

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA
JUNE 15, 2023 @7:00 P.M.
www.stegesan.org • staff@stegesan.org

***** AGENDA *****

Items on the agenda may be taken out of order.

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

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

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

*Public comment can be sent remotely by delivering to **7500 Schmidt Lane, El Cerrito, CA 94530** or via email to comments@stegesan.org 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 AB 2449, Board Members may be attending this meeting via remote conferencing. In the event that any Board Member elects to attend remotely, all votes conducted during the remote conferencing session will be conducted by roll call vote.

I. Call To Order

II. Roll Call

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

III. Public Comment

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

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- Motion: **IV. Approval of Minutes**
- A. Approval of June 1, 2023 Board Meeting Minutes
(The Board will be asked to review and approve the minutes of June 1, 2023 Board Meeting)

- Info/Motion: **V. Communications**
- A. Oral/Written Communications
1. LAFCO Special District Election Update - Run-Off Election
 2. KIDS for the BAY Watershed Action Program (WAP) Progress Report
 3. Brief reports from Directors on matters related to the District, including attendance at city or community meetings

- Info/Motion: **VI. Reports of Staff and Officers**
- A. Attorney's Report
- B. Committee Reports
- C. Manager's Report
1. Monthly Maintenance Summary Report
 2. Monthly Report of Sewer Replacements and Repairs
 3. Consent Decree Quarterly Report
 4. July 4th Fair Discussion
 5. 2023 California Association of Sanitation Agencies (CASA) Conferences
 - August 09-11, 2023 – 68th Annual Conference, San Diego, CA
 6. 2023 California Special Districts Association (CSDA) Conference
 - August 28-31, 2023 – Annual Conference, Monterey, CA

- Info/Motion: **VII. Business**
- A. Resolution No. 2226-0623 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)
- B. Resolution No. 2227-0623 Establishing Salary Ranges of Maintenance, Technical and Administrative Employees Employed by Stege Sanitary District Beginning July 1, 2023

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(The Board will consider approval of the resolution)

C. Resolution No. 2228-0623 Approving and Adopting Annual Budget for Fiscal Year 2023-2024

(The Board will consider approval of the resolution)

D. Incentive Award Contribution (IAC) Achievements for FY 2022-2023

(The Board will consider approval of the achievements)

E. Incentive Award Contribution (IAC) Goals and Objectives for FY 2023-2024

(The Board will consider approval of the goals and objectives)

F. Cancellation of the July 6, 2022 Board Meeting

(The Board will consider cancellation of the upcoming Board Meeting)

Info: **VIII. Financial Statements**

A. Monthly Investment, Cash, Receivables Report

B. Monthly Operating Statement

(The Board will review the reports and statements)

IX. Approval of Checks

Info/Motion:

A. Checks for June 15, 2023 - Fund No. 3418 & 3423

(The Board will be asked to approve the June 15, 2023 checks)

Info: **X. Future Agenda Items**

July 6, 2023

July 4th Fair Debrief

CASA Conference

CSDA Conference

July 20, 2023

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING
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San Pablo Avenue Specific Plan Area Impact Fee Status Report
CASA Conference
CSDA Conference
Form 470
CLOSED SESSION – Quarterly Claims Report

CLOSED SESSION

Public Employment Performance Evaluation

Gov. Code § 54957

Title: District Manager

Conference with Labor Negotiator

Gov. Code § 54957.6

Agency Designated Representative: Board President Christian-Smith

Unrepresented Employee: District Manager

Public Employment Performance Evaluation

Gov. Code § 54957

Title: District Counsel

Conference with Labor Negotiator

Gov. Code § 54957.6

Agency Designated Representative: Board President Christian-Smith

Unrepresented Employee: District Counsel

XI. Adjournment

(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on July 6, 2023 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 1, 2023
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

*****MINUTES*****

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

II. Roll Call: Present: Beach, Gilbert-Snyder, Merrill, O’Keefe, Christian-Smith
 Absent: None
 Others Present: Rex Delizo, District Manager
 Thomas Troy, Resident (arrived 7:35 P.M.)

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 18, 2023 Board Meeting Minutes

MOTION: By Merrill, seconded by O’Keefe, to approve the minutes of the May 18, 2023 Board Meeting

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

V. Communications

A. Oral/Written Communications

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF JUNE 1, 2023
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Beach reported on a discussion with Kristina Hill, professor in the Department of Landscape Architecture & Environmental Planning at U.C. Berkeley, who is willing to give a presentation to the Board regarding her findings on groundwater and sea level rise.

2. Email- Contra Costa LAFCO Election Results

The Board was informed that Scott Pastor, Board Member at Diablo Water District, was elected to the LAFCO Alternate Special District seat.

VI. Reports of Staff and Officers

A. Manager's Report

1. Draft Budget

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. 2023 California Association of Sanitation Agencies (CASA) Conference

The Manager reported on the upcoming CASA conference.

4. 2023 California Special Districts Association (CSDA) Conference

The Manager reported on the upcoming CSDA conference.

VII. Business

A. Review of Director's Meeting Compensation

The Board discussed changing the compensation that Directors receive for their attendance at District board meetings and approved an adjustment up to the same cost-of-living adjustment as employee salary ranges for the past year of 3.56% (April CPI-W).

MOTION: By O'Keefe, seconded by Christian-Smith, to approve an increase to the Directors' compensation rate up to \$253.49 (+3.56%) and direct the Manager to prepare an Ordinance for consideration

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
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VOTE: AYES: Gilbert-Snyder, Merrill, O’Keefe, Christian-Smith
 NOES: None
 ABSTAIN: Beach
 ABSENT: None

B. Working Capital and Reserve Fund Policy

The Board completed the annual review of the policy.

VIII. Approval of Checks

A. Checks for June 1, 2023- Fund No. 3418 & 3423

MOTION: By Gilbert-Snyder, seconded by Beach, to pay the bills, Check Nos. 28184 through 28199 in the amount of \$579,647.57

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

IX. Future Agenda Items

June 15, 2023

Approve Employee Salary Ranges

Approve and Adopt Final Budget

Review and Approve Incentive Award

Adopt Employee Incentive Award Goals & Objectives

July 4th Fair Discussion

Consent Decree Quarterly Report

CASA Conference

CLOSED SESSION – Counsel Performance Evaluation

+*CLOSED SESSION – Manager Performance Evaluation*

+*CLOSED SESSION – Conference with Labor Negotiator*

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
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July 6, 2022

July 4th Fair Debrief
CASA Conference
CSDA Conference

Prior to the Closed Session, resident Thomas Troy gave public comment on a past closed session item regarding his Government Tort Claim filed on 5/2/2022.

CLOSED SESSION

Public Employment Performance Evaluation

Gov. Code § 54957

Title: District Manager

Conference with Labor Negotiator

Gov. Code § 54957.6

Agency Designated Representative: Board President Christian-Smith

Unrepresented Employee: District Manager

The Board entered into closed session at 7:49 P.M. and returned to open session at 9:03 P.M. President Christian-Smith announced the Board had taken no reportable actions.

X. Adjournment

The meeting was adjourned at 9:04 P.M. The next meeting of the District Board of Directors will be held on Thursday, June 15, 2023 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary

From: Lou Ann Texeira <LouAnn.Teixeira@lafco.cccounty.us>
Sent: Friday, June 02, 2023 10:43 AM
Subject: LAFCO Special District Election Update - Run-Off Election

Greetings,

Upon further review of the LAFCO statutes and our local procedures for the special district selection committee, LAFCO will need to conduct a run-off election to fill the vacant Special District Alternate seat on LAFCO, since no candidate received a majority of votes cast in the election. We apologize for the inconvenience.

The *Contra Costa County Special Districts Procedures for the Special District Selection Committee* (Attachment 1) provides that “The person selected to serve shall have received a majority of the votes cast in the election. If there are more than two nominees for a single seat and no individual receives the majority of the total votes cast in the first ballot there shall be a run-off election between the two nominees who received the greatest number of votes.

The two nominees who received the greatest number of votes are Scott Pastor, Diablo Water District and Michelle Lee, San Ramon Valley Fire Protection District. In conjunction with our local procedures, we are conducting a run-off election. Attached please find the official run-off ballot (Attachment 2).

We are conducting the run-off election by email and postal mail. Your district is receiving this message and one ballot via email and will also receive the notice and ballot via postal mail.

Also attached is a list of presiding officers/voting delegates (Attachment 3). *If your district has not yet provided the name of your presiding officer or voting delegate (must be a board member), please do so as soon as possible.*

We ask that each district complete and return its signed run-off ballot to Contra Costa LAFCO office either by email to LouAnn.Teixeira@lafco.cccounty.us **or** via postal mail to Contra Costa LAFCO, 40 Muir Road, First Floor, Martinez, CA 94553.

In order to complete the 2023 election process, we must receive completed run-off ballots from a majority of the districts (at least 21 completed ballots) no later than **5:00 pm on July 10th**. If a majority of ballots is not received by **July 10th**, a further extension of this election may be required.

This is a time sensitive matter, and we ask that you forward this information including the attachments to your presiding officer or voting delegate at your earliest convenience.

Please contact the LAFCO office if you have questions or need additional information. Thank you for your attention to this matter.

Lou Ann Texeira, Executive Officer
Contra Costa LAFCO
40 Muir Road, 1st Floor
Martinez, CA 94553
925-313-7133

LouAnn.Teixeira@lafco.cccounty.us

CONTRA COSTA COUNTY SPECIAL DISTRICTS
Procedures for the Special District Selection Committee
(Revised January 2010)

The California Government Code, specifically Section 56332, sets forth requirements for the Independent Special Districts Selection Committee ("Selection Committee"). The procedures contained herein are intended to supplement the code and provide local rules relating to the selection of special district members to the Contra Costa Local Agency Formation Commission (LAFCO).

Selection Committee Purpose

The purpose of the Selection Committee shall be to appoint the regular and/or alternate special district members to the Contra Costa LAFCO whenever a term expires or a vacancy exists for the regular or alternate special district member seats. The term of office of each LAFCO member shall be four years and until the appointment and qualification of his or her successor (Gov. Code §56334).

Selection Committee Membership

The Selection Committee shall be comprised of the presiding officer of the legislative body of each independent special district. If the presiding officer is unable to attend a Committee meeting, the district may appoint one of its other members to attend the meeting (Gov. Code §56332).

Selection Committee Meetings

The LAFCO Executive Officer shall notify all independent special districts of a vacancy or impending vacancy in the position of regular or alternate special district member and shall schedule a meeting of the Selection Committee.

To the extent possible, Selection Committee meetings shall be scheduled in conjunction with meetings of the Contra Costa Special Districts Association as a convenience to members and for efficiency.

The Executive Officer shall provide a schedule to submit nominations to all independent special districts prior to the Selection Committee meeting.

All meetings of the Selection Committee shall be open meetings and comply with all applicable provisions of the Ralph M. Brown Act.

Quorum

Each presiding officer (or appointed alternate board member) attending the Selection Committee meeting shall be required to register their attendance. Members representing a majority of the eligible districts shall constitute a quorum for the conduct of the Selection Committee business. No meeting shall be convened prior to establishing a quorum. The Committee shall act by majority vote of the quorum, or if more than a quorum is present at the meeting, by majority vote of those members present.

Nomination Procedures

Members of governing boards of independent special districts may be nominated to serve as a regular or alternate special district member of the Contra Costa LAFCO (Gov. Code §56332).

Each independent special district shall be entitled to nominate a maximum of one board member per vacancy (i.e., for each regular and each alternate seat) from any district. Districts are required to make nominations by adoption of a Board resolution.

Upon selection of a nominee, the presiding officer of the district shall provide written notification of the nomination, including a copy of the Board resolution, to the LAFCO Executive Officer.

All nominations received in sufficient time prior to a Selection Committee meeting will be copied and distributed to the presiding officer of each independent special district.

Nominations may be made from the floor at the Selection Committee meeting, but only if no prior nominations by resolution were submitted by any of the independent special districts.

Balloting Process

Each nominee will be afforded an opportunity to make a brief statement (maximum of five minutes) at the Selection Committee meeting. Following these presentations, members of the Selection Committee may discuss the appointment prior to the vote being taken.

Nominees shall be selected based on the following process:

- A ballot listing all known nominees shall be prepared and copied for the meeting. Each ballot shall have opposite the nominee's name a box to record the vote. In the event that no prior nominations by resolution are submitted, a ballot containing blank lines to vote for nominees who are put forth from the floor at the Selection Committee meeting shall be distributed at the meeting.
- Each ballot shall have a line for the name of the special district that is casting the vote and a line for the name of the voting delegate. The ballot will not be counted if the name of the special district and voting delegate are not included.
- After votes are tallied, each delegate's vote will be announced during the meeting.

Selection of LAFCO Members

The person selected to serve shall have received a majority of the votes cast in the election.

If there are more than two nominees for a single seat and no individual receives the majority of the total votes cast in the first ballot there shall be a run-off election between the two nominees who received the greatest number of votes.

If there are only two nominees for a single seat and each receives an equal number of votes, the selection to serve on LAFCO shall be done by a "straw draw" unless one of the two candidates chooses to relinquish the position.

If, as a result of an election, the Alternate Special District member on LAFCO is chosen as a Regular Special District Member, another election shall be held at a subsequent Selection Committee meeting to fill the new vacancy in the Alternate Member position.

Alternate Nominating and Balloting Process

In the event that the LAFCO Executive Officer determines that securing a quorum of Selection Committee members for a meeting is not feasible, the Executive Officer may conduct the business of the Selection Committee in writing (Gov. Code §56332).

**INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE
CONTRA COSTA LAFCO**

OFFICIAL RUN-OFF BALLOT

Election of **ALTERNATE** Special District Member - term of office on
Contra Costa LAFCO to May 2026

VOTE FOR ONE:

- Michelle Lee**
(San Ramon Valley Fire Protection District)

- Scott Pastor**
(Diablo Water District)

Name of Voting District: _____

Name of Voting Member: _____

Signature of Voting Member: _____

*Ballot must be received in the LAFCO office no later than **July 10, 2023***
*Please send via email to LouAnn.Texeira@lafco.cccounty.us **or** mail to Contra Costa LAFCO*
40 Muir Road, 1st Floor, Martinez, CA 94553

2023 INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE

DISTRICT	NAME	TITLE	ALTERNATE
ALAMO-LAFAYETTE CEMETERY DIST	Nancy J. Flood	Chair	Carolyn Thiessen, Trustee
AMBROSE REC & PARK DIST	Trina Hudson	Chair	Mae Torlakson, Vice Chair
B-B-K-U CEMETERY DIST	Patricia Bristow	Chair	Emil Geddes, Trustee
BETHEL ISLAND MID	Bruce Smith	Board President	Anthony Berzinas, Vice Pres
BYRON SANITARY DISTRICT	Danny Hamby	President	Bobby Byer, Vice President
CASTLE ROCK COUNTY WATER DISTRICT	Dan Moylan		Joe Atturio
CENTRAL CONTRA COSTA SANITARY DIST	Tad Pilecki	Board Member	Barbara Hockett, Pres
CONTRA COSTA MOSQUITO & VECTOR CONTROL	James Murray	President	Darryl Young, Vice Pres
CONTRA COSTA RESOURCE CON DIST	Walter Pease	President	
CONTRA COSTA WATER DISTRICT	Ernesto Avila	President	Antonio Martinez, Vice Pres
CROCKETT COMMUNITY SERVICES DISTRICT	Luigi Barassa	President	Jena Goodman, Vice Pres
DIABLO CSD	Kathy Urbelis	President	Matthew Cox, Vice Pres
DIABLO WATER DISTRICT	Marilyn Tieman	President	Scott R. Pastor, Vice Pres
TOWN OF DISCOVERY BAY CSD	Michael Callahan	Vice President	Ashley Porter, President
EAST CONTRA COSTA IRRIGATION DISTRICT	Glenn Stonebarger	President	Mark Dwelley, Vice Pres
GREEN VALLEY REC & PARK DIST	Adam Glimme	President	Gina Glimme, Secretary
IRONHOUSE SANITARY DIST	Dawn Morrow	President	Chris Lauritzen, Vice Pres
KENSINGTON FIRE PROTECTION DISTRICT	Julie Stein	President	Daniel Levine, Vice Pres
KENSINGTON POLICE PROT & CSD	Alexandra Aquino-Fike	President	Sarah Gough, Vice Pres
TOWN OF KNIGHTSEN CSD	Trish Bello-Kunkel	Chair	Gilbert Somerhalder, Vice Chair
MORAGA-ORINDA FIRE DIST	John Jex	President	Mike Roemer, Vice Pres
MT. VIEW SANITARY DIST	Brian Danley	President	Dave Maggi, Vice Pres
PLEASANT HILL REC & PARK DISTRICT	Sandra Bonato	Chair	Sandy Vinson, Vice Chair
RECLAMATION DIST (RD) 799	Jim Price	President	Richard Kent, Vice Pres
RD 800	Robert Lyman	President	David Harris, Secretary
RD 830	Chad Davisson	President	Domenic Cianfichi, Secretary
RD 2024	Don Wagenet, Trustee		John Jackson, Thomas Robinson, Trustees
RD 2025	David Forkel	Chair	Clark Misner, Randall Neudeck
RD 2026*	David Forkel	Chair	Russell Ryan, Randall Neudeck
RD 2059	Rob Davies	President	William Hall
RD 2065*	Coleman Foley		Thomas Baldocchi, Sr. Thomas Baldocchi, Jr.
RD 2090*	Jake Messerli	Chair	Robert Eddings. Secretary
RD 2117*	Joyce Speckman		Sandra Speckman Kiefer Kent L. Kiefer
RD 2122	Douglas Rischbieter	President	Katherine Wadsworth, VP
RD 2137*	Ed Schmidt	James Eckman	
RODEO-HERCULES FIRE PROTECTION DIST	Steve Hill	Vice Chair	
RODEO SANITARY DISTRICT	Connie Batchelder	President	Janet Callaghan, Vice Pres
SAN RAMON VALLEY FIRE PROTECTION DIST	Michelle Lee	President	Jay Kerr, Vice Pres
STEGE SANITARY DISTRICT	Juliet Christian-Smith	President	Paul Gilbert-Snyder, VP
WEST COUNTY WASTEWATER DIST	Cheryl Sudduth	President	David Alvarado, Vice Pres
			Attachment 3



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org



I am pleased to introduce myself, Michelle Lee, and respectfully request your vote to serve as a Special District (Alternate) Member on Contra Costa LAFCO.

