

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING  
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA  
MAY 18, 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](http://www.stegesan.org). Those disabled persons requiring auxiliary aids or services in attending or participating in this meeting should notify the District at least 48 hours prior to the meeting at 510/524-4668.

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

*Public comment can be sent remotely by delivering to 7500 Schmidt Lane, El Cerrito, CA 94530 or via email to [comments@stegesan.org](mailto:comments@stegesan.org) with "Public Comment" in the subject line. To provide written comment on an item on the agenda or to address the Board during Public Comment, please note the agenda item number that you want to address or whether you intend for the comment to be included in Public Comment. Comments timely received 15 minutes before the starting time of the meeting will either be provided as written comment or be read into the record, with a maximum allowance of 3 minutes per individual comment read into the record, subject to the Board President's discretion. Copies of all timely received written comments will be provided to the Board and will be added to the official record.*

*Pursuant to 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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**IV. Approval of Minutes**

- Motion: A. Approval of May 4, 2023 Board Meeting Minutes  
(The Board will be asked to review and approve the minutes of the May 4, 2023 Board Meeting)

Info: **V. Communications**

- A. Oral/Written Communications  
1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings

**VI. Reports of Staff and Officers**

- Info: A. Attorney's Report  
B. Manager's Report  
1. Monthly Maintenance Summary Report  
2. Monthly Report of Sewer Replacements and Repairs  
3. Draft Budget  
4. Draft Newsletter  
5. Draft Informational Letter Re: AB 1337 (Wicks)  
6. 4th of July Fair

Info/Motion: **VII. Business**

- A. Resolution No. 2225-0523 Approving and Authorizing Consulting Services Agreement between the Stege Sanitary District on Behalf of the Collection System Technical Advisory Committee and Humphrey Consulting  
(The Board will consider approval of the resolution)

Info/Motion **VIII. Financial Statements**

- A. Monthly Investment, Cash, Receivables Report  
B. Monthly Operating Statement  
C. Time Value Investments – Certificate of Deposits  
D. Projected Available Cash Report  
(The Board will review the reports and statements)

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**IX. Approval of Checks**

Info/Motion:

A. Checks for May 18, 2023 - Fund No. 3418 & 3423

(The Board will be asked to approve the May 18, 2023 checks)

Info:

**X. Future Agenda Items**

**June 1, 2023**

Draft Budget

Review Directors Meeting Compensation

District Working Capital and Reserve Policy

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

CASA Conference

**June 15, 2023**

Approve Employee Salary Ranges

Approve and Adopt Final Budget

Review and Approve Incentive Award

Adopt Employee Incentive Award Goals & Objectives

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

Consent Decree Quarterly Report

CASA Conference

CLOSED SESSION – Counsel Performance Evaluation

**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

**XI. Adjournment**

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING  
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA  
MAY 18, 2023 @7:00 P.M.

[www.stegesan.org](http://www.stegesan.org) • [staff@stegesan.org](mailto:staff@stegesan.org)

(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on June 1, 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 MAY 4, 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

**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 April 20, 2023 Board Meeting Minutes

MOTION: By Gilbert-Snyder, seconded by Beach, to approve the minutes of the April 20, 2023 Board Meeting, as amended

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 MAY 4, 2023  
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 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

Merrill reported on his attendance at a recent El Cerrito Democratic Club General Membership Meeting at which El Cerrito Mayor Lisa Motoyama gave a “State of the City” presentation.

2. ARTICLE – California’s lengthy battle for water rights moves into the Legislature

The Board received the article.

## VI. Reports of Staff and Officers

### A. Manager’s Report

1. Draft Budget FY 2023 - 2024

The Manager reported on the latest draft of the budget.

2. 4th of July Fair

The Manager reported on the plans for the upcoming fair.

3. Draft Endeavor Newsletter

The Manager reported on the latest draft of the newsletter. The Board suggested some changes and asked staff to bring back another draft at a future Board meeting.

## VII. Business

### A. Appointment of Labor Negotiator – Board President

The Board appointed the Board President as labor negotiator for the purpose of negotiations with the District Manager.

MOTION: By Merrill, seconded by O’Keefe, to appoint the Board President as labor negotiator for the purpose of negotiations with the District Manager

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

NOES: None

ABSTAIN: None

ABSENT: None

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
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**B. Review of Comparable Agencies**

The Board reviewed the list of agencies considered comparable to the District for salary and benefit comparison purposes. The Board asked staff to provide the salaries of comparable positions from the City of Berkeley and City of Albany when considering the District Manager salary.

**C. Local Agency Formation Commission (LAFCO) Election**

The Board reviewed and discussed the candidates for the Special District Alternate Member on Contra Costa LAFCO.

MOTION: By Gilbert-Snyder, seconded by Beach, to approve casting a vote for Michelle Lee for the 2023 Special District Alternate Member on Contra Costa LAFCO

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

**D. Professional Auditing Services – Evaluation of Proposals**

The Board evaluated, rated, and scored the proposals and chose a firm based on the rankings.

MOTION: By O’Keefe, seconded by Christian-Smith, to approve the selection of Chavan & Associates LLP as the firm to provide Professional Auditing Services for the District

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
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ABSENT: None

**VIII. Approval of Checks**

A. Checks for May 4, 2023 - Fund No. 3418 & 3423

MOTION: Gilbert-Snyder, seconded by Merrill, to approve the payment of the bills, Check Nos. 28142 through 28153 in the amount of \$10,736.77

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

NOES: None

ABSTAIN: None

ABSENT: None

**IX. Future Agenda Items**

**May 18, 2023**

Draft Budget

July 4th Fair Discussion

CLOSED SESSION – Manager Performance Evaluation

CLOSED SESSION – Conference with Labor Negotiator

+*Draft Newsletter*

+*TVI – Certificate of Deposits*

+ *Projected Available Cash Report*

**June 1, 2023**

Draft Budget

Review Directors Meeting Compensation

District Working Capital and Reserve Policy

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

CASA Conference

**CLOSED SESSION**



STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
MEETING OF MAY 4, 2023  
TIME OF MEETING: 7:00 P.M.  
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

**Public Employment Performance Evaluation**

Gov. Code § 54957

Title: District Manager

The Board cancelled the closed session and will recommence the evaluation process at the next meeting.

**X. Adjournment**

The meeting was adjourned at 8:13 P.M. The next regular meeting of the District Board of Directors will be held on Thursday, May 18, 2023 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

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Rex Delizo  
STEGE SANITARY DISTRICT  
Secretary

**STEGE SANITARY DISTRICT  
MONTHLY MAINTENANCE SUMMARY REPORT  
April 2023**

**1. ROUTINE PREVENTIVE MAINTENANCE ACTIVITIES**

There were 20 normal working days	Days	Feet
Unit #10 (combo) operated:	12	53,449
Unit #11 (rodder) operated:	0	0
Unit #15 (video) operated:	7	12,089
Unit #16 (combo) operated:	8	14,213

	Month (feet)		Quarter (feet)		
	Planned	Unplanned	Planned	Unplanned	Remaining
Total Cleaned	54,561	13,101	54,561	13,101	147,509
Total Video	5,641	6,448	5,641	6,448	54,440

**2. MONTHLY SERVICE CALLS**

After-hour service calls: 0 Calls 0 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	4	7	12.9	4	7.1	1	2	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	0	8						

**3. SAFETY AND TRAINING**

Safety and training meetings were conducted twice a month.

# MONTHLY SERVICE CALLS

# April-2023

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
<b>4/3/2023</b> Monday 8:47 AM	161232 161231	1733 LEXINGTON AVE. EL CERRITO, CA 94530 <i>Last Call: 3/20/2023</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, LC				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
<b>4/6/2023</b> Thursday 8:30 AM	261010 261009	650 CLAYTON AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	E				WE FOUND THIS TO BE EBMUD PROBLEM.
<b>4/7/2023</b> Friday 11:08 AM	261316 261312	747 BALRA DR. EL CERRITO, CA 94530 <i>Last Call: 1/23/2009</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
<b>4/10/2023</b> Monday 2:04 PM	189106 189104	2649 CARQUINEZ AVE. EL CERRITO, CA 94530 <i>Last Call: 5/20/2015</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				NOISE COMING FROM MAINTENANCE CLEANING, AND SEWAGE CAME UP IN THE TOILET.
<b>4/10/2023</b> Monday 2:35 PM	227121 227115	6707 LINCOLN AVE. EL CERRITO, CA 94530 <i>Last Call: 8/29/2022</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				INSTALLED RAPO AROUND THE MANHOLE.
<b>4/17/2023</b> Monday 10:55 AM	142417 142415	7351 DONAL AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C,OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
<b>4/27/2023</b> Thursday 1:00 PM	231519 231506	244 AMHERST AVE. KENSINGTON, CA 94707	Main <input checked="" type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	B,D				CONTRACTOR BROKE THE MAIN LINE, CONCRETE GOT IN THE MAINLINE.

**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)

<b>MAINLINE:</b>	<b>1</b>
<b>LATERAL:</b>	<b>4</b>
<b>OTHER:</b>	<b>3</b>
<b>TOTAL SERVICE CALLS:</b>	<b>7</b>
<b>MAINLINE OVERFLOW:</b>	<b>0</b>
<b>MAINLINE SURCHARGE:</b>	<b>0</b>

# SANITARY SEWER OVERFLOWS (SSOs) LAST 12 MONTHS

May-2023

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS	CAT*	VOL	RCVR'D	NET
5/7/2022 Saturday 1:30 PM	292102 292004	1126 RICHMOND ST. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	OF, R	MH	B	ST	SOFT STOPPAGE IN MAIN LINE. FOUND ROOTS AND RAGS IN LINE.	CAT 4	1 gallons	1 gallons	0 gallons
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 4	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

**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 Dmn (SD)
  - Yard (Y)
  - Other (O)

TOTAL MAINLINE SSOs: 8  
 MAINLINE BREAK SSOs: 1  
 MAINLINE SURCHARGE SSOs: 0  
 CATEGORY 1 SSOs: 1  
 SSOs INTO BUILDINGS: 0

TOTAL SSO VOLUME (GALS): 10,910  
 TOTAL VOLUME RECOVERED (GALS): 130  
 TOTAL VOLUME UNRECOVERED (GALS): 10,780

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS	CAT*	VOL	RCVR'D	NET
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\*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  
March 2023**

<b>I SEWER REPLACEMENT - FY 2022-2023</b>			
A.	BUDGET ALLOCATION		\$3,259,000
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$0
C.	SEWER REPLACEMENTS PAID THIS MONTH (NO RETENTION)		
	SUBTOTAL FOR THIS MONTH		\$0
D.	TOTAL BUDGET EXPENDED (NO RETENTION)	0.00%	\$0
E.	TOTAL 5% RETENTION HELD		\$0
F.	BUDGET REMAINING	100.00%	\$3,259,000
G.	PERCENTAGE OF FISCAL YEAR REMAINING	25.00%	
H.	TOTAL REPLACEMENT FOOTAGE PAID TO DATE	( \$ - /LF)	

<b>II SEWER REPAIRS - FY 2022-2023</b>			
A.	BUDGET ALLOCATION		\$70,000
B.	PRIOR BUDGET EXPENDED		\$57,875
C.	SEWER REPAIRS PAID THIS MONTH	<u>REPAIR COST</u>	
1	846 ARLINGTON BLVD	\$2,300	
2	43 FRANCISCAN WY	\$6,300	
	SUBTOTAL FOR THIS MONTH		\$8,600
	SUBTOTAL FOR LAST MONTH		\$57,875
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	25.00%	
H.	TOTAL NUMBER OF REPAIRS PAID TO DATE	10 ( \$6,648 /REPAIR)	

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

<b>III SAN PABLO AVE SPECIFIC PLAN AREA (SPASPA) UPGRADE - FY 2022-2023</b>			
A.	BUDGET ALLOCATION		\$0
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$0
C.	SPASPA UPGRADES PAID THIS MONTH (NO RETENTION)	\$0	
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	25.00%	
H.	TOTAL SPASPA UPGRADE FOOTAGE PAID TO DATE	( \$ - /LF)	

# EXHIBIT A

## STEGE SANITARY DISTRICT REVENUE SUMMARY

FISCAL YEAR 2023-2024

ITEM	as of 05/15/2023 REVENUE 2022-2023	REMAINING BUDGET 2022-2023	Fiscal Year 2022-2023 Budget	Fiscal Year 2023-2024 Budget	% Change	NOTES
<b>REVENUE</b>						
I. SEWER OPERATION FUND (3418)						
Non Operating Income:						
Interest	\$ 108,538	624%	\$ 15,000	\$ 15,000	0%	est. per rate study
Miscellaneous	21,943	4%	\$ 21,000	\$ 21,000	0%	Ins. Dividends +dischrg perm
Operating Income:						
Permit & Inspection Fees	\$ 7,825	-35%	\$ 12,000	\$ 12,000	0%	5yr average
Sewer Service Charges	3,206,274	0%	\$ 3,209,000	\$ 3,443,000	7%	est. per rate study
Contracted Services	\$ -	0%	\$ 33,000	\$ 33,000	0%	est. per rate study
Subtotal	<b>\$ 3,344,580</b>	<b>2%</b>	<b>\$ 3,290,000</b>	<b>\$ 3,524,000</b>	<b>7%</b>	
II. CAPITAL FUND (3423)						
Non-Operating Income:						
Interest	\$ 15,969	219%	\$ 5,000	\$ 5,000	0%	est. per rate study
Operating Income:						
Property Tax	\$ 570,272	14%	\$ 500,000	\$ 500,000	0%	est. per rate study
Capital Service Charges	3,206,274	-15%	\$ 3,775,000	\$ 4,290,000	14%	est. per rate study
Connection Fees	\$ 81,877	64%	\$ 50,000	\$ 50,000	0%	est. per rate study \$3K
San Pablo Ave. Impact Fee	\$ 73,251	47%	\$ 50,000	\$ 50,000	0%	est. per rate study \$3K
Subtotal	<b>\$ 3,947,643</b>	<b>-10%</b>	<b>\$ 4,380,000</b>	<b>\$ 4,895,000</b>	<b>12%</b>	
<b>TOTAL REVENUE</b>	<b>\$ 7,292,223</b>	<b>-5%</b>	<b>\$ 7,670,000</b>	<b>\$ 8,419,000</b>	<b>10%</b>	



