

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

***** AGENDA *****

Items on the agenda may be taken out of order.

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

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

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

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

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

I. Call To Order

II. Roll Call

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

III. Public Comment

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

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IV. Approval of Minutes

- Motion: A. Approval of May 5, 2022 Board Meeting Minutes
(The Board will be asked to review and approve the minutes of the May 5, 2022 Board Meeting)

Info: **V. Communications**

- A. Oral Communications
1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings
 - a. City & Community Meetings
- B. Written Communications

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

Info/Motion: **VII. Business**

- A. Resolution No. 2191-0522 Amending the Employee Personnel Policies of the Stege Sanitary District Article IV, Section 3. Holidays, 4.3.1. Holiday Schedule
(The Board will review and consider the resolution to observe Juneteenth as an official paid holiday of the District)
- B. Resolution No. 2192-0522 Finding that there is a Proclaimed State of Emergency; Finding that Meeting in Person Would Present Imminent Risks to the Health or Safety of Attendees as a Result of the State of Emergency; and Authorizing Remote Teleconferenced Meetings of the Stege Sanitary District for the 30 Day Period Beginning May19 Pursuant to AB 361
(The Board will review and consider the resolution to continue to meet remotely pursuant to Assembly Bill 361)
- C. Actuarial for Analysis of Retiree Health Benefits Proposal

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(The Board will review and consider the proposal from Total Compensation Systems, Inc.)

Info/Motion **VIII. Financial Statements**

A. Monthly Investment, Cash, Receivables Report

B. Monthly Operating Statement

(The Board will review the reports and statements)

IX. Approval of Checks

Info/Motion:

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

(The Board will be asked to approve the May 19, 2022 checks)

Info:

X. Future Agenda Items

June 2, 2022

Draft Budget

Review Directors Meeting Compensation

District Working Capital and Reserve Policy

July 4th Fair Planning

CASA Conference

Diversity, Equity, and Inclusion

June 16, 2022

CLOSED SESSION – Counsel Performance Evaluation

Approve Employee Salary Ranges

Approve and Adopt Final Budget

Review and Approve Incentive Award

Adopt Employee Incentive Award Goals & Objectives

July 4th Fair Planning

Consent Decree Quarterly Report

CASA Conference

Ordinance – Directors Meeting Compensation

+*RESOLUTION – Procurement Policy*

+*AB 361 – 30 Day Virtual Meeting Extension*

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CLOSED SESSION

Conference with Legal Counsel—Anticipated Litigation

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

Number of Potential Cases: 1

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

Public Employment Performance Evaluation

Gov. Code § 54957

Title: District Manager

Conference with Labor Negotiator

Gov. Code § 54957.6

Agency Designated Representative: Board President Merrill

Unrepresented Employee: District Manager

XI. Adjournment

(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on June 2, 2022 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF MAY 5, 2022
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

***** MINUTES *****

- I. Call To Order:** President Merrill called the meeting to order at 7:00 P.M.
- II. Roll Call:** Present: Gilbert-Snyder*, Miller*, O’Keefe*, Merrill
 Absent: Christian-Smith (gave prior notice)
 Others Present: Rex Delizo, District Manager
**via video-conference*

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

- III. Public Comment:** There was no public comment.

IV. Approval of Minutes

A. Approval of April 21, 2022 Board Meeting Minutes

MOTION: By Miller, seconded by Gilbert-Snyder, to approve the minutes of the April 21, 2022 Board Meeting, as amended

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

V. Communications

A. Oral Communications

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

a. City & Community Meetings

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

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B. Written Communications

1. KIDS for the BAY Watershed Action Program 2021 – 2022 School Year Interim Report

The Board received the interim report.

VI. Reports of Staff and Officers

A. Manager's Report

1. Draft Budget FY 2022 - 2023

The Manager reported on the latest draft of the budget.

2. 4th of July Fair

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

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 O'Keefe, seconded by Miller, to appoint the Board President as labor negotiator for the purpose of negotiations with the District Manager

VOTE: AYES: Gilbert-Snyder, Miller, O'Keefe

NOES: None

ABSTAIN: Merrill

ABSENT: Christian-Smith

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.

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VIII. Approval of Checks

A. Checks for May 5, 2022 - Fund No. 3418 & 3423

MOTION: Gilbert-Snyder, seconded by Miller, to approve the payment of the bills, Check Nos. 27589 through 27614 in the amount of \$46,618.60

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

IX. Future Agenda Items

May 19, 2022

CLOSED SESSION – Manager Performance Evaluation
 CLOSED SESSION – Conference with Labor Negotiator
 Draft Budget
 July 4th Fair Discussion
 +*AB 361 – 30 Day Virtual Meeting Extension*
 +*RESOLUTION – Procurement Policy*
 +*ORDINANCE – Juneteenth Holiday*

June 2, 2022

Draft Budget
 Review Directors Meeting Compensation
 District Working Capital and Reserve Policy
 July 4th Fair Discussion
 CASA Conference
 Diversity, Equity, and Inclusion

Director Gilbert-Snyder gave notice that he will not attend the June 2nd meeting due to a scheduling conflict.

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CLOSED SESSION

Conference with Labor Negotiator

Gov. Code § 54957.6

Agency Designated Representative: Board President

Unrepresented Employee: District Manager

The Board entered into closed session at 8:01 P.M. and returned to open session at 8:43 P.M. President Merrill announced the Board had taken no reportable actions.

X. Adjournment

The meeting was adjourned at 8:44 P.M. The next regular meeting of the District Board of Directors will be held on Thursday, May 19, 2022 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary

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

1. ROUTINE PREVENTIVE MAINTENANCE ACTIVITIES

There were 21 normal working days	Days	Feet
Unit #10 (combo) operated:	13	57,752
Unit #11 (rodder) operated:	0	0
Unit #15 (video) operated:	7	27,856
Unit #16 (combo) operated:	3	5,834

	Month (feet)		Quarter (feet)		
	Planned	Unplanned	Planned	Unplanned	Remaining
Total Cleaned	59,836	5,221	59,836	5,221	130,644
Total Video	13,311	14,545	13,311	14,545	52,629

2. MONTHLY SERVICE CALLS

After-hour service calls: 4 Calls 4 Out

SERVICE CALLS, OVERFLOWS, AND BACKUPS

YEAR	MO	SERVICE CALLS		LATERAL PROBLEMS		STRUCTURAL MAINLINE FAILURES		MAINLINE OVERFLOWS INTO HOMES	
		CURRENT MONTH	12 MONTH AVERAGE	CURRENT MONTH	12 MONTH AVERAGE	CURRENT MONTH	TOTAL LAST 12-MOS	CURRENT MONTH	TOTAL LAST 12-MOS
2022	APRIL	18	17.8	11	10.2	0	3	0	1
CATEGORY 1 SSOs		OVERFLOWS CAUSED BY MAINLINE				OVERFLOWS RELATED TO WET WEATHER			
CURRENT MONTH	TOTAL LAST 12-MONTHS	CURRENT MONTH	TOTAL LAST 12-MONTHS	CURRENT MONTH	TOTAL LAST 12-MONTHS	CURRENT MONTH	TOTAL LAST 12-MONTHS	CURRENT MONTH	TOTAL LAST 12-MONTHS
0	1	0	11	0	11	0	2	0	2

3. SAFETY AND TRAINING

Safety and training meetings were conducted twice a month.

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MONTHLY SERVICE CALLS

April-2022

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
4/3/2022 Sunday 1:26 PM	100302 100221	1350 MONTEREY ST. RICHMOND, CA 94804	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	O				WE SMELT NO ODOR.
4/4/2022 Monday 8:25 AM	200110 200109	5430 CENTRAL AVE. RICHMOND, CA 94804	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	E, MC				WE FOUND THIS TO BE A EBMUD PROBLEM.
4/4/2022 Monday 11:59 AM	211115 211114	3341 BELMONT AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
4/5/2022 Tuesday 10:53 AM	275304 275303	1 ARLINGTON BLVD. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
4/9/2022 Saturday 10:05 AM	103306 103305	5119 SACRAMENTO AVE. RICHMOND, CA 94804	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				COMPLAINT ABOUT WORKERS WITH NO PERMIT.
4/10/2022 Sunday 3:23 PM	251414 251413	720 GELSTON PL. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				CUSTOMER COMPLAINED OF CONGESTION.
4/11/2022 Monday 1:50 PM	186127 186126	2251 MIRA VISTA DR. EL CERRITO, CA 94530 <i>Last Call: 8/23/2006</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
4/12/2022 Tuesday 11:43 AM	183104 183102	6372 CONLON AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				MANHOLE COVER MAKING NOISE.
4/13/2022 Wednesday 2:33 PM	300002 300001	2700 RYDIN RD. RICHMOND, CA 94804 <i>Last Call: 8/1/2001</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
4/18/2022 Monday 7:33 AM	171025 171024	7525 POTRERO AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	OF, C				WE FOUND THIS CONGESTION TO BE THE CUSTOMER'S PROBLEM.
4/19/2022 Tuesday 10:00 AM	234010 231017	501 COVENTRY RD. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, OF				WE FOUND THE CONGESTION TO BE THE CUSTOMER'S PROBLEM.
4/19/2022 Tuesday 2:18 PM	251325 251323	533 SEA VIEW DR. EL CERRITO, CA 94530 <i>Last Call: 5/21/2019</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	F				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
4/20/2022 Wednesday 11:40 AM	191240 19120	2558 TAMALPAIS AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
4/21/2022 Thursday 11:58 AM	251022 251021	608 SEA VIEW DR. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				WE FOUND THIS TO BE THE CITY'S PROBLEM.
4/21/2022 Thursday 4:45 PM	292210 292010	7250 SCHMIDT LN. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, LC				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
4/22/2022 Friday 12:05 PM	232211 232210	210 CARMEL AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				WE FOUND THE SINK HOLE TO BE THE CUSTOMER'S PROBLEM.
4/25/2022 Monday 5:55 PM	161217 16126	6660 HILL ST. EL CERRITO, CA 94530 <i>Last Call: 1/19/1996</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
4/26/2022 Tuesday 8:46 AM	188103 188102	5420 SILVA AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	O				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
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PROBLEM TYPE:

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

SPILL

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

SPILL

CAUSE:
 Blockage (B)
 Surcharge (S)
 Line Break (ML)
 Other (O)

