

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA
MEETING OF FEBRUARY 15, 2024 @7:00 P.M.

www.stegesan.org • staff@stegesan.org

***** AGENDA *****

Items on the agenda may be taken out of order.

Public comment may be limited to three (3) minutes for each individual speaker.

In accordance with California Government Code Section 54957.5, any writing that is a public record and relates to an open session agenda item which is distributed less than 72 hours prior to the meeting shall be available for public inspection at the District Office, 7500 Schmidt Lane, El Cerrito, during regular business hours. Copies of the agenda are posted on the District website at www.stegesan.org. Those disabled persons requiring auxiliary aids or services in attending or participating in this meeting should notify the District at least 48 hours prior to the meeting at 510/524-4668.

Members of the public can observe the live stream of the meeting by accessing <https://zoom.us/j/84090509848> or by calling (669) 900-9128 and entering the Meeting ID# 840 9050 9848 followed by the pound (#) key.

The ability to participate and observe remotely as identified above is predicated on the technology being available and functioning without technical difficulties. Should the remote platform not be available, or become non-functioning, or should the Board of Directors otherwise encounter technical difficulties that makes that platform unavailable, the Board of Directors will proceed with business in person unless otherwise prohibited by law.

*Public comment can be sent remotely by delivering a physical copy to **7500 Schmidt Lane, El Cerrito, CA 94530** or via email to **comments@stegesan.org** with “Public Comment” in the subject line. To provide written comment on an item on the agenda or to address the Board during Public Comment, please note the agenda item number that you want to address or whether you intend for the comment to be included in Public Comment. Comments timely received at least 15 minutes before the starting time of the meeting will be provided to the Board of Directors and will be added to the official record.*

Public Comment during the meeting is limited to in-person participants and those comments timely received at least 15 minutes before the starting time of the meeting. Members of the public will not have the ability to comment via Zoom unless the Board of Directors is required to provide that opportunity due to a Director participating pursuant to AB 2449. In such a circumstance, the Chair will make an announcement at the beginning of the meeting. Those interested in commenting (if required per AB 2449) should raise their virtual hands to notify the host during the relevant agenda item.

Pursuant to AB 2449, Board Members may be attending this meeting via remote conferencing. In the event that any Board Member elects to attend remotely, all votes conducted during the meeting will be conducted by roll call vote.

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING
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I. Call To Order

II. Roll Call

Agenda Items: Directors and Officers of the Board will consider and announce if they have any conflicts of interest posed by items on the meeting agenda.

III. Public Comment

(Members of the public are invited to address the Board concerning topics that are **not** on the agenda)

Motion:

IV. Approval of Minutes

A. Approval of Minutes of February 1, 2024 Board Meeting

(The Board will be asked to review and approve the minutes of February 1, 2024 Board Meeting)

Info:

V. Communications

A. Oral/Written Communications

1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings

Info:

VI. Reports of Staff and Officers

A. Attorney's Report

B. Committee Reports

C. Manager's Report

1. Monthly Maintenance Summary Report
2. Monthly Report of Sewer Replacements and Repairs
3. Form 700 Statement of Economic Interest/Conflict of Interest
4. 2024 California Association of Sanitation Agencies (CASA) Conferences
 - February 26-27 – Washington DC Forum
 - July 31-August 2 – Annual Conference, Monterey, CA
5. 2024 California Special Districts Association (CSDA) Conference

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING
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- September 9-12 – Annual Conference, Indian Wells, CA

Info/Motion: **VII. Business**

- A. Sewer Rate and Connection Charge Study
(The Board will consider the study)
- B. Resolution No. 2233-0224 Authorizing the District Manager to Award a Contract to GSW Construction for Canon Pump Station Rehabilitation Project No. 23202
(The Board will consider the resolution)
- C. Resolution No. 2234-0224 Making Findings and Directing Filing of Notice of Exemption, Pursuant to California Environmental Quality Act (CEQA), Canon Pump Station Rehabilitation Project No. 23202
(The Board will consider the resolution)
- D. Long Range Planning Agenda
(The Board will review the updated agenda)

Info: **VIII. Financial Statements**

- A. Monthly Investment, Cash, Receivables Report
- B. Monthly Operating Statement
(The Board will review the reports and statements)

Motion: **IX. Approval of Checks**

- A. Checks for February 15, 2024 – Fund No. 3418 & 3423
(The Board will be asked to approve the checks)

Info: **X. Future Agenda Items**

March 2, 2024 @ 9:00 AM
Long Range Planning Workshop

March 21, 2024
California Employer's Retiree Benefit Trust (CERBT) Contributions
Action Plan

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING
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Board Training Summary
Consent Decree Quarterly Report
CASA Conference – Attendee Reports
Form 700

CLOSED SESSION

Public Employment Appointment

Gov. Code § 54957

Title: District Counsel

XI. Adjournment

(The next meeting of the Stege Sanitary District Board of Directors is the Long Range Planning Workshop scheduled to be held on March 2, 2024 at 9:00 A.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, CA.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF FEBRUARY 1, 2024
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

*****MINUTES*****

I. Call To Order: President Gilbert-Snyder called the meeting to order at 7:00 P.M.

II. Roll Call: Present: Beach, Merrill, O’Keefe, Gilbert-Snyder
 Absent: Christian-Smith (gave prior notice)
 Others Present: Rex Delizo, District Manager

Agenda Items: Directors and Officers of the Board did not announce any conflicts of interest posed by items on the meeting agenda.

III. Public Comment: O’Keefe commented that AT&T is requesting approval from the California Public Utilities Commission (CPUC) to discontinue copper landline phone service. There was no other public comment.

IV. Approval of Minutes

A. Approval of January 18, 2024 Board Meeting Minutes

MOTION: By O’Keefe, seconded by Beach, to approve the minutes of the January 18, 2024 Board Meeting, as amended

VOTE: AYES: Beach, Merrill, O’Keefe, Gilbert-Snyder
 NOES: None
 ABSTAIN: None
 ABSENT: Christian-Smith

V. Communications

A. Oral/Written Communications

1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings
 - a. California Association of Sanitation Agencies (CASA) Winter Conference, January 24-26, 2024

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In accordance with AB 1234, Director Merrill provided a written report and a verbal summary of his attendance at the CASA conference.

2. LAFCO Special District Election - Call for Nominations and Names of District Voting Delegates

The Board reviewed and considered the announcement of a call for nominations and reviewed the District's presiding officers designated as voting delegates.

VI. Reports of Staff and Officers

A. Committee Reports

There were no items to report.

