

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
MEETING OF JUNE 2, 2022  
TIME OF MEETING: 7:00 P.M.  
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

\*\*\*\*\* AGENDA \*\*\*\*\*

Items on the agenda may be taken out of order.

Public comment is 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](http://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.*

*Public comment can be sent remotely by delivering to **7500 Schmidt Lane, El Cerrito, CA 94530** or via email to [comments@stegesan.org](mailto: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 15 minutes before the starting time of the meeting will either be provided as written comment or be read into the record, with a maximum allowance of 3 minutes per individual comment read into the record, subject to the Board President's discretion. Copies of all timely received written comments will be provided to the Board and will be added to the official record.*

*Pursuant to Executive Order N-29-20, Board Members Christian-Smith, Gilbert-Snyder, Merrill, Miller, and O'Keefe may be attending this meeting via remote conferencing. In the event that any Board Member elects to attend remotely, all votes conducted during the remote conferencing session will be conducted by roll call vote.*

**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)

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Motion: **IV. Approval of Minutes**

A. Approval of May 19, 2022 Board Meeting Minutes

(The Board will consider approval of the minutes of May 19, 2022 Board Meeting)

Info/Motion: **V. Communications**

A. Oral Communications

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

a. City & Community Meetings

B. Written Communications

Info/Motion: **VI. Reports of Staff and Officers**

A. Manager's Report

1. Draft Budget

2. July 4<sup>th</sup> Fair Discussion

3. 2022 California Association of Sanitation Agencies (CASA) Conferences

- August 10-12, 2022 – 67th Annual Conference, Squaw Creek, CA

4. 2022 California Special Districts Association (CSDA) Conference

- August 22-25, 2022 – Annual Conference, Palm Springs, CA

Info/Motion: **VII. Business**

A. Review of Director's Meeting Compensation

(The Board will review the meeting compensation rate)

B. Working Capital and Reserve Fund Policy

(The Board will review and consider amendments to the Policy)

C. Diversity, Equity, and Inclusion

(The Board will consider a DEI policy and outreach opportunities)

Info/Motion: **VIII. Approval of Checks**

A. Checks for June 2, 2022 - Fund No. 3418 & 3423

(The Board will be asked to approve the June 2, 2022 checks)

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Info:

**IX. Future Agenda Items**

**June 16, 2022**

CLOSED SESSION – Counsel Performance Evaluation

Approve Employee Salary Ranges

Approve and Adopt Final Budget

Review and Approve Incentive Award

Adopt Employee Incentive Award Goals & Objectives

July 4<sup>th</sup> Fair Planning

Consent Decree Quarterly Report

CASA Conference

+*RESOLUTION – Procurement Policy*

+*AB 361 – 30 Day Virtual Meeting Extension*

+*Elections Resolution*

**July 7, 2022**

July 4th Fair Debrief

CASA Conference

CSDA Conference

Diversity, Equity, and Inclusion

+*AB 361 – 30 Day Virtual Meeting Extension*

**X. Adjournment**

(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on June 16, 2022 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF MAY 19, 2022  
 TIME OF MEETING: 7:00 P.M.  
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

\*\*\*\*\*MINUTES\*\*\*\*\*

**I. Call To Order:** President Merrill called the meeting to order at 7:00 P.M.

**II. Roll Call:** Present: Christian-Smith\*, Gilbert-Snyder\*, Miller\*,  
 O’Keefe\*, Merrill

Absent: None

Others Present: Rex Delizo, District Manager  
 Alex Mog\*, Office of District Counsel  
 Thomas Troy, Resident

*\*via video-conference*

**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:** Gilbert-Snyder commented that the Director of Wastewater at EBMUD, Eileen White, will be taking a position as Executive Officer of the State of California San Francisco Bay Regional Water Quality Control Board. There was no other public comment.

**IV. Approval of Minutes**

A. Approval of May 5, 2022 Board Meeting Minutes

MOTION: By O’Keefe, seconded by Gilbert-Snyder, to approve the minutes of the May 5, 2022 Board Meeting, as corrected

VOTE: AYES: Christian-Smith, Gilbert-Snyder, Miller, O’Keefe,  
 Merrill

NOES: None

ABSTAIN: None

ABSENT: None

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
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**V. Communications**

A. Oral Communications

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

a. City & Community Meetings

Miller gave a report on his attendance at a recent El Cerrito City Council Meeting.

B. Written Communications

There were no items to consider.

**VI. Reports of Staff and Officers**

A. Attorney's Report:

Mog reported on the withdrawal of the Taxpayer Protection Act and then reported that their office will be continuing to monitor the bills that would update the Brown Act to allow continued remote conferencing under specified conditions.

B. Manager's Report

1. Monthly Maintenance Summary Report

The Manager reported no significant issues on last month's maintenance activities.

2. Monthly Report of Sewer Replacements and Repairs

The Manager reported on the invoices paid in April.

3. Draft Budget

The Manager reported on the updated draft budget.

**VII. Business**

A. Resolution No. 2191-0522 Amending the Employee Personnel Policies of the Stege Sanitary District Article IV, Section 3. Holidays, 4.3.1. Holiday Schedule

The Board approved the resolution to observe Juneteenth as an official paid holiday of the District.

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF MAY 19, 2022  
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 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

MOTION: By Miller, seconded by O'Keefe, to approve Resolution No. 2191-0522 Amending the Employee Personnel Policies of the Stege Sanitary District Article IV, Section 3. Holidays, 4.3.1. Holiday Schedule

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

- B. Resolution No. 2192-0522 Finding that there is a Proclaimed State of Emergency; Finding that Meeting in Person Would Present Imminent Risks to the Health or Safety of Attendees as a Result of the State of Emergency; and Authorizing Remote Teleconferenced Meetings of the Stege Sanitary District for the 30 Day Period Beginning May 19 Pursuant to AB 361  
 The Board approved the resolution to make necessary findings to continue to meet remotely pursuant to Assembly Bill 361.

MOTION: By O'Keefe, seconded by Gilbert-Snyder, to approve Resolution No. 2187-0422 Finding that there is a Proclaimed State of Emergency; Finding that Meeting in Person Would Present Imminent Risks to the Health or Safety of Attendees as a Result of the State of Emergency; and Authorizing Remote Teleconferenced Meetings of the Stege Sanitary District for the 30 Day Period Beginning May 19 Pursuant to AB 361, as corrected

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

- C. Actuarial for Analysis of Retiree Health Benefits Proposal

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The Board directed the Manager to proceed with the actuarial valuation as proposed by Total Compensation Systems, Inc. and asked staff to consider whether the “roll forward” option for 2023 is required.

**VIII. Financial Statements – May 2022**

A. Monthly Investment, Cash, Receivables Report

B. Monthly Operating Statement

The financial items were reviewed by the Board.

**IX. Approval of Checks**

A. Checks for May 19, 2022 - Fund No. 3418 & 3423

MOTION: By Miller, seconded by Gilbert-Snyder, to pay the bills, Check Nos. 27615 through 27631 in the amount of \$60,130.15

VOTE: AYES: Christian-Smith, Gilbert-Snyder, Miller, O’Keefe,  
Merrill

NOES: None

ABSTAIN: None

ABSENT: None

**X. Future Agenda Items**

**June 2, 2022**

Draft Budget

Review Directors Meeting Compensation

District Working Capital and Reserve Policy

July 4<sup>th</sup> Fair Planning

CASA Conference

Diversity, Equity, and Inclusion

**June 16, 2022**

CLOSED SESSION – Counsel Performance Evaluation

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DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

Approve Employee Salary Ranges  
Approve and Adopt Final Budget  
Review and Approve Incentive Award  
Adopt Employee Incentive Award Goals & Objectives  
July 4<sup>th</sup> Fair Planning  
Consent Decree Quarterly Report  
CASA Conference  
Ordinance – Directors Meeting Compensation  
+*RESOLUTION – Procurement Policy*  
+*AB 361 – 30 Day Virtual Meeting Extension*  
+*Elections Resolution*

Resident, Troy Thomas, gave public comment before the Closed Session.

**CLOSED SESSION**

**Conference with Legal Counsel—Anticipated Litigation**

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9

Number of Potential Cases: 1

Troy – Government Tort Claim filed: 5/2/2022

**Public Employment Performance Evaluation**

Gov. Code § 54957

Title: District Manager

**Conference with Labor Negotiator**

Gov. Code § 54957.6

Agency Designated Representative: Board President Merrill

Unrepresented Employee: District Manager

The Board entered into closed session at 8:08 P.M. and returned to open session at 9:18 P.M. President Merrill announced the Board had taken no reportable actions.

**XI. Adjournment**



STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF MAY 19, 2022

TIME OF MEETING: 7:00 P.M.

DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

The meeting was adjourned at 9:18 P.M. The next meeting of the District Board of Directors will be held on Thursday, June 2, 2022 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

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Rex Delizo  
STEGE SANITARY DISTRICT  
Secretary

DRAFT



# DRAFT BUDGET

## STEGE SANITARY DISTRICT

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*District Manager/Engineer:*  
Rex Delizo, P.E.

