

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF JUNE 16, 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.stegesand.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@stegesand.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)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF JUNE 16, 2022
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

Motion: **IV. Approval of Minutes**

A. Approval of June 2, 2022 Board Meeting Minutes

(The Board will be asked to review and approve the minutes of June 2, 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

1. 2022 CSDA Board of Directors Election Ballot - Term 2023-2025; Seat B - Bay Area Network

2. CASA Email - Urgent Request - Support Letters Needed for AB 2247 (Bloom)

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

A. Attorney's Report

B. Manager's Report

1. Monthly Maintenance Summary Report

2. Monthly Report of Sewer Replacements and Repairs

3. Consent Decree Quarterly Report

4. July 4th Fair Discussion

5. 2022 California Association of Sanitation Agencies (CASA) Conferences

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

6. 2022 California Special Districts Association (CSDA) Conference

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

Info/Motion: **VII. Business**

A. Resolution No. 2190-0622 Adopting the Stege Sanitary District Procurement Policy

(The Board will review and consider the new District procurement policy)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF JUNE 16, 2022
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

- B. Resolution No. 2193-0622 Approving and Authorizing Amendment to Employment Agreement with Rex Delizo to Serve as District Manager/Engineer, Secretary of the Board, and Treasurer of the District
(The Board will consider approval of the resolution)
- C. Resolution No. 2194-0622 Establishing Salary Ranges of Maintenance, Technical and Administrative Employees Employed by Stege Sanitary District Beginning July 1, 2022
(The Board will consider approval of the resolution)
- D. Resolution No. 2195-0622 Approving and Adopting Annual Budget for Fiscal Year 2022-2023
(The Board will consider approval of the resolution)
- E. Resolution No. 2196-0622 Even-Year Board of Directors Election; Consolidation of Elections; and Specifications of the Election Order
(The Board will consider approval of the resolution)
- F. Resolution No. 2197-0622 Authorizing the District Manager to Award a Contract to APB General Engineering for Project No. 22201, Standard Sewer Rehabilitation Project
(The Board will consider approval of the resolution)
- G. Incentive Award Contribution (IAC) Achievements for FY 2021-2022
(The Board will consider approval of the achievements)
- H. Incentive Award Contribution (IAC) Goals and Objectives for FY 2022-2023
(The Board will consider approval of the goals and objectives)
- I. Resolution No. 2198-0622 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 June 16 Pursuant to AB 361
(The Board will consider approval of the resolution)

Info:

VIII. Financial Statements

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF JUNE 16, 2022
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

IX. Approval of Checks

Info/Motion:

A. Checks for June 16, 2022 - Fund No. 3418 & 3423

(The Board will be asked to approve the June 17, 2021 checks)

Info:

X. Future Agenda Items

July 7, 2022

July 4th Fair Debrief

CASA Conference

CSDA Conference

Diversity, Equity, and Inclusion

+AB 361 – 30 Day Virtual Meeting Extension

July 21, 2022

CLOSED SESSION – Quarterly Claims Report

Public Hearing/Resolution – Establish and Collect Sewer Service Charges

Public Hearing/Ordinance – Directors Meeting Compensation

Resolution – Notice of Completion

District Investment Policy

Reimbursement Report per Gov. Code 53065.5

Quarterly Financial Statements

Candidate Filing Period

San Pablo Avenue Specific Plan Area Impact Fee Status Report

CASA Conference

CSDA Conference

Form 470

+AB 361 – 30 Day Virtual Meeting Extension

XI. Adjournment

(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on July 7, 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 JUNE 2, 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
**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: There was no public comment.

IV. Approval of Minutes

A. Approval of May 19, 2022 Board Meeting Minutes

MOTION: By O’Keefe, seconded by Gilbert-Snyder, to approve the minutes of the May 19, 2022 Board Meeting, as amended

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

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

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

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

B. Written Communications

There were no items to consider.

VI. Reports of Staff and Officers

A. Manager's Report

1. Draft Budget FY 2022-2023

The Manager reported on the updated draft budget. The final budget will be ready for consideration and approval by resolution at the next Board Meeting.

2. July 4th Fair Discussion

The Manager reported on the updated plans for the upcoming fair.

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

The Manager reported on the upcoming CASA conference.

4. 2022 California Special Districts Association (CSDA) Conference

The Manager reported on the upcoming CSDA conference.

MOTION: By Miller, seconded by Christian-Smith, to authorize attendance at the upcoming CASA and CSDA Conferences for those Directors that choose to attend

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

NOES: None

ABSTAIN: None

ABSENT: None

VII. Business

A. Review of Director's Meeting Compensation

The Board discussed changing the compensation that Directors receive for their attendance at District related meetings and approved an adjustment up to

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

the same cost-of-living adjustment as employee salary ranges for the past year of 6.53% (April CPI-W) or the maximum allowed by state law, pending review by legal counsel.

MOTION: By O’Keefe, seconded by Gilbert-Snyder, to approve an increase to the Directors’ compensation rate up to \$248.33 (+6.53%) or the maximum allowed by state law, pending review by legal counsel, and direct the Manager to prepare an Ordinance for consideration

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

B. Working Capital and Reserve Fund Policy

The Board completed the annual review of the policy and approved some minor amendments.

MOTION: By Gilbert-Snyder, seconded by Christian-Smith, to approve amendments to the Working Capital and Reserve Fund Policy

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

C. Diversity, Equity, and Inclusion

The Board continued their Diversity, Equity, and Inclusion (DEI) discussions by reviewing and discussing a draft DEI policy and plans to provide outreach

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

to different civic organizations for the upcoming District election. The Board asked staff to make minor amendments to the flyer and to bring the draft policy back after conferring with District Counsel.

VIII. Approval of Checks

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

MOTION: By Christian-Smith, seconded by Christian-Smith, to pay the bills, Check Nos. 27632 through 27643 in the amount of \$1,417,762.99

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

NOES: None

ABSTAIN: None

ABSENT: None

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 4th 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

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

CASA Conference

CSDA Conference

Diversity, Equity, and Inclusion

+AB 361 – 30 Day Virtual Meeting Extension

X. Adjournment

The meeting was adjourned at 8:57 P.M. The next meeting of the District Board of Directors will be held on Thursday, June 16, 2022 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary

From: vote@simplyvoting.com <vote@simplyvoting.com>
Sent: Thursday, June 02, 2022 7:06 AM
To: Rex Delizo <rex@stegesan.org>
Subject: CSDA 2022 Board of Directors

Dear CSDA Member:

A link to an electronic CSDA Board of Directors election ballot is below for your district's use in voting to elect a representative to the CSDA Board of Directors in your Network for Seat B.

[REDACTED]

Each of CSDA's six (6) networks has three seats on the Board and the candidates are either a board member or management-level employee of a member district located in your Network. Each Regular Member (district) in good standing shall be entitled to vote for one (1) person to represent its Network in Seat B.

Once logged in, you will see the candidates for CSDA Board Seat B in your Network as well as candidate information for each person who submitted the optional background information. Please vote for **only one** candidate to represent your Network in Seat B and be sure to fully complete all required fields and submit your vote. Unfortunately, if any part of the ballot is not complete, the ballot will not be valid and will not be counted.

The deadline to complete your voting through the system is July 8, 2022 at 5:00 pm.

If you have any questions please contact Amber Phelen at 916.442.7887 or amberp@csda.net

Thank you!



**California Special
Districts Association**

Districts Stronger Together

CSDA Board of Directors Election Ballot - Term 2023-2025; Seat B - Bay Area Network

Please vote for your choice

Choose **one** of the following candidates:

- Ryan Clausnitzer, Alameda Mosquito Abatement District*
- Matthew Fuzie, Livermore Area Recreation and Park District

*Incumbent

March 11, 2022

Bay Area Special Districts

Re: CSDA Board of Directors Bay Area Network Seat B

I am seeking your support for a third term on the CSDA Board of Directors in the Bay Area Network based on my CSDA leadership, my involvement in the community specifically focused on raising awareness of special districts, my 25 years of experience in all levels of government, and my academic background in public policy.

In my current 3-year term on the Board of CSDA, my fellow directors chose me as Vice-President for the first year and President the following two. Other than serving on the Board of the Alameda CSDA chapter, I was pleased to be able to attend several virtual county chapter meetings in Santa Clara, San Mateo, Contra Costa, Marin, with a formation meeting in Sonoma County. These connections allow me to better represent the entire region at CSDA meetings and advocacy events. Regarding events, in 2021, I led CSDA to make its first connections with the Boys and Girls State of California leading to a presentation and career day inclusion at the 2021 virtual Boys State. CSDA has assurances from both the Girls and Boys State that we will engage again in 2022 and beyond. This fulfills my goal in my first year as President to increase the visibility of special districts to future directors and as a viable career option.

The goal in my second year of CSDA Presidency is for special districts to better represent the communities that they serve. I began this process by working with the Institute for Local Government and will be bringing these initiatives directly to CSDA's strategic planning session this summer.

The San Francisco Bay Area is a very amazing place to live and it is our job to make life here even better by delivering critical services to our communities as efficiently and effectively as possible. I would be honored to represent your special district once again on the CSDA Board of Directors.

Sincerely,

Ryan Clausnitzer, MPA, CSDM, REHS
General Manager
Alameda County Mosquito Abatement District
23187 Connecticut Street
Hayward, CA 94545
510-925-1756
ryan@mosquitoes.org

Encl: Nomination form, candidate information sheet, Board resolution



**California Special
Districts Association**
Districts Stronger Together

2022 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Ryan Clausnitzer, MPA, CSDM

District/Company: Alameda County Mosquito Abatement District

Title: General Manager

Elected/Appointed/Staff: Staff

Length of Service with District: Ten years total: three as Trustee, seven as General Manager

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Ex officio membership in all CSDA committees: Legislative, Professional Development, Fiscal (former Chair), Member Services, Audit, Bylaws and Elections, Executive (chair). Speaker and Panelist at GM Summit and Annual Conference. Certified Special District Manager (CSDM). Recognition of Special District Governance, SDLF Leadership Academy, District Board Secretary/ Clerk.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

Coastal Region representative on the MVCAC Legislative Committee and the Ad-Hoc Sterile Insect Technique Sub-committees

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Board member of the Alameda County Special District Chapter, Executive Committee member of the East Bay Economic Development Agency, special district representative to CA Secretary of State's 2020 election task force.

4. List civic organization involvement:

Member of Rotary Club of Alameda leading the program to find employment for Afghan refugees. Youth girls basketball and track coach, girls basketball athletic coordinator.

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 31, 2022 will not be included with the ballot.**



**California Special
Districts Association**
Districts Stronger Together

Candidate Statement: Mathew L. Fuzie

I have been in Recreation and Law Enforcement since 1981. After a 33-year career with California State Parks finishing as Deputy Director, I retired on August 4 of 2018. On August 6, 2018, I started as General Manager of the Livermore Area Recreation and Park District (LARPD). My experiences with State Government translated very well into the management of a special district. My experience translates very well into this position as well. I have worked in every corner of California and at high levels in Sacramento. I know my way around the Capitol buildings and have many contacts. I am very comfortable working with legislators and their staff. I am a very good problem solver and professional who can get things done.



**California Special
Districts Association**
Districts Stronger Together

2022 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Mathew L. Fuzie

District/Company: Livermore Area Recreation and Park District (LARPD)

Title: General Manager

Elected/Appointed/Staff: Staff

Length of Service with District: 3.5 Years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Member, Alameda County Special Districts Association

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

Served on the Board of Directors for CAPRI (the California Association for Park & Recreation Indemnity)

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Livermore Valley Intergovernmental Committee

4. List civic organization involvement:

N/A

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 31, 2022 will not be included with the ballot.**

From: CASA <cmackelvie@casaweb.org>

Sent: Wednesday, June 08, 2022 10:31 AM

To: board@stegesan.org

Subject: Urgent Request - Support Letters Needed for AB 2247 (Bloom)

Support Letters Needed

for AB 2247



CASA's sponsored bill, [AB 2247](#) (Bloom) relating to PFAS disclosure, will be heard in the Senate Environmental Quality Committee on Thursday, June 22. CASA is requesting that agencies submit a letter of support to the Committee as soon as possible. Attached is a [template letter of support](#) that can be customized for your agency. All letters should be submitted to the committee by uploading to the Legislature's [Position Letter Portal](#). Please also send a copy of the letter of support to your local senator(s) and CASA staff.

AB 2247 is an important bill that will help water and wastewater agencies better identify sources of PFAS entering their systems. The bill would require manufacturers of products that contain PFAS to annually disclose the presence of PFAS in their products on a publicly accessible database beginning in 2025. We are partnering with Clean Water Action and Environmental Working Group to co-sponsor this legislation which is a critical first step in reducing sources of PFAS in our waterways and environment.

Thank you for bolstering CASA's advocacy efforts with a letter of support for AB 2247. For questions about the bill or submitting a support letter, please contact [Jessica Gauger](#).



CASA represents more than 125 local public agencies engaged in the collection, treatment and recycling of Wastewater and biosolids to protect public health and the environment. Our mission is to provide trusted information and advocacy on behalf of California clean water agencies, and to be a leader in sustainability and utilization of renewable resources.

[Visit Our Website](#)

This Page Left Blank Intentionally



STEGE SANITARY DISTRICT

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

Thursday, June 16, 2022

The Honorable Benjamin Allen, Chair
Senate Environmental Quality Committee
1021 O Street, Suite 3230
Sacramento, CA 95814



Submitted Online via [CA Leg Advocacy Portal](#)

RE: Support of AB 2247 (Bloom)

Dear Chairman Allen:

The Stege Sanitary District is pleased to support AB 2247 (Bloom) which would require manufacturers of PFAS or products containing PFAS to disclose the presence of PFAS in those products in a publicly accessible database. This is important and necessary information that will inform state and local decision making regarding the management of PFAS in our watersheds and the environment. The Stege Sanitary District provides sanitary sewer services to Kensington, El Cerrito and a portion of the Richmond Annex in Richmond and currently operates and maintains 148 miles of sanitary sewers and two pumping stations serving over 35,000 residents residing within the District boundaries.

Per- and Polyfluoroalkyl substance (PFAS) have recently become a topic of public concern, due to their high mobility and resistance to breaking down naturally in the environment, as well as the persistent detection of PFAS compounds in people's bodies. The State is comprehensively investigating levels of PFAS in our environment, with a particular focus on water and wastewater resources. While significant progress is being made towards identifying pathways of PFAS in our water and sewersheds, additional information is needed for agencies to be able to make efficient management decisions: local water and wastewater agencies need to know what exactly they are looking for in order to implement effective source reduction policies to limit PFAS inputs into our systems. AB 2247 would allow us to use the PFAS disclosure data required from manufacturers of PFAS or products containing PFAS to optimize pollution prevention programs at the local level

through our local pre-treatment programs, and this information would generate consumer awareness about the chemicals used in everyday products and how they impact the environment. We need data to support practical and cost-effective management solutions, and AB 2247 is an important first step towards this end goal.

It's important to note that PFAS chemicals are both ubiquitous and indestructible. Without better information about sources of PFAS to support source control, local water management options are limited and costly, leading to affordability concerns for the delivery of essential public services. In some cases, PFAS can be removed from water and wastewater at the end of the cycle through advanced treatment technology. However, there is no technologically feasible method for the large-scale destruction of PFAS compounds. Instead, once removed, PFAS residuals are merely displaced and transferred to another waste stream and typically cycle back through the waste management process.

