

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA
MAY 16, 2024 @7:00 P.M.
www.stegesan.org • staff@stegesan.org

***** AGENDA *****

Items on the agenda may be taken out of order.

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

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

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

The ability to participate and observe remotely as identified above is predicated on the technology being available and functioning without technical difficulties. Should the remote platform not be available, or become non-functioning, or should the Board of Directors otherwise encounter technical difficulties that makes that platform unavailable, the Board of Directors will proceed with business in person unless otherwise prohibited by law.

*Public comment can be sent remotely by delivering a physical copy to **7500 Schmidt Lane, El Cerrito, CA 94530** or via email to comments@stegesan.org with "Public Comment" in the subject line. To provide written comment on an item on the agenda or to address the Board during Public Comment, please note the agenda item number that you want to address or whether you intend for the comment to be included in Public Comment. Comments timely received at least 15 minutes before the starting time of the meeting will be provided to the Board of Directors and will be added to the official record.*

Public Comment during the meeting is limited to in-person participants and those comments timely received at least 15 minutes before the starting time of the meeting. Members of the public will not have the ability to comment via Zoom unless the Board of Directors is required to provide that opportunity due to a Director participating pursuant to AB 2449. In such a circumstance, the Chair will make an announcement at the beginning of the meeting. Those interested in commenting (if required per AB 2449) should raise their virtual hands to notify the host during the relevant agenda item.

Pursuant to AB 2449, Board Members may be attending this meeting via remote conferencing. In the event that any Board Member elects to attend remotely, all votes conducted during the meeting will be conducted by roll call vote.

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA
MAY 16, 2024 @7:00 P.M.
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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)

Motion:

IV. Approval of Minutes

A. Approval of April 18, 2024 Board Meeting Minutes

(The Board will be asked to review and approve the minutes)

Info:

V. Communications

A. Oral/Written Communications

1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings
2. CASA Member Alert - CASA Congressional Outreach Requested for Support of H.R.7944, the Water Systems PFAS Liability Protection Act

Info:

VI. Reports of Staff and Officers

A. Attorney's Report

B. Committee Reports

C. Manager's Report

1. Monthly Maintenance Summary Report
2. Monthly Report of Sewer Replacements and Repairs
3. Draft Budget
4. Draft Newsletter
5. 4th of July Fair
6. Board Training Summary

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING
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Info/Motion: **VII. Business**

- A. Cancellation of the June 6, 2024 Board Meeting
(The Board will consider cancellation of the upcoming Board Meeting)

VIII. Financial Statements

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

Motion: **IX. Approval of Checks**

- A. Checks for May 16, 2024 - Fund No. 3418 & 3423
(The Board will be asked to approve the monthly checks)

Info: **X. Future Agenda Items**

June 6, 2024

Draft Budget
Review Directors Meeting Compensation
District Working Capital and Reserve Policy
July 4th Fair Discussion
CASA/CSDA Conference

June 20, 2024

Approve District Manager Salary
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/CSDA Conference
CLOSED SESSION – Manager Performance Evaluation
CLOSED SESSION – Conference with Labor Negotiator
CLOSED SESSION – Counsel Performance Evaluation

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA
MAY 16, 2024 @7:00 P.M.
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+Resolution Ordering Board Election

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

Giddings – Government Tort Claim filed: 4/16/2024

XI. Adjournment

(The next regular meeting of the Stege Sanitary District Board of Directors is scheduled to be held on May 16, 2024 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF APRIL 18, 2024
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

*****MINUTES*****

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

II. Roll Call: Present: Christian-Smith, Merrill, O’Keefe, Gilbert-Snyder
 Absent: Beach
 Others Present: Rex Delizo, District Manager
 Kristopher Kokotaylo, District Counsel

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 March 21, 2024 Board Meeting Minutes

MOTION: By Merrill, seconded by O’Keefe, to approve the minutes of the March 21, 2024 Board Meeting

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

V. Communications

A. Oral/Written Communications

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

In accordance with AB 1234, Directors Merrill and O’Keefe each reported on their attendance at a CSDA Governance Foundations Training.

2. 2024 Election for LAFCO Special District Seat

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF APRIL 18, 2024
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

The Board reviewed and considered the two candidates for the vacancy of one Special District (Regular) seat on Contra Costa LAFCO.

MOTION: By O’Keefe, seconded by Merrill, to approve a vote for Mike McGill for the Special District (Regular) seat on Contra Costa LAFCO

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

3. Director Merrill Letter – re: Sewer Main Replacement Schedule

The Board reviewed and considered the letter.

VI. Reports of Staff and Officers

A. Attorney’s Report:

Kokotaylo reported on an update to the case of Sheetz v. El Dorado County regarding development impact fees.

B. Committee Reports

There were no reports.

C. Manager’s Report

1. Monthly Maintenance Summary Report

The Manager reported no significant issues with last month’s maintenance activities.

2. Monthly Report of Sewer Replacements and Repairs

The Manager reported that no payments were made in March.

3. San Pablo Avenue Specific Plan Area Status Report

The Manager reported on the status of the impact fee.

4. Draft Budget

The Manager reported on the initial draft of next fiscal year’s budget.

5. 4th of July Fair

The Manager reported on the planning for the upcoming fair.

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF APRIL 18, 2024
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

6. Board Training Summary

The Manager reported on the updated Directors' training deadlines.

VII. Business

A. Resolution No. 2237-0424 Approving the Stege Sanitary District Amended District Strategic Plan

The Board approved the resolution.

MOTION: By Christian-Smith, seconded by Merrill, to approve Resolution 2237-0424 Approving the Stege Sanitary District Amended District Strategic Plan

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

B. Resolution No. 2238-0424 Adopting the Stege Sanitary District Climate Change Impact Policy

The Board approved the resolution.

MOTION: By O'Keefe, seconded by Christian-Smith, to approve Resolution 2238-0424 Adopting the Stege Sanitary District Climate Change Impact Policy, as amended

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

C. Cancellation of the May 2, 2024 Board Meeting

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF APRIL 18, 2024
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

The Board agreed to cancel the upcoming Board meeting on May 2, 2024 since there are no timely agenda items to consider.

MOTION: By O’Keefe, seconded by Christian-Smith, to approve the cancellation of the May 2, 2024 Board Meeting and have staff post a Notice of Meeting Cancellation on the District website and bulletin board outside the District office

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

VIII. Financial Statements

- A. Monthly Investment, Cash, Receivables Report
- B. Monthly Operating Statement
- C. Monthly Cash on Hand vs. Target Reserves
- D. Local Agency Investment Fund (LAIF) Quarterly Statement
- E. California Employers’ Retiree Benefit Trust (CERBT) Quarterly Statement
- F. Private Sewer Lateral (PSL) Replacement Loan Program Quarterly Report
- G. Time Value Investments (TVI) Statement

The financial items were reviewed by the Board.

IX. Approval of Checks

- A. Checks for April 18, 2024 - Fund No. 3418 & 3423

MOTION: By O’Keefe, seconded by Christian-Smith, to pay the bills, Check Nos. 28619 through 28656 in the amount of \$132,324.43

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF APRIL 18, 2024
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

ABSENT: Beach

X. Future Agenda Items

May 2, 2024 (*Meeting Cancelled*)

(none)

May 16, 2024

Resolution Ordering Board Election

Draft Budget

Board Training Summary

July 4th Fair Discussion

~~Review of Comparable Agencies~~

~~Sewer Rate and Connection Charge Study~~

~~CLOSED SESSION—Manager Performance Evaluation~~

~~CLOSED SESSION—Conference with Labor Negotiator~~

~~+Cancellation of June 6th Board Meeting~~

CLOSED SESSION

Conference with Labor Negotiator

Gov. Code § 54957.6

Agency Designated Representative: District Manager Delizo

Unrepresented Employees: All District Employees

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: 4

De Leon – Government Tort Claim filed: 8/21/2023

Ivry – Government Tort Claim filed: 9/5/2023

Wolter – Government Tort Claim filed: 2/25/2024

Brooks-Hutton and Peticolas – Government Tort Claim filed: 3/13/2024

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF APRIL 18, 2024
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

The Board entered into closed session at 8:30 P.M. and returned to open session at 8:44 P.M. President Gilbert-Snyder announced the Board had taken no reportable actions.

XI. Adjournment

The meeting was adjourned at 8:44 P.M. The next meeting of the District Board of Directors will be held on Thursday, May 16, 2024 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary

From: CASA <cmackelvie@casaweb.org>
Sent: Tuesday, May 07, 2024 12:10 PM
To: rexd@steges.com
Subject: Member Alert - CASA Congressional Outreach Requested



Congressional Outreach Requested

CASA is requesting that our members take action in response to the recent USEPA PFOA and PFOS Hazardous Substances CERCLA Designation Final Rule. Unfortunately, the final rule lacks explicit liability protections for public water and wastewater utilities, as well as biosolids management. As a result, we urge all members to take a proactive stance by sending letters to your respective congressional House delegations, advocating for support of [H.R. 7944, the Water Systems PFAS Liability Protection Act](#).