*District Counsel:*  
Kristopher Kokotaylo

*Board of Directors:*  
Juliet Christian-Smith  
Paul Gilbert-Snyder  
Dwight Merrill  
Alan C. Miller  
Beatrice R. O'Keefe

# Memorandum

**To:** Board of Directors

**From:** Rex Delizo, District Manager

**Date:** June 16, 2022

**Re:** Budget for Fiscal Year 2022-23

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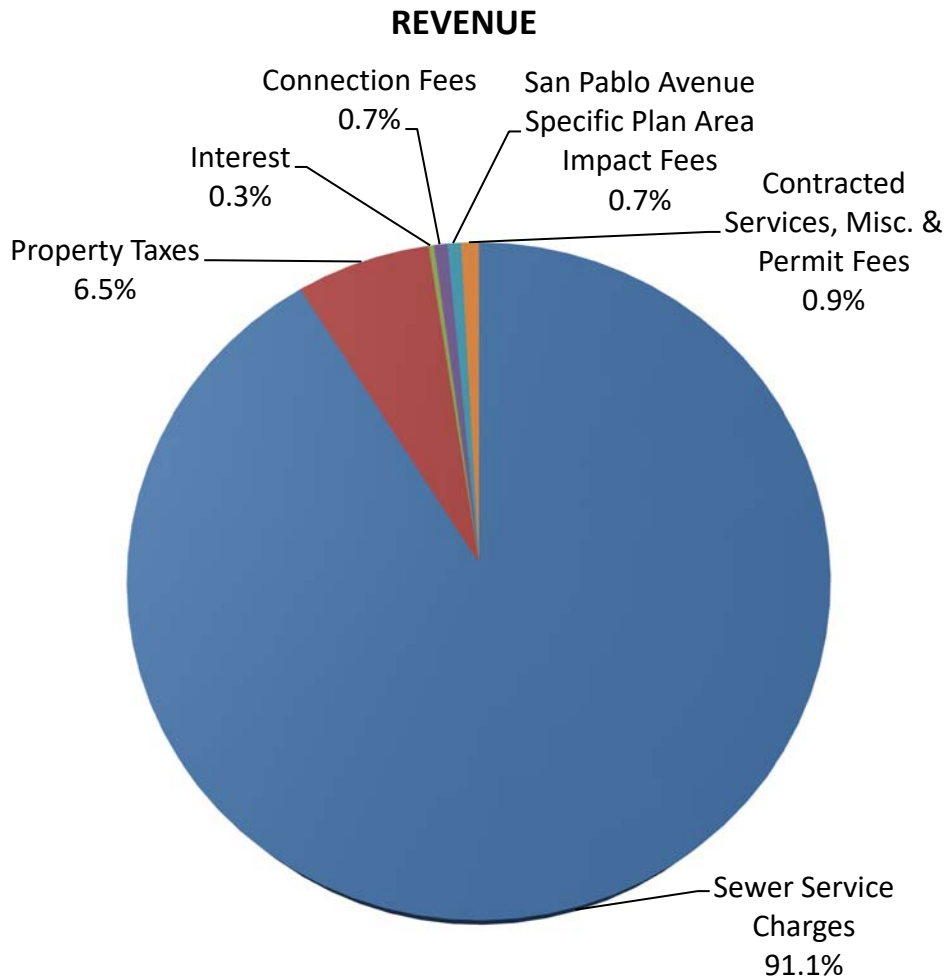
The Fiscal Year (FY) 2022-23 budget is presented for review and consideration by the Board of Directors. The budget includes all revenue and expenses for FY 2022-23 including supplemental data regarding fund target levels.

# DRAFT BUDGET

## BUDGET OVERVIEW

### Revenue

The FY 2022-23 budget includes \$7,670,000 in revenue, exclusive of the transfer of funds. The budget estimates service charge revenue at \$6,984,000 (91.1% of total revenue), property tax at \$500,000 (6.5%), interest income at \$20,000 (0.3%), connection fees at \$50,000 (0.7%), San Pablo Avenue Specific Plan Area Impact Fees at \$50,000 (0.7%), and contracted services, miscellaneous income and permit fees at \$66,000 (0.9%).

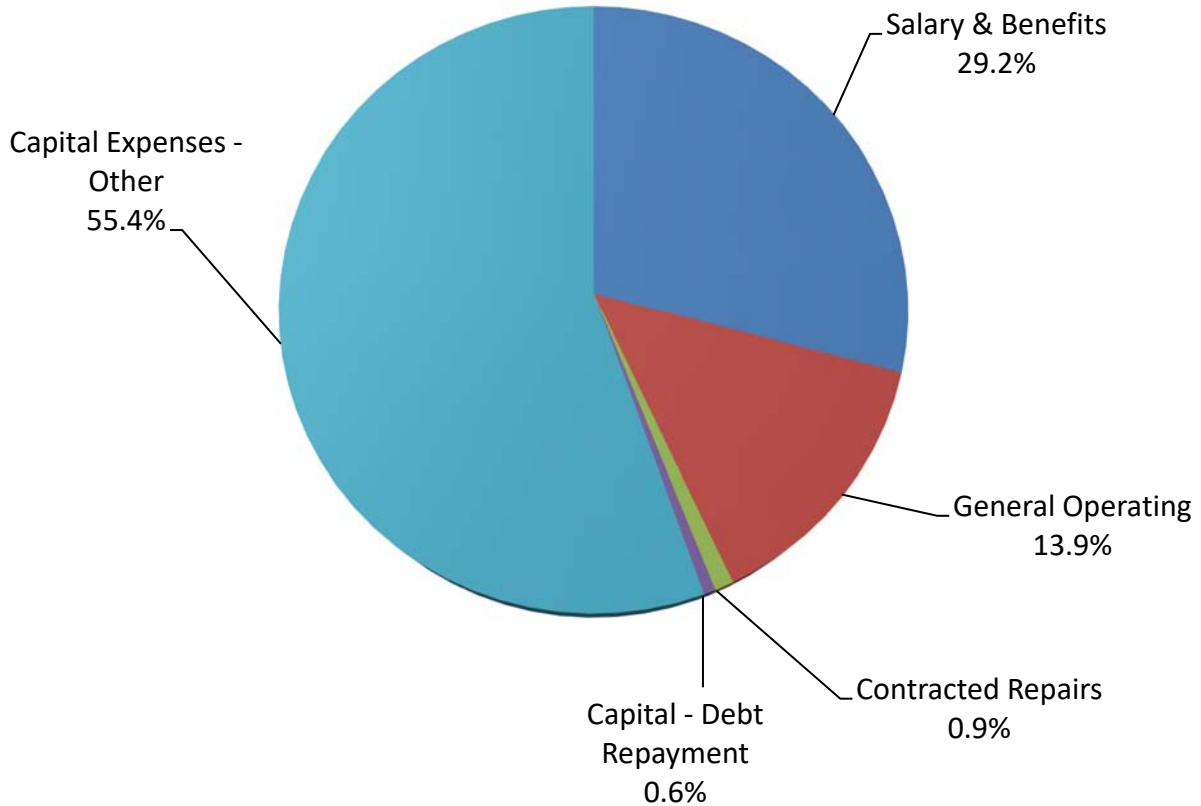


# DRAFT BUDGET

## Expenses

The Total Operating and Capital Expenses for FY 2022-23 amounts to \$7,560,357. Salary and benefit expenses are budgeted at \$2,208,323 (29.2% of total budget), operating and general expenses at \$1,049,984 (13.9%), debt repayment at \$43,900 (0.6%), repairs at \$70,000 (0.9%), and capital expenses (excluding debt) at \$4,188,150 (55.4%).

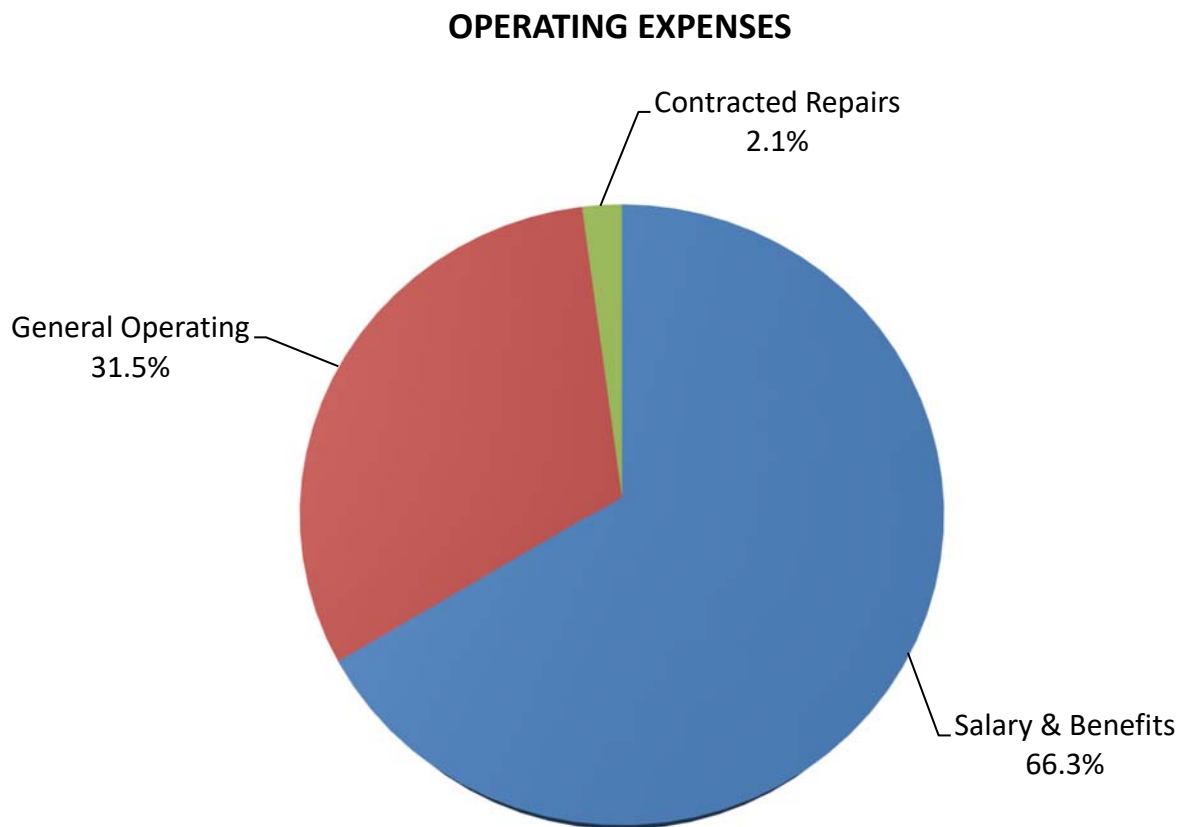
### TOTAL EXPENSES



The budget estimates a surplus of \$109,643 which will transfer to the Working Capital and Reserve Fund.