For these reasons, the Stege Sanitary District is pleased to support AB 2247 and urges your "aye" vote when it is heard in the Senate Environmental Quality Committee.

Sincerely,

STEGE SANITARY DISTRICT



Rex Delizo

District Manager

cc: Assembly Member Richard Bloom

Jessica Gauger, California Association of Sanitation Agencies (jgauger@casaweb.org)

**STEGE SANITARY DISTRICT
MONTHLY MAINTENANCE SUMMARY REPORT
May-22**

1. ROUTINE PREVENTIVE MAINTENANCE ACTIVITIES

There were 21 normal working days	Days	Feet
Unit #10 (combo) operated:	13	59,724
Unit #11 (rodder) operated:	0	0
Unit #15 (video) operated:	10	23,659
Unit #16 (combo) operated:	10	19,072

	Month (feet)		Quarter (feet)		
	Planned	Unplanned	Planned	Unplanned	Remaining
Total Cleaned	70,186	8,610	130,022	13,831	60,458
Total Video	16,321	7,338	29,632	21,883	36,308

2. MONTHLY SERVICE CALLS

After-hour service calls: 4 Calls 4 Out

SERVICE CALLS, OVERFLOWS, AND BACKUPS

YEAR	MO	SERVICE CALLS		LATERAL PROBLEMS		STRUCTURAL MAINLINE FAILURES		MAINLINE OVERFLOWS INTO HOMES	
		CURRENT MONTH	12 MONTH AVERAGE	CURRENT MONTH	12 MONTH AVERAGE	CURRENT MONTH	TOTAL LAST 12-MOS	CURRENT MONTH	TOTAL LAST 12-MOS
2022	MAY	10	17.3	5	9.8	0	3	0	1
CATEGORY 1 SSOs		OVERFLOWS CAUSED BY MAINLINE				OVERFLOWS RELATED TO WET WEATHER			
CURRENT MONTH	TOTAL LAST 12-MONTHS	CURRENT MONTH	TOTAL LAST 12-MONTHS	CURRENT MONTH	TOTAL LAST 12-MONTHS	CURRENT MONTH	TOTAL LAST 12-MONTHS	CURRENT MONTH	TOTAL LAST 12-MONTHS
0	1	1	12	0	2				

3. SAFETY AND TRAINING

Safety and training meetings were conducted twice a month.

MONTHLY SERVICE CALLS

May-2022

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
5/4/2022 Wednesday 11:02 AM	163022 163001	11155 SAN PABLO AVE. EL CERRITO, CA 94530 <i>Last Call: 12/20/2021</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
5/6/2022 Friday 8:40 AM	282302 282007	744 LIBERTY ST. 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.
5/6/2022 Friday 3:40 PM	224111 224110	535 LIBERTY ST. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	C, D				UPPER MANHOLE WAS HOLDING. WE BROKE STOPPAGE AND PULLED DEBRIS.
5/7/2022 Saturday 1:30 PM	292102 292004	1126 RICHMOND ST. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	OF, R	MH	B	ST	SOFT STOPPAGE IN MAIN LINE. FOUND ROOTS AND RAGS IN LINE.
5/10/2022 Tuesday 3:20 PM	161901 161803	1544 ELM ST. 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.
5/11/2022 Wednesday 5:00 PM	102419 102418	1339 MERCED ST. RICHMOND, CA 94804 <i>Last Call: 6/18/2021</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	A				WATER WAS FROM THE TOILET.
5/22/2022 Sunday 7:13 PM	102117 1021PM	1631 MONTEREY ST. RICHMOND, CA 94804 <i>Last Call: 9/21/2021</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				BURLINGAME PUMP STATION ALARM
5/24/2022 Tuesday 10:32 AM	231117 231116	412 OCEAN VIEW AVE. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, OF				WE FOUND THE CONGESTION TO BE THE CUSTOMER'S PROBLEM.
5/26/2022 Thursday 7:15 PM	172118 172008	6747 GLEN MAWR AVE. 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.
5/31/2022 Tuesday 3:38 PM		616 PLATEAU DR. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	A				WE FOUND THE WATER TO BE THE CUSTOMER'S PROBLEM.

PROBLEM TYPE:

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

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: 2
LATERAL: 5
OTHER: 3
TOTAL SERVICE CALLS: 10
MAINLINE OVERFLOW: 1
MAINLINE SURCHARGE: 0

SANITARY SEWER OVERFLOWS (SSOs) LAST 12 MONTHS

June-2022

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS	CAT*	VOL	RCVR'D	NET
9/1/2021 Wednesday 10:40 AM	231902 231901	321 RUGBY AVE. KENSINGTON, CA 94707	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D, W, OF	CO	B	ST	STEGE DISCOVERED SSO FROM CLEANOUT.	CAT 3	52 gallons	52 gallons	0 gallons
9/8/2021 Wednesday 7:50 AM	231602 231601	273 AMHERST AVE. KENSINGTON, CA 94707	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	R, W	MH	B	ST, Y	WE FOUND WIPES AND ROOTS IN THE MAIN LINE.	CAT 3	10 gallons	0 gallons	10 gallons
9/15/2021 Wednesday 2:45 PM	234303 234301	754 COVENTRY RD. KENSINGTON, CA 94707	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B	MH	ML	Y	DOWN STREAM NEIGHBOR'S CONTRACTOR UNHOOKED THEIR LATERAL CONNECTION.	CAT 3	25 gallons	0 gallons	25 gallons
10/20/2021 Wednesday 2:23 PM	189102 189101	2638 MIRA VISTA DR. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	F,OF,R	CO	B, O	Y	WE FOUND ROOTS IN THE MAINLINE.	CAT 3	5 gallons	1 gallons	4 gallons
10/24/2021 Sunday 7:40 AM	231019 231018	464 COVENTRY RD. KENSINGTON, CA 94707	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	A, F, OF	MH	B,S,O	BLDG, ST,SD,Y	SOFT STOPPAGE AND HEAVY RAIN CAUSED THE M/H TO SURCHARGE.	CAT 1	14,000 gallons	0 gallons	14,000 gallons
10/24/2021 Sunday 3:02 PM	282204 282202	643 LEXINGTON AVE. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D, OF	CO	B	ST	DEBRIS IN THE MAIN FROM EBMUD.	CAT 3	5 gallons	0 gallons	5 gallons
12/30/2021 Thursday 10:10 AM	271120 271119	422 COLUSA AVE. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	F, R	MH	B	ST, Y	ROOT IN LINE CAUSED SSO	CAT 3	205 gallons	140 gallons	65 gallons
1/17/2022 Monday 5:58 PM	187218 187210	5619 JORDAN AVE. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B, E,OF	CO	ML, B	Y	EBMUD DAMAGED OUR LINE WHILE WORKING IN THE STREET.	CAT 3	25 gallons	0 gallons	25 gallons
1/29/2022 Saturday 3:25 PM	231822 231819	616 PLATEAU DR. KENSINGTON, CA 94707	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B, OF,R, W	LH	ML, B	Y	SSO CAUSED BY MAJOR OFFSET.	CAT 3	15 gallons	0 gallons	15 gallons
2/3/2022 Thursday 7:30 AM	151239 151238	1373 CONTRA COSTA DR. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	R	MH	B	Y	CITY OF EL CERRITO PUSHED LATERAL ROOTS INTO DISTRICT LINE.	CAT 3	23 gallons	23 gallons	0 gallons
3/26/2022 Saturday 6:50 PM	251414 251403	7976 TERRACE DR. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	OF	MH	ML	Y	SSO CAUSED BY COLAPSED HDPE PIPE.	CAT 2	3,432 gallons	0 gallons	3,432 gallons
5/7/2022 Saturday 1:30 PM	292102 292004	1126 RICHMOND ST. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	OF, R	MH	B	ST	SOFT STOPPAGE IN MAIN LINE. FOUND ROOTS AND RAGS IN LINE.	CAT 3	1 gallons	1 gallons	0 gallons

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS	CAT*	VOL	RCVR'D	NET
PROBLEM TYPE:											TOTAL MAINLINE SSOs: 12	
Water (A)	Odor (O)		SPILL								MAINLINE BREAK SSOs: 4	
Broken Main (B)	Overflow (OF)		LOCATION:								MAINLINE SURCHARGE SSOs: 1	
S/S Congestion (C)	PG+E (P)		Lamp/Manhole (MH)	Blockage (B)	Building (BLDG)						CATEGORY 1 SSOs: 1	
Debris in Main (D)	Roots (R)		Mainline (ML)	Surcharge (S)	Creek (C)						SSOs INTO BUILDINGS: 1	
EBMUD (E)	Surcharge (S)		Lateral (L)	Line Break (ML)	Strt/Pvmnt (ST)							
Soft Stoppage (F)	Storm Drain (SD)		Cleanout (CO)	Other (O)	Storm Drn (SD)							
Grease (G)	Unknown (U)		Building (BLDG)		Yard (Y)							
Lateral Cause (LC)	Other (T)		Other (O)		Other (O)							
Misc (M)	Wipes/Rags (W)											
MH Cover (MC)												
											TOTAL SSO VOLUME (GALS): 17,798	
											TOTAL VOLUME RECOVERED (GALS): 217	
											TOTAL VOLUME UNRECOVERED (GALS): 17,581	

*CATEGORY 1 SSO: Discharges of untreated or partially treated wastewater of any volume resulting from an enrollees sanitary sewer system failure or flow condition that: Reach surface water and/or reach a drainage channel tributary to a surface water; or Reach a municipal separate storm sewer system and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the municipal separate storm sewer system is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or ground water infiltration basin (e.g., infiltration pit, percolation pond).

CATEGORY 2 SSO: Discharges of untreated or partially treated wastewater of 1,000 gallons or greater resulting from an enrollee's sanitary sewer system failure or flow condition that do not reach surface water, a drainage channel, or a municipal separate storm sewer system unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.

CATEGORY 3 SSO: All other discharges of untreated or partially treated wastewater resulting from an enrollees sanitary sewer system failure or flow condition.

STEGE SANITARY DISTRICT
MONTHLY REPLACEMENT AND REPAIR SUMMARY
May 2022

I SEWER REPLACEMENT - FY 2021-2022			
A.	BUDGET ALLOCATION		\$3,057,000
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$1,652,936
C.	SEWER REPLACEMENTS PAID THIS MONTH (NO RETENTION)		
1		\$0	
SUBTOTAL FOR THIS MONTH			\$0
D.	TOTAL BUDGET EXPENDED (NO RETENTION)	51.37%	\$1,570,289
E.	TOTAL 5% RETENTION HELD		\$82,647
F.	BUDGET REMAINING	45.93%	\$1,404,064
G.	PERCENTAGE OF FISCAL YEAR REMAINING	8.33%	
H.	TOTAL REPLACEMENT FOOTAGE PAID TO DATE	7,473 (\$ 221.19 /LF)	

II SEWER REPAIRS - FY 2021-2022			
A.	BUDGET ALLOCATION		\$68,000
B.	PRIOR BUDGET EXPENDED		\$24,771
C.	SEWER REPAIRS PAID THIS MONTH	<u>REPAIR COST</u>	
1	307 RUGBY AVE	\$2,000	
SUBTOTAL FOR THIS MONTH			\$2,000
SUBTOTAL FOR LAST MONTH			\$24,771
D.	TOTAL BUDGET EXPENDED	39.37%	\$26,771
E.	TOTAL RETENTION HELD	0.00%	\$0
F.	BUDGET REMAINING	60.63%	\$41,229
G.	PERCENTAGE OF FISCAL YEAR REMAINING		
H.	TOTAL NUMBER OF REPAIRS PAID TO DATE	7 (\$3,824 /REPAIR)	

**STEGE SANITARY DISTRICT
MONTHLY REPLACEMENT AND REPAIR SUMMARY
May 2022**

III SAN PABLO AVE SPECIFIC PLAN AREA (SPASPA) UPGRADE - FY 2021- 2022			
A. BUDGET ALLOCATION			\$1,000,000
B. PRIOR BUDGET EXPENDED (WITH RETENTION)			\$842,889
C. SPASPA UPGRADES PAID THIS MONTH (NO RETENTION)			
SUBTOTAL FOR THIS MONTH			\$0
D. TOTAL BUDGET EXPENDED (NO RETENTION)	80.07%		\$800,745
E. TOTAL 5% RETENTION HELD	5.00%		\$42,144
F. BUDGET REMAINING	15.71%		\$157,111
G. PERCENTAGE OF FISCAL YEAR REMAINING	8.33%		
H. TOTAL SPASPA UPGRADE FOOTAGE PAID TO DATE	1,985	(\$ 424.63 /LF)	



STEGE SANITARY DISTRICT

Report Date: 6/8/2022

% FY Remain: 8.33%

BOARD OF DIRECTORS CONSENT DECREE PROGRESS REPORT

FY Start Date 7/1/2021

FY End Date 6/30/2022

CD Start Date 9/22/2014

FY "Effective" Date 7/1/2013

CIP PROJECT	21201	COMPLETED	GOAL	PERCENTAGE
REPLACED since FY start	17,737 /	12,013	LF Yearly Objective Rate	148%
REPLACED since FY "Effective" Date	108,861 /	90,693	LF Cumulative Requirement	120%
CLEANED since FY start	900,784 /	211,200	LF Minimum Requirement	427%
HOTSPOTS since FY start	236,634 /	100,000	LF Minimum Requirement	237%
CCTV since FY start	222,321 /	77,616	LF Yearly Objective Rate	286%
CCTV since CD start	1,656,907 /	659,736	LF Cumulative Requirement	251%
ROOT FOAMING this FY	40,577 /	6,059	LF Minimum Requirement	670%

IMPORTANT CONSENT DECREE DATES:

July 15, annually	Provide any available Flow and Rainfall data to EBMUD
Nov 15, annually	Comments on Regional Technical Support Plan (RTSP) update by EBMUD
Sept 30, annually	Annual Report for prior Fiscal Year
May 1, 2022	Provide data to EBMUD for Flow Monitoring Calibration Plan
September 30, 2022	First Mid-course Check-in Output Test
June 30, 2026	Review of Regional Standards Report
December 15, 2028	Compliance WWF Output Test for San Antonio Creek
May 1, 2030	Provide data to EBMUD for Flow Monitoring Calibration Plan
September 30, 2030	Second Mid-course Check-in Output Test
June 30, 2031	Review of Regional Standards Report
December 15, 2034	Compliance WWF Output Test for Pt. Isabel
June 30, 2036	Review of Regional Standards Report
December 15, 2036	Compliance WWF Output Test for Oakport

July 4th 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
- #3 Slot Head Screwdriver
- Channel Lock Pliers
- Tissue
- Tape
- Waste 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)
- Pad of paper for taking notes and info
- Post Schedule w/ Cell Phone #
- *Friday* before setup
- Park truck onsite
- *Masks and hand sanitizer*

Informational Handouts & Giveaways

- Latest Newsletter
- Latest Registered Contractors List
- Plumbers Outreach Tri-fold
- Wipes Outreach Tri-fold/Poster
- BPD Outreach Tri-fold
- General Guidelines
- 100th 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!