You can access a template letter tailored for CASA members [here](#). If you have any inquiries or need assistance, please don't hesitate to reach out to Sarah Sapirstein at ssap@ensresources.com. We thank you in advance for your engagement!

About H.R. 7944: The legislation would prohibit the ability of a person, State, or Tribe to recover costs or damages under CERCLA from a protected entity arising from the release of PFAS chemicals that are designated as hazardous substances. The legislation defines a 'protected entity' as a public drinking water, public or privately owned treatment works, municipality with a Clean Water Act 402 permit for stormwater, political subdivision or special district, or contractor performing management or disposal activities.

CASA represents more than 130 local public agencies engaged in the collection, treatment and recycling of Wastewater and biosolids to protect public health and the environment. Our mission is to provide trusted information and advocacy on behalf of California clean water agencies, and to be a leader in sustainability and utilization of renewable resources.

Visit Our Website: casaweb.org

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STEGE SANITARY DISTRICT

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

District Counsel:
Kristopher Kokotaylo

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

Wednesday, May 8, 2024

The Honorable John Garamendi
U.S. House of Representatives
2004 Rayburn HOB
Washington, DC 20515



RE: Support Request – H.R. 7525 Special District Grant Accessibility Act

Dear Representative Garamendi:

On behalf of the Stege Sanitary District (Stege), we write to urge you to support the *Water Systems PFAS Liability Protection Act* (H.R. 7944). This bipartisan legislation provides critical liability protections for public water and wastewater agencies for PFAS chemicals designated as hazardous substances under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA).

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

Stege is a passive recipient of PFAS. We are not the creators or users of these chemicals. While we help to maintain a stringent Source Control program designed to decrease the amount of toxic pollutants entering the sewer system, the ubiquity of PFAS makes it difficult if not impossible to control through standard pretreatment programs.

Unfortunately, U.S. Environmental Protection Agency's (USEPA) Designation of Perfluorooctanoic Acid (PFOA) and Perfluorooctanesulfonic Acid (PFOS) as CERCLA Hazardous Substances final rule does not provide liability protections for public wastewater utilities, like Stege. While the USEPA has stated it does not intend to go after public wastewater utilities, there is still the threat that Stege could be dragged into third-party litigation. The final rule also does not provide liability protections for biosolids management or land-application. As a result, Stege faces dual

uncertainty concerning the legality of our biosolids management practices. If Stege, or another public wastewater agency, were to be unfairly dragged into litigation under CERCLA for PFOS or PFOA cleanups, it would ultimately be a cost borne by our ratepayers, contradicting CERCLA's "polluter pays principle."

H.R. 7944 would provide CERCLA liability protections for PFAS chemicals designated as hazardous substances for public and private water and wastewater utilities, as well as biosolids management. The legislation would protect these utilities from being dragged into third-party litigation as a means to help the primary responsible party reduce its cleanup costs under CERCLA. Importantly, H.R. 7944 would only grant such protections if utilities abide by all applicable laws at the time of conveyance or treatment.

Again, we urge you to support H.R. 7944 and ensure that the underlying "polluter pays principle" of CERCLA is upheld and public wastewater agencies, who passively receive these chemicals, and ratepayers are not held holding the bag.

Sincerely,
STEGE SANITARY DISTRICT

Paul Gilbert-Snyder
Board President

DRAFT BUDGET

EXHIBIT A

STEGE SANITARY DISTRICT REVENUE SUMMARY

FISCAL YEAR 2024-2025

ITEM	as of 04/01/24 REVENUE 2023-2024	REMAINING BUDGET 2023-2024	Fiscal Year 2023-2024 Budget	Fiscal Year 2024-2025 Budget	% Change
REVENUE					
I. SEWER OPERATION FUND (3418)					
Non Operating Income:					
Interest	\$ 173,933	-1060%	\$ 15,000	\$ 110,000	633%
Miscellaneous	250	99%	\$ 21,000	\$ 30,000	43%
Operating Income:					
Permit & Inspection Fees	\$ 21,348	-78%	\$ 12,000	\$ 12,000	0%
Sewer Service Charges	3,572,591	-11%	\$ 3,209,000	\$ 3,443,000	7%
Contracted Services	\$ -	0%	\$ 33,000	\$ 33,000	0%
Subtotal	\$ 3,768,123	-15%	\$ 3,290,000	\$ 3,628,000	10%
II. CAPITAL FUND (3423)					
Non-Operating Income:					
Interest	\$ 22,100	-342%	\$ 5,000	\$ 16,000	220%
Operating Income:					
Property Tax	\$ 590,089	-18%	\$ 500,000	\$ 585,500	17%
Capital Service Charges	3,572,591	5%	\$ 3,775,000	\$ 4,290,000	14%
Connection Fees	\$ 31,819	36%	\$ 50,000	\$ 100,000	100%
San Pablo Ave. Impact Fee	\$ -	0%	\$ 50,000	\$ 100,000	100%
Subtotal	\$ 4,216,599	4%	\$ 4,380,000	\$ 5,091,500	16%
TOTAL REVENUE	\$ 7,984,722	0%	\$ 7,670,000	\$ 8,719,500	14%

DRAFT BUDGET

EXHIBIT A

STEGE SANITARY DISTRICT EXPENSE SUMMARY

FISCAL YEAR 2024-2025

ITEM	as of 04/01/24 EXPENSES 2023-2024	REMAINING BUDGET 2023-2024	Fiscal Year 2023-2024 Budget	Fiscal Year 2024-2025 Budget	% Change
EXPENSES					
I. OPERATING EXPENSES:					
Dept 41 - Maintenance/Engineering	\$ 1,348,840	40%	\$ 2,232,974	\$ 2,412,208	8%
Dept 41 - Pump Stations	\$ 29,350	27%	\$ 40,020	\$ 40,020	0%
Dept 41 - Contracted Repairs	\$ 27,000	63%	\$ 72,000	\$ 74,000	3%
Dept 45 - General & Administration	\$ 675,344	36%	\$ 1,053,273	\$ 1,162,825	10%
SUBTOTAL OPERATING EXPENSES	\$ 2,080,534	39%	\$ 3,398,267	\$ 3,689,053	9%
II. CAPITAL EXPENSES:					
Dept 41 - Capital Equipment	\$ 53,271	93%	\$ 785,000	\$ 600,000	-24%
Dept 41 - Debt Repayment (SRF)	\$ 43,939	0%	\$ 43,900	\$ 43,900	0%
Dept 41 - Sewer Rehabilitation	\$ 542,788	89%	\$ 4,884,400	\$ 5,188,810	6%
SUBTOTAL CAPITAL EXPENSES	\$ 639,997	89%	\$ 5,713,300	\$ 5,832,710	2%
TOTAL	\$ 2,720,532	70%	\$ 9,111,567	\$ 9,521,763	5%
OTHER EXPENSES:					
Transfer from Capital Fund		0%	\$ -	\$ -	0%
Retiree Medical Fund		0%	\$ -	\$ -	0%
SUBTOTAL OTHER EXPENSES		0%	\$ -	\$ -	0%
TOTAL EXPENSES	\$ 2,720,532	70%	\$ 9,111,567	\$ 9,521,763	5%

STEGE SANITARY DISTRICT TRANSFER TO/(FROM) RESERVES

FISCAL YEAR 2024-2025

ITEM			Fiscal Year 2023-2024 Budget	Fiscal Year 2024-2025 Budget	% Change
REVENUE			\$ 7,670,000	\$ 8,719,500	14%
EXPENSES			\$ (9,111,567)	\$ (9,521,763)	5%
SUBTOTAL			\$ (1,441,567)	\$ (802,263)	
TRANSFER TO/(FROM) RESERVES			\$ (1,441,567)	\$ (802,263)	