SPILL END

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

MAINLINE: 0
LATERAL: 11
OTHER: 7
TOTAL SERVICE CALLS: 18
MAINLINE OVERFLOW: 0
MAINLINE SURCHARGE: 0

SANITARY SEWER OVERFLOWS (SSOs) LAST 12 MONTHS

May-2022

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

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS	CAT*	VOL	RCVR'D	NET
PROBLEM TYPE:												
Water (A)	Odor (O)		SPILL LOCATION:	SPILL CAUSE:	SPILL END LOCATION:							
Broken Main (B)	Overflow (OF)	Lamp/Manhole (MH)	Blockage (B)	Surcharge (S)	Building (BLDG)							
S/S Congestion (C)	PG+E (P)	Mainline (ML)	Line Break (ML)	Other (O)	Creek (C)							
Debris in Main (D)	Roots (R)	Lateral (L)			Strt/Pvmnt (ST)							
EBMUD (E)	Surcharge (S)	Cleanout (CO)			Storm Drn (SD)							
Soft Stoppage (F)	Storm Drain (SD)	Building (BLDG)			Yard (Y)							
Grease (G)	Unknown (U)	Other (O)			Other (O)							
Lateral Cause (LC)	Other (T)											
Misc (M)	Wipes/Rags (W)											
MH Cover (MC)												
									TOTAL MAINLINE SSOs:		11	
									MAINLINE BREAK SSOs:		4	
									MAINLINE SURCHARGE SSOs:		1	
									CATEGORY 1 SSOs:		1	
									SSOs INTO BUILDINGS:		1	
									TOTAL SSO VOLUME (GALS):		17,797	
									TOTAL VOLUME RECOVERED (GALS):		216	
									TOTAL VOLUME UNRECOVERED (GALS):		17,581	

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

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

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

STEGE SANITARY DISTRICT
MONTHLY REPLACEMENT AND REPAIR SUMMARY
April 2022

I SEWER REPLACEMENT - FY 2021-2022			
A.	BUDGET ALLOCATION		\$3,057,000
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$1,652,936
C.	SEWER REPLACEMENTS PAID THIS MONTH (NO RETENTION)		
	1	\$0	
SUBTOTAL FOR THIS MONTH			\$0
D.	TOTAL BUDGET EXPENDED (NO RETENTION)	51.37%	\$1,570,289
E.	TOTAL 5% RETENTION HELD		\$82,647
F.	BUDGET REMAINING	45.93%	\$1,404,064
G.	PERCENTAGE OF FISCAL YEAR REMAINING	16.67%	
H.	TOTAL REPLACEMENT FOOTAGE PAID TO DATE	7,473 (\$ 221.19 /LF)	

II SEWER REPAIRS - FY 2021-2022			
A.	BUDGET ALLOCATION		\$68,000
B.	PRIOR BUDGET EXPENDED		\$24,771
C.	SEWER REPAIRS PAID THIS MONTH		
SUBTOTAL FOR THIS MONTH			\$0
SUBTOTAL FOR LAST MONTH			\$24,771
D.	TOTAL BUDGET EXPENDED	36.43%	\$24,771
E.	TOTAL RETENTION HELD	0.00%	\$0
F.	BUDGET REMAINING	63.57%	\$43,229
G.	PERCENTAGE OF FISCAL YEAR REMAINING		
H.	TOTAL NUMBER OF REPAIRS PAID TO DATE	6 (\$4,129 /REPAIR)	

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

III SAN PABLO AVE SPECIFIC PLAN AREA (SPASPA) UPGRADE - FY 2021- 2022			
A.	BUDGET ALLOCATION		\$1,000,000
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$802,293
C.	SPASPA UPGRADES PAID THIS MONTH (NO RETENTION)		
1	D'ARCY & HARTY SEWER REHAB PROJECT 21204	\$38,566	
SUBTOTAL FOR THIS MONTH			\$38,566
D.	TOTAL BUDGET EXPENDED (NO RETENTION)	80.07%	\$800,745
E.	TOTAL 5% RETENTION HELD	5.00%	\$42,144
F.	BUDGET REMAINING	15.71%	\$157,111
G.	PERCENTAGE OF FISCAL YEAR REMAINING	16.67%	
H.	TOTAL SPASPA UPGRADE FOOTAGE PAID TO DATE	1,985 (\$ 424.63 /LF)	

DRAFT BUDGET

EXHIBIT A

STEGE SANITARY DISTRICT REVENUE SUMMARY

FISCAL YEAR 2022-2023

ITEM	as of 05/13/2022 REVENUE 2021-2022	REMAINING BUDGET 2021-2022	Fiscal Year 2021-2022 Budget	Fiscal Year 2022-2023 Budget	% Change
REVENUE					
I. SEWER OPERATION FUND (3418)					
Non Operating Income:					
Interest	\$ 14,224	-72%	\$ 50,000	\$ 15,000	-70%
Miscellaneous	1,193	-94%	\$ 21,000	\$ 21,000	0%
Operating Income:					
Permit & Inspection Fees	10,540	-12%	\$ 12,000	\$ 12,000	0%
Sewer Service Charges	2,923,580	-7%	\$ 3,149,000	\$ 3,209,000	2%
Contracted Services	-	0%	\$ 30,000	\$ 33,000	10%
Subtotal	\$ 2,949,537	-10%	\$ 3,262,000	\$ 3,290,000	1%
II. CAPITAL FUND (3423)					
Non-Operating Income:					
Interest	\$ 2,279	-85%	\$ 15,000	\$ 5,000	-67%
Operating Income:					
Property Tax	528,659	32%	\$ 400,000	\$ 500,000	25%
Capital Service Charges	2,923,580	-7%	\$ 3,149,000	\$ 3,775,000	20%
Connection Fees	60,197	-60%	\$ 150,000	\$ 50,000	-67%
San Pablo Ave. Impact Fee	17,046	-93%	\$ 250,000	\$ 50,000	-80%
Subtotal	\$ 3,531,762	-11%	\$ 3,964,000	\$ 4,380,000	10%
TOTAL REVENUE	\$ 6,481,299	-10%	\$ 7,226,000	\$ 7,670,000	6%

DRAFT BUDGET

EXHIBIT B

STEGE SANITARY DISTRICT EXPENSE SUMMARY

FISCAL YEAR 2022-2023

ITEM	as of 04/11/22 EXPENSES 2021-2022	REMAINING BUDGET 2021-2022	Fiscal Year 2021-2022 Budget	Fiscal Year 2022-2023 Budget	% Change
EXPENSES					
I. OPERATING EXPENSES:					
Dept 41 - Maintenance/Engineering	\$ 1,642,579	24%	\$ 2,159,348	\$ 2,225,474	3%
Dept 41 - Pump Stations	\$ 61,050	-271%	\$ 16,460	\$ 40,020	143%
Dept 41 - Contracted Repairs	\$ 24,771	64%	\$ 68,000	\$ 70,000	3%
Dept 45 - General & Administration	\$ 741,291	17%	\$ 894,828	\$ 992,813	11%
SUBTOTAL OPERATING EXPENSES	\$ 2,469,692	21%	\$ 3,138,636	\$ 3,328,307	6%
II. CAPITAL EXPENSES:					
Dept 41 - Capital Equipment	\$ 47,778	90%	\$ 500,000	\$ 355,000	-29%
Dept 41 - Debt Repayment (SRF)	\$ 148,220	0%	\$ 148,200	\$ 43,900	-70%
Dept 41 - Sewer Rehabilitation	\$ 3,317,843	41%	\$ 5,667,000	\$ 3,833,150	-32%
SUBTOTAL CAPITAL EXPENSES	\$ 3,513,840	44%	\$ 6,315,200	\$ 4,232,050	-33%
TOTAL	\$ 5,983,532	37%	\$ 9,453,836	\$ 7,560,357	-20%
OTHER EXPENSES:					
Transfer from Capital Fund	\$ -	0%	\$ -	\$ -	0%
Retiree Medical Fund	\$ -	0%	\$ -	\$ -	0%
SUBTOTAL OTHER EXPENSES	\$ -	0%	\$ -	\$ -	0%
TOTAL EXPENSES	\$ 5,983,532	37%	\$ 9,453,836	\$ 7,560,357	-20%

STEGE SANITARY DISTRICT TRANSFER TO/(FROM) RESERVES

FISCAL YEAR 2022-2023

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

DRAFT BUDGET

EXHIBIT C

STEGE SANITARY DISTRICT BUDGET - COMPOSITE

FISCAL YEAR 2022-2023

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

DRAFT BUDGET

DETAIL SHEET

STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - OPERATIONS

FISCAL YEAR 2022-2023

ITEM	as of 05/13/2022 EXPENDITURES 2021-2022	REMAINING BUDGET 2021-2022	Fiscal Year 2021-2022 Budget	Fiscal Year 2022-2023 Budget	% Change
010 SALARIES AND WAGES					
011 Engineering Salaries	\$ 465,363	16%	\$ 553,900	\$ 589,900	6%
011.6 Cell Phone (3)	1,800	17%	2,160	2,160	0%
012 Collection System Salaries	450,478	17%	541,900	577,100	6%
012.6 Cell Phone (5)	3,000	17%	3,600	3,600	0%
013 Overtime - Service Calls	15,200	1%	15,400	15,400	0%
014 Overtime - Engineering/Inspection	-	100%	500	500	0%
015 Standby	52,857	12%	60,000	60,000	0%
017 Performance Incentive	-	100%	12,000	12,000	0%
TOTAL SALARIES AND WAGES	\$ 988,698	17%	\$ 1,189,460	\$ 1,260,660	6%
020 EMPLOYEE BENEFITS					
021 Retirement	\$ 244,538	24%	\$ 321,350	\$ 335,730	4%
021a Deferred Comp Match	22,500	12%	25,440	27,000	6%
Cafeteria Plan					
022 Health Care Premiums & Admin Fees	66,189	9%	72,581	72,581	0%
023 Life Insurance/Dental/LTD	12,378	22%	15,840	13,680	-14%
024 Workers' Compensation Insurance	-	100%	19,200	20,200	5%
025 Unemployment Insurance	1,667	71%	5,700	6,000	5%
026 Medicare	15,297	24%	20,200	21,200	5%
027 Cash in Lieu (Dependent Care & Medical)	20,000	17%	24,000	24,000	0%
Retiree Medical & ARC					
'028 Retiree Medical (AnnReq'dContrib ARC)	-	#DIV/0!	-	3,656	0%
'029 Retiree Health Care Premium	10,049	16%	11,900	11,900	0%
030 Social Security (On Call Maintenance)	2,138	-63%	1,310	1,310	0%
TOTAL EMPLOYEE BENEFITS	\$ 394,754	24%	\$ 517,521	\$ 537,257	4%
MAINTENANCE					
060 GAS, OIL AND FUEL	\$ 14,847	33%	\$ 22,000	\$ 22,000	0%
070 CLAIMS	17,685	-18%	15,000	15,000	0%
080 MEMBERSHIPS	3,599	-20%	3,000	3,500	17%
100 OPERATING SUPPLIES					
101 Rods and Augers	2,718	46%	5,000	5,000	0%
102 Chemicals	-	100%	1,000	1,000	0%
104 Hose and Nozzles	8,228	67%	25,000	25,000	0%
105 Emergency Readiness	-	100%	500	500	0%
107 Engineering and Inspection Supplies	-	100%	2,000	2,000	0%
108 Computer/Supplies	2,224	66%	6,500	6,500	0%
Forward totals to next page	49,301	38%	80,000	80,500	1%