7:30 a.m. – 9:00 a.m.	Breakfast
7:30 a.m. – 4:30 p.m.	Registration
8:00 a.m. – 9:00 a.m.	CASA Education Foundation Board Meeting
8:00 a.m. – 9:00 a.m.	CSRMA Board of Directors Meeting
8:00 a.m. – 9:00 a.m.	Women’s Networking Breakfast
9:15 a.m. – 11:30 a.m.	Morning Sessions & Business Meeting
12:15 p.m. – 1:30 p.m.	Luncheon
2:00 p.m. – 4:00 p.m.	Afternoon Sessions
3:30 – 4:30 p.m.	Associates Engineering and Research Subcommittee Meeting
3:30 – 4:30 p.m.	CASA Communications Committee
4:30 p.m. – 5:30 p.m.	Statewide Biosolids Meeting
5:30 p.m. – 6:30 p.m.	Networking Reception

Friday, August 12

8:00 a.m. – 11:15 a.m.	Registration
8:00 a.m. – 9:30 a.m.	Breakfast
8:00 a.m. – 9:15 a.m.	State Legislative Committee Meeting
9:30 a.m. – 11:00 a.m.	Closing Session
11:00 a.m. – 3:00 p.m.	Attorneys Committee Meeting

**RESOLUTION NO. 2190-0622 ADOPTING THE STEGE SANITARY DISTRICT
PROCUREMENT POLICY**

ISSUE:

The Board will consider approving a resolution to adopt the new District Procurement Policy.

FISCAL IMPACT:

The District can save from the reduced time, effort, and expense associated with bidding projects under \$200,000 and subsequent simplified administration of these projects.

STRATEGIC PLAN:

GOAL 1: Comply with State and Federal Regulations

GOAL 2: Maintain and Improve Infrastructure

GOAL 3: Ensure Financial Stability and Efficiency

BACKGROUND:

At the Long Range Planning Workshop held on March 5, 2022, the Board reviewed and discussed the updated procurement policy as presented by District Counsel, Kristopher Kokotaylo, which incorporates the Uniform Public Construction Cost Accounting Act. The Board asked staff to prepare both the Uniform Public Construction Cost Accounting Act Ordinance and the Procurement Policy Resolution for consideration at a future Board meeting.

At the Board meeting held on April 21, 2022, the Board approved Resolution 2188-0422 and Ordinance 2189-0422 adopting the Uniform Public Construction Cost Accounting Act but asked to bring the resolution adopting the Stege Sanitary District Procurement Policy back for consideration at a future meeting.

As requested, the resolution and updated Procurement Policy are both ready for review and approval.

RECOMMENDATION:

Approve the resolution.

ALTERNATIVES:

1. Take no action.
2. Amend and approve, as amended.

ATTACHMENTS:

- Resolution No. 2190-0622

This Page Left Blank Intentionally

RESOLUTION NO. 2190-0622

RESOLUTION ADOPTING THE STEGE SANITARY DISTRICT
PROCUREMENT POLICY

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

- A. The District is committed to openness and transparency regarding the use and expenditure of public funds.
- B. The Directors of the Stege Sanitary District seek to establish a procurement policy setting forth the authority and restrictions on the purchase of equipment, materials, supplies, and services by District personnel in accordance with California law.
- C. It is in the best interest of the District and its residents to set and maintain limits, restrictions, and procedures in the form of a procurement policy.

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

1. The foregoing recitals are true and correct and are hereby incorporated by reference.
2. The Directors hereby establishes and adopts as the District's procurement policy the policy set forth in Exhibit A.
3. The authority, limits, restrictions, and procedures set forth in the purchasing policy shall be subject to any and all applicable annual budgetary amounts and other authorizations as may be imposed by the Directors from time to time.
4. As of the effective date of this Resolution, the procurement policy shall be deemed controlling over, and shall otherwise supersede, any and all other procurement authority policies that may conflict with, or be contrary to, the hereby adopted procurement policy.

5. This Resolution shall become effective upon the effective date of Ordinance No. 2189-0422.

* * * * *

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 16th day of June 2022 by a X-X vote as follows:

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

DWIGHT MERRILL, President
Stege Sanitary District
Contra Costa County, California

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District

EXHIBIT "A"
STEGE SANITARY DISTRICT PROCUREMENT POLICY
(effective as of [June](#) 2022)

I. PURCHASING POLICY OVERVIEW

This policy is established by the Stege Sanitary District (District) Board of Directors (Board) and serves the purpose of outlining the guiding principles, rules, and standards applicable to all purchases of goods, services, and supplies made by the District.

II. CONTRACTING PRINCIPLES

The requirements contained in this policy are informed by several guiding principles. Adherence to these principles ensures that the District's purchases are consistent with applicable legal requirements and best practices and that public funds are expended responsibly.

A. COMPETITIVE PROCESS

This policy is designed to promote full and open competition among potential vendors. Through full and open competition, the District is able to realize better pricing and more favorable terms. In interpreting this policy, staff should rely on interpretations that favor greater and more robust competition among vendors.

B. BEST OVERALL VALUE

This policy is designed to ensure that the District is getting the best value for its money when making purchases. When not required by law to select the lowest bidder, this principle permits the District to consider factors other than just price in determining what constitutes the best overall value to the District.

C. FAIRNESS AND TRANSPARENCY

This policy is designed to promote fairness and transparency in the District's purchasing system. Complying with this policy fosters equal opportunities for vendors wishing to do business with the District and ensures that public expenditures are made in an open and consistent manner.

D. COMPLIANCE WITH LAW AND BEST PRACTICES

This policy is informed by and incorporates applicable laws, regulations, and best practices applicable to public procurements. Compliance with this policy ensures that purchases are conducted in accordance with the District's legal and ethical obligations and responsibilities. [This policy also incorporates other relevant District policies including, but not limited to:](#)

- [1. The Environmentally Preferable Procurement Policy.](#)
- [2. The Diversity, Equity and Inclusion Policy.](#)

III. STANDARDS OF CONDUCT/ETHICAL CONSIDERATIONS

A. CONDUCT WITH VENDORS

All employee interactions with vendors shall be conducted in a fair, open, and transparent manner. Employees shall:

EXHIBIT "A"

1. Refrain from showing favoritism to vendors or being unduly influenced by external factors outside the criteria outlined in this policy.
2. Select all vendors on the basis of meeting appropriate and fair criteria in accordance with the requirements of this policy.

B. INTERNAL CONTROLS

Employees shall comply with the District's internal control procedures. The policies guiding these internal control procedures are as follows:

1. Employees must have or seek proper signature authority and expenditure authority for all transactions to ensure proper tracking and appropriate level of approval for all expenditures.
2. Duties must be segregated to diminish the risk and/or appearance of any improprieties. The District Manager is responsible for separation of duties in an effort to negate any improprieties or the appearance of improprieties. If an employee has a question regarding separation of duties, they should reach out to the District Manager for clarification.
3. Employees must create and maintain adequate documents and records supporting compliance with the District's procurement policies and procedures for all transactions and retain those records in accordance with the District's record retention schedule.

IV. CONTRACTING AUTHORITY

A. APPROVAL AUTHORITY

All District expenditures and purchases must be approved by either the District Manager or the Board. No expenditure shall be submitted or recommended to the Board except upon approval of the District Manager or their authorized representative. Note that contract approval authority is distinct from budgetary approval authority. All District expenditures and purchases, regardless of amount, must be included and/or contemplated in the District's budget approved by the Board.

B. MONETARY THRESHOLDS

(See Appendix A for a reference chart depicting monetary thresholds by category).

1. **Non-Public Project Purchases.** The following monetary approval thresholds apply to expenditures/purchases that do not qualify as public projects pursuant to the Public Contract Code.
 - (a) ***District Staff***—Any expenditure, purchase, or contract (single-year or multi-year) valued under \$2,000 may be approved by the District Manager, or designee, provided that the funding for the purchase or contract is authorized in the budget approved by the Board.

EXHIBIT "A"

- (b) **District Manager Approval**--Any expenditure, purchase, or contract (single-year or multi-year) valued at twenty five thousand dollars (\$25,000) or less may be approved by the District Manager, provided that the funding for the purchase or contract is within the budget approved by the Board.
- (c) **Board Approval**—Any expenditure, purchase, or contract (single-year or multi-year) that exceeds twenty five thousand dollars (\$25,000) shall be authorized and approved by resolution of the Board.

2. **Public Projects.** The Public Contract Code prescribes procurement procedures for public projects. Public projects are defined in Public Contract Code Section 22002(c). Public projects exclude maintenance projects as defined in Public Contract Code Section 22002(d).

- (a) **District Manager Approval**—Any contract for a public project valued at \$200,000 or less may be awarded and approved by the District Manager.
- (b) **Board Approval**--Any contract for a public project valued over \$200,000 shall be awarded and approved by resolution of the Board.

C. NOTICE OF COMPLETION

The District Manager is authorized by the Board to approve and file notices of completion on behalf of the District.

V. TYPES OF PROCUREMENTS

In the course of conducting District business, the District is required to make a variety of different types of purchases. The type of purchase dictates the policies and procedures for procuring and formalizing the purchase. Before employees make a purchase, they should identify the type of purchase and the proper method for completing that purchase.

A. PURCHASES OF GOODS/SUPPLIES

This category of purchases includes the purchase of tangible durable and non-durable goods by the District. Examples of these types of purchases include fuel, tools, office supplies, chemicals, machinery, food, and furniture. These types of purchases are distinct from the purchase of non-tangible services.

B. SERVICES

This category of purchases includes the hiring of individuals, firms, or entities to perform services for the benefit of the District. There are two categories of services: general services and consultant/professional services.

- 1. **General Services**—General services are non-professionalized services that are often purchased to maintain or service the District's equipment or facilities. Examples of these

EXHIBIT "A"

types of services include office equipment maintenance, cleaning services, IT support services, disposal services, and food delivery services.

2. *Consultant/Professional Services*—Consultant/Professional services are specialized services where the District hires an individual or firm to perform professional or technical tasks. Examples of these types of services include engineering and design services, audit services, architectural services, and legislative affairs services.

C. NON-PUBLIC PROJECT CONSTRUCTION

Public projects have a specific statutory definition and strict associated requirements. A small segment of District construction projects do not fall within the definition of public projects. For these projects, the District has greater discretion in the method and manner of procuring these types of projects. Non-public projects include minor repainting, landscaping work, and other routine and recurring maintenance work for public facilities.

D. PUBLIC PROJECTS

Public projects include projects involving the construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly-owned, leased, or operated facility. Examples of these projects are the renovation of existing and construction of new District facilities.

VI. METHODS OF PROCUREMENT

A. OVERVIEW

The type of purchase and the amount of a purchase dictates the method of procurement. Smaller and less complex purchases involve less stringent competitive requirements. Conversely, more valuable and more complex purchases require stricter, more formalized competitive processes. (See Appendix A for a reference chart outlining the method of procurement by type and amount of purchase)

B. INFORMAL PROCUREMENT

1. *Micro Purchases*—Micro purchases need not be awarded competitively, but the price must be determined to be fair and reasonable and should be distributed equitably among qualified suppliers. Micro Purchases do not require advertising or solicitation of quotes/bids. However, seeking multiple quotes/bids, even when not required, is a best practice and helps to ensure that the District receives better pricing for its purchases. Micro purchasing may be used for purchases of goods/general services valued under \$2,000.
2. *Informal Solicitation*—Informal solicitation involves seeking three (3) written quotes from potential vendors. These written quotes may be informally documented, such as through emails between District employees and potential vendors. Informal solicitation may be used for purchases of goods, general services, non-public project construction projects,

EXHIBIT "A"

and consultant/professional services valued at \$25,000 or less. This method may also be used for public projects valued at \$60,000 or less.

3. *Informal Bidding for Public Projects*—Under informal bidding procedures, the District must: (i) draft a notice inviting bids; (ii) send the notice to a District-maintained list of qualified contractors, identified according to categories of work; and/or (iii) send the notice to all appropriate construction trade journals specified by the California Uniform Construction Cost Accounting Commission. The notice must be sent at least ten (10) calendar days before bids are due. Bids must be submitted to the District by a predetermined time and date as outlined in the bidding notice. This process is governed by California Public Contract Code Section 22034 and Stege Sanitary District Code (District Code) Section 2.11. Informal bidding procedures shall be used for public projects over \$60,000 and up to \$200,000 in value.

C. FORMAL PROCUREMENT

1. *Formal Bidding*—
 - (a) **Public Projects.** Under formal bidding procedures, the District must: (i) draft a notice inviting bids; (ii) publish the notice in a newspaper of general circulation at least fifteen (15) calendar days prior to the date of the opening the bids; and (iii) send the notice to all appropriate construction trade journals specified by the California Uniform Construction Cost Accounting Commission. Bids must be submitted to the District by a predetermined time and date as outlined in the bidding notice. For public project procurements, this process is governed by California Public Contract Code Section 22037. Formal bidding procedures shall be used for public projects over \$200,000 in value.
 - (b) **Non-Public Projects.** Under formal bidding procedures, the District must: (i) draft a notice inviting bids; (ii) post the notice on the District's website and on District message boards; (iii) send the notice to appropriate/relevant trade publications. Bids must be submitted to the District by a predetermined time and date as outlined in the bidding notice. Formal bidding procedures shall be used for the purchase of goods, general services, and non-public project construction projects valued at over \$25,000.
2. *Formal Competitive Proposals (RFP)*—In a formal competitive proposal process, the District must: (i) prepare a request for proposal document identifying the project requirements, vendor qualifications, and evaluation factors; (2) send the RFP to an adequate number of qualified sources as determined by the District Manager; (3) publish notice of the RFP in a local newspaper and/or post the RFP on the District's website at least ten (10) days prior to the deadline for receipt of proposals; and (4) establish and implement procedures for evaluation of proposals. Formal competitive proposals shall be used for purchases of consultant/professional services valued at more than \$25,000.

EXHIBIT "A"

D. COOPERATIVE PROCUREMENT

Cooperative purchasing allows the District to buy goods or services based on a competitively bid contract prepared by another public agency, when that other agency and the vendor(s) agreed in advance to a cooperative process. Use of purchasing cooperatives is encouraged as a way to obtain goods and services by aggregating volume, securing value pricing, and reducing administrative overhead. Measured use of purchasing cooperatives can significantly reduce the time and resources needed to competitively purchase goods and services. The following list summarizes the requirements and relevant considerations applicable to cooperative procurements.

1. *Competitive Purchasing*—Cooperative purchasing programs should be based on competitively awarded contracts that substantially comply with the District's procurement procedures outlined in this policy.
2. *Purchasing Cooperatives*—There are numerous purchasing cooperatives that the District can evaluate to use for a particular procurement. Some leading cooperatives include state contracts such as California Multiple Award Schedules (CMAS); the Department of General Services (DGS); OMNIA Partners (Formerly U.S. Communities Cooperative Purchasing); Sourcewell (formerly National Joint Powers Alliance); NASPO ValuePoint (formerly WSCA-NASPO; the National Cooperative Purchasing Alliance (NCPA); and, federal General Services Agency (GSA) procurements (GSA Advantage for State and Local Governments).
3. *Value Analysis*—Purchases using any given cooperative need not be based on the absolute lowest pricing and may consider factors in addition to price, such as the time and/or resources needed for the District to independently competitively bid for the good or service.
4. *Time Limit*—The cooperative competitive bidding process that the District seeks to utilize must have occurred within twenty-four (24) months from the date the District seeks to obtain the goods or services.
5. *Piggyback Contracting*—Subject to the appropriate approval authority and if in the best interest of the District, the District may enter into contracts for goods and services, the pricing and terms of which have been previously established by another public agency or purchasing cooperative. However, care must be taken to ensure all of the District's contracting standards are satisfied. Sometimes the underlying contract or commitment originally made to a purchasing cooperative or other agency is difficult to find; however, care must be taken to ensure the District is protected via a contract. Employees should consult the District Counsel for guidance on meeting the District's contracting requirements for cooperative procurements.