DRAFT BUDGET

EXHIBIT A

STEGE SANITARY DISTRICT BUDGET - COMPOSITE

FISCAL YEAR 2024-2025

ITEM	FISCAL YEAR 2023-2024 BUDGET	FISCAL YEAR 2024-2025 BUDGET	% Change	OPERATIONS	GENERAL & ADMIN.
OPERATING EXPENSES:					
010 Salaries & Wages	\$ 1,574,160	\$ 1,635,700	4%	\$ 1,359,260	\$ 276,440
020 Employee Benefits	\$ 715,446	\$ 769,377	8%	\$ 602,741	\$ 166,635
030 Directors' Expenses	\$ 45,478	\$ 37,449	-18%	\$ -	\$ 37,449
040 Election Expense	\$ -	\$ 40,000	0%	\$ -	\$ 40,000
060 Gasoline, Oil, Fuel	\$ 28,000	\$ 28,000	0%	\$ 28,000	\$ -
070 Insurance	\$ 320,000	\$ 385,500	20%	\$ 15,000	\$ 370,500
080 Memberships	\$ 19,100	\$ 19,100	0%	\$ 4,000	\$ 15,100
090 Office Expense	\$ 10,100	\$ 10,100	0%	\$ -	\$ 10,100
100 Operating Supplies	\$ 40,000	\$ 40,000	0%	\$ 40,000	\$ -
110 Contractual Services	\$ 102,300	\$ 105,300	3%	\$ 105,300	\$ -
120 Professional Services	\$ 176,100	\$ 166,100	-6%	\$ 84,000	\$ 82,100
130 Printing & Publications	\$ 29,000	\$ 23,500	-19%	\$ -	\$ 23,500
140 Rents & Leases	\$ 1,800	\$ 1,800	0%	\$ 1,000	\$ 800
150 Repairs & Maintenance	\$ 128,370	\$ 143,520	12%	\$ 125,520	\$ 18,000
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	\$ 47,700	\$ 48,500	2%	\$ 10,000	\$ 38,500
200 Other Expenses	\$ 64,600	\$ 64,600	0%	\$ -	\$ 64,600
203 First Aid Supplies	\$ 500	\$ 500	0%	\$ 500	\$ -
204 Safety Equipment and Gloves	\$ 4,500	\$ 4,500	0%	\$ 4,500	\$ -
205 Uniforms and Boots	\$ 17,137	\$ 17,137	0%	\$ 17,137	\$ -
206 Safety Incentive Program	\$ 1,250	\$ 1,250	0%	\$ 1,250	\$ -
207 Contracted Repairs	\$ 72,000	\$ 74,000	3%	\$ 74,000	\$ -
410 Pump Stations	\$ 40,020	\$ 40,020	0%	\$ 40,020	\$ -
TOTAL OPERATING EXPENSES	\$ 3,470,661	\$ 3,689,053	6%	\$ 2,526,228	\$ 1,162,825
CAPITAL EXPENSES:					
650 DEBT REPAYMENT	\$ 43,900	\$ 43,900	0%	\$ 43,900	\$ -
300 CAPITAL EQUIPMENT	\$ 785,000	\$ 600,000	-24%	\$ 600,000	\$ -
400 CONSTRUCTION	\$ 4,884,400	\$ 5,188,810	6%	\$ 5,188,810	\$ -
TOTAL CAPITAL EXPENSES	\$ 5,713,300	\$ 5,832,710	2%	\$ 5,832,710	\$ -
TRANSFER TO CAPITAL FUND		\$ -		\$ -	\$ -
TOTAL BUDGET	\$ 9,183,961	\$ 9,521,763	4%	\$ 8,358,938	\$ 1,162,825

DRAFT BUDGET

EXHIBIT A

STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - OPERATIONS

FISCAL YEAR 2024-2025

ITEM	as of 04/01/24 EXPENDITURES 2023-2024	REMAINING BUDGET 2023-2024	Fiscal Year 2023-2024 Budget	Fiscal Year 2024-2025 Budget	% Change
010 SALARIES AND WAGES					
011 Engineering Salaries	\$ 362,949	41%	\$ 614,100	\$ 636,200	4%
011.6 Cell Phone (3)	1,260	42%	2,160	2,160	0%
012 Collection System Salaries	346,403	42%	600,800	622,400	4%
012.6 Cell Phone (5)	2,100	42%	3,600	3,600	0%
013 Overtime - Service Calls	6,096	60%	15,400	15,400	0%
014 Overtime - Engineering/Inspection	-	100%	500	500	0%
015 Standby	37,922	37%	60,000	67,000	12%
017 Performance Incentive	-	100%	12,000	12,000	0%
TOTAL SALARIES AND WAGES	\$ 756,730	40%	\$ 1,260,660	\$ 1,359,260	8%
020 EMPLOYEE BENEFITS					
021 Retirement	\$ 184,618	47%	\$ 345,410	\$ 354,240	3%
021a Deferred Comp Match	20,250	25%	27,000	27,000	0%
022 Health Care Premiums & Admin Fees	94,209	-15%	81,634	123,721	52%
023 Life Insurance/Dental/LTD	11,166	18%	13,680	13,680	0%
024 Workers' Compensation Insurance	19,228	9%	21,200	22,300	5%
025 Unemployment Insurance	1,440	77%	6,200	6,400	3%
026 Medicare	10,564	52%	21,800	22,500	3%
027 Cash in Lieu (Dependent Care & Medical)	10,500	56%	24,000	18,000	-25%
Retiree Medical & ARC					
'028 Retiree Medical (AnnReq'dContrib ARC)	-	100%	1,456	-	-100%
'029 Retiree Health Care Premium	9,306	22%	11,900	11,900	0%
030 Social Security (On Call Maintenance)	1,355	55%	3,000	3,000	0%
TOTAL EMPLOYEE BENEFITS	\$ 362,636	33%	\$ 537,257	\$ 602,741	12%
MAINTENANCE					
060 GAS, OIL AND FUEL	\$ 21,970	22%	\$ 28,000	\$ 28,000	0%
070 CLAIMS	908	94%	15,000	15,000	0%
080 MEMBERSHIPS	1,173	71%	4,000	4,000	0%
100 OPERATING SUPPLIES					
101 Rods and Augers		100%	5,000	5,000	0%
102 Chemicals	641	36%	1,000	1,000	0%
104 Hose and Nozzles	5,977	76%	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	3,483	46%	6,500	6,500	0%
Forward totals to next page	34,152	61%	87,000	87,000	0%

DRAFT BUDGET

EXHIBIT A

STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - OPERATIONS

FISCAL YEAR 2024-2025

ITEM	as of 04/01/24 EXPENDITURES 2023-2024	REMAINING BUDGET 2023-2024	Fiscal Year 2023-2024 Budget	Fiscal Year 2024-2025 Budget	% Change
Totals from previous page	\$ 34,152	61%	\$ 87,000	\$ 87,000	0%
110 CONTRACTUAL SERVICES					
111 Phone Service (Answering Service)	\$ 3,251	-117%	\$ 1,500	\$ 4,500	200%
112 Manhole Level Monitors	4,300	-26%	3,400	3,400	0%
115 Sewer Root Foaming	57,250	24%	75,000	75,000	0%
116 Radio and Test Equipment Maintenance		100%	500	500	0%
117 Utility Marking Service	5,600	7%	6,000	6,000	0%
118 DOT Regulatory Compliance	666	26%	900	900	0%
119 Collection System JPA	-	100%	15,000	15,000	0%
120 PROFESSIONAL SERVICES					
121 Technical/Legal Support	\$ 14,354	77%	\$ 62,000	\$ 62,000	0%
122 Safety Consultant		100%	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					
		100%	1,000	1,000	0%
150 REPAIRS AND MAINTENANCE					
151 Vehicle Maintenance	\$ 55,745	-11%	\$ 50,000	\$ 55,000	10%
152 Equipment and Shop Maintenance	10,213	-13%	9,000	12,000	33%
153 Sewer Materials					
a. Pipe and Fittings		100%	4,000	4,000	0%
b. Manholes		100%	4,500	4,500	0%
c. Castings		100%	1,000	1,000	0%
154 Emergency Sewer Replacement		100%	12,500	12,500	0%
156 Building Maintenance		100%	1,800	1,800	0%
157 Janitorial Services	3,632	36%	5,700	5,700	0%
158 Yard Maintenance	1,680	33%	2,520	2,520	0%
159 Refuse Service	4,405	14%	5,100	5,100	0%
159a Refuse Service-Vactor	1,591	29%	2,250	6,400	184%
160 Video Inspection Equipment Repair	15,539	-4%	15,000	15,000	0%
170 TRAVEL AND MEETINGS					
171 Training and Testing	\$ 1,159	61%	\$ 3,000	\$ 3,000	0%
173 Travel Reimbursement	75	99%	6,000	6,000	0%
174 Meetings and Conference	218	96%	5,000	5,000	0%
Forward totals to next page	\$ 213,829	47%	\$ 401,670	\$ 416,820	4%