DRAFT BUDGET

DETAIL SHEET

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

FISCAL YEAR 2022-2023

ITEM	as of 05/13/2022 EXPENDITURES 2021-2022	REMAINING BUDGET 2021-2022	Fiscal Year 2021-2022 Budget	Fiscal Year 2022-2023 Budget	% Change
Totals from previous page	\$ 49,301	38%	\$ 80,000	\$ 80,500	1%
110 CONTRACTUAL SERVICES					
111 Phone Service (Answering Service)	\$ 3,293	99%	\$ 1,200	\$ 1,500	25%
112 Manhole Level Monitors	3,348	100%	2,500	3,400	36%
115 Sewer Root Foaming	62,615	100%	75,000	75,000	0%
116 Radio and Test Equipment Maintenance	-	98%	500	500	0%
117 Utility Marking Service	4,761	100%	3,000	5,000	67%
118 DOT Regulatory Compliance	888	99%	900	900	0%
119 Collection System JPA	-	100%	15,000	15,000	0%
120 PROFESSIONAL SERVICES					
121 Technical/Legal Support	\$ 37,109	100%	\$ 107,000	\$ 62,000	-42%
122 Safety Consultant	-	99%	1,000	1,000	0%
123 Flow Monitoring Modeling	-	100%	15,000	15,000	0%
124 Enforcement	-	100%	6,000	6,000	0%
140 RENTS AND LEASES	\$ -	99%	1,000	1,000	0%
150 REPAIRS AND MAINTENANCE					
151 Vehicle Maintenance	\$ 41,751	100%	\$ 40,000	\$ 50,000	25%
152 Equipment and Shop Maintenance	7,157	100%	9,000	9,000	0%
153 Sewer Materials	2,850				
a. Pipe and Fittings	-	100%	4,000	4,000	0%
b. Manholes	-	100%	4,500	4,500	0%
c. Castings	-	99%	1,000	1,000	0%
154 Emergency Sewer Replacement	-	100%	12,500	12,500	0%
156 Building Maintenance	1,305	99%	1,800	1,800	0%
157 Janitorial Services	4,497	100%	4,500	5,700	27%
158 Yard Maintenance	2,100	100%	2,400	2,520	5%
159 Refuse Service	5,362	100%	4,750	5,100	7%
159a Refuse Service-Vactor	3,398	100%	2,250	2,250	0%
160 Video Inspection Equipment Repair	5,738	100%	15,000	15,000	0%
170 TRAVEL AND MEETINGS					
171 Training and Testing	\$ 905	100%	\$ 3,000	\$ 3,000	0%
173 Travel Reimbursement	519	100%	6,000	6,000	0%
174 Meetings and Conference	2,155	100%	5,000	5,000	0%
Forward totals to next page	\$ 239,052	100%	\$ 423,800	\$ 394,170	-7%

DRAFT BUDGET

DETAIL SHEET

STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - OPERATIONS

FISCAL YEAR 2022-2023

ITEM	as of 05/13/2022 EXPENDITURES 2021-2022	REMAINING BUDGET 2021-2022	Fiscal Year 2021-2022 Budget	Fiscal Year 2022-2023 Budget	% Change
Totals from previous page	\$ 239,052	100%	\$ 423,800	\$ 394,170	-7%
193 WATER - HYDRO FLUSHER	\$ 6,285	10%	\$ 7,000	\$ 10,000	43%
203 FIRST AID SUPPLIES	-	100%	500	500	0%
204 SAFETY EQUIPMENT AND GLOVES	1,461	68%	4,500	4,500	0%
205 UNIFORMS AND BOOTS	12,329	20%	15,317	17,137	12%
206 SAFETY INCENTIVE PROGRAM	-	100%	1,250	1,250	0%
TOTAL MAINTENANCE/ENGINEERING	\$ 259,127	43%	\$ 452,367	\$ 427,557	-5%
41.2 BURLINGAME PUMP STATION					
150 Repairs (Contracted)	50,393	-1160%	\$ 4,000	\$ 20,000	400%
150a Annual Inspection	-	100%	2,500	2,500	0%
151 Electricity	1,631	-81%	900	1,800	100%
152 Telemetry	-	100%	350	350	0%
153 Maintenance and Landscaping	800	17%	960	960	0%
41.4 CANON PUMP STATION					
150 Repairs (Contracted)	7,019	-75%	4,000	10,000	150%
150a Annual Inspection	-	100%	2,500	2,500	0%
151 Electricity	1,207	-34%	900	1,560	73%
152 Telephone/Telemetry	-	100%	350	350	0%
TOTAL PUMP STATIONS	\$ 61,050	-271%	\$ 16,460	\$ 40,020	143%
207 CONTRACTED REPAIRS	\$ 24,771	64%	68,000	70,000	3%
TOTAL - MAINT/ENG EMPLOYEE SALARIES	\$ 988,698	17%	\$ 1,189,460	\$ 1,260,660	6%
TOTAL - MAINT/ENG EMPLOYEE BENEFITS	394,754	24%	517,521	537,257	4%
TOTAL OTHER MAINTENANCE/ENGINEERING	259,127	43%	452,367	427,557	-5%
TOTAL - PUMP STATIONS	61,050	-271%	16,460	40,020	143%
TOTAL CONTRACTED REPAIRS	24,771	64%	68,000	70,000	3%
TOTAL OPERATIONS	\$ 1,728,401	23%	\$ 2,243,808	\$ 2,335,494	4%

DRAFT BUDGET

DETAIL SHEET

STEGE SANITARY DISTRICT
ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL

FISCAL YEAR 2022-2023

ITEM	as of 05/13/2022 EXPENDITURES 2021-2022	REMAINING BUDGET 2021-2022	Fiscal Year 2021-2022 Budget	Fiscal Year 2022-2023 Budget	% Change
010 SALARIES AND WAGES					
011 Administration Salaries	\$ 192,500	19%	\$ 236,500	\$ 251,800	6%
017 Performance Incentive	-	100%	3,500	3,500	0%
TOTAL - SALARIES & WAGES	\$ 192,500	20%	\$ 240,000	\$ 255,300	6%
020 EMPLOYEE BENEFITS					
021 Retirement	\$ 95,911	1%	\$ 97,300	\$ 100,360	3%
021a Deferred Comp Match Cafeteria Plan	5,000	17%	6,000	6,000	0%
022 Health Care Premiums & Admin Fees	18,542	6%	19,800	19,800	0%
023 Life Insurance/Dental/LTD	1,777	18%	2,160	2,196	2%
024 Workers' Compensation Insurance	1,514	64%	4,200	4,400	5%
025 Unemployment Insurance	-	100%	500	500	0%
026 Medicare	3,018	60%	7,480	8,250	10%
027 Cash in Lieu (Dependent Care & Medical) Retiree Medical	-	#DIV/0!	-	-	0%
'028 Retiree Medical (AnnReq'dContrib(ARC))	-	#DIV/0!	-	-	0%
'029 Retiree Health Care Premiums	10,224	14%	11,900	11,900	0%
029a Social Security	-	100%	1,700	1,700	0%
TOTAL - EMPLOYEE BENEFITS	\$ 135,986	10%	\$ 151,040	\$ 155,106	3%
GENERAL EXPENSES					
030 DIRECTORS' EXPENSES					
031 Board Meeting Compensation	\$ 15,000	33%	\$ 22,388	\$ 23,507	5%
032 Travel Reimbursement	562	94%	10,000	10,000	0%
033 Meetings & Conference	1,600	75%	6,500	6,500	0%
034 Training	-	100%	1,000	1,000	0%
TOTAL - DIRECTORS' EXPENSES	\$ 17,162	57%	\$ 39,888	\$ 41,007	3%
040 ELECTION EXPENSES	\$ -	#DIV/0!	\$ -	\$ 30,000	100%
070 INSURANCE					
071 Liability and Property Insurance	\$ 225,782	1%	\$ 227,400	\$ 272,900	20%
072 Dividends (CREDIT)		100%	(22,500)	(22,500)	0%
080 MEMBERSHIPS					
081 Memberships	\$ 14,305	5%	\$ 15,000	\$ 15,000	0%
082 Memberships - Board	100	0%	100	100	0%
Forward totals to next page	257,349	1%	259,888	336,507	29%

DRAFT BUDGET

DETAIL SHEET

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

FISCAL YEAR 2022-2023

ITEM	as of 05/13/2022 EXPENDITURES 2021-2022	REMAINING BUDGET 2021-2022	Fiscal Year 2021-2022 Budget	Fiscal Year 2022-2023 Budget	% Change
Totals from previous page	\$ 257,349	44%	\$ 259,888	\$ 336,507	29%
090 OFFICE EXPENSES					
091 Stationery, Postage, Supplies	\$ 1,586	60%	\$ 4,000	\$ 4,000	0%
092 Subscriptions	2,987	40%	5,000	5,000	0%
094 Public Notice Postage	-	100%	400	400	0%
096 Bank Charges	773	-10%	700	700	0%
120 PROFESSIONAL SERVICES					
121 Legal Services	\$ 38,673	-10%	\$ 35,000	\$ 35,000	0%
123 Audit and Special Reports	14,673	27%	20,000	20,000	0%
124 Resources Consultant	-	100%	5,000	5,000	0%
125 Administrative Support	-	100%	2,500	1,000	-60%
126 Labor Relations/HR Training	-	100%	100	100	0%
127 Litigation Expenses	-	100%	5,000	5,000	0%
129 ADP Payroll Expenses	4,182	30%	6,000	6,000	0%
130 PRINTING AND PUBLICATIONS					
131 Meetings and Hearings Notices	\$ -	100%	\$ 1,000	\$ 1,000	0%
132 Newsletters	8,771	56%	20,000	20,000	0%
133 Publications (Ordinances & Notices)	1,364	82%	7,500	7,500	0%
134 Job Advertising	-	100%	500	500	0%
140 RENTS AND LEASES					
	\$ 415	48%	\$ 800	\$ 800	0%
150 BUILDING REPAIRS AND MAINTENANCE					
151 Administration Offices	\$ 8,255	8%	\$ 9,000	\$ 9,000	0%
155 Office Equipment	4,271	29%	6,000	6,000	0%
Forward totals to next page	343,298	12%	388,388	463,507	19%