E. SOLE SOURCE PROCUREMENT

EXHIBIT "A"

Regardless of the estimated cost of a purchase, the District is not required to engage in a competitive procurement process, either formal or informal, under Section V when a competitive procurement is infeasible for the reasons articulated in this section. In all cases, the District must verify and document that a particular procurement meets the criteria for a sole source identified below, and the use of sole source must be approved by the District Manager.

In order to utilize a sole source procurement, at least one of the following statements must be true: (1) The item is only available from one source; (2) After solicitation of a number of sources, the competition is determined inadequate; and/or (3) one of the conditions described below applies:

- (a) Unique or Innovative Concept—The vendor demonstrates a unique or innovative concept or capability not available from another source. “Unique or Innovative Concept” means a new, novel, or changed concept, approach, or method that is the product of original thinking, the details of which are kept confidential or are patented or copyrighted, and is available to the District only from one source and has not in the past been available to the District from another source;
- (b) Patents or Restricted Data Rights—Patent or data rights restrictions preclude competition;
- (c) Substantial Duplication Costs—In the case of a subsequent contract for the continued development or production of highly specialized equipment or products and/or major components thereof, when it is likely that award to another contractor would result in substantial duplication of costs that are not expected to be recovered through competition;
- (d) Unacceptable Delay—In the case of a subsequent contract for the continued development or production of highly specialized equipment or products and/or major components thereof, when it is likely that award to another contractor would result in unacceptable delays in fulfilling the District’s needs.

F. EMERGENCY PROCUREMENT

Emergency procurements are those purchases necessary to avoid or mitigate a clear and imminent threat or danger where delay could result in loss of life or danger to health, welfare, or property or threaten the continued operation of the District or the provision of essential District services. Contracts awarded under this Section do not require adherence to the District’s standard procurement requirements outlined in this policy.

Contracts awarded pursuant to an emergency as defined under this section require that the District Manager present a report to the Board, at the next available meeting, describing the emergency, the actions taken, and the number and dollar amount of contracts awarded.

EXHIBIT "A"

G. EXEMPT PROCUREMENTS

This Section outlines types of procurements that are exempt from the standard competitive requirements outlined in this policy and also includes special considerations related to those exempt procurements. Despite the fact that a procurement may be exempt, the District may still conduct negotiations as to price, delivery and terms in connection with the award of a contract that does not require a competitive process. Nothing in this section shall preclude the solicitation of competitive bids or proposals when possible. The following is a list of procurements that are exempt from the competitive requirements outlined in this Policy.

1. Emergency procurements as defined in Section VI(F) above;
2. Specified materials or equipment that can be obtained from only one source and there is no adequate substitute in accordance with the criteria outlined in Section VI(E) above;
3. Legal or professional services that are highly specialized;
4. Cooperative procurements described in Section VI(D);
5. Procurements funded by grants, donations or gifts when any special conditions require the purchase of particular materials and/or services;
6. Purchase of surplus property owned by another public entity, or payment to other public entities or utilities;
7. Membership dues, conventions, training, travel arrangements, or advertisements in magazines, newspapers, or other media;
8. Works of art, entertainment or performance; and
9. Where competitive bids or proposals have been solicited and no bid or proposal has been received. In such situations the District Manager may proceed to have the goods procured or services performed without further competitive bidding.

VII. SPECIAL POLICIES, PROGRAMS, AND CONSIDERATIONS

Depending on the amount and/or type of purchase, there are several policies, procedures and programs that must be considered. These include:

- Application of Local Business Purchasing Preference;
- Information Technology Purchases
- Procedures for Purchases Utilizing Federal Grant Funds;
- Purchase Orders/Blanket Purchase Orders;
- Qualified Contractors/Vendors;
- Surplus Property.

A. LOCAL BUSINESS PURCHASING PREFERENCE

Preference to locally-owned businesses will be exercised to the extent it is consistent with the law and in the best interest of the public. If a purchase utilizes federal and state funds, then the

EXHIBIT "A"

District will not apply local preferences. In addition, the District will make an effort to ensure that its solicitations are received by small, minority-owned and/or women-owned businesses and will also make an effort to identify and remedy any barriers to such firms participating in the procurement process.

1. *Criteria for Preference.*
 - (a) When bidding or purchasing goods, equipment, and services local preference may be given to responsible, responsive local businesses.
 - (b) The granting of this preference must be made on a determination by the District Manager that quantity and quality of the local product is equal to that of the next lowest or comparable bidder.
 - (c) In order for a business to be eligible to claim the preference, the business must meet the definitions of Local Business outlined below.

2. *Definition of Local Business.* A local business is:
 - (a) A business located at a fixed location within the boundaries of the District or a home-based business located within the boundaries of the District;
 - (b) A business owned and operated by a District resident.

3. *Inapplicability.* Application of the local business preference does not apply in the following situations:
 - (a) Bids for public projects as defined by Public Contracts Code Sections 20161 and 22002;
 - (b) Purchases of goods and services through contracts of other governmental jurisdictions or public agencies, or cooperative purchasing agreements;
 - (c) Contracts for professional or legal services;
 - (d) Purchases or contracts funded, in whole or in part, by a governmental entity, or private and public grants and the laws, regulations or policies governing such funding prohibit application of the local preference;
 - (e) Purchases or contracts funded, in whole or in part, by the federal or state government; and
 - (f) Purchases made, or contracts let under emergency situations.

B. INFORMATION TECHNOLOGY PURCHASES

The District recognizes that purchasing information technology systems and equipment on the basis of lowest purchase price alone may not always serve the best interests of the District. Therefore, to ensure hardware requirements and software compatibility, all such purchases must be reviewed by the District Manager prior to purchase.

C. PURCHASES WITH FEDERAL/STATE FUNDS

EXHIBIT "A"

When purchasing goods and services involving the use of federal grant funds, the District is required to follow the provisions of 2 CFR Part 200 Subpart A §200.318 General Procurement Standards through §200.326 Contract Provisions. Employees should consult with the District Counsel on any questions regarding application of these requirements to particular purchases.

When purchasing goods and services involving the use of state of California funds, the District may be required to follow provisions of state law, regulations, and policy depending upon the specific source of the state funds. Employees should consult with the District Counsel on any questions regarding application of state requirements to particular purchases.

D. PURCHASE ORDERS/BLANKET PURCHASE ORDERS

1. *Purchase Order.* A Purchase Order is a document issued to a vendor or contractor to authorize purchases of goods, equipment, and services. Purchase orders, [or equivalent documentation such as invoices or other similar documentation](#), are required for all purchases of goods, equipment and services, in addition to any required contract documents.

The purpose of a Purchase Order is to:

- (a) Ensure compliance with this policy.
- (b) Encumber funds when an unencumbered appropriation exists in the fund.

There are exemptions from Purchase Order requirements. Examples of such exemptions include acquiring land, utility payments, payments to other governmental agencies, and debt service payments.

2. *A Blanket Purchase Order.* A blanket purchase order is an arrangement whereby the District contracts with a vendor to provide equipment or supplies on an as-needed and often, over-the-counter basis. Blanket Purchase Orders provide a mechanism whereby items that are uneconomical to stock may be purchased in a manner that allows field operations timely access to necessary materials. Blanket Purchase Orders shall not be used to purchase services, capital assets or items maintained in stock. All Blanket Purchase Orders must be authorized by the District Manager.

Blanket Purchase Orders must be confirmed annually, before the beginning of the fiscal year. Requests for Blanket Purchase Orders may also be submitted on an as-needed basis. Once a Blanket Purchase Order is issued to a vendor, any authorized District employee may contact the vendor directly to place orders per the terms and conditions specified in the Blanket Purchase Order.

Request for Blanket Purchase Order must be reviewed based upon the following criteria:

- (a) Geographic location.

EXHIBIT "A"

- (b) Responsiveness and capabilities.
- (c) Average dollar value and type of items to be purchased.
- (d) Frequency of need.

All Blanket Purchase Orders shall include the following information:

- (a) A general description of the equipment or supplies that may be charged.
- (b) The period of time the order will remain open, not to exceed one year.
- (c) The maximum total amount that may be charged on the purchase order.
- (d) Identification of the department(s) and employee(s) who may charge against order.
- (e) Requirement that the employee show District identification.
- (f) Requirement that employees print and sign their names when picking up goods.
- (g) Account number(s) to be charged

E. QUALIFIED CONTRACTORS/VENDORS

The District maintains a list of qualified contractors in accordance with the provisions of District Code Section 2.11, Public Contract Code § 22034, and criteria promulgated from time to time by the California Uniform Construction Cost Accounting Commission. This list is utilized for procurements of public projects greater than sixty thousand dollars \$60,000 and less than or equal to two hundred thousand dollars (\$200,000) that are being let through informal bid procedures. In addition to the qualified contractors list, the District may elect to maintain a list of qualified vendors.

F. PURCHASES AT AUCTION

Use of public auctions may be an appropriate method of procurement if approved in advance by the District Manager or Board, depending on the amount of the purchase.

EXHIBIT "A"**APPENDIX A**

Type of Purchase	Cost	Approval Authority	Documentation	Procurement Method
Goods/General Services	Under \$2,000	District Manager	Purchase Order/Invoice	Micro Purchase
Goods/General Services/Non PW Construction	\$25,000 or less	District Manager	Contract	Informal Solicitation
Goods/Services/Non PW Construction	Over \$25,000	Board	Contract	Formal Bidding
Consultant/Professional Services	\$25,000 or less	District Manager	Contract	Informal Solicitation
Consultant/Professional Services	Over \$25,000	Board	Contract	Formal Competitive Proposals
Public Projects	\$60,000 or less	District Manager	Contract	Informal Solicitation
Public Projects	Over \$60,000 up to \$200,000	District Manager	Contract	Informal Bidding
Public Projects	Over \$200,000	Board	Contract	Formal Bidding
Federally-Funded Public Projects	<i>Transactions utilizing federal funds are governed by federal law and procedures</i>			
Federally-Funded Goods/Services	<i>Transactions utilizing federal funds are governed by federal law and procedures</i>			

RESOLUTION NO. 2193-0622 APPROVING AND AUTHORIZING AMENDMENT TO
EMPLOYMENT AGREEMENT WITH REX DELIZO TO SERVE AS DISTRICT
MANAGER/ENGINEER, SECRETARY OF THE BOARD, AND TREASURER OF THE
DISTRICT

ISSUE:

An amendment is necessary to the District Manager's Employment Agreement to provide a salary increase.

FISCAL IMPACT:

The amendment to the Manager's Employment Agreement will provide a salary increase to \$250,275 per year effective as of July 1, 2022.

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:

Resolution No. 2131-1019 memorialized the District Manager's terms of employment in an Employment Agreement. After a recent performance evaluation, the Board would like to amend Employment Agreement to provide a salary increase to \$250,275 per year effective as of July 1, 2022.

RECOMMENDATION:

Approve the Resolution.

ALTERNATIVES:

1. Make amendments to the resolution and approve as amended.
2. Take no action and provide staff direction.

ATTACHMENTS:

Resolution No. 2193-0622

This Page Left Blank Intentionally

RESOLUTION NO. 2193-0622

RESOLUTION APPROVING AND AUTHORIZING AMENDMENT NO. 3 TO EMPLOYMENT AGREEMENT WITH REX DELIZO TO SERVE AS DISTRICT MANAGER/ENGINEER, SECRETARY OF THE BOARD, AND TREASURER OF THE DISTRICT AND APPROVING AN AMENDMENT TO THE DISTRICT'S SALARY SCHEDULE IN CONFORMANCE WITH CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5

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

- A. The Stege Sanitary District (Employer) is a public agency and sanitary district organized and existing under and pursuant to the Sanitary District Act of 1923 (California Health and Safety Code § 6400 *et seq.*).
- B. Rex Delizo (Employee) has served as the District Manager/Engineer, Secretary of the Board, and Treasurer of the District since July 1, 2011.
- C. Employer entered into an employment agreement with Employee pursuant to Resolution No. 2131-1019 to memorialize Employee's terms of employment.
- D. Employer desires to amend Employee's employment agreement to provide a salary increase to \$250,275 per year effective as of July 1, 2022.
- E. The California Public Employees' Retirement System (CalPERS), has requested all CalPERS employers list their compensation levels on one document, approved and adopted by the governing body, in accordance with California Code of Regulations section 570.5.
- F. Employer desires to comply with CalPERS reporting requirement by amending the Salary Schedule to reflect compensation provided to Employee, as provided for in in this resolution and Employee's employment agreement as amended.

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

1. The foregoing recitals are true and correct and are hereby incorporated by reference.

2. The Directors declare that the Board President, acting as the Labor Negotiator on behalf of the District, is authorized to execute the amendment to the Employment Agreement attached hereto as Exhibit A, between the Stege Sanitary District and Rex Delizo effective July 1, 2022.

3. The Directors hereby approve the necessary amendments to the District’s Salary Schedule to reflect the compensation provided to Rex Delizo as District Manager/Engineer, Secretary of the Board and Treasurer of the District, as provided for in in this resolution and Rex Delizo’s employment agreement as amended.

* * * * *

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 held on the 16th day of June 2022, by a X-X vote as follows:

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

DWIGHT MERRILL, President
Stege Sanitary District
Contra Costa County, California

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District

EXHIBIT A

AMENDMENT TO STEGE SANITARY DISTRICT DISTRICT MANAGER/ENGINEER, SECRETARY OF THE BOARD, AND TREASURER OF THE DISTRICT EMPLOYMENT AGREEMENT

This Amendment to the Employment Agreement (“Amendment”) is made by and between The Stege Sanitary District (“District”) and Rex Delizo (“Delizo”) (collectively the “Parties”) as of July 1, 2022.

RECITALS

1. On October 24, 2019, the Parties entered into an Employment Agreement (“Agreement”) memorializing the terms under which Delizo would serve as the District Manager/Engineer, Secretary of the Board, and Treasurer of the District; and
2. The purpose of this Amendment is to establish and memorialize an adjustment to the Agreement effective as of July 1, 2022.

AGREEMENT

Section 1 **General Provisions.**

The foregoing Recitals are true and correct and incorporated herein by reference.

Section 2 **Increase of Compensation; Amendment of Section V(a).**

Section 4(a)(i) of the Agreement is amended to read as follows:

Employee’s base annual salary as of July 1, 2022 shall be **\$250,275** per year, which sum shall be payable in installments at the same time as other employees of the District are paid and subject to customary withholdings. Employee is a salaried employee and is exempt from the FLSA.

Section 3 **Effect of this Amendment**

EXHIBIT A

Except as the Agreement has been expressly modified by the Amendment, the Agreement, as previously modified, shall continue in full force and effect according to its terms.

IN WITNESS WHEREOF, the PARTIES hereto have hereunto affixed their signatures as of the date and year first above written.

EMPLOYER

EMPLOYEE

Dwight Merrill, President
Stege Sanitary District

Rex Delizo, PE
District Manager

Approved as to Form:

Kristopher Kokotaylo
District Counsel

RESOLUTION NO. 2194-0622 ESTABLISHING SALARY RANGES OF MAINTENANCE,
TECHNICAL, AND ADMINISTRATIVE EMPLOYEES EMPLOYED BY STEGE
SANITARY DISTRICT, BEGINNING JULY 1, 2022

ISSUE:

The District reviews its salary ranges for employees each year as part of the budget process.