B. Manager's Report

1. Stege Sanitary District Performance Report for Calendar Year 2023

The Manager presented the report which will be posted on the District website.

2. Special District Leadership Foundation (SDLF) District of Distinction

The Manager reported on the requirements to receive the District of Distinction re-accreditation.

3. Board Training Summary

The Manager reported on the Directors' training deadlines and upcoming training workshops.

4. California Association of Sanitation Agencies (CASA)

The Manager reported on the upcoming CASA conference dates.

5. California Special Districts Association (CSDA)

The Manager reported on the upcoming CSDA conference date.

VII. Business

A. Draft Long Range Planning Draft Agenda

The Board reviewed the revised agenda for the long range planning workshop scheduled for Saturday, March 2, 2024.

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VIII. Approval of Checks

A. Checks for February 1, 2024- Fund No. 3418 & 3423

MOTION: By Beach, seconded by Merrill, to pay the bills, Check Nos. 28529 through 28553 in the amount of \$681,997.66

VOTE: AYES: Beach, Christian-Smith, Merrill, O’Keefe, Gilbert-Snyder
 NOES: None
 ABSTAIN: None
 ABSENT: None

IX. Future Agenda Items

February 15, 2024

Long Range Planning Workshop Agenda
 Form 700
 +*Canon Pump Station Rehabilitation Project*
 +*Sewer Rate and Connection Charge Study*

March 2, 2024 @ 9:00 AM

Long Range Planning Workshop

X. Adjournment

The meeting was adjourned at 7:42 P.M. The next meeting of the District Board of Directors will be held on Thursday, February 15, 2024 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
 STEGE SANITARY DISTRICT
 Secretary

STEGE SANITARY DISTRICT MONTHLY MAINTENANCE SUMMARY REPORT

January 2024

QUARTER 1

VEHICLE	DAYS	FOOTAGE (LF)
<i>UNIT 10 COMBO</i>	<i>17</i>	<i>68,509</i>
<i>UNIT 11 RODDER</i>	<i>0</i>	
<i>UNIT 15 CCTV</i>	<i>9</i>	<i>18,727</i>
<i>UNIT 16 COMBO</i>	<i>11</i>	<i>20,637</i>
TOTAL MONTH CLEANED		89,146
TOTAL MONTH CCTV'D		18,727

QUARTERLY SUB-TOTALS

YEAR	QUARTER	TOTAL CLEANED (LF)	PLANNED TO CLEAN (LF)	Q END NOT COMPLT'D (LF)	TOTAL CCTV'D (LF)	PLANNED TO CCTV (LF)	Q END NOT COMPLT'D (LF)
2024	1	89,146	226,685		18,727	54,605	
2023	4	228,862	184,938	0	48,625	50,930	23,849
2023	3	260,224	215,376	0	64,008	65,576	27,963
2023	2	245,563	202,070	0	52,033	60,081	38,937
2023	1	262,178	204,795	0	61,882	58,488	29,188

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MONTHLY SERVICE CALLS

January-2024

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
1/8/2024 Monday 10:19 AM	275311 275310	23 COWPER AVE. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
1/8/2024 Monday 3:48 PM	101436 101434	6101 TEHAMA AVE. RICHMOND, CA 94804	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	E				WE FOUND THIS TO BE EBMUD'S PROBLEM.
1/10/2024 Wednesday 2:52 PM	283020 283019	7450 MOESER LN. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				WE FOUND THIS TO BE THE CITY OF EL CERRITO'S PROBLEM.
1/11/2024 Thursday 6:50 PM	231807 241001	610 CANON DR. KENSINGTON, CA 94707 <i>Last Call: 7/11/2022</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				HIGH WATER ALARM CANON PUMP STATION, ELECTRICAL POWER.
1/13/2024 Saturday 10:19 AM	162107 162105	1522 NORVELL ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
1/14/2024 Sunday 6:27 PM	172627 172626	1653 JULIAN DR. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
1/15/2024 Monday 9:50 AM	226102 226101	131 BEHRENS ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, LC				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
1/16/2024 Tuesday 11:17 AM	142417 142415	1400 SCOTT ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	E				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
1/17/2024 Wednesday 4:16 PM	251503 251501	43 ANSON WAY EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
1/17/2024 Wednesday 8:15 PM	265202 265201	844 BALRA DR. EL CERRITO, CA 94530 <i>Last Call: 9/13/2001</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
1/21/2024 Sunday 10:28 AM	271117 271111	406 VILLAGE DR. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
1/22/2024 Monday 8:15 AM	291210 291209	7430 SEA VIEW DR. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
1/22/2024 Monday 1:48 PM	102326 102324	1380 SANTA CLARA AVE. RICHMOND, CA 94804	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				WE FOUND THE CLOGGED SINK TO BE THE CUSTOMER'S PROBLEM.
1/30/2024 Tuesday 3:05 PM	212127 212157	5830 PANAMA AVE. RICHMOND, CA 94804	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				HYDRO LINE WE SUCKED WATER OUT OF HER TOILET, DID NOT BLAST.

PROBLEM TYPE:

- Water (A)
- Broken Main (B)
- S/S Congestion (C)
- Debris in Main (D)
- EBMUD (E)
- Soft Stoppage (F)
- Grease (G)
- Lateral Cause (LC)
- Misc (M)
- MH Cover (MC)
- Odor (O)
- Overflow (OF)
- PG+E (P)
- Roots (R)
- Surcharge (S)
- Storm Drain (SD)
- Unknown (U)
- Other (T)
- Wipes/Rags (W)

SPILL

LOCATION:

- Lamp/Manhole (MH)
- Mainline (ML)
- Lateral (L)
- Cleanout (CO)
- Building (BLDG)
- Other (O)

SPILL

CAUSE:

- Blockage (B)
- Surcharge (S)
- Line Break (ML)
- Other (O)

SPILL END

LOCATION:

- Building (BLDG)
- Creek (C)
- Strt/Pvmnt (ST)
- Storm Drn (SD)
- Yard (Y)
- Other (O)