DRAFT BUDGET

DETAIL SHEET

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

FISCAL YEAR 2022-2023

ITEM	as of 05/13/2022 EXPENDITURES 2021-2022	REMAINING BUDGET 2021-2022	Fiscal Year 2021-2022 Budget	Fiscal Year 2022-2023 Budget	% Change
Totals from previous page	\$ 343,298	35%	\$ 388,388	\$ 463,507	19%
160 REVENUE COLLECTION EXPENSES					
161 EBMUD	\$ -	100%	\$ 600	\$ 600	0%
162 CCC Assessment Collection Fees	10,334	26%	14,000	14,000	0%
170 TRAVEL AND MEETINGS					
173 Travel Reimbursement	\$ 185	88%	\$ 1,500	\$ 1,500	0%
174 Meetings and Conferences	1,090	64%	3,000	3,000	0%
190 UTILITIES					
191 Gas and Electricity	\$ 12,661	3%	\$ 13,000	\$ 13,500	4%
192 Telephone & Computer Internet	12,440	0%	12,500	13,000	4%
193 Water	3,810	9%	4,200	4,200	0%
194 Security System	3,360	25%	4,500	4,500	0%
200 OTHER EXPENSES					
201 Miscellaneous	\$ 8,255	-65%	\$ 5,000	\$ 7,500	50%
202 Property Taxes	64	36%	100	100	0%
203 LAFCO Net Cost Apportionment	2,337	42%	4,000	4,000	0%
204 Public Outreach	14,970	17%	18,000	18,000	0%
205 Penalties & Fines	-	100%	35,000	35,000	0%
TOTAL - GENERAL EXPENSES	\$ 412,805	18%	\$ 503,788	\$ 582,407	16%
TOTAL - ADMIN. EMPLOYEE SALARIES	\$ 192,500	20%	\$ 240,000	\$ 255,300	6%
TOTAL - ADMIN. EMPLOYEE BENEFITS	\$ 135,986	10%	\$ 151,040	\$ 155,106	3%
TOTAL - ADMINISTRATION & GENERAL	\$ 741,291	17%	\$ 894,828	\$ 992,813	11%
TOTAL OPERATIONS & ADMIN. (3418)	\$ 2,469,692	21%	\$ 3,138,636	\$ 3,328,307	6%

DRAFT BUDGET

DETAIL SHEET

STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - CAPITAL EQUIPMENT EXPENSES

FISCAL YEAR 2022-2023

ITEM	as of 05/13/2022 EXPENDITURES 2021-2022	REMAINING BUDGET 2021-2022	Fiscal Year 2021-2022 Budget	Fiscal Year 2022-2023 Budget	% Change
CAPITAL EQUIPMENT EXPENSES					
300 CAPITAL OPERATIONS (3421)					
315 Flow Meters	47,778	68%	\$ 150,000	\$ 175,000	17%
324 Vehicle Replacement	-	100%	350,000	180,000	-49%
Sub-Total Capital Operations	\$ 47,778	90%	\$ 500,000	\$ 355,000	-29%
TOTAL - CAPITAL EQUIPMENT EXPENSES (3421)	\$ 47,778	90%	\$ 500,000	\$ 355,000	-29%

DRAFT BUDGET

DETAIL SHEET

STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - CAPITAL EXPENSES

FISCAL YEAR 2022-2023

ITEM	as of 05/13/2022 EXPENDITURES 2021-2022	REMAINING BUDGET 2021-2022	Fiscal Year 2021-2022 Budget	Fiscal Year 2022-2023 Budget	% Change
411 MANHOLES					
Manhole Adjustments	\$ 35,100	30%	\$ 50,000	\$ 25,000	-50%
428 RENEWAL & REPLACEMENT					
a. Interceptor Cleaning	\$ 50,000	0%	\$ 50,000	\$ 50,000	0%
b. Pump Station Rehab	-	#DIV/0!	-	-	0%
c. Admin Building	-	100%	10,000	10,000	0%
SUB TOTAL (428)	\$ 50,000	17%	\$ 60,000	\$ 60,000	0%
434 STANDARD SEWER REHABILITATION (3423)					
a. Construction Costs	\$ 1,652,936	46%	\$ 3,057,000	\$ 3,259,000	7%
d. Pumpstation Forcemains	726,068	27%	1,000,000	-	-100%
e. San Pablo Ave. Specific Plan Upgrades	842,889	16%	1,000,000	-	-100%
f. Private Sewer Lateral Replacement Loan Program*	10,850	98%	500,000	489,150	-2%
SUB-TOTAL (434)	\$ 3,232,743	42%	\$ 5,557,000	\$ 3,748,150	-33%
TOTAL CONSTRUCTION COSTS (400s)	\$ 3,317,843	41%	\$ 5,667,000	\$ 3,833,150	-32%
650 DEBT REPAYMENT (SRF LOANS)					
a. Repayment Project 99201	104,281	0%	104,300	-	-100%
b. Repayment Project 02203	43,939	0%	43,900	43,900	0%
TOTAL DEBT REPAYMENT (650)	\$ 148,220	0%	\$ 148,200	\$ 43,900	-70%
TOTAL CAPITAL EXPENSES (400-650)	\$ 3,466,063	45%	\$ 6,315,200	\$ 4,232,050	-33%

* Funding limited to property tax revenue.

DRAFT BUDGET

EXHIBIT D

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

	FISCAL YEAR 2022-2023 BUDGET	3418 OPERATIONS FUND	3423 CAPITAL FUND
Total Fund Balances As of 6/30/2022 (est.)	\$ 7,702,033	\$ 2,000,000	\$ 5,702,033
OPERATING FUND			
REVENUE			
Contracted Services	\$ 33,000	\$ 33,000	
Interest Income	\$ 15,000	\$ 15,000	
Permit, Inspection Fees	\$ 12,000	\$ 12,000	
Sewer Service Charges	\$ 3,209,000	\$ 3,209,000	
Miscellaneous	\$ 21,000	\$ 21,000	
Subtotal	\$ 3,290,000	\$ 3,290,000	
EXPENSES			
General & Administration	\$ (992,813)	\$ (992,813)	
Operating/Pump Stations	\$ (2,335,494)	\$ (2,335,494)	
Subtotal	\$ (3,328,307)	\$ (3,328,307)	
Net Gain (Loss)*	\$ (38,307)	\$ (38,307)	
CAPITAL FUND			
REVENUE			
Property Tax Collection	\$ 500,000		\$ 500,000
Capital Service Charges	\$ 3,775,000		\$ 3,775,000
San Pablo Impact Fee	\$ 50,000		\$ 50,000
Interest Income	\$ 5,000		\$ 5,000
Connection Fees	\$ 50,000		\$ 50,000
Subtotal	\$ 4,380,000		\$ 4,380,000
EXPENSES			
Capital Equipment	\$ (355,000)		\$ (355,000)
Construction	\$ (3,833,150)		\$ (3,833,150)
Debt Repayment (SRF Loan)	\$ (43,900)		\$ (43,900)
Subtotal	\$ (4,232,050)		\$ (4,232,050)
Net Gain (Loss)*	\$ 147,950		\$ 147,950
Fund Balances			
Before transfers	\$ 7,811,676	\$ 1,961,693	\$ 5,849,983
Transfers between Reserves		\$ 35,291	\$ (35,291)
*Used from Reserves			
Fund Balances As of 6/30/2022 (est.)	\$ 7,811,676	\$ 1,996,984	\$ 5,814,692
TARGET BALANCE	\$ 6,452,777	\$ 1,996,984	\$ 4,455,793

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

**RESOLUTION NO. 2191-0522 AMENDING THE EMPLOYEE
PERSONNEL POLICIES OF THE STEGE SANITARY DISTRICT
ARTICLE IV, SECTION 3. HOLIDAYS, 4.3.1. HOLIDAY SCHEDULE**

ISSUE:

The Board will consider approving a resolution to observe Juneteenth as an official paid holiday of the District.

FISCAL IMPACT:

The District will close the main office for one extra day a year and be subject to overtime for service calls, if any, during the closure.

STRATEGIC PLAN:

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

BACKGROUND:

June 19th is officially recognized as the day when enslaved peoples in Texas learned of the 1863 Emancipation Proclamation that had been issued by President Lincoln more than two years earlier. Juneteenth, also known as Freedom Day, Jubilee Day, Liberation Day, and Emancipation Day, celebrates the emancipation of those who had been enslaved in the United States.

Observing Juneteenth, and other days of cultural remembrance, is a further step to acknowledging the District's commitment and actions to advancing diversity, equity, and inclusion.

The District has determined that June 19th should be recognized annually as Juneteenth and be observed as an official paid holiday of the District.

RECOMMENDATION:

Approve the resolution.

ALTERNATIVES:

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

ATTACHMENTS:

- Resolution No. 2191-0522

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RESOLUTION NO. 2091-0522

RESOLUTION AMENDING THE EMPLOYEE
PERSONNEL POLICIES OF THE STEGE SANITARY DISTRICT
ARTICLE IV, SECTION 3. HOLIDAYS, 4.3.1. HOLIDAY SCHEDULE

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

- A. June 19th is officially recognized as the day when enslaved peoples in Texas learned of the 1863 Emancipation Proclamation that had been issued by President Lincoln more than two years earlier.
- B. Juneteenth, also known as Freedom Day, Jubilee Day, Liberation Day, and Emancipation Day, celebrates the emancipation of those who had been enslaved in the United States.
- C. Observing Juneteenth, and other days of cultural remembrance, is a further step to acknowledging the District’s commitment and actions to advancing diversity, equity, and inclusion.
- D. The District has determined that June 19th shall be recognized annually as Juneteenth and be observed as an official paid holiday of the District.