Currently, I serve as President of the Board of Directors of the San Ramon Valley Fire Protection District which keeps me actively responsive to local needs and accountable to residents served. Further, as a retired military Veteran serving 36 years and life-long community volunteer, I have dedicated my life to public service and what I believe has made an impactful difference in my community. I possess broad experience with national agency formation, provisioning services, resource brokerage, zero-based reviews, and organizational structuring, restructuring and dissolution.

I remain passionate about government efficiency and effectiveness. I support common sense, balanced representation, well-organized boundaries enabling essential services fulfillment and enhancing orderly growth and resource protection. I understand the importance of developing consistency in SOI operations/activities and facilitating robust, comprehensive service reviews. I am fully committed to integrity and transparency in governance.

Finally, as a long-time resident of Contra Costa County for over twenty years, I understand the local needs and conditions of our County. I am eager for the opportunity to collaborate with you and would appreciate your vote.

Best,

Michelle R. Lee
President
San Ramon Valley Fire Protection District
MichelleLee@srvfire.ca.gov
(925) 553-9269

www.firedepartment.org

Candidate Statement
Scott Pastor, Vice President, Diablo Water District

RE: Alternate Position Contra Costa County Local Agency Formation Commission (LAFCO)

I am pleased to announce my candidacy for the special district representative alternate seat on the Contra Costa County Local Agency Formation Commission (LAFCO). I respectfully request your vote to this commission.

Reelected to the Diablo Water District in 2022, I am the immediate Vice President, and previously served as Vice President in 2021, 2022.

I am retired from public service after serving 31 years in emergency services.

Special districts provide a unique, tailored, and critical service to the community that we serve. As a segment of local government, we must have a strong voice in our county, orderly growth, and operation. Both my professional career and elected government experience provided me with the unique ability to voice the concerns of our communities, make fair and equitable decisions, and ensure proper oversight of local government boundaries in operations.

I look forward to working with you now, and in the future, as we collectively support the future of the Contra Costa County. Please feel free to contact me directly at srpastor@diablowater.org.

Thank you for your support.



A Project of Earth Island Institute

1771 Alcatraz Avenue, Berkeley, CA 94703

Tel: (510) 734-3835

Email: info@kidsforthebay.org

www.kidsforthebay.org

Mandi Billinge, Executive Director/Founder

June 1, 2023

Rex Delizo, P.E.
District Manager
Stege Sanitary District
7500 Schmidt Lane
El Cerrito, CA 94530-0537

Dear Rex,

The Watershed Action Program in El Cerrito is going very well this school year. Watershed lessons are complete at Harding Elementary School, students and teachers are excited to complete a creek restoration Action Project at Cerrito Creek and a field trip to Keller Beach. The enclosed report highlights some of the successes we have had educating and inspiring El Cerrito students, teachers and families to be empowered as environmentalists and to advocate for healthier watersheds by reducing pollution. Please find enclosed:

- Progress Report Narrative
- 2022-2023 School Year Invoice
- Photo documents of our students in action
(Please note these pictures are for internal use only, as some families have requested their child's picture not be released to the general public).

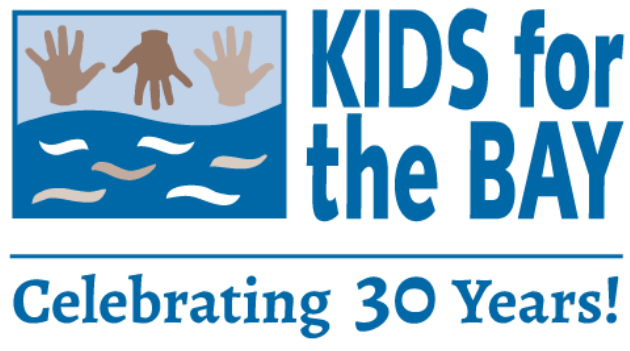
I hope you will enjoy reviewing these materials.

Sincerely,

Mandi Billinge
Executive Director/Founder

Everyone is an Environmentalist!

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WATERSHED ACTION PROGRAM PROGRESS REPORT

PREPARED FOR
STEGE SANITARY DISTRICT

KIDS for the BAY
1771 Alcatraz Avenue
Berkeley, CA 94703

INTRODUCTION

KIDS for the BAY (KftB) is providing the Watershed Action Program (WAP) to two fifth grade classes in the City of El Cerrito during the 2022-2023 school year. This program is engaging sixty students, their families, and two partner teachers at Harding Elementary School in El Cerrito. KftB Educator Sakshi Srivastava is delivering hands-on environmental science education to students, teachers and families, and inspiring them to take action to protect their local watershed. Partner teachers Susan Gonzalez and Richard Lyon are very passionate about learning and teaching this meaningful curriculum.

SUMMARY OF 2022-2023 WATERSHED LESSONS

The fifth grade students and teachers at Harding Elementary were thrilled to begin the WAP and to learn about their local watershed and how to take action in their community. Students were eager to engage in watershed science experiments, investigations, and Environmental Action Projects. Teachers have learned new hands-on, investigative approaches to teaching environmental education. Students and teachers were very engaged in exploring and connecting with nature, both in the classroom, outdoors on the school campus and in the surrounding neighborhood. KftB programs are helping to engage school communities in connecting with nature, learning hands-on science and taking action to help protect and restore their local watershed environment.

Watershed Investigations

Harding Elementary School is connected to two local watersheds in El Cerrito, California: The Cerrito Creek Watershed and the Point Isabel Watershed. It is located about half a mile away from Cerrito Creek and is near Harding Park.

Fifth grade students in Mr. Lyon's and Ms. Gonzalez's class were excited to learn about their environment and how they are connected to the larger San Francisco Bay watershed. As their KIDS for the BAY Educator, Sakshi Srivastava, was setting up the materials, students began to file into the classroom. Upon seeing the equipment, students started asking their teacher, "What are we doing today, are we learning about water?" Ms. Sakshi was thrilled to hear that many students had some background knowledge about watersheds. When asked what a watershed is, Momo shared, "A high place where water goes down and collects." Makai added, "It's where water collects from lots of different places, like how creeks and rivers connect to bigger bodies of water like the ocean."

The young environmentalists were eager to conduct their first experiment, to create mini watershed models using crumpled parchment paper, blue and brown colored markers, and water spray bottles. They were excited to see how watersheds are formed and to predict and test how the water would flow in their model watersheds. Lulu pointed to her group's parchment paper and predicted, "I think the water will flow down this way, but it won't

run off the paper. It will make a puddle here.” Another young scientist Akito said, “I think this is where the water would start because it's the highest spot on the mountain!” Students watched intently as the water flowed across the grooves and ridges of the paper landforms. Chuck exclaimed to his group, “Look! The water is going where we predicted!”

Everyone was thrilled to go outside onto their school campus to explore, observe, and investigate their own local watershed and complete a Watershed Scavenger Hunt. Using their senses students searched for flowers, trees, insects and birds, and paid attention to smells, and sounds. The class also noticed storm drains and signs of pollution. One young environmentalist named Kiyo observed, “The only storm drain I see is behind that gate so I can't look inside it, but I have seen a storm drain before that had trash in it.” Students were surprised to find trash on the ground in areas that they play in daily. The class searched hard but could not find any insects, until someone noticed some bees in a trap. “Why are the bees in a trap? Don't they help plants?” wondered Noah. Ms. Sakshi explained that the trap was for wasps, but had unfortunately captured some honey bees as well.

Back in the classroom, the watershed explorers loved studying large, colorful satellite maps of the San Francisco Bay and learning that the special estuary they all live near to can be pictured as the outline of a mermaid or a whale tail. The young scientists were able to identify islands, rivers, the Pacific ocean, and their own city of El Cerrito on the satellite maps. When looking at the different colors represented in the topography, Daniel asked, “Does the map always have the same amount of green and brown on it?” Ms. Sakshi extended the question to the class, and Evalyn responded, “I think it is more green when it rains or more brown when it's really dry.” Mr. Lyon was especially excited to hear these discussions among his students. “I love maps! We never get to spend enough time on geography, so many students don't know how to use maps or where to find cities near us on the map,” he explained. The students enjoyed studying the watershed maps as well. As Ms. Sakshi was leaving, Lila asked, “Will we get to label more maps next time?” Ms. Sakshi let her know that we would be working on different activities, and assured Lila that there were many more exciting activities to come!

Estuary Studies and Bay Models

Building on their knowledge of watersheds from the previous lessons, students were very excited to make three-dimensional models of the San Francisco Bay estuary watershed, to mix freshwater from the rivers and saltwater from the ocean, and to create brackish water in the bay estuary. Students carefully studied their maps of the bay and constructed bridges, islands and mountains out of clay to add to their bay models. They were amazed at how many bridges there are in the Bay Area.

Ms. Sakshi asked the students to point to the rivers and the ocean before starting the experiment. She was impressed by their ability to transfer their understanding of the satellite map they studied previously into their bay model. The code word “Estuary!” was a signal for students to start pouring fresh and saltwater in their designated spots in the

bay model. The young scientists made sure to carefully ‘make it rain’ over the rivers, and to pour the saltwater gently into the Pacific Ocean. Lucas observed, “Our land is flooding just like it has been outside!” The Bay Area was experiencing major storms at this time that caused flooding in various regions. Students observed in their models how the amount and speed of rainfall can interact with surrounding land. Evelyn summarized, “The water is the most blue in the ocean and the least blue in the rivers. In the bay, it is lighter blue because the two types of water mixed into brackish water.”

After adding food color dye, to represent pollution, to their bays, the students were devastated to see how the ‘pollution’ spread in their models. “No! Please don’t hurt our animals!” exclaimed Swapnil. Students watched sadly as the pollution spread across their model. “All of our animals got surrounded by pollution except for one. This dolphin is the only survivor,” said Makai.

The Storm Drain System

Students learned about the storm drain system, which connects water drainage from their streets to local creeks that flow into creeks, the bay and the Pacific Ocean. They discovered that water flowing into the storm drain system never gets cleaned, therefore it can carry many pollutants, including plastic trash, into watershed ecosystems. Ms. Sakshi explained the harmful impacts of plastic pollution on fish and wildlife, and about how microplastics are broken down from plastic pieces and can infiltrate food chains and provide health hazards to wildlife and people. The students understood the importance of healthy functioning storm drains.

The Sanitary Sewer System

Students compared and contrasted the storm drain system with the sanitary sewer system. Many students initially did not know that there was a difference between the two systems. To help them understand this, Ms. Sakshi made a Venn diagram on the board which the students helped to complete with information they learned in a video. “I learned that water in the sanitary sewer system gets cleaned, but water in the storm drain system does not,” said Lucas. Evelyn shared, “One holds rainwater and the other holds shower and sink water.” The students were presented with images of what should not go into our sanitary sewer system. Some students were confused about why wipes, even ‘biodegradable/flushable’ wipes, could not be flushed down the toilet. “Wipes might have some chemicals that are bad for the environment. Toilet paper is more thin and just breaks down in water, but even a ‘flushable’ wipe wouldn’t break down like that,” a student named Charles explained. Classmate CJ added, “I understand why we shouldn’t put medicine down the drain if it goes to the ocean. I would never put it in my fish tank, my fish shouldn’t be eating that and neither should fish in the bay and ocean!”

In addition to wipes and medicine, students learned how to properly dispose of FOG (Fats, Oils and Greases) by always putting these in the trash and never down the drain. To explain the reasoning, Ms. Sakshi asked the class if they had learned about the different states of matter before. Karma raised her hand to make a guess, “Are they gas, solid and liquid?” “You got it!” confirmed Ms. Sakshi. “Can anyone give an example of something

in this classroom and tell me what state of matter it is?” Karma pointed to her notebook and said, “This paper is a solid, and so is this pen!” Ms. Sakshi went on to explain how some things can change their state of matter due to temperature. She gave the example of water into ice and asked the class if they could think of another situation where this happens. Ms. Sakshi pulled out a jar of coconut oil to demonstrate with. Seeing the jar, Isaiah exclaimed, “Why didn't I think of that! When my mom makes bacon she pours the grease into a container and I see that it hardens when left out.” The class watched as a student volunteer, Zora, held a piece of coconut oil in her hands until it melted from her body heat. “I bet if there was a lot of oil in the pipes and it got cold, the pipes could clog or even break and flood!” Daniel explained. The students were beginning to understand the many ways that their everyday actions can impact the sanitary sewer system and the watershed.

Plastic Pollution and its Impact on Wildlife

To further understand the impacts of plastic pollution, and increase motivation to take action, students looked at real images of animals hurt by plastic, including sea lions caught in fishing nets, and the polluted stomach contents of an albatross. Emiliano noted, “I think that turtle probably got stuck in the plastic rings when it was really small and so when it grew, the shell had to adapt to grow around it. I don't think that's good for the turtle.” Students wondered if the plastic rings affected the turtle's organs and hoped that the scientists who took the photo cut the plastic off them to save them. Students were surprised to learn that they have seen microplastics without knowing that they were plastic. “Is there a way that we could collect microplastics from the beach and use it to make something else? One way that I have reused is by using plastic to make art. I think I could use some micro plastics to make art too. Then the art would send a message about the plastic I found in the environment,” shared Zora. Ms. Sakshi was inspired by the care and thought students were putting into their ideas as environmentalists.

Campus and Neighborhood Cleanup

The young environmentalists were very inspired to clean up trash from their local watershed and school campus. Ms. Sakshi introduced the Neighborhood Survey worksheets that students would complete during each trash cleanup project. Everyone reviewed the categories of trash to look for and to clean up, as well as how to use tally marks to complete the survey by recording observations of types of stormwater pollution. The two classes were very proud to collectively clean up 1,372 pieces of trash, equalling a total of 57.23 gallons of trash! They were happy to know that the work they did made a difference and would help protect animals that live in local creeks, the bay and the ocean.

Back in the classroom the students discussed the lifecycle of litter. Ms. Sakshi showed students an image of a landfill and asked them, “Where does trash go when we throw it in the bin?” Students exclaimed, “Landfills! It goes to a landfill!” One student named CJ added, “A landfill is like a graveyard for trash.” All the young environmentalists agreed that preventing pollution from entering our environments is a much better option than cleaning it up afterwards. They had some great ideas about using the Five Rs (Reduce, Reuse, Recycle, Rot and Refuse) to create less waste. Joanna shared, “When I get sushi

from the store they give it in a plastic container and *then* put the plastic container in *another* plastic bag. That's a lot of plastic! To help, I could refuse the plastic bag and bring my own bag, and then reuse the plastic container once I'm done." Another young environmentalist Darrijae agreed with reusing, exclaiming, "You can always reuse the plastic bags from the store because they are actually stronger than the paper bags they give you. I use those bags for lunch sometimes!" A classmate Karma added, "Along with reusing and recycling, my family takes the bus or BART when we can. This is better for the environment than driving your own car."

Bay Food Chains and Bay Organism Investigations

Students were excited to explore what the watershed provides humans and what other species it is shared with. They studied complex relationships between bay organisms by reviewing food chains and animal adaptations.

The class focused on a specific food chain example including bull kelp. Ms. Sakshi shared that this type of seaweed is very important to the San Francisco Bay - Pacific Ocean ecosystem and that humans breathe oxygen from seaweed everyday, and possibly also use algin, an ingredient derived from kelp that is found in ice cream and toothpaste as a thickening agent. The whole class stood to do ploga (play-yoga) movements to learn about the anatomy of bull kelp. Students imagined their heads were a bull kelp's air float holding them up near the surface of the water. Then they pretended the float was taken away during rough weather wave action, leading the students to fall slowly to the ground. The class laughed as they fell dramatically to the floor. They also discussed the impact that kelp dying off could have in an ocean ecosystem.