# DRAFT BUDGET

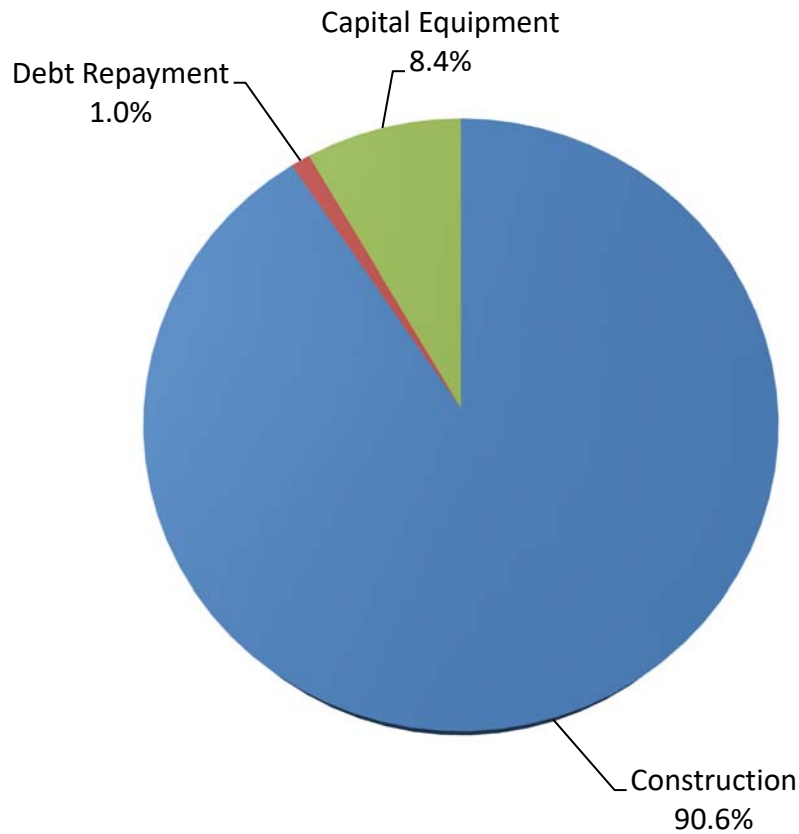
The Operating Expenses for FY 2022-23 total \$3,328,307. The budget includes all operations, maintenance, and administrative expenses. The budget also includes the funding of the annual required contribution for “other post-employment benefits” or retiree health care funding. No additional staff is requested in this budget. Salary and benefit expenses are budgeted at \$2,208,323 (66.3%) of the operating budget. The operating and general expenses are budgeted at \$1,049,984 (31.5%) and contracted repairs at \$70,000 (2.1%).



# DRAFT BUDGET

The Capital Expenses for FY 2022-23 total \$4,232,050. Construction costs total \$3,833,150 (90.6%) which includes \$3,259,000 for the annual sewer rehabilitation project, \$489,150 for the Private Sewer Lateral Replacement Loan Program (funding limited to property tax revenue), \$50,000 for interceptor cleaning, \$25,000 for manhole adjustments, and \$10,000 for capital work on the administration building (funded by the Building Reserve Fund). The one (1) annual debt service payment for an outstanding State Revolving Fund (SRF) loan is \$43,900 (1.0%) and the capital equipment expenses total \$355,000 (8.4%).

## CAPITAL EXPENSES



# DRAFT BUDGET

## BUDGET CONTENTS

The budget detail sheets are similar to those used in previous years and show the budget amounts for the previous and upcoming fiscal year. A brief description of the exhibits attached to the budget detail sheets is as follows:

1. Revenue and Expenses Summary (Exhibits A & B). This information shows current sources of revenue, expenses, and compares them with the forecasts for proposed revenue and expenses for the upcoming fiscal year.
2. Budget Composite (Exhibit C). This item shows the allocation of expenses by the two District departments (Operations and Administration).
3. Reconciliation of Fund Balances (Exhibit D). This table shows the allocation of revenue to and expenses from the various funds of the District as well as internal fund transfers necessary to meet the targeted balances established by the Board.
4. 10 Year Financial Model. The spreadsheet and graph indicate the estimated operating and capital expenses, and how the financial state of the District is affected. Planned sewer service charge rates to support District expenses and target balances are also projected for the period shown.

# DRAFT BUDGET

## FISCAL YEAR BUDGET

(Ref: Exhibits A-D & Detail Sheets)

### Revenue

The District's principal revenue source is the annual sewer service charge which is allocated into both the Operation Fund (\$3,209,000) and the Capital Fund (\$3,775,000). The sewer service charge rate is based on the April 2019 Sewer Rate Study prepared by public finance consulting firm, Lechowicz & Tseng Municipal Consultants, and approved by the Board on April 25, 2019.

The total amount of interest revenue of \$20,000, split between both the Operation Fund and the Capital Fund, is in line with recently experienced (low) interest rates. Expected revenue from miscellaneous income is set at \$21,000, permit and inspection fees at \$12,000, and contracted services at \$30,000, all of which are the average amounts over the last several years. Property tax revenue increased up to \$500,000 based on recent trends exclusive of unpredictable redevelopment assessment pass-through payments. District wide connection fee revenue is projected to be \$50,000 and the San Pablo Avenue Specific Plan Area Impact Fee revenue is estimated at \$50,000 in anticipation of a slowdown of proposed developments outlined in the City of El Cerrito San Pablo Avenue Corridor - Major Projects Report.

### Operating Expenses

The proposed operating budget for FY 2022-23 of \$3,328,307 represents an 3% increase versus last year's budget of \$3,138,636. Salary (\$1,515,960) and benefits (\$692,363) combined are 66% of the operating budget which is one (1) percent lower than the last several fiscal years as shown in the following table.



# DRAFT BUDGET

## Salary and Benefits as Percentage of Operating Budget

Fiscal Year	Operating Budget (\$)	Salary (\$)	%	Benefits (\$)	%	Salary & Benefits (\$)	%
<b>2022-23</b>	3,328,307	1,515,960	46%	692,363	21%	2,208,323	66%
<b>2021-22</b>	3,138,636	1,429,460	46%	668,561	21%	2,098,021	67%
<b>2020-21</b>	3,063,711	1,247,160	41%	790,810	26%	2,037,970	67%
<b>2019-20</b>	2,955,871	1,209,460	41%	779,670	26%	1,989,130	67%
<b>2018-19</b>	2,724,330	1,156,060	42%	615,060	23%	1,771,120	65%
<b>2017-18</b>	2,489,790	1,118,130	45%	578,800	23%	1,696,930	68%
<b>2016-17</b>	2,425,190	1,065,310	44%	561,920	23%	1,627,230	67%
<b>2015-16</b>	2,286,512	1,002,990	44%	524,880	23%	1,527,870	67%
<b>2014-15</b>	2,543,260	1,000,320	39%	504,900	20%	1,505,220	59%

The retiree health “contribution” to fully fund the annual required contribution (ARC) as determined by the latest Actuarial Analysis of Retiree Health Benefits as of June 30, 2022 is \$18,199. Actual payments to retirees are anticipated to be about \$22,151, including administrative fees.

Contracted main line repair expenses are included as part of the operating expenses and increased slightly to \$70,000 which is consistent with the projections from the Sewer Rate Study.

Operating budget items notably different from the previous budget include:

- adding 6% to salaries to match the cost-of-living adjustment based on the latest April CPI-W figures,
- adding \$16,000 and \$6,000, respectively, for anticipated repairs to the Burlingame and Canon Pump Stations,
- adding \$30,000 for the anticipated expenses due to the 2022 Board of Directors November election, and
- adding \$45,500 (20%) to the liability and property insurance budget item as recommended by California Sanitation Risk Management Authority (CSRMA) due to market pressure created by wildfires, storms, civil disorders, ‘social inflation’ (more litigation, more plaintiff-friendly judgements, and larger jury awards reflecting public sentiment more than actual damage), and the continued uncertainty of the COVID-19 pandemic.

# DRAFT BUDGET

## **Capital Expenses**

The capital equipment expense of \$500,000 includes \$175,000 for the installation of flow meters at each sub-basin to assess the system's response to rehabilitation work completed since the inception of the Consent decree in 2011. Also included is \$180,000 to complete the renewal of a 2002 sewer rodder truck which is at the end of its useful life.

The capital budget includes \$25,000 for manhole adjustments based on anticipated paving projects in El Cerrito, Richmond, and Kensington, \$50,000 for large interceptor cleaning by a professional services contract, and \$10,000 to spend the Building Reserve Fund for any needed capital work on the Administration Building.

The Standard Sewer Rehabilitation (Pipe-bursting) Project, at a budget amount of \$3,259,000, continues to be the primary means of flexible and efficient main line replacement. This amount has been increased by 7% (\$202,000) over last year's budget, based on the projection of the Sewer Rate Study, to adequately fund the aggressive schedule of collection system rehabilitation required by the USEPA Consent Decree. Also included is \$489,150 to continue funding the Private Sewer Lateral Replacement Loan Program from property tax revenue.

## **Fund Balances (Ref: Exhibit D)**

Exhibit D presents the reconciliation of fund balances for FY 2022-23, based on the projected ending balances estimated for June 30, 2022. The table shows the allocation of revenue and expenses to and from the respective funds, produces the year-end balance of each fund, and compares each fund balance to its target balance.

The Operating Target Balance is equal to 60% of budgeted operating and maintenance costs. This is the District's rough costs from May to December to reflect the lag in the collection of tax revenue and also provides a built-in mechanism to adjust for inflationary increases. The Operating Target Balance for FY 2022-23 is calculated to be \$1,996,984.

The Capital Target Balance is equal to the 3-year rolling average of the annual capital cost (i.e. average of the previous, current, and future year capital cost) plus the annual debt service cost. This is to ensure that the District will have adequate funds available on an annual basis to conduct sewer pipeline replacements or in case of an emergency such as an earthquake and also provides a built-in mechanism to adjust for inflationary increases. The Capital Target Balance for FY 2022-23 is calculated to be \$5,013,069.

# **DRAFT BUDGET**

Based on the budgeted figures as shown, the total fund balance at the end of FY 2022-23 is projected to be about \$0.8M more than the total target balance. Note that this amount is based on estimated expenditures for FY 2021-22. Actual expenditures will not be finalized until after July. There is also a planned \$1.0M expenditure to rehabilitate the Canon Pump Station that has been delayed until FY 2023-24. But as shown, the information gives indication that the District continues to be in a solid financial position.

## **FY 2021-22 BUDGET PERFORMANCE**

The final expenses for FY 2021-22 have not been settled, but staff is confident that the total operating expenses should be less than the budgeted amount. Several significant unencumbered balances which will not be fully expended include operating supplies (such as rods, augers, hoses, and nozzles), professional services (such as technical/legal support, litigation expenses, and flow monitoring modeling), penalties & fines, and, due to COVID concerns, travel and conference expenses. No other operating expenses are expected to be of material variance to the budgeted amounts.

Similarly, total capital expenses are expected to be less than the budgeted amount since some capital expenses will not be expended in FY 2021-22. The budget amounts for the vehicle replacement (\$350,000) and the Private Sewer Lateral Replacement Loan Program (\$500,000) will not be fully expended and both carried over into FY 2022-23. Although the projects were completed, the budget amounts for the San Pablo Avenue Specific Plan Upgrades (\$1,000,000) and Pump Station Force mains (\$1,000,000) will not be fully expended. Manhole adjustments (\$50,000) were not fully expended due to the lack of paving projects by the City of El Cerrito, City of Richmond, and Kensington requiring this level of work. No other capital expenses are expected to be of material variance to the budgeted amounts.