**STEGE SANITARY DISTRICT  
EXPENSE SUMMARY**

**FISCAL YEAR 2023-2024**

ITEM	as of 03/30/22 EXPENSES 2022-2023	REMAINING BUDGET 2022-2023	Fiscal Year 2022-2023 Budget	Fiscal Year 2023-2024 Budget	% Change	NOTES
<b>EXPENSES</b>						
I. OPERATING EXPENSES:						
Dept 41 - Maintenance/Engineering	\$ 1,739,714	22%	\$ 2,225,474	\$ 2,300,897	3%	
Dept 41 - Pump Stations	\$ 43,167	-8%	\$ 40,020	\$ 40,020	0%	
Dept 41 - Contracted Repairs	\$ 57,275	18%	\$ 70,000	\$ 72,000	3%	Incr. Per Rate Study
Dept 45 - General & Administration	\$ 777,546	22%	\$ 992,813	\$ 1,057,744	7%	
<b>SUBTOTAL OPERATING EXPENSES</b>	<b>\$ 2,617,703</b>	<b>21%</b>	<b>\$ 3,328,307</b>	<b>\$ 3,470,661</b>	<b>4%</b>	Salary/Benefits, Inflation
II. CAPITAL EXPENSES:						
Dept 41 - Capital Equipment	\$ 127,193	71%	\$ 436,767	\$ 785,000	80%	+gapvax, truck, flow meters
Dept 41 - Debt Repayment (SRF)	\$ 43,939	0%	\$ 43,900	\$ 43,900	0%	one paid off, one left
Dept 41 - Sewer Rehabilitation	\$ 661,992	83%	\$ 3,833,150	\$ 4,884,400	27%	CD req'd -\$4M-SPASPA- -\$1M PS
<b>SUBTOTAL CAPITAL EXPENSES</b>	<b>\$ 833,123</b>	<b>81%</b>	<b>\$ 4,313,817</b>	<b>\$ 5,713,300</b>	<b>32%</b>	See above
<b>TOTAL</b>	<b>\$ 3,450,826</b>	<b>55%</b>	<b>\$ 7,642,124</b>	<b>\$ 9,183,961</b>	<b>20%</b>	See above
OTHER EXPENSES:						
Transfer from Capital Fund	\$ -	0%	\$ -	\$ -	0%	
Retiree Medical Fund	\$ -	0%	\$ -	\$ -	0%	
<b>SUBTOTAL OTHER EXPENSES</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	
<b>TOTAL EXPENSES</b>	<b>\$ 3,450,826</b>	<b>55%</b>	<b>\$ 7,642,124</b>	<b>\$ 9,183,961</b>	<b>20%</b>	

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

**FISCAL YEAR 2023-2024**

ITEM			Fiscal Year 2022-2023 Budget	Fiscal Year 2023-2024 Budget	% Change	NOTES
REVENUE			\$ 7,670,000	\$ 8,419,000	10%	
EXPENSES			\$ (7,642,124)	\$ (9,183,961)	20%	-\$4M-SPASP -\$1M PS
<b>SUBTOTAL</b>			<b>\$ 27,876</b>	<b>\$ (764,961)</b>		see above
<b>TRANSFER TO/(FROM) RESERVES</b>			<b>\$ 27,876</b>	<b>\$ (764,961)</b>		

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.
<b>OPERATING EXPENSES:</b>					
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	\$ -
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 3,328,307</b>	<b>\$ 3,470,661</b>	<b>4%</b>	<b>\$ 2,412,917</b>	<b>\$ 1,057,744</b>
<b>CAPITAL EXPENSES:</b>					
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	\$ -
<b>TOTAL CAPITAL EXPENSES</b>	<b>\$ 4,313,817</b>	<b>\$ 5,713,300</b>	<b>32%</b>	<b>\$ 5,713,300</b>	<b>\$ -</b>
TRANSFER TO CAPITAL FUND		\$ -		\$ -	\$ -
<b>TOTAL BUDGET</b>	<b>\$ 7,642,124</b>	<b>\$ 9,183,961</b>	<b>20%</b>	<b>\$ 8,126,217</b>	<b>\$ 1,057,744</b>

DETAIL SHEET

STEGE SANITARY DISTRICT  
ACCOUNT NO. 41 - OPERATIONS

FISCAL YEAR 2023-2024

ITEM	as of 05/15/2023 EXPENDITURES 2022-2023	REMAINING BUDGET 2022-2023	Fiscal Year 2022-2023 Budget	Fiscal Year 2023-2024 Budget	% Change	NOTES
<b>010 SALARIES AND WAGES</b>						
011 Engineering Salaries	\$ 495,706	16%	\$ 589,900	\$ 614,100	4%	3.6% CPI-W Incr.
011.6 Cell Phone (3)	1,800	17%	2,160	2,160	0%	3 employees at \$60/mo.
012 Collection System Salaries	483,784	16%	577,100	600,800	4%	3.6% CPI-W Incr.
012.6 Cell Phone (5)	3,000	17%	3,600	3,600	0%	5 employees at \$60/mo.
013 Overtime - Service Calls	12,182	21%	15,400	15,400	0%	DW Scheduled OT additional \$6400 4 man crew 4 days
014 Overtime - Engineering/Inspection	-	100%	500	500	0%	CIP Projects, emergency repairs
015 Standby	52,271	13%	60,000	60,000	0%	2/shift @2x rate SSD Emp 11wks & \$60/day City guys 16wks
017 Performance Incentive	-	100%	12,000	12,000	0%	
<b>TOTAL SALARIES AND WAGES</b>	<b>\$ 1,048,744</b>	<b>17%</b>	<b>\$ 1,260,660</b>	<b>\$ 1,308,560</b>	<b>4%</b>	
<b>020 EMPLOYEE BENEFITS</b>						
021 Retirement	\$ 239,221	29%	\$ 335,730	\$ 345,410	3%	emplyr% +Unfunded liability
021a Deferred Comp Match	22,500	17%	27,000	27,000	0%	8 emp @ \$250/mo. + District Manager addl \$3000
022 Health Care Premiums & Admin Fees	70,369	3%	72,581	81,634	12%	'21 Medical Paid in Full (from FLEX)
023 Life Insurance/Dental/LTD	12,401	9%	13,680	13,680	0%	Dental ~\$870/mo. Life +LTD \$260/mo. (now Reliant)
024 Workers' Compensation Insurance	-	100%	20,200	21,200	5%	Actual CSRMA billing
025 Unemployment Insurance	1,704	72%	6,000	6,200	3%	Increase tied to salaries
026 Medicare	16,373	23%	21,200	21,800	3%	Increase tied to salaries
027 Cash in Lieu (Dependent Care & Medical)	20,000	17%	24,000	24,000	0%	4 emp @ \$500/mo.CIL (RD,DW,JP,DD) moved.to SALARY/HEALTH
Retiree Medical & ARC						
'028 Retiree Medical (AnnReq'dContrib ARC)		100%	3,656	1,456	-60%	to/from CERBT; Split by # of Emp., Retiree Health > ARC
'029 Retiree Health Care Premium	10,125	15%	11,900	11,900	0%	3 emp \$324.48 + Admin fee ~\$5/mo. -LR
030 Social Security (On Call Maintenance)	1,961	-50%	1,310	3,000	129%	Standby Social Security 6.2% of Gross Income. OT
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>\$ 394,655</b>	<b>27%</b>	<b>\$ 537,257</b>	<b>\$ 557,280</b>	<b>4%</b>	
<b>MAINTENANCE</b>						
<b>060 GAS, OIL AND FUEL</b>	\$ 29,957	-36%	\$ 22,000	\$ 28,000	27%	Gas Prices variable
<b>070 CLAIMS</b>	-	100%	15,000	15,000	0%	MAINT Claims like Hydro blowouts
<b>080 MEMBERSHIPS</b>	1,277	64%	3,500	4,000	14%	CWEA, Streamline \$250/mo.
<b>100 OPERATING SUPPLIES</b>						
101 Rods and Augers	2,486	50%	5,000	5,000	0%	per DW, less rodding, more hydro
102 Chemicals	-	100%	1,000	1,000	0%	
104 Hose and Nozzles	11,477	54%	25,000	25,000	0%	per DW, less rodding, more hydro
105 Emergency Readiness		100%	500	500	0%	Earthquake kits, Emergency 1st Aid Kit, Water Barrels
107 Engineering and Inspection Supplies		100%	2,000	2,000	0%	Cameras, Storage, Tape Measure, Measuring Wheel, Marking Paint
108 Computer/Supplies	650	90%	6,500	6,500	0%	New computers (~Every 5 Yrs.)
<b>Forward totals to next page</b>	<b>45,847</b>	<b>43%</b>	<b>80,500</b>	<b>87,000</b>	<b>8%</b>	

STEGE SANITARY DISTRICT  
ACCOUNT NO. 41 - OPERATIONS

FISCAL YEAR 2023-2024

ITEM	as of 05/15/2023 EXPENDITURES 2022-2023	REMAINING BUDGET 2022-2023	Fiscal Year 2022-2023 Budget	Fiscal Year 2023-2024 Budget	% Change	NOTES
<b>Totals from previous page</b>	\$ 45,847	43%	\$ 80,500	\$ 87,000	8%	
<b>110 CONTRACTUAL SERVICES</b>						
111 Phone Service (Answering Service)	\$ 3,477	-132%	\$ 1,500	\$ 1,500	0%	\$125/mo. Ans Srv
112 Manhole Level Monitors	13,298	-291%	3,400	3,400	0%	Per PS
115 Sewer Root Foaming	61,333	18%	75,000	75,000	0%	40kLF @RT ~\$1.75/LF, Dukes ~\$2.20/LF
116 Radio and Test Equipment Maintenance	-	100%	500	500	0%	Handheld Radios
117 Utility Marking Service	5,034	-1%	5,000	6,000	20%	USA Pd beginning of FY
118 DOT Regulatory Compliance	637	29%	900	900	0%	DATCO, Drug Testing ~6/Yr. @ \$150 each
119 Collection System JPA	-	100%	15,000	15,000	0%	CSTAC FOG, Management
120 Smoke Testing		#DIV/0!	-	-		not req. per CD now RTSP
<b>120 PROFESSIONAL SERVICES</b>						
121 Technical/Legal Support	\$ 64,352	-4%	\$ 62,000	\$ 62,000	0%	CSTAC \$13k, WDR Fee \$4k; CanonPS \$45k
122 Safety Consultant	-	100%	1,000	1,000	0%	Confined Space Training (CSRMA)
123 Flow Monitoring Modeling	-	100%	15,000	15,000	0%	Flow meters AECOM / E2 analysis
124 Enforcement	-	100%	6,000	6,000	0%	Compliance enforcement (smoke testing)
<b>140 RENTS AND LEASES</b>	\$ -	100%	1,000	1,000	0%	Dump Truck or Bypass Pump, if needed
<b>150 REPAIRS AND MAINTENANCE</b>						
151 Vehicle Maintenance	\$ 27,836	44%	\$ 50,000	\$ 50,000	0%	Rodder/vactor incr repair rates
152 Equipment and Shop Maintenance	16,871	-87%	9,000	9,000	0%	
153 Sewer Materials	-					
a. Pipe and Fittings	-	100%	4,000	4,000	0%	
b. Manholes	-	100%	4,500	4,500	0%	MH covers, water tight lids
c. Castings	-	100%	1,000	1,000	0%	LH/Rodding Inlets
154 Emergency Sewer Replacement	-	100%	12,500	12,500	0%	REQ by CD
156 Building Maintenance	1,377	24%	1,800	1,800	0%	Pest control \$150/mo.
157 Janitorial Services	4,334	24%	5,700	5,700	0%	Janitorial \$425/mo. Carpet/Floor Cleaning 2x/yr
158 Yard Maintenance	2,100	17%	2,520	2,520	0%	\$210/mo.
159 Refuse Service	5,113	0%	5,100	5,100	0%	\$850./Bi mo.
159a Refuse Service-Vactor	1,435	36%	2,250	2,250	0%	DW ~4 @ \$750 /dump
160 Video Inspection Equipment Repair	15,415	-3%	15,000	15,000	0%	Camera warranty ended
<b>170 TRAVEL AND MEETINGS</b>						
171 Training and Testing	\$ 955	68%	\$ 3,000	\$ 3,000	0%	Hearing Conservation testing
173 Travel Reimbursement	1,148	81%	6,000	6,000	0%	
174 Meetings and Conference	1,921	62%	5,000	5,000	0%	
<b>Forward totals to next page</b>	\$ 272,484	5/15/2023	\$ 394,170	\$ 401,670	2%	