MAINLINE:	0
LATERAL:	8
OTHER:	6
TOTAL SERVICE CALLS:	14
MAINLINE OVERFLOW:	0
MAINLINE SURCHARGE:	0

SANITARY SEWER OVERFLOWS (SSOs) LAST 12 MONTHS

February-2024

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS	CAT*	VOL	RCVR'D	NET
2/7/2023 Tuesday 11:53 AM	184102 184101	11755 SAN PABLO AVE. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B,D, P	ML	ML	ST, SD	PG&E BROKE DISTRICT LINE	CAT 4	5 gallons	5 gallons	0 gallons
2/15/2023 Wednesday 7:40 PM	265304 265303	838 SEA VIEW DR. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D, OF, T	MH	B	SD, Y	BROKEN MANHOLE.	CAT 4	34 gallons	34 gallons	0 gallons
5/1/2023 Monday 2:28 PM	186304 186004	2126 JUNCTION AVE. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B	ML, O	ML	Y	SSO WAS CAUSED BY SLIPLINE MORTAR NOT SEALED AT CONNECTION.	CAT 4	5 gallons	5 gallons	0 gallons
5/5/2023 Friday 8:07 AM	102203 102003	1438 CARLSON BLVD. RICHMOND, CA 94804	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D,OF,R, W	MH	B	ST, SD	DEBRIS, ROCKS, AND ROOTS CAUSED SSO.	CAT 3	78 gallons	78 gallons	0 gallons

PROBLEM TYPE:

Water (A)
Broken Main (B)
S/S Congestion (C)
Debris in Main (D)
EBMUD (E)
Soft Stoppage (F)
Grease (G)
Lateral Cause (LC)
Misc (M)
MH Cover (MC)

SPILL

Odor (O)
Overflow (OF)
PG+E (P)
Roots (R)
Surcharge (S)
Storm Drain (SD)
Unknown (U)
Other (T)
Wipes/Rags (W)

SPILL

Lamp/Manhole (MH)
Mainline (ML)
Lateral (L)
Cleanout (CO)
Building (BLDG)
Other (O)

SPILL END

Blockage (B)
Surcharge (S)
Line Break (ML)
Other (O)
Building (BLDG)
Creek (C)
Strt/Pvmnt (ST)
Storm Drn (SD)
Yard (Y)
Other (O)

TOTAL MAINLINE SSOs: 4
MAINLINE BREAK SSOs: 2
MAINLINE SURCHARGE SSOs: 0
CATEGORY 1 SSOs: 0
SSOs INTO BUILDINGS: 0

TOTAL SSO VOLUME (GALS): 122
TOTAL VOLUME RECOVERED (GALS): 122
TOTAL VOLUME UNRECOVERED (GALS): 0

*CATEGORY 1 SSO: Spill of any volume of sewage from or caused by a sanitary sewer system that results in a discharge to: A surface water, including a surface water body that contains no flow or volume of water; or A drainage conveyance system that discharges to surface waters when the sewage is not fully captured and returned to the sanitary sewer system or disposed of properly. Any spill volume not recovered from a drainage conveyance system is considered a discharge to surface water, unless the drainage conveyance system discharges to a dedicated stormwater infiltration basin or facility.

CATEGORY 2 SSO: Spill of 1,000 gallons or greater, from or caused by a sanitary sewer system that does not discharge to a surface water.

CATEGORY 3 SSO: Spill of equal to or greater than 50 gallons and less than 1,000 gallons, from or caused by a sanitary sewer system that does not discharge to a surface water.

CATEGORY 4 SSO: Spill of less than 50 gallons, from or caused by a sanitary sewer system that does not discharge to a surface water.

**STEGE SANITARY DISTRICT
MONTHLY REPLACEMENT AND REPAIR SUMMARY
January 2024**

I SEWER REPLACEMENT - FY 2023-2024			
A.	BUDGET ALLOCATION		\$3,473,000
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$451,598
C.	SEWER REPLACEMENTS PAID THIS MONTH (NO RETENTION)	<u>COST</u>	
SUBTOTAL FOR THIS MONTH			\$0
D.	TOTAL BUDGET EXPENDED (NO RETENTION)	12.35%	\$429,018
E.	TOTAL 5% RETENTION HELD		\$22,580
F.	BUDGET REMAINING	87.00%	\$3,021,402
G.	PERCENTAGE OF FISCAL YEAR REMAINING	41.67%	
H.	TOTAL REPLACEMENT FOOTAGE PAID TO DATE	2,200 (\$ 205.27 /LF)	

II SEWER REPAIRS - FY 2023-2024			
A.	BUDGET ALLOCATION		\$72,000
B.	PRIOR BUDGET EXPENDED		\$27,000
C.	SEWER REPAIRS PAID THIS MONTH	<u>REPAIR COST</u>	
SUBTOTAL FOR THIS MONTH			\$0
SUBTOTAL FOR LAST MONTH			\$27,000
D.	TOTAL BUDGET EXPENDED	37.50%	\$27,000
E.	TOTAL RETENTION HELD	0.00%	\$0
F.	BUDGET REMAINING	62.50%	\$45,000
G.	PERCENTAGE OF FISCAL YEAR REMAINING	41.67%	
H.	TOTAL NUMBER OF REPAIRS PAID TO DATE	8 (\$3,375 /REPAIR)	

**STEGE SANITARY DISTRICT
MONTHLY REPLACEMENT AND REPAIR SUMMARY
January 2024**

III SAN PABLO AVE SPECIFIC PLAN AREA (SPASPA) UPGRADE - FY 2023-2024			
A.	BUDGET ALLOCATION		\$0
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$0
C.	SPASPA UPGRADES PAID THIS MONTH (NO RETENTION)		
SUBTOTAL FOR THIS MONTH			\$0
D.	TOTAL BUDGET EXPENDED (NO RETENTION)	0.00%	\$0
E.	TOTAL 5% RETENTION HELD	0.00%	\$0
F.	BUDGET REMAINING	100.00%	\$0
G.	PERCENTAGE OF FISCAL YEAR REMAINING	41.67%	
H.	TOTAL SPASPA UPGRADE FOOTAGE PAID TO DATE	(\$ - /LF)	

SEWER RATE AND CONNECTION CHARGE STUDY

ISSUE:

The Board will consider the updated Sewer Rate and Connection Charge Study presentation by Alison Lechowicz of Lechowicz & Tseng Municipal Consultants.

FISCAL IMPACT:

The fiscal impact of the Sewer Rate and Connection Charge Study will be detailed in the report.

STRATEGIC PLAN:

GOAL 3: Ensure Financial Stability and Efficiency

WORK PLAN ITEM "a": Annually review the Sewer Service Charge and conduct a Financial Plan and Rate Study at least every five (5) years

BACKGROUND:

Alison Lechowicz of Lechowicz & Tseng Municipal Consultants will provide an updated Sewer Rate and Connection Charge Study presentation for the Board's consideration and discussion.

RECOMMENDATION:

Consider and approve finalizing a study.

ALTERNATIVES:

1. Make amendments and approve, as amended.
2. Make amendments and ask to bring back the item for approval at a future Board meeting.
3. Take no action, and keep all rates and charges the same until next year's scheduled review.