Students were very interested in carefully investigating real striped bass fish and Dungeness crabs from the bay. Ms. Sakshi demonstrated how to respectfully and safely study every body part and adaptation of the fish and crab. The class gasped in wonder when they discovered the inside of the striped bass gills and mouth, and opened up the crab claws and abdomen. A young scientist named Nico recognized, "I think I know why the crab is called a decapod. I know 'deca' means ten, so I think it is to tell us that crabs have ten legs." Everyone enjoyed using their senses and observational skills to investigate the organisms. Ryan exclaimed, "The striped bass fish scales feel kind of like plastic. It's like a layer that could protect the fish skin."

Watershed Health and the Environmental Justice Movement

Students adopted the role of watershed detectives to investigate their school campus looking for evidence to determine the health of their watershed. They categorized features of the environment as 'healthy', 'unhealthy', or 'both' and made arguments to support their claims. Zore argued, "Solar panels could be both because they create clean energy but they also can be harmful to build. Like the machines used to build them use fossil fuels." Another student had an interesting take on landfills. Noah believed, "I think landfills are in between. Because it's better than the trash being on the ground or in the ocean, but it still isn't good to have a landfill in the first place." Ms. Sakshi and the class

agreed that there were both healthy and unhealthy aspects to their environments and that they could all make choices to make the watershed healthier than it is today.

Focusing on the concept of environmental justice, Ms. Sakshi directed the discussion towards the distribution of unhealthy and healthy features in environments throughout the San Francisco Bay Area and beyond. The students learned about some inequalities in the impacts of pollution. Max summarized, “The girl tried to add more nature and less buildings into her community, but the man is trying to add more skyscrapers to make money for his company. I’m glad the young girl was able to get people to join her protest.” As environmentalists, the class was eager to learn how to help address environmental justice issues. Students were excited to learn about young environmental leaders who have enacted real change in their own communities. They discussed the qualities that make a good leader and compared the environmentalists they had learned about to civil rights leaders and historical figures they already knew. Our young environmentalists are looking forward to completing their own Action Project in the Watershed Action Program.

ACTION PROJECT

Environmental Action Projects provide students and teachers with the opportunity to become leaders in their schools and families, and have a positive impact on the health of their watershed. Ms. Gonzales’s class will be completing the waste reduction Action Project. They will analyze waste used in school lunches and host a zero waste lunch event. Mr. Lyon’s class will be completing the creek restoration action project. They will focus on biodiversity and erosion and have the opportunity to work with Friends of Five Creeks. Details of the Action Project will be provided in the final report.

FIELD TRIP

This program will culminate with a Field Trip to Keller beach later this spring. Details of the field trip will be provided in the final report.



A Project of Earth Island Institute

1771 Alcatraz Avenue, Berkeley, CA 94703

Tel: (510) 734-3835

Email: info@kidsforthebay.org

www.kidsforthebay.org

Mandi Billinge, Executive Director/Founder

INVOICE
June 1, 2023

TO: Stege Sanitary District
ATTN.: Rex Delizo, P.E.

FROM: Earth Island Institute/KIDS for the BAY
Tax ID#: 942889684

SERVICE: Watershed Action Program for two fifth grade classes

DESCRIPTION: Professional development for two teachers with Academic Credit units option
Four hands-on watershed lessons for each class of teachers and students
Implementation of student-centered Environmental Action Projects
Bay Field Trip to Keller Beach
Curriculum Guide
Equipment kit
Ongoing support when teachers continue to teach the program to future classes of students through our Blue Watershed Classrooms teacher follow-up support program

FEE: \$12,000

Please make your check payable to KftB/Earth Island Institute and mail to the above address.

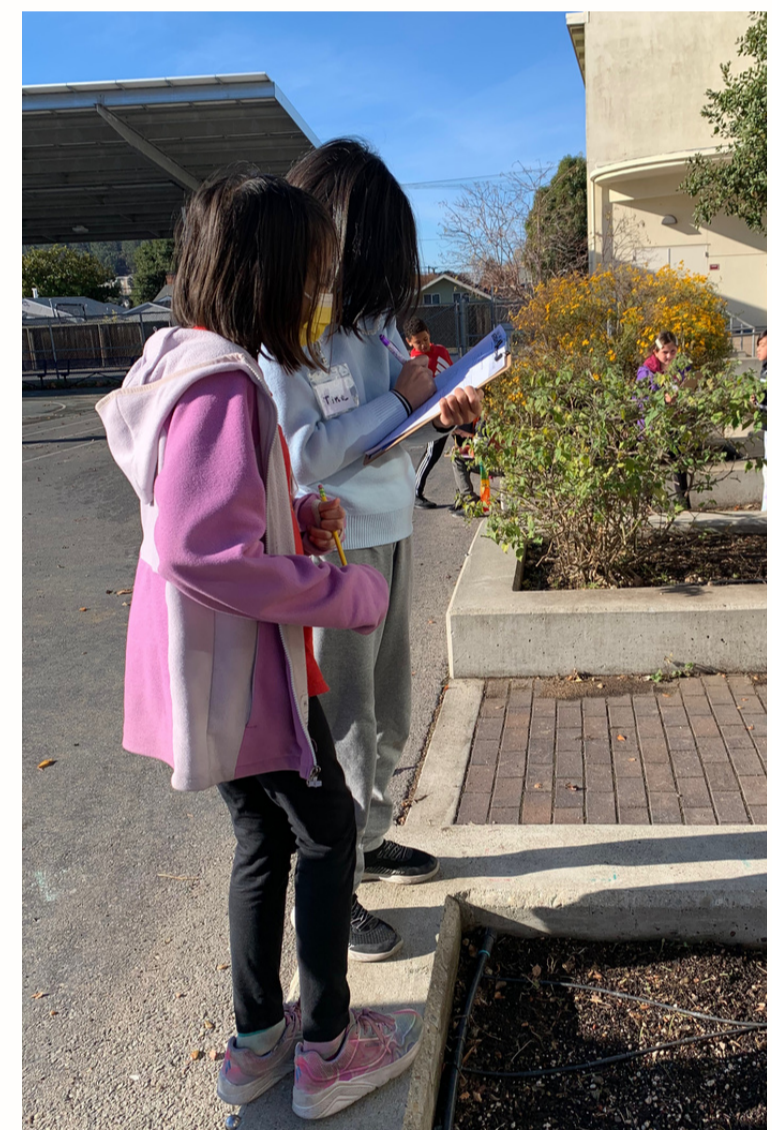
Everyone is an Environmentalist!



The young environmentalists from Harding Elementary did hands on experiments and activities to learn about their watershed. Pictured below are students investigating an estuary model, creating a miniature watershed model reading about environmental justice leaders and picking up trash on thier campus!

"I love maps, Thank you for bringing these! We never get to spend enough time on geography, so many students don't know how to use maps or where to find cities near us on the map."

**Mr. Lyon, Fifth Grade Teacher,
Harding
Elementary School, El Cerrito**



The two classes were very proud to collectively clean up 1,372 total pieces of trash!



KIDS for the BAY Brings the Estuary to the Classroom

*Photos are for internal use only



Students enjoyed being able to hand build clay bridges and islands to complete scientific models of the San Francisco Bay Estuary. Adding in fresh water to the rivers and salt water to the ocean allowed them to see where the waters mix!



"Is there a way that we could collect microplastics from the beach and use it to make something else? I think I could use some micro plastics to make art too, Then the art would send a message about the plastic I found in the environment."

Zora, Fifth Grade Student, Harding Elementary School, El Cerrito

"A landfill is like a graveyard for trash."

CJ, Fifth Grade Student, Harding Elementary School, El Cerrito

**STEGE SANITARY DISTRICT
MONTHLY MAINTENANCE SUMMARY REPORT
May-23**

1. ROUTINE PREVENTIVE MAINTENANCE ACTIVITES

	Days	Feet
There were 22 normal working days		
Unit #10 (combo) operated:	17	75,865
Unit #11 (rodder) operated:		
Unit #15 (video) operated:	10	15,474
Unit #16 (combo) operated:	12	17,022

	Month (feet)		Quarter (feet)		
	Planned	Unplanned	Planned	Unplanned	Remaining
Total Cleaned	79,460	13,428	134,021	26,529	68,049
Total Video	7,997	7,477	13,638	13,925	46,443

2. MONTHLY SERVICE CALLS

After-hour service calls: 4 Calls 4 Calls 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
2023	5	8	12.8	4	7.0	1	3	0	0
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				
0	1	2	9	0	0				

3. SAFETY AND TRAINING

Safety and training meetings were conducted twice a month.

MONTHLY SERVICE CALLS

May-2023

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
5/1/2023 Monday 2:28 PM	186304 186004	2126 JUNCTION AVE. EL CERRITO, CA 94530 <i>Last Call: 12/1/2001</i>	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B	ML, O	ML	Y	SSO WAS CAUSED BY SLIPLINE MORTAR NOT SEALED AT CONNECTION.
5/5/2023 Friday 8:07 AM	102203 102003	1438 CARLSON BLVD. RICHMOND, CA 94804	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D,OF,R, W	MH	B	ST, SD	DEBRIS, ROCKS, AND ROOTS CAUSED SSO.
5/19/2023 Friday 6:57 PM	101229 101228	5711 HUNTINGTON AVE. RICHMOND, CA 94804	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	A				THE WATER WAS THE CUSTOMER'S PROBLEM.
5/22/2023 Monday 7:07 AM	188220 188217	5810 RAY 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.
5/26/2023 Friday 10:13 AM	187218 187210	5619 JORDAN AVE. EL CERRITO, CA 94530 <i>Last Call: 1/17/2022</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
5/28/2023 Sunday 6:10 PM	203109 203108	5611 CENTRAL 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.
5/30/2023 Tuesday 10:00 AM	221302 221017	7305 FAIRMOUNT AVE. EL CERRITO, CA 94530 <i>Last Call: 3/12/2021</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THE CONGESTION TO BE THE CUSTOMER'S PROBLEM.
5/30/2023 Tuesday 7:40 PM	251216 251215	7717 EUREKA AVE. EL CERRITO, CA 94530 <i>Last Call: 11/16/2015</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.

PROBLEM TYPE:

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

SPILL

LOCATION:

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

SPILL

CAUSE:

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

SPILL END

LOCATION:

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

MAINLINE:	2
LATERAL:	5
OTHER:	1
TOTAL SERVICE CALLS:	8
MAINLINE OVERFLOW:	2
MAINLINE SURCHARGE:	0

SANITARY SEWER OVERFLOWS (SSOs) LAST 12 MONTHS

June-2023

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS	CAT*	VOL	RCVR'D	NET
6/8/2022 Wednesday 9:54 AM	282319 220026	6831 STOCKTON AVE. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D, E	CO	B	ST,SD,Y	EBMUD DAMAGED LAMPHOLE #282318 AND FILLED WITH ASPHALT.	CAT 3	80 gallons	80 gallons	0 gallons
8/8/2022 Monday 11:30 PM	273103 273001	27 SUNSET DR. KENSINGTON, CA 94707	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	LC, R	BLDG	B	ST	LATERAL ROOT CAUSED SSO.	CAT 4	15 gallons	10 gallons	5 gallons
11/19/2022 Saturday 1:49 PM	234220 234205	285 LEXINGTON AVE. KENSINGTON, CA 94707	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D,F,OF	MH	B	ST	SOFT STOPPAGE DUE TO DEBRIS AND WIPES	CAT 4	3 gallons	0 gallons	3 gallons
12/5/2022 Monday 9:13 PM	281406 281405	938 AVIS DR. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	OF,R,W	MH	B	Y	WIPES AND ROOTS CAUSED SSO	CAT 3	112 gallons	0 gallons	112 gallons
1/12/2023 Thursday 10:05 AM	234016 234015	620 COVENTRY RD. KENSINGTON, CA 94707	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	G, R, W	MH	B	SD,Y,ST	ARRIVED ON SITE FOUND MANHOLE OVERFLOWING. WE BROKE THE STOPPAGE AND CLEANED UP.	CAT 1	10,660 gallons	0 gallons	10,660 gallons
2/7/2023 Tuesday 11:53 AM	184102 184101	11755 SAN PABLO AVE. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B,D, P	ML	ML	ST, SD	PG&E BROKE DISTRICT LINE	CAT 4	5 gallons	5 gallons	0 gallons
2/15/2023 Wednesday 7:40 PM	265304 265303	838 SEA VIEW DR. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D, OF, T	MH	B	SD, Y	BROKEN MANHOLE.	CAT 4	34 gallons	34 gallons	0 gallons
5/1/2023 Monday 2:28 PM	186304 186004	2126 JUNCTION AVE. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B	ML, O	ML	Y	SSO WAS CAUSED BY SLIPLINE MORTAR NOT SEALED AT CONNECTION.	CAT 4	5 gallons	5 gallons	0 gallons
5/5/2023 Friday 8:07 AM	102203 102003	1438 CARLSON BLVD. RICHMOND, CA 94804	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D,OF,R, W	MH	B	ST, SD	DEBRIS, ROCKS, AND ROOTS CAUSED SSO.	CAT 3	78 gallons	78 gallons	0 gallons

PROBLEM TYPE:

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

SPILL LOCATION:

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

SPILL CAUSE:

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

SPILL END LOCATION:

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

TOTAL MAINLINE SSOs: 9
MAINLINE BREAK SSOs: 2
MAINLINE SURCHARGE SSOs: 0
CATEGORY 1 SSOs: 1
SSOs INTO BUILDINGS: 0

TOTAL SSO VOLUME (GALS): 10,992
TOTAL VOLUME RECOVERED (GALS): 212
TOTAL VOLUME UNRECOVERED (GALS): 10,780

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS	CAT*	VOL	RCVR'D	NET
------	----------	---------	----------	------	-----	-------	-----	----------	------	-----	--------	-----

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

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

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

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

STEGE SANITARY DISTRICT
MONTHLY REPLACEMENT AND REPAIR SUMMARY
May 2023

I SEWER REPLACEMENT - FY 2022-2023			
A.	BUDGET ALLOCATION		\$3,259,000
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$0
C.	SEWER REPLACEMENTS PAID THIS MONTH (NO RETENTION)		
1	APB ENGINEERING	\$518,787	
SUBTOTAL FOR THIS MONTH			\$518,787
D.	TOTAL BUDGET EXPENDED (NO RETENTION)	15.92%	\$518,787
E.	TOTAL 5% RETENTION HELD		\$27,305
F.	BUDGET REMAINING	83.24%	\$2,712,908
G.	PERCENTAGE OF FISCAL YEAR REMAINING	8.33%	
H.	TOTAL REPLACEMENT FOOTAGE PAID TO DATE	3,095	(\$ 176.44 /LF)

II SEWER REPAIRS - FY 2022-2023			
A.	BUDGET ALLOCATION		\$70,000
B.	PRIOR BUDGET EXPENDED		\$66,475
C.	SEWER REPAIRS PAID THIS MONTH	<u>REPAIR COST</u>	
1		\$0	
SUBTOTAL FOR THIS MONTH			\$0
SUBTOTAL FOR LAST MONTH			\$66,475
D.	TOTAL BUDGET EXPENDED	94.96%	\$66,475
E.	TOTAL RETENTION HELD	0.00%	\$0
F.	BUDGET REMAINING	5.04%	\$3,525
G.	PERCENTAGE OF FISCAL YEAR REMAINING	8.33%	
H.	TOTAL NUMBER OF REPAIRS PAID TO DATE	10	(\$6,648 /REPAIR)

**STEGE SANITARY DISTRICT
MONTHLY REPLACEMENT AND REPAIR SUMMARY
May 2023**

III SAN PABLO AVE SPECIFIC PLAN AREA (SPASPA) UPGRADE - FY 2022-2023			
A.	BUDGET ALLOCATION		\$0
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$0
C.	SPASPA UPGRADES PAID THIS MONTH (NO RETENTION)		
	1		
SUBTOTAL FOR THIS MONTH			\$0
D.	TOTAL BUDGET EXPENDED (NO RETENTION)	0.00%	\$0
E.	TOTAL 5% RETENTION HELD	0.00%	\$0
F.	BUDGET REMAINING	100.00%	\$0
G.	PERCENTAGE OF FISCAL YEAR REMAINING	8.33%	
H.	TOTAL SPASPA UPGRADE FOOTAGE PAID TO DATE	<input style="width: 50px; height: 15px;" type="text"/>	(\$ - /LF)



STEGE SANITARY DISTRICT

Report Date: 6/5/2023

% FY Remain: 8.33%

BOARD OF DIRECTORS CONSENT DECREE PROGRESS REPORT

FY Start Date 7/1/2022

FY End Date 6/30/2023

CD Start Date 9/22/2014

FY "Effective" Date 7/1/2013

CIP PROJECT	22201	COMPLETED	GOAL	PERCENTAGE
REPLACED since FY start	3,012 /	12,373	LF Yearly Objective Rate	24%
REPLACED since FY "Effective" Date	111,873 /	103,066	LF Cumulative Requirement	109%
CLEANED since FY start	926,009 /	211,200	LF Minimum Requirement	438%
HOTSPOTS since FY start	258,622 /	100,000	LF Minimum Requirement	259%
CCTV since FY start	178,721 /	77,616	LF Yearly Objective Rate	230%
CCTV since CD start	1,852,748 /	737,352	LF Cumulative Requirement	251%
ROOT FOAMING this FY	39,164 /	2,682	LF Minimum Requirement	646%

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
- Masks and hand sanitizer
- 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
- Zip Ties
- Scissors
- #3 Slot Head Screwdriver
- Channel Lock Pliers
- Tissue
- Tape
- Waste Can
- Small cooler w/ bottled water for Directors
- Board Member Contact List (in each box)
- Pad of paper for taking notes and info
- Schedule w/ Cell Phone #
- Monday setup
- Park truck onsite

Informational Handouts & Giveaways

- Latest Newsletter
- Latest Registered Contractors List
- Plumbers Outreach Tri-fold
- Wipes Outreach Tri-fold/Poster
- BPD Outreach Tri-fold
- General Guidelines
- 100th Anniversary Book
- Budget
- Performance Report
- BPD Drawing
- Easement Ordinance
- SSD Pens/Magnets/Other
- *SSD Hand Sanitizer*
- PSL Loan Program

Schedule (11am-5pm)

Setup	[staff]
11am-12:30	O’Keefe
12:30-2:00	Beach
2:00-3:30	Gilbert-Snyder
3:30-5pm	Merrill
Pack up	[staff]

MESSAGES

PSL Loan Program

Proper “Flushable” Wipes Disposals

Sewer Problems? Call us first!