DRAFT BUDGET

EXHIBIT A

STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - OPERATIONS

FISCAL YEAR 2024-2025

ITEM	as of 04/01/24 EXPENDITURES 2023-2024	REMAINING BUDGET 2023-2024	Fiscal Year 2023-2024 Budget	Fiscal Year 2024-2025 Budget	% Change
Totals from previous page	\$ 213,829	47%	\$ 401,670	\$ 416,820	4%
193 WATER - HYDRO FLUSHER	\$ 7,825	22%	\$ 10,000	\$ 10,000	0%
203 FIRST AID SUPPLIES		100%	500	500	0%
204 SAFETY EQUIPMENT AND GLOVES	1,597	65%	4,500	4,500	0%
205 UNIFORMS AND BOOTS	5,517	68%	17,137	17,137	0%
206 SAFETY INCENTIVE PROGRAM	706	44%	1,250	1,250	0%
TOTAL MAINTENANCE/ENGINEERING	\$ 229,475	47%	\$ 435,057	\$ 450,207	3%
41.2 BURLINGAME PUMP STATION					
150 Repairs (Contracted)	2,400	88%	\$ 20,000	\$ 20,000	0%
150a Annual Inspection		100%	2,500	2,500	0%
151 Electricity	1,347	25%	1,800	1,800	0%
152 Telemetry		100%	350	350	0%
153 Maintenance and Landscaping	640	33%	960	960	0%
41.4 CANON PUMP STATION					
150 Repairs (Contracted)	23,627	-136%	10,000	10,000	0%
150a Annual Inspection		100%	2,500	2,500	0%
151 Electricity	1,335	14%	1,560	1,560	0%
TOTAL PUMP STATIONS	\$ 29,350	27%	\$ 40,020	\$ 40,020	0%
207 CONTRACTED REPAIRS	\$ 27,000	63%	72,000	74,000	3%
TOTAL - MAINT/ENG EMPLOYEE SALARIES	\$ 756,730	40%	\$ 1,260,660	\$ 1,359,260	8%
TOTAL - MAINT/ENG EMPLOYEE BENEFITS	362,636	33%	537,257	602,741	12%
TOTAL OTHER MAINTENANCE/ENGINEERING	229,475	47%	435,057	450,207	3%
TOTAL - PUMP STATIONS	29,350	27%	40,020	40,020	0%
TOTAL CONTRACTED REPAIRS	27,000	63%	72,000	74,000	3%
TOTAL OPERATIONS	\$ 1,405,190	40%	\$ 2,344,994	\$ 2,526,228	8%

DRAFT BUDGET

EXHIBIT A

STEGE SANITARY DISTRICT
ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL

FISCAL YEAR 2024-2025

ITEM	as of 04/01/24 EXPENDITURES 2023-2024	REMAINING BUDGET 2023-2024	Fiscal Year 2023-2024 Budget	Fiscal Year 2024-2025 Budget	% Change
010 SALARIES AND WAGES					
011 Administration Salaries	\$ 155,038	41%	\$ 262,100	\$ 271,500	4%
012 Cell Phone	840	#DIV/0!	-	1,440	0%
017 Performance Incentive	-	100%	3,500	3,500	0%
TOTAL - SALARIES & WAGES	\$ 155,878	41%	\$ 265,600	\$ 276,440	4%
020 EMPLOYEE BENEFITS					
021 Retirement	\$ 74,726	27%	\$ 102,420	\$ 104,300	2%
021a Deferred Comp Match	4,500	25%	6,000	6,000	0%
022 Health Care Premiums & Admin Fees	19,571	1%	19,800	25,249	28%
023 Life Insurance/Dental/LTD	1,607	27%	2,196	2,196	0%
024 Workers' Compensation Insurance	-	100%	4,600	4,800	4%
025 Unemployment Insurance	-	100%	500	500	0%
026 Medicare	1,955	78%	9,050	9,890	9%
Retiree Medical					
'028 Retiree Medical (AnnReq'dContrib(ARC))	-	#DIV/0!	-	-	0%
'029 Retiree Health Care Premiums	9,476	20%	11,900	11,900	0%
029a Social Security	-	100%	1,700	1,800	6%
TOTAL - EMPLOYEE BENEFITS	\$ 111,836	29%	\$ 158,166	\$ 166,635	5%
GENERAL EXPENSES					
030 DIRECTORS' EXPENSES					
031 Board Meeting Compensation	\$ 6,936	72%	\$ 24,478	\$ 16,449	-33%
032 Travel Reimbursement	3,921	61%	10,000	10,000	0%
033 Meetings & Conference	2,853	71%	10,000	10,000	0%
034 Training	-	100%	1,000	1,000	0%
TOTAL - DIRECTORS' EXPENSES	\$ 13,710	67%	\$ 41,007	\$ 37,449	-9%
040 ELECTION EXPENSES	\$ -	#DIV/0!	\$ -	\$ 40,000	100%
070 INSURANCE					
071 Liability and Property Insurance	\$ 246,990	25%	\$ 327,500	\$ 393,000	20%
072 Dividends (CREDIT)	-	100%	(22,500)	(22,500)	0%
080 MEMBERSHIPS					
081 Memberships	\$ 14,937	0%	\$ 15,000	\$ 15,000	0%
082 Memberships - Board	-	100%	100	100	0%
Forward totals to next page	275,637	24%	361,107	463,049	28%

DRAFT BUDGET

EXHIBIT A

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

FISCAL YEAR 2024-2025

ITEM	as of 04/01/24 EXPENDITURES 2023-2024	REMAINING BUDGET 2023-2024	Fiscal Year 2023-2024 Budget	Fiscal Year 2024-2025 Budget	% Change
Totals from previous page	\$ 275,637	24%	\$ 361,107	\$ 463,049	28%
090 OFFICE EXPENSES					
091 Stationery, Postage, Supplies	\$ 1,376	66%	\$ 4,000	\$ 4,000	0%
092 Subscriptions	3,599	28%	5,000	5,000	0%
094 Public Notice Postage	-	100%	400	400	0%
096 Bank Charges	396	43%	700	700	0%
120 PROFESSIONAL SERVICES					
121 Legal Services	\$ 22,713	35%	\$ 35,000	\$ 45,000	29%
123 Audit and Special Reports	28,840	28%	40,000	20,000	-50%
124 Resources Consultant	4,950	1%	5,000	5,000	0%
125 Administrative Support		100%	1,000	1,000	0%
126 Labor Relations/HR Training		100%	100	100	0%
127 Litigation Expenses		100%	5,000	5,000	0%
129 ADP Payroll Expenses	4,054	32%	6,000	6,000	0%
130 PRINTING AND PUBLICATIONS					
131 Meetings and Hearings Notices		100%	\$ 1,000	\$ 1,000	0%
132 Newsletters	8,424	58%	20,000	20,000	0%
133 Publications (Ordinances & Notices)	707	91%	7,500	2,000	-73%
134 Job Advertising		100%	500	500	0%
140 RENTS AND LEASES	\$ 316	61%	\$ 800	\$ 800	0%
150 BUILDING REPAIRS AND MAINTENANCE					
151 Administration Offices	\$ 6,210	31%	\$ 9,000	\$ 12,000	33%
155 Office Equipment	3,808	37%	6,000	6,000	0%
Forward totals to next page	361,028	29%	508,107	597,549	18%

DRAFT BUDGET

EXHIBIT A

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

FISCAL YEAR 2024-2025

ITEM	as of 04/01/24 EXPENDITURES 2023-2024	REMAINING BUDGET 2023-2024	Fiscal Year 2023-2024 Budget	Fiscal Year 2024-2025 Budget	% Change
Totals from previous page	\$ 361,028	29%	\$ 508,107	\$ 597,549	18%
160 REVENUE COLLECTION EXPENSES					
161 EBMUD	\$ -	100%	\$ 600	\$ 600	0%
162 CCC Assessment Collection Fees	6,012	57%	14,000	14,000	0%
170 TRAVEL AND MEETINGS					
173 Travel Reimbursement	\$ 1,453	3%	\$ 1,500	\$ 1,500	0%
174 Meetings and Conferences	2,621	13%	3,000	3,000	0%
190 UTILITIES					
191 Gas and Electricity	\$ 12,728	15%	\$ 15,000	\$ 15,000	0%
192 Telephone & Computer Internet	11,165	20%	14,000	14,000	0%
193 Water	3,460	18%	4,200	5,000	19%
194 Security System	2,913	35%	4,500	4,500	0%
200 OTHER EXPENSES					
201 Miscellaneous	\$ 3,329	56%	\$ 7,500	\$ 7,500	0%
202 Property Taxes	64	36%	100	100	0%
203 LAFCO Net Cost Apportionment	2,667	33%	4,000	4,000	0%
204 Public Outreach	190	99%	18,000	18,000	0%
205 Penalties & Fines	-	100%	35,000	35,000	0%
TOTAL - GENERAL EXPENSES	\$ 407,631	35%	\$ 629,507	\$ 719,749	14%
TOTAL - ADMIN. EMPLOYEE SALARIES	\$ 155,878	41%	\$ 265,600	\$ 276,440	4%
TOTAL - ADMIN. EMPLOYEE BENEFITS	\$ 111,836	29%	\$ 158,166	\$ 166,635	5%
TOTAL - ADMINISTRATION & GENERAL	\$ 675,344	36%	\$ 1,053,273	\$ 1,162,825	10%
TOTAL OPERATIONS & ADMIN. (3418)	\$ 2,080,534	39%	\$ 3,398,267	\$ 3,689,053	9%