ATTACHMENTS:

Sewer Rate and Connection Charge Study Presentation Handout

STEGE SANITARY DISTRICT

Sewer Rate and Capacity Fee Study



Board Meeting
February 15, 2024



LECHOWICZ + TSENG
MUNICIPAL CONSULTANTS

Alison Lechowicz
Project Manager



Agenda

- Example EBMUD water usage/flow data
- Capacity fee methodology and options
 - Current methodology (Option 1)
 - Only pipeline assets (Option 2)
 - SPASPA fee update



Example Data from EBMUD

EBMD_ACCNT	ADDRESS	CITY	METER	YEAR	1	2	3	4	5	6	7	8	9	10	11	12	Total	CODE	Type
32071300 001	6637 Cutting Bl	EL	3379	2022	7	7	8	8	9	10	11	9	9	9	9	8	104	8800	Single Family
16359300 001	11135 San Pablo	EL	14582	2022	2	2	2	1	2	2	2	2	3	3	2	2	25	6800	Office
82230517 930	1854 Key Bl	EL	132779	2022	4	3	4	4	4	4	4	4	4	3	3	1	42	8800	Single Family
05695713 139	1852 Key Bl	EL	132782	2022	4	3	4	1	1	3	3	4	4	2	2	3	34	8800	Single Family
30818200 001	105 Kensington Rd	KEN	3E+06	2022	9	8	8	7	7	6	6	7	7	10	10	7	92	8800	Single Family
38010064 711	505 Norvell St	EL	133302	2022	4	4	4	4	4	4	4	4	4	4	4	4	48	8800	Single Family
12427700 001	6919 Manila Ave	EL	208916	2022	3	3	5	5	5	5	9	10	6	6	5	5	67	8800	Single Family
98511340 863	10841 San Pablo	EL	359777	2022	9	9	10	10	12	12	13	13	20	24	15	14	161	5812	Restaurant
12506300 001	10650 San Pablo	EL	447857	2022	2	2	2	2	2	1	1	2	2	1	1	3	21	5300	Retail
16399200 001	10869 San Pablo	EL	448183	2022	173	160	186	184	235	251	201	169	165	66	72	85	1947	7000	Hotel
36644698 701	1326 Santa Clara St	RIC	766959	2022	6	5	6	5	6	6	6	7	6	6	5	6	70	8800	Single Family
28796825 790	1321 Scott St	EL	484605	2022	3	3	3	3	4	4	5	5	3	3	2	2	40	8800	Single Family
12329400 001	831 Richmond St	EL	772090	2022	7	6	7	7	6	6	7	7	7	7	7	7	81	8800	Single Family
62687226 378	2025 Tappscott Ave	EL	485489	2022	4	4	4	5	5	6	6	5	5	5	5	5	59	8800	Single Family
16353500 001	6214 Cypress Ave	EL	499189	2022	4	4	4	4	4	3	3	3	3	2	2	2	39	8800	Single Family
10625900 001	1240 Contra Costa	EL	502004	2022	5	4	4	4	4	4	4	4	4	6	6	3	52	8800	Single Family

Monthly metered water usage data in units of hundred cubic feet (one hundred cubic feet = 748 gallons)

Sort by month, year, and customer type to determine average winter water use



Districtwide Capacity Fee

- Applies to ALL development in Stege SD including development in SPASPA
- Nets out pipelines that will be covered in the San Pablo Ave Fee
- Value of existing facilities based on replacement cost new less depreciation (RCNLD) for general district facilities that benefit the entire service area
- The RCNLD cost is divided by estimated total customers at buildout
- Fees are charged based on dwelling units for residential connections and plumbing fixtures for non-residential connections
- OPTION 1: All non-SPASPA District assets included
- OPTION 2: Only pipeline and manhole assets included



Current Capacity Fees

Land Use	Equivalent Fixture Units per Dwelling Unit	Average Gallons per Day per Equivalent Fixture Unit	Cost per Equivalent Fixture Unit	Sewer Capacity Charge	Unit
Single Family Residential	26	5	\$129.01	\$3,354	per dwelling unit
Multi-Family Residential	17	5	\$129.01	\$2,193	per dwelling unit
Non-Residential	NA	5	\$129.01	\$129.01	per fixture unit
San Pablo Avenue Specific Plan Area					
All Development			\$271.19	\$271.19	per fixture unit
Accessory Dwelling Units					
Attached Accessory Dwelling Unit			\$0.00	\$0.00	
Detached Accessory Dwelling Unit			\$129.01	\$129.01	per fixture unit

5



Existing Districtwide Facilities (Opt1)

Pipelines less SPASPA pipe	\$48,189,155
Manholes	\$362,099
Pump Stations	\$46,202
Admin Building & Office Equip	\$2,612,357
Vehicles	<u>\$624,501</u>
Total Existing Facilities	\$51,834,314
Build-out Fixture Units	504,751
Cost per Fixture Unit	\$102.69

- Value is the original cost net of depreciation and escalated to current dollars
- Build-out fixture units are the District's current customer base plus remaining development in SPASPA (16 fixtures per MF)

6



OPT 1: Proposed Districtwide Capacity Fee

Land Use	Equivalent Fixture Units per Dwelling Unit	Cost per Equivalent Fixture Unit	Sewer Capacity Charge	Unit
Single Family	26	\$102.69	\$2,670	per dwelling unit
Multi-Family	16	\$102.69	\$1,643	per dwelling unit
Non-Residential	NA	\$102.69	\$102.69	per fixture unit
Accessory Dwelling Units				
Attached Accessory Dwelling Unit		\$0.00	\$0.00	
Detached Accessory Dwelling Unit		\$102.69	\$102.69	per fixture unit

7



Districtwide Capacity Fee OPT1

Land Use	Current	Proposed	Unit
Single Family Residential	\$3,354	\$2,670	per dwelling unit
Multi-Family Residential*	\$2,193	\$1,643	per dwelling unit
Non-Residential	\$129.01	\$102.69	per fixture unit

*Proposed number of fixture units reduced from 17 to 16

8



Existing Districtwide Facilities (Opt2)

Pipelines less SPASPA pipe	\$48,189,155
Manholes	\$362,099
Pump Stations	\$46,202
Admin Building & Office Equip	\$2,612,357
Vehicles	\$624,501
Total Existing Facilities	\$51,834,314
	\$48,597,456
Build-out Fixture Units	504,751
Cost per Fixture Unit	\$96.28

- Value is the original cost net of depreciation and escalated to current dollars

- Build-out fixture units are the District's current customer base plus remaining development in SPASPA (16 fixtures per MF)