FISCAL IMPACT:

The recommended salary range revision is a 6.53% cost-of-living adjustment based on the latest April CPI-W figures.

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:

A salary comparison survey is typically conducted every five years to compare salaries and benefits to those of comparable positions at 11 comparable agencies which were chosen by Koff & Associates back in 2001 and an additional 2 comparable agencies that were added by the Board in subsequent years. In between the five years, the ranges are typically adjusted each year by a cost-of-living adjustment based on the latest April CPI-W figures.

A salary comparison survey was completed and approved by the board on April 1, 2021. The proposed salary ranges are based on the approved salary survey adjusted by the latest April CPI-W figure (6.53%).

The California Public Employees’ Retirement System (CalPERS), has requested all CalPERS employers list their compensation levels on one document, approved and adopted by the governing body, in accordance with California Code of Regulations section 570.5.

RECOMMENDATION:

Approve the Resolution.

ALTERNATIVES:

1. Amend the Resolution and approve as amended.
2. Take no action and provide staff further direction.

ATTACHMENTS:

- RESOLUTION NO. 2194-0622

RESOLUTION NO. 2194-0622

RESOLUTION APPROVING AN AMENDMENT TO THE SALARY RANGES
OF MAINTENANCE, TECHNICAL, AND ADMINISTRATIVE EMPLOYEES EMPLOYED
BY STEGE SANITARY DISTRICT, BEGINNING JULY 1, 2022,
IN CONFORMANCE WITH CALIFORNIA CODE OF REGULATIONS,
TITLE 2, SECTION 570.5

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

- A. Stege Sanitary District job classifications are assigned to a salary range with a specified minimum and maximum level. The salary ranges are annually reviewed and adjusted, as necessary and appropriate, by Resolution.
- B. A review of the latest April CPI-W figures indicates a cost-of-living adjustment of +6.53% is appropriate for salary ranges effective as of July 1, 2022.
- C. The California Public Employees' Retirement System (CalPERS), has requested all CalPERS employers list their compensation levels on one document, approved and adopted by the governing body, in accordance with California Code of Regulations section 570.5.
- D. The District desires to comply with CalPERS reporting requirement by amending the previously approved salary ranges to reflect compensation provided to Employees.

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

1. The foregoing recitals are true and correct and are hereby incorporated by reference.
2. The Directors hereby approve the amended monthly salary ranges for maintenance, technical, and administrative employees of the Stege Sanitary District effective as of July 1, 2022 as follows:

**SALARY RANGES OF EMPLOYEES EMPLOYED BY
STEGER SANITARY DISTRICT BEGINNING JULY 1, 2022**

<u>CLASSIFICATION</u>	<u>MONTHLY SALARY RANGE (\$)</u>
COLLECTION SYSTEM WORKER I	\$6,650 to \$8,580
COLLECTION SYSTEM WORKER II	\$7,432 to \$9,590
COLLECTION SYSTEM WORKER III	\$8,045 to \$10,380
COLLECTION SYSTEM SUPERINTENDENT (IV)	\$10,842 to \$13,990
ENGINEERING TECHNICIAN/INSPECTOR	\$8,913 to \$11,500
SENIOR CIVIL ENGINEER	\$12,733 to \$16,430
ADMINISTRATIVE ASSISTANT	\$6,014 to \$7,760
ADMINISTRATIVE SUPERVISOR	\$11,958 to \$15,430
DISTRICT MANAGER	\$20,856.25 to \$20,856.25

* * * * *

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Resolution was duly and regularly adopted by the Directors of the Steger Sanitary District, at a regular meeting, held on the 16th day of June 2022, by a X-X vote as follows:

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

DWIGHT MERRILL, President
Steger Sanitary District
Contra Costa County, California

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District

RESOLUTION NO. 2195-0622 APPROVING AND ADOPTING ANNUAL BUDGET
FOR FISCAL YEAR 2022-23

ISSUE:

The District budget for fiscal year 2022-23 is ready for consideration and approval by the Board.

FISCAL IMPACT:

Approval of the budget will provide the authority to spend \$3,328,307 for operating needs and \$4,232,050 for capital needs.

STRATEGIC PLAN:

GOAL 3: Ensure Financial Stability and Efficiency

WORK PLAN ITEM “c”: Annually develop and implement a financial budget by June of each year

BACKGROUND:

The draft budget has been presented to the Board for review and public input at several Board meetings over the previous months. The annual budget for FY 2022-23 is now ready for consideration and approval.

RECOMMENDATION:

Approve the resolution.

ALTERNATIVES:

1. Amend the Resolution and approve as amended.
2. Take no action and provide staff further direction.

ATTACHMENTS:

- Resolution No. 2195-0622
- June 16, 2022 Memo from District Manager to Board re: 2022-23 Budget
- Stege Sanitary District Fiscal Year 2022-23 Budget

This Page Left Blank Intentionally

RESOLUTION NO. 2195-0622

RESOLUTION APPROVING AND ADOPTING ANNUAL BUDGET FOR
FISCAL YEAR 2022-2023

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

- A. The Directors of the Stege Sanitary District desire to establish the annual budget for fiscal year 2022-2023.
- B. Public sessions have been held to review and consider various District financial requirements for fiscal year 2022-2023.
- C. A proposed budget has been prepared by the Manager and presented to the Directors for their review and consideration.
- D. Upon their review, the Directors determine the proposed budget appropriate and necessary.

In consideration of these findings and determinations, it is resolved as follows:

The District's fiscal year 2022-2023 budget in the form attached to this resolution is approved and adopted.

* * * * *

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 held on the 16th day of June 2022, by a X-X vote as follows:

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

ABSTAIN: BOARD MEMBERS:

DWIGHT MERRILL, President
Stege Sanitary District
Contra Costa County, California

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District



STEGE SANITARY DISTRICT

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

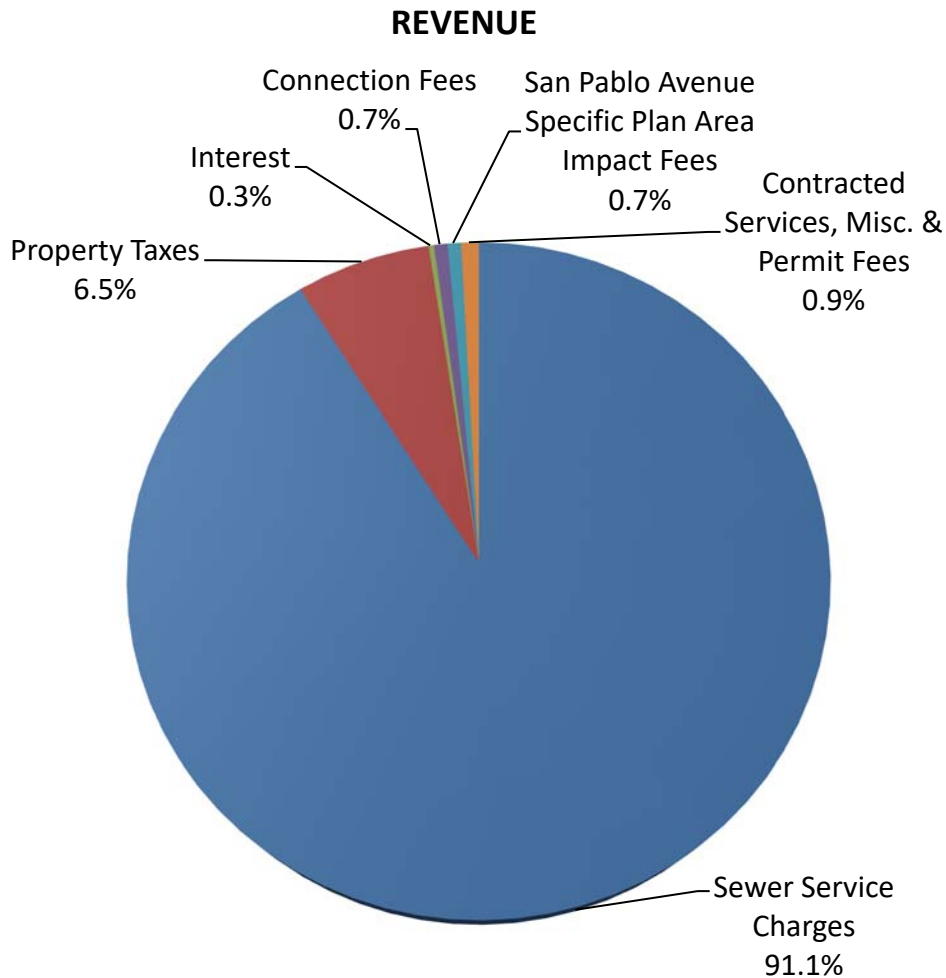
Re: Budget for Fiscal Year 2022-23

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.

BUDGET OVERVIEW

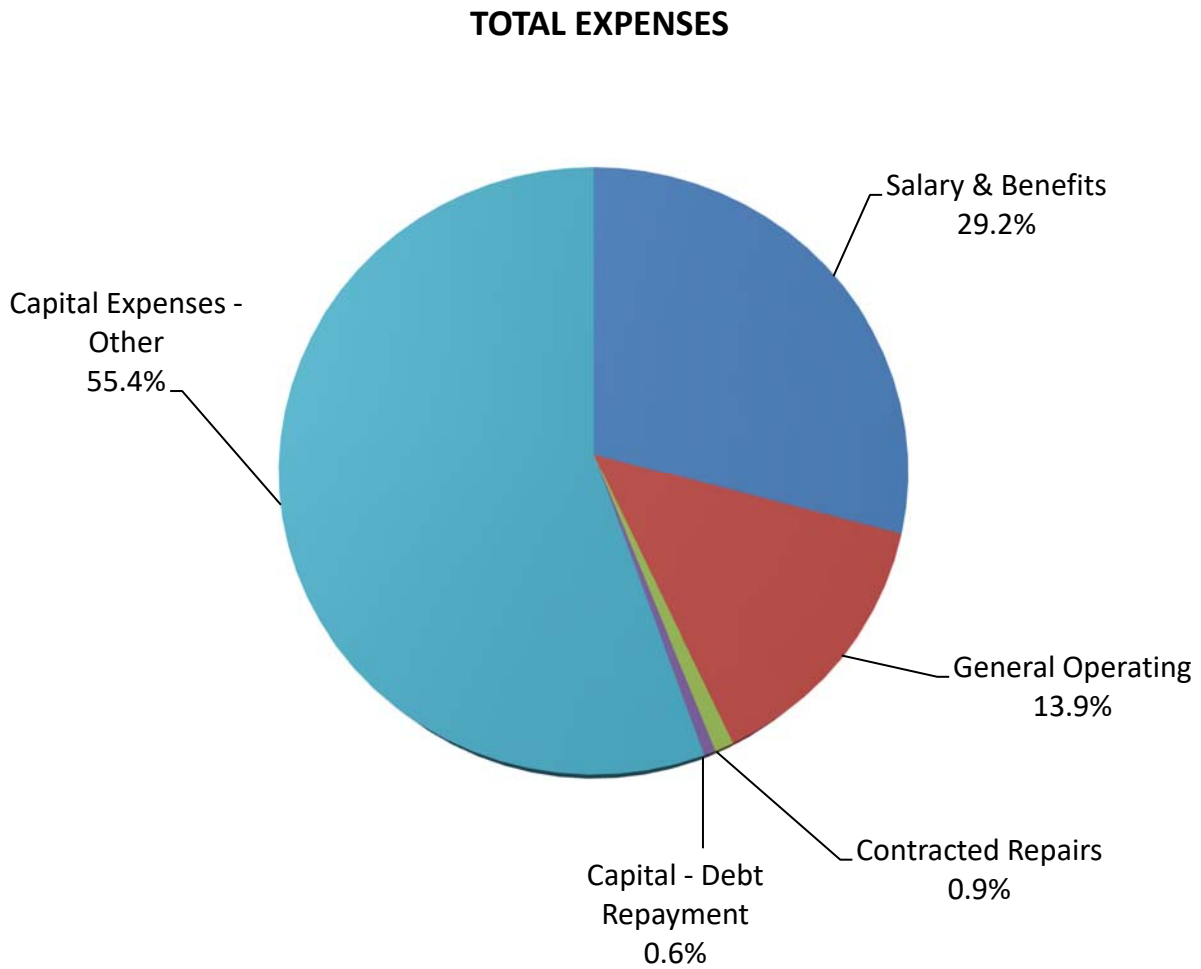
Revenue

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%).



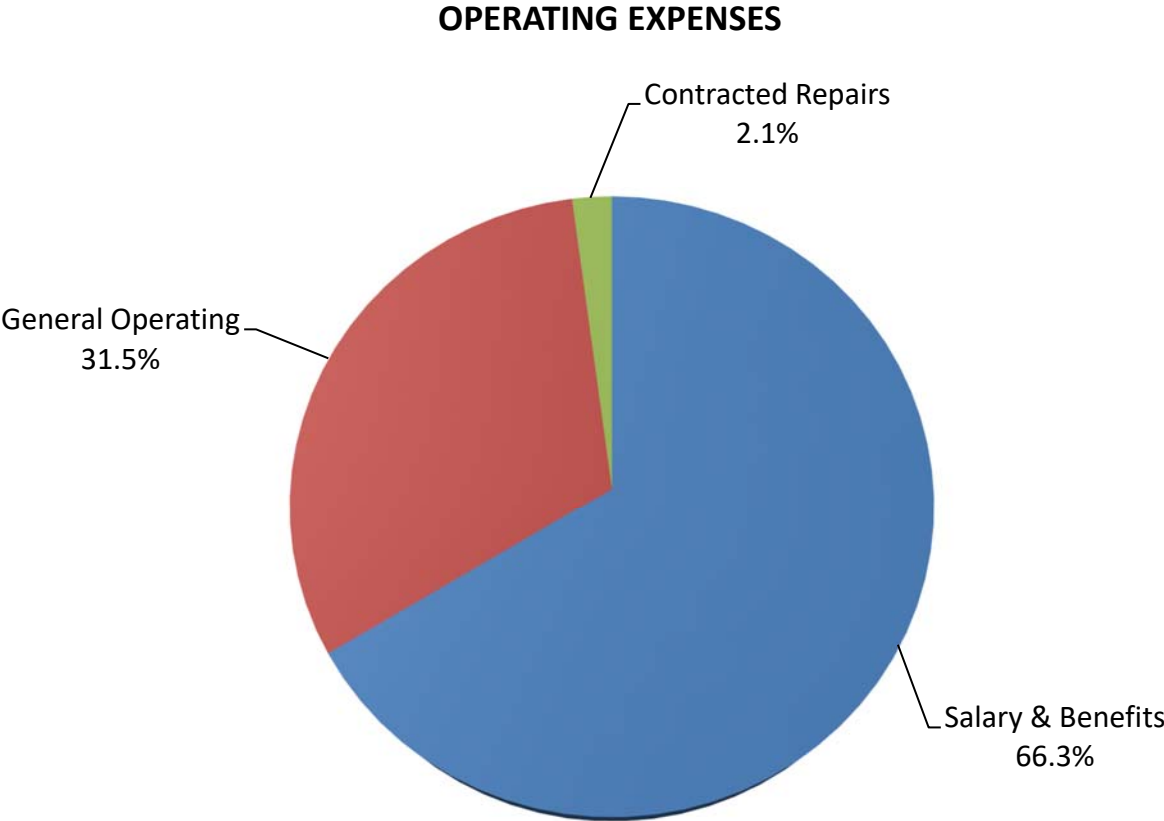
Expenses

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%).