## **FUTURE COSTS**

The operating expenses included in this budget are similar to what can be expected in the near future. The capital expense to fund collection system rehabilitation will continue to gradually rise over the next ten years to reflect inflation and fund the gradual ramp up of work as required by the USEPA Consent Decree and as projected in the Sewer Rate Study.

# DRAFT BUDGET

## EXHIBIT A

### STEGE SANITARY DISTRICT REVENUE SUMMARY

FISCAL YEAR 2022-2023

ITEM	Fiscal Year 2021-2022 Budget	Fiscal Year 2022-2023 Budget	% Change
<b>REVENUE</b>			
I. SEWER OPERATION FUND (3418)			
Non Operating Income:			
Interest	\$ 50,000	\$ 15,000	-70%
Miscellaneous	\$ 21,000	\$ 21,000	0%
Operating Income:			
Permit & Inspection Fees	\$ 12,000	\$ 12,000	0%
Sewer Service Charges	\$ 3,149,000	\$ 3,209,000	2%
Contracted Services	\$ 30,000	\$ 33,000	10%
Subtotal	<b>\$ 3,262,000</b>	<b>\$ 3,290,000</b>	<b>1%</b>
II. CAPITAL FUND (3423)			
Non-Operating Income:			
Interest	\$ 15,000	\$ 5,000	-67%
Operating Income:			
Property Tax	\$ 400,000	\$ 500,000	25%
Capital Service Charges	\$ 3,149,000	\$ 3,775,000	20%
Connection Fees	\$ 150,000	\$ 50,000	-67%
San Pablo Ave. Impact Fee	\$ 250,000	\$ 50,000	-80%
Subtotal	<b>\$ 3,964,000</b>	<b>\$ 4,380,000</b>	<b>10%</b>
<b>TOTAL REVENUE</b>	<b>\$ 7,226,000</b>	<b>\$ 7,670,000</b>	<b>6%</b>

# DRAFT BUDGET

## EXHIBIT B

### STEGE SANITARY DISTRICT EXPENSE SUMMARY

FISCAL YEAR 2022-2023

ITEM	Fiscal Year 2021-2022 Budget	Fiscal Year 2022-2023 Budget	% Change
<b>EXPENSES</b>			
I. OPERATING EXPENSES:			
Dept 41 - Maintenance/Engineering	\$ 2,159,348	\$ 2,225,474	3%
Dept 41 - Pump Stations	\$ 16,460	\$ 40,020	143%
Dept 41 - Contracted Repairs	\$ 68,000	\$ 70,000	3%
Dept 45 - General & Administration	\$ 894,828	\$ 992,813	11%
<b>SUBTOTAL OPERATING EXPENSES</b>	<b>\$ 3,138,636</b>	<b>\$ 3,328,307</b>	<b>6%</b>
II. CAPITAL EXPENSES:			
Dept 41 - Capital Equipment	\$ 500,000	\$ 355,000	-29%
Dept 41 - Debt Repayment (SRF)	\$ 148,200	\$ 43,900	-70%
Dept 41 - Sewer Rehabilitation	\$ 5,667,000	\$ 3,833,150	-32%
<b>SUBTOTAL CAPITAL EXPENSES</b>	<b>\$ 6,315,200</b>	<b>\$ 4,232,050</b>	<b>-33%</b>
<b>TOTAL</b>	<b>\$ 9,453,836</b>	<b>\$ 7,560,357</b>	<b>-20%</b>
OTHER EXPENSES:			
Transfer from Capital Fund	\$ -	\$ -	0%
Retiree Medical Fund	\$ -	\$ -	0%
<b>SUBTOTAL OTHER EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 9,453,836</b>	<b>\$ 7,560,357</b>	<b>-20%</b>

### STEGE SANITARY DISTRICT TRANSFER TO/(FROM) RESERVES

FISCAL YEAR 2022-2023

ITEM	Fiscal Year 2021-2022 Budget	Fiscal Year 2022-2023 Budget	% Change
REVENUE	\$ 7,226,000	\$ 7,670,000	6%
EXPENSES	\$ (9,453,836)	\$ (7,560,357)	-20%
<b>SUBTOTAL</b>	<b>\$ (2,227,836)</b>	<b>\$ 109,643</b>	
<b>TRANSFER TO/(FROM) RESERVES</b>	<b>\$ (2,227,836)</b>	<b>\$ 109,643</b>	

# DRAFT BUDGET

## EXHIBIT C

### STEGE SANITARY DISTRICT BUDGET - COMPOSITE

FISCAL YEAR 2022-2023

ITEM	FISCAL YEAR 2021-2022 BUDGET	FISCAL YEAR 2022-2023 BUDGET	% Change	OPERATIONS	GENERAL & ADMIN.
<b>OPERATING EXPENSES:</b>					
010 Salaries & Wages	\$ 1,429,460	\$ 1,515,960	6%	\$ 1,260,660	\$ 255,300
020 Employee Benefits	\$ 668,561	\$ 692,363	4%	\$ 537,257	\$ 155,106
030 Directors' Expenses	\$ 39,888	\$ 41,007	3%	\$ -	\$ 41,007
040 Election Expense	\$ -	\$ 30,000	0%	\$ -	\$ 30,000
060 Gasoline, Oil, Fuel	\$ 22,000	\$ 22,000	0%	\$ 22,000	\$ -
070 Insurance	\$ 219,900	\$ 265,400	21%	\$ 15,000	\$ 250,400
080 Memberships	\$ 18,100	\$ 18,600	3%	\$ 3,500	\$ 15,100
090 Office Expense	\$ 10,100	\$ 10,100	0%	\$ -	\$ 10,100
100 Operating Supplies	\$ 40,000	\$ 40,000	0%	\$ 40,000	\$ -
110 Contractual Services	\$ 98,100	\$ 101,300	3%	\$ 101,300	\$ -
120 Professional Services	\$ 202,600	\$ 156,100	-23%	\$ 84,000	\$ 72,100
130 Printing & Publications	\$ 29,000	\$ 29,000	0%	\$ -	\$ 29,000
140 Rents & Leases	\$ 1,800	\$ 1,800	0%	\$ 1,000	\$ 800
150 Repairs & Maintenance	\$ 116,700	\$ 128,370	10%	\$ 113,370	\$ 15,000
160 Revenue Collection Expenses	\$ 14,600	\$ 14,600	0%	\$ -	\$ 14,600
170 Travel & Meetings	\$ 18,500	\$ 18,500	0%	\$ 14,000	\$ 4,500
190 Utilities	\$ 41,200	\$ 45,200	10%	\$ 10,000	\$ 35,200
200 Other Expenses	\$ 62,100	\$ 64,600	4%	\$ -	\$ 64,600
203 First Aid Supplies	\$ 500	\$ 500	0%	\$ 500	\$ -
204 Safety Equipment and Gloves	\$ 4,500	\$ 4,500	0%	\$ 4,500	\$ -
205 Uniforms and Boots	\$ 15,317	\$ 17,137	12%	\$ 17,137	\$ -
206 Safety Incentive Program	\$ 1,250	\$ 1,250	0%	\$ 1,250	\$ -
207 Contracted Repairs	\$ 68,000	\$ 70,000	3%	\$ 70,000	\$ -
410 Pump Stations	\$ 16,460	\$ 40,020	143%	\$ 40,020	\$ -
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 3,138,636</b>	<b>\$ 3,328,307</b>	<b>6%</b>	<b>\$ 2,335,494</b>	<b>\$ 992,813</b>
<b>CAPITAL EXPENSES:</b>					
650 DEBT REPAYMENT	\$ 148,200	\$ 43,900	-70%	\$ 43,900	\$ -
300 CAPITAL EQUIPMENT	\$ 500,000	\$ 355,000	-29%	\$ 355,000	\$ -
400 CONSTRUCTION	\$ 5,667,000	\$ 3,833,150	-32%	\$ 3,833,150	\$ -
<b>TOTAL CAPITAL EXPENSES</b>	<b>\$ 6,315,200</b>	<b>\$ 4,232,050</b>	<b>-33%</b>	<b>\$ 4,232,050</b>	<b>\$ -</b>
TRANSFER TO CAPITAL FUND		\$ -		\$ -	\$ -
<b>TOTAL BUDGET</b>	<b>\$ 9,453,836</b>	<b>\$ 7,560,357</b>	<b>-20%</b>	<b>\$ 6,567,544</b>	<b>\$ 992,813</b>

# DRAFT BUDGET

## DETAIL SHEET

**STEGE SANITARY DISTRICT  
ACCOUNT NO. 41 - OPERATIONS**

**FISCAL YEAR 2022-2023**

ITEM	Fiscal Year 2021-2022 Budget	Fiscal Year 2022-2023 Budget	% Change
<b>010 SALARIES AND WAGES</b>			
011 Engineering Salaries	\$ 553,900	\$ 589,900	6%
011.6 Cell Phone (3)	2,160	2,160	0%
012 Collection System Salaries	541,900	577,100	6%
012.6 Cell Phone (5)	3,600	3,600	0%
013 Overtime - Service Calls	15,400	15,400	0%
014 Overtime - Engineering/Inspection	500	500	0%
015 Standby	60,000	60,000	0%
017 Performance Incentive	12,000	12,000	0%
<b>TOTAL SALARIES AND WAGES</b>	<b>\$ 1,189,460</b>	<b>\$ 1,260,660</b>	<b>6%</b>
<b>020 EMPLOYEE BENEFITS</b>			
021 Retirement	\$ 321,350	\$ 335,730	4%
021a Deferred Comp Match	25,440	27,000	6%
022 Health Care Premiums & Admin Fees	72,581	72,581	0%
023 Life Insurance/Dental/LTD	15,840	13,680	-14%
024 Workers' Compensation Insurance	19,200	20,200	5%
025 Unemployment Insurance	5,700	6,000	5%
026 Medicare	20,200	21,200	5%
027 Cash in Lieu (Dependent Care & Medical)	24,000	24,000	0%
Retiree Medical & ARC			
'028 Retiree Medical (AnnReq'dContrib ARC)	-	3,656	0%
'029 Retiree Health Care Premium	11,900	11,900	0%
030 Social Security (On Call Maintenance)	1,310	1,310	0%
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>\$ 517,521</b>	<b>\$ 537,257</b>	<b>4%</b>
<b>MAINTENANCE</b>			
<b>060 GAS, OIL AND FUEL</b>	\$ 22,000	\$ 22,000	0%
<b>070 CLAIMS</b>	15,000	15,000	0%
<b>080 MEMBERSHIPS</b>	3,000	3,500	17%
<b>100 OPERATING SUPPLIES</b>			
101 Rods and Augers	5,000	5,000	0%
102 Chemicals	1,000	1,000	0%
104 Hose and Nozzles	25,000	25,000	0%
105 Emergency Readiness	500	500	0%
107 Engineering and Inspection Supplies	2,000	2,000	0%
108 Computer/Supplies	6,500	6,500	0%
<b>Forward totals to next page</b>	<b>80,000</b>	<b>80,500</b>	<b>1%</b>