DETAIL SHEET

STEGE SANITARY DISTRICT  
ACCOUNT NO. 41 - OPERATIONS

FISCAL YEAR 2023-2024

ITEM	as of 05/15/2023 EXPENDITURES 2022-2023	REMAINING BUDGET 2022-2023	Fiscal Year 2022-2023 Budget	Fiscal Year 2023-2024 Budget	% Change	NOTES
Totals from previous page	\$ 272,484	31%	\$ 394,170	\$ 401,670	2%	
193 WATER - HYDRO FLUSHER	\$ 7,551	24%	\$ 10,000	\$ 10,000	0%	incr rates per DW (No recycled water)
203 FIRST AID SUPPLIES	-	100%	500	500	0%	Staff use (vs. emergency readiness in 41-105)
204 SAFETY EQUIPMENT AND GLOVES	2,333	48%	4,500	4,500	0%	
205 UNIFORMS AND BOOTS	13,947	19%	17,137	17,137	0%	Aramark \$306/wk + \$175 boot allowance
206 SAFETY INCENTIVE PROGRAM	-	100%	1,250	1,250	0%	Luncheon, Award
<b>TOTAL MAINTENANCE/ENGINEERING</b>	<b>\$ 296,315</b>	<b>31%</b>	<b>\$ 427,557</b>	<b>\$ 435,057</b>	<b>2%</b>	
<b>41.2 BURLINGAME PUMP STATION</b>						
150 Repairs (Contracted)	3,639	82%	\$ 20,000	\$ 20,000	0%	incr repair rates
150a Annual Inspection		100%	2,500	2,500	0%	
151 Electricity	1,550	14%	1,800	1,800	0%	~\$150/mo.
152 Telemetry		100%	350	350	0%	\$348/yr (was ~\$80/mo. Phone)
153 Maintenance and Landscaping	800	17%	960	960	0%	\$80/mo.
<b>41.4 CANON PUMP STATION</b>						
150 Repairs (Contracted)	35,105	-251%	10,000	10,000	0%	Pump repairs + power issues
150a Annual Inspection		100%	2,500	2,500	0%	
151 Electricity	2,073	-33%	1,560	1,560	0%	~\$130/mo.
<b>TOTAL PUMP STATIONS</b>	<b>\$ 43,167</b>	<b>-8%</b>	<b>\$ 40,020</b>	<b>\$ 40,020</b>	<b>0%</b>	
<b>207 CONTRACTED REPAIRS</b>	<b>\$ 57,275</b>	<b>18%</b>	<b>70,000</b>	<b>72,000</b>	<b>3%</b>	2% Incr. Per rate study
<b>TOTAL - MAINT/ENG EMPLOYEE SALARIES</b>	<b>\$ 1,048,744</b>	<b>17%</b>	<b>\$ 1,260,660</b>	<b>\$ 1,308,560</b>	<b>4%</b>	
<b>TOTAL - MAINT/ENG EMPLOYEE BENEFITS</b>	<b>394,655</b>	<b>27%</b>	<b>537,257</b>	<b>557,280</b>	<b>4%</b>	
<b>TOTAL OTHER MAINTENANCE/ENGINEERING</b>	<b>296,315</b>	<b>31%</b>	<b>427,557</b>	<b>435,057</b>	<b>2%</b>	
<b>TOTAL - PUMP STATIONS</b>	<b>43,167</b>	<b>-8%</b>	<b>40,020</b>	<b>40,020</b>	<b>0%</b>	
<b>TOTAL CONTRACTED REPAIRS</b>	<b>57,275</b>	<b>18%</b>	<b>70,000</b>	<b>72,000</b>	<b>3%</b>	
<b>TOTAL OPERATIONS</b>	<b>\$ 1,840,157</b>	<b>21%</b>	<b>\$ 2,335,494</b>	<b>\$ 2,412,917</b>	<b>3%</b>	

DETAIL SHEET

STEGE SANITARY DISTRICT  
ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL

FISCAL YEAR 2023-2024

ITEM	as of 05/15/2023 EXPENDITURES 2022-2023	REMAINING BUDGET 2022-2023	Fiscal Year 2022-2023 Budget	Fiscal Year 2023-2024 Budget	% Change	NOTES
<b>010 SALARIES AND WAGES</b>						
011 Administration Salaries	\$ 210,814	16%	\$ 251,800	\$ 262,100	4%	3.6% CPI-W Incr.
017 Performance Incentive	-	100%	3,500	3,500	0%	
<b>TOTAL - SALARIES &amp; WAGES</b>	<b>\$ 210,814</b>	<b>17%</b>	<b>\$ 255,300</b>	<b>\$ 265,600</b>	<b>4%</b>	
<b>020 EMPLOYEE BENEFITS</b>						
021 Retirement	\$ 87,426	13%	\$ 100,360	\$ 102,420	2%	empty% +Unfunded liability
021a Deferred Comp Match	5,000	17%	6,000	6,000	0%	2 emp @ \$250/mo.
022 Health Care Premiums & Admin Fees	19,491	2%	19,800	19,800	0%	'21 Medical Paid in Full (from FLEX) Admn~\$25/mo. (1mo.Float)
023 Life Insurance/Dental/LTD	1,789	19%	2,196	2,196	0%	Dental ~\$108/mo. Life + LTD \$75/mo. (now Reliant)
024 Workers' Compensation Insurance	12,578	-186%	4,400	4,600	5%	Actual CSRMA billing
025 Unemployment Insurance		100%	500	500	0%	Increase tied to salaries
026 Medicare	3,290	60%	8,250	9,050	10%	Increase tied to salaries +Incl. Board
Retiree Medical						
'028 Retiree Medical (AnnReq'dContrib(ARC))		#DIV/0!	-	-	0%	to/from CERBT; Split by # of Emp., Retiree Health > ARC
'029 Retiree Health Care Premiums	10,433	12%	11,900	11,900	0%	3 emp \$324.48 + Admin fee ~\$5/mo. +JM
029a Social Security	355	79%	1,700	1,700	0%	Board Social Security 6.2% of Gross Income (-cathy)
<b>TOTAL - EMPLOYEE BENEFITS</b>	<b>\$ 140,361</b>	<b>10%</b>	<b>\$ 155,106</b>	<b>\$ 158,166</b>	<b>2%</b>	
<b>GENERAL EXPENSES</b>						
<b>030 DIRECTORS' EXPENSES</b>						
031 Board Meeting Compensation	\$ 15,913	32%	\$ 23,507	\$ 24,478	4%	\$244.78 x 5 x ~20 Mtg
032 Travel Reimbursement	1,070	89%	10,000	10,000	0%	
033 Meetings & Conference	1,614	75%	6,500	10,000	54%	
034 Training		100%	1,000	1,000	0%	
<b>TOTAL - DIRECTORS' EXPENSES</b>	<b>\$ 18,597</b>	<b>55%</b>	<b>\$ 41,007</b>	<b>\$ 45,478</b>	<b>11%</b>	
<b>040 ELECTION EXPENSES</b>	\$ 300	99%	\$ 30,000	\$ -	-100%	[X] 25k reg. voters at ~\$1.20
<b>070 INSURANCE</b>						
071 Liability and Property Insurance	\$ 257,016	6%	\$ 272,900	\$ 327,500	20%	per CSRMA due to mkt cond.* and loss severity
072 Dividends (CREDIT)		100%	(22,500)	(22,500)	0%	(*Wildfires, Storms, Civil Disorders and 'Social Inflation')
<b>080 MEMBERSHIPS</b>						
081 Memberships	\$ 14,696	2%	\$ 15,000	\$ 15,000	0%	BACWA/CSDA/CASA
082 Memberships - Board	50	50%	100	100	0%	CCSDA ~\$50/Yr.
<b>Forward totals to next page</b>	<b>290,659</b>	<b>14%</b>	<b>5/15/2023 336,507</b>	<b>365,578</b>	<b>9%</b>	

DETAIL SHEET

STEGE SANITARY DISTRICT  
ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL

FISCAL YEAR 2023-2024

ITEM	as of 05/15/2023 EXPENDITURES 2022-2023	REMAINING BUDGET 2022-2023	Fiscal Year 2022-2023 Budget	Fiscal Year 2023-2024 Budget	% Change	NOTES
<b>Totals from previous page</b>	\$ 290,659	14%	\$ 336,507	\$ 365,578	9%	
<b>090 OFFICE EXPENSES</b>						
091 Stationery, Postage, Supplies	\$ 1,143	71%	\$ 4,000	\$ 4,000	0%	
092 Subscriptions	2,563	49%	5,000	5,000	0%	WERF, Newspaper, Building Codes updates
094 Public Notice Postage		100%	400	400	0%	
096 Bank Charges	223	68%	700	700	0%	Wire fees and payroll charges
<b>120 PROFESSIONAL SERVICES</b>						
121 Legal Services	\$ 25,390	27%	\$ 35,000	\$ 35,000	0%	MN COLA increase?
122 Engineering Services		#DIV/0!	-	-	0%	
123 Audit and Special Reports	13,950	30%	20,000	40,000	100%	Audit \$20k, Rate Study \$20k , IEDA \$40k @ 5Yrs
124 Resources Consultant	1,440	71%	5,000	5,000	0%	GASB Actuarial Every other Year & Cafeteria Plan Update
125 Administrative Support	-	100%	1,000	1,000	0%	Meeting Facilitator (LRP), Softfile large plans scanning
126 Labor Relations/HR Training	-	100%	100	100	0%	Wage & Labor Posters
127 Litigation Expenses		100%	5,000	5,000	0%	Court Fees (small claims)
129 ADP Payroll Expenses	4,872	19%	6,000	6,000	0%	
<b>130 PRINTING AND PUBLICATIONS</b>						
131 Meetings and Hearings Notices	\$ -	100%	\$ 1,000	\$ 1,000	0%	(moved 30-day notice to 133 Publications)
132 Newsletters	7,970	60%	20,000	20,000	0%	2 newsletters @~\$10k each
133 Publications (Ordinances & Notices)	886	88%	7,500	7,500	0%	30 day rate notice ~\$6.5k
134 Job Advertising	-	100%	500	500	0%	in case of job openings
<b>140 RENTS AND LEASES</b>	\$ 473	41%	\$ 800	\$ 800	0%	Pitney Bowes (postage) Machine
<b>150 BUILDING REPAIRS AND MAINTENANCE</b>						
151 Administration Offices	\$ 9,769	-9%	\$ 9,000	\$ 9,000	0%	HVAC
155 Office Equipment	4,057	32%	6,000	6,000	0%	Copier Lease & Service ~\$500/mo.
<b>Forward totals to next page</b>	363,394	22%	463,507	512,578	11%	

# DETAIL SHEET

**STEGE SANITARY DISTRICT  
ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL**

**FISCAL YEAR 2023-2024**

ITEM	as of 05/15/2023 EXPENDITURES 2022-2023	REMAINING BUDGET 2022-2023	Fiscal Year 2022-2023 Budget	Fiscal Year 2023-2024 Budget	% Change	NOTES
<b>Totals from previous page</b>	\$ 363,394	22%	\$ 463,507	\$ 512,578	11%	
<b>160 REVENUE COLLECTION EXPENSES</b>						
161 EBMUD	\$ -	100%	\$ 600	\$ 600	0%	Water Consumption report (per PS)
162 CCC Assessment Collection Fees	10,365	26%	14,000	14,000	0%	\$1+/Item on tax roll (APR Billing)
<b>170 TRAVEL AND MEETINGS</b>						
173 Travel Reimbursement	\$ -	100%	\$ 1,500	\$ 1,500	0%	CalPera & CalPers
174 Meetings and Conferences	4,513	-50%	3,000	3,000	0%	CalPera & CalPers
<b>190 UTILITIES</b>						
191 Gas and Electricity	\$ 15,511	-15%	\$ 13,500	\$ 15,000	11%	trend, PGE/MCE
192 Telephone & Computer Internet	12,727	2%	13,000	14,000	8%	trend, Telepacific
193 Water	3,949	6%	4,200	4,200	0%	\$700/bi mo.
194 Security System	3,887	14%	4,500	4,500	0%	Bay Alarm +garage \$255/mo.
<b>200 OTHER EXPENSES</b>						
201 Miscellaneous	\$ 6,519	13%	\$ 7,500	\$ 7,500	0%	Bioswale,Fire Insp,Jntrl/Ktchn,COVID
202 Property Taxes	64	36%	100	100	0%	for bldg, PSs and easement strip
203 LAFCO Net Cost Apportionment	2,605	35%	4,000	4,000	0%	LAFCO
204 Public Outreach	2,837	84%	18,000	18,000	0%	KftB \$12k, Website \$4k, July 4th \$4k
205 Penalties & Fines	-	100%	35,000	35,000	0%	\$35k/yr est. CD stipulated penalties
<b>TOTAL - GENERAL EXPENSES</b>	<b>\$ 426,371</b>	<b>27%</b>	<b>\$ 582,407</b>	<b>\$ 633,978</b>	<b>9%</b>	
<b>TOTAL - ADMIN. EMPLOYEE SALARIES</b>	<b>\$ 210,814</b>	<b>17%</b>	<b>\$ 255,300</b>	<b>\$ 265,600</b>	<b>4%</b>	
<b>TOTAL - ADMIN. EMPLOYEE BENEFITS</b>	<b>\$ 140,361</b>	<b>10%</b>	<b>\$ 155,106</b>	<b>\$ 158,166</b>	<b>2%</b>	
<b>TOTAL - ADMINISTRATION &amp; GENERAL</b>	<b>\$ 777,546</b>	<b>22%</b>	<b>\$ 992,813</b>	<b>\$ 1,057,744</b>	<b>7%</b>	
<b>TOTAL OPERATIONS &amp; ADMIN. (3418)</b>	<b>\$ 2,617,703</b>	<b>21%</b>	<b>\$ 3,328,307</b>	<b>\$ 3,470,661</b>	<b>4%</b>	



# DETAIL SHEET

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

**FISCAL YEAR 2023-2024**

ITEM	as of 05/15/2023 EXPENDITURES 2022-2023	REMAINING BUDGET 2022-2023	Fiscal Year 2022-2023 Budget	Fiscal Year 2023-2024 Budget	% Change	NOTES
<b>CAPITAL EQUIPMENT EXPENSES</b>						
<b>300 CAPITAL OPERATIONS (3421)</b>						
315 Flow Meters	-	100%	\$ 175,000	\$ 175,000	0%	entire system 2nd time inc per Paul
319 Manhole Level Monitors	-	#DIV/0!	-	-	0%	Replace ~2/yr @\$5k each
324 Vehicle Replacement	38,506	79%	180,000	610,000	239%	GapVax 560k + Truck 50k??
331 By-pass Pump	88,687	-8%	81,767	-	-100%	
<b>Sub-Total Capital Operations</b>	<b>\$ 127,193</b>	<b>71%</b>	<b>\$ 436,767</b>	<b>\$ 785,000</b>	<b>80%</b>	
<b>TOTAL - CAPITAL EQUIPMENT EXPENSES (3421)</b>	<b>\$ 127,193</b>	<b>71%</b>	<b>\$ 436,767</b>	<b>\$ 785,000</b>	<b>80%</b>	