**California Association of Sanitation Agencies (CASA)
2023 Annual Conference
August 9 -11, 2023
San Diego, CA**

**Manchester Grand Hyatt
Hotel Reservations**

	<u>Arrival Date</u>	<u>Departure Date</u>	<u>CSRMA</u>
Tessa Beach	8/8/2023	8/11/2023	Yes
Juliet Christian-Smith	8/9/2023	8/11/2023	No
Paul Gilbert-Snyder	Not Attending		
Dwight Merrill	8/9/2023	8/11/2023	No
Beatrice O'Keefe	Not Attending		

CSRMA Risk Management Seminar at August 2023 CASA Conference

August 9, 2023 - Manchester Grand Hyatt in San Diego, CA

Date: August 9, 2023

Time: 8:00am to 12:00noon

Location: Manchester Grand Hyatt San Diego, One Market Place, San Diego, CA 92101

Check-in and hot buffet breakfast begins at 7:00am.

TIME	TOPIC
7-8am	CATERED BREAKFAST (<i>Breakfast ends promptly at 8am</i>)
8-9am	<p>Best In Class Collection Systems - It Does Not Happen By Accident And It All Starts With Leadership</p> <p>The agencies that have a top notch Wastewater Collection System with low spill rates, low claims and engaged employees did not achieve these results by chance. There are proven strategies and Best Management Practices that can help any agency move from where you are, to becoming #1 in the #2 business...if they are willing to take the necessary hard steps. Even if your agency is a Hot Mess, you can get there. Think long game and leaving it better than you found it.</p> <p>Andy Morrison <i>Principal at AMConsulting</i> <i>Retired Collection System Manager for Union Sanitary District</i></p>
9:10-10am	<p>What's Your SSMP Compliance Posture?</p> <p>Effective collection system managers striving to comply need to do more than the minimum for avoiding violations, enforcement/penalties, and negative attention from regulators. Assessing your agency's SSMP "compliance posture" is an essential first step to ensuring success for improving effectiveness and holding-up to scrutiny by regulators with new requirements including requirements for uploading your SSMP into CIWQS. Gain best practice tips in this session on how to further improve your compliance posture and documentation for scrutiny by regulators.</p> <p>James Fischer, P.E. <i>Principal, Fischer Compliance LLC</i> <i>Retired State Water Board Statewide Collection System Lead</i></p>
10:10-11am	<p>The Future of Collection System Operations and Maintenance</p> <p>Join us for high level overview on cutting edge technology and tactics with the use of state-of-the-art software, equipment, and training methods. Matching up the right technology and best practices for your issue(s) which will elevate you to where you need to be with condition assessment and data management and the future proofing your utility.</p> <p>Stephen Miksis <i>Vice President, SKL Solutions Inc.</i> <i>Retired Collection System Manager Ross Valley Sanitary District</i></p>

**11:10-
12pm**

When Your Neighbor's "Stuff" Backs Up In Your House

The revised SWRCB 12/6/22 Order required dischargers to update their Overflow Emergency Response Plans to Spill Emergency Response Plans by 6/5/23. This is an opportunity to make sure they address risk management issues and not just regulatory compliance when sewage backs up into someone's home/business as a result of a mainline stoppage/blockage (*CSRMA's most frequent liability claim*). This presentation will review CSRMA's mandatory Policy and Procedure on Residential Sewer Backup Claim and Claims Handling.

David Patzer

CSRMA Risk Control Advisor

Managing Partner DKF Solutions Group, LLC

RESOLUTION NO. 2226-0623 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 of 3.9% to \$260,100 per year effective as of July 1, 2023.

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 \$260,100 (↑3.9%) per year effective as of July 1, 2023.

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. 2226-0623

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RESOLUTION NO. 2226-0623

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 of 3.9% to \$260,100 per year effective as of July 1, 2023.
- 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 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, 2023.

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 15th day of June 2022, by a X-X vote as follows:

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

JULIET CHRISTIAN-SMITH, 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, 2023.

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, 2023.

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, 2023 shall be **\$260,100** 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

Juliet Christian-Smith, President
Stege Sanitary District

Rex Delizo, PE
District Manager

Approved as to Form:

Kristopher Kokotaylo
District Counsel

RESOLUTION NO. 2227-0623 ESTABLISHING SALARY RANGES OF MAINTENANCE,
TECHNICAL, AND ADMINISTRATIVE EMPLOYEES EMPLOYED BY STEGE
SANITARY DISTRICT, BEGINNING JULY 1, 2023

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 +3.56% 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 and adjusted by the April CPI-W figure in 2022. The proposed salary ranges are based on an adjustment from the latest 2023 April CPI-W figure (+3.56%).

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. 2227-0623

RESOLUTION NO. 2227-0623

RESOLUTION APPROVING AN AMENDMENT TO THE SALARY RANGES
OF MAINTENANCE, TECHNICAL, AND ADMINISTRATIVE EMPLOYEES EMPLOYED
BY STEGE SANITARY DISTRICT, BEGINNING JULY 1, 2023,
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 +3.56% is appropriate for salary ranges effective as of July 1, 2023.
- 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, 2023 as follows:

**SALARY RANGES OF EMPLOYEES EMPLOYED BY
STEGER SANITARY DISTRICT BEGINNING JULY 1, 2023**

<u>CLASSIFICATION</u>	<u>MONTHLY SALARY RANGE (\$)</u>
COLLECTION SYSTEM WORKER I	\$6,890 to \$8,890
COLLECTION SYSTEM WORKER II	\$7,704 to \$9,940
COLLECTION SYSTEM WORKER III	\$8,331 to \$10,750
COLLECTION SYSTEM SUPERINTENDENT (IV)	\$11,230 to \$14,490
ENGINEERING TECHNICIAN/INSPECTOR	\$9,230 to \$11,910
SENIOR CIVIL ENGINEER	\$13,191 to \$17,020
ADMINISTRATIVE ASSISTANT	\$6,231 to \$8,040
ADMINISTRATIVE SUPERVISOR	\$12,385 to \$15,980
DISTRICT MANAGER	\$21,675 to \$21,675

* * * * *

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 15th day of June 2023, by a X-X vote as follows:

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

JULIET CHRISTIAN-SMITH, President
 Steger Sanitary District
 Contra Costa County, California

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District

RESOLUTION NO. 2228-0623 APPROVING AND ADOPTING ANNUAL BUDGET
FOR FISCAL YEAR 2023-24

ISSUE:

The District budget for fiscal year 2023-24 is ready for consideration and approval by the Board.

FISCAL IMPACT:

Approval of the budget will provide the authority to spend \$3,470,661 for operating needs and \$5,713,300 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 2023-24 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. 2228-0623
- June 16, 2023 Memo from District Manager to Board re: 2023-24 Budget
- Stege Sanitary District Fiscal Year 2023-24 Budget

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RESOLUTION NO. 2228-0623

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 2023-2024.
- B. Public sessions have been held to review and consider various District financial requirements for fiscal year 2023-2024.
- 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 2023-2024 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 15th day of June 2023, by a X-X vote as follows:

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

ABSTAIN: BOARD MEMBERS:

JULIET CHRISTIAN-SMITH, 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:
Tessa Beach
Juliet Christian-Smith
Paul Gilbert-Snyder
Dwight Merrill
Beatrice R. O'Keefe

Memorandum

To: Board of Directors

From: Rex Delizo, District Manager

Date: June 15, 2023

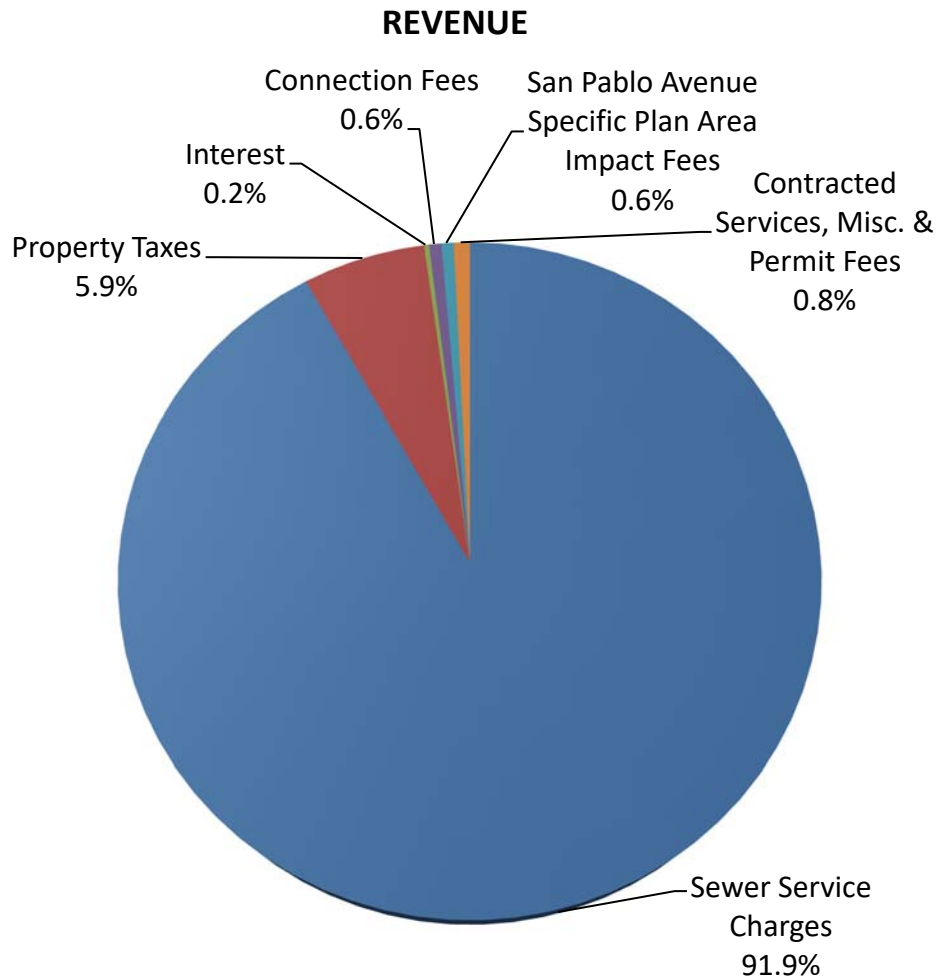
Re: Budget for Fiscal Year 2023-24

The Fiscal Year (FY) 2023-24 budget is presented for review and consideration by the Board of Directors. The budget includes all revenue and expenses for FY 2023-24 including supplemental data regarding fund target levels.

BUDGET OVERVIEW

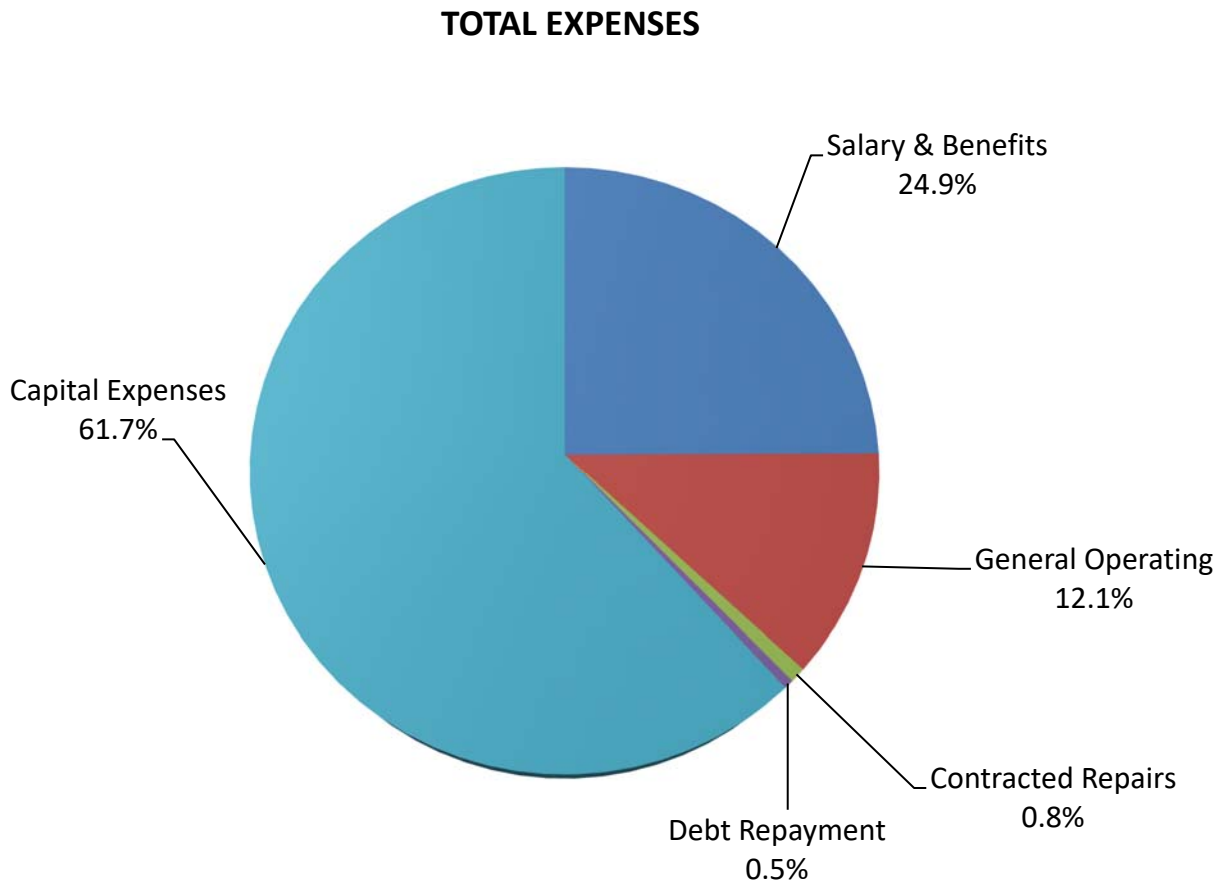
Revenue

The FY 2023-24 budget includes \$8,419,000 in revenue, exclusive of the transfer of funds. The budget estimates service charge revenue at \$7,733,000 (91.9% of total revenue), property tax at \$500,000 (5.9%), interest income at \$20,000 (0.2%), connection fees at \$50,000 (0.6%), San Pablo Avenue Specific Plan Area Impact Fees at \$50,000 (0.6%), and contracted services, miscellaneous income and permit fees at \$66,000 (0.8%).