DRAFT BUDGET

EXHIBIT A

STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - CAPITAL EQUIPMENT EXPENSES

FISCAL YEAR 2024-2025

ITEM	as of 04/01/24 EXPENDITURES 2023-2024	REMAINING BUDGET 2023-2024	Fiscal Year 2023-2024 Budget	Fiscal Year 2024-2025 Budget	% Change
CAPITAL EQUIPMENT EXPENSES					
300 CAPITAL OPERATIONS (3421)					
315 Flow Meters		100%	\$ 175,000	\$ -	-100%
324 Vehicle Replacement	53,271	91%	610,000	600,000	-2%
Sub-Total Capital Operations	\$ 53,271	93%	\$ 785,000	\$ 600,000	-24%
TOTAL - CAPITAL EQUIPMENT EXPENSES (3421)	\$ 53,271	93%	\$ 785,000	\$ 600,000	-24%

DRAFT BUDGET

EXHIBIT A

STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - CAPITAL EXPENSES

FISCAL YEAR 2024-2025

ITEM	as of 04/01/24 EXPENDITURES 2023-2024	REMAINING BUDGET 2023-2024	Fiscal Year 2023-2024 Budget	Fiscal Year 2024-2025 Budget	% Change
411 MANHOLES					
Manhole Adjustments	\$ -	100%	\$ 25,000	\$ 50,000	100%
428 RENEWAL & REPLACEMENT					
a. Interceptor Cleaning	\$ 50,000	0%	\$ 50,000	\$ 50,000	0%
b. Pump Station Rehab	-	100%	1,000,000	1,200,000	20%
c. Admin Building	-	100%	10,000	10,000	0%
SUB TOTAL (428)	\$ 50,000	95%	\$ 1,060,000	\$ 1,260,000	19%
434 STANDARD SEWER REHABILITATION (3423)					
a. Construction Costs	\$ 451,598	87%	\$ 3,473,000	\$ 3,593,600	3%
e. San Pablo Ave. Specific Plan Upgrades		#DIV/0!	-	-	0%
f. Private Sewer Lateral Replacement Loan Program*	41,190	87%	326,400	285,210	-13%
SUB-TOTAL (434)	\$ 492,788	87%	\$ 3,799,400	\$ 3,878,810	2%
TOTAL CONSTRUCTION COSTS (400s)	\$ 542,788	89%	\$ 4,884,400	\$ 5,188,810	6%
650 DEBT REPAYMENT (SRF LOANS)					
b. Repayment Project 02203	43,939	0%	43,900	43,900	0%
TOTAL DEBT REPAYMENT (650)	\$ 43,939	0%	\$ 43,900	\$ 43,900	0%
TOTAL CAPITAL EXPENSES (400-650)	\$ 586,727	90%	\$ 5,713,300	\$ 5,832,710	2%

* Funding limited to property tax revenue.

DRAFT BUDGET

EXHIBIT D

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

	FISCAL YEAR 2023-2024 BUDGET	3418 OPERATIONS FUND	3423 CAPITAL FUND
Total Fund Balances As of 6/30/2024 (est.)	\$ 11,488,031	\$ 2,500,000	\$ 8,988,031
OPERATING FUND			
REVENUE			
Contracted Services	\$ 33,000	\$ 33,000	
Interest Income	\$ 110,000	\$ 110,000	
Permit, Inspection Fees	\$ 12,000	\$ 12,000	
Sewer Service Charges	\$ 3,443,000	\$ 3,443,000	
Miscellaneous	\$ 30,000	\$ 30,000	
Subtotal	\$ 3,628,000	\$ 3,628,000	
EXPENSES			
General & Administration	\$ (1,162,825)	\$ (1,162,825)	
Operating/Pump Stations	\$ (2,526,228)	\$ (2,526,228)	
Subtotal	\$ (3,689,053)	\$ (3,689,053)	
Net Gain (Loss)*	\$ (61,053)	\$ (61,053)	
CAPITAL FUND			
REVENUE			
Property Tax Collection	\$ 585,500		\$ 585,500
Capital Service Charges	\$ 4,290,000		\$ 4,290,000
San Pablo Impact Fee	\$ 100,000		\$ 100,000
Interest Income	\$ 16,000		\$ 16,000
Connection Fees	\$ 100,000		\$ 100,000
Subtotal	\$ 5,091,500		\$ 5,091,500
EXPENSES			
Capital Equipment	\$ (600,000)		\$ (600,000)
Construction	\$ (5,188,810)		\$ (5,188,810)
Debt Repayment (SRF Loan)	\$ (43,900)		\$ (43,900)
Subtotal	\$ (5,832,710)		\$ (5,832,710)
Net Gain (Loss)*	\$ (741,210)		\$ (741,210)
Fund Balances			
Before transfers	\$ 10,685,769	\$ 2,438,947	\$ 8,246,822
Transfers between Reserves		\$ (225,515)	\$ 225,515
*Used from Reserves			
Fund Balances As of 6/30/2025 (est.)	\$ 10,685,769	\$ 2,213,432	\$ 8,472,337
TARGET BALANCE	\$ 5,655,298	\$ 2,213,432	\$ 3,441,867

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



DRAFT THE ENDEAVOR

A PUBLICATION OF THE STEGE SANITARY DISTRICT OF CONTRA COSTA COUNTY

VOLUME XXX NUMBER 1

SERVING EL CERRITO, KENSINGTON, AND RICHMOND ANNEX

Spring 2024

BOARD OF DIRECTORS

Paul Gilbert-Snyder
President

Beatrice O'Keefe
Vice President

Tessa Beach
Director

Juliet Christian-Smith
Director

Dwight Merrill
Director

DISTRICT MANAGER/ ENGINEER

Rex Delizo, P.E.

MISSION STATEMENT

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

INSIDE

Proposed Sewer Rate Increase 2

Draft Fiscal Year 2024-2025 Budget..... 2

Monthly Residential Service Rate Comparison 3

Think Before You Flush.. 3

DO NOT Flush 3

Helpful Reminders 3

Sewer Problems? Call Us First!..... 4

Spotlight on Service Board of Directors 2024 Election 4



STEGER SANITARY DISTRICT Climate Change Impact Policy



Climate change will result in increased climate variability and intensity as well as groundwater and sea level rise within the District. These changes will impact District infrastructure, operations, and the community.

To address these changes, the District will:

- Monitor climate science and identifying the potential District impacts;
- Plan for climate change by applying the best available science to improve resilience;
- Integrate climate science into planning, design, construction, operations, and maintenance activities;
- Reduce greenhouse gas (GHG) emissions;
- Support global, federal, state, and regional action that responds to the impacts of climate change;
- Support appropriate climate change legislation and regulations;
- Collaborate with other public agencies, utilities, regulators, and communities to develop sustainable climate change solutions;
- Educate communities and employees on the impacts of climate change;
- Consider environmental, social, and governance factors in the financial portfolio management of the District's investments;
- Consider the disproportionate impacts of climate change on marginalized neighborhoods and populations.

Steger Sanitary District Performance Report for Calendar Year 2023

The Steger Sanitary District Performance Report shows how well the District is performing in its mission "to protect public health and the environment for the communities we serve through planning and operation of a safe, efficient, and economical wastewater collection system." The report is prepared by the District Manager for use by the District's Board of Directors to help evaluate the value and effectiveness of the service being delivered to the customers of the District. Visit <https://www.stegesd.org/performance-report> to view and download the full document.

Proposed Sewer Rate Increase

On June 20, the Stege Sanitary District Board of Directors will hold a public hearing to consider raising service rates over the next five years. The increases are necessary to meet operating and capital improvement expenses while maintaining sufficient emergency reserve funds. The new rates are proposed take effect on July 1, 2024.