# DETAIL SHEET

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

**FISCAL YEAR 2023-2024**

ITEM	as of 05/15/2023 EXPENDITURES 2022-2023	REMAINING BUDGET 2022-2023	Fiscal Year 2022-2023 Budget	Fiscal Year 2023-2024 Budget	% Change	NOTES
<b>411 MANHOLES</b>						
Manhole Adjustments	\$ -	100%	\$ 25,000	\$ 25,000	0%	Per Rate Study
<b>428 RENEWAL &amp; REPLACEMENT</b>						
a. Interceptor Cleaning	\$ -	100%	\$ 50,000	\$ 50,000	0%	\$50k/yr.+Contingency (via CSTAC)
b. Pump Station Rehab	-	#DIV/0!	-	1,000,000	0%	Canon rehab FY '22-23
c. Admin Building	-	100%	10,000	10,000	0%	to use Bldg Reserve Fund
<b>SUB TOTAL (428)</b>	<b>\$ -</b>	<b>100%</b>	<b>\$ 60,000</b>	<b>\$ 1,060,000</b>	<b>1667%</b>	
<b>434 STANDARD SEWER REHABILITATION (3423)</b>						
a. Construction Costs	\$ 546,092	83%	\$ 3,259,000	\$ 3,473,000	7%	Per Rate Study (CD Req'd)
e. San Pablo Ave. Specific Plan Upgrades	-	#DIV/0!	-	-	0%	SPASPA Impact Fund
f. Private Sewer Lateral Replacement Loan Program*	115,900	76%	489,150	326,400	-33%	PSL Loan Program
<b>SUB-TOTAL (434)</b>	<b>\$ 661,992</b>	<b>82%</b>	<b>\$ 3,748,150</b>	<b>\$ 3,799,400</b>	<b>1%</b>	
<b>TOTAL CONSTRUCTION COSTS (400s)</b>	<b>\$ 661,992</b>	<b>83%</b>	<b>\$ 3,833,150</b>	<b>\$ 4,884,400</b>	<b>27%</b>	
<b>650 DEBT REPAYMENT (SRF LOANS)</b>						
b. Repayment Project 02203	43,939	0%	43,900	43,900	0%	
<b>TOTAL DEBT REPAYMENT (650)</b>	<b>\$ 43,939</b>	<b>0%</b>	<b>\$ 43,900</b>	<b>\$ 43,900</b>	<b>0%</b>	
<b>TOTAL CAPITAL EXPENSES (400-650)</b>	<b>\$ 705,931</b>	<b>84%</b>	<b>\$ 4,313,817</b>	<b>\$ 5,713,300</b>	<b>32%</b>	

\* 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
<b>Total Fund Balances As of 6/30/2023 (est.)</b>	<b>\$ 10,378,348</b>	<b>\$ 2,500,000</b>	<b>\$ 7,878,348</b>
<b>OPERATING FUND</b>			
<b>REVENUE</b>			
Contracted Services	\$ 33,000	\$ 33,000	
Interest Income	\$ 15,000	\$ 15,000	
Permit, Inspection Fees	\$ 12,000	\$ 12,000	
Sewer Service Charges	\$ 3,443,000	\$ 3,443,000	
Miscellaneous	\$ 21,000	\$ 21,000	
Subtotal	\$ 3,524,000	\$ 3,524,000	
<b>EXPENSES</b>			
General & Administration	\$ (1,057,744)	\$ (1,057,744)	
Operating/Pump Stations	\$ (2,412,917)	\$ (2,412,917)	
Subtotal	\$ (3,470,661)	\$ (3,470,661)	
<b>Net Gain (Loss)*</b>	<b>\$ 53,339</b>	<b>\$ 53,339</b>	
<b>CAPITAL FUND</b>			
<b>REVENUE</b>			
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
<b>EXPENSES</b>			
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)
<b>Net Gain (Loss)*</b>	<b>\$ (818,300)</b>		<b>\$ (818,300)</b>
<b>Fund Balances</b>			
<b>Before transfers</b>	\$ 9,613,387	\$ 2,553,339	\$ 7,060,048
<b>Transfers between Reserves</b>		\$ (470,942)	\$ 470,942
*Used from Reserves			
<b>Fund Balances As of 6/30/2024 (est.)</b>	<b>\$ 9,613,387</b>	<b>\$ 2,082,397</b>	<b>\$ 7,530,991</b>
<b>TARGET BALANCE</b>	<b>\$ 6,318,339</b>	<b>\$ 2,082,397</b>	<b>\$ 4,235,943</b>

(60% of annual O&M)

(3Yr Avg. of Capital Costs)



# DRAFT THE ENDEAVOR

A PUBLICATION OF THE STEGE SANITARY DISTRICT OF CONTRA COSTA COUNTY

VOLUME XXIX NUMBER 1

SERVING EL CERRITO, KENSINGTON, AND RICHMOND ANNEX

Summer 2023

## BOARD OF DIRECTORS

Juliet Christian-Smith  
President

Paul Gilbert-Snyder  
Vice President

Tessa Beach  
Director

Dwight Merrill  
Director

Beatrice O'Keefe  
Director

## DISTRICT MANAGER/ ENGINEER

Rex Delizo, P.E.

## MISSION STATEMENT

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

## INSIDE

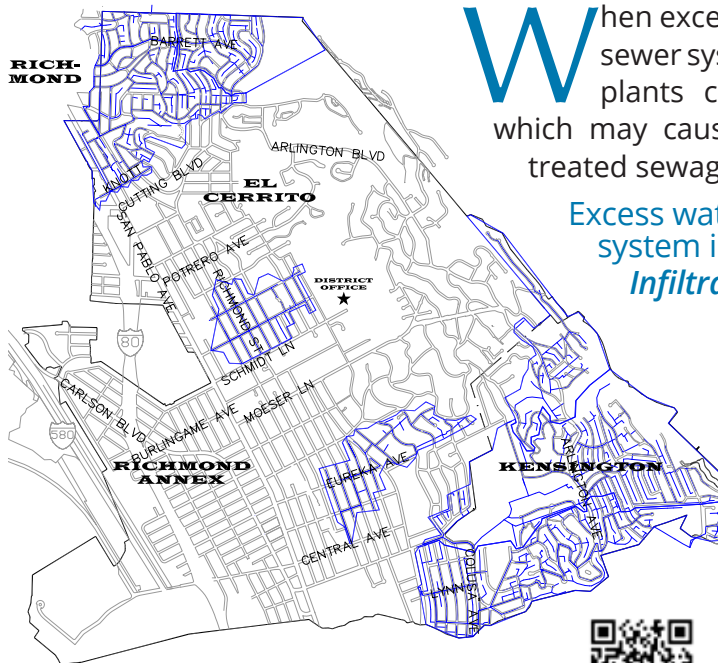
- Project Updates ..... 2
- 2023-2024 Budget..... 2
- Think Before You Flush... 3
- What the District Does and Does Not Do ..... 3
- Helpful Reminders ..... 3
- Sewer Problems?  
Call Us First..... 4
- Spotlight on Service Meetings Are Back In Person ..... 4



## INTEREST-FREE PSL REPLACEMENT LOAN PROGRAM

Replace your cracked Private Sewer Lateral (PSL) with an interest-free loan from Stege Sanitary District\*  
[www.stegesan.org](http://www.stegesan.org) for more information

## Help Protect the Bay



When excess water enters the sanitary sewer system, wastewater treatment plants can become overwhelmed, which may cause untreated and partially-treated sewage to spill into the Bay.

Excess water can enter the sewer system in two ways:  
**Infiltration and Inflow.**

In **Infiltration**, groundwater seeps into sewer pipes through holes, cracks, joint failures, and faulty connections in the pipes, including private sewer laterals.

In **Inflow**, stormwater rapidly flows into sewers via illegally connected roof downspouts, sump pumps, and area drains.

Certain areas of the District may be particularly prone to infiltration. These are shown in blue on the map. Replacing any leaking lateral helps protect the Bay; replacing laterals in these areas is especially helpful. Take advantage of our no interest PSL Loan Program. The Bay will thank you! 🌊

\*This program is only available to current property owners who wish to voluntarily replace their sewer lateral. It excludes sewer lateral replacement that is already required by EBMUD.



Scan this code to see a detailed map.



# Project Updates

## Canon Drive Pump Station

Replacement of the District's two pressurized sewer pipes was completed ahead of schedule and under budget. Now the District is drawing up plans to rehabilitate the pump station on Canon Drive. The Canon Drive pump station was built in 1962 and has undergone only minor updates since then. It now needs significant upgrades to bring it up to modern stan-

dards of safety and reliability. Construction is slated to begin later this year. 💰

## San Pablo Avenue Improvement Plan

The first stage of sewer upgrade to San Pablo Avenue is complete. A special impact fee to pay for required sewer upgrades in the Improvement Area has been assessed to the area developers. Existing District ratepayers will not see any

increase in their sewer charges because of this work. 💰

## Standard Sewer Rehabilitation

The District continues to replace aging clay pipes (some 100-years-old) with High Density Polyethylene (HDPE) pipes. The new HDPE pipes are better able to withstand earth movement and repel tree root intrusions. More than 12,000 feet of pipe is replaced each year. 💰

# DRAFT Fiscal Year 2023-2024 Budget

### REVENUE

#### Sewer Operation Fund

Non Operating Income:	
Interest	15,000
Miscellaneous	21,000
Operating Income:	
Permit & Inspection Fees	12,000
Sewer Service Charges	3,443,000
Contracted Services	33,000
<b>Subtotal</b>	<b>3,524,000</b>

#### Capital Fund

Non-Operating Income:	
Interest	5,000
Operating Income:	
Property Tax	500,000
Capital Service Charges	4,290,000
Connection Fees	50,000
San Pablo Ave. Impact Fee	50,000
<b>Subtotal</b>	<b>4,895,000</b>

**TOTAL REVENUE 8,419,000**

### EXPENSES

#### Operating Expenses:

Maintenance/Engineering	2,334,457
Pump Stations	40,020
Contracted Repairs	72,000
General & Administration	1,064,944

**Subtotal Operating Expenses 3,511,401**

#### Capital Expenses

Capital Equipment	785,000
Debt Repayment -SRF Loan	43,900
Sewer Rehabilitation	4,884,400

**Subtotal Capital Expenses 5,713,300**

#### Other Expenses

Transfer from Capital Fund	-
Retiree Medical Fund	-

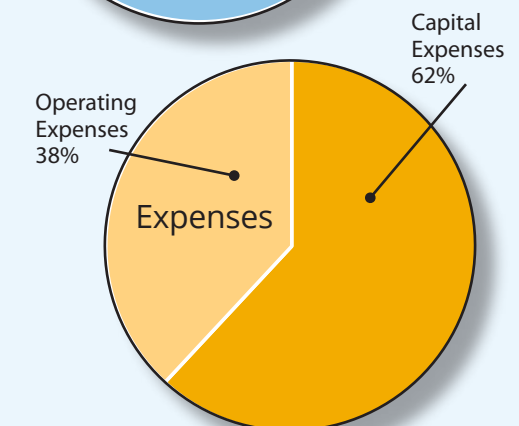
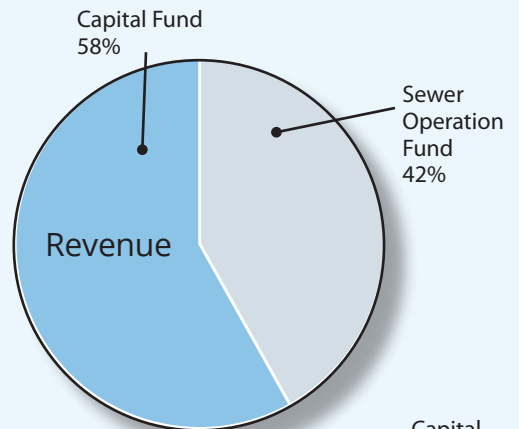
**TOTAL EXPENSES 9,224,701**

#### Transfer to/(from) Reserves

Revenue	8,419,000
Expenses	9,224,701

**Subtotal (805,701)**


**TRANSFER TO/(FROM) RESERVES (805,701)**



The District adheres to an investment policy for reserve funds that complies with state statutes and stipulates safety, liquidity, and yields as the order of investment objectives. All currently invested funds are with the State Local Agency Investment Fund (LAIF).



## Think Before You Flush

Flushing anything other than pee, poo, or toilet paper can cause a sewer blockage, either in the sewer main or in your home plumbing. Toilet paper is designed to dissolve in water; “flushable” personal hygiene wipes will not. Even facial tissues will not dissolve and can cause problems. 

### What Stege Sanitary District Does and Does Not Do

**DOES** collect and transport wastewater to EBMUD treatment plant

**DOES** maintain sanitary sewer lines

**DOES** issue permits for sewer connections and lateral repair

**DOES** inspect new sewer connections and lateral repair

**DOES** operate sewer pump stations

**DOES** plan for sewer improvements

**DOES** oversee cost of operation and capital improvements

**DOES NOT** treat wastewater at the treatment plant (EBMUD does)

**DOES NOT** maintain storm drains (Your city or county does)

**DOES NOT** issue permits required by cities or county for street work (Your city or county does)

**DOES NOT** issue certificates of compliance for private sewer laterals (Visit [eastbaypsl.com](http://eastbaypsl.com))

**DOES NOT** provide water service (EBMUD does)


**DOES NOT** operate the El Cerrito Recycling Center (City of El Cerrito does)




## Helpful Reminders




### 4th of July Celebration

Join the City of El Cerrito in celebrating Independence Day at beautiful Cerrito Vista Park with live entertainment, great food, arts & crafts, games & rides, and face painting. While there, be sure to visit the District booth, where you will be able to ask questions of Board members, view maps, learn about backflow prevention devices, and pick up useful pamphlets, and past newsletters. 