9



Districtwide Capacity Fee OPT2

Land Use	Current	Proposed	Unit
Single Family Residential	\$3,354	\$2,503	per dwelling unit
Multi-Family Residential*	\$2,193	\$1,540	per dwelling unit
Non-Residential	\$129.01	\$96.28	per fixture unit

*Proposed number of fixture units reduced from 17 to 16

10



Districtwide Capacity Fee Options

Land Use	Current	OPT1	OPT2	Unit
Single Family	\$3,354	\$2,670	\$2,503	per DU
Multi-Family*	\$2,193	\$1,643	\$1,540	per DU
Non-Residential	\$129.01	\$102.69	\$96.28	per FU

*Proposed number of fixture units reduced from 17 to 16

DU – dwelling unit

FU – plumbing fixture unit

11



SPASPA Capacity Fee

- Applies only to development in the San Pablo Avenue Specific Plan Area
- Project costs net of fees already paid divided by remaining development
- Total project cost of \$14.9M estimated in 2017 by Urban Economics based on 22,592 LF of pipe
- Confirmed this project cost is accurate based on cost of materials plus planning, design, construction management, and contingency
- Updated SPASPA buildout fixture unit count for each MF dwelling = 16 fixture units

12



SPASPA Capacity Fee

San Pablo Ave SPA Improvement Cost	\$14,900,000
11795 San Pablo Ave, Wall Ave	\$339,264
Net of SPASPA fees already paid	<u>(\$1,088,534)</u>
Total Cost	\$14,150,730
SPASPA Fixture Units	59,783
Less SPASPA Fixture Units Already Paid	<u>(4,595)</u>
Total Fixture Units	55,188
Cost per Fixture Unit	\$256.41

13



Proposed SPASPA Capacity Fee

Land Use	Equivalent Fixture Units per Dwelling Unit	Cost per Equivalent Fixture Unit	Sewer Capacity Charge	Unit
Single Family	26	\$256.41	\$6,667	Example fee
Multi-Family	16	\$256.41	\$4,103	Example fee
Per fixture unit	NA	\$256.41	\$256.41	per fixture unit

14



SPASPA Current and Proposed Capacity Fee

Land Use	Current	Proposed	Unit
Single Family	\$7,051	\$6,667	Example fee
Multi-Family*	\$4,339	\$4,103	Example fee
Non-Residential	\$271.19	\$256.41	per fixture unit

*Example number of fixture units is 16

DU – dwelling unit

FU – plumbing fixture unit

15



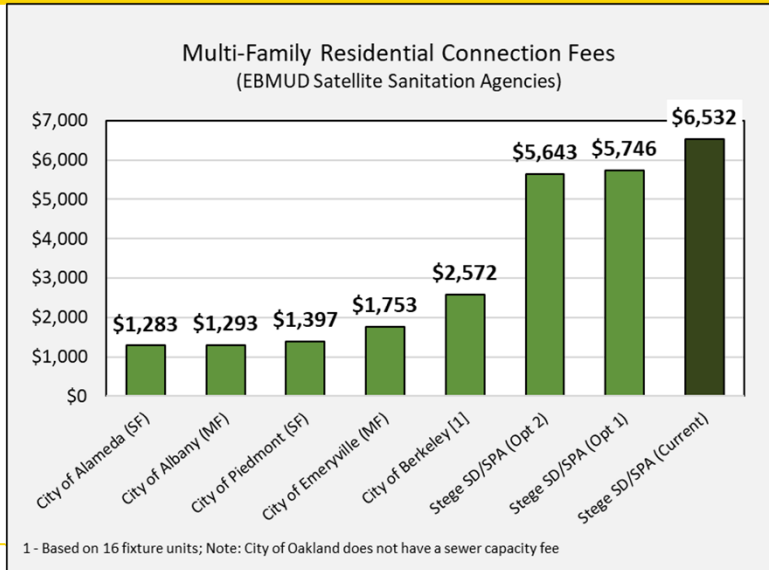
Total Proposed Capacity Fee

	Current	Proposed – OPT1	Proposed – OPT2
Cost per fixture unit			
Districtwide Fee	\$129.01	\$102.69	\$96.28
SPASPA Fee	<u>\$271.19</u>	<u>\$256.41</u>	<u>\$256.41</u>
Total	\$400.20	\$359.10	\$352.69
Multi-Family Dwelling Unit			
Districtwide Fee	\$2,193 17 FU	\$1,643 16 FU	\$1,540 16 FU
SPASPA Fee	<u>\$4,339</u> 16 FU	<u>\$4,103</u> 16 FU	<u>\$4,103</u> 16 FU
Total	\$6,532	\$5,746	\$5,643

16



Total Proposed Capacity Fee



17



Discussion



18

RESOLUTION NO. 2233-0224 AUTHORIZING THE DISTRICT MANAGER TO AWARD A
CONTRACT TO GSW CONSTRUCTION FOR
PROJECT NO. 23202, CANON PUMP STATION REHABILITATION PROJECT

ISSUE:

Staff opened bids on January 16th and has a recommendation for award of the contract. The Board of Directors need to decide if the contract is to be awarded based on the base bid or base bid & additive base bid.

FISCAL IMPACT:

The bids ranged from \$1,200,400 to \$1,570,600.

BACKGROUND:

On the October 19, 2023 Board Meeting, the Board approved the Plans and Specifications – Canon Pump Station Rehabilitation Project No. 23202 and authorized staff to advertise and bid the project, but wanted to reconsider the optional standby generator bid item before awarding the contract.

The Board of Directors need to decide if the contract is to be awarded based on the base bid or base bid & additive base bid. The additive base bid includes optional standby generator.

Results of the project bid opening on January 16th are as shown in the table attached. Staff recommends award of bid to the lowest responsible, responsive bidder.

RECOMMENDATION:

Award contract to the lowest responsible, responsive bidder, GSW CONSTRUCTION for base bid only or GSW CONSTRUCTION for base bid & additive bid.

ALTERNATIVES:

1. Amend the resolution to authorize the award of contract to another bidder and approve as amended.
2. Reject all bids.
3. Postpone the entire project and continue maintaining the existing infrastructure until a later date.
4. Take no action and provide staff further direction.