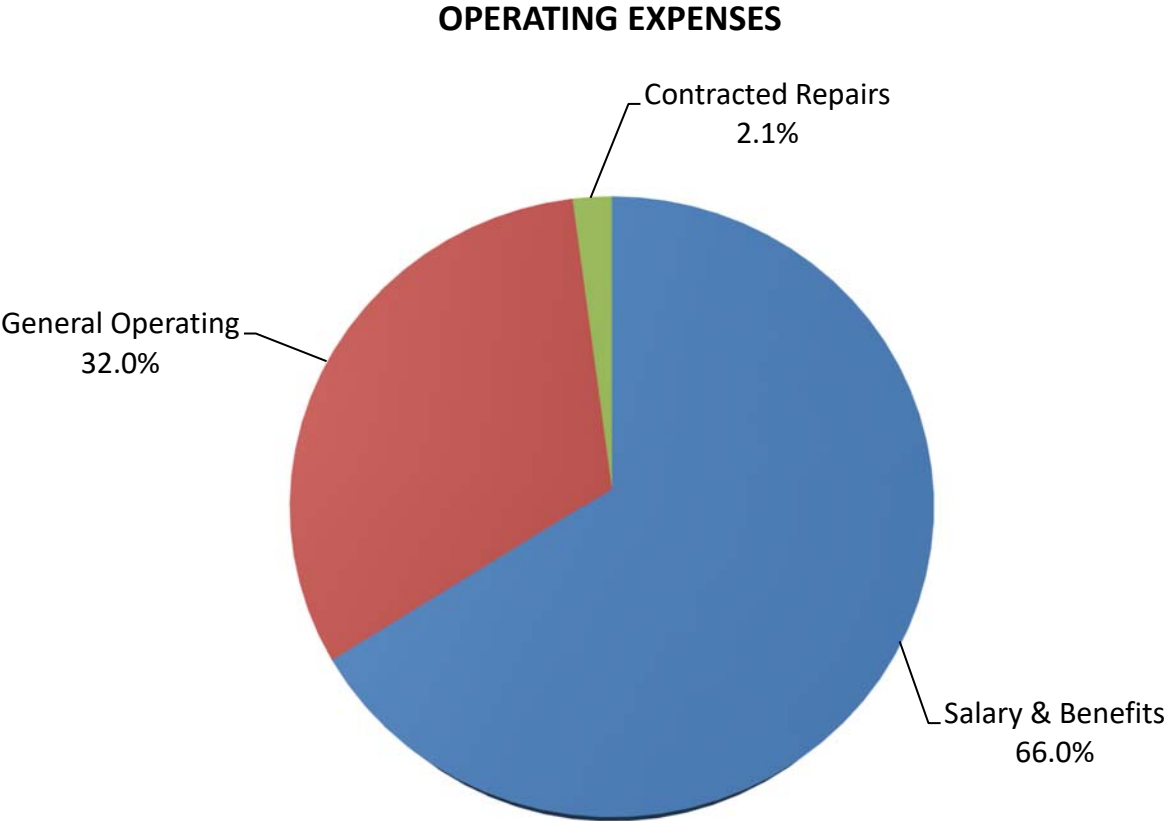
Expenses

The Total Operating and Capital Expenses for FY 2023-24 amounts to \$9,183,961. Salary and benefit expenses are budgeted at \$2,289,606 (24.9% of total expenses), operating and general expenses at \$1,109,055 (12.1%), debt repayment at \$43,900 (0.5%), repairs at \$72,000 (0.8%), and capital expenses (excluding debt) at \$5,669,400 (61.7%).



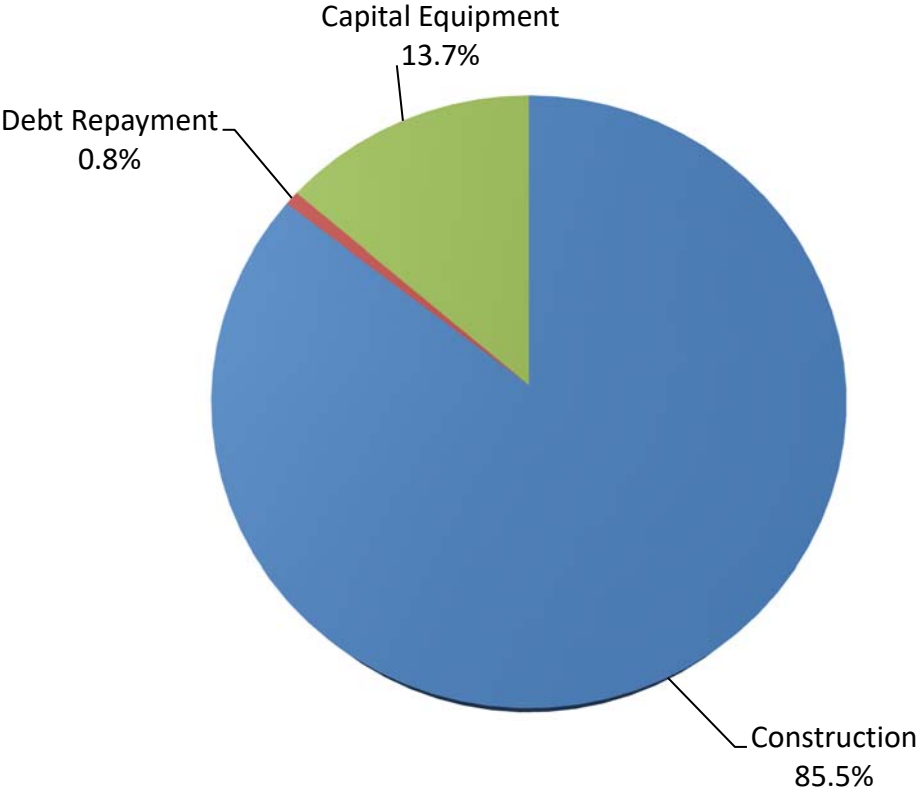
The budget estimates a deficit of \$764,961 which will transfer from the Working Capital and Reserve Fund.

The Operating Expenses for FY 2023-24 total \$3,470,661. 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 \$2,289,606 (66.0%) of the operating budget. The operating and general expenses are budgeted at \$1,109,055 (32.0%) and contracted repairs at \$72,000 (2.1%).



The Capital Expenses for FY 2023-24 total \$5,713,300. Construction costs total \$4,884,400 (85.5%) which includes \$3,473,000 for the annual sewer rehabilitation project, \$324,400 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 capital equipment expenses total \$785,000 (13.7%) and the annual debt service payment for an outstanding State Revolving Fund (SRF) loan is \$43,900 (0.8%).

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 (\$3,524,000) and the Capital Fund (\$4,895,000). 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 conservatively projected interest revenue of \$20,000 is split between both the Operation Fund and the Capital Fund. Expected revenue from miscellaneous income is set at \$21,000, permit and inspection fees at \$12,000, and contracted services at \$33,000, all of which are the average amounts over the last several years. Property tax revenue remains at \$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 proposed developments as outlined in the City of El Cerrito San Pablo Avenue Corridor - Major Projects Report.

Operating Expenses

The proposed operating budget for FY 2023-24 of \$3,470,661 represents an 4% increase versus last year's budget. Salary (\$1,574,160) and benefits (\$715,446) combined are 66% of the operating budget which is similar to past fiscal years as shown in the following table.

Salary and Benefits as Percentage of Operating Budget

Fiscal Year	Operating Budget (\$)	Salary (\$)	%	Benefits (\$)	%	Salary & Benefits (\$)	%
2023-24	3,470,661	1,574,160	45%	715,446	21%	2,289,606	66%
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%

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 \$25,256. Actual payments to retirees are anticipated to be about \$27,272, including administrative fees.

Contracted main line repair expenses are included as part of the operating expenses and increased slightly to \$72,000 which is consistent with the projections from the Sewer Rate Study.

Operating budget items notably different from the previous budget include:

- adding 4% to salaries which is a cost-of-living adjustment based on the latest April CPI-W figures,
- adding \$20,000 to hire a financial rate consultant to conduct a Connection Charge and San Pablo Avenue Specific Plan Area (SPASPA) Impact Fee Study and a Sewer Rate Study, and
- adding \$54,600 (20%) for liability and property insurance premiums as recommended by California Sanitation Risk Management Authority (CSRMA) due to market pressure created by wildfires, storms, civil disorders, and ‘social inflation’ (more litigation, more plaintiff-friendly judgements, and larger jury awards reflecting public sentiment more than actual damage).

Capital Expenses

The capital equipment expense of \$785,000 includes \$175,000 to fund 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 \$560,000 to replace a combination water jetting and vacuum system sewer cleaning truck which is at the end of its useful life and \$50,000 to replace a work truck that was deemed a “total loss” due to a recent accident.

A full rehabilitation of the Canon Pump Station is included at a budget amount of \$1,000,000. Also included is \$25,000 for manhole adjustments based on anticipated paving projects in El Cerrito, Richmond, and Kensington, \$50,000 for large interceptor cleaning by way of 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 \$3,473,000, continues to be the primary means of flexible and efficient main line replacement. This amount has been increased by 7% (\$214,000) 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 \$326,400 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 2023-24, based on the projected ending balances estimated for June 30, 2023. 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 2023-24 is calculated to be \$2,082,397.

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 2023-24 is calculated to be \$4,235,943.

Based on the budgeted figures as shown, the total fund balance at the end of FY 2023-24 is projected to be about \$3.3M more than the total target balance. Note that this amount is based on estimated expenditures for FY 2022-23. Actual expenditures will not be finalized until after July. But as shown, the information gives indication that the District continues to be in a solid financial position.

FY 2022-23 BUDGET PERFORMANCE

The final expenses for FY 2022-23 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 (rods, augers, hoses, and nozzles), sewer materials (pipe, fittings, manholes, and castings), professional services (technical/legal support, litigation expenses, labor relations, and flow monitoring modeling), and penalties & fines. 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 2022-23. The budget amounts for flow meters (\$175,000) and the

Private Sewer Lateral Replacement Loan Program (\$489,150) will not be fully expended and both carried over into FY 2023-24. Manhole adjustments (\$25,000) were not 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 2023-2024

ITEM	Fiscal Year 2022-2023 Budget	Fiscal Year 2023-2024 Budget	% Change
REVENUE			
I. SEWER OPERATION FUND (3418)			
Non Operating Income:			
Interest	\$ 15,000	\$ 15,000	0%
Miscellaneous	\$ 21,000	\$ 21,000	0%
Operating Income:			
Permit & Inspection Fees	\$ 12,000	\$ 12,000	0%
Sewer Service Charges	\$ 3,209,000	\$ 3,443,000	7%
Contracted Services	\$ 33,000	\$ 33,000	0%
Subtotal	\$ 3,290,000	\$ 3,524,000	7%
II. CAPITAL FUND (3423)			
Non-Operating Income:			
Interest	\$ 5,000	\$ 5,000	0%
Operating Income:			
Property Tax	\$ 500,000	\$ 500,000	0%
Capital Service Charges	\$ 3,775,000	\$ 4,290,000	14%
Connection Fees	\$ 50,000	\$ 50,000	0%
San Pablo Ave. Impact Fee	\$ 50,000	\$ 50,000	0%
Subtotal	\$ 4,380,000	\$ 4,895,000	12%
TOTAL REVENUE	\$ 7,670,000	\$ 8,419,000	10%

EXHIBIT B

STEGE SANITARY DISTRICT EXPENSE SUMMARY

FISCAL YEAR 2023-2024

ITEM	Fiscal Year 2022-2023 Budget	Fiscal Year 2023-2024 Budget	% Change
EXPENSES			
I. OPERATING EXPENSES:			
Dept 41 - Maintenance/Engineering	\$ 2,225,474	\$ 2,300,897	3%
Dept 41 - Pump Stations	\$ 40,020	\$ 40,020	0%
Dept 41 - Contracted Repairs	\$ 70,000	\$ 72,000	3%
Dept 45 - General & Administration	\$ 992,813	\$ 1,057,744	7%
SUBTOTAL OPERATING EXPENSES	\$ 3,328,307	\$ 3,470,661	4%
II. CAPITAL EXPENSES:			
Dept 41 - Capital Equipment	\$ 436,767	\$ 785,000	80%
Dept 41 - Debt Repayment (SRF)	\$ 43,900	\$ 43,900	0%
Dept 41 - Sewer Rehabilitation	\$ 3,833,150	\$ 4,884,400	27%
SUBTOTAL CAPITAL EXPENSES	\$ 4,313,817	\$ 5,713,300	32%
TOTAL	\$ 7,642,124	\$ 9,183,961	20%
OTHER EXPENSES:			
Transfer from Capital Fund	\$ -	\$ -	0%
Retiree Medical Fund	\$ -	\$ -	0%
SUBTOTAL OTHER EXPENSES	\$ -	\$ -	0%
TOTAL EXPENSES	\$ 7,642,124	\$ 9,183,961	20%

STEGE SANITARY DISTRICT TRANSFER TO/(FROM) RESERVES

FISCAL YEAR 2023-2024

ITEM	Fiscal Year 2022-2023 Budget	Fiscal Year 2023-2024 Budget	% Change
REVENUE	\$ 7,670,000	\$ 8,419,000	10%
EXPENSES	\$ (7,642,124)	\$ (9,183,961)	20%
SUBTOTAL	\$ 27,876	\$ (764,961)	
TRANSFER TO/(FROM) RESERVES	\$ 27,876	\$ (764,961)	

EXHIBIT C

STEGE SANITARY DISTRICT BUDGET - COMPOSITE

FISCAL YEAR 2023-2024

ITEM	FISCAL YEAR 2022-2023 BUDGET	FISCAL YEAR 2023-2024 BUDGET	% Change	OPERATIONS	GENERAL & ADMIN.
OPERATING EXPENSES:					
010 Salaries & Wages	\$ 1,515,960	\$ 1,574,160	4%	\$ 1,308,560	\$ 265,600
020 Employee Benefits	\$ 692,363	\$ 715,446	3%	\$ 557,280	\$ 158,166
030 Directors' Expenses	\$ 41,007	\$ 45,478	11%	\$ -	\$ 45,478
040 Election Expense	\$ 30,000	\$ -	-100%	\$ -	\$ -
060 Gasoline, Oil, Fuel	\$ 22,000	\$ 28,000	27%	\$ 28,000	\$ -
070 Insurance	\$ 265,400	\$ 320,000	21%	\$ 15,000	\$ 305,000
080 Memberships	\$ 18,600	\$ 19,100	3%	\$ 4,000	\$ 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	\$ 101,300	\$ 102,300	1%	\$ 102,300	\$ -
120 Professional Services	\$ 156,100	\$ 176,100	13%	\$ 84,000	\$ 92,100
130 Printing & Publications	\$ 29,000	\$ 29,000	0%	\$ -	\$ 29,000
140 Rents & Leases	\$ 1,800	\$ 1,800	0%	\$ 1,000	\$ 800
150 Repairs & Maintenance	\$ 128,370	\$ 128,370	0%	\$ 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	\$ 45,200	\$ 47,700	6%	\$ 10,000	\$ 37,700
200 Other Expenses	\$ 64,600	\$ 64,600	0%	\$ -	\$ 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	\$ 17,137	\$ 17,137	0%	\$ 17,137	\$ -
206 Safety Incentive Program	\$ 1,250	\$ 1,250	0%	\$ 1,250	\$ -
207 Contracted Repairs	\$ 70,000	\$ 72,000	3%	\$ 72,000	\$ -
410 Pump Stations	\$ 40,020	\$ 40,020	0%	\$ 40,020	\$ -
TOTAL OPERATING EXPENSES	\$ 3,328,307	\$ 3,470,661	4%	\$ 2,412,917	\$ 1,057,744
CAPITAL EXPENSES:					
650 DEBT REPAYMENT	\$ 43,900	\$ 43,900	0%	\$ 43,900	\$ -
300 CAPITAL EQUIPMENT	\$ 436,767	\$ 785,000	80%	\$ 785,000	\$ -
400 CONSTRUCTION	\$ 3,833,150	\$ 4,884,400	27%	\$ 4,884,400	\$ -
TOTAL CAPITAL EXPENSES	\$ 4,313,817	\$ 5,713,300	32%	\$ 5,713,300	\$ -
TRANSFER TO CAPITAL FUND		\$ -		\$ -	\$ -
TOTAL BUDGET	\$ 7,642,124	\$ 9,183,961	20%	\$ 8,126,217	\$ 1,057,744

DETAIL SHEET

STEGE SANITARY DISTRICT ACCOUNT NO. 41 - OPERATIONS

FISCAL YEAR 2023-2024

ITEM	Fiscal Year 2022-2023 Budget	Fiscal Year 2023-2024 Budget	% Change
010 SALARIES AND WAGES			
011 Engineering Salaries	\$ 589,900	\$ 614,100	4%
011.6 Cell Phone (3)	2,160	2,160	0%
012 Collection System Salaries	577,100	600,800	4%
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	\$ 1,260,660	\$ 1,308,560	4%
020 EMPLOYEE BENEFITS			
021 Retirement	\$ 335,730	\$ 345,410	3%
021a Deferred Comp Match	27,000	27,000	0%
022 Health Care Premiums & Admin Fees	72,581	81,634	12%
023 Life Insurance/Dental/LTD	13,680	13,680	0%
024 Workers' Compensation Insurance	20,200	21,200	5%
025 Unemployment Insurance	6,000	6,200	3%
026 Medicare	21,200	21,800	3%
027 Cash in Lieu (Dependent Care & Medical) Retiree Medical & ARC	24,000	24,000	0%
'028 Retiree Medical (AnnReq'dContrib ARC)	3,656	1,456	-60%
'029 Retiree Health Care Premium	11,900	11,900	0%
030 Social Security (On Call Maintenance)	1,310	3,000	129%
TOTAL EMPLOYEE BENEFITS	\$ 537,257	\$ 557,280	4%
MAINTENANCE			
060 GAS, OIL AND FUEL	\$ 22,000	\$ 28,000	27%
070 CLAIMS	15,000	15,000	0%
080 MEMBERSHIPS	3,500	4,000	14%
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	80,500	87,000	8%