### Keep FOG out of Drains

Fats, Oils, and Grease (FOG) solidify when poured down the drain, causing clogs and blockages in plumbing. Never pour FOG down the drain. 

### Plumbing Contractors

For a list of plumbing contractors registered to work on private sewer laterals in the District, visit [www.stege-san.org](http://www.stege-san.org). Stege recommends getting at least three bids before starting work. 

### Properly Dispose of Unwanted Medications

Don't flush medications flush down the toilet. Wastewater treatment plants are not designed to remove these substances, which may be harmful to the environment. Unwanted medications may be brought to the El Cerrito Recycling Center (7501 Schmidt Lane). Call (510) 215-4350 before coming. 





**STEGE SANITARY DISTRICT**  
7500 Schmidt Lane  
El Cerrito, CA 94530-0537 (510) 524-4667

**DRAFT**

PRSRT STD  
US POSTAGE  
**PAID**  
OAKLAND, CA  
Permit No. 544

To Contact Us: 24/7 Phone: (510) 524-4667 Email: [staff@stegasan.org](mailto:staff@stegasan.org) Web: [www.stegasan.org](http://www.stegasan.org) Twitter: @StegeSan

## Sewer Problems? Call Us First!



**S**low drains? Water or sewage backing up into your home? The problem might be a clog in your lateral—the private sewer line that runs from your home to the public sewer main—or the problem might be in the sewer main itself. **Call us before you call a plumber.** The District maintains a 24/7 emergency hotline that is always answered by a person, not a recording. The number is (510) 524-4667. If necessary, we will send out a crew to inspect and let you know if you need a plumber. The inspection is free and we try to respond within one hour of your call. 💰

## Spotlight on Service

### BOARD MEETINGS ARE BACK IN PERSON

The Stege Sanitary District Board of Directors meets once or twice monthly on a Thursday at 7:00 pm to discuss the business of the District. The public is invited to attend.

Meetings are back in person, but will also be

remotely accessible. The agenda for upcoming meetings can be found on [www.stegasan.org](http://www.stegasan.org). Information on how to attend a virtual meeting and leave public comment is also listed on [www.stegasan.org](http://www.stegasan.org). 💰



## 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

Thursday, May 18, 2023

The Honorable Buffy Wicks  
California State Assembly  
1515 Clay Street, Suite 2201  
Oakland, CA 94612



**RE: AB 1337 – Sanitary Sewer Maintenance “Reasonable Use of Water”**

Dear Assemblymember Wicks:

The Stege Sanitary District provides sanitary sewer services to Kensington, El Cerrito and a portion of the Richmond Annex in Richmond and currently operates and maintains 148 miles of sanitary sewers and two pumping stations serving over 35,000 residents residing within the District boundaries.

The most effective practice in the regular maintenance of sanitary sewers includes the use of water to hydro flush sewer pipes. Regular hydro flushing clears pipes of roots, grease, silt, organic material, and other debris, improves pipe flow performance, increases the life span of the sanitary sewer, and prevents sanitary sewer overflows.

For this reason, the Stege Sanitary District respectfully requests retaining any and all future rights to “reasonable use of water” for the operation and maintenance of the sanitary sewer system in order to protect public health and the environment.

Sincerely,  
STEGE SANITARY DISTRICT

Juliet Christian-Smith  
Board President



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

- Setup for **One Booth**
- Canopy
- Tables & Chairs
- Red, White & Blue Bunting
- Hammer
- Crowbar
- Sandbags (w/ fused rope ends)
- Bungee Cords
- 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
- 100<sup>th</sup> Anniversary Book
- Budget
- Performance Report
- BPD Drawing
- Easement Ordinance
- SSD Pens/Magnets/Other
- PSL Loan Program

### Schedule (11am-5pm)

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

### **MESSAGES**

*PSL Loan Program*

*Proper “Flushable” Wipes Disposals*

*Sewer Problems? Call us first!*

RESOLUTION NO. 2225-0523 APPROVING AND AUTHORIZING CONSULTING SERVICES AGREEMENT BETWEEN THE STEGE SANITARY DISTRICT ON BEHALF OF THE COLLECTION SYSTEM TECHNICAL ADVISORY COMMITTEE AND HUMPHREY CONSULTING

**ISSUE:**

The Board will consider approving the resolution approving and authorizing the agreement with Humphrey Consulting (Doug Humphrey) for professional services on behalf of Collection System Technical Advisory Committee (CSTAC).

**FISCAL IMPACT:**

The agreement amount is not to exceed \$22,500 per fiscal year which is split evenly amongst the CSTAC agencies.

**STRATEGIC PLAN:**

GOAL 1: Comply with State and Federal Regulations

GOAL 2: Maintain and Improve Infrastructure

GOAL 5: Maintain and Improve Community Outreach and Communication

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

**BACKGROUND:**

The Collection System Technical Advisory Committee (CSTAC), currently comprised of the Cities of Albany, Alameda, Emeryville, Piedmont, East Bay Municipal Utility District (EBMUD), and the Stege Sanitary District, has determined the need for professional administration and facilitation to coordinate and guide their activities.

Stege Sanitary District agreed to assume the role of the Administrative Agency with EBMUD assuming the role of the Financial Agent on behalf of CSTAC. The CSTAC budget includes the professional administration and facilitation services anticipated in the Consulting Services Agreement.

Humphrey Consulting has the necessary skills and abilities to provide the required services as evidenced by his unique personal competence, experience, and specialized personal knowledge and as evidenced by his previous selection by the Agencies to provide these professional services.

The 2 year term of this Agreement shall begin on July 1, 2023 (Effective Date) and shall end on June 30, 2025.

**RECOMMENDATION:**

Approve the resolution.

**ALTERNATIVES:**

1. Take no action and provide staff further direction.

**ATTACHMENTS:**

- RESOLUTION NO. 2225-0523
- Consulting Services Agreement between the Stege Sanitary District on Behalf of the Collection System Technical Advisory Committee and Humphrey Consulting

RESOLUTION NO. 2225-0523

RESOLUTION APPROVING AND AUTHORIZING  
CONSULTING SERVICES AGREEMENT BETWEEN THE STEGE SANITARY  
DISTRICT ON BEHALF OF THE COLLECTION SYSTEM TECHNICAL  
ADVISORY COMMITTEE AND HUMPHREY CONSULTING

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

- A. The Collection System Technical Advisory Committee (CSTAC), currently comprised of the Cities of Albany, Alameda, Berkeley, Emeryville, Piedmont, East Bay Municipal Utility District (EBMUD), and the Stege Sanitary District, has determined the need for continued professional administration and facilitation to coordinate and guide their activities.
- B. Stege Sanitary District agreed to assume the role of the Administrative Agency with EBMUD assuming the role of the Financial Agent on behalf of CSTAC.
- C. The CSTAC budget includes the professional administration and facilitation services anticipated in the Consulting Services Agreement.
- D. Humphrey Consulting has the necessary skills and abilities to provide the required services as evidenced by his unique personal competence, experience, and specialized personal knowledge and as evidenced by his previous selection by the Agencies to provide these professional services.

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

- 1. The Directors declare that the District Manager is authorized to execute a Consulting Services Agreement between the Stege Sanitary District on Behalf of the Collection System Technical Advisory Committee and Humphrey Consulting, in an amount not to exceed \$22,500 per fiscal year.

\*\*\*\*\*

STATE OF CALIFORNIA)  
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Resolution was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 18<sup>th</sup> day of May 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

**CONSULTING SERVICES AGREEMENT BETWEEN THE  
STEGE SANITARY DISTRICT ON BEHALF OF THE  
COLLECTION SYSTEM TECHNICAL ADVISORY COMMITTEE  
AND  
HUMPHREY CONSULTING**

**RECITALS**

WHEREAS, the Cities of Albany, Alameda, Berkeley, Emeryville, Piedmont, Oakland and the Stege Sanitary District (“Agencies”) all operate and maintain sanitary sewer collection systems that are tributary to the East Bay Municipal Utility District (EBMUD) wastewater treatment plant where all sanitary sewage generated and discharged to these collection systems is treated and discharged to the San Francisco Bay by EBMUD; and

WHEREAS, at least five Agencies together with EBMUD, jointly hereinafter referred to as the Collection System Technical Advisory Committee (“CSTAC”) Agencies (“CSTAC Agencies”), entered into a Joint Exercise Powers Agreement effective April 17, 2019, for the purpose of providing the means for the CSTAC Agencies to do the following: (1) coordinate on engineering, consulting, and potentially legal services for the development, preparation and implementation of studies, reports and projects to address NPDES permit conditions for the CSTAC Agencies and additional legal or regulatory requirements applicable to the regional wastewater collection, transmission, and treatment system, and (2) jointly fund efforts related to the regional system for wastewater collection, transmission, and treatment, as may be agreed to by the CSTAC Agencies in accordance with this Agreement, which may include payment for Communities’ fats, oils and grease (FOG) services and agreed upon professional consultant services, and (3) facilitate the efficient flow of information among the parties and the filing of joint reports to appropriate recipients; and

WHEREAS, CSTAC has determined the need for professional administration and facilitation to coordinate and guide the activities of the CSTAC; and

WHEREAS, Stege Sanitary District has agreed to be the contracting agency for these professional services on behalf of the CSTAC; and

WHEREAS, the CSTAC Joint Exercise Powers Agreement provides for certain administrative support services and payment responsibilities to be provided by EBMUD on behalf of the shared expenses of the CSTAC Agencies and these services include the payment for certain professional services that are approved in the annual CSTAC budget, authorized by legally approved agreements with EBMUD or one of the participating agencies to CSTAC and have been authorized and approved by the Chair or Vice Chair of the CSTAC; and

WHEREAS, the CSTAC Budget includes the professional administration and facilitation services anticipated in this Consulting Services Agreement; and

WHEREAS, Consultant has the necessary skills and abilities to provide the required services as evidenced by his unique personal competence, experience, and specialized personal knowledge and as evidenced by his previous selection by the Agencies to provide these professional services.

NOW THEREFORE IN CONSIDERATION OF THE ABOVE, the Stege Sanitary District on behalf of CSTAC does hereby authorize and adopt the following Consulting Services Agreement and determines that the above recitals are true and correct as written.

THIS AGREEMENT for consulting services is made by and between the Stege Sanitary District ("Stege") and Humphrey Consulting. ("Consultant") (together referred to as the "Parties") as of **July 1, 2023** (the "Effective Date").

**Section 1. SERVICES.** Subject to the terms and conditions set forth in this Agreement, Consultant shall provide to Stege the services described in the Scope of Work attached as Exhibit A, and incorporated herein, at the time and place and in the manner specified therein. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A, the Agreement shall prevail.

- 1.1 **Term of Services.** The term of this Agreement shall begin on the Effective Date and shall end on June 30, **2025**. The time provided to Consultant to complete the services required by this Agreement shall not affect Stege's right to terminate the Agreement, as referenced in Section 8.
- 1.2 **Standard of Performance.** Consultant shall perform all services required pursuant to this Agreement according to the standards ordinarily observed by a competent practitioner of the profession in the same geographic vicinity in which Consultant practices its profession.
- 1.3 **Assignment of Personnel.** Consultant shall perform all services pursuant to this Agreement.
- 1.4 **Time.** Consultant shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance provided in Section 1.1 above and to satisfy Consultant's obligations hereunder.

**Section 2. COMPENSATION.** Stege hereby agrees to pay Consultant on an hourly basis in accordance with the attached price list, notwithstanding any contrary indications that may be contained in Consultant's proposal, for services to be performed and reimbursable costs incurred under this Agreement. In the event of a conflict between this Agreement and Consultant's proposal, attached as Exhibit A, regarding the amount of compensation, the Agreement shall prevail. Stege shall pay Consultant for services rendered pursuant to this Agreement at the time and in the manner set forth herein. The payments specified below shall be the only payments from Stege to Consultant for services rendered pursuant to this Agreement. Consultant shall submit all invoices to Stege in the manner specified herein. Except as specifically authorized by Stege in writing, Consultant shall not bill Stege for duplicate services performed by more than one person.

Consultant and Stege acknowledge and agree that compensation paid by Stege to Consultant under this Agreement is based upon Consultant's estimated costs of providing the services required hereunder, including salaries and benefits of employees and subcontractors of Consultant. Consequently, the parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities to which Consultant and its employees, agents, and subcontractors may be eligible. Stege therefore has no responsibility for such contributions beyond compensation required under this Agreement.

- 2.1 **Invoices.** Consultant shall submit invoices, not more often than once a month during the term of this Agreement, based on the cost for services performed and reimbursable costs incurred prior to the invoice date. Invoices shall contain the following information:
- Serial identifications of progress bills; i.e., Progress Bill No. 1 for the first invoice, etc.;
  - The beginning and ending dates of the billing period;
  - A Task Summary containing the original contract amount, the amount of prior billings, the total due this period, the balance available under the Agreement, and the percentage of completion;
  - At Stege's option, for each work item in each task, a copy of the applicable time entries or time sheets shall be submitted showing the name of the person doing the work, the hours spent by each person, a brief description of the work, and each reimbursable expense;
  - The total number of hours of work performed under the Agreement by Consultant and each employee, agent, and subcontractor of Consultant performing services hereunder; as well as a separate notice when the total number of hours of work by Consultant and any individual employee, agent, or subcontractor of Consultant reaches or exceeds 800 hours, which shall include an estimate of the time necessary to complete the work described in Exhibit A;
  - The Consultant's signature;
- 2.2 **Monthly Payment.** Stege shall make monthly payments, based on invoices received, for services satisfactorily performed, and for authorized reimbursable costs incurred. Stege shall have 30 days from the receipt of an invoice that complies with all of the requirements above to pay Consultant.
- 2.3 **Final Payment.** Stege shall pay the last 10% of the total sum due pursuant to this Agreement within 30 days after completion of the services and submittal to Stege of a final invoice, if all services required have been satisfactorily performed.
- 2.4 **Total Payment.** Stege shall pay for the services to be rendered by Consultant pursuant to this Agreement. Stege shall not pay any additional sum for any expense or cost whatsoever incurred by Consultant in rendering services pursuant to this Agreement. Stege shall make no payment for any extra, further, or additional service pursuant to this Agreement.