ATTACHMENTS:

- Bid Results
- Resolution No. 2233-0224

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RESOLUTION NO. 2233-0224

RESOLUTION AUTHORIZING THE DISTRICT MANAGER TO AWARD A
CONTRACT TO GSW CONSTRUCTION FOR
CANON PUMP STATION REHABILITATION PROJECT NO. 23202

The Directors of the Stege Sanitary District find and determine as follows:

- A. Canon Pump Station (Canon) is one of two sanitary sewer pump stations owned and maintained by the District. It is located in Kensington and serves 23 parcels. Canon was built in the 1960 and the pumps were replaced in 2014. Canon is currently nearing the end of its useful life and a complete rehabilitation/replacement of the facility is necessary.
- B. On January 22, 2021, the District entered into a professional services contract agreement with Schaaf and Wheeler Engineers for the design and project management of the Canon Pump Station Rehabilitation Project.
- C. District staff advertised the project plans and specifications for bid pursuant to Board approval at the October 19, 2023 Board meeting.
- D. District staff received THREE (3) valid bids in response.
- E. Upon review of the bids, GSW CONSTRUCTION submitted the lowest responsive base bid and GSW CONSTRUCTION submitted the lowest responsive base bid & additive bid, and was found to be a responsible bidder.

In consideration of the foregoing findings and determinations, it is resolved:

1. The District Manager is authorized to award a contract for Canon Pump Station Rehabilitation Project No. 23202 to GSW CONSTRUCTION, conditioned on GSW CONSTRUCTION's timely execution of the contract and submission of all required documents in accordance with the contract.
2. The District Manager is hereby authorized to execute the documents on behalf of the Directors of the Stege Sanitary District upon timely submission of GSW

CONSTRUCTION's signed contract and all other documents, subject to approval by District Counsel.

* * * * *

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Resolution was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 15th day of February 2024 by a X-X vote as follows:

AYES: BOARD MEMBERS:
NOES: BOARD MEMBERS:
ABSENT: BOARD MEMBERS:
ABSTAIN: BOARD MEMBERS:

PAUL GILBERT-SNYDER, President
Stege Sanitary District
Contra Costa County, California

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District

RESOLUTION NO. 2234-0224, MAKING FINDINGS AND DIRECTING FILING OF
NOTICE OF EXEMPTION PURSUANT TO THE CALIFORNIA ENVIRONMENTAL
QUALITY ACT (CEQA), CANON PUMP STATION REHABILITATION PROJECT,
PROJECT NO. 23202

ISSUE:

The California Environmental Quality Act (CEQA) requires that certain actions regarding environmental impacts should be taken by the agency responsible for projects.

FISCAL IMPACT:

The cost of filing a notice of completion is about \$50 (if imposed by the County) and about 2 hours of staff time for preparation.

STRATEGIC PLAN:

GOAL 2: Maintain and Improve Infrastructure

WORK PLAN ITEM “b”: Update and implement sewer system master plan to prioritize sewer replacement, funding, and maintain a sewer system life cycle of 60+ years by June 2025 and at least every two (2) years thereafter.

BACKGROUND:

CEQA requires that a preliminary environmental assessment to determine the environmental impacts is prepared for projects. Failure to do so makes a project vulnerable to legal challenges. Staff has completed the assessment and found this project is exempt from further assessment since it is the *replacement of existing utility structures where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced*. This is a standard exemption category included in State and Local CEQA guidelines. Staff will record the approved notice with the County Clerk.

RECOMMENDATION:

Approve the Resolution and direct the Manager to file the exemption notice with the County Clerk.

ALTERNATIVES:

1. Postpone the project and continue maintaining the existing infrastructure until a later date.
2. Take no action and provide staff further direction.

ATTACHMENTS:

- Resolution No. 2234-0224
- Notice of Exemption

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RESOLUTION NO. 2234-0224

RESOLUTION MAKING FINDINGS AND DIRECTING FILING OF NOTICE OF EXEMPTION, PURSUANT TO CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA), CANON PUMP STATION REHABILITATION PROJECT, PROJECT NO. 23202

The Directors of the Stege Sanitary District (District) find and determine as follows:

- A. District staff advertised the project plans and specifications for the replacement of a pump station nearing the end of its useful life and the lowest responsive and responsible bidder is GSW Construction.
- B. A Preliminary Environmental Assessment has been prepared and it finds that the proposed project has a Categorical Exemption under the State and Local Guidelines adopted pursuant to the California Environmental Quality Act.

In consideration of the foregoing findings and determinations, it is resolved:

- 1. Said project is categorically exempt pursuant to the provisions of State and Local Guidelines adopted pursuant to the California Environmental Quality Act in that it is replacement of existing facilities.
- 2. The Secretary is directed and authorized to file a copy of a Notice of Exemption, with a certified copy of this Resolution attached, in the District office and in the Office of the Clerk of the County of Contra Costa.

* * * * *

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Resolution was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 15th day of February 2024 by a X-X vote as follows:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:
ABSENT: BOARD MEMBERS:
ABSTAIN: BOARD MEMBERS:

PAUL GILBERT-SNYDER, President
Stege Sanitary District
Contra Costa County, California

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District

DRAFT LONG RANGE PLANNING WORKSHOP AGENDA

ISSUE:

The Board will consider the draft long range planning workshop agenda.

FISCAL IMPACT:

The fiscal impact to review the agenda is minimal.

STRATEGIC PLAN:

GOAL 2: Maintain and Improve Infrastructure

GOAL 3: Ensure Financial Stability and Efficiency

BACKGROUND:

The Board has a Long Range Planning Workshop scheduled for March 2, 2024. The draft agenda for the workshop is ready for review and input from the Board.

RECOMMENDATION:

Review the agenda and suggest changes and/or additions.

ALTERNATIVES:

1. Postpone the review of the agenda for changes and/or additions until the next meeting.
2. Cancel the Long Range Planning Workshop and incorporate topics into future regular Board Meeting agendas.

ATTACHMENTS:

Draft Long Range Planning Agenda

Stege Sanitary District
DRAFT Long Range Planning Workshop Agenda
 Saturday, March 2, 2024 @9:00am

TIME	TOPIC
9:00 AM	<i>Review of Agenda & Last Action Plan</i>
9:15 AM	Past 5 Years Expenditures Review [0.50 hr.]
9:30 AM	The Board will review and discuss trends from the past 5 years.
9:45 AM	Sewer Rate and Connection Charge Review [0.50 hr.]
10:00 AM	The Board will review and discuss the District's Sewer Rate and Connection Charge.
10:15 AM	USEPA Consent Decree Progress and Planning [0.50 hr.]
10:30 AM	The Board will review and discuss the progress of the USEPA Consent Decree.
10:45 AM	<i>Break</i>
11:00 AM	Prefunding Pension Liabilities [0.50 hr.]
11:15 AM	The Board will consider prefunding pension liabilities.
11:30 AM	Future Board Meetings [0.50 hr.]
11:45 AM	The Board will consider having less meetings and/or Counsel attend more meetings.
12:00 PM	Self Assessment of Governance - Questionnaire [0.25 hr.]
12:15 PM	<i>Lunch</i>
12:30 PM	
12:45 PM	Self Assessment of Governance - Review & Discussion [0.50 hr.]
1:00 PM	
1:15 PM	Private Sewer Lateral (PSL) I/I Outreach [0.50 hr.]
1:30 PM	The Board will review and discuss PSL I/I outreach.
1:45 PM	<i>Break</i>
2:00 PM	Environmentally Preferable Procurement Policy [0.50 hr.]
2:15 PM	The Board will review and discuss changes to the District's current policy.
2:30 PM	Strategic Plan and Board Governance Manual [0.75 hr.]
2:45 PM	The Board will review and discuss the plan.
3:00 PM	
3:15 PM	<i>Wrap Up, Review, Action Items</i>