Stege Sanitary District is committed to protecting the environment and public health of our community. District rates provide funds to pay for the administration, operation, and maintenance of the District’s wastewater collection system, for capital improvements required to maintain adequate levels of customer service, for unforeseen emergencies, for lawful obligations and expenses, and to comply with applicable laws and regulations imposed by state and federal regulatory agencies. **S**



DRAFT Fiscal Year 2024-2025 Budget

REVENUE

Sewer Operation Fund

Non Operating Income:	
Interest	110,000
Miscellaneous	30,000
Operating Income:	
Permit & Inspection Fees	12,000
Sewer Service Charges	3,443,000
Contracted Services	33,000
Subtotal	3,628,000

Capital Fund

Non-Operating Income:	
Interest	16,000
Operating Income:	
Property Tax	585,500
Capital Service Charges	4,290,000
Connection Fees	100,000
San Pablo Ave. Impact Fee	100,000
Subtotal	5,091,500

TOTAL REVENUE 8,719,500

EXPENSES

Operating Expenses:

Maintenance/Engineering	2,412,208
Pump Stations	40,020
Contracted Repairs	74,000
General & Administration	1,162,825

Subtotal Operating Expenses 3,689,053

Capital Expenses

Capital Equipment	600,000
Debt Repayment -SRF Loan	43,900
Sewer Rehabilitation	5,188,810

Subtotal Capital Expenses 5,832,710

Other Expenses

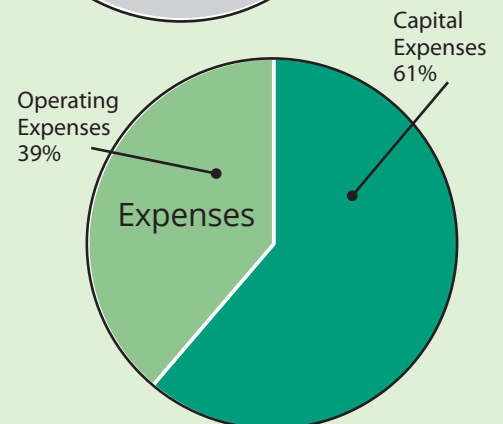
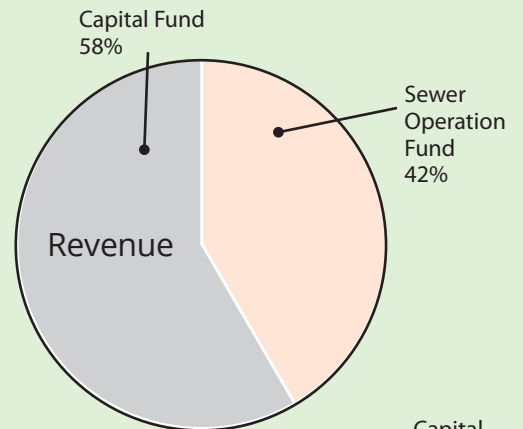
Transfer from Capital Fund	-
Retiree Medical Fund	-

TOTAL EXPENSES 9,521,763

Transfer to/(from) Reserves

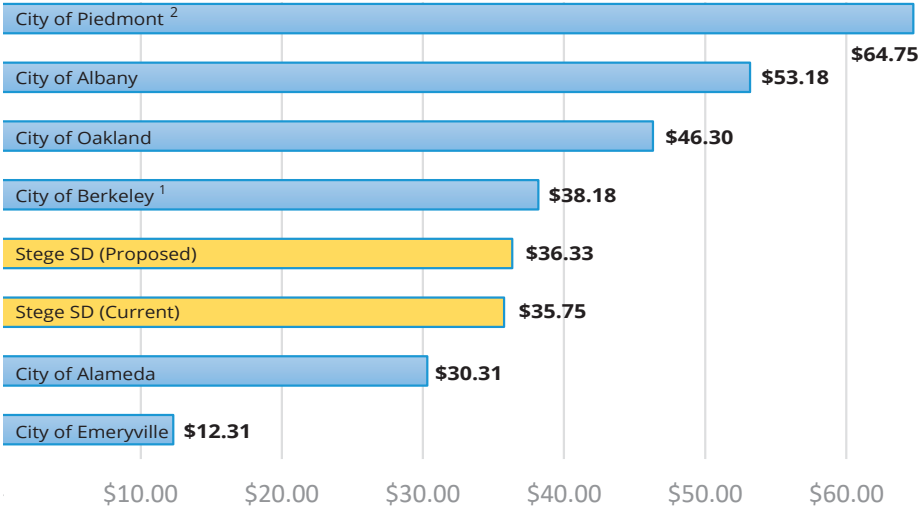
Revenue	8,719,500
Expenses	9,521,763
Subtotal	(802,263)

TRANSFER TO/(FROM) RESERVES (802,263)



The District adheres to an investment policy for reserve funds that complies with state statutes and stipulates safety, liquidity, and yields as the order of investment objectives.

Monthly Residential Service Rate Comparison



1-Based on a parcel size of 5,000-9,999 sq. ft. 2-Based on 4,000 gallons/month of wastewater flow

Think Before You Flush



DO NOT Flush

- Baby & facial wipes
- Tampons & applicators
- Bandages & sticker backs
- Cleaning wipes
- Whitening strips & their wrappers
- Maxi pads & their wrappers
- Cotton swabs & makeup pads
- Dental floss
- Cigarette butts
- Kitty litter & dog waste bags
- Condoms & their wrappers
- Hair
- Unused or expired medicine

Helpful Reminders



BPD

A backflow prevention device (BPD) provides an emergency escape path should wastewater back up in your lateral. BPDs must be installed outside the home so overflow will occur outside, not inside your home.



If you are unsure if you already have a backflow prevention device on your lateral, or if you want to know if you need one, contact the District at (510) 524-4668 (Monday through Thursday: 8:00 am to 5:00 pm; Friday: 8:00 am to 4:00 pm) to make an appointment for a free inspection. **S**



Keep FOG out of Drains

Fats, Oils, or Grease (FOG) that is washed down the drain can clog household plumbing, sewer laterals, and sewer mains.

Keep FOG out of your drains. **S**

Plumbing Contractors

Stege recommends getting at least three bids before starting work. For a list of plumbing contractors registered to work on private laterals in the District, go to www.stegesan.org. **S**



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


DRAFT

PRSR STD
US POSTAGE
PAID
OAKLAND, CA
Permit No. 544

To Contact Us: (510) 524-4667 staff@stegasan.org www.stegasan.org @StegeSan



Sewer Problems? Call Us First!


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

Spotlight on Service

Board of Directors 2024 Election

Stege Sanitary District is an independent Special District of the State of California. It is a public agency administered by a duly-elected five member Board of Directors. Directors are elected at-large by District residents and serve four-year terms of office. In 2024, two positions on the Stege Sanitary District Board of Directors will be up for election. To learn more about the responsibilities and core beliefs of the

Board of Directors, go to <https://www.stegasan.org/board-of-directors-information-sheet>

Candidates must be US citizens, at least 18 years-of-age, and must reside within Stege Sanitary District. Procedures, deadlines and nomination papers may be obtained from the County Elections Office: Contra Costa County Election Division, 555 Escobar Street, Martinez, CA 94553 (925) 335-7800, www.cocovote.us 

STEGE SANITARY DISTRICT MONTHLY MAINTENANCE SUMMARY REPORT

April 2024

QUARTER 2

VEHICLE	DAYS	FOOTAGE (LF)
<i>UNIT 10 COMBO</i>	<i>10</i>	<i>48,653</i>
<i>UNIT 11 RODDER</i>	<i>0</i>	
<i>UNIT 15 CCTV</i>	<i>15</i>	<i>29,213</i>
<i>UNIT 16 COMBO</i>	<i>16</i>	<i>17,481</i>
TOTAL MONTH CLEANED		66,134
TOTAL MONTH CCTV'D		29,213

QUARTERLY SUB-TOTALS

YEAR	QUARTER	TOTAL CLEANED (LF)	PLANNED TO CLEAN (LF)	Q END NOT COMPLT'D (LF)	TOTAL CCTV'D (LF)	PLANNED TO CCTV (LF)	Q END NOT COMPLT'D (LF)
2024	2	66,134	188,935	0	29,213	64,948	0
2024	1	289,011	226,685	0	52,450	54,605	24,296
2023	4	228,862	184,938	0	48,625	50,930	23,849
2023	3	260,224	215,376	0	64,008	65,576	27,963
2023	2	245,563	202,070	0	52,033	60,081	38,937
2023	1	262,178	204,795	0	61,882	58,488	29,188

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MONTHLY SERVICE CALLS

April-2024

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
4/3/2024 Wednesday 10:20 AM	162102 162101	7027 GLADYS AVE. EL CERRITO, CA 94530 <i>Last Call: 1/15/2019</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.
4/5/2024 Friday 2:15 PM	261419 261409	735 SEA VIEW DR. 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.
4/8/2024 Monday 1:28 PM	266009 266008	7758 STOCKTON 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.
4/8/2024 Monday 6:21 PM	224114 224101	431 EVERETT ST. 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.
4/14/2024 Sunday 9:58 AM	292316 292315	7500 SCHMIDT LN. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				BUILDING ALARM WAS GOING OFF.
4/15/2024 Monday 9:50 AM	283101-1 283106	941 LIBERTY ST. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B,D,OF, SD	BLDG	ML,B	BLDG	SSO CAUSED BY STORM DRAIN MATERIAL INSIDE DISTRICT MAIN.
4/15/2024 Monday 10:51 AM	283104 2831105	1009 LIBERTY ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C,OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
4/18/2024 Thursday 10:12 AM	101440 101436	6101 TEHAMA AVE. RICHMOND, CA 94804 <i>Last Call: 8/15/2023</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	E				WE FOUND THIS TO BE EBMUD PROBLEM.
4/20/2024 Saturday 11:00 PM	186117 186116	5916 JORDAN AVE. EL CERRITO, CA 94530 <i>Last Call: 8/4/2004</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
4/24/2024 Wednesday 2:36 AM	102113 1021PM	1631 MONTEREY ST. RICHMOND, CA 94804	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				PUMP STATION VFD FAILURE
4/27/2024 Saturday 12:37 PM	224002 224001	424 RICHMOND ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C,OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
4/29/2024 Monday 2:43 PM	262120 262106	708 ALBEMARLE ST. EL CERRITO, CA 94530 <i>Last Call: 8/2/2004</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	O				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.