In no event shall Consultant submit any invoice for an amount in excess of the maximum amount of compensation provided above either for a task or for the entire Agreement, unless the Agreement is modified prior to the submission of such an invoice by a properly executed change order or amendment.

- 2.5 **Hourly Fees.** Fees for work performed by Consultant on an hourly basis shall not exceed the amounts shown on the compensation schedule attached hereto as Exhibit B.
- 2.6 **Reimbursable Expenses.** Reimbursable expenses are specified below in Exhibit D, and shall not exceed \$250. Expenses not listed below are not chargeable to Stege. Reimbursable expenses are included in the total amount of compensation provided under this Agreement that shall not be exceeded.
- 2.7 **Payment of Taxes.** Consultant is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes.
- 2.8 **Payment upon Termination.** In the event that Stege or Consultant terminates this Agreement pursuant to Section 8, Stege shall compensate the Consultant for all outstanding costs and reimbursable expenses incurred for work satisfactorily completed as of the date of written notice of termination and such expenses as the Consultant may reasonably incur to comply with Stege's termination notice. Consultant shall maintain adequate logs and timesheets to verify costs incurred to that date.
- 2.9 **Authorization to Perform Services.** The Consultant is not authorized to perform any services or incur any costs whatsoever under the terms of this Agreement until receipt of authorization from the Contract Administrator.

**Section 3. FACILITIES AND EQUIPMENT. N/A**

**Section 4. INSURANCE REQUIREMENTS.** Before beginning any work under this Agreement, Consultant, at its own cost and expense, unless otherwise specified below, shall procure the types and amounts of insurance listed below against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant and its agents, representatives, employees, and subcontractors. Consistent with the following provisions, Consultant shall provide proof satisfactory to Stege of such insurance that meets the requirements of this section and under forms of insurance satisfactory in all respects, and that such insurance is in effect prior to beginning work. Consultant shall maintain the insurance policies required by this section throughout the term of this Agreement. The cost of such insurance shall be included in the Consultant's bid. Consultant shall not allow any subcontractor to commence work on any subcontract until Consultant has obtained all insurance required herein for the subcontractor(s) and provided to Stege evidence that such insurance is in effect. Verification of the required insurance shall be submitted and made part of this Agreement prior to its execution. Consultant shall maintain all required insurance listed herein for the duration of this Agreement.

- 4.1 **Workers' Compensation.** Consultant shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any

and all persons employed directly or indirectly by Consultant. The Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than \$1,000,000 per accident. In the alternative, Consultant may rely on a self-insurance program to meet those requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code. Determination of whether a self-insurance program meets the standards of the Labor Code shall be solely in the discretion of the Contract Administrator. The insurer, if insurance is provided, or the Consultant, if a program of self-insurance is provided, shall waive all rights of subrogation against Stege and its officers, officials, employees, and volunteers for loss arising from work performed under this Agreement.

#### 4.2 **Commercial General and Automobile Liability Insurance.**

4.2.1 **General requirements.** Consultant, at its own cost and expense, shall maintain commercial general and automobile liability insurance for the term of this Agreement in an amount not less than \$1,000,000 per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. If a Commercial General Liability Insurance or an Automobile Liability form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this Agreement, including the use of owned and non-owned automobiles.

4.2.2 **Minimum scope of coverage.** Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 or GL 0002 (most recent editions), or equivalent form, covering comprehensive General Liability on an "occurrence" basis. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (most recent edition), Code 1 (any auto). No endorsement shall be attached limiting the coverage.

4.2.3 **Additional requirements.** Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:

- a. The Insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.
- b. Stege, its board members, officers, officials, employees, and volunteers are to be covered as additional insureds as respects: liability arising out of work or operations performed by or on behalf of the Consultant; or automobiles owned, leased, hired, or borrowed by the Consultant

- c. For any claims related to this Agreement or the work hereunder, the Consultant's insurance covered shall be primary insurance as respects Stege, its board members, officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by Stege, its board members, officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
- d. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after 30 days' prior written notice has been provided to Stege.

#### 4.3 Professional Liability Insurance.

4.3.1 General requirements. Consultant, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than \$1,000,000 covering the licensed professionals' negligent errors and omissions. Any deductible or self-insured retention shall not exceed \$150,000 per claim.

4.3.2 Claims-made limitations. The following provisions shall apply if the professional liability coverage is written on a claims-made form:

- a. The retroactive date of the policy must be shown and must be before the date of the Agreement.
- b. Insurance must be maintained and evidence of insurance must be provided for at least five years after completion of the Agreement or the work, so long as commercially available at reasonable rates.
- c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the date of this Agreement, Consultant must purchase an extended period coverage for a minimum of five years after completion of work under this Agreement so long as commercially available at reasonable rates.
- d. A copy of the claim reporting requirements must be submitted to Stege for review prior to the commencement of any work under this Agreement.

#### 4.4 All Policies Requirements.

4.4.1 Acceptability of insurers. All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A:VII.

4.4.2 **Verification of coverage.** Prior to beginning any work under this Agreement, Consultant shall furnish Stege with complete copies of all policies delivered to Consultant by the insurer, including complete copies of all endorsements attached to those policies. All copies of policies and endorsements shall show the signature of a person authorized by that insurer to bind coverage on its behalf. If Stege does not receive the required insurance documents prior to the Consultant beginning work, it shall not waive the Consultant's obligation to provide them. Stege reserves the right to require complete copies of all required insurance policies at any time.

4.4.3 **Deductibles and Self-Insured Retentions.** Consultant shall disclose to and obtain the written approval of Stege for the self-insured retentions and deductibles before beginning any of the services or work called for by any term of this Agreement. At the option of Stege, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects Stege, its board members, officers, employees, and volunteers; or the Consultant shall provide a financial guarantee satisfactory to Stege guaranteeing payment of losses and related investigations, claim administration and defense expenses.

4.4.4 **Waiver of Subrogation.** Consultant hereby agrees to waive subrogation which any insurer or contractor may require from vendor by virtue of the payment of any loss. Consultant agrees to obtain any endorsements that may be necessary to affect this waiver of subrogation.

The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the entity for all work performed by the consultant, its employees, agents, and subcontractors.

4.4.6 **Subcontractors.** Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

4.5 **Remedies.** In addition to any other remedies Stege may have if Consultant fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, Stege may, at its sole option exercise any of the following remedies, which are alternatives to other remedies Stege may have and are not the exclusive remedy for Consultant's breach:

- Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;
- Order Consultant to stop work under this Agreement or withhold any payment that becomes due to Consultant hereunder, or both stop work and withhold any payment, until Consultant demonstrates compliance with the requirements hereof; and/or

- Terminate this Agreement.

## **Section 5. INDEMNIFICATION AND CONSULTANT'S RESPONSIBILITIES.**

To the fullest extent permitted by law, Consultant shall indemnify, defend, with counsel reasonably selected by Stege, and hold harmless Stege and its board members, officers, officials, employees, and volunteers from and against any and all liability, loss, damage, expenses, and costs (including reasonable attorney's fees and costs and fees of litigation) (collectively, "Liability" that arise out of, pertain to, or relate to Consultant's actions under this Agreement. Consultant will bear all losses, costs, damages, expense and liability of every kind, nature and description that arise out of, pertain to, or relate to such claims, whether directly or indirectly ("Liabilities"). The foregoing obligation of Consultant shall not apply when (1) the injury, loss of life, damage to property, or violation of law arises wholly from the gross negligence or willful misconduct of Stege or its officers, employees, agents, or volunteers and (2) the actions of Consultant or its employees, subcontractor, or agents have contributed in no part to the injury, loss of life, damage to property, or violation of law.

It is understood that the duty of Consultant to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code. Acceptance by Stege of insurance certificates and endorsements required under this Agreement does not relieve Consultant from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply. By execution of this Agreement, Consultant acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.

In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of Stege, Consultant shall indemnify, defend, and hold harmless Stege for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of Stege.

## **Section 6. STATUS OF CONSULTANT.**

- 6.1 **Independent Contractor.** At all times during the term of this Agreement, Consultant shall be an independent contractor and shall not be an employee of Stege. Stege shall have the right to control Consultant only insofar as the results of Consultant's services rendered pursuant to this Agreement and assignment of personnel pursuant to Subparagraph 1.3; however, otherwise Stege shall not have the right to control the means by which Consultant accomplishes services rendered pursuant to this Agreement. Notwithstanding any other Stege, city, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment

by Stege, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of Stege and entitlement to any contribution to be paid by Stege for employer contributions and/or employee contributions for PERS benefits.

- 6.2 **Consultant Not an Agent.** Except as Stege may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of Stege in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind Stege to any obligation whatsoever.

## **Section 7. LEGAL REQUIREMENTS.**

- 7.1 **Governing Law.** The laws of the State of California shall govern this Agreement.
- 7.2 **Compliance with Applicable Laws.** Consultant and any subcontractors shall comply with all laws applicable to the performance of the work hereunder.
- 7.3 **Other Governmental Regulations.** To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Consultant and any subcontractors shall comply with all applicable rules and regulations to which Stege is bound by the terms of such fiscal assistance program.
- 7.4 **Licenses and Permits.** Consultant represents and warrants to Stege that Consultant and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions. Consultant represents and warrants to Stege that Consultant and its employees, agents, any subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions
- 7.5 **Nondiscrimination and Equal Opportunity.** Consultant shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Consultant under this Agreement. Consultant shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement, including but not limited to the satisfaction of any positive obligations required of Consultant thereby.

Consultant shall include the provisions of this Subsection in any subcontract approved by the Contract Administrator or this Agreement.

## **Section 8. TERMINATION AND MODIFICATION.**

- 8.1 **Termination.** Stege may cancel this Agreement at any time and without cause upon written notification to Consultant.

Consultant may cancel this Agreement upon 30 days' written notice to Stege and shall include in such notice the reasons for cancellation.

In the event of termination, Consultant shall be entitled to compensation for services performed to the effective date of termination; Stege, however, may condition payment of such compensation upon Consultant delivering to Stege any or all documents, photographs, computer software, video and audio tapes, and other materials provided to Consultant or prepared by or for Consultant or Stege in connection with this Agreement.

- 8.2 **Extension.** Stege may, in its sole and exclusive discretion, extend the end date of this Agreement beyond that provided for in Subsection 1.1. Any such extension shall require a written amendment to this Agreement, as provided for herein. Consultant understands and agrees that, if Stege grants such an extension, Stege shall have no obligation to provide Consultant with compensation beyond the maximum amount provided for in this Agreement. Similarly, unless authorized by the Contract Administrator, Stege shall have no obligation to reimburse Consultant for any otherwise reimbursable expenses incurred during the extension period.

- 8.3 **Amendments.** The parties may amend this Agreement only in writing signed by all the parties.

- 8.4 **Assignment and Subcontracting.** Stege and Consultant recognize and agree that this Agreement contemplates personal performance by Consultant and is based upon a determination of Consultant's unique personal competence, experience, and specialized personal knowledge. Moreover, a substantial inducement to Stege for entering into this Agreement was and is the professional reputation and competence of Consultant. Consultant may not assign this Agreement or any interest therein without the prior written approval of the Contract Administrator. Consultant shall not subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors noted in the proposal, without prior written approval of the Contract Administrator.

- 8.5 **Survival.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between Stege and Consultant shall survive the termination of this Agreement.

- 8.6 **Options upon Breach by Consultant.** If Consultant materially breaches any of the terms of this Agreement, Stege's remedies shall included, but not be limited to, the following:

8.6.1 Immediately terminate the Agreement;

- 8.6.2 Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Consultant pursuant to this Agreement;
- 8.6.3 Retain a different consultant to complete the work described in Exhibit A not finished by Consultant; or
- 8.6.4 Charge Consultant the difference between the cost to complete the work described in Exhibit A that is unfinished at the time of breach and the amount that Stege would have paid Consultant pursuant to Section 2 if Consultant had completed the work.

**Section 9. KEEPING AND STATUS OF RECORDS.**

- 9.1 **Records Created as Part of Consultant's Performance.** All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Consultant prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of Stege. Consultant hereby agrees to deliver those documents to Stege upon termination of the Agreement. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for Stege and are not necessarily suitable for any future or other use. Stege and Consultant agree that, until final approval by Stege, all data, plans, specifications, reports and other documents are confidential and will not be released to third parties without prior written consent of both parties.
- 9.2 **Consultant's Books and Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to Stege under this Agreement for a minimum of 3 years, or for any longer period required by law, from the date of final payment to the Consultant to this Agreement.
- 9.3 **Inspection and Audit of Records.** Any records or documents that Section 9.2 of this Agreement requires Consultant to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of Stege. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds \$10,000.00, the Agreement shall be subject to the examination and audit of the State Auditor, at the request of Stege or as part of any audit of Stege, for a period of 3 years after final payment under the Agreement.

**Section 10 MISCELLANEOUS PROVISIONS.**

- 10.1 **Attorneys' Fees.** If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which



that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.

- 10.2 **Venue.** In the event that either party brings any action against the other under this Agreement, the parties agree that trial of such action shall be vested exclusively in the state courts of California in the County of Contra Costa or in the United States District Court for the Northern District of California.
- 10.3 **Severability.** If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.
- 10.4 **No Implied Waiver of Breach.** The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.
- 10.5 **Successors and Assigns.** The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the parties.
- 10.6 **Use of Recycled Products.** Consultant shall prepare and submit all reports, written studies and other printed material on recycled paper to the extent it is available at equal or less cost than virgin paper.
- 10.7 **Conflict of Interest.** Consultant may serve other clients, but none whose activities within the boundaries of the CSTAC Agencies or whose business, regardless of location, would place Consultant in a "conflict of interest," as that term is defined in the Political Reform Act, codified at California Government Code Section 81000 *et seq.*

Consultant shall not employ any Stege official in the work performed pursuant to this Agreement. No officer or employee of Stege shall have any financial interest in this Agreement that would violate California Government Code Sections 1090 *et seq.*

Consultant hereby warrants that it is not now, nor has it been in the previous 12 months, an employee, agent, appointee, or official of Stege. If Consultant was an employee, agent, appointee, or official of Stege in the previous twelve months, Consultant warrants that it did not participate in any manner in the forming of this Agreement. Consultant understands that, if this Agreement is made in violation of Government Code § 1090 *et seq.*, the entire Agreement is void and Consultant will not be entitled to any compensation for services performed pursuant to this Agreement, including reimbursement of expenses, and Consultant will be required to reimburse Stege for any sums paid to the Consultant. Consultant understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of Government Code § 1090 and, if applicable, will be disqualified from holding public office in the State of California.