STEGE SANITARY DISTRICT
Investment, Cash & Receivables Report
As of January 31, 2024

11:59:22 AM
02/12/2024

	<u>January 31, 2024</u>	<u>December 31, 2023</u>	<u>\$ Change</u>	<u>Deposits</u>	<u>Checks</u>	<u>Transfers</u>
ASSETS						
Current Assets						
Checking/Savings						
TVI & LAIF Investment Accts						
11012 · Sewer Operations- 3418	10,062,789	5,792,811	4,269,978	69,978	0	4,200,000
11014 · System Rehab- 3423	1,061,876	1,050,107	11,769	11,769	0	0
11020 · TVI Investments	1,527,085	1,500,000	27,085	27,085	0	0
Total TVI & LAIF Investment Accts	<u>12,651,750</u>	<u>8,342,918</u>	<u>4,308,832</u>	<u>108,832</u>	<u>0</u>	<u>4,200,000</u>
Checking Accts						
100 · Mechanics Bank	136,689	4,538,213	-4,401,523	38,669	-240,193	-4,200,000
100 · County Cash Acct #3418	-9,420	-9,420	0 *	0 *	0	0
Total Checking Accts	<u>127,269</u>	<u>4,528,793</u>	<u>-4,401,523</u>	<u>38,669</u>	<u>-240,193</u>	<u>-4,200,000</u>
11021 · Petty Cash	250	250	0	0	0	0
Total Checking/Savings	<u>12,779,270</u>	<u>12,871,961</u>	<u>-92,692</u>	<u>147,501</u>	<u>-240,193</u>	<u>0</u>
301 · Ca Employer's Retiree Benefit Trust	294,176	294,176	0	0	0	0
Total CA Employer's Retiree Benefit Trust	<u>294,176</u>	<u>294,176</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Accounts Receivable						
11072 · Accounts Receivable/Notes Payable	220,638	220,638	0			
Total Accounts Receivable	<u>220,638</u>	<u>220,638</u>	<u>0</u>			

Note: * Reduction or Increase is based on property tax estimate.

I hereby certify that the invested funds of the Stege Sanitary District are in compliance with the investment policies of the Stege Sanitary District and provide sufficient liquidity to meet budgeted expenses for the next six month period.

Rex Delizo, District Manager

Date

STEGE SANITARY DISTRICT

Operating Statement

02/12/2024

January 2024

56.16% of Fiscal year Completed

	July - January 2024	Annual Budget	% of Annual Budget
Income			
31 - OPERATING REVENUE			
31010 - Sewer Service Charges	2,068,342	3,443,000	60%
31020 - Permit & Insp. Fees	18,885	12,000	157%
31030 - Connection Fees	20,853	50,000	42%
31040 - San Pablo Impact Fee	-	50,000	0%
31080 - Contracted Services	-	33,000	0%
31010a - Capital Service Charges	2,068,342	4,290,000	48%
Total 31 - OPERATING REVENUE	4,176,423	7,878,000	53%
32 - NON-OPERATING REVENUE			
32050 - Interest - 3418	140,087	15,000	934%
32052 - Interest - 3423	22,100	5,000	442%
32080 - Property Taxes	361,242	500,000	72%
32085 - Insurance Dividend	-	-	0%
32090 - Miscellaneous	250	21,000	1%
Total 32 - NON-OPERATING REVENUE	523,678	541,000	97%
Transfer (to)/from Reserves	-	764,961	0%
Total Income	4,700,102	9,183,961	51%
Expense			
OPERATING EXPENSES			
Administration/General			
45-010 - Salaries & Wages	155,878	265,600	59%
45-020 - Employee Benefits	97,645	144,566	68%
45-029 - Retiree Health	6,588	13,600	48%
45-030 - Directors Expenses	13,410	45,478	29%
45-070 - Insurance	246,524	305,000	81%
Administration - Other	120,827	283,500	43%
Total Administration	640,872	1,057,744	61%
Maintenance/Engineering			
41-010 - Salaries & Wages	756,730	1,308,560	58%
41-020 - Employee Benefits	327,436	543,924	60%
41-029 - Retiree Health	6,439	13,356	48%
41-100 - Operating Supplies	2,411	40,000	6%
41-110 - Contractual Services	70,304	102,300	69%
41-207 - Contracted Repairs	27,000	72,000	38%
Maintenance- Other	116,159	332,777	35%
Total Maintenance/Engineering	1,306,477	2,372,897	55%
Pump Stations	8,860	40,020	22%
Total OPERATING EXPENSES	1,956,210	3,470,661	56%
CAPITAL			
41-650 - Debt Repayment (SRF Loans)	43,939	43,900	100%
Construction Projects	488,928	4,884,400	10%
Outlay(Maintenance/Engineering)	103,271	785,000	13%
Total CAPITAL	636,137	5,713,300	11%
Total Expense	2,592,347	9,183,961	28%
Net	2,107,755	0	

10:53 AM	STEGE SANITARY DISTRICT			
02/12/2024	Check Report			
Accrual Basis	February 15, 2024			
	Name	Memo	Amount	Num
Feb 15, 24				
	Aramark Uniform Services	Uniform Service	-100.29	28554
	Bay Alarm Company	Office Burglar Alarm	-279.24	28555
	Exxonmobil	Gas	-185.37	28556
	Lechowicz & Tseng Municipal Consultants	Sewer Rate & Connection Charge Study	-6,450.00	28557
	Nakano Landscape	Landscaping Jan 2024	-290.00	28558
	PG&E- #0103467151-9	Burlingame Pump Station	-268.70	28559
	PG&E- #0607499583-5	Canon Pump Station	-410.42	28560
	Plaza Auto Service, Inc	Vehicle Maintenance	-2,939.28	28561
	Streamline	Website 2/1-3/1/24	-249.00	28562
	Universal Building Services	Janitorial Service Jan	-469.00	28563
	WECO Industries, Inc.	Vehicle Maintenance	-28,329.38	28564
Feb 15, 24			-39,970.68	