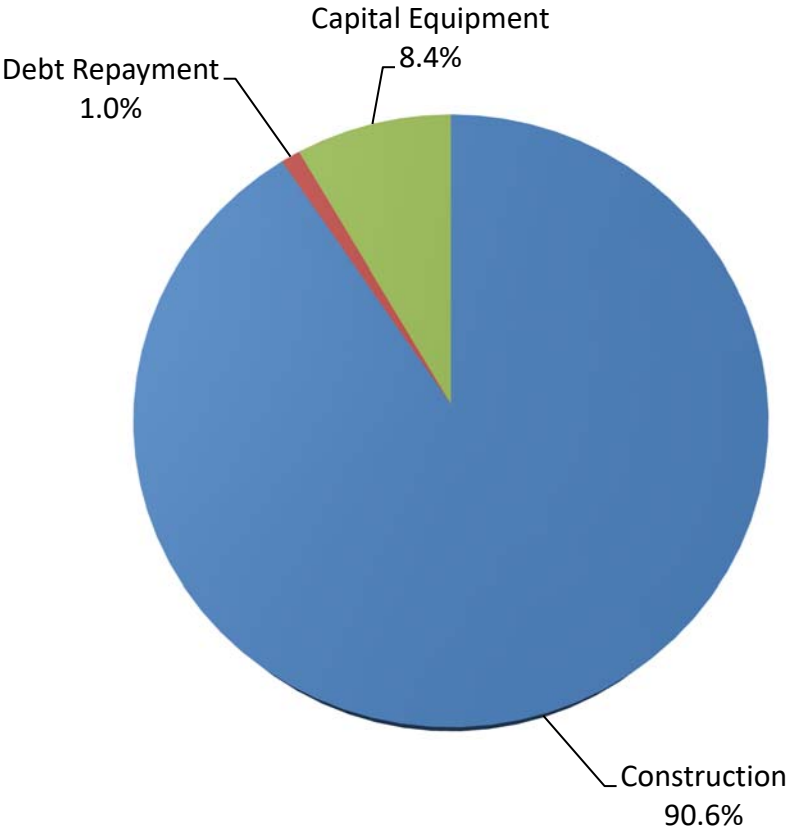
The budget estimates a surplus of \$109,643 which will transfer to the Working Capital and Reserve Fund.

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%).



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



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.

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.

Salary and Benefits as Percentage of Operating Budget

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

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.

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.

EXHIBIT A

STEGE SANITARY DISTRICT REVENUE SUMMARY

FISCAL YEAR 2022-2023

ITEM	Fiscal Year 2021-2022 Budget	Fiscal Year 2022-2023 Budget	% Change
REVENUE			
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	\$ 3,262,000	\$ 3,290,000	1%
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	\$ 3,964,000	\$ 4,380,000	10%
TOTAL REVENUE	\$ 7,226,000	\$ 7,670,000	6%

EXHIBIT B

STEGE SANITARY DISTRICT EXPENSE SUMMARY

FISCAL YEAR 2022-2023

ITEM	Fiscal Year 2021-2022 Budget	Fiscal Year 2022-2023 Budget	% Change
EXPENSES			
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%
SUBTOTAL OPERATING EXPENSES	\$ 3,138,636	\$ 3,328,307	6%
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%
SUBTOTAL CAPITAL EXPENSES	\$ 6,315,200	\$ 4,232,050	-33%
TOTAL	\$ 9,453,836	\$ 7,560,357	-20%
OTHER EXPENSES:			
Transfer from Capital Fund	\$ -	\$ -	0%
Retiree Medical Fund	\$ -	\$ -	0%
SUBTOTAL OTHER EXPENSES	\$ -	\$ -	0%
TOTAL EXPENSES	\$ 9,453,836	\$ 7,560,357	-20%

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%
SUBTOTAL	\$ (2,227,836)	\$ 109,643	
TRANSFER TO/(FROM) RESERVES	\$ (2,227,836)	\$ 109,643	

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.
OPERATING EXPENSES:					
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	\$ -
TOTAL OPERATING EXPENSES	\$ 3,138,636	\$ 3,328,307	6%	\$ 2,335,494	\$ 992,813
CAPITAL EXPENSES:					
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	\$ -
TOTAL CAPITAL EXPENSES	\$ 6,315,200	\$ 4,232,050	-33%	\$ 4,232,050	\$ -
TRANSFER TO CAPITAL FUND		\$ -		\$ -	\$ -
TOTAL BUDGET	\$ 9,453,836	\$ 7,560,357	-20%	\$ 6,567,544	\$ 992,813

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
010 SALARIES AND WAGES			
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%
TOTAL SALARIES AND WAGES	\$ 1,189,460	\$ 1,260,660	6%
020 EMPLOYEE BENEFITS			
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%
TOTAL EMPLOYEE BENEFITS	\$ 517,521	\$ 537,257	4%
MAINTENANCE			
060 GAS, OIL AND FUEL	\$ 22,000	\$ 22,000	0%
070 CLAIMS	15,000	15,000	0%
080 MEMBERSHIPS	3,000	3,500	17%
100 OPERATING SUPPLIES			
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%
Forward totals to next page	80,000	80,500	1%

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
Totals from previous page	\$ 80,000	\$ 80,500	1%
110 CONTRACTUAL SERVICES			
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%
120 PROFESSIONAL SERVICES			
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%
140 RENTS AND LEASES	1,000	1,000	0%
150 REPAIRS AND MAINTENANCE			
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%
170 TRAVEL AND MEETINGS			
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%
Forward totals to next page	\$ 423,800	\$ 394,170	-7%

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
Totals from previous page	\$ 423,800	\$ 394,170	-7%
193 WATER - HYDRO FLUSHER	\$ 7,000	\$ 10,000	43%
203 FIRST AID SUPPLIES	500	500	0%
204 SAFETY EQUIPMENT AND GLOVES	4,500	4,500	0%
205 UNIFORMS AND BOOTS	15,317	17,137	12%
206 SAFETY INCENTIVE PROGRAM	1,250	1,250	0%
TOTAL MAINTENANCE/ENGINEERING	\$ 452,367	\$ 427,557	-5%
41.2 BURLINGAME PUMP STATION			
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%
41.4 CANON PUMP STATION			
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%
TOTAL PUMP STATIONS	\$ 16,460	\$ 40,020	143%
207 CONTRACTED REPAIRS	68,000	70,000	3%
TOTAL - MAINT/ENG EMPLOYEE SALARIES	\$ 1,189,460	\$ 1,260,660	6%
TOTAL - MAINT/ENG EMPLOYEE BENEFITS	517,521	537,257	4%
TOTAL OTHER MAINTENANCE/ENGINEERING	452,367	427,557	-5%
TOTAL - PUMP STATIONS	16,460	40,020	143%
TOTAL CONTRACTED REPAIRS	68,000	70,000	3%
TOTAL OPERATIONS	\$ 2,243,808	\$ 2,335,494	4%

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
010 SALARIES AND WAGES			
011 Administration Salaries	\$ 236,500	\$ 251,800	6%
017 Performance Incentive	3,500	3,500	0%
TOTAL - SALARIES & WAGES	\$ 240,000	\$ 255,300	6%
020 EMPLOYEE BENEFITS			
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%
TOTAL - EMPLOYEE BENEFITS	\$ 151,040	\$ 155,106	3%
GENERAL EXPENSES			
030 DIRECTORS' EXPENSES			
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%
TOTAL - DIRECTORS' EXPENSES	\$ 39,888	\$ 41,007	3%
040 ELECTION EXPENSES	\$ -	\$ 30,000	100%
070 INSURANCE			
071 Liability and Property Insurance	\$ 227,400	\$ 272,900	20%
072 Dividends (CREDIT)	(22,500)	(22,500)	0%
080 MEMBERSHIPS			
081 Memberships	\$ 15,000	\$ 15,000	0%
082 Memberships - Board	100	100	0%
Forward totals to next page	259,888	336,507	29%

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
Totals from previous page	\$ 259,888	\$ 336,507	29%
090 OFFICE EXPENSES			
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%
120 PROFESSIONAL SERVICES			
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%
130 PRINTING AND PUBLICATIONS			
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%
140 RENTS AND LEASES	\$ 800	\$ 800	0%
150 BUILDING REPAIRS AND MAINTENANCE			
151 Administration Offices	\$ 9,000	\$ 9,000	0%
155 Office Equipment	6,000	6,000	0%
Forward totals to next page	388,388	463,507	19%

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
Totals from previous page	\$ 388,388	\$ 463,507	19%
160 REVENUE COLLECTION EXPENSES			
161 EBMUD	\$ 600	\$ 600	0%
162 CCC Assessment Collection Fees	14,000	14,000	0%
170 TRAVEL AND MEETINGS			
173 Travel Reimbursement	\$ 1,500	\$ 1,500	0%
174 Meetings and Conferences	3,000	3,000	0%
190 UTILITIES			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%
200 OTHER EXPENSES			
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%
TOTAL - GENERAL EXPENSES	\$ 503,788	\$ 582,407	16%
TOTAL - ADMIN. EMPLOYEE SALARIES	\$ 240,000	\$ 255,300	6%
TOTAL - ADMIN. EMPLOYEE BENEFITS	\$ 151,040	\$ 155,106	3%
TOTAL - ADMINISTRATION & GENERAL	\$ 894,828	\$ 992,813	11%
TOTAL OPERATIONS & ADMIN. (3418)	\$ 3,138,636	\$ 3,328,307	6%

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
CAPITAL EQUIPMENT EXPENSES			
300 CAPITAL OPERATIONS (3421)			
315 Flow Meters	\$ 150,000	\$ 175,000	17%
324 Vehicle Replacement	350,000	180,000	-49%
Sub-Total Capital Operations	\$ 500,000	\$ 355,000	-29%
TOTAL - CAPITAL EQUIPMENT EXPENSES (3421)	\$ 500,000	\$ 355,000	-29%

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
411 MANHOLES			
Manhole Adjustments	\$ 50,000	\$ 25,000	-50%
428 RENEWAL & REPLACEMENT			
a. Interceptor Cleaning	\$ 50,000	\$ 50,000	0%
b. Pump Station Rehab	-	-	0%
c. Admin Building	10,000	10,000	0%
SUB TOTAL (428)	\$ 60,000	\$ 60,000	0%
434 STANDARD SEWER REHABILITATION (3423)			
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%
SUB-TOTAL (434)	\$ 5,557,000	\$ 3,748,150	-33%
TOTAL CONSTRUCTION COSTS (400s)	\$ 5,667,000	\$ 3,833,150	-32%
650 DEBT REPAYMENT (SRF LOANS)			
a. Repayment Project 99201	104,300	-	-100%
b. Repayment Project 02203	43,900	43,900	0%
TOTAL DEBT REPAYMENT (650)	\$ 148,200	\$ 43,900	-70%
TOTAL CAPITAL EXPENSES (400-650)	\$ 6,315,200	\$ 4,232,050	-33%

* Funding limited to property tax revenue.

EXHIBIT D

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

	FISCAL YEAR 2022-2023 BUDGET	3418 OPERATIONS FUND	3423 CAPITAL FUND
Total Fund Balances As of 6/30/2022 (est.)	\$ 7,702,033	\$ 2,000,000	\$ 5,702,033
OPERATING FUND			
REVENUE			
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	
EXPENSES			
General & Administration	\$ (992,813)	\$ (992,813)	
Operating/Pump Stations	\$ (2,335,494)	\$ (2,335,494)	
Subtotal	\$ (3,328,307)	\$ (3,328,307)	
Net Gain (Loss)*	\$ (38,307)	\$ (38,307)	
CAPITAL FUND			
REVENUE			
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
EXPENSES			
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)
Net Gain (Loss)*	\$ 147,950		\$ 147,950
Fund Balances			
Before transfers	\$ 7,811,676	\$ 1,961,693	\$ 5,849,983
Transfers between Reserves		\$ 35,291	\$ (35,291)
*Used from Reserves			
Fund Balances As of 6/30/2022 (est.)	\$ 7,811,676	\$ 1,996,984	\$ 5,814,692
TARGET BALANCE	\$ 7,010,054	\$ 1,996,984	\$ 5,013,069

(60% of annual O&M) (3Yr Avg. of Capital Costs)

STEGE SANITARY DISTRICT - 10 YEAR FINANCIAL MODEL
(\$ THOUSAND)

FISCAL YEAR ENDING	(1) ANNUAL DEBT SERVICE	(2) DISTRICT O&M COSTS	(3) SYSTEM REHAB.	(4) CAPITAL EQUIP COSTS	(5) OTHER CAP COSTS	(6) TOTAL COSTS (1) thru (5)	(7) MONTH USER CHARGE	(8) TOTAL REVENUE	(9) CASH FLOW (8)-(6)	(10) FUND INTEREST	(11) FUND BALANCE	(12) TARGET BALANCE	(13) RESERVE RATIO (11)/(6)
2022	148	3183	5667	120	0	9118	28.42	6996	-2123	19	7702	6384	1.08
2023	44	3328	3833	355	0	7560	31.92	7670	110	20	7812	7040	1.02
2024	44	3332	3473	445	1000	8294	35.75	8222	-72	17	7740	6346	0.94
2025	44	3419	3594	80	130	7266	28.00	6549	-717	17	7023	6279	1.07
2026	44	3508	3719	10	100	7381	28.00	6553	-828	17	6194	6010	0.95
2027	0	3609	3850	70	75	7604	32.00	7422	-182	17	6013	6160	0.81
2028	0	3682	3983	60	75	7800	35.00	8075	275	17	6287	6427	0.77
2029	0	3806	4122	345	75	8348	38.00	8729	381	17	6669	6673	0.75
2030	0	3882	4265	150	90	8388	38.00	8722	335	10	7003	6878	0.80
2031	0	3990	4414	95	90	8589	38.00	8725	136	10	7139	7143	0.82
2032	0	4090	4568	435	140	9233	40.00	9160	-73	10	7066	7371	0.77

Fund Balance vs. Target Balance for FY 2022-23



RESOLUTION NO. 2196-0622, EVEN-YEAR BOARD OF DIRECTORS ELECTION;
CONSOLIDATION OF ELECTIONS; AND SPECIFICATIONS OF THE ELECTION ORDER

ISSUE:

The District has three Director positions (Christian-Smith, Merrill, and Miller) that are subject to selection by election this November. The District typically chooses to consolidate its election with the general election which will be on November 8, 2022.

FISCAL IMPACT:

The number of registered voters in the District is about 25,000. If it goes to the ballot, the cost of the election is estimated to be \$1.20 per registered voter for a total cost of about \$30,000. The "Not Gone to Ballot" fee is about \$300 plus publication costs.

STRATEGIC PLAN:

GOAL 3: Ensure Financial Stability and Efficiency

GOAL 5: Maintain and Improve Community Outreach and Communication

WORK PLAN ITEM "g": Work cooperatively with other agencies within and around our service area

BACKGROUND:

The District has typically taken advantage of the opportunity to consolidate its election with Contra Costa County and should consider doing so again this year.