PROBLEM TYPE:

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

SPILL

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

SPILL

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

SPILL END

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

MAINLINE:	1
LATERAL:	7
OTHER:	4
TOTAL SERVICE CALLS:	12
MAINLINE OVERFLOW:	1
MAINLINE SURCHARGE:	0

SANITARY SEWER OVERFLOWS (SSOs) LAST 12 MONTHS

May-2024

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS	CAT*	VOL	RCVR'D	NET
5/1/2023 Monday 2:28 PM	186304 186004	2126 JUNCTION AVE. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B	ML, O	ML	Y	SSO WAS CAUSED BY SLIPLINE MORTAR NOT SEALED AT CONNECTION.	CAT 4	5 gallons	5 gallons	0 gallons
5/5/2023 Friday 8:07 AM	102203 102003	1438 CARLSON BLVD. RICHMOND, CA 94804	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D,OF,R, W	MH	B	ST, SD	DEBRIS, ROCKS, AND ROOTS CAUSED SSO.	CAT 3	78 gallons	78 gallons	0 gallons
3/8/2024 Friday 10:53 AM	265304 265303	838 SEA VIEW DR. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B,D,OF	MH	ML	SD	DEBRIS IN MAIN CAUSED SSO.	CAT 1	765 gallons	34 gallons	731 gallons
4/15/2024 Monday 9:50 AM	283101-1 283106	941 LIBERTY ST. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B,D,OF, SD	BLDG	ML,B	BLDG	SSO CAUSED BY STORM DRAIN MATERIAL INSIDE DISTRICT MAIN.	CAT 3	171 gallons	0 gallons	171 gallons

PROBLEM TYPE:

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

SPILL

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

SPILL CAUSE:

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

SPILL END LOCATION:

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

TOTAL MAINLINE SSOs: 4
 MAINLINE BREAK SSOs: 3
 MAINLINE SURCHARGE SSOs: 0
 CATEGORY 1 SSOs: 1
 SSOs INTO BUILDINGS: 1

TOTAL SSO VOLUME (GALS): 1,019
 TOTAL VOLUME RECOVERED (GALS): 117
 TOTAL VOLUME UNRECOVERED (GALS): 902

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

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

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

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

STEGE SANITARY DISTRICT
MONTHLY REPLACEMENT AND REPAIR SUMMARY
April 2024

I SEWER REPLACEMENT - FY 2023-2024			
A.	BUDGET ALLOCATION		\$3,473,000
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$451,598
C.	SEWER REPLACEMENTS PAID THIS MONTH (NO RETENTION)	<u>COST</u>	
SUBTOTAL FOR THIS MONTH			\$0
D.	TOTAL BUDGET EXPENDED (NO RETENTION)	12.35%	\$429,018
E.	TOTAL 5% RETENTION HELD		\$22,580
F.	BUDGET REMAINING	87.00%	\$3,021,402
G.	PERCENTAGE OF FISCAL YEAR REMAINING	16.67%	
H.	TOTAL REPLACEMENT FOOTAGE PAID TO DATE	2,200 (\$ 205.27 /LF)	
II SEWER REPAIRS - FY 2023-2024			
A.	BUDGET ALLOCATION		\$72,000
B.	PRIOR BUDGET EXPENDED		\$27,000
C.	SEWER REPAIRS PAID THIS MONTH	<u>REPAIR COST</u>	
SUBTOTAL FOR THIS MONTH			\$0
SUBTOTAL FOR LAST MONTH			\$27,000
D.	TOTAL BUDGET EXPENDED	37.50%	\$27,000
E.	TOTAL RETENTION HELD	0.00%	\$0
F.	BUDGET REMAINING	62.50%	\$45,000
G.	PERCENTAGE OF FISCAL YEAR REMAINING	16.67%	
H.	TOTAL NUMBER OF REPAIRS PAID TO DATE	8 (\$3,375 /REPAIR)	

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

April 2024

III SAN PABLO AVE SPECIFIC PLAN AREA (SPASPA) UPGRADE - FY 2023-2024			
A.	BUDGET ALLOCATION		\$0
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$0
C.	SPASPA UPGRADES PAID THIS MONTH (NO RETENTION)		
SUBTOTAL FOR THIS MONTH			\$0
D.	TOTAL BUDGET EXPENDED (NO RETENTION)	0.00%	\$0
E.	TOTAL 5% RETENTION HELD	0.00%	\$0
F.	BUDGET REMAINING	100.00%	\$0
G.	PERCENTAGE OF FISCAL YEAR REMAINING	16.67%	
H.	TOTAL SPASPA UPGRADE FOOTAGE PAID TO DATE	(\$ - /LF)	



Rex Delizo
Stege Sanitary District
rex@stegesd.org

April 24, 2024

Dear Rex,

As summer approaches, we reflect with appreciation on the previous year's **community-sponsored** City of El Cerrito & worldOne 4th of July Festival. Stege Sanitary District's generous sponsorship was a key factor in its success. This event stands as a testament to our community's spirit, offering a day to honor and celebrate our nation and city and strengthen community bonds. The festival continues to welcome everyone without charge, and features outstanding musical acts on the worldOne Stage, a variety of family-oriented activities, civic participation, and an array of culinary delights.

Combined with the donations from our community, other sponsorships, and the City's Public Arts Fund, your contribution helped us to raise an impressive \$53,000 in 2023. Looking ahead, we aim to maintain these fundraising efforts to ensure the festival's continued success.

We cordially invite you to renew your support for this year's Festival and enable your local customers and neighbors to join in the 2024 celebration. In 2023 you were a Stars & Stripes level sponsor, making the generous contribution of \$2,500. With gratitude we extend our thanks for your past support and ask that you consider renewing or increasing this year's contribution. In recognition of your support, we are pleased to offer benefits that will prominently feature your generosity within the El Cerrito community and beyond. Please find enclosed the updated sponsorship levels and the corresponding benefits, all designed to maximize your visibility and branding opportunities. Our objective is to secure \$50,000 in local contributions through sponsorships and personal donations, with all funds dedicated solely to the current or future 4th of July events. Donations to the City of El Cerrito, less direct benefits received, are tax deductible.

Thank you for your consideration.

Sincerely,

Paul Fadelli
El Cerrito Councilmember

Gabriel Quinto
El Cerrito Councilmember

Christopher Jones
Recreation Director



Sponsor the 2024 4th of July Festival

Sponsorship Benefit	Presenting \$10,000	Fireworks \$5,000	Stars & Stripes \$2,500	Blue \$1,000	Red \$500	White \$300
Certificate of Appreciation	✓	✓	✓	✓	✓	✓
Listed as Sponsor on City Website & at Event	✓	✓	✓	✓	✓	✓
Logo on City Website with Link to your Website	✓	✓	✓	✓	✓	
Logo with Link to Website in Rec Dept E-News	✓ x4	✓ x3	✓ x2	✓	✓	
Social Media Acknowledgement	✓ x4	✓ x3	✓ x2	✓		
Included on Press Release Announcing Sponsors	✓	✓	✓	✓		
Your Stand Alone Banner at Event	✓	✓	✓	✓		
Recognition and Award at City Council Meeting	✓	✓	✓			
Vendor Booth at Event	✓	✓	✓			
1/4 Page Ad in rECguide	✓ x3	✓ x2	✓			
worldOne Stage Annoucement at Festival	✓ x3	✓ x2	✓			
Logo on Event Map	✓	✓				
Main Stage Sponsorship Banner	✓	✓				
Logo on all Marketing & Promotion	✓	✓				
Event Area Naming Rights	✓					

Questions? Email recreation@ci.el-cerrito.ca.us

Thank you for your consideration!

Ask us about naming rights! Imagine the "Your Company Name Food Court" or the "Your Company Name Family Fun Zone."