# DRAFT BUDGET

## DETAIL SHEET

STEGE SANITARY DISTRICT  
ACCOUNT NO. 41 - OPERATIONS

FISCAL YEAR 2022-2023

ITEM	Fiscal Year 2021-2022 Budget	Fiscal Year 2022-2023 Budget	% Change
<b>Totals from previous page</b>	\$ 80,000	\$ 80,500	1%
<b>110 CONTRACTUAL SERVICES</b>			
111 Phone Service (Answering Service)	\$ 1,200	\$ 1,500	25%
112 Manhole Level Monitors	2,500	3,400	36%
115 Sewer Root Foaming	75,000	75,000	0%
116 Radio and Test Equipment Maintenance	500	500	0%
117 Utility Marking Service	3,000	5,000	67%
118 DOT Regulatory Compliance	900	900	0%
119 Collection System JPA	15,000	15,000	0%
<b>120 PROFESSIONAL SERVICES</b>			
121 Technical/Legal Support	\$ 107,000	\$ 62,000	-42%
122 Safety Consultant	1,000	1,000	0%
123 Flow Monitoring Modeling	15,000	15,000	0%
124 Enforcement	6,000	6,000	0%
<b>140 RENTS AND LEASES</b>	1,000	1,000	0%
<b>150 REPAIRS AND MAINTENANCE</b>			
151 Vehicle Maintenance	\$ 40,000	\$ 50,000	25%
152 Equipment and Shop Maintenance	9,000	9,000	0%
153 Sewer Materials			
a. Pipe and Fittings	4,000	4,000	0%
b. Manholes	4,500	4,500	0%
c. Castings	1,000	1,000	0%
154 Emergency Sewer Replacement	12,500	12,500	0%
156 Building Maintenance	1,800	1,800	0%
157 Janitorial Services	4,500	5,700	27%
158 Yard Maintenance	2,400	2,520	5%
159 Refuse Service	4,750	5,100	7%
159a Refuse Service-Vactor	2,250	2,250	0%
160 Video Inspection Equipment Repair	15,000	15,000	0%
<b>170 TRAVEL AND MEETINGS</b>			
171 Training and Testing	\$ 3,000	\$ 3,000	0%
173 Travel Reimbursement	6,000	6,000	0%
174 Meetings and Conference	5,000	5,000	0%
<b>Forward totals to next page</b>	\$ 423,800	\$ 394,170	-7%



# DRAFT BUDGET

## DETAIL SHEET

STEGE SANITARY DISTRICT  
ACCOUNT NO. 41 - OPERATIONS

FISCAL YEAR 2022-2023

ITEM	Fiscal Year 2021-2022 Budget	Fiscal Year 2022-2023 Budget	% Change
<b>Totals from previous page</b>	\$ 423,800	\$ 394,170	-7%
<b>193 WATER - HYDRO FLUSHER</b>	\$ 7,000	\$ 10,000	43%
<b>203 FIRST AID SUPPLIES</b>	500	500	0%
<b>204 SAFETY EQUIPMENT AND GLOVES</b>	4,500	4,500	0%
<b>205 UNIFORMS AND BOOTS</b>	15,317	17,137	12%
<b>206 SAFETY INCENTIVE PROGRAM</b>	1,250	1,250	0%
<b>TOTAL MAINTENANCE/ENGINEERING</b>	<b>\$ 452,367</b>	<b>\$ 427,557</b>	<b>-5%</b>
<b>41.2 BURLINGAME PUMP STATION</b>			
150 Repairs (Contracted)	\$ 4,000	\$ 20,000	400%
150a Annual Inspection	2,500	2,500	0%
151 Electricity	900	1,800	100%
152 Telemetry	350	350	0%
153 Maintenance and Landscaping	960	960	0%
<b>41.4 CANON PUMP STATION</b>			
150 Repairs (Contracted)	4,000	10,000	150%
150a Annual Inspection	2,500	2,500	0%
151 Electricity	900	1,560	73%
152 Telephone/Telemetry	350	350	0%
<b>TOTAL PUMP STATIONS</b>	<b>\$ 16,460</b>	<b>\$ 40,020</b>	<b>143%</b>
<b>207 CONTRACTED REPAIRS</b>	68,000	70,000	3%
<b>TOTAL - MAINT/ENG EMPLOYEE SALARIES</b>	<b>\$ 1,189,460</b>	<b>\$ 1,260,660</b>	<b>6%</b>
<b>TOTAL - MAINT/ENG EMPLOYEE BENEFITS</b>	<b>517,521</b>	<b>537,257</b>	<b>4%</b>
<b>TOTAL OTHER MAINTENANCE/ENGINEERING</b>	<b>452,367</b>	<b>427,557</b>	<b>-5%</b>
<b>TOTAL - PUMP STATIONS</b>	<b>16,460</b>	<b>40,020</b>	<b>143%</b>
<b>TOTAL CONTRACTED REPAIRS</b>	<b>68,000</b>	<b>70,000</b>	<b>3%</b>
<b>TOTAL OPERATIONS</b>	<b>\$ 2,243,808</b>	<b>\$ 2,335,494</b>	<b>4%</b>

# DRAFT BUDGET

## DETAIL SHEET

STEGE SANITARY DISTRICT

ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL

FISCAL YEAR 2022-2023

ITEM	Fiscal Year 2021-2022 Budget	Fiscal Year 2022-2023 Budget	% Change
<b>010 SALARIES AND WAGES</b>			
011 Administration Salaries	\$ 236,500	\$ 251,800	6%
017 Performance Incentive	3,500	3,500	0%
<b>TOTAL - SALARIES &amp; WAGES</b>	<b>\$ 240,000</b>	<b>\$ 255,300</b>	<b>6%</b>
<b>020 EMPLOYEE BENEFITS</b>			
021 Retirement	\$ 97,300	\$ 100,360	3%
021a Deferred Comp Match	6,000	6,000	0%
022 Health Care Premiums & Admin Fees	19,800	19,800	0%
023 Life Insurance/Dental/LTD	2,160	2,196	2%
024 Workers' Compensation Insurance	4,200	4,400	5%
025 Unemployment Insurance	500	500	0%
026 Medicare	7,480	8,250	10%
027 Cash in Lieu (Dependent Care & Medical) Retiree Medical	-	-	0%
'028 Retiree Medical (AnnReq'dContrib(ARC))	-	-	0%
'029 Retiree Health Care Premiums	11,900	11,900	0%
029a Social Security	1,700	1,700	0%
<b>TOTAL - EMPLOYEE BENEFITS</b>	<b>\$ 151,040</b>	<b>\$ 155,106</b>	<b>3%</b>
<b>GENERAL EXPENSES</b>			
<b>030 DIRECTORS' EXPENSES</b>			
031 Board Meeting Compensation	\$ 22,388	\$ 23,507	5%
032 Travel Reimbursement	10,000	10,000	0%
033 Meetings & Conference	6,500	6,500	0%
034 Training	1,000	1,000	0%
<b>TOTAL - DIRECTORS' EXPENSES</b>	<b>\$ 39,888</b>	<b>\$ 41,007</b>	<b>3%</b>
<b>040 ELECTION EXPENSES</b>	\$ -	\$ 30,000	100%
<b>070 INSURANCE</b>			
071 Liability and Property Insurance	\$ 227,400	\$ 272,900	20%
072 Dividends (CREDIT)	(22,500)	(22,500)	0%
<b>080 MEMBERSHIPS</b>			
081 Memberships	\$ 15,000	\$ 15,000	0%
082 Memberships - Board	100	100	0%
<b>Forward totals to next page</b>	<b>259,888</b>	<b>336,507</b>	<b>29%</b>

# DRAFT BUDGET

## DETAIL SHEET

STEGE SANITARY DISTRICT

ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL

FISCAL YEAR 2022-2023

ITEM	Fiscal Year 2021-2022 Budget	Fiscal Year 2022-2023 Budget	% Change
<b>Totals from previous page</b>	\$ 259,888	\$ 336,507	29%
<b>090 OFFICE EXPENSES</b>			
091 Stationery, Postage, Supplies	\$ 4,000	\$ 4,000	0%
092 Subscriptions	5,000	5,000	0%
094 Public Notice Postage	400	400	0%
096 Bank Charges	700	700	0%
<b>120 PROFESSIONAL SERVICES</b>			
121 Legal Services	\$ 35,000	\$ 35,000	0%
123 Audit and Special Reports	20,000	20,000	0%
124 Resources Consultant	5,000	5,000	0%
125 Administrative Support	2,500	1,000	-60%
126 Labor Relations/HR Training	100	100	0%
127 Litigation Expenses	5,000	5,000	0%
129 ADP Payroll Expenses	6,000	6,000	0%
<b>130 PRINTING AND PUBLICATIONS</b>			
131 Meetings and Hearings Notices	\$ 1,000	\$ 1,000	0%
132 Newsletters	20,000	20,000	0%
133 Publications (Ordinances & Notices)	7,500	7,500	0%
134 Job Advertising	500	500	0%
<b>140 RENTS AND LEASES</b>	\$ 800	\$ 800	0%
<b>150 BUILDING REPAIRS AND MAINTENANCE</b>			
151 Administration Offices	\$ 9,000	\$ 9,000	0%
155 Office Equipment	6,000	6,000	0%
<b>Forward totals to next page</b>	388,388	463,507	19%