STEGE SANITARY DISTRICT 2024 BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
1/1 & 1/15 HOLIDAY CASA Winter Conf. Jan 24-26, Palm Springs	2/19 HOLIDAY CASA Policy Forum Feb 26-27, Wash, DC			5/27 HOLIDAY	6/19 HOLIDAY
1/18/2024 – 7:00 P.M.	2/1/2024 – 7:00 P.M.	3/2/2024 – 9:00 A.M.	4/18/2024 – 7:00 P.M.	5/2/2024 – 7:00 P.M.	6/6/2024 – 7:00 P.M.
<ul style="list-style-type: none"> • Board Governance Manual Review • Service Rate Discussion • Long Range Planning Workshop Agenda • Director’s Contact Info • Board Training Summ. • CASA/CSDA Conf. • Quarterly Financial Statements • SPASPA Status Report • CLOSED SESSION – Quarterly Claims Rpt. – Manager Perf. Eval. 	<ul style="list-style-type: none"> • Actuarial Analysis of Retiree Health Benefits Report (even years) • Performance Report (every 3 years) • District of Distinction (every 3 years) • Service Rate Discussion • Long Range Planning Workshop Agenda • Board Training Summ. • CASA/CSDA Conf. • CASA Conference Attendee Reports 	<p><u>9AM MEETING TIME</u></p> <ul style="list-style-type: none"> • Long Range Planning Workshop – Past 5 yrs. Expenditures Review – Self-Assessment of Governance – Strategic Plan Review 	<ul style="list-style-type: none"> • Draft Budget • Employee Benefit Package Review • Service Rate Discussion/Approval (+ 30-day Notice) • July 4th Fair Discussion • Board Training Summ. • Quarterly Financial Statements • SPASPA Status Report • CLOSED SESSION – Quarterly Claims Rpt. – Conf. Labor Negot 	<ul style="list-style-type: none"> • Draft Budget • Board Training Summ. • July 4th Fair Discussion • Review of Comparable Agencies • Appoint Labor Negot. • CLOSED SESSION – Conf. Labor Negot. 	<ul style="list-style-type: none"> • Draft Budget • Review Directors’ Meeting Compensation • District Working Capital and Reserve Policy • Approve Project Plans and Specs (+CEQA) • July 4th Fair Discussion • CASA/CSDA Conf.
	2/15/2024 – 7:00 P.M.	3/21/2024 – 7:00 P.M.		5/16/2024 – 7:00 P.M.	6/20/2024 – 7:00 P.M.
	<ul style="list-style-type: none"> • Board Governance Manual Approval • Long Range Planning Workshop Agenda • Service Rate Discussion • Form 700 	<ul style="list-style-type: none"> • Auditor – RFP • California Employer’s Retiree Benefit Trust (CERBT) • Service Rate Discussion • Action Plan • Board Training Summ. • Consent Decree Quarterly Report • CASA Conference Attendee Reports • Form 700 		<ul style="list-style-type: none"> • Resolution Ordering Board Election (even years) • Draft Budget • July 4th Fair Discussion • Service Rate Discussion/Approval (+ 30-day Notice) • CLOSED SESSION – Manager Perf. Eval. – Conf. Labor Negot. 	<ul style="list-style-type: none"> • Resolution Salary of District Manager • Resolution Employee Salary Ranges • Resolution Approve/Adopt Budget • Review and Approve Incentive Award • Adopt Incentive Award Goals & Objectives • July 4th Fair Discussion • CD Quarterly Report • CASA/CSDA Conf. • CLOSED SESSION – Counsel Perf. Eval.

STEGE SANITARY DISTRICT 2024 BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<p>7/4 HOLIDAY 4th of July Fair Booth</p> <p>CASA Annual Conf. Jul 31- Aug 2, Monterey</p>		<p>9/2 HOLIDAY</p> <p>CSDA Annual Conf. Sep 9-12, Indian Wells</p> <p>Board Training AB 1234 (even years) AB 1661 (odd years)</p>		<p>11/28-29 HOLIDAY</p>	<p>12/12 HOLIDAY LUNCHEON</p> <p>12/25 HOLIDAY</p>
7/18/2024 – 7:00 P.M.	8/8/2024 – 7:00 P.M.	9/5/2024 – 7:00 P.M.	10/3/2024 – 7:00 P.M.	11/7/2024 – 7:00 P.M.	12/12/2024 – 2:00 P.M.
<ul style="list-style-type: none"> • Hearing +Res./Ord. – Establish and Collect Sewer Service Charges – Director Meeting Compensation • Resolution Filing Notice of Completion • District Investment Policy • Reimb. Report per Gov. Code 53065.5 • Candidate filing period (even years) • CASA/CSDA Conf. • Form 470 • July 4th Fair Debrief • Quarterly Financial Statements • SPASPA Status Report • CLOSED SESSION – Quarterly Claims Rpt. 	<ul style="list-style-type: none"> • CASA Conf. Attendee Reports • CSDA Annual Conf. <p style="text-align: center;">8/22/2024 – 7:00 P.M.</p> <ul style="list-style-type: none"> • Select Actuary for Analysis of Retiree Health Benefits (odd years) • Quarterly (FY End) Financial Statements • Conn. Charge Report per Gov. Code 66013 • CSDA Annual Conf. 	<ul style="list-style-type: none"> • CSDA Annual Conf. <p style="text-align: center;">9/19/2024 – 7:00 P.M.</p> <ul style="list-style-type: none"> • Health Care Benefits Review • Consent Decree Quarterly Report • CSDA Conf. Attendee Reports 	<ul style="list-style-type: none"> • Regional PSL Program Update • Regional FOG Program Update <p style="text-align: center;">10/17/2024 – 7:00 P.M.</p> <ul style="list-style-type: none"> • Quarterly Financial Statements • SPASPA Status Report • CLOSED SESSION – Quarterly Claims Rpt. – Manager Perf. Eval. 	<ul style="list-style-type: none"> • Proposed Meeting Calendar • Board Officer Succession Plan • CASA/CSDA Conf. 	<p><u>2PM MEETING TIME</u></p> <ul style="list-style-type: none"> • Fiscal Year Financial Audit • Resolution Certifying Election Results (even years) • Connection Charge Review • Emergency Contact Update • Meeting Calendar • Consent Decree Quarterly Report • CASA/CSDA Conf. • Pension + OPEB UAL Reports • Nomination & Election of Officers