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

The Stege Sanitary District Personnel Policy, Article IV. Benefit Provision Section 3. Holidays, 4.3.1. Holiday Schedule is amended to add a paid holiday as follows:

- *June 19, Juneteenth*

The effective date of this amendment is May 19, 2022.

* * * * *

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the forgoing Resolution was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 19th day of May 2022, by a X-X vote as follows:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

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

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District

RESOLUTION NO. 2192-0522 FINDING THAT THERE IS A PROCLAIMED STATE OF EMERGENCY; FINDING THAT MEETING IN PERSON WOULD PRESENT IMMINENT RISKS TO THE HEALTH OR SAFETY OF ATTENDEES AS A RESULT OF THE STATE OF EMERGENCY; AND AUTHORIZING REMOTE TELECONFERENCED MEETINGS OF THE STEGE SANITARY DISTRICT FOR THE 30 DAY PERIOD BEGINNING MAY 19 PURSUANT TO AB 361

ISSUE:

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

FISCAL IMPACT:

The fiscal impact to continue to meet remotely is minimal.

STRATEGIC PLAN:

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

BACKGROUND:

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

AB 361 allows the following:

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

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

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

RECOMMENDATION:

Approve the resolution.

ALTERNATIVES:

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

ATTACHMENTS:

- Resolution No. 2192-0522

RESOLUTION NO. 2192-0522

RESOLUTION FINDING THAT THERE IS A PROCLAIMED STATE OF EMERGENCY; FINDING THAT MEETING IN PERSON WOULD PRESENT IMMINENT RISKS TO THE HEALTH OR SAFETY OF ATTENDEES AS A RESULT OF THE STATE OF EMERGENCY; AND AUTHORIZING REMOTE TELECONFERENCED MEETINGS OF THE STEGE SANITARY DISTRICT FOR THE 30 DAY PERIOD BEGINNING MAY 19 PURSUANT TO AB 361

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

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

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

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

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

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

* * * * *

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Resolution was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 19th day of May 2022 by a X-X vote as follows:

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

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

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District

ACTUARIAL FOR ANALYSIS OF RETIREE HEALTH BENEFITS PROPOSAL

ISSUE:

An actuarial valuation to measure and report the liabilities associated with other (than pension) post-employment benefits (OPEB) is required every two years and is due as of June 30, 2022.

FISCAL IMPACT:

The proposed fee for the full GASB 74/75 valuation with a 10% discount if reserved by July 15, 2022 is \$2,970.

STRATEGIC PLAN:

GOAL 3: Ensure Financial Stability and Efficiency

WORK PLAN ITEM “j”: Conduct a retiree medical actuarial evaluation by March of every even year

BACKGROUND:

An actuarial valuation to measure and report the liabilities associated with other (than pension) post-employment benefits (OPEB) is required every two years and is due as of June 30, 2022.

The proposed fee from Total Compensation Systems, Inc. for the full GASB 74/75 valuation with a 10% discount if reserved by July 15, 2022 is \$2,970. The subsequent proposed fee with a 10% discount for a roll-forward valuation as of June 30, 2023 is \$1,485.

RECOMMENDATION:

Direct the Manager to proceed with the actuarial valuation with Total Compensation Systems, Inc.

ATTACHMENTS:

- Total Compensation Systems, Inc. Proposal dated May 6, 2022
- Total Compensation Systems, Inc. Contract

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TCS Total Compensation Systems, Inc.

May 6, 2022

Kary Richardson
Administrative Supervisor
Stege Sanitary District
7500 Schmidt Ln
El Cerrito, CA 94530-2401

Dear Kary,

This letter is our proposal for GASB 74/75 actuarial valuation services. The proposal includes a full actuarial valuation as of June 30, 2022 as well as an anticipated roll-forward valuation as of June 30, 2023.

Fees and Our 10% Discount

To confidently schedule existing clients, we provide an incentive for clients who make a commitment in advance of the valuation date. To reserve a place in our schedule, please send the signed contract and non-refundable deposit of one-half of the full valuation fee by July 15, 2022. By reserving a spot, Stege Sanitary District is not only guaranteed a valuation slot, but is given priority over every client that didn't reserve one.

We give a 10% discount of the full valuation fee as well as of the subsequent roll-forward valuation fee to those who reserve a spot by July 15, 2022. That means that, to reserve a spot, we must receive the signed contract and a check for \$1,485 – i.e. one-half of 90% of \$3,300 – by July 15, 2022. The following table shows our fees under GASB 74/75:

	<u>Full GASB 74/75</u>	<u>GASB 74/75 w/ 10% Discount</u>
Fee for Full Valuation	\$3,300	\$2,970
Roll-forward Valuation for 2 nd Year	\$1,650	\$1,485

Our fees are generally all-inclusive without additional charges for phone calls, re-work, or additional information. However, because the vast majority of our clients do not require an in-person meeting or a separate funding valuation, we prefer not to bake those costs into our standard fees. We do not charge to present valuation results via telephone or a video call or to provide a recommended funding schedule. In the rare cases where an in-person meeting is necessary, we charge based on travel time (to a maximum of \$4,000). Fees for substantial additional funding work are determined based on the scope of the project.

If you choose *NOT* to reserve a spot, we still hope to work with you on the GASB 74/75 valuation, though it will be at the full fee quoted above.

Second Year Roll-Forward Valuation

As you know, GASB 75 requires a full actuarial valuation at least every two years. Because your last full valuation was performed as of June 30, 2020, you are due for this full valuation as of June 30, 2022. While this proposal does include the subsequent roll-forward valuation that we anticipate performing as of June 30, 2023, we will confirm with you prior to performing that work to ensure circumstances have not changed and that you would still like for us to proceed with the roll-forward valuation.

Timing and Data Requirements

Our records indicate that you will use the results of this June 30, 2022 valuation in your financials for the fiscal year ending June 30, 2023. This means that the valuation process is spread over a longer timeframe since the valuation census data should still be as of June 30, 2022 but asset and audit information will not be available until several months afterwards.

The following timeline shows when the primary data items are expected to be provided.

Data Item	Anticipated Delivery	Responsible Party
Census Data	June-August	Stege Sanitary District
Asset Information	October-February	Stege Sanitary District
Audit Report/CAFR	January-March	Stege Sanitary District
Draft Report	January-May	TCS

Please let us know if you have any questions about the above or generally about retiree health or pension benefits. We would very much appreciate once again having the opportunity to work with Stege Sanitary District.

Sincerely,



Geoffrey L. Kischuk
Actuary
gkischuk@totcomp.com



Will Kane
Actuary
wkane@totcomp.com



Luis Murillo
Actuary
lmurillo@totcomp.com

We request the following information in order to complete your retiree health actuarial valuation:

- **Census Data.** Demographic information as of June 30, 2022 for active employees eligible for future retiree health benefits and retirees currently receiving health benefits. See below for specific data items needed.
- **Medical Premium Rate Summary.** A summary exhibit that shows the full premium rates (even if the employer only pays up to a certain amount) for medical plans available to active employees and pre-Medicare retirees. Not necessary if you participate in CalPERS Medical as those rates are published and applicable broadly.
- **Audit Report / ACFR.** Your audit report for the fiscal year ending June 30, 2022.
- **Description of Benefit Arrangement.** Either your most recent collective bargaining agreements or a summary of the retiree health benefits and eligibility. If the benefit structure has changed since the last actuarial valuation, a brief description of the change is helpful.
- **Asset Statement.** If retiree health benefits are being funded through an irrevocable trust, please provide the annual trust statement for the full fiscal year ending on June 30, 2022.
- **Formal Funding Policy.** If your plan has a Board-approved funding policy to serve as a basis for an Actuarially Determined Contribution under GASB 75, please let us know (this is relatively rare).
- **Other Useful Information.** Every retiree health plan is unique! If there is information not listed above or below that you believe would be helpful, please feel free to provide it.

For Each Active Employee (any active employee who may become eligible for future retiree health benefits)

- Required Information
 - Date of Birth
 - Sex
 - Date of Hire
 - Employee Group (e.g. Police, Fire, Management, Classified, Certificated, Miscellaneous)
 - Full-Time Equivalent Fraction OR Hours Per Week OR Full-Time / Part-Time Indicator
- Other Information (not required but helpful to have)
 - Name
 - Identifier (e.g. Employee ID, SSN, Last 4 SSN)
 - Active Medical Plan Name, Premium Amount, and Coverage Tier (Single, 2-Party, Family)
 - Salary or Rate of Pay (only needed if you will ask us to calculate the plan's covered payroll)

For Each Retiree (any retiree receiving health coverage (even if self-pay) or health payments through employer)

- Required Information
 - Date of Birth
 - Sex
 - Date of Retirement (to the extent available)
 - Date/Age Benefit Ends (needed if differs amongst retirees – e.g. Lifetime for some / Age 65 for others)
 - Employee Group (e.g. Police, Fire, Management, Classified, Certificated, Miscellaneous)
 - Medical Plan Name and Coverage Tier (Single, 2-Party, Family)
 - Medical Premium – Total Amount (even if employer only pays up to a capped amount)
 - Medical Premium – Employer Portion (including employer reimbursement of Retiree Portion, if any)
 - Medical Premium – Retiree Portion
 - Employer Paid Amount for any Non-Medical Health Benefits (Dental, Vision, Life Insurance, Medicare Part B, HRA Contributions, Cash-In-Lieu, etc.)
- Other Information (not required but helpful to have)
 - Name
 - Identifier (e.g. Employee ID, SSN, Last 4 SSN)

TCS Actuarial Clients

Following is a list of California public employers for which we have performed retiree health valuation services.