# DRAFT BUDGET

## DETAIL SHEET

STEGE SANITARY DISTRICT

ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL

FISCAL YEAR 2022-2023

ITEM	Fiscal Year 2021-2022 Budget	Fiscal Year 2022-2023 Budget	% Change
<b>Totals from previous page</b>	\$ 388,388	\$ 463,507	19%
<b>160 REVENUE COLLECTION EXPENSES</b>			
161 EBMUD	\$ 600	\$ 600	0%
162 CCC Assessment Collection Fees	14,000	14,000	0%
<b>170 TRAVEL AND MEETINGS</b>			
173 Travel Reimbursement	\$ 1,500	\$ 1,500	0%
174 Meetings and Conferences	3,000	3,000	0%
<b>190 UTILITIES</b>			0%
191 Gas and Electricity	\$ 13,000	\$ 13,500	4%
192 Telephone & Computer Internet	12,500	13,000	4%
193 Water	4,200	4,200	0%
194 Security System	4,500	4,500	0%
<b>200 OTHER EXPENSES</b>			
201 Miscellaneous	\$ 5,000	\$ 7,500	50%
202 Property Taxes	100	100	0%
203 LAFCO Net Cost Apportionment	4,000	4,000	0%
204 Public Outreach	18,000	18,000	0%
205 Penalties & Fines	35,000	35,000	0%
<b>TOTAL - GENERAL EXPENSES</b>	\$ 503,788	\$ 582,407	16%
<b>TOTAL - ADMIN. EMPLOYEE SALARIES</b>	\$ 240,000	\$ 255,300	6%
<b>TOTAL - ADMIN. EMPLOYEE BENEFITS</b>	\$ 151,040	\$ 155,106	3%
<b>TOTAL - ADMINISTRATION &amp; GENERAL</b>	\$ 894,828	\$ 992,813	11%
<b>TOTAL OPERATIONS &amp; ADMIN. (3418)</b>	\$ 3,138,636	\$ 3,328,307	6%

# DRAFT BUDGET

## DETAIL SHEET

STEGE SANITARY DISTRICT

ACCOUNT NO. 41 - CAPITAL EQUIPMENT EXPENSES

FISCAL YEAR 2022-2023

ITEM	Fiscal Year 2021-2022 Budget	Fiscal Year 2022-2023 Budget	% Change
<b>CAPITAL EQUIPMENT EXPENSES</b>			
<b>300 CAPITAL OPERATIONS (3421)</b>			
315 Flow Meters	\$ 150,000	\$ 175,000	17%
324 Vehicle Replacement	350,000	180,000	-49%
<b>Sub-Total Capital Operations</b>	<b>\$ 500,000</b>	<b>\$ 355,000</b>	<b>-29%</b>
<b>TOTAL - CAPITAL EQUIPMENT EXPENSES (3421)</b>	<b>\$ 500,000</b>	<b>\$ 355,000</b>	<b>-29%</b>

# DRAFT BUDGET

## DETAIL SHEET

STEGE SANITARY DISTRICT  
ACCOUNT NO. 41 - CAPITAL EXPENSES

FISCAL YEAR 2022-2023

ITEM	Fiscal Year 2021-2022 Budget	Fiscal Year 2022-2023 Budget	% Change
<b>411 MANHOLES</b>			
Manhole Adjustments	\$ 50,000	\$ 25,000	-50%
<b>428 RENEWAL &amp; REPLACEMENT</b>			
a. Interceptor Cleaning	\$ 50,000	\$ 50,000	0%
b. Pump Station Rehab	-	-	0%
c. Admin Building	10,000	10,000	0%
<b>SUB TOTAL (428)</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>0%</b>
<b>434 STANDARD SEWER REHABILITATION (3423)</b>			
a. Construction Costs	\$ 3,057,000	\$ 3,259,000	7%
d. Pumpstation Forcemains	1,000,000	-	-100%
e. San Pablo Ave. Specific Plan Upgrades	1,000,000	-	-100%
f. Private Sewer Lateral Replacement Loan Program*	500,000	489,150	-2%
<b>SUB-TOTAL (434)</b>	<b>\$ 5,557,000</b>	<b>\$ 3,748,150</b>	<b>-33%</b>
<b>TOTAL CONSTRUCTION COSTS (400s)</b>	<b>\$ 5,667,000</b>	<b>\$ 3,833,150</b>	<b>-32%</b>
<b>650 DEBT REPAYMENT (SRF LOANS)</b>			
a. Repayment Project 99201	104,300	-	-100%
b. Repayment Project 02203	43,900	43,900	0%
<b>TOTAL DEBT REPAYMENT (650)</b>	<b>\$ 148,200</b>	<b>\$ 43,900</b>	<b>-70%</b>
<b>TOTAL CAPITAL EXPENSES (400-650)</b>	<b>\$ 6,315,200</b>	<b>\$ 4,232,050</b>	<b>-33%</b>

\* Funding limited to property tax revenue.

# DRAFT BUDGET

## EXHIBIT D

### STEGE SANITARY DISTRICT FISCAL YEAR 2022-2023 RECONCILIATION OF FUND BALANCES

	FISCAL YEAR 2022-2023 BUDGET	3418 OPERATIONS FUND	3423 CAPITAL FUND
<b>Total Fund Balances As of 6/30/2022 (est.)</b>	\$ 7,702,033	\$ 2,000,000	\$ 5,702,033
<b>OPERATING FUND</b>			
<b>REVENUE</b>			
Contracted Services	\$ 33,000	\$ 33,000	
Interest Income	\$ 15,000	\$ 15,000	
Permit, Inspection Fees	\$ 12,000	\$ 12,000	
Sewer Service Charges	\$ 3,209,000	\$ 3,209,000	
Miscellaneous	\$ 21,000	\$ 21,000	
Subtotal	\$ 3,290,000	\$ 3,290,000	
<b>EXPENSES</b>			
General & Administration	\$ (992,813)	\$ (992,813)	
Operating/Pump Stations	\$ (2,335,494)	\$ (2,335,494)	
Subtotal	\$ (3,328,307)	\$ (3,328,307)	
<b>Net Gain (Loss)*</b>	<b>\$ (38,307)</b>	<b>\$ (38,307)</b>	
<b>CAPITAL FUND</b>			
<b>REVENUE</b>			
Property Tax Collection	\$ 500,000		\$ 500,000
Capital Service Charges	\$ 3,775,000		\$ 3,775,000
San Pablo Impact Fee	\$ 50,000		\$ 50,000
Interest Income	\$ 5,000		\$ 5,000
Connection Fees	\$ 50,000		\$ 50,000
Subtotal	\$ 4,380,000		\$ 4,380,000
<b>EXPENSES</b>			
Capital Equipment	\$ (355,000)		\$ (355,000)
Construction	\$ (3,833,150)		\$ (3,833,150)
Debt Repayment (SRF Loan)	\$ (43,900)		\$ (43,900)
Subtotal	\$ (4,232,050)		\$ (4,232,050)
<b>Net Gain (Loss)*</b>	<b>\$ 147,950</b>		<b>\$ 147,950</b>
<b>Fund Balances</b>			
<b>Before transfers</b>	\$ 7,811,676	\$ 1,961,693	\$ 5,849,983
<b>Transfers between Reserves</b>		\$ 35,291	\$ (35,291)
*Used from Reserves			
<b>Fund Balances As of 6/30/2022 (est.)</b>	<b>\$ 7,811,676</b>	<b>\$ 1,996,984</b>	<b>\$ 5,814,692</b>
<b>TARGET BALANCE</b>	<b>\$ 7,010,054</b>	<b>\$ 1,996,984</b>	<b>\$ 5,013,069</b>

(60% of annual O&M)

(3Yr Avg. of Capital Costs)

## July 4<sup>th</sup> Event List

- *Setup for One Booth*
- Canopy
- Tables & Chairs
- Red, White & Blue Bunting
- Hammer
- Crowbar
- Sandbags (w/ fused rope ends)
- Bungee Cords
- Zip Ties
- Scissors
- Channel Lock Pliers
- Tissue
- Tape
- Garbage Can
- Small cooler w/ bottled water for Directors
- Large SSD Banner
- Canopy “window” banner
- Large District Map w/ map page blocks
- District Sewer Map book
- Toilet Paper vs. Wipes Interactive Display
- “Flushable” Wipes Banner/Poster
- Board Member Contact List (in each box)
- Post Schedule w/ Cell Phone #
- *Friday* before setup
- Park truck onsite

### Informational Handouts & Giveaways

- Latest Newsletter
- Latest Registered Contractors List
- Plumbers Outreach Tri-fold
- Wipes Outreach Tri-fold/Poster
- BPD Outreach Tri-fold
- General Guidelines
- 100<sup>th</sup> Anniversary Book
- Budget and Performance Report
- BPD Drawing
- Easement Ordinance
- SSD Pens/Magnets/Other
- *PSL Loan Program*
- *Board of Directors Election Outreach*

### Schedule (11am-5pm)

Setup	<u>[staff]</u>
11am-12:30	<u>O’Keefe</u>
12:30-2:00	<u>Gilbert-Snyder</u>
2:00-3:30	<u>Miller</u>
3:30-5pm	<u>Merrill</u>
Pack up	<u>[staff]</u>

### MESSAGES

*PSL Loan Program*

*2022 Board of Directors Election*

*Proper “Flushable” Wipes Disposals*

*Sewer Problems? Call us first!*



**REVIEW OF DIRECTORS’ COMPENSATION RATE**

**ISSUE:**

The Board annually reviews the compensation that Directors receive for their attendance at District-related meetings.

**FISCAL IMPACT:**

The fiscal impact would depend on the amount of the change, if any, to the compensation rate. A cost-of-living increase applied to meeting fees since the last increase in April 2021 would increase expenses by 6.53% (April CPI-W) or about \$1500 total for one year.

**STRATEGIC PLAN:**

GOAL 4: Provide Safe and Rewarding Work Environment that Recognizes the Worth and Value of Employees

WORK PLAN ITEM “b”: Annually review employee salary and benefits by July of each year and conduct a survey vs. comparable agencies by June 2023 and at least every five (5) years thereafter

**BACKGROUND:**

Meeting fees for Directors are based on amendments to the Sanitary District Act that became effective in 2001. At that time, the Board increased the meeting fees paid to Directors by taking the doubly conservative approach that the 5% allowable increase per year was not compounded and based the calculation on the 1986 fee of \$100 per meeting day. This resulted in a fee of \$165 per meeting day in 2001.