- 10.8 **Solicitation.** Consultant agrees not to solicit business at any meeting, focus group, or interview related to this Agreement, either orally or through any written materials.
- 10.9 **Contract Administration.** This Agreement shall be administered by Rex Delizo ("Contract Administrator"). All correspondence shall be directed to or through the Contract Administrator or his or her designee.

10.10 **Notices.**

Any written notice to Consultant shall be sent to:

Douglas Humphrey  
Humphrey Consulting  
1507 Wellington Street  
Oakland, Ca. 94602

Any written notice to Stege shall be sent to:

Rex Delizo, District Manager  
Stege Sanitary District  
7500 Schmidt Lane  
El Cerrito, CA

10.11 **Professional Seal.** N/A

- 10.12 **Integration.** This Agreement, including the scope of work attached hereto and incorporated herein as Exhibits A, B, C and D represents the entire and integrated agreement between Stege and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral.

<u>Exhibit A</u>	Scope of Services
<u>Exhibit B</u>	Compensation Schedule
<u>Exhibit C</u>	Provisions Required For Public Works Contracts Pursuant To California Labor Code Section 1720 et seq.
<u>Exhibit D</u>	Reimbursable Expenses

- 10.13 **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

[SIGNATURES ON FOLLOWING PAGE]

The Parties have executed this Agreement as of the Effective Date.

STEGE SANITARY DISTRICT

HUMPHREY CONSULTING

\_\_\_\_\_  
Rex Delizo,  
District Manager

\_\_\_\_\_  
Douglas Humphrey  
Owner

Approved as to Form:

\_\_\_\_\_  
Kristopher Kokotaylo  
District Counsel



## EXHIBIT A

### SCOPE OF SERVICES CSTAC FACILITATION SERVICES

The Collection System Technical Advisory Committee ("CSTAC") is comprised of East Bay Municipal Utility District (EBMUD) and at least five collection system agencies that are satellites to the EBMUD wastewater interceptor system and Main Wastewater Treatment Plant. The CSTAC agencies meet periodically to discuss collection system issues and to work on items such as the development of regional design standards. CSTAC needs professional and management services to assist it in the conduct of its meetings and business issues

Consultant will provide professional facilitation, management and support services to CSTAC as described below.

#### Scope of Work:

1. Facilitation of monthly meetings, including preparation of agendas, monitoring attendance and utilization of designated alternates for voting purposes, tracking votes by participating agency including those submitted via email, and issuing meeting minutes.
2. Coordination of miscellaneous CSTAC issues. This may involve the coordination of CSTAC involvement and responses to issues relevant to CSTAC, including Regional Standards, and will be provided on an "as- needed" basis, when and if requested.

#### Deliverables:

Preparation of minutes ("meeting notes") and agendas for scheduled CSTAC meetings. These items will be prepared as meetings are scheduled and conducted.

Transmittal to the administrative agency in July of received and recorded voting records for the previous fiscal year.

#### Assumptions:

1. Agencies will respond to requests for information and supply documents in a timely manner.
2. Agency representatives will also make themselves available to meet.
3. All work to be completed and delivered by July 15th for work performed through the end of the fiscal year (June 30).

Estimated Time: 100 hours per FY

EXHIBIT B  
COMPENSATION SCHEDULE

Fee Not to Exceed: \$22,500 per FY

All time at \$200/hour.  
Expenses charged at cost.

## EXHIBIT C

### PROVISIONS REQUIRED FOR PUBLIC WORKS CONTRACTS PURSUANT TO CALIFORNIA LABOR CODE SECTION 1720 *ET SEQ.*

#### HOURS OF WORK:

- A. In accordance with California Labor Code Section 1810, 8 hours of labor in performance of the services described in Exhibit A shall constitute a legal day's work under this contract.
- B. In accordance with California Labor Code Section 1811, the time of service of any worker employed in performance of the services described in Exhibit A is limited to eight hours during any one calendar day, and forty hours during any one calendar week, except in accordance with California Labor Code Section 1815, which provides that work in excess of eight hours during any one calendar day and forty hours during any one calendar week is permitted upon compensation for all hours worked in excess of eight hours during any one calendar day and forty hours during any one calendar week at not less than one-and-one-half times the basic rate of pay.
- C. The Consultant and its subcontractors shall forfeit as a penalty to Stege \$25 for each worker employed in the performance of the services described in Exhibit A for each calendar day during which the worker is required or permitted to work more than 8 hours in any one calendar day, or more than 40 hours in any one calendar week, in violation of the provisions of California Labor Code Section 1810 and following.

#### WAGES:

- A. In accordance with California Labor Code Section 1773.2, Stege has determined the general prevailing wages in the locality in which the services described in Exhibit A are to be performed for each craft or type of work needed to be as published by the State of California Department of Industrial Relations, Division of Labor Statistics and Research t. The Consultant and subcontractors engaged in the performance of the services described in Exhibit A shall pay no less than these rates to all persons engaged in performance of the services described in Exhibit A.
- B. In accordance with Labor Code Section 1775, the Consultant and any subcontractors engaged in performance of the services described in Exhibit A shall comply Labor Code Section 1775, which establishes a penalty of up to \$50 per day for each worker engaged in the performance of the services described in Exhibit A that the Consultant or any subcontractor pays less than the specified prevailing wage. The amount of such penalty shall be determined by the Labor Commissioner and shall be based on consideration of the mistake, inadvertence, or neglect of the Consultant or subcontractor in failing to pay the correct rate of prevailing wages, or the previous record of the Consultant or subcontractor in meeting applicable prevailing wage

obligations, or the willful failure by the Consultant or subcontractor to pay the correct rates of prevailing wages. A mistake, inadvertence, or neglect in failing to pay the correct rate of prevailing wages is not excusable if the Consultant or subcontractor had knowledge of their obligations under the California Labor Code. The Consultant or subcontractor shall pay the difference between the prevailing wage rates and the amount paid to each worker for each calendar day or portion thereof for which each worker was paid less than the prevailing wage rate. If a subcontractor worker engaged in performance of the services described in Exhibit A is not paid the general prevailing per diem wages by the subcontractor, the Consultant is not liable for any penalties therefore unless the Consultant had knowledge of that failure or unless the Consultant fails to comply with all of the following requirements:

1. The contract executed between the Consultant and the subcontractor for the performance of part of the services described in Exhibit A shall include a copy of the provisions of California Labor Code Sections 1771, 1775, 1776, 1777.5, 1813, and 1815.
  2. The Consultant shall monitor payment of the specified general prevailing rate of per diem wages by the subcontractor by periodic review of the subcontractor's certified payroll records.
  3. Upon becoming aware of a subcontractor's failure to pay the specified prevailing rate of wages, the Consultant shall diligently take corrective action to halt or rectify the failure, including, but not limited to, retaining sufficient funds due the subcontractor for performance of the services described in Exhibit A.
  4. Prior to making final payment to the subcontractor, the Consultant shall obtain an affidavit signed under penalty of perjury from the subcontractor that the subcontractor has paid the specified general prevailing rate of per diem wages for employees engaged in the performance of the services described in Exhibit A and any amounts due pursuant to California Labor Code Section 1813.
- C. In accordance with California Labor Code Section 1776, the Consultant and each subcontractor engaged in performance of the services described in Exhibit A shall keep accurate payroll records showing the name, address, social security number, work, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed in performance of the services described in Exhibit A. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following:
1. The information contained in the payroll record is true and correct.
  2. The employer has complied with the requirements of Sections 1771, 1811, and 1815 for any work performed by the employer's employees on the public works project.



The payroll records required pursuant to California Labor Code Section 1776 shall be certified and shall be available for inspection by the Owner and its authorized representatives, the Division of Labor Standards Enforcement, the Division of Apprenticeship Standards of the Department of Industrial Relations and shall otherwise be available for inspection in accordance with California Labor Code Section 1776.

- D. In accordance with California Labor Code Section 1777.5, the Consultant, on behalf of the Consultant and any subcontractors engaged in performance of the services described in Exhibit A, shall be responsible for ensuring compliance with California Labor Code Section 1777.5 governing employment and payment of apprentices on public works contracts.
- E. In case it becomes necessary for the Consultant or any subcontractor engaged in performance of the services described in Exhibit A to employ for the services described in Exhibit A any person in a trade or occupation (except executive, supervisory, administrative, clerical, or other non manual workers as such) for which no minimum wage rate has been determined by the Director of the Department of Industrial Relations, the Contractor shall pay the minimum rate of wages specified therein for the classification which most nearly corresponds to services described in Exhibit A to be performed by that person. The minimum rate thus furnished shall be applicable as a minimum for such trade or occupation from the time of the initial employment of the person affected and during the continuance of such employment.

**EXHIBIT D**  
**REIMBURSABLE EXPENSES**

Reproduction of documents, mileage (IRS rate), parking, and transportation related to CSTAC meetings.

**STEGE SANITARY DISTRICT**  
**Investment, Cash & Receivables Report**

11:42:56 AM  
 05/15/2023

As of April 30, 2023

	<u>April 30, 2023</u>	<u>March 31, 2023</u>	<u>\$ Change</u>	<u>Deposits</u>	<u>Checks</u>	<u>Transfers</u>
<b>ASSETS</b>						
<b>Current Assets</b>						
<b>Checking/Savings</b>						
<b>LAIF Investment Accts</b>						
11012 · Sewer Operations- 3418	11,075,002	8,582,628	2,492,374	2,555,374	0	-63,000
11014 · System Rehab- 3423	1,031,752	1,025,138	6,614	6,614	0	0
<b>Total LAIF Investment Accts</b>	<u>12,106,753</u>	<u>9,607,766</u>	<u>2,498,988</u>	<u>2,561,988</u>	<u>0</u>	<u>-63,000</u>
<b>Checking Accts</b>						
100 · Mechanics Bank	436,553	145,882	290,671	2,941,343	-2,713,672	63,000
100 · County Cash Acct #3418	-2,772,652	7,695	-2,780,347 *	0 *	0	0
<b>Total Checking Accts</b>	<u>-2,336,099</u>	<u>153,577</u>	<u>-2,489,676</u>	<u>2,941,343</u>	<u>-2,713,672</u>	<u>63,000</u>
11021 · Petty Cash	250	250	0	0	0	0
<b>Total Checking/Savings</b>	<u>9,770,904</u>	<u>9,761,593</u>	<u>9,311</u>	<u>5,503,331</u>	<u>-2,713,672</u>	<u>0</u>
301 · Ca Employer's Retiree Benefit Trust	266,933	266,933	0	0	0	0
<b>Total CA Employer's Retiree Benefit Trust</b>	<u>266,933</u>	<u>266,933</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Accounts Receivable</b>						
11072 · Accounts Receivable	77,092	77,092	0			
<b>Total Accounts Receivable</b>	<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

05/15/2023

April 2023

83.84% of Fiscal year Completed

	<u>July-April 2023</u>	<u>Annual Budget</u>	<u>% of Annual Budget</u>
<b>Income</b>			
<b>31 - OPERATING REVENUE</b>			
31010 - Sewer Service Charges	3,206,274	3,209,000	100%
31020 - Permit & Insp. Fees	7,825	12,000	65%
31030 - Connection Fees	81,877	50,000	164%
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%
<b>Total 31 - OPERATING REVENUE</b>	<u>6,575,501</u>	<u>7,129,000</u>	<u>92%</u>
<b>32 - NON-OPERATING REVENUE</b>			
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%
<b>Total 32 - NON-OPERATING REVENUE</b>	<u>716,722</u>	<u>541,000</u>	<u>132%</u>
Transfer (to)/from Reserves	-	(109,643)	0%
<b>Total Income</b>	<u>7,292,223</u>	<u>7,560,357</u>	<u>96%</u>
<b>Expense</b>			
<b>OPERATING EXPENSES</b>			
<b>Administration/General</b>			
45-010 - Salaries & Wages	210,814	255,300	83%
45-020 - Employee Benefits	130,529	141,506	92%
45-029 - Retiree Health	9,477	13,600	70%
45-030 - Directors Expenses	18,897	41,007	46%
45-070 - Insurance	257,016	250,400	103%
Administration - Other	149,565	291,000	51%
<b>Total Administration</b>	<u>776,298</u>	<u>992,813</u>	<u>78%</u>
<b>Maintenance/Engineering</b>			
41-010 - Salaries & Wages	1,048,744	1,260,660	83%
41-020 - Employee Benefits	385,812	521,701	74%
41-029 - Retiree Health	9,198	15,556	59%
41-100 - Operating Supplies	14,613	40,000	37%
41-110 - Contractual Services	81,834	101,300	81%
41-207 - Contracted Repairs	57,275	70,000	82%
Maintenance- Other	194,681	286,257	68%
<b>Total Maintenance/Engineering</b>	<u>1,792,158</u>	<u>2,295,474</u>	<u>78%</u>
Pump Stations	43,044	40,020	108%
<b>Total OPERATING EXPENSES</b>	<u>2,611,500</u>	<u>3,328,307</u>	<u>78%</u>
<b>CAPITAL</b>			
41-650 - Debt Repayment (SRF Loans)	43,939	43,900	100%
Construction Projects	546,092	3,833,150	14%
Outlay(Maintenance/Engineering)	227,593	355,000	64%
<b>Total CAPITAL</b>	<u>817,623</u>	<u>4,232,050</u>	<u>19%</u>
<b>Total Expense</b>	<u>3,429,123</u>	<u>7,560,357</u>	<u>45%</u>
<b>Net</b>	<u>3,863,100</u>	<u>0</u>	

**From:** [Aaron Bonck](#)  
**Sent:** Wednesday, May 10, 2023 2:17 PM  
**To:** [Kary R.](#)  
**Subject:** Account open!