Acalanes Union High School District
Acton-Agua Dulce Unified School District
Adelanto Elementary School District
Alameda County Office of Education
Alameda County Waste Management Authority
Alisal Union School District
Allan Hancock Joint Community College District
Alpine Springs County Water District
Alpine Union Elementary School District
Alta Loma School District
Alta Vista Elementary School District
Altadena Library District
Alvord Unified School District
Amador County Office of Education
Anderson Union High School District
Antelope Valley College
Antelope Valley Mosquito & Vector Control District
Antelope Valley Union High School District
Antelope Valley-East Kern Water Agency
Apple Valley Unified School District
Arcadia Unified School District
Arcohe Union Elementary School District
Armona Union Elementary School District
Aromas-San Juan Unified School District
Arrowbear Park County Water District
Arvin Union School District
Associated Students of San Jose State University
Atascadero Unified School District
Atwater Elementary School District
Auburn Public Cemetery District
Auburn Union Elementary School District
Bakersfield City School District
Baldy View Regional Occupation Program
Banning Unified School District
Banta Elementary School District
Barstow Community College District
Bass Lake Joint Union Elementary School District
Bassett Unified School District
Bay Area Rapid Transit District
Bear Valley Unified School District
Beaumont Unified School District
Beaumont-Cherry Valley Recreation and Park District
Bella Vista Elementary School District
Belmont Redwood Shores School District
Berkeley Unified School District
Big Bear City Airport
Big Pine Unified School District
Bishop Unified School District
Black Butte Union Elementary School District
Blue Lake Union School District
Bonny Doon Union Elementary School District
Branciforte Fire Protection District
Bret Harte Union High School District
Burbank Unified School District
Burlingame Elementary School District
Burnt Ranch Elementary School District
Burton School District
Butte-Glenn Community College District
Buttonwillow Union Elementary School District
Cabrillo College Foundation
Cabrillo Community College District
Cachuma Operation and Maintenance Board
Calaveras County Office of Education
Calexico Unified School District
California State University Los Angeles - Auxiliary Services
California State University, Long Beach Research Foundation
Calistoga Joint Unified School District
Camino Union Elementary School District
Carmel Unified School District
Carmichael Water District
Cascade Union Elementary School District
Casitas Municipal Water District
Castaic Union School District
Castro Valley Sanitary District
Castroville Community Services District
Central Elementary School District
Central Union School District
Centralia Elementary School District
Ceres Unified School District
Cerritos Community College District
Chabot-Las Positas Community College District
Chaffey Community College District
Chaffey Joint Union High School District
Chatom Union School District
Chico Unified School District
Chino Valley Unified School District
Chowchilla Elementary School District
Chualar Union School District
Citrus Community College District
City College of San Francisco Bookstore
City of Arcata
City of Auburn
City of Bell
City of Bell Gardens

City of Bellflower
City of Blue Lake
City of Buena Park
City of Calabasas
City of Canyon Lake
City of Capitola
City of Carmel-by-the-Sea
City of Claremont
City of Covina
City of Cypress
City of Diamond Bar
City of Dunn
City of East Carbon
City of El Cajon
City of Elk Grove
City of Emeryville
City of Folsom
City of Fountain Valley
City of Garden Grove
City of Hercules
City of Imperial Beach
City of Industry
City of Irwindale
City of La Puente
City of Lafayette
City of Lake Forest
City of Lakeport
City of Lawndale
City of Lindsay
City of Loma Linda
City of Los Alamitos
City of Manhattan Beach
City of Menifee
City of Mission Viejo
City of Morro Bay
City of Oceanside
City of Orinda
City of Oroville
City of Perris
City of Pomona
City of Porterville
City of Rancho Santa Margarita
City of Ridgecrest
City of Riverside
City of Rolling Hills
City of San Clemente
City of San Dimas
City of Scotts Valley
City of Seaside
City of Signal Hill
City of Simi Valley -- General Unit

City of Solvang
City of South Ogden
City of Stanton
City of Twentynine Palms
City of Winters
Claremont Unified School District
Cloverdale Unified School District
Coachella Valley Mosquito and Vector Control District
Coachella Valley Unified School District
Coast Community College District
Coastline Regional Occupational Program
Coastside County Water District
Coastside Fire Protection District
Cold Spring Elementary School District
College and Career Advantage
College of the Desert
College of the Redwoods
College of the Sequoias
College of the Siskiyous
Columbia Elementary School District
Colusa County Office of Education
Compton Community College District
Compton Creek Mosquito Abatement District
Compton Unified School District
Conrad Hilton Foundation
Contra Costa Community College District
Contra Costa County Office of Education
Copper Mountain Community College District
Corcoran Joint Unified School District
Corning Union Elementary School District
Corning Union High School District
Corona-Norco Unified School District
Cotati-Rohnert Park Unified School District
Cottonwood Fire Protection District
Cottonwood Union School District
Crestline Sanitation District
Cuesta College
Cuttan Elementary School District
Cypress School District
Davis Joint Unified School District
Dehesa Elementary School District
Del Norte County Schools
Del Paso Manor Water District
Delano Joint Union High School District
Delano Union School District
Denair Unified School District
Desert Center Unified School District
Desert Health Care District
Desert Sands Unified School District
Dinuba Unified School District
Diocese of San Bernardino

Dos Palos Oro Loma Joint Unified School District
Douglas City Elementary School District
Downey Unified School District
Duarte Unified School District
Ducor Union Elementary School District
Durham Unified School District
East Whittier City School District
Eastside Union School District
El Camino Community College District
El Dorado Hills County Water District
El Dorado Irrigation District
El Dorado Union High School District
El Rancho Unified School District
El Segundo Unified School District
El Toro Water District
Elk Grove Benefit Employee Retirement Trust
Elk Grove Unified School District
Emery Unified School District
Encina Wastewater Authority
Encinitas Union Elementary School District
Enterprise Elementary School District
Escalon Unified School District
Escondido Union School District
Etiwanda School District
Eureka City Schools
Fairfax Elementary School District
Fairfield-Suisun Sewer District
Feather River Air Quality Management District
Feather River Community College District
Ferndale Unified School District
Fieldbrook Elementary School District
Fillmore Unified School District
First 5 San Benito
Folsom-Cordova Unified School District
Fontana Unified School District
Foothill-DeAnza Community College District
Fortuna Union High School District
Fountain Valley Elementary School District
Fowler Unified School District
Franklin Elementary School District
Fremont Union High School District
Freshwater School District
Fresno County Superintendent of Schools
Fruitvale Elementary School District
Fullerton Elementary School District
Galt Joint Union Elementary School District
Garfield School District
Glendale Community College District
Glenn County Office of Education
Glenn-Colusa Irrigation District
Gold Coast Transit

Gold Oak Union Elementary School District
Goleta Water District
Goleta West Sanitary District
Grant Elementary School District
Gravenstein Union Elementary School District
Great Basin Unified Air Pollution Control District
Greater Anaheim Special Education Local Plan Area
Greenfield Union Elementary School District
Greenfield Union School District
Gridley Unified School District
Grossmont Healthcare District
Grossmont Union High School District
Grossmont-Cuyamaca Community College District
Guadalupe Union Elementary School District
Guerneville Elementary School District
Gustine Unified School District
Happy Valley Union Elementary School District
Harmony Union Elementary School District
Hart Ransom Academic Charter School
Hart Ransom Union Elementary School District
Hartnell Community College District
Healdsburg Unified School District
Helix Water District
Hemet Unified School District
Hi-Desert Water District
Hillsborough City School District
Housing Authority of the City of Eureka
Housing Authority of the City of Los Angeles
Housing Authority of the County of San Joaquin
Hueneme Elementary School District
Hughson Unified School District
Humboldt Bay Harbor Recreation and Conservation District
Humboldt County Office of Education
Humboldt State University Center
Humboldt Transit Authority
Huntington Beach City Elementary School District
Imperial Community College District
Imperial County Office of Education
Indian Wells Valley Water District
Inland Empire Utilities Agency
Ironhouse Sanitary District
Jacoby Creek School District
Jefferson School District
Jefferson Union High School District
John Swett Unified School District
Julian Union High School District
Junction Elementary School District
Jurupa Unified School District
Kaweah Delta Water Conservation District
Kentfield Elementary School District

Kerman Unified School District
Kern Community College District
Kern Council of Governments
Kern County Law Library
Kern County Office of Education
Kernville Union School District
Kings Canyon Joint Unified School District
Kings County Office of Education
Kings River Union Elementary School District
Kings River-Hardwick Union School District
Kingsburg Elementary Charter School District
Kit Carson Union Elementary School District
Knights Ferry Elementary School District
Knightsen Elementary School District
La Habra City School District
La Puente Valley County Water District
Lafayette School District
Laguna Beach County Water District
Laguna Beach Unified School District
Lake Elsinore Unified School District
Lake Hemet Municipal Water District
Lake Tahoe Community College District
Lakeside Fire Protection District
Lakeside Union Elementary School District
Lamont Elementary School District
Lancaster School District
Larkspur-Corte Madera School District
Las Lomas School District
Las Virgenes Municipal Water District
Las Virgenes Unified School District
Lassen Community College District
Lassen County Office of Education
Lassen Municipal Utility District
Lassen Union High School District
Laton Unified School District
Lawndale Elementary School District
Le Grand Union Elementary School District
Lemon Grove School District
Lemoore Union Elementary School District
Lemoore Union High School District
Lewiston Elementary School District
Liberty Union High School District
Lindsay Unified School District
Littlerock Creek Irrigation District
Live Oak School District
Live Oak Unified School District
Livermore Valley Joint Unified School District
Livingston Union School District
Local Agency Formation Commission for the County of
 Los Angeles
Lodi Unified School District

Loleta Union Elementary School District
Long Beach City College
Loomis Union School District
Los Alamitos Unified School District
Los Angeles County Law Library
Los Angeles County West Vector & Vector-Borne
 Disease Control District
Los Gatos-Saratoga Joint Union High School District
Lost Hills Union Elementary School District
Lower Tule River Irrigation District
Lucia Mar Unified School District
Luther Burbank Elementary School District
Magnolia School District
Mammoth Unified School District
Manzanita Elementary School District
March Joint Powers Authority
Marin Community College District
Marin County Office of Education
Mark West Union School District
Martinez Unified School District
Marysville Joint Unified School District
McCabe Union Elementary School District
McFarland Unified School District
McKinleyville Union School District
Meadows Union Elementary School District
Meeks Bay Fire Protection District
Mendocino-Lake Community College
Menlo Park City School District
Merced Community College District
Merced County Office of Education
Merced Irrigation District
Merced Union High School District
Mid-Placer Public Schools Transportation Agency
Mill Valley Elementary School District
Millbrae School District
Mission Valley ROP
Mojave Unified School District
Mono County Office of Education
Monroe Elementary School District
Montecito Sanitary District
Montecito Water District
Monterey Peninsula Community College District
Monterey Peninsula Unified School District
Monterey Regional Waste Management District
Moraga School District
Moreland School District
Morongo Unified School District
Mosquito & Vector Management District of Santa
 Barbara County
Mount San Antonio Community College District
Mount San Antonio Community College District