The Board’s history of meeting fees is as follows:

YEAR	RATE	APR CPI-W	% CHANGE	RATE ADJUSTED TO 2022
2001	\$165	184.9	69.0%	\$287.36
2004	\$190	194.7	5.3%	\$314.25
2008	\$196	217.913	11.9%	\$289.64
2012	\$200	236.626	8.6%	\$272.18
2015	\$205	252.875	6.9%	\$261.06
2017	\$215	268.896	6.3%	\$257.48
2018	\$222.31	278.039	3.4%	\$257.48
2020	\$223.88	290.304	0.7%	\$248.34
2021	\$233.12	302.294	4.1%	<b><u>\$248.33</u></b>
2022		322.021	6.5%	

A comparison of meeting fees for comparable agencies is as follows:

COMPARABLE AGENCY	CURRENT RATE
Ross Valley SD	\$314.00
West County SD	\$300.00
West Valley SD	\$300.00
Oro Loma SD	\$260.00
Central Marin SA	\$255.00
Mt. View SD	\$255.00
Las Gallinas Valley SD	\$252.70
Castro Valley SD	\$230.00
West Bay SD	\$230.00
Novato SD	\$225.00
Napa SD	\$218.00
Rodeo SD	\$187.48
Ironhouse SD	\$170.00
AVERAGE	\$245.94
MEDIAN	\$252.70
<b>STEGE SD (CURRENT)</b>	<b>\$233.12</b>
<b>STEGE SD (APR CPI-W)</b>	<b>\$248.33</b>

The cost-of-living increase for the past year is 6.53% (April CPI-W) which would increase the Directors' compensation rate from \$233.12 to \$248.33 per meeting day and would increase total District expenses by about \$1500 total for one year.

**RECOMMENDATION:**

Direct staff to prepare an ordinance to increase the Directors' compensation rate to \$248.33 based on the cost-of-living increase for the past year of 6.53% (April CPI-W).

**ALTERNATIVES:**

1. Direct staff to prepare an ordinance for a different Directors' compensation rate.
2. Take no action and keep the existing Directors' compensation rate the same.

**ATTACHMENTS:**

None

## **WORKING CAPITAL AND RESERVE FUND POLICY**

### **ISSUE:**

The District's Working Capital and Reserve Fund Policy shall be reviewed by the Board annually.

### **FISCAL IMPACT:**

The cost to review the policy is minimal.

### **STRATEGIC PLAN:**

GOAL 3: Ensure Financial Stability and Efficiency

WORK PLAN ITEM "h": Annually review the District's Reserve Policy by June of each year

### **BACKGROUND:**

The District's Reserve Fund Policy is reviewed and approved by the Board annually. The last amendment was made in June 2019 based on the recommendations of the latest Rate Study completed by Lechowicz & Tseng Municipal Consultants.

### **RECOMMENDATION:**

No changes are recommended.

### **ALTERNATIVES:**

1. Make amendments and approve as amended.

### **ATTACHMENT:**

Working Capital and Reserve Fund Policy Fund Policy – June 2019

# **STEGE SANITARY DISTRICT**

## **Working Capital and Reserve Fund Policy**

**June 2019**

The approved policy of the Board is for the Working Capital and Reserve Fund to consist of an Operating Working Capital, a Capital Improvement Working Capital, and a Capital Reserve.

The Operating Working Capital shall be equal to 60% of operating and maintenance costs. This level of funding adjusts annually to equal the District's actual costs from July to December, reflecting the lag in the collection of sewer service charges from the County property tax roll.

The Capital Improvement Working Capital shall be a 3-year average of the annual capital cost (i.e. average of the previous, current, and future year capital cost) plus the annual debt service cost. The goal is to ensure that the District will have adequate funds available on an annual basis to conduct sewer pipeline replacements or in case of an emergency or natural disaster such as an earthquake.

The Capital Reserve is a reserve, or set-aside, established in 2019 that will be accumulated over time and used every five to ten years for major improvements. Annual funding of \$45,000 will accumulate \$225,000 (plus interest earnings) over five years, which could fund retrofits of the Administration Building such as HVAC improvements, roof repairs, repaving the parking lot, etc. This reserve could also provide funding for emergency repairs following a natural disaster such as a fire or earthquake.

**DIVERSITY, EQUITY, AND INCLUSION (DEI) –  
BOARD OF DIRECTOR’S OUTREACH OPPORTUNITIES**

**ISSUE:**

The Board will consider a Diversity, Equity, and Inclusion (DEI) policy and outreach opportunities.

**FISCAL IMPACT:**

The fiscal impact to discuss and consider DEI is minimal.

**STRATEGIC PLAN:**

GOAL 4: Provide Safe and Rewarding Work Environment that Recognizes the Worth and Value of Employees

**BACKGROUND:**

At the Board meeting held on April 7, 2022, the Board continued discussing plans to provide outreach to different civic organizations for the upcoming District election including a flyer or poster to help promote diversity for the upcoming election in November. A flyer has been prepared and is attached for the Board’s use.

At the Board meeting held on April 21, 2022, during a review of the District’s draft procurement policy, the Board asked staff to work with District Counsel to consider updating the draft procurement policy to include a reference to a District DEI policy. A draft DEI policy has been prepared and is attached for review.

**RECOMMENDATION:**

Prepare to discuss and consider the draft DEI policy and outreach opportunities.

**ALTERNATIVES:**

1. Take no action.
2. Provide staff further direction.

**ATTACHMENTS:**

- Draft DEI Policy
- 2022 Board of Directors Elections flyer
- Table of Diversity, Equity, and Inclusion (DEI) outreach opportunities

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## **STEGE SANITARY DISTRICT DIVERSITY, EQUITY, AND INCLUSION POLICY**

The Stege Sanitary District (District) is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion.

The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that each employee contributes to their work represents a significant part of not only the District's culture, but the District's reputation and achievement. The District embraces and encourages differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make each employee unique. The District respects and values these diverse life experiences and heritages and is committed to ensuring all voices are valued and heard.

### **DEFINITIONS**

- **DIVERSITY** includes all the ways in which people differ, encompassing the different characteristics that make one individual or group different from another. While diversity is often used in reference to race, ethnicity, and gender, we embrace a broader definition of diversity that also includes age, color, disability, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make each employee unique.
- **EQUITY** is the fair treatment, access, opportunity, and advancement for all people, while at the same time striving to identify and eliminate barriers that have prevented the full participation of some groups. Improving equity involves increasing justice and fairness within the procedures and processes of institutions or systems, as well as in their distribution of resources.
- **INCLUSION** is the act of creating environments in which any individual or group can be and feel welcomed, respected, supported, and valued to fully participate and are given opportunities to grow. An inclusive and welcoming climate embraces differences and offers respect in words and actions for all people.
- **PREJUDICE** is the inclination or preference, especially one that interferes with impartial judgment, and can be rooted in stereotypes that deny the right of individual members of certain groups to be recognized and treated as individuals with unique characteristics.
- **PROTECTED CATEGORIES** include race, religion, color, national origin, ancestry, pregnancy, childbirth, medical condition, physical or mental disability, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, military or veteran status, political affiliation, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act of the

California Family Rights Act), domestic violence victim status, or any other basis as defined and protected by federal or state law.

- **DISCRIMINATION** is the unequal treatment of members of various groups, based on conscious or unconscious prejudice, which favors one group over others on the basis of a protected category, as defined above.
- **HARASSMENT** is the unwanted conduct with the purpose or effect of violating the dignity of a person and creating an intimidating, hostile, degrading, humiliating, or offensive environment on the basis of a protected category, as defined above.

## POLICY

To ensure that diversity, equity, and inclusion are integral components of the District's employment practices and conditions, the District is committed to the following principles:

- The District is committed to providing a work environment free from discrimination and harassment.
- The District is committed to providing a climate that is welcoming and conducive to the success of all employees through respect, inclusion, equity, and cultural awareness.
- The District is committed to encouraging staff to pursue professional development opportunities to be sufficiently educated on the subjects of diversity, equity, inclusion, and to be able to better recognize and prevent all types of prejudice and bias.

This policy covers District employees, applicants, volunteers, and elected or appointed officials.



# Stege Sanitary District Board of Directors 2022 Election

**In 2022, three positions on the Stege Sanitary District Board of Directors will be up for election.**

Stege Sanitary District is an independent Special District of the State of California. It is a public agency administered by a duly-elected five-member Board of Directors. Directors are elected at-large by District residents and serve four-year terms of office.



**[www.stegesan.org](http://www.stegesan.org)**

7500 Schmidt Lane  
El Cerrito, CA 94530  
(510) 524-4668  
[staff@stegesan.org](mailto:staff@stegesan.org)

The Board is proud of the District's history of inclusion and diversity in the workplace and management. It believes the District best serves the needs of its community when it represents the rich and varied backgrounds of its residents. The Board invites community members to consider running for the office of Stege Sanitary District Director in the upcoming election.

## Communities Served

El Cerrito, Kensington, and a portion of the Richmond Annex in Richmond.

## Duties of the Board of Director

To protect public health and the environment through planning and operation of a safe, efficient, and economical wastewater collection system.

## Obligations

The Board holds its regular meetings once or twice a month on a Thursday at 7:00pm to conduct the business of the District. The Board may also call special meetings to act on timely issues. Board members must attend all regular and special District meetings unless they can show good cause for their absence.

## Compensation

- \$233.12 per meeting day of service
- Reimbursement for expenses incurred when participating in approved training, conferences, and meetings
- The District provides no healthcare, leave, pension, or other benefits to Board members

## Qualifications for candidates

- 18-years or older
- US citizen
- Resident of one of the communities served by Stege Sanitary District

To learn more about the responsibilities and core beliefs of the Board of Directors, go to [www.stegesan.org/board-resources](http://www.stegesan.org/board-resources).