DETAIL SHEET

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

FISCAL YEAR 2023-2024

ITEM	Fiscal Year 2022-2023 Budget	Fiscal Year 2023-2024 Budget	% Change
Totals from previous page	\$ 80,500	\$ 87,000	8%
110 CONTRACTUAL SERVICES			
111 Phone Service (Answering Service)	\$ 1,500	\$ 1,500	0%
112 Manhole Level Monitors	3,400	3,400	0%
115 Sewer Root Foaming	75,000	75,000	0%
116 Radio and Test Equipment Maintenance	500	500	0%
117 Utility Marking Service	5,000	6,000	20%
118 DOT Regulatory Compliance	900	900	0%
119 Collection System JPA	15,000	15,000	0%
120 Smoke Testing	-	-	
120 PROFESSIONAL SERVICES			
121 Technical/Legal Support	\$ 62,000	\$ 62,000	0%
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	\$ 50,000	\$ 50,000	0%
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	5,700	5,700	0%
158 Yard Maintenance	2,520	2,520	0%
159 Refuse Service	5,100	5,100	0%
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	\$ 394,170	\$ 401,670	2%

DETAIL SHEET

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

FISCAL YEAR 2023-2024

ITEM	Fiscal Year 2022-2023 Budget	Fiscal Year 2023-2024 Budget	% Change
Totals from previous page	\$ 394,170	\$ 401,670	2%
193 WATER - HYDRO FLUSHER	\$ 10,000	\$ 10,000	0%
203 FIRST AID SUPPLIES	500	500	0%
204 SAFETY EQUIPMENT AND GLOVES	4,500	4,500	0%
205 UNIFORMS AND BOOTS	17,137	17,137	0%
206 SAFETY INCENTIVE PROGRAM	1,250	1,250	0%
TOTAL MAINTENANCE/ENGINEERING	\$ 427,557	\$ 435,057	2%
41.2 BURLINGAME PUMP STATION			
150 Repairs (Contracted)	\$ 20,000	\$ 20,000	0%
150a Annual Inspection	2,500	2,500	0%
151 Electricity	1,800	1,800	0%
152 Telemetry	350	350	0%
153 Maintenance and Landscaping	960	960	0%
41.4 CANON PUMP STATION			
150 Repairs (Contracted)	10,000	10,000	0%
150a Annual Inspection	2,500	2,500	0%
151 Electricity	1,560	1,560	0%
TOTAL PUMP STATIONS	\$ 40,020	\$ 40,020	0%
207 CONTRACTED REPAIRS	70,000	72,000	3%
TOTAL - MAINT/ENG EMPLOYEE SALARIES	\$ 1,260,660	\$ 1,308,560	4%
TOTAL - MAINT/ENG EMPLOYEE BENEFITS	537,257	557,280	4%
TOTAL OTHER MAINTENANCE/ENGINEERING	427,557	435,057	2%
TOTAL - PUMP STATIONS	40,020	40,020	0%
TOTAL CONTRACTED REPAIRS	70,000	72,000	3%
TOTAL OPERATIONS	\$ 2,335,494	\$ 2,412,917	3%

DETAIL SHEET

STEGE SANITARY DISTRICT

ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL

FISCAL YEAR 2023-2024

ITEM	Fiscal Year 2022-2023 Budget	Fiscal Year 2023-2024 Budget	% Change
010 SALARIES AND WAGES			
011 Administration Salaries	\$ 251,800	\$ 262,100	4%
017 Performance Incentive	3,500	3,500	0%
TOTAL - SALARIES & WAGES	\$ 255,300	\$ 265,600	4%
020 EMPLOYEE BENEFITS			
021 Retirement	\$ 100,360	\$ 102,420	2%
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	2,196	2,196	0%
024 Workers' Compensation Insurance	4,400	4,600	5%
025 Unemployment Insurance	500	500	0%
026 Medicare	8,250	9,050	10%
Retiree Medical			
'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	\$ 155,106	\$ 158,166	2%
GENERAL EXPENSES			
030 DIRECTORS' EXPENSES			
031 Board Meeting Compensation	\$ 23,507	\$ 24,478	4%
032 Travel Reimbursement	10,000	10,000	0%
033 Meetings & Conference	6,500	10,000	54%
034 Training	1,000	1,000	0%
TOTAL - DIRECTORS' EXPENSES	\$ 41,007	\$ 45,478	11%
040 ELECTION EXPENSES	\$ 30,000	\$ -	-100%
070 INSURANCE			
071 Liability and Property Insurance	\$ 272,900	\$ 327,500	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	336,507	365,578	9%

DETAIL SHEET

STEGE SANITARY DISTRICT
ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL **FISCAL YEAR 2023-2024**

ITEM	Fiscal Year 2022-2023 Budget	Fiscal Year 2023-2024 Budget	% Change
Totals from previous page	\$ 336,507	\$ 365,578	9%
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%
122 Engineering Services	-	-	0%
123 Audit and Special Reports	20,000	40,000	100%
124 Resources Consultant	5,000	5,000	0%
125 Administrative Support	1,000	1,000	0%
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	463,507	512,578	11%

DETAIL SHEET

STEGE SANITARY DISTRICT

ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL

FISCAL YEAR 2023-2024

ITEM	Fiscal Year 2022-2023 Budget	Fiscal Year 2023-2024 Budget	% Change
Totals from previous page	\$ 463,507	\$ 512,578	11%
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	\$ 13,500	\$ 15,000	11%
192 Telephone & Computer Internet	13,000	14,000	8%
193 Water	4,200	4,200	0%
194 Security System	4,500	4,500	0%
200 OTHER EXPENSES			
201 Miscellaneous	\$ 7,500	\$ 7,500	0%
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	\$ 582,407	\$ 633,978	9%
TOTAL - ADMIN. EMPLOYEE SALARIES	\$ 255,300	\$ 265,600	4%
TOTAL - ADMIN. EMPLOYEE BENEFITS	\$ 155,106	\$ 158,166	2%
TOTAL - ADMINISTRATION & GENERAL	\$ 992,813	\$ 1,057,744	7%
TOTAL OPERATIONS & ADMIN. (3418)	\$ 3,328,307	\$ 3,470,661	4%

DETAIL SHEET

**STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - CAPITAL EQUIPMENT EXPENSES**

FISCAL YEAR 2023-2024

ITEM	Fiscal Year 2022-2023 Budget	Fiscal Year 2023-2024 Budget	% Change
CAPITAL EQUIPMENT EXPENSES			
300 CAPITAL OPERATIONS (3421)			
315 Flow Meters	\$ 175,000	\$ 175,000	0%
324 Vehicle Replacement	180,000	610,000	239%
331 By-pass Pump	81,767	-	-100%
Sub-Total Capital Operations	\$ 436,767	\$ 785,000	80%
TOTAL - CAPITAL EQUIPMENT EXPENSES (3421)	\$ 436,767	\$ 785,000	80%

DETAIL SHEET

**STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - CAPITAL EXPENSES**

FISCAL YEAR 2023-2024

ITEM	Fiscal Year 2022-2023 Budget	Fiscal Year 2023-2024 Budget	% Change
411 MANHOLES			
Manhole Adjustments	\$ 25,000	\$ 25,000	0%
428 RENEWAL & REPLACEMENT			
a. Interceptor Cleaning	\$ 50,000	\$ 50,000	0%
b. Pump Station Rehab	-	1,000,000	0%
c. Admin Building	10,000	10,000	0%
SUB TOTAL (428)	\$ 60,000	\$ 1,060,000	1667%
434 STANDARD SEWER REHABILITATION (3423)			
a. Construction Costs	\$ 3,259,000	\$ 3,473,000	7%
e. San Pablo Ave. Specific Plan Upgrades	-	-	0%
f. Private Sewer Lateral Replacement Loan Program*	489,150	326,400	-33%
SUB-TOTAL (434)	\$ 3,748,150	\$ 3,799,400	1%
TOTAL CONSTRUCTION COSTS (400s)	\$ 3,833,150	\$ 4,884,400	27%
650 DEBT REPAYMENT (SRF LOANS)			
b. Repayment Project 02203	43,900	43,900	0%
TOTAL DEBT REPAYMENT (650)	\$ 43,900	\$ 43,900	0%
TOTAL CAPITAL EXPENSES (400-650)	\$ 4,313,817	\$ 5,713,300	32%

* Funding limited to property tax revenue.

EXHIBIT D

STEGE SANITARY DISTRICT FISCAL YEAR 2023-2024 RECONCILIATION OF FUND BALANCES

	FISCAL YEAR 2023-2024 BUDGET	3418 OPERATIONS FUND	3423 CAPITAL FUND
Total Fund Balances As of 6/30/2023 (est.)	\$ 10,378,348	\$ 2,500,000	\$ 7,878,348
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	\$ 3,443,000	\$ 3,443,000	
Miscellaneous	\$ 21,000	\$ 21,000	
Subtotal	\$ 3,524,000	\$ 3,524,000	
EXPENSES			
General & Administration	\$ (1,057,744)	\$ (1,057,744)	
Operating/Pump Stations	\$ (2,412,917)	\$ (2,412,917)	
Subtotal	\$ (3,470,661)	\$ (3,470,661)	
Net Gain (Loss)*	\$ 53,339	\$ 53,339	
CAPITAL FUND			
REVENUE			
Property Tax Collection	\$ 500,000		\$ 500,000
Capital Service Charges	\$ 4,290,000		\$ 4,290,000
San Pablo Impact Fee	\$ 50,000		\$ 50,000
Interest Income	\$ 5,000		\$ 5,000
Connection Fees	\$ 50,000		\$ 50,000
Subtotal	\$ 4,895,000		\$ 4,895,000
EXPENSES			
Capital Equipment	\$ (785,000)		\$ (785,000)
Construction	\$ (4,884,400)		\$ (4,884,400)
Debt Repayment (SRF Loan)	\$ (43,900)		\$ (43,900)
Subtotal	\$ (5,713,300)		\$ (5,713,300)
Net Gain (Loss)*	\$ (818,300)		\$ (818,300)
Fund Balances			
Before transfers	\$ 9,613,387	\$ 2,553,339	\$ 7,060,048
Transfers between Reserves		\$ (470,942)	\$ 470,942
*Used from Reserves			
Fund Balances As of 6/30/2024 (est.)	\$ 9,613,387	\$ 2,082,397	\$ 7,530,991
TARGET BALANCE	\$ 6,318,339	\$ 2,082,397	\$ 4,235,943

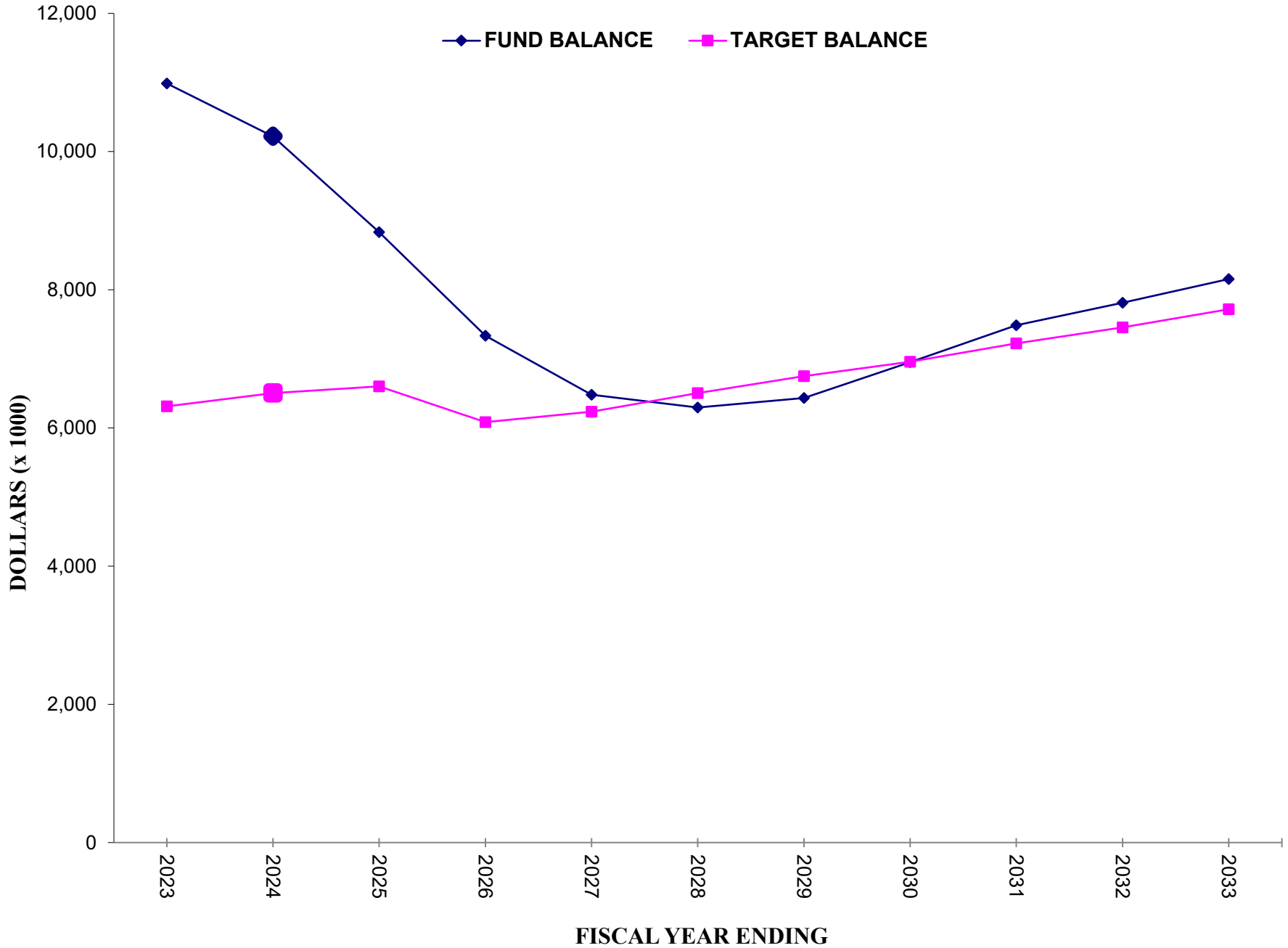
(60% of annual O&M)

(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)
2023	44	3331	3462	202	0	7039	31.92	7742	703	125	10984	6311	1.46
2024	44	3471	4884	785	0	9184	35.75	8419	-765	20	10219	6505	1.20
2025	44	3539	3594	80	130	7387	25.00	6000	-1387	17	8832	6601	1.38
2026	44	3630	3719	10	100	7503	25.00	6004	-1499	17	7334	6083	1.18
2027	0	3733	3850	70	75	7727	29.00	6873	-854	17	6479	6235	0.95
2028	0	3807	3983	60	75	7926	33.00	7742	-184	17	6296	6502	0.82
2029	0	3934	4122	345	75	8476	37.00	8612	136	17	6432	6749	0.74
2030	0	4013	4265	150	90	8518	39.00	9038	520	10	6951	6957	0.76
2031	0	4124	4414	95	90	8723	40.00	9257	534	10	7486	7223	0.80
2032	0	4227	4568	435	140	9369	42.00	9693	324	10	7809	7453	0.80
2033	0	4342	4891	45	75	9352	42.00	9696	344	10	8153	7718	0.84

Fund Balance vs. Target Balance for FY 2023-24



APPROVAL OF THE INCENTIVE AWARD CONTRIBUTION
ACHIEVEMENTS FOR FY 2022-23

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 (*District Manager is NOT eligible*).

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, 2023.

ALTERNATIVES:

1. Take no action and provide staff further direction.

ATTACHMENT:

Memo dated 6/15/2023 re: Incentive Award Contribution (IAC) Achievements for FY 2022-23

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STEGE SANITARY DISTRICT

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

District Counsel:
Kristopher Kokotaylo

Board of Directors:
Tessa Beach
Juliet Christian-Smith
Paul Gilbert-Snyder
Dwight Merrill
Beatrice R. O'Keefe

Memorandum

To: Board of Directors

From: Rex Delizo, District Manager

Date: June 15, 2023

Re: Incentive Award Contribution (IAC) Achievements for FY 2022-2023

BACKGROUND

For FY 2022-2023, the Board adopted 4 cost saving incentives as goals for employees as follows:

1. Reduce the amount of overtime compensation in the performance of maintenance activities of the District.
2. Reduce the number of service calls related to main line problems.
3. 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.
4. 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 2022-2023 and the respective savings to be added to the Incentive Award Contribution (IAC).