Auxiliary

Mount Shasta Union School District
Mountain Valley Special Education JPA
Mountain Valley Unified School District
Mountain View Elementary School District
Mountain View Los Altos Union High School District
Mt. Diablo Unified School District
Mt. San Jacinto Community College District
Municipalities, Colleges and Schools Insurance Group
Murrieta Valley Unified School District
Napa County Office of Education
Napa Valley Community College District
Natomas Unified School District
Nevada Joint Union High School District
New Hope Elementary School District
New Jerusalem Elementary School District
Newman Crows Landing Unified School District
North Coast Unified Air Quality Management District
North County Fire Protection District of San Diego
County
North Monterey County Unified School District
North of the River Municipal Water District
North Orange County Community College District
North Orange County Regional Occupational Program
North Tahoe Fire Protection District
Northwest Mosquito and Vector Control District
Norwalk La Mirada Unified School District
Novato Unified School District
Nuvview Union School District
Oak Valley Union Elementary School District
Oakdale Joint Unified School District
Oakley Union Elementary School District
Ocean View School District
Oceanside Unified School District
Ohlone Community College District
Ojai Valley Sanitary District
Old Adobe Union School District
Olympic Valley Public Service District
Ontario Montclair School District Board of Trustees
Orange Center School District
Orange County Superintendent of Schools
Orange Unified School District
Orcutt Academy Charter
Orcutt Union School District
Orland Unified School District
Oroville City Elementary School District
Oroville Union High School District
Otay Water District
Owens Valley Unified School District
Oxnard School District
Oxnard Union High School District

Pacheco Union School District
Pacific Grove Unified School District
Pacific Union School District
Pacifica School District
Pajaro Valley Public Cemetery District
Pajaro Valley Unified School District
Palermo Union Elementary School District
Palm Ranch Irrigation District
Palm Springs Unified School District
Palo Verde Community College District
Palo Verde Unified School District
Palomar Community College District
Paradise Elementary School District
Paradise Irrigation District
Paradise Unified School District
Parlier Unified School District
Pasadena Area Community College District
Patterson Joint Unified School District
Peralta Community College District
Perris Elementary School District
Pico Water District
Piedmont Unified School District
Pioneer Union School District
Placentia-Yorba Linda Unified School District
Placer County Office of Education
Placer Hills Union School District
Placerville Union Elementary School District
Planada Elementary School District
Pleasant Valley School District
Pleasant View Elementary School District
Pleasanton Unified School District
Plumas County Community Development Commission
Port of Hueneme - Oxnard Harbor District
Porterville Unified School District
Poway Unified School District
Processing Tomato Advisory Board
PSA2 Area Agency on Aging
Rancho Santiago Community College District
Ravenswood City Elementary School District
Reclamation District No. 1000
Reclamation District No. 900
Red Bluff Joint Union High School District
Redlands Unified School District
Reed Union School District
Reef-Sunset Unified School District
Rescue Fire Protection District
Richgrove Elementary School District
Rim of the World Unified School District
Rincon del Diablo Municipal Water District
Rincon Valley Union School District
Rio Bravo-Greeley Union Elementary School District

Rio Dell Elementary School District
Rio Hondo Community College District
Riverbank Unified School District
Riverdale Joint Unified School District
Riverside Transit Agency
Roberts Ferry Elementary School District
Robla School District
Rocklin Unified School District
Rodeo-Hercules Fire Protection District
Rosedale Union School District
Roseland Elementary School District
Roseville City School District
Ross School District
Ross Valley Elementary School District
Rowland Unified School District
Rubidoux Community Services District
Sacramento Public Library Authority
Sacramento Suburban Water District
Saddleback Valley Unified School District
Salinas City Elementary School District
Salinas Union High School District
San Bernardino City Unified School District
San Bernardino Community College District
San Bernardino County Superintendent of Schools
San Bruno Park School District
San Carlos School District
San Diego County Office of Education
San Francisco Community College District
San Francisco Unified School District
San Gabriel Unified School District
San Gabriel Valley Mosquito & Vector Control District
San Jacinto Unified School District
San Joaquin County Office of Education
San Joaquin Delta Community College District
San Juan Water District
San Lorenzo Unified School District
San Luis Coastal Unified School District
San Luis Obispo County Office of Education
San Marino Unified School District
San Mateo County Community College District
San Mateo County Office of Education
San Mateo County Schools Insurance Group
San Mateo Union High School District
San Miguel Consolidated Fire Protection District
Santa Ana Unified School District
Santa Barbara Community College District
Santa Barbara County Association of Governments
Santa Barbara County Education Office
Santa Barbara San Luis Obispo Regional Health
Authority (CenCal)
Santa Clarita Community College District

Santa Cruz County Office of Education
Santa Maria Joint Union High School District
Santa Maria Public Airport District
Santa Monica Community College District
Santa Paula City Housing Authority
Santa Rita Union School District
Santa Ynez River Water Conservation District
Saucelito Irrigation District
Savanna Elementary School District
Scotia Union Elementary School District
Scotts Valley Fire Protection District
Scotts Valley Water District
Seeley Union Elementary School District
Selma Kingsburg Fowler County Sanitation District
Sequoia Union High School District
Serrano Water District
Shasta County Office of Education
Shasta Regional Transportation Agency
Shasta Tehama Trinity Joint Community College District
Shasta Union High School District
Shasta Union High School District Charter Schools
Shasta-Trinity ROP JPA
Sierra Joint Community College District
Sierra Lakes County Water District
Sierra Sands Unified School District
Sierra Unified School District
Silicon Valley Clean Water
Silver Valley Unified School District
Siskiyou County Office of Education
Siskiyou Union High School District
Solano County Community College District
Solano County Office of Education
Soledad Unified School District
Sonoma Valley Unified School District
South Bay Union School District
South Bay Union School District
South County Support Services Agency
South Feather Water and Power Agency
South Fork Union School District
South Monterey County Joint Union High School District
South Pasadena Unified School District
South San Francisco Unified School District
South San Luis Obispo County Sanitation District
Southern California Library Cooperative
Southern Humboldt Joint Unified School District
Southern Kern Unified School District
Southern Trinity Joint Unified School District
Southwest Transportation Agency
Southwestern Community College District
Standard Elementary School District
Stanislaus County Office of Education

Stanislaus Union School District
 Stege Sanitary District
 Stockton Unified School District
 Strathmore Union Elementary School District
 Successor Agency to the Redevelopment Agency of the
 City and County of San Francisco dba San Francisco
 Office of Community Investment and Infrastructure
 (OCII)
 Sundale Union Elementary School District
 Sunnyside Union Elementary School District
 Susanville Sanitary District
 Susanville School District
 Sutter Cemetery District
 Sutter County Office of Education
 Sweetwater Authority
 Taft City School District
 Tahoe-Truckee Sanitation Agency
 Tahoe-Truckee Unified School District
 TCS Miscellaneous
 Temple City Unified School District
 Thermalito Union Elementary School District
 Town of Ross
 Trabuco Canyon Water District
 Tracy Joint Unified School District
 Trinidad Union School District
 Trinity Alps Unified School District
 Trinity County Office of Education
 Truckee Fire Protection District
 Truckee Sanitary District
 Trust for Retirees of Associated California Schools
 Tulare City School District
 Tulare County Office of Education
 Tulare Joint Union High School District
 Tulare Mosquito Abatement District
 Turlock Unified School District
 Tustin Unified School District
 United Water Conservation District
 Upper Lake Unified School District
 Upper San Gabriel Valley Municipal Water District
 Val Verde Unified School District
 Vallecito Union School District
 Vallecitos Water District
 Valley County Water District
 Valley Home Joint School District
 Valley Sanitary District
 Ventura County Community College District
 Ventura County Office of Education
 Victor Elementary School District
 Victor Valley Community College District
 Victor Valley Union High School District
 Victor Valley Wastewater Reclamation Authority
 Vineland Elementary School District
 Vista Irrigation District
 Walnut Creek School District
 Waltham Housing Authority
 Wasco Union Elementary School District
 Washington Unified School District
 Washington Union School District
 Weed Union Elementary School District
 West Cities Police Communications JPA
 West Contra Costa Transportation Advisory Committee
 West Hills Community College District
 West Kern Community College District
 West Sonoma County Union High School District
 West Valley Mission Community College District
 Western Placer Unified School District
 Westside Union School District
 Westwood Unified School District
 Wheatland School District
 Wheatland Union High School District
 Williams Unified School District
 Willits Unified School District
 Windsor Unified School District
 Winters Joint Unified School District
 Winton School District
 Woodland Joint Unified School District
 Woodside Elementary School District
 Woodville Union School District
 Yolo County Office of Education
 Yosemite Community College District
 Yreka Union Elementary School District
 Yreka Union High School District
 Yuba Community College District
 Yuba County Office of Education
 Yucaipa-Calimesa Unified School District

CONSULTING SERVICES AGREEMENT

This Agreement is entered into effective the 9th day of May, 2022 by and between Total Compensation Systems, Inc. ("Consultant"), a California corporation with principal offices located at 5655 Lindero Canyon Road, Suite 223, Westlake Village, California, 91362 and Stege Sanitary District ("Customer").

The following shall govern the provision of consulting services by Consultant to Customer.