Procedures, deadlines and nomination papers may be obtained from the County Elections Office: Contra Costa County Election Division, 555 Escobar Street, Martinez, CA 94553; (925) 335-7800, [www.cocovote.us](http://www.cocovote.us)

Name	Meeting times	Physical posting	Virtual posting	Focus on under-represented groups	Director liasion
Asian Pacific Environmental Network			x	x	<i>Juliet</i>
Bay Area Women's Environmental Network			x	x	<i>Juliet</i>
El Cerrito Chamber of Commerce	3rd Tuesday each month @ 12:00 pm		x		<i>Paul</i>
El Cerrito City Council	1st, 3rd Tuesday evenings				<i>Al</i>
El Cerrito Farmers Market	Saturday mornings @ El Cerrito Plaza	x			
El Cerrito Library		x			<i>Al</i>
El Cerrito Rec Department and Parks		x			
El Cerrito Recycling Center		?			<i>Paul</i>
Friends of the El Cerrito Library			?		<i>Al</i>
Kensington Farmers Market	Sunday mornings @ Kensington Circle	x			
Kensington Library		x			<i>Paul</i>
Kensington Neighborhood Association	1st Thurs, 6:30		x		<i>Dwight</i>
NAACP - El Cerrito Branch	Third Saturday @ 1:30 pm, except no meetings in JUL & AUG		x	x	<i>Al</i>
NAACP - Richmond Branch					
National Society of Black Engineers			x	x	<i>Bea</i>
Richmond Chamber of Commerce			x (a newsletter and blog)		
Richmond City Council	1st, 3rd, 4th Tuesday evenings				
Richmond Our Power Coalition	October 7, November 9 & December 8, 1-2:30			x	<i>Juliet</i>
East Bay Young Democrats	2nd Wednesday of the month from 7:00pm – 9:00pm				
Latino Young Democrats				x	
Contra Costa Young Democrats				x	
Wellstone Democrats					
Richmond Progressive Alliance					<i>Paul</i>

10:49 AM	STEGE SANITARY DISTRICT			
05/31/2022	Check Report			
Accrual Basis	June 2, 2022			
	Name	Memo	Amount	Num
<b>Jun 2, 22</b>				
	Aramark Uniform Services	Uniform Service	-307.29	27632
	Catherine Kalahale.	Petty Cash	-198.67	27633
	CCP Industries	Gloves	-659.60	27634
	D'Arcy & Harty Construction	Sewer Rehab Proj 21201	-1,409,173.67	27635
	Exxonmobil	Gas	-165.88	27636
	Herc Rentals Inc	Bypass Pump Rental	-2,542.38	27637
	Nakano Landscape	Landscaping May 2022	-290.00	27638
	Pastime Hardware	Maintenance Supplies	-29.70	27639
	PG&E- #6675831511-4	Office/Shop	-1,035.06	27640
	Rosalie Blazej	PSL Program, Board Recruitment & Recguide Flyer	-500.00	27641
	TelePacific Communications	Office Phones	-1,184.95	27642
	U.S. Bank	Maintenance, Computer & Office Supplies	-1,675.79	27643
<b>Jun 2, 22</b>			<b>-1,417,762.99</b>	

# STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JANUARY 2022	FEBRUARY 2022	MARCH 2022	APRIL 2022	MAY 2022	JUNE 2022
1/3 & 1/17 HOLIDAY  <del>CASA Winter Conf. Jan 19-21, Palm Springs</del>	2/21 HOLIDAY  CASA Policy Forum Feb 28-Mar. 1, Wash, DC			5/30 HOLIDAY	6/8 Safety and Recognition Awards Luncheon
1/6/2022 – 7:00 P.M.	2/17/2022 – 7:00 P.M.	3/5/2022 – <b>9:00 A.M.</b>	4/7/2022 – 7:00 P.M.	5/5/2022 – 7:00 P.M.	6/2/2022 – 7:00 P.M.
<ul style="list-style-type: none"> <li>• Board Governance Manual Review</li> <li>• Long Range Planning Workshop Agenda</li> <li>• Service Rate Discussion</li> <li>• District of Distinction (even years)</li> <li>• Director’s Contact Info</li> <li>• Board Training Summ.</li> <li>• CASA Conference</li> <li>• Diversity, Equity, and Inclusion</li> </ul>	<ul style="list-style-type: none"> <li>• Actuarial Analysis of Retiree Health Benefits Report (even years)</li> <li>• Long Range Planning Workshop Agenda</li> <li>• Service Rate Discussion</li> <li>• Performance Report</li> <li>• Board Training Summ.</li> <li>• CASA Conference</li> <li>• Form 700</li> </ul>	<p><b><u>9AM MEETING TIME</u></b></p> <ul style="list-style-type: none"> <li>• Long Range Planning Workshop <ul style="list-style-type: none"> <li>– Past 5 yrs. Expenditures Review</li> <li>– Self-Assessment of Governance</li> <li>– Strategic Plan Review</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Service Rate Discussion/ Approval (&amp; 30-day Notice)</li> <li>• Board Training Summ.</li> <li>• Diversity, Equity, and Inclusion</li> </ul>	<ul style="list-style-type: none"> <li>• Appoint Labor Negot.</li> <li>• CLOSED SESSION – Conf. Labor Negot.</li> <li>• Draft Budget</li> <li>• Board Training Summ.</li> <li>• July 4<sup>th</sup> Fair Discussion</li> <li>• Review of Comparable Agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Draft Budget</li> <li>• Review Directors’ Meeting Compensation</li> <li>• District Working Capital and Reserve Policy</li> <li>• Approve Project Plans and Specs (+CEQA)</li> <li>• July 4<sup>th</sup> Fair Discussion</li> <li>• CASA Conference</li> <li>• Diversity, Equity, and Inclusion</li> </ul>
1/27/2022 – 7:00 P.M.		3/17/2022 – 7:00 P.M.	4/21/2022 – 7:00 P.M.	5/19/2022 – 7:00 P.M.	6/16/2022 – 7:00 P.M.
<ul style="list-style-type: none"> <li>• CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval.</li> <li>• Board Governance Manual Approval</li> <li>• Long Range Planning Workshop Agenda</li> <li>• Service Rate Discussion</li> <li>• Quarterly Financial Statements</li> <li>• SPASPA Status Report</li> <li>• CSDA Conference Attendee Reports</li> </ul>		<ul style="list-style-type: none"> <li>• Auditor – RFP</li> <li>• California Employer’s Retiree Benefit Trust (CERBT)</li> <li>• Service Rate Discussion</li> <li>• Action Plan</li> <li>• Consent Decree Quarterly Report</li> <li>• Board Training Summ.</li> <li>• CASA Conference Attendee Reports</li> <li>• Form 700</li> </ul>	<ul style="list-style-type: none"> <li>• CLOSED SESSION – Quarterly Claims Rpt</li> <li>• Draft Budget</li> <li>• Employee Benefit Package Review</li> <li>• Service Rate Discussion/Approval (+ 30-day Notice)</li> <li>• July 4<sup>th</sup> Fair Discussion</li> <li>• Quarterly Financial Statements</li> <li>• SPASPA Status Report</li> </ul>	<ul style="list-style-type: none"> <li>• CLOSED SESSION – Manager Perf. Eval. – Conf. Labor Negot.</li> <li>• Resolution Ordering Board Election (even years)</li> <li>• Draft Budget</li> <li>• July 4<sup>th</sup> Fair Discussion</li> <li>• Service Rate Discussion/Approval (+ 30-day Notice)</li> </ul>	<ul style="list-style-type: none"> <li>• CLOSED SESSION – Counsel Perf. Eval.</li> <li>• Resolution Salary of District Manager</li> <li>• Resolution Employee Salary Ranges</li> <li>• Resolution Approve/Adopt Budget</li> <li>• Review and Approve Incentive Award</li> <li>• Adopt Incentive Award Goals &amp; Objectives</li> <li>• July 4<sup>th</sup> Fair Discussion</li> <li>• CD Quarterly Report</li> <li>• CASA Conference</li> </ul>

# STEGE SANITARY DISTRICT

## BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JULY 2022	AUGUST 2022	SEPTEMBER 2022	OCTOBER 2022	NOVEMBER 2022	DECEMBER 2022
7/4 HOLIDAY 4 <sup>th</sup> of July Fair Booth	CASA Annual Conf. Aug 10-12, Squaw Creek  CSDA Annual Conf. Aug 22-25, Palm Springs	9/5 HOLIDAY  Board Training AB 1234 (even years) AB 1661 (odd years)		11/24-25 HOLIDAY	12/8 HOLIDAY LUNCHEON  12/26 HOLIDAY
7/7/2022 – 7:00 P.M.	8/18/2022 – 7:00 P.M.	9/1/2022 – 7:00 P.M.	10/6/2022 – 7:00 P.M.	11/10/2022 – 7:00 P.M.	12/8/2022 – <b>2:00 P.M.</b>
<ul style="list-style-type: none"> <li>July 4<sup>th</sup> Fair Debrief</li> <li>CASA/CSDA Conf.</li> <li>Diversity, Equity, and Inclusion</li> </ul>	<ul style="list-style-type: none"> <li>Select Actuary for Analysis of Retiree Health Benefits (odd years)</li> <li>Quarterly (FY End) Financial Statements</li> <li>Conn. Charge Report per Gov. Code 66013</li> <li>CASA/CSDA Conf.</li> </ul>	<ul style="list-style-type: none"> <li>CASA/CSDA Conf. Attendee Reports</li> <li>Diversity, Equity, and Inclusion</li> </ul>	<ul style="list-style-type: none"> <li>Regional PSL Program Update</li> <li>Regional FOG Program Update</li> </ul>	<ul style="list-style-type: none"> <li>Proposed Meeting Calendar</li> <li>Board Officer Succession Plan</li> <li>CASA Conference</li> <li>Diversity, Equity, and Inclusion</li> </ul>	<p><b><u>2PM MEETING TIME</u></b></p> <ul style="list-style-type: none"> <li>Fiscal Year Financial Audit</li> <li>Resolution Certifying Election Results (even years)</li> <li>Connection Charge Review</li> <li>Emergency Contact Update</li> <li>Meeting Calendar</li> <li>Consent Decree Quarterly Report</li> <li>CASA Conference</li> <li>Pension + OPEB UAL Reports</li> <li>Nomination &amp; Election of Officers</li> </ul>
7/21/2022 – 7:00 P.M.		9/15/2022 – 7:00 P.M.	10/20/2022 – 7:00 P.M.		
<ul style="list-style-type: none"> <li><b>CLOSED SESSION</b> <ul style="list-style-type: none"> <li>Quarterly Claims Rpt</li> </ul> </li> <li>Hearing +Res./Ord. <ul style="list-style-type: none"> <li>Establish and Collect Sewer Service Charges</li> <li>Director Meeting Compensation</li> </ul> </li> <li>Resolution Filing Notice of Completion</li> <li>District Investment Policy</li> <li>Reimb. Report per Gov. Code 53065.5</li> <li>Quarterly Financial Statements</li> <li>Candidate filing period (even years)</li> <li>SPASPA Status Report</li> <li>CASA/CSDA Conf.</li> <li>Form 470</li> </ul>		<ul style="list-style-type: none"> <li>Health Care Benefits Review</li> <li>Consent Decree Quarterly Report</li> </ul>	<ul style="list-style-type: none"> <li><b>CLOSED SESSION</b> <ul style="list-style-type: none"> <li>Quarterly Claims Rpt</li> <li>Manager Perf. Eval.</li> </ul> </li> <li>SPASPA Status Report</li> <li>Quarterly Financial Statements</li> </ul>		