The candidate filing period for the General Election is 25 days from July 18 to August 12, 2022. If nomination papers for an incumbent elective officer are not filed by the filing deadline, the filing period for that office is extended 5 calendar days for non-incumbents only from August 13 to August 17, 2022. There shall be no extended filing period for candidates where the incumbent cannot file due to term limits or for offices that are vacant.

RECOMMENDATION:

Approve the Resolution.

ALTERNATIVES:

1. Amend the Resolution and approve, as amended.
2. Take no action and provide staff further direction.

ATTACHMENTS:

- Resolution No. 2196-0622

This Page Left Blank Intentionally

RESOLUTION NO. 2196-0622

RESOLUTION ORDERING EVEN-YEAR BOARD OF DIRECTORS
ELECTION; CONSOLIDATION OF ELECTIONS; AND SPECIFICATIONS
OF THE ELECTION ORDER – STEGE SANITARY DISTRICT

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

- A. The California Elections Code requires a general district election be held in each district to choose a successor for each elective officer whose term will expire on the first Friday in December following the election to be held on the first Tuesday after the first Monday in November in each even-numbered year.
- B. Other elections may be held in whole or in part of the territory of the District, and it is to the advantage of the District to consolidate pursuant to Elections Code Section 10400.
- C. Elections Code Section 10520 requires each district involved in a general election to reimburse the county for the actual costs incurred by the county elections official in conducting the election for that district.
- D. Elections Code Section 13307 requires that before the nominating period opens, the District Board must determine whether a charge shall be levied against each candidate submitting a candidate's statement to be sent to the voters; determine the number of words; estimate the cost; and determine whether the estimate must be paid in advance.
- E. Elections Code Section 12112 requires the election official of the principal county to publish a notice of the election once in a newspaper of general circulation in the District.

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

That an election be held within the territory included in this District on the 8th day of November 2022, for the purpose of electing members to the Board of Directors of said District in accordance with the following specifications:

SPECIFICATIONS OF THE ELECTION ORDER

1. The election shall be held on Tuesday, the 8th day of November 2022. The purpose of the election is to choose members of the Board of Directors for the following seats:

Three (3) members of the District Board of Directors, full term (4 years)

2. The District has determined that the candidate will pay for the Candidate's Statement. The Candidate's Statement will be limited to 250 words. As a condition of having the Candidate's Statement published, the candidate shall pay the estimated cost at the time of filing. The District hereby establishes the cost for a candidate statement as \$639.04.
3. The District directs the Contra Costa County Registrar of Voters to publish the Notice of Election in a newspaper of general circulation that is regularly circulated in the territory.
4. This District hereby requests and consents to the consolidation of this election with other elections which may be held in whole or in part of the territory of the District, pursuant to Elections Code 10400.
5. The District will reimburse the county for the actual cost incurred by the county elections official in conducting the general district election upon receipt of a bill stating the amount due as determined by the elections official.
6. The Secretary of this Board is ordered to deliver copies of this Resolution to the Registrar of Voters and the Board of Supervisors of Contra Costa County.

* * * * *

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 16th day of June 2022, by a X-X vote as follows:

AYES: BOARD MEMBER:
NOES: BOARD MEMBER:
ABSENT: BOARD MEMBER:
ABSTAIN: BOARD MEMBER:

DWIGHT MERRILL, President
Stege Sanitary District
Contra Costa County, California

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District

RESOLUTION NO. 2197-0622 AUTHORIZING THE DISTRICT MANAGER TO AWARD A
CONTRACT TO APB GENERAL ENGINEERING FOR PROJECT NO. 22201, STANDARD
SEWER REHABILITATION PROJECT

ISSUE:

Staff opened bids on May 24th and has a recommendation for award of the contract.

FISCAL IMPACT:

The amount budgeted for this project is \$3,259,000.

STRATEGIC PLAN:

GOAL 2: Maintain and Improve Infrastructure

BACKGROUND:

Results of the project bid opening 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, APB General Engineering.

ALTERNATIVES:

1. Amend the resolution to authorize the award of contract to another bidder and approve as amended.
2. Reject all bids.
3. Take no action and provide staff further direction.

ATTACHMENTS:

- Bid Results
- Resolution No. 2197-0622

STEGE SANITARY DISRICT

Standard Sewer Rehabilitation Project #22201

Bid Summary 5/24/2022				
Company	Bond		Amount	Time
APB General	x		\$2,422,350.00	1:52
California Trenchless			did not submit	
Castillo Plumbing			did not submit	
Cratus Inc.			did not submit	
Darcy & Harty	x		\$2,467,100.00	1:56
Devaney Engineering	x		\$3,406,900.00	12:39
Norgo Engineering			did not submit	
Pacific Trenchless Inc.			did not submit	
Tnemec HPC			did not submit	
WR Forde Assoc.			did not submit	

PRELIMINARY PRE-APPROVAL

RESOLUTION NO. 2197-0622

RESOLUTION AUTHORIZING THE DISTRICT MANAGER TO AWARD A CONTRACT TO APB GENERAL ENGINEERING FOR PROJECT NO. 22201, STANDARD SEWER REHABILITATION PROJECT

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

- A. In order to maintain the sanitary sewer system, the District must continuously replace failing sanitary sewer mains.
- B. District staff advertised the project plans and specifications for bid pursuant to Board approval at the December 9, 2022 Board meeting.
- C. A bid opening occurred on May 24, 2022.
- D. District staff received three (3) valid bids in response.
- E. Upon review of the bids, APB GENERAL ENGINEERING submitted the lowest responsive 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 PROJECT NO. 22201, STANDARD SEWER REHABILITATION PROJECT to APB GENERAL ENGINEERING conditioned on APB GENERAL ENGINEERING’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 APB GENERAL ENGINEERING’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 held on the 16th day of June 2022, by a X-X vote as follows:

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

DWIGHT MERRILL, President
Stege Sanitary District
Contra Costa County, California

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District

APPROVAL OF THE INCENTIVE AWARD CONTRIBUTION
ACHIEVEMENTS FOR FY 2021-22

ISSUE:

The goals and objectives of the Incentive Award Contribution (IAC) are established each fiscal year and the achievements are ready for review.

FISCAL IMPACT:

The total savings is calculated in the attached memo and will be divided between the District and the nine (9) eligible employees.

STRATEGIC PLAN:

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

WORK PLAN ITEM "F": Provide an incentive award program and safety awards to recognize employee achievements

BACKGROUND:

The goals for the program are established each fiscal year. This year's achievements are as tabulated in the attached memo.

RECOMMENDATION:

Approve the IAC to be shared among the nine (9) eligible employees of the District and to be distributed on or about June 30, 2022.

ALTERNATIVES:

1. Take no action and provide staff further direction.

ATTACHMENT:

Memo dated 6/16/2022 re: Incentive Award Contribution (IAC) Achievements for FY 2021-22

This Page Left Blank Intentionally



STEGER SANITARY DISTRICT

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: Incentive Award Contribution (IAC) Achievements for FY 2021-2022

BACKGROUND

For FY 2021-2022, the Board adopted 5 cost saving incentives as goals for employees as follows:

1. Maintain a safe working environment thereby reducing the Workers Compensation Insurance premiums paid by the District.
2. Reduce the amount of overtime compensation in the performance of maintenance activities of the District.
3. Reduce the number of service calls related to main line problems.
4. Reduce the cost of equipment, vehicle and building repairs by performing repairs in-house, whenever safe to do so. The savings will be measured by comparing quotes to complete the repair work vs. the costs of staff time and materials.
5. The Board of Directors may consider additional cost savings goals eligible for an IAC as other cost saving measures are identified, including innovations in the way work is accomplished. Such innovations will be evaluated and recommended to the Board by the District Manager.

DISCUSSION

Following is a tabulation of how the employees fared in achieving the goals established for FY 2021-2022 and the respective savings to be added to the Incentive Award Contribution (IAC).

1. Reduction of the Workers' Compensation Insurance Premiums Paid by the District

After review with District Counsel, this incentive has been discontinued.

2. Reduction in the Overtime Salary Expense

The average overtime labor charges between 2012 and 2017 was \$11,278, or **3.05%** of total maintenance salary. For FY 2021-2022, overtime labor charges are \$16,557, or **3.09%** of total maintenance salary. Since the current fiscal year percentage is higher than the rolling 5 year average, there was a no savings in Overtime Expenses.

3. Reduction of Service Calls

The average number of service calls related to main line problems for the baseline time period between 2012 and 2017 is **1.6 per month** at a cost of \$4,665.60 per year. The actual average number of service calls related to main line problems this FY 2021-2022 is **1.5 per month** at a cost of \$4,320.00 per year. The calculated cost savings to the District is \$345.60 per year. Sixty percent of the savings is added to the IAC (\$207.36).

4. Reduction of Repair Costs

Repairs to the fence at the Burlingame Pump Station to increase security due to recurring break-ins were completed by staff in FY 2021-2022 for a total cost savings of \$12,215.27. Sixty percent of the savings is added to the IAC (\$7,329.16).

5. Reduction of Other Costs

The other cost saving measure to be added to this year's IAC, as proposed by staff and recommended by the Manager, is for engineering services during the construction phase of the Canon/Burlingame force main project which was completed in-house for a total cost savings of \$14,461.38. Sixty percent of the dividend is added to the IAC (\$8,676.83).

**SUMMARY OF INCENTIVE AWARD GOALS AND AWARD ASSESSMENT
FISCAL YEAR 2021-2022**

Incentive Award Goal	Total Savings (\$)	40% To District (\$)	60% To IAC (\$)
1. Reduce Workers- Compensation Insurance- Premium	\$0	\$0	\$0
2. Reduce Overtime Charges	\$0	\$0	\$0
3. Reduce Service Calls	\$346	\$138	\$207
4. Reduce Repair Costs	\$0	\$0	\$0
5. Reduce Other Costs	\$26,677	\$10,671	\$16,006
TOTALS	\$27,022	\$10,809	\$16,213

RECOMMENDATION

Approve an IAC of \$16,213 to be shared among the nine (9) eligible employees of the District and to be distributed on or about June 30, 2022.

APPROVAL OF THE INCENTIVE AWARD CONTRIBUTION
GOALS AND OBJECTIVES FOR FY 2022-23

ISSUE:

The goals for the Incentive Award Contribution (IAC) should be established each fiscal year.

FISCAL IMPACT:

The fiscal impact would be determined by the savings achieved in the next fiscal year.

STRATEGIC PLAN:

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

WORK PLAN ITEM "F": Provide an incentive award program and safety awards to recognize employee achievements

BACKGROUND:

The goals for the program are established each fiscal year. This year's recommended goals are the similar the previous year, as stated in the attached memo.

RECOMMENDATION:

Approve the recommended goals and objectives.

ALTERNATIVES:

1. Add, delete, and/or amend the goals and objectives, and approve as amended.
2. Take no action and provide staff further direction.

ATTACHMENT:

Memo dated 6/16/2022 re: Incentive Award Contribution (IAC) Goals and Objectives for FY 2022-23

This Page Left Blank Intentionally



STEGE SANITARY DISTRICT

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: Incentive Award Contribution (IAC) Goals and Objectives for FY 2022-2023

DISCUSSION

Based on the adopted District employee compensation policy, each year the Board will consider adoption of certain cost savings goals and objectives for the Incentive Award Contribution (IAC). The recommended goals and objectives are as follows:

1. Reduce overtime compensation incurred by the District in the performance of maintenance activities of the District.
2. Reduce the number of service calls related to main line problems in the collection system.
3. Reduce the cost of equipment, vehicle, and building repairs by performing repairs in-house, whenever safe to do so.
4. The Board of Directors may consider additional cost savings goals eligible for an Incentive Compensation Award as other cost saving measures are identified, including innovations in the way work is accomplished. Such innovations will be evaluated and recommended to the Board by the District Manager.

Item number 1, overtime reduction, historically used a baseline of \$15,077/year based on the average of overtime incurred for 1990-95. For the FY 2004-05, the period of 1995-00 was used as a baseline because the Board determined that the original intent at the initiation of the program was that the baseline should be a moving average. The comparison period has rolled forward one year

ever since. It is recommended that the period of 2013-18 be used as the baseline for the FY 2022-23 savings.

Overtime as a percentage of total salary should be used to determine the overtime savings instead of using the absolute overtime dollars of the baseline period. The percentage of overtime to total maintenance salary for the entire baseline period, multiplied by the overtime incurred, will provide the “baseline overtime amount” to determine the cost savings. It is recommended that this method be used again to calculate the overtime savings for this fiscal year as it was done for previous fiscal years.

Item number 2, cost savings from a low number of service calls related to main line problems, has been in accordance with the baseline of five (5) service calls per month, established in September 2001. The baseline prior to September 2001 was eight (8) per month. As of FY 2014-15, the baseline is compared to the same moving average time period of 2013-18 as Item number 1, overtime reduction. By this standard, the new baseline for the FY 2022-23 savings would be 1.5 per month.

Item number 3, the practice of performing equipment, vehicle and building repairs in-house as a cost savings measure has been eligible since FY 2011-12. Performing repairs in-house by staff not only saves the District money, but also reduces equipment and vehicle down time, helps maintain production, and encourages better knowledge of the equipment, vehicles and building. Staff will obtain quotes for any repair work proposed to be included in the ICP and will compare the costs of staff time and materials to complete the repair in-house. Up to 60% of the savings may be contributed to the IAC.

Below are the historical amounts that have been saved through the IAC:

<u>Fiscal Year</u>	<u>Total Savings</u>	<u>IAC</u>
2021-22	\$27,023	\$16,213
2020-21	\$12,737	\$7,642
2019-20	\$18,642	\$11,185
2018-19	\$12,208	\$7,325
2017-18	\$33,379	\$20,027
2016-17	\$32,721	\$19,632
2015-16	\$16,804	\$10,082
2014-15	\$26,777	\$16,066
2013-14	\$25,581	\$15,510
2012-13	\$21,461	\$12,877

RECOMMENDATION

Adopt the following IAC goals and objectives for FY 2022-2023:

1. Up to 60% of the overtime labor cost savings, determined as the difference in overtime cost from the average annual overtime incurred from 2013-2018 (*3.05% of total salary*), may be contributed to the IAC. Overtime cost will be determined as a percentage of overtime to total salary.
2. Reduce the number of service calls related to main line problems in the collection system. The savings shall be in accordance with the baseline of the average service calls related to main line problems that occurred from 2013-2018 (*1.5 service calls*). Up to 60% of the District cost savings during the year may be contributed to the IAC.
3. Reduce the cost of equipment, vehicle and building repairs by performing repairs in-house, whenever safe and effective to do so. The savings will be measured by comparing quotes to complete the repair work vs. the costs of staff time and materials. Up to 60% of the savings may be contributed to the IAC.
4. The Board of Directors may consider additional cost savings goals eligible for an Incentive Compensation Award as other cost saving measures are identified, including innovations in the way work is accomplished. Such innovations will be evaluated and recommended to the Board by the District Manager. Up to 60% of the savings may be contributed to the IAC.

RESOLUTION NO. 2198-0622 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 JUNE 16 PURSUANT TO AB 361

ISSUE:

The Board will consider a resolution making necessary findings to continue to meet remotely for another 30-day period pursuant to Assembly Bill 361 (AB 361).

FISCAL IMPACT:

The fiscal impact to continue to meet remotely is minimal.