1. Reduction in the Overtime Salary Expense

The average overtime labor charges between 2013 and 2018 was \$11,339, or 3.05% of total maintenance salary. For FY 2022-2023, overtime labor charges are \$12,182, or 2.35% of total maintenance salary. Since the current fiscal year percentage is 0.70% less than the rolling 5 year average, there was a \$3,633 total savings in Overtime Expenses. Sixty percent of the savings is added to the IAC (\$2,180).

2. Reduction of Service Calls

The average number of service calls related to main line problems for the baseline time period between 2013 and 2018 is 1.5 per month at a cost of \$4,262 per year. The actual average number of service calls related to main line problems this FY 2022-2023 is 0.9 per month at a cost of \$2,592 per year. The calculated cost savings to the District is \$1,670 per year. Sixty percent of the savings is added to the IAC (\$1,002).

4. Reduction of Repair Costs

Repairs to the Aries main sewer CCTV inspection camera and a faulty bathroom faucet were completed by staff for a total cost savings of \$3,801. Sixty percent of the savings is added to the IAC (\$2,281).

5. Reduction of Other Costs

Other cost saving measures to be added to this year's IAC, as proposed by staff and recommended by the Manager, is for roof coating of the car port and GAPVAX repairs to the boom expansion gasket, retrofitting the vacuum breaker doors, and repair of a leaky cylinder bore for a total cost savings of \$9,967. Sixty percent of the dividend is added to the IAC (\$5,980).

SUMMARY OF INCENTIVE AWARD GOALS AND AWARD ASSESSMENT

Incentive Award Goal	Total Savings (\$)	40% To District (\$)	60% To IAC (\$)
1. Reduce Overtime Charges	\$3,633	\$1,453	\$2,180
2. Reduce Service Calls	\$1,670	\$668	\$1,002
3. Reduce Repair Costs	\$3,801	\$1,520	\$2,281
4. Reduce Other Costs	\$9,967	\$3,987	\$5,980
TOTALS	\$19,071	\$7,628	\$11,443

RECOMMENDATION

Approve an IAC of \$11,443 to be shared among the eligible employees of the District and to be distributed on or about June 30, 2023.

**STEGE SANITARY DISTRICT
INCENTIVE AWARD PROGRAM
OVERTIME EXPENSE
JULY 1 - JUNE 30**

YEAR	OVERTIME	MAINT SALARY	
2013-2014	\$7,036	\$360,217	<i>With on call</i>
2014-2015	\$9,704	\$397,435	<i>With on call</i>
2015-2016	\$11,568	\$354,660	<i>With on call</i>
2016-2017	\$18,710	\$376,892	<i>With on call</i>
2017-2018	\$9,676	\$367,630	<i>With on call</i>
2018-2019	\$11,384	\$411,003	<i>With on call</i>
2019-2020	\$15,782	\$427,140	<i>With on call</i>
2020-2021	\$5,928	\$462,774	<i>With on call</i>
2021-2022	\$16,557	\$529,755	<i>With on call</i>
<i>as of May</i> 2022-2023	\$12,182	\$517,988	<i>With on call</i>

Year(s)	Total OT	Average/Yr	Total Salary	Avg Sal/Yr	OT (as % of Tot. Sal)	CALC SAVINGS
2013-2018	\$56,694	\$11,338.81	\$1,856,834	\$371,367	3.05%	
2022-2023	\$12,182		\$517,988		2.35%	\$ 3,633.12

Monthly Service Calls

		<u>Fiscal Year</u>	<u>ML Serv Calls</u>	<u>5 yr avg Baseline</u>
Per Hour	30.00	2000 - 2001	3.3	
2 Man Crew	2	2001 - 2002	2.8	
3 Hrs Per Call	3	2002 - 2003	4.3	
Equip Per Hr	20.00	2003 - 2004	4.0	
Pay Per Service Call	240.00	2004 - 2005	4.1	
		2005 - 2006	2.8	
		2006 - 2007	1.4	
5 Yr Baseline Service Calls Per Month	1.5	2007 - 2008	2.2	
12 Months	12	2008 - 2009	1.1	
Yearly Service Call Total	17.76	2009 - 2010	0.9	
Total Baseline Service Call Pay	4,262.40	2010 - 2011	0.9	3.70
		2011 - 2012	1.4	3.60
Actual Service Calls Per Month (ML Stop.)	0.9	2012 - 2013	1.4	3.32
12 Month Service Calls	10.8	2013 - 2014	2.4	2.90
Total Actual Service Call Pay	2,592.00	2014 - 2015	2.2	2.32
		2015 - 2016	1.3	1.68
Baseline vs Actual Service Calls	1,670.40	2016 - 2017	0.8	1.30
40% District	668.16	2017 - 2018	0.7	1.30
60% ICP	1,002.24	2018 - 2019	0.7	1.14
		2019 - 2020	0.9	1.40
		2020 - 2021	0.8	1.74
		2021 - 2022	1.5	1.62
		2022 - 2023	0.9	1.48

REPAIRS

<u>Product</u>	<u>Company</u>	<u>Hours Worked</u>	<u>Hourly Rate</u>	<u>Amount</u>	<u>Sales Tax</u>	<u>Parts</u>	<u>Total</u>
Camera Repairs x's 4	Aries			3,600.84	-		3,600.84 Quote
	Done By Employees	4.00	54.69 <i>(1 x CSW)</i>	218.76	-		218.76 Purchased
							<u><u>3,382.08</u></u> Savings
Faucet Repair Will be done 6/12/23	Olivero			240.00	-	565.00	805.00 Quote
	Done By Employees	2.00	39.95 <i>(1 x CSW)</i>	79.90	-	525.27	605.17 Purchased
							<u><u>199.83</u></u> Savings

	<u>Total Savings</u>	<u>District 40%</u>	<u>ICP 60%</u>
Camera Repairs x's 4	3,600.84	1,440.34	2,160.50
Faucet Repair	199.83	79.93	119.90
Total	3,800.67	1,520.27	2,280.40

ARIES

INDUSTRIES, INC.
550 Elizabeth Street
Waukesha, WI 53186

QUOTATION

Quote Number: 24607

Phone 262-896-7205 Fax: 262-896-7099

Page: 1 of 1

Quote To: Stage Sanitary District 7500 Schmidt Lane Attn: Dennis El Cerrito CA 94530 USA Phone: 510-815-4328 Fax: 510-524-4697	Date: 8/19/22 Valid Thru: 11/19/22 Sales Person: Kevin Hastings Terms of Sale: Payment Terms: Net 30 Days Ship Via: UPS Ground Dest Fax: Kevin.hastings@ariesindustries.com
---	---

US Dollars

Line	Part Number	Quantity	Description	Unit Price	Extended Price
1	LBR001	3.00 EA	Service Labor	225.00	\$675.00
2	809227	1.00 EA	Conn, 12P Plug W/Socket Solder	96.68	\$96.68
3	130249	1.00 EA	O-Ring, #117 Viton 75	0.93	\$0.93
4	070487	1.00 EA	Strain Relief, PG-9 Cable Gland, SS Flex Liquid Tight 4-8mm Cable	123.88	\$123.68
5	101086	4.00 EA	Screw, 1-72 x 5/16 Pan PH SS	0.93	\$3.72

*Fred
1 hr
to repair
4 Times
During the
YEAR*

I accept the Terms and
Conditions of this Quotation.

PO #: _____

Name: _____

Title: _____

Signature: _____

Sub Total:

Misc. Charges:

Total:

\$900.21

\$0.00

\$900.21

*** TOTAL SUBJECT TO CHANGE FOR TAXES AND FREIGHT ***
A restocking charge of 15% will apply to all unused returned parts



Details for Order #111-5457707-2837853

[Print this page for your records.](#)

Order Placed: June 6, 2023
Amazon.com order number: 111-5457707-2837853
Order Total: \$525.27

Not Yet Shipped

Items Ordered

Price

1 of: *Moen 99557 Mpower 4-Inch Deckplate, Chrome*
Sold by: Amazon.com Services LLC

\$24.16

Condition: New

1 of: *Moen 8554 Mpower Sensor Operated Single Mount Above Deck Lavatory High Arc Battery Powered Faucet*

\$452.27

Sold by: Amazon.com Services LLC

Condition: New

Shipping Address:

dennis wright
7500 SCHMIDT LN
EL CERRITO, CA 94530-2401
United States

Shipping Speed:

FREE Shipping

Payment information

Payment Method:

Visa | Last digits: 4379
Reference number: 278

Item(s) Subtotal: \$476.43
Shipping & Handling: \$8.90
Free Shipping: -\$8.90

Billing address

dennis wright
7500 SCHMIDT LN
EL CERRITO, CA 94530-2401
United States

Total before tax: \$476.43
Estimated tax to be collected: \$48.84

Grand Total: \$525.27

To view the status of your order, return to [Order Summary](#).

[Conditions of Use](#) | [Privacy Notice](#) © 1996-2023, Amazon.com, Inc. or its affiliates

*Credit Card
for Faucet
in Bathroom*



Olivero Plumbing Co.,

11360 San Pablo Ave.
El Cerrito, CA 94530

State Contractors License
No. 162170

Date	Invoice #
9/16/2022	43713

Since 1951

Phone #
510-233-3511

Fax #
510-233-3334

E-mail:
oliveroplumbing@sbcglobal.net

Bill To
Stege Sanitary District 7500 Schmidt Lane El Cerrito, CA 94530

Job Location

Rep	Phone
Bill	

NATURE OF WORK	Amount
Furnish and install Moen mixing faucet with 4" plate.	
1- Moen 8554 faucet	
1- Moen 4" plate	
Total Material	565.00
Service	240.00
<i>45151</i> <i>27854</i> <i>1016122</i> <i>170</i>	

Please pay from this Job Tag within 30 days of above date. A monthly service charge at the rate of 1.5% will be levied on all unpaid balances over 30 days. (Annual Rate-18% per Annum). Reasonable charges for collections, including attorney's fees, will be charged in the event of default. >>To our customers: "Under the Mechanics' Lien Law (CA Code of Civil Procedure Section 1181 et seq.), any contractor, subcontractor, laborer, supplier or other person who helps to improve your property but is not paid for his work or supplies, has a right to enforce a claim against your property. This means that, after a court hearing, your property could be sold by a court officer and the proceeds of the sale used to satisfy the indebtedness. This can happen even if you have paid your own contractor in full, if the subcontractor, laborer, or supplier remains unpaid." (This notice is required by and conforms to Section 7018 of the California Business and Professions Code).

Total	\$805.00
Payments/Credits	\$0.00
Balance Due	\$805.00

Other Cost Compare Savings

<u>Product</u>	<u>Company</u>	<u>Qty</u>	<u>Hourly Rate</u>	<u>Amount</u>	<u>Materials</u>	<u>Freight</u>	<u>Total</u>
Gapvax Boom Replacement	Weco			4,169.95			4,169.95 Quote
	Done By Employee	3.00	39.95 (1 x CSW)	119.85	608.08		727.93 3,442.02 Savings
Vacuum Breaker	Municipal Maintenance Equip			1,184.40	680.07		1,864.47 Quote
	Done By Employees	4.00 split (2 x CSW)		167.99	680.07		848.06 1,016.41 Savings
Cylinder Bore Repair	Municipal Maintenance Equip			1,522.80	687.46		2,210.26 Quote
	Done By Employees	3.00	39.95 (1 x CSW)	119.85	687.46		807.31 1,402.95 Savings
8x20n Container	Planchon Roofing			4,250.00			4,250.00 Quote
	Done By Employees	3.00	48.14 (1 x CSW)	144.42	(HAD LEFT OVER MAT.)		144.42 4,105.58 Savings
	Total Savings		District 40%	ICP 60%			
Gapvax Boom Replacement		3,442.02	1,376.81	2,065.21			
Vacuum Breaker		1,016.41	406.56	609.85			
Cylinder Bore Repair		1,402.95	561.18	841.77			
8x20n Container		4,105.58	1,642.23	2,463.35			
Total		9,966.96	3,986.78	5,980.18			

SERVICE ESTIMATE



WECO INDUSTRIES, LLC
 4971 ALLISON PARKWAY, SUITE A
 VACAVILLE, CA 95688
 (707) 446-6661

ORDER NUMBER: 0057290
 ORDER DATE: 6/1/2023

SALESPERSON: 1049
 CUSTOMER NUMBER: STEGES

SOLD TO:
 STEGE SANITARY DISTRICT
 7500 SCHMIDT LANE
 ACCOUNTS PAYABLE
 EL CERRITO, CA 94530

SHIP TO:
 STEGE SANITARY
 7500 SCHMIDT LANE
 ATTN:
 EL CERRITO, CA 94530

CONFIRM TO: DENNIS WRIGHT

CUSTOMER P.O. QUOTE	SHIP VIA WILL-CALL	F.O.B. DEST	TERMS NET 30 DAYS			
ITEM CODE	UNIT	ORDERED	BACK ORDER	SHIPPED	PRICE	AMOUNT
ZZZ-A10481	EACH	1	0	0	4,150.00	4,150.00
STEGE GAPVAX MC1007-0378				Whse: 000		
LABOR, REPLACE BOOM EXPANSION GASKET, DISMANTLE BOOM SECTIONS, REMOVE OLD EXPANSION GASKET, CLEAN ALL COMPONENT PARTS AND REASSEMBLE WITH NEW GASKET, TEST FUNCTION OK						
ZZZ-STOCK	EACH	1	0	0	19.95	19.95
CONSUMABLES USED IN REPAIR				Whse: 000		

*Dante
3 hrs*

****DO NOT PAY FROM THIS ESTIMATE**** NET ORDER: 4,169.95
 INVOICE TO FOLLOW AFTER COMPLETION OF WORK, FREIGHT & TAXES WILL BE ADDED TO INVOICE



INVOICE

WECO INDUSTRIES, LLC
4971 ALLISON PARKWAY, SUITE A
VACAVILLE, CA 95688
(707) 446-6661

INVOICE NO: 0050653-IN
INVOICE DATE: 11/28/2022

ORDER NO: 0055948
ORDER DATE: 11/18/2022

CUSTOMER NO: STEGES

SOLD TO:
STEGE SANITARY DISTRICT
7500 SCHMIDT LANE
ACCOUNTS PAYABLE
EL CERRITO, CA 94530

SHIP TO:
STEGE SANITARY
7500 SCHMIDT LANE
ATTN: DENNIS WRIGHT
EL CERRITO, CA 94530

CONFIRM TO: DENNIS WRIGHT

CUSTOMER P.O.	SHIP VIA	F.O.B.	TERMS			SALESPERSON	
DENNIS WRIGHT	OVERNIGHT AM	PLUS FRT.	NET 30 DAYS			LEIGHTON WHITE MID EAST I	
ITEM CODE	U/M	ORDERED	SHIPPED	BACK ORD	PRICE	AMOUNT	
GAP-GAS006309	EACH	1	1	0	311.53	311.53	
EXPANSION GASKET FOR MC BOOM			Whse: 000				

wls
~~27967~~
12/18/22
[Signature]

THANK YOU!