Good afternoon Kary,

Good news, the District's investment account is officially open and ready to go. If you're ready to begin getting some funds invested, the next step will be wiring the funds into the District's brokerage account at Bank of New York/Pershing.

The wire instructions are attached. Please make sure that your bank includes the "FFC (Ultimate Beneficiary)" and "Ultimate Beneficiary Account #" details so the funds end up in the District's account directly. Once you have sent the wire, if you let me know the amount and the bank it is coming from I can keep an eye out for when the funds hit the account and let you know.

I also included an online access form if you would like to get that set up for yourself. It just requires you to fill in the highlighted sections of your mother's maiden name, date of birth, and your first and second choices for a username, then sign on page 3 and send it back to me. Once that has been submitted, you'll get an email that will use the information you gave on the form for you to log in and set up a password and everything. Then you'll also be able to go in and independently confirm that the funds are in the District's account.

Please let me know if you have any questions!

Thanks,

Aaron

**Aaron Bonck, CFA** | Vice President

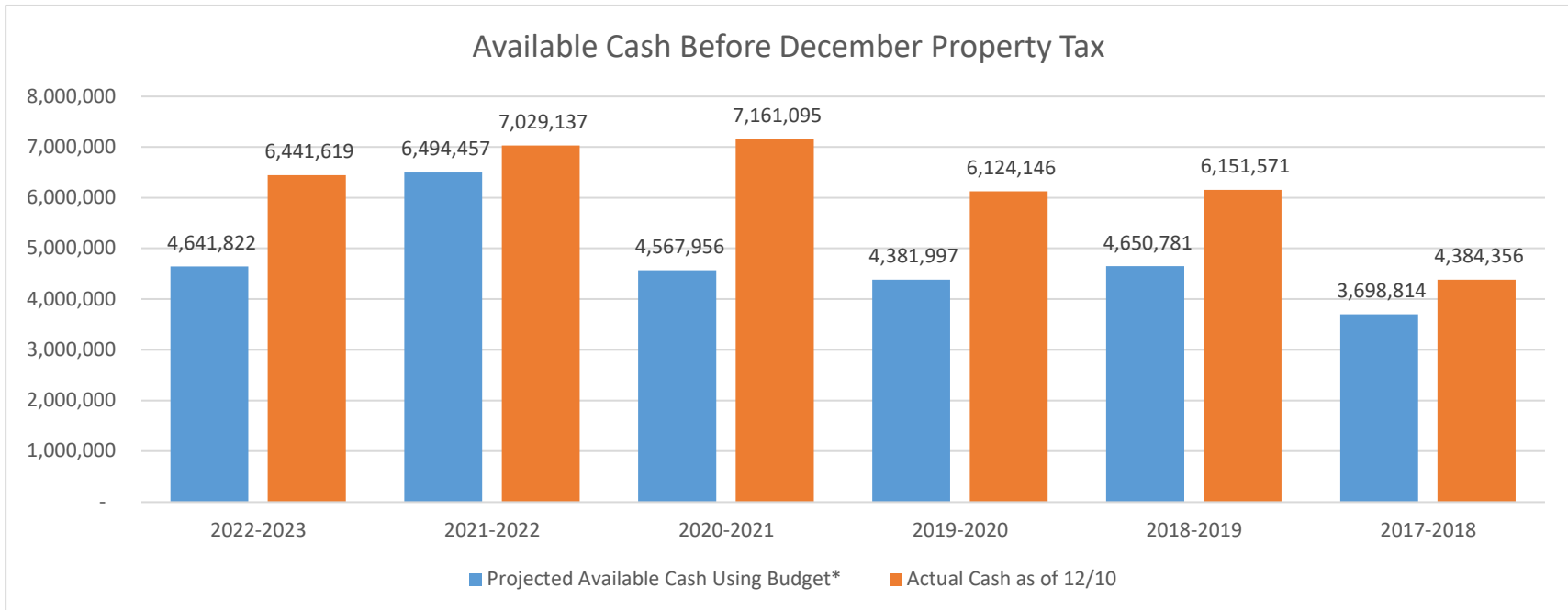
Time Value Investments, Inc. | 9725 3rd Ave NE, Suite 610 | Seattle, WA 98115  
Direct: 206-365-3000 | Toll Free: 877-707-7787 | Fax: 206-417-6000 | [www.timevalueinv.com](http://www.timevalueinv.com)



Securities offered through Concourse Financial Group Securities, Inc. a Registered Broker-Dealer, Member, FINRA & SIPC. Any non-securities activities conducted by Time Value Investments, Inc. are independent of Concourse Financial Group Securities, Inc.

Fiscal Year	Projected Available Cash Using				Beginning of Fiscal Year Cash	
	Budget*	Actual Cash as of 12/10	Operations Budget	Capital Budget	(7/1)	
2022-2023	4,641,822	6,441,619	3,328,307	4,313,817	8,462,884	
2021-2022	6,494,457	7,029,137	3,138,636	6,315,200	11,221,375	
2020-2021	4,567,956	7,161,095	3,063,711	5,439,200	8,819,412	
2019-2020	4,381,997	6,124,146	2,955,871	3,802,200	7,761,033	
2018-2019	4,650,781	6,151,571	2,724,330	3,196,200	7,611,046	
2017-2018	3,698,814	4,384,356	2,489,790	2,650,200	6,268,809	

\* Projected spending of 50% for operations and capital budget. Used a projection because capital is done sometimes in the beginning of the fiscal year and sometimes at the end.



11:21 AM	STEGE SANITARY DISTRICT			
05/15/2023	Check Report			
Accrual Basis	May 18, 2023			
	Name	Memo	Amount	Num
<b>May 18, 23</b>				
	APB Engineering	Rehab Proj 22201	-518,787.41	28154
	Aramark Uniform Services	Uniform Services	-538.22	28155
	Bay Alarm Company	Burglar & Fire Alarm	-620.52	28156
	Clark Pest Control	Pest Control	-153.00	28157
	Dante Deluca.	Conference San Diego 4/18-23/23	-139.22	28158
	Dennis Wright	Conference San Diego 4/18-23/23	-258.67	28159
	Direct Line	Answering Service 04/01-30/23	-109.00	28160
	East Bay Sanitary Co., Inc.	Debri Box	-1,435.37	28161
	Everest Plumbing.	PSL Loan Program 6114 Huntington Ave Additional	-500.00	28162
	Exxonmobil	Gas	-229.13	28163
	Kato Plumbing.	PSL Loan Program 511 Oak	-10,000.00	28164
	Meyers Nave	Inv#201650 Legal Service	-1,637.70	28165
	Pastime Hardware	Maintanance Supplies	-27.07	28166
	PG&E- #0103467151-9	Burlingame Pump Station	-199.71	28167
	PG&E- #0607499583-5	Canon Pump Station	-123.43	28168
	PG&E- #6675831511-4	Office/Shop	-1,778.50	28169
	Terra Nova Engineering, Inc.	PSL Loan Program 101 Windsor	-5,500.00	28170
	Teviotdale	Mission Control Antenna & Float Replacement	-1,635.00	28171
	WECO Industries, Inc.	Dye Tab, Nozzle, Grease & Hose	-6,218.87	28172
	Bank of New York	TVI Investment	-500,000.00	28173
<b>May 18, 23</b>			<b>-1,049,890.82</b>	

# 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 – <b>9:00 A.M.</b>	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"> <li>• Board Governance Manual Review</li> <li>• Service Rate Discussion</li> <li>• Long Range Planning Workshop Agenda</li> <li>• Director’s Contact Info</li> <li>• Board Training Summ.</li> <li>• CASA Conference</li> <li>• Quarterly Financial Statements</li> <li>• SPASPA Status Report</li> <li>• CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval.</li> </ul>	<ul style="list-style-type: none"> <li>• Actuarial Analysis of Retiree Health Benefits Report (even years)</li> <li>• Performance Report (every 3 years)</li> <li>• District of Distinction (every 3 years)</li> <li>• Service Rate Discussion</li> <li>• Long Range Planning Workshop Agenda</li> <li>• Board Training Summ.</li> <li>• CASA Conference</li> <li>• CASA Conference Attendee Reports</li> </ul>	<p><b><u>9AM MEETING TIME</u></b></p> <ul style="list-style-type: none"> <li>• Long Range Planning Workshop – Past 5 yrs. Expenditures Review</li> <li>– Self-Assessment of Governance</li> <li>– Strategic Plan Review</li> </ul>	<ul style="list-style-type: none"> <li>• Service Rate Discussion/ Approval (&amp; 30-day Notice)</li> <li>• Board Training Summ.</li> </ul>	<ul style="list-style-type: none"> <li>• Draft Budget</li> <li>• Board Training Summ.</li> <li>• July 4<sup>th</sup> Fair Discussion</li> <li>• Review of Comparable Agencies</li> <li>• Appoint Labor Negot.</li> <li>• CLOSED SESSION – Conf. Labor Negot.</li> </ul>	<ul style="list-style-type: none"> <li>• Draft Budget</li> <li>• Review Directors’ Meeting Compensation</li> <li>• District Working Capital and Reserve Policy</li> <li>• Approve Project Plans and Specs (+CEQA)</li> <li>• July 4<sup>th</sup> Fair Discussion</li> <li>• CASA Conference</li> </ul>
	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"> <li>• Board Governance Manual Approval</li> <li>• Long Range Planning Workshop Agenda</li> <li>• Service Rate Discussion</li> <li>• Form 700</li> </ul>	<ul style="list-style-type: none"> <li>• Auditor – RFP</li> <li>• California Employer’s Retiree Benefit Trust (CERBT)</li> <li>• Service Rate Discussion</li> <li>• Action Plan</li> <li>• Board Training Summ.</li> <li>• Consent Decree Quarterly Report</li> <li>• CASA Conference Attendee Reports</li> <li>• Form 700</li> </ul>	<ul style="list-style-type: none"> <li>• Draft Budget</li> <li>• Employee Benefit Package Review</li> <li>• Service Rate Discussion/Approval (+ 30-day Notice)</li> <li>• July 4<sup>th</sup> Fair Discussion</li> <li>• Quarterly Financial Statements</li> <li>• SPASPA Status Report</li> <li>• CLOSED SESSION – Quarterly Claims Rpt – Conf. Labor Negot</li> </ul>	<ul style="list-style-type: none"> <li>• Resolution Ordering Board Election (even years)</li> <li>• Draft Budget</li> <li>• July 4<sup>th</sup> Fair Discussion</li> <li>• Service Rate Discussion/Approval (+ 30-day Notice)</li> <li>• CLOSED SESSION – Manager Perf. Eval. – Conf. Labor Negot.</li> </ul>	<ul style="list-style-type: none"> <li>• Resolution Salary of District Manager</li> <li>• Resolution Employee Salary Ranges</li> <li>• Resolution Approve/Adopt Budget</li> <li>• Review and Approve Incentive Award</li> <li>• Adopt Incentive Award Goals &amp; Objectives</li> <li>• July 4<sup>th</sup> Fair Discussion</li> <li>• CD Quarterly Report</li> <li>• CASA Conference</li> <li>• CLOSED SESSION – Counsel Perf. Eval.</li> </ul>



# 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 <sup>th</sup> 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 – <b>2:00 P.M.</b>
<ul style="list-style-type: none"> <li>• July 4<sup>th</sup> Fair Debrief</li> <li>• CASA/CSDA Conf.</li> </ul>	<ul style="list-style-type: none"> <li>• Select Actuary for Analysis of Retiree Health Benefits (odd years)</li> </ul>	<ul style="list-style-type: none"> <li>• CASA/CSDA Conf. Attendee Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Regional PSL Program Update</li> <li>• Regional FOG Program Update</li> </ul>	<ul style="list-style-type: none"> <li>• Proposed Meeting Calendar</li> <li>• Board Officer Succession Plan</li> <li>• CASA Conference</li> </ul>	<p><b><u>2PM MEETING TIME</u></b></p> <ul style="list-style-type: none"> <li>• Fiscal Year Financial Audit</li> <li>• Resolution Certifying Election Results (even years)</li> <li>• Connection Charge Review</li> <li>• Emergency Contact Update</li> <li>• Meeting Calendar</li> <li>• Consent Decree Quarterly Report</li> <li>• CASA Conference</li> <li>• Pension + OPEB UAL Reports</li> <li>• Nomination &amp; Election of Officers</li> </ul>
7/20/2023 – 7:00 P.M.	<ul style="list-style-type: none"> <li>• Quarterly (FY End) Financial Statements</li> <li>• Conn. Charge Report per Gov. Code 66013</li> <li>• CASA/CSDA Conf.</li> </ul>	9/21/2023 – 7:00 P.M.	10/19/2023 – 7:00 P.M.		
<ul style="list-style-type: none"> <li>• Hearing +Res./Ord. – Establish and Collect Sewer Service Charges – Director Meeting Compensation</li> <li>• Resolution Filing Notice of Completion</li> <li>• District Investment Policy</li> <li>• Reimb. Report per Gov. Code 53065.5</li> <li>• Candidate filing period (even years)</li> <li>• Quarterly Financial Statements</li> <li>• SPASPA Status Report</li> <li>• CASA/CSDA Conf.</li> <li>• Form 470</li> <li>• CLOSED SESSION – Quarterly Claims Rpt</li> </ul>		<ul style="list-style-type: none"> <li>• Health Care Benefits Review</li> <li>• Consent Decree Quarterly Report</li> </ul>	<ul style="list-style-type: none"> <li>• Quarterly Financial Statements</li> <li>• SPASPA Status Report</li> <li>• CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval.</li> </ul>		