1. Consulting Services. Consultant shall provide the consulting services described on Schedule 1 attached hereto.
2. Compensation to Consultant. Customer shall pay Consultant for the consulting services described on Schedule 1 attached hereto the compensation set forth on Schedule 2 attached hereto.
3. Term and Termination. (a) Term. This Agreement shall commence on the date first written above and shall continue in effect until December 31, 2024, or until all consulting services described on Schedule 1 have been performed, whichever occurs first, unless sooner terminated in accordance with the provisions of this Agreement. (b) Termination Without Cause. This agreement may be terminated at any time by either party upon sixty (60) days prior written notice to the other party. (c) Termination With Cause. Either party shall have the right to terminate this Agreement upon the failure of either party to observe any of the covenants and agreements required to be observed by it under this Agreement, and such failure continues for a period of thirty (30) days after written notice thereof. (d) Rights and Obligations after Termination. Termination of this agreement shall not relieve either party of any rights or obligations arising out of the Agreement prior to termination, with the exception that the amount of the final payment that shall be made by Customer shall be based solely upon the percentage of work that was completed by Consultant.
4. Customer Will Provide Information. Customer shall provide Consultant with the information necessary for Consultant to provide the consulting services described on Schedule 1 attached hereto.
5. Authorization to Acquire Information. Customer hereby authorizes Consultant to acquire the necessary information reasonably required by Consultant to provide the consulting services described on Schedule 1 attached hereto from any agency, agencies, source or sources.
6. Customer's Right to Provide Information. Customer represents and warrants to Consultant that it has the right to provide the information that will be given by Customer to Consultant, or which will be acquired by Consultant pursuant to paragraphs 4 and 5 above.
7. Limitation on Services. Customer understands that Customer retains sole authority and responsibility for the operation and design of all Customer's employee benefit plans.
8. Ownership of Systems and Materials. All systems, programs, operating instructions, forms and other documentation prepared by or for Consultant shall be and remain the property of Consultant. All data source documents provided by Customer shall remain the property of Customer.
9. Indemnification. (a) By Customer. Customer hereby agrees to defend and indemnify Consultant and hold Consultant harmless against any claims, injury, costs or damages (including actual attorneys' fees incurred) resulting from Customer's gross negligence or willful misconduct. (b) By Consultant. Consultant hereby agrees to defend and indemnify Customer and hold Customer harmless against any claims, injury, costs or damages (including actual attorneys' fees incurred) resulting from Consultant's gross negligence or willful misconduct.

10. General.

- a. Relationship of the Parties. The relationship between Consultant and Customer established by this Agreement is that of independent contractors. Consultant and Customer shall each conduct its respective business at its own initiative, responsibility, and expense, and shall have no authority to incur any obligations on behalf of the other.
- b. Force Majeure. No party shall have liability for damages or non-performance under this Agreement due to fire, explosion, strikes or labor disputes, water, acts of God, war, civil disturbances, acts of civil or military authorities or the public enemy, transportation, facilities, labor, fuel or energy shortages, or other causes beyond that party's control.
- c. Entire Agreement. This Agreement and the Schedules attached hereto contain the entire agreement between the parties and supersedes all previous agreements and proposals, oral or written, and all negotiations, conversations, or discussions between the parties related to the subject matter of this Agreement. This Agreement shall not be deemed or construed to be modified, amended, rescinded, canceled or waived in whole or in part, except by written amendment signed by both of the parties hereto.

11. Confidentiality. Consultant recognizes that its work will bring it into close contact with confidential information of Customer, including personal information about employees of Customer. Consultant agrees not to disclose anything that is the confidential information of Customer, or that is proprietary to Customer, including its software, its legacy applications, and its databases, to any third party.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as set forth below.

"CONSULTANT"
TOTAL COMPENSATION SYSTEMS, INC.

"CUSTOMER"
STEGE SANITARY DISTRICT

Signed: 

Signed: _____

By: Geoffrey L. Kischuk

By: _____

Title: President

Title: _____

Date: May 6, 2022

Date: _____

SCHEDULE 1

For the purposes of this Agreement, "consulting services" shall include the following services provided by Consultant to Customer:

Consulting reports including all actuarial information necessary for Customer to comply with the requirements of current GASB accounting standards 74/75 related to retiree health benefits for two years, including one full valuation and one "roll-forward" valuation. Study results can be split by up to five employee classes. Consultant will provide as many copies of the final reports as Customer shall reasonably request.

Services do not include Consultant's in-person attendance at any meetings. Services also do not include a separate funding valuation unless requested by Customer.

SCHEDULE 2

Customer shall pay Consultant for the retiree health valuation report based on the full valuation a total of \$3,300. One-half, or \$1,650 shall be due within 30 days of the commencement of work by Consultant. One-half, or \$1,650 shall be due within 30 days of the delivery by Consultant to Customer of the draft consulting report for the full valuation (or within 30 days of contract termination, if earlier). Customer shall also pay Consultant for the retiree valuation report based on the “roll-forward” valuation a total of \$1,650 within 30 days of the delivery by Consultant to Customer of the draft consulting report for the “roll-forward” valuation (or within 30 days of contract termination, if earlier)

If Consultant receives a non-refundable deposit from Customer of \$1,485 by July 15, 2022, all amounts shown above shall be reduced by 10%.

STEGE SANITARY DISTRICT
Investment, Cash & Receivables Report

12:57:38 PM
 05/13/2022

As of April 30, 2022

	<u>April 30, 2022</u>	<u>March 31, 2022</u>	<u>\$ Change</u>	<u>Deposits</u>	<u>Checks</u>	<u>Transfers</u>
ASSETS						
Current Assets						
Checking/Savings						
LAIF Investment Accts						
11012 · Sewer Operations- 3418	6,121,169	6,205,270	-84,101	5,899	0	-90,000
11014 · System Rehab- 3423	1,013,863	1,012,900	963	963	0	0
Total LAIF Investment Accts	<u>7,135,032</u>	<u>7,218,170</u>	<u>-83,138</u>	<u>6,862</u>	<u>0</u>	<u>-90,000</u>
Checking Accts						
100 · Mechanics Bank	2,687,924	177,013	2,510,910	2,689,307	-268,397	90,000
100 · County Cash Acct #3418	85,994	134,119	-48,125 *	0 *	0	0
Total Checking Accts	<u>2,773,918</u>	<u>311,133</u>	<u>2,462,785</u>	<u>2,689,307</u>	<u>-268,397</u>	<u>90,000</u>
11021 · Petty Cash	250	250	0	0	0	0
Total Checking/Savings	<u>9,909,200</u>	<u>7,529,553</u>	<u>2,379,647</u>	<u>2,696,169</u>	<u>-268,397</u>	<u>0</u>
301 · Ca Employer's Retiree Benefit Trust	295,814	310,401	-14,587	0	0	0
Total CA Employer's Retiree Benefit Trust	<u>295,814</u>	<u>310,401</u>	<u>-14,587</u>	<u>0</u>	<u>0</u>	<u>0</u>
Accounts Receivable						
11072 · Accounts Receivable	2,064	2,402	-338			
Total Accounts Receivable	<u>2,064</u>	<u>2,402</u>	<u>-338</u>			

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

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

 Rex Delizo, District Manager

 Date

STEGE SANITARY DISTRICT

Operating Statement

05/13/2022

April 2022

83.56% of Fiscal year Completed

	<u>July-April 2022</u>	<u>Annual Budget</u>	<u>% of Annual Budget</u>
Income			
31 - OPERATING REVENUE			
31010 - Sewer Service Charges	2,923,580	3,149,000	93%
31020 - Permit & Insp. Fees	10,300	12,000	86%
31030 - Connection Fees	55,982	150,000	37%
31040 - San Pablo Impact Fee	17,046	250,000	7%
31080 - Contracted Services	-	30,000	0%
31010a - Capital Service Charges	2,923,580	3,149,000	93%
Total 31 - OPERATING REVENUE	<u>5,930,488</u>	<u>6,740,000</u>	<u>88%</u>
32 - NON-OPERATING REVENUE			
32050 - Interest - 3418	14,224	50,000	28%
32052 - Interest - 3423	2,279	15,000	15%
32080 - Property Taxes	528,659	400,000	132%
32085 - Insurance Dividend	-	-	0%
32090 - Miscellaneous	470	21,000	2%
Total 32 - NON-OPERATING REVENUE	<u>545,633</u>	<u>486,000</u>	<u>112%</u>
Transfer (to)/from Reserves	-	2,227,836	0%
Total Income	<u>6,476,121</u>	<u>9,453,836</u>	<u>69%</u>
Expense			
OPERATING EXPENSES			
Administration/General			
45-010 - Salaries & Wages	192,500	240,000	80%
45-020 - Employee Benefits	126,607	137,440	92%
45-029 - Retiree Health	9,380	13,600	69%
45-030 - Directors Expenses	17,162	39,888	43%
45-070 - Insurance	225,782	204,900	110%
Administration - Other	169,806	259,000	66%
Total Administration	<u>741,236</u>	<u>894,828</u>	<u>83%</u>
Maintenance/Engineering			
41-010 - Salaries & Wages	988,698	1,189,460	83%
41-020 - Employee Benefits	385,550	505,621	76%
41-029 - Retiree Health	9,204	11,900	77%
41-100 - Operating Supplies	11,990	40,000	30%
41-110 - Contractual Services	74,499	98,100	76%
41-207 - Contracted Repairs	30,171	68,000	44%
Maintenance- Other	169,175	314,267	54%
Total Maintenance/Engineering	<u>1,669,287</u>	<u>2,227,348</u>	<u>75%</u>
Pump Stations	45,410	16,460	276%
Total OPERATING EXPENSES	<u>2,455,933</u>	<u>3,138,636</u>	<u>78%</u>
CAPITAL			
41-650 - Debt Repayment (SRF Loans)	148,220	148,200	100%
Construction Projects	3,313,943	5,667,000	58%
Outlay(Maintenance/Engineering)	47,778	500,000	10%
Total CAPITAL	<u>3,509,940</u>	<u>6,315,200</u>	<u>56%</u>
Total Expense	<u>5,965,873</u>	<u>9,453,836</u>	<u>63%</u>
Net	<u>510,247</u>	<u>0</u>	

12:59 PM	STEGE SANITARY DISTRICT			
05/13/2022	Check Report			
Accrual Basis	May 19, 2022			
	Name	Memo	Amount	Num
May 19, 22				
	Aramark Uniform Services	Uniform Service	-310.48	27615
	Bay Area News Group - East Bay	Ordinance #2189-0422	-76.50	27616
	Broadway Lift & Equipment Co.	Fence Repair Parts Burlingame Pump Station	-2,414.26	27617
	Direct Line	Answering Service 04/01-30/22	-106.00	27618
	Judy Lieber.	Refund Permit #28466	-3,203.00	27619
	PG&E- #0607499583-5	Canon Pump Station	-41.19	27620
	WECO Industries, Inc.	Swivel Joint & Fiberglass Pole	-2,005.51	27621
May 19, 22			-8,156.94	

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING AGENDA CALENDAR

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

STEGE SANITARY DISTRICT

BOARD OF DIRECTORS MEETING AGENDA CALENDAR

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