PAST DUE INVOICES WILL BE SUBJECT TO A FINANCE CHARGE OF 1 1/2% PER MONTH. (18% ANNUALLY)

NET INVOICE:	311.53
	0.00
FREIGHT:	264.62
SALES TAX:	31.93
INVOICE TOTAL:	<u>608.08</u>



**MUNICIPAL
MAINTENANCE
EQUIPMENT**

SERVICE ESTIMATE

Quote Nbr.: **Q000092**
 Order Date: **5/26/2023**
 Valid Until:
 Sales Person: **FLOYD HARDEN**
 Customer ID: **C00606**
 Reference:
 Payment Terms:

4634 Mayhew Road
 Sacramento, CA 95827
 (916) 922-1101 Fax:(916) 922-1034

13922 Gracebee Ave
 Norwalk, CA 90650
 (714) 528-8770 Fax:(714) 528-8744

4750 Caterpillar Road, Unit D
 Redding, CA 96003
 (530) 243-4856 Fax:(530) 243-1447

1930 W. Winton Avenue Ste 1-2
 Hayward, CA 94545
 (510) 670-0230 Fax:(510) 670-9003

STEGE SANITARY DISTRICT
 7500 SCHMIDT LANE
 EL CERRITO CA 94530
 United States of America
 Attn: ADAM

V-670-30547: VACUUM BREAKER RETRO	1.00	EA	498.45	498.45
BAY IN SHOP: BAY AREA IN SHOP LABOR	7.00	HR	169.20	1,184.40
SHOP: MISC SHOP SUPPLIES	1.00	EA	118.40	118.40
FREIGHT: FREIGHT	1.00	EA	0.00	0.00
FREIGHT ADDITIONAL				

*Dante
3 hrs*

Signature:

Quote Total: 1,801.25
 Less Discount: 0.00
 Tax Total: **63.22**
 Total (USD): 1,864.47



SERVICE ESTIMATE

4634 Mayhew Road
 Sacramento, CA 95827
 (916) 922-1101 Fax:(916) 922-1034

13922 Gracebee Ave
 Norwalk, CA 90650
 (714) 528-8770 Fax:(714) 528-8744

4750 Caterpillar Road, Unit D
 Redding, CA 96003
 (530) 243-4856 Fax:(530) 243-1447

1930 W. Winton Avenue Ste 1-2
 Hayward, CA 94545
 (510) 670-0230 Fax:(510) 670-9003

Quote Nbr.: Q000090
Order Date: 2/12/2023
Valid Until:
Sales Person: FLOYD HARDEN
Customer ID: C00606
Reference:
Payment Terms:

STEGE SANITARY DISTRICT
 7500 SCHMIDT LANE
 EL CERRITO CA 94530
 United States of America
 Attn: DENNIS

V-620-0187 : CYLINDER 2" BORE X 4.38" STROKE	1.00	EA	515.65	515.65
V-610-0074 : BREATHERASSY	1.00	EA	12.45	12.45
BAY IN SHOP: BAY AREA IN SHOP LABOR	9.00	HR	169.20	1,522.80
SHOP: MISC SHOP SUPPLIES	1.00	EA	118.40	118.40
FREIGHT: FREIGHT	1.00	EA	0.00	0.00
FREIGHT ADDITIONAL				

*Diante
3 hrs*

Signature:

Quote Total: 2,169.30
Less Discount: 0.00
Tax Total: 40.93
Total (USD): 2,210.23

PLANCHON ROOFING, INC.
In Business Since 1949 State Lic. No. 421131 C39

2207 EMERIC AVENUE
SAN PABLO, CA 94806
(510) 235-1158 or 235-4056 / FAX: (510) 235-1406

ESTIMATE

JOB ADDRESS:
7500 SCHMIDT LN.
EL CERRITO

TO: STEGE SANITARY
C/O DENNIS WRIGHT
7500 SCHMIDT LN.
EL CERRITO CA 94530

DATE: 6/6/2023

PLANCHON ROOFING, INC., hereinafter called the Contractor, proposes to furnish all material and labor necessary to complete the following at the above job address.

NOTE: STORAGE SHED ONLY.

- 1. POWER WASH ROOF.
 - 2. INSTALL ONE COAT OF GE PR2050 BLEED BLOCKER ROOF COATING.
 - 3. INSTALL ONE COAT OF GE 3525 SILISONE ROOF COATING.
- CLEAN UP ALL TRASH AND WASTE AND LEAVE PREMISES IN A CLEAN CONDITION.
ROOFING CARRIES A 3 YEAR LABOR GUARANTEE.

*Jan
3 hrs*

NOTE: Unless otherwise specified, the cost below includes no dry rot work.

Upon completion of above described work the undersigned agree to pay the sum of \$4,250.00

FOUR THOUSAND TWO HUNDRED FIFTY DOLLARS and NO CENTS

TERMS

Complete payment is due upon completion of this job unless previous arrangements have been made. Interest will be charged at 1-1/2% per month, 19% per annum. In the event legal action is brought to enforce any provision of this contract the prevailing party will be entitled to all legal fees, or costs incurred. Owner agrees to protect all personal property inside/outside bldg. which could be damaged by objects falling from ceiling or walls or dust brought about by work. The contractor is not responsible for delays or damage due to strike, fire, accidents or causes beyond his control, or damages caused by leakage including any interior damages. Contractors are required by law to be licensed and regulated by the Contractors' State Board whose address is 9821 Business Park Dr., Sacramento, CA 95827.

SUBMITTED: _____
Planchon Roofing, Inc.

6/6/2023

Date

THE ABOVE PROPOSAL IS HEREBY ACCEPTED:

_____	_____	_____	_____
SIGNATURE	Daytime Phone	Evening Phone	Date

AFTER ACCEPTANCE AND SIGNING, PLEASE RETURN ONE COPY.

APPROVAL OF THE INCENTIVE AWARD CONTRIBUTION
GOALS AND OBJECTIVES FOR FY 2023-24

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 which are unchanged from the previous year are 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 6/15/2023 re: Incentive Award Contribution (IAC) Goals and Objectives for FY 2023-24

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STEGE SANITARY DISTRICT

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

District Counsel:
Kristopher Kokotaylo

Board of Directors:
Tessa Beach
Juliet Christian-Smith
Paul Gilbert-Snyder
Dwight Merrill
Beatrice R. O'Keefe

Memorandum

To: Board of Directors

From: Rex Delizo, District Manager

Date: June 15, 2023

Re: Incentive Award Contribution (IAC) Goals and Objectives for FY 2023-2024

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 2014-19 be used as the baseline for the FY 2023-24 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 2014-19 as Item number 1, overtime reduction. By this standard, the new baseline for the FY 2023-24 savings would be 1.1 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>
2022-23	\$19,071	\$11,443
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

RECOMMENDATION

Adopt the following IAC goals and objectives for FY 2023-2024:

1. Up to 60% of the overtime labor cost savings, determined as the difference in overtime cost from the average annual overtime incurred from 2014-2019 (1.59% 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 2014-2019 (1.1 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.

CANCELLATION OF THE JULY 6, 2023 REGULAR BOARD MEETING

ISSUE:

The Board will consider cancellation of the upcoming regular Board meeting on July 6, 2023 since there are no pressing agenda items to consider.

FISCAL IMPACT:

By cancelling the meeting, the District will save from paying the Directors' meeting compensation fee total of up to \$1,000.

STRATEGIC PLAN:

GOAL 3: Ensure Financial Stability and Efficiency

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

BACKGROUND:

There are no pressing agenda items scheduled for the upcoming regular Board meeting on July 6, 2023. Unless new time sensitive issues come up that would necessitate a meeting, the meeting can be cancelled.

RECOMMENDATION:

Approve the cancellation of the July 6, 2023 Board Meeting and have staff post a Notice of Meeting Cancellation on the District website and bulletin board outside the District office.

ALTERNATIVES:

1. Take no action and continue with the scheduled Board meeting on July 6, 2023.

ATTACHMENTS:

Notice of Meeting Cancellation

STEGE SANITARY DISTRICT

NOTICE OF MEETING CANCELLATION

NOTICE IS HEREBY GIVEN as follows:

The regular board meeting of the Stege Sanitary District Board of Directors scheduled for July 6, 2023 has been cancelled.

The next meeting of the Stege Sanitary District Board of Directors will be held on July 20, 2023 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California.

Dated: June 15, 2023



Rex Delizo
STEGE SANITARY DISTRICT
Secretary

STEGE SANITARY DISTRICT
Investment, Cash & Receivables Report

12:41:30 PM
 06/08/2023

As of May 31, 2023

	<u>May 31, 2023</u>	<u>April 30, 2023</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	10,040,002	11,075,002	-1,035,000	0	0	-1,035,000
11014 · System Rehab- 3423	1,031,752	1,031,752	0	0	0	0
Total LAIF Investment Accts	<u>11,071,753</u>	<u>12,106,753</u>	<u>-1,035,000</u>	<u>0</u>	<u>0</u>	<u>-1,035,000</u>
Checking Accts						
100 · Mechanics Bank	741,089	436,553	304,536	2,541	-733,005	1,035,000
100 · County Cash Acct #3418	-2,772,652	-2,772,652	0 *	0 *	0	0
Total Checking Accts	<u>-2,031,563</u>	<u>-2,336,099</u>	<u>304,536</u>	<u>2,541</u>	<u>-733,005</u>	<u>1,035,000</u>
11021 · Petty Cash	250	250	0	0	0	0
Total Checking/Savings	<u>9,040,440</u>	<u>9,770,904</u>	<u>-730,464</u>	<u>2,541</u>	<u>-733,005</u>	<u>0</u>
301 · Ca Employer's Retiree Benefit Trust	266,933	266,933	0	0	0	0
Total CA Employer's Retiree Benefit Trust	<u>266,933</u>	<u>266,933</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Accounts Receivable						
11072 · Accounts Receivable	77,092	77,092	0			
Total Accounts Receivable	<u>77,092</u>	<u>77,092</u>	<u>0</u>			

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

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

 Rex Delizo, District Manager

 Date

STEGE SANITARY DISTRICT

Operating Statement

06/08/2023

May 2023

92.33% of Fiscal year Completed

	July-May 2023	Annual Budget	% of Annual Budget
Income			
31 - OPERATING REVENUE			
31010 - Sewer Service Charges	3,206,274	3,209,000	100%
31020 - Permit & Insp. Fees	8,430	12,000	70%
31030 - Connection Fees	83,812	50,000	168%
31040 - San Pablo Impact Fee	73,251	50,000	147%
31080 - Contracted Services	-	33,000	0%
31010a - Capital Service Charges	3,206,274	3,775,000	85%
Total 31 - OPERATING REVENUE	6,578,042	7,129,000	92%
32 - NON-OPERATING REVENUE			
32050 - Interest - 3418	108,538	15,000	724%
32052 - Interest - 3423	15,969	5,000	319%
32080 - Property Taxes	570,272	500,000	114%
32085 - Insurance Dividend	-	-	0%
32090 - Miscellaneous	21,943	21,000	104%
Total 32 - NON-OPERATING REVENUE	716,722	541,000	132%
Transfer (to)/from Reserves	-	(109,643)	0%
Total Income	7,294,763	7,560,357	96%
Expense			
OPERATING EXPENSES			
Administration/General			
45-010 - Salaries & Wages	231,324	255,300	91%
45-020 - Employee Benefits	133,026	141,506	94%
45-029 - Retiree Health	10,412	13,600	77%
45-030 - Directors Expenses	22,880	41,007	56%
45-070 - Insurance	257,016	250,400	103%
Administration - Other	169,419	291,000	58%
Total Administration	824,077	992,813	83%
Maintenance/Engineering			
41-010 - Salaries & Wages	1,154,212	1,260,660	92%
41-020 - Employee Benefits	398,088	521,701	76%
41-029 - Retiree Health	10,109	15,556	65%
41-100 - Operating Supplies	21,414	40,000	54%
41-110 - Contractual Services	83,778	101,300	83%
41-207 - Contracted Repairs	57,275	70,000	82%
Maintenance- Other	206,474	286,257	72%
Total Maintenance/Engineering	1,931,350	2,295,474	84%
Pump Stations	43,380	40,020	108%
Total OPERATING EXPENSES	2,798,806	3,328,307	84%
CAPITAL			
41-650 - Debt Repayment (SRF Loans)	43,939	43,900	100%
Construction Projects	661,992	3,833,150	17%
Outlay(Maintenance/Engineering)	186,940	355,000	53%
Total CAPITAL	892,871	4,232,050	21%
Total Expense	3,691,677	7,560,357	49%
Net	3,603,087	0	

1:43 PM	STEGE SANITARY DISTRICT			
06/07/2023	Check Report			
Accrual Basis	June 15, 2023			
	Name	Memo	Amount	Num
Jun 15, 23				
	Aramark Uniform Services	Uniform Service	-268.56	28200
	Dormatech Mechanical Systems, INC	HVAC Maintenance	-1,760.00	28201
	Pastime Hardware	Maintenance Supplies	-33.02	28202
	PG&E- #0103467151-9	Burlingame Pumpstation	-132.39	28203
	PG&E- #6675831511-4	Office/Shop	-1,144.35	28204
	Rosalie Blazej	Spring 2023 Newsletter	-1,220.00	28205
	Steven's Printing	Newsletter	-7,464.09	28206
	Universal Building Services	Janitorial Service May	-449.00	28207
Jun 15, 23			-12,471.41	

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JANUARY 2023	FEBRUARY 2023	MARCH 2023	APRIL 2023	MAY 2023	JUNE 2023
1/2 & 1/16 HOLIDAY	2/20 HOLIDAY			5/29 HOLIDAY	6/19 HOLIDAY
CASA Winter Conf. Jan 25-27, Palm Springs	CASA Policy Forum Feb 27-Mar. 1, Wash, DC				
1/19/2023 – 7:00 P.M.	2/2/2023 – 7:00 P.M.	3/4/2023 – 9:00 A.M.	4/6/2023 – 7:00 P.M.	5/4/2023 – 7:00 P.M.	6/1/2023 – 7:00 P.M.
<ul style="list-style-type: none"> • Board Governance Manual Review • Service Rate Discussion • Long Range Planning Workshop Agenda • Director’s Contact Info • Board Training Summ. • CASA Conference • Quarterly Financial Statements • SPASPA Status Report • CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval. 	<ul style="list-style-type: none"> • Actuarial Analysis of Retiree Health Benefits Report (even years) • Performance Report (every 3 years) • District of Distinction (every 3 years) • Service Rate Discussion • Long Range Planning Workshop Agenda • Board Training Summ. • CASA Conference • CASA Conference Attendee Reports 	<p><u>9AM MEETING TIME</u></p> <ul style="list-style-type: none"> • Long Range Planning Workshop – Past 5 yrs. Expenditures Review – Self-Assessment of Governance – Strategic Plan Review 	<ul style="list-style-type: none"> • Service Rate Discussion/ Approval (& 30-day Notice) • Board Training Summ. 	<ul style="list-style-type: none"> • Draft Budget • Board Training Summ. • July 4th Fair Discussion • Review of Comparable Agencies • Appoint Labor Negot. • CLOSED SESSION – Conf. Labor Negot. 	<ul style="list-style-type: none"> • Draft Budget • Review Directors’ Meeting Compensation • District Working Capital and Reserve Policy • Approve Project Plans and Specs (+CEQA) • July 4th Fair Discussion • CASA Conference
	2/16/2023 – 7:00 P.M.	3/16/2023 – 7:00 P.M.	4/20/2023 – 7:00 P.M.	5/18/2023 – 7:00 P.M.	6/15/2023 – 7:00 P.M.
	<ul style="list-style-type: none"> • Board Governance Manual Approval • Long Range Planning Workshop Agenda • Service Rate Discussion • Form 700 	<ul style="list-style-type: none"> • Auditor – RFP • California Employer’s Retiree Benefit Trust (CERBT) • Service Rate Discussion • Action Plan • Board Training Summ. • Consent Decree Quarterly Report • CASA Conference Attendee Reports • Form 700 	<ul style="list-style-type: none"> • Draft Budget • Employee Benefit Package Review • Service Rate Discussion/Approval (+ 30-day Notice) • July 4th Fair Discussion • Quarterly Financial Statements • SPASPA Status Report • CLOSED SESSION – Quarterly Claims Rpt – Conf. Labor Negot 	<ul style="list-style-type: none"> • Resolution Ordering Board Election (even years) • Draft Budget • July 4th Fair Discussion • Service Rate Discussion/Approval (+ 30-day Notice) • CLOSED SESSION – Manager Perf. Eval. – Conf. Labor Negot. 	<ul style="list-style-type: none"> • Resolution Salary of District Manager • Resolution Employee Salary Ranges • Resolution Approve/Adopt Budget • Review and Approve Incentive Award • Adopt Incentive Award Goals & Objectives • July 4th Fair Discussion • CD Quarterly Report • CASA Conference • CLOSED SESSION – Counsel Perf. Eval.

STEGE SANITARY DISTRICT

BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JULY 2023	AUGUST 2023	SEPTEMBER 2023	OCTOBER 2023	NOVEMBER 2023	DECEMBER 2023
7/4 HOLIDAY 4 th of July Fair Booth	CASA Annual Conf. Aug 9-11, San Diego CSDA Annual Conf. Aug 28-31, Monterey	9/4 HOLIDAY Board Training AB 1234 (even years) AB 1661 (odd years)		11/23-24 HOLIDAY	12/7 HOLIDAY LUNCHEON 12/25 HOLIDAY
7/6/2023 – 7:00 P.M.	8/17/2023 – 7:00 P.M.	9/7/2023 – 7:00 P.M.	10/5/2023 – 7:00 P.M.	11/9/2023 – 7:00 P.M.	12/7/2023 – 2:00 P.M.
<ul style="list-style-type: none"> • July 4th Fair Debrief • CASA/CSDA Conf. 	<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 	<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 	<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
7/20/2023 – 7:00 P.M.		9/21/2023 – 7:00 P.M.	10/19/2023 – 7:00 P.M.		
<ul style="list-style-type: none"> • Hearing +Res./Ord. – Establish and Collect Sewer Service Charges – Director Meeting Compensation • Resolution Filing Notice of Completion • District Investment Policy • Reimb. Report per Gov. Code 53065.5 • Candidate filing period (even years) • Quarterly Financial Statements • SPASPA Status Report • CASA/CSDA Conf. • Form 470 • CLOSED SESSION – Quarterly Claims Rpt 		<ul style="list-style-type: none"> • Health Care Benefits Review • Consent Decree Quarterly Report 	<ul style="list-style-type: none"> • Quarterly Financial Statements • SPASPA Status Report • CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval. 		