STRATEGIC PLAN:

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

BACKGROUND:

On September 16, 2021, Governor Gavin Newsom signed AB 361 which allows public agencies to continue to meet remotely when there is a declared State of Emergency and pursuant to certain procedural requirements. AB 361 essentially allows the District to continue to meet remotely under similar circumstances as under the Governor's Executive Order N-29-20, allowing local agencies to meet remotely. The teleconferencing provisions of Executive Order N-29-20 expired on September 30.

AB 361 allows the following:

- While maintaining transparency and public access, local agencies would be able to meet remotely during a declared state of emergency
- While agencies would still be required to post agendas and meeting information, agencies would not be required to post meeting notices and/or agendas at all teleconference locations when remotely meeting during an emergency
- While the public must continue to have access to the remote meeting and provided the ability to make public comment, agencies would not be required to make all remote meeting sites accessible to the public, nor include the remote location details in the meeting notice or agenda during a declared state of emergency
- Additionally, agency board members would not be required to be at remote sites within the territorial bounds of the agency during a declared state of emergency

Since September 23, 2021, pursuant to AB 361, the Board has approved recurring resolutions authorizing remote teleconferenced meetings for a 30-day period.

Pursuant to AB 361, a draft resolution to extend remote teleconferenced meetings for another 30-day period is attached for the Board's consideration.

RECOMMENDATION:

Approve the resolution.

ALTERNATIVES:

1. Take no action.
2. Amend the resolution and approve, as amended.

ATTACHMENTS:

- Resolution No. 2198-0622

RESOLUTION NO. 2198-0522

RESOLUTION 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 JUNE 16 PURSUANT TO AB 361

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

- A. All meetings of the District are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District conduct its business; and.
- B. On March 4, 2020, Governor Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the State prepare for a broader spread of the novel coronavirus disease 2019 (COVID-19).
- C. On March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow local legislative bodies to conduct meetings telephonically or by other means.
- D. As a result of Executive Order N-29-20, staff set up virtual meetings for all Board meetings.
- E. On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which, effective September 30, 2021, ends the provisions of Executive Order N-29-20 that allows local legislative bodies to conduct meetings telephonically or by other means.
- F. On September 16, 2021, the Governor signed AB 361 (2021) which allows for local legislative bodies and advisory bodies to continue to conduct meetings via teleconferencing under specified conditions and includes a requirement that the Board make specified findings. AB 361 (2021) took effect immediately.

- G. AB 361 (2021) requires that the Governor declare a State of Emergency pursuant to Government Code section 8625.
- H. AB 361 (2021) further requires that state or local officials have imposed or recommended measures to promote social distancing, or, requires that the legislative body determines that meeting in person would present imminent risks to the health and safety of attendees.
- I. Such conditions now exist in the District, specifically, Governor Newsom has declared a State of Emergency due to COVID-19.
- J. Since issuing Executive Order N-08-21, the highly contagious Delta and Omicron variants of COVID-19 have emerged, causing an increase in COVID-19 cases throughout the State and Contra Costa County.
- K. On August 2, 2021, in response to the Delta variant of COVID-19, the Contra Costa County Health Officer issued an order for nearly all individuals to wear masks when inside public spaces and on September 14, 2021, issued an order requiring operators of specified dining establishments, entertainment venues and fitness facilities to restrict entry based on COVID-19 vaccination status or testing.
- L. The Centers for Disease Control and Prevention (“CDC”) continues to recommend physical distancing of at least 6 feet from others outside of the household and the Contra Costa County Health Officer strongly recommends online meetings and distancing.
- M. The highly contagious Omicron variant and sub-variants have resulted in the greatest nationwide infection rate since the beginning of the COVID-19 pandemic; and
- N. Because of the rise in cases due to the Omicron variant and sub-variant of COVID-19, the District is concerned about the health and safety of all individuals who intend to attend Board meetings.
- O. On September 23, 2021, the Board found that the presence of COVID-19 and the increase of cases due to the Delta variant would present imminent risks to the health or safety of attendees, including the Board and staff, should the Board hold in person meetings; and

- P. The Board hereby finds that the presence of COVID-19 and the increase of cases due to the Omicron variant and sub-variants would present imminent risks to the health or safety of attendees, including the Board and staff, should the Board hold in person meetings.
- Q. The District shall ensure that its meetings comply with the provisions required by AB 361 (2021) for holding teleconferenced meetings.

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

1. The foregoing recitals are true and correct and are hereby incorporated by reference
2. In compliance with AB 361 (2021), and in order to continue to conduct teleconference meetings without complying with the usual teleconference meeting requirements of the Brown Act, the Board makes the following continued findings:
 - a) The Board has considered the circumstances of the state of emergency; and
 - b) The state of emergency, as declared by the Governor, continues to directly impact the ability of the Board, as well as staff and members of the public, from meeting safely in person; and
 - c) The CDC continues to recommend physical distancing of at least six feet due to COVID-19 and the Contra Costa County Health Officer strongly recommends online meetings and distancing. As a result of the presence of COVID-19 and the increase of cases due to the Omicron variant and sub-variants, meeting in person would present imminent risks to the health or safety of attendees, the Board, and staff.
3. The Board may continue to meet remotely in compliance with AB 361, in order to better ensure the health and safety of the public.
4. The Board will revisit the need to conduct meetings remotely within 30 days of the adoption of this resolution.

* * * * *

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 16th day of June 2022 by a X-X vote as follows:

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

DWIGHT MERRILL, President
Stege Sanitary District
Contra Costa County, California

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District

STEGE SANITARY DISTRICT
Investment, Cash & Receivables Report

9:45:29 AM
 06/13/2022

As of May 31, 2022

	<u>May 31, 2022</u>	<u>April 30, 2022</u>	<u>\$ Change</u>	<u>Deposits</u>	<u>Checks</u>	<u>Transfers</u>
ASSETS						
Current Assets						
Checking/Savings						
LAIF Investment Accts						
11012 · Sewer Operations- 3418	8,421,169	6,121,169	2,300,000	0	0	2,300,000
11014 · System Rehab- 3423	1,013,863	1,013,863	0	0	0	0
Total LAIF Investment Accts	<u>9,435,032</u>	<u>7,135,032</u>	<u>2,300,000</u>	<u>0</u>	<u>0</u>	<u>2,300,000</u>
Checking Accts						
100 · Mechanics Bank	184,827	2,687,924	-2,503,097	20,673	-223,770	-2,300,000
100 · County Cash Acct #3418	85,970	85,994	-24 *	0 *	0	0
Total Checking Accts	<u>270,797</u>	<u>2,773,918</u>	<u>-2,503,121</u>	<u>20,673</u>	<u>-223,770</u>	<u>-2,300,000</u>
11021 · Petty Cash	250	250	0	0	0	0
Total Checking/Savings	<u>9,706,079</u>	<u>9,909,200</u>	<u>-203,121</u>	<u>20,673</u>	<u>-223,770</u>	<u>0</u>
301 · Ca Employer's Retiree Benefit Trust	295,814	295,814	0	0	0	0
Total CA Employer's Retiree Benefit Trust	<u>295,814</u>	<u>295,814</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Accounts Receivable						
11072 · Accounts Receivable	1,725	2,064	-338			
Total Accounts Receivable	<u>1,725</u>	<u>2,064</u>	<u>-338</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

06/13/2022

May 2022

92.05% of Fiscal year Completed

	<u>July-May 2022</u>	<u>Annual Budget</u>	<u>% of Annual Budget</u>
Income			
31 - OPERATING REVENUE			
31010 - Sewer Service Charges	2,923,580	3,149,000	93%
31020 - Permit & Insp. Fees	10,540	12,000	88%
31030 - Connection Fees	60,197	150,000	40%
31040 - San Pablo Impact Fee	17,046	250,000	7%
31080 - Contracted Services	-	30,000	0%
31010a - Capital Service Charges	2,923,580	3,149,000	93%
Total 31 - OPERATING REVENUE	<u>5,934,944</u>	<u>6,740,000</u>	<u>88%</u>
32 - NON-OPERATING REVENUE			
32050 - Interest - 3418	14,224	50,000	28%
32052 - Interest - 3423	2,279	15,000	15%
32080 - Property Taxes	528,659	400,000	132%
32085 - Insurance Dividend	-	-	0%
32090 - Miscellaneous	1,193	21,000	6%
Total 32 - NON-OPERATING REVENUE	<u>546,355</u>	<u>486,000</u>	<u>112%</u>
Transfer (to)/from Reserves	-	2,227,836	0%
Total Income	<u>6,481,299</u>	<u>9,453,836</u>	<u>69%</u>
Expense			
OPERATING EXPENSES			
Administration/General			
45-010 - Salaries & Wages	211,750	240,000	88%
45-020 - Employee Benefits	128,988	137,440	94%
45-029 - Retiree Health	10,334	13,600	76%
45-030 - Directors Expenses	19,512	39,888	49%
45-070 - Insurance	225,782	204,900	110%
Administration - Other	179,682	259,000	69%
Total Administration	<u>776,048</u>	<u>894,828</u>	<u>87%</u>
Maintenance/Engineering			
41-010 - Salaries & Wages	1,085,838	1,189,460	91%
41-020 - Employee Benefits	398,149	505,621	79%
41-029 - Retiree Health	10,128	11,900	85%
41-100 - Operating Supplies	13,260	40,000	33%
41-110 - Contractual Services	74,904	98,100	76%
41-207 - Contracted Repairs	26,771	68,000	39%
Maintenance- Other	175,579	314,267	56%
Total Maintenance/Engineering	<u>1,784,630</u>	<u>2,227,348</u>	<u>80%</u>
Pump Stations	65,093	16,460	395%
Total OPERATING EXPENSES	<u>2,625,770</u>	<u>3,138,636</u>	<u>84%</u>
CAPITAL			
41-650 - Debt Repayment (SRF Loans)	148,220	148,200	100%
Construction Projects	4,801,184	5,667,000	85%
Outlay(Maintenance/Engineering)	47,778	500,000	10%
Total CAPITAL	<u>4,997,181</u>	<u>6,315,200</u>	<u>79%</u>
Total Expense	<u>7,622,951</u>	<u>9,453,836</u>	<u>81%</u>
Net	<u>(1,141,652)</u>	<u>0</u>	

9:08 AM	STEGE SANITARY DISTRICT			
06/13/2022	Check Report			
Accrual Basis	June 16, 2022			
	Name	Memo	Amount	Num
Jun 16, 22				
	Aramark Uniform Services	Uniform Services	-1,180.37	27644
	Bay Area News Group - East Bay	Sewer Rehab Project 22201	-149.40	27645
	California Reginal Water Quality Control	Consent Decree US et al. v. EBMUD	-100.00	27646
	CASA	Conference 08/10-12 Merrill	-625.00	27647
	County Clerk	5435 Rosalind Ave	-26.00	27648
	CWEA	Deluca & Wright Membership	-384.00	27649
	Direct Line	Answering Service 05/01-31/22	-106.00	27650
	Ditch Witch West	Camera Repairs	-338.97	27651
	DOJ	Consent Decree US et al. v. EBMUD	-100.00	27652
	EBMUD 16792342421	Wet Weather Facilities Charge	-429.62	27653
	MR Copy	Copier Supplies	-423.09	27654
	Pastime Hardware	Maintenance Supplies	-13.20	27655
	PG&E- #0103467151-9	Burlingame Pumpstation	-99.81	27656
	Rosalie Blazej	Spring 2022 News Letter	-1,200.00	27657
	Shape Incorporated	Burlingame Pumpstation Repair	-1,320.00	27658
	Streamline	Website 6/1-7/1/2022	-300.00	27659
	Universal Building Services	Janitorial Service May	-423.00	27660
Jun 16, 22			-7,218.46	

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 CASA Winter Conf. Jan 19-21, Palm Springs	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 – 9:00 A.M.	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"> • Board Governance Manual Review • Long Range Planning Workshop Agenda • Service Rate Discussion • District of Distinction (even years) • Director’s Contact Info • Board Training Summ. • CASA Conference • Diversity, Equity, and Inclusion 	<ul style="list-style-type: none"> • Actuarial Analysis of Retiree Health Benefits Report (even years) • Long Range Planning Workshop Agenda • Service Rate Discussion • Performance Report • Board Training Summ. • CASA Conference • Form 700 	<p><u>9AM MEETING TIME</u></p> <ul style="list-style-type: none"> • Long Range Planning Workshop <ul style="list-style-type: none"> – Past 5 yrs. Expenditures Review – Self-Assessment of Governance – Strategic Plan Review 	<ul style="list-style-type: none"> • Service Rate Discussion/ Approval (& 30-day Notice) • Board Training Summ. • Diversity, Equity, and Inclusion 	<ul style="list-style-type: none"> • Appoint Labor Negot. • CLOSED SESSION – Conf. Labor Negot. • Draft Budget • Board Training Summ. • July 4th Fair Discussion • Review of Comparable Agencies 	<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 Conference • Diversity, Equity, and Inclusion
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"> • CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval. • Board Governance Manual Approval • Long Range Planning Workshop Agenda • Service Rate Discussion • Quarterly Financial Statements • SPASPA Status Report • CSDA Conference Attendee Reports 		<ul style="list-style-type: none"> • Auditor – RFP • California Employer’s Retiree Benefit Trust (CERBT) • Service Rate Discussion • Action Plan • Consent Decree Quarterly Report • Board Training Summ. • CASA Conference Attendee Reports • Form 700 	<ul style="list-style-type: none"> • CLOSED SESSION – Quarterly Claims Rpt • Draft Budget • Employee Benefit Package Review • Service Rate Discussion/Approval (+ 30-day Notice) • July 4th Fair Discussion • Quarterly Financial Statements • SPASPA Status Report 	<ul style="list-style-type: none"> • CLOSED SESSION – Manager Perf. Eval. – Conf. Labor Negot. • Resolution Ordering Board Election (even years) • Draft Budget • July 4th Fair Discussion • Service Rate Discussion/Approval (+ 30-day Notice) 	<ul style="list-style-type: none"> • CLOSED SESSION – Counsel Perf. Eval. • 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 Conference

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 th 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 – 2:00 P.M.
<ul style="list-style-type: none"> • July 4th Fair Debrief • CASA/CSDA Conf. • Diversity, Equity, and Inclusion 	<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 • CASA/CSDA Conf. 	<ul style="list-style-type: none"> • CASA/CSDA Conf. Attendee Reports • Diversity, Equity, and Inclusion 	<ul style="list-style-type: none"> • Regional PSL Program Update • Regional FOG Program Update 	<ul style="list-style-type: none"> • Proposed Meeting Calendar • Board Officer Succession Plan • CASA Conference • Diversity, Equity, and Inclusion 	<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 Conference • Pension + OPEB UAL Reports • Nomination & Election of Officers
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"> • CLOSED SESSION <ul style="list-style-type: none"> – Quarterly Claims Rpt • Hearing +Res./Ord. <ul style="list-style-type: none"> – Establish and Collect Sewer Service Charges – Director Meeting Compensation • Resolution Filing Notice of Completion • District Investment Policy • Reimb. Report per Gov. Code 53065.5 • Quarterly Financial Statements • Candidate filing period (even years) • SPASPA Status Report • CASA/CSDA Conf. • Form 470 		<ul style="list-style-type: none"> • Health Care Benefits Review • Consent Decree Quarterly Report 	<ul style="list-style-type: none"> • CLOSED SESSION <ul style="list-style-type: none"> – Quarterly Claims Rpt – Manager Perf. Eval. • SPASPA Status Report • Quarterly Financial Statements 		