July 4th Event List

- Setup for **One Booth**
- Canopy
- Tables & Chairs
- Red, White & Blue Bunting
- Hammer
- Crowbar
- Sandbags (w/ fused rope ends)
- Bungee Cords
- Masks and hand sanitizer
- Zip Ties
- Scissors
- #3 Slot Head Screwdriver
- Channel Lock Pliers
- Tissue
- Tape
- Waste Can
- Small cooler w/ bottled water for Directors
- Large SSD Banner
- Canopy “window” banner
- Large District Map w/ map page blocks
- District Sewer Map book
- Toilet Paper vs. Wipes Interactive Display
- “Flushable” Wipes Banner/Poster
- *Tools, Pipe, & Roots Displays*
- Board Member Contact List (in each box)
- Pad of paper for taking notes and info
- Schedule w/ Cell Phone #
- Monday setup
- Park truck onsite

Informational Handouts & Giveaways

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

Schedule (11am-5pm)

Setup	[staff]
11am-12:30	<i>(O'Keefe)</i>
12:30-2:00	<i>(Beach)</i>
2:00-3:30	<i>(Gilbert-Snyder)</i>
3:30-5pm	<i>(Merrill)</i>
Pack up	[staff]
	<i>(Previous 2023 Schedule)</i>

MESSAGES

PSL Loan Program

Proper “Flushable” Wipes Disposals

Sewer Problems? Call us first!

**SUMMARY OF BOARD OF DIRECTORS
TRAINING DUE DATES**

DUE DATES	Governance Training 6 hrs. every 5 years	AB 1234 Ethics Training 2 hrs. every 2 years	AB 1825 Harassment Prevention Training 2 hrs. every 2 years
Tessa Beach	8/2028	9/2024	9/2025
Juliet Christian-Smith	8/2025	9/2024	5/2026
Paul Gilbert-Snyder	8/2028	9/2024	9/2025
Dwight Merrill	3/2029	9/2024	9/2025
Bea O'Keefe	3/2029	9/2024	9/2025

**Highlighted dates are due now (or w/in 90 days)*

CANCELLATION OF THE JUNE 6, 2024 REGULAR BOARD MEETING

ISSUE:

The Board will consider cancellation of the upcoming regular Board meeting on June 6, 2024 since there are no pressing agenda items to consider.

FISCAL IMPACT:

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

STRATEGIC PLAN:

GOAL 3: Ensure Financial Stability and Efficiency

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

BACKGROUND:

There are no pressing agenda items scheduled for the upcoming regular Board meeting on June 6, 2024. Unless new time sensitive issues come up that would necessitate a meeting, the meeting can be cancelled.

RECOMMENDATION:

Approve the cancellation of the June 6, 2024 Board Meeting and have staff post a Notice of Meeting Cancellation on the District website and bulletin board outside the District office.

ALTERNATIVES:

1. Take no action and continue with the scheduled Board meeting on June 6, 2024.

ATTACHMENTS:

Notice of Meeting Cancellation

DRAFT

STEGE SANITARY DISTRICT

NOTICE OF MEETING CANCELLATION

NOTICE IS HEREBY GIVEN as follows:

The regular board meeting of the Stege Sanitary District Board of Directors scheduled for June 6, 2024 has been cancelled.

The next meeting of the Stege Sanitary District Board of Directors will be held on June 20, 2024 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California.

Dated: May 16, 2024



Rex Delizo
STEGE SANITARY DISTRICT
Secretary

STEGE SANITARY DISTRICT

Operating Statement

05/08/2024

April 2024

80.60% of Fiscal year Completed

	July - April 2024	Annual Budget	% of Annual Budget
Income			
31 - OPERATING REVENUE			
31010 - Sewer Service Charges	3,572,591	3,443,000	104%
31020 - Permit & Insp. Fees	21,348	12,000	178%
31030 - Connection Fees	31,819	50,000	64%
31040 - San Pablo Impact Fee	8,673	50,000	17%
31080 - Contracted Services	-	33,000	0%
31010a - Capital Service Charges	2,068,342	4,290,000	48%
Total 31 - OPERATING REVENUE	5,702,774	7,878,000	72%
32 - NON-OPERATING REVENUE			
32050 - Interest - 3418	235,234	15,000	1568%
32052 - Interest - 3423	33,360	5,000	667%
32057 - TVI Interest	33,846	-	#DIV/0!
32080 - Property Taxes	590,089	500,000	118%
32085 - Insurance Dividend	-	-	0%
32090 - Miscellaneous	250	21,000	1%
Total 32 - NON-OPERATING REVENUE	892,778	541,000	165%
Transfer (to)/from Reserves	-	764,961	0%
Total Income	6,595,553	9,183,961	72%
Expense			
OPERATING EXPENSES			
Administration/General			
45-010 - Salaries & Wages	226,076	265,600	85%
45-020 - Employee Benefits	120,540	144,566	83%
45-029 - Retiree Health	9,517	13,600	70%
45-030 - Directors Expenses	18,079	45,478	40%
45-070 - Insurance	246,990	305,000	81%
Administration - Other	198,304	283,500	70%
Total Administration	819,506	1,057,744	77%
Maintenance/Engineering			
41-010 - Salaries & Wages	1,080,021	1,308,560	83%
41-020 - Employee Benefits	448,507	543,924	82%
41-029 - Retiree Health	9,368	13,356	70%
41-100 - Operating Supplies	10,156	40,000	25%
41-110 - Contractual Services	71,580	102,300	70%
41-207 - Contracted Repairs	66,975	72,000	93%
Maintenance- Other	173,265	332,777	52%
Total Maintenance/Engineering	1,859,872	2,372,897	78%
Pump Stations	36,238	40,020	91%
Total OPERATING EXPENSES	2,715,616	3,470,661	78%
CAPITAL			
41-650 - Debt Repayment (SRF Loans)	43,939	43,900	100%
Construction Projects	508,088	4,884,400	10%
Outlay(Maintenance/Engineering)	103,271	785,000	13%
Total CAPITAL	655,297	5,713,300	11%
Total Expense	3,370,914	9,183,961	37%
Net	3,224,639	0	

STEGE SANITARY DISTRICT
Investment, Cash & Receivables Report
As of April 30, 2024

2:34:38 PM
05/08/2024

	<u>April 30, 2024</u>	<u>March 31, 2024</u>	<u>\$ Change</u>	<u>Deposits</u>	<u>Checks</u>	<u>Transfers</u>
ASSETS						
Current Assets						
Checking/Savings						
TVI & LAIF Investment Accts						
11012 · Sewer Operations- 3418	11,067,936	8,972,789	2,095,147	95,147	0	2,000,000
11014 · System Rehab- 3423	1,073,136	1,061,876	11,260	11,260	0	0
11017 · Five Star Money Market	1,000,000	0	1,000,000		0	1,000,000
11020 · TVI Investments	2,036,019	2,036,019	0	0	0	0
Total TVI & LAIF Investment Accts	<u>15,177,092</u>	<u>12,070,685</u>	<u>3,106,407</u>	<u>106,407</u>	<u>0</u>	<u>3,000,000</u>
Checking Accts						
100 · Mechanics Bank	59,250	67,437	-8,187	3,234,940	-233,127	-3,010,000
101a · Five Star Bank	10,000	0	10,000	0	0	10,000
100 · County Cash Acct #3418	-9,420	-9,420	0 *	0 *	0	0
Total Checking Accts	<u>59,830</u>	<u>58,017</u>	<u>1,813</u>	<u>3,234,940</u>	<u>-233,127</u>	<u>-3,000,000</u>
11021 · Petty Cash	250	250	0	0	0	0
Total Checking/Savings	<u>15,237,171</u>	<u>12,128,952</u>	<u>3,108,220</u>	<u>3,341,347</u>	<u>-233,127</u>	<u>0</u>
301 · Ca Employer's Retiree Benefit Trust	304,696	304,696	0	0	0	0
Total CA Employer's Retiree Benefit Trust	<u>304,696</u>	<u>304,696</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Accounts Receivable						
11072 · Accounts Receivable/Notes Payable	220,638	220,638	0			
Total Accounts Receivable	<u>220,638</u>	<u>220,638</u>	<u>0</u>			

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

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

Rex Delizo, District Manager

Date

3:34 PM	STEGE SANITARY DISTRICT			
05/07/2024	Check Report			
Accrual Basis	May 16, 2024			
	Name	Memo	Amount	Num
May 16, 24				
	APB Engineering	Repairs 950 Liberty, 5229 Potrero, 1404 Liberty & 35 Franciscan Way	-39,975.00	1021
	CWEA	Renewal Wright #45251	-221.00	1022
	DEK Electric	Canon Pumpstation	-1,820.00	1023
	Department of Consumer Affairs	Civil Engineer Certificate Renewal Rex Delizo	-270.00	1024
	East Bay Sanitary Co., Inc.	Garbage May-Jun	-906.36	1025
	EBMUD 12374900001	Office/Shop	-186.59	1026
	EBMUD 57132800001	Office/Shop	-716.84	1027
	Exxonmobil	Gas	-115.84	1028
	Nakano Landscape	Landscaping Apr 2024	-290.00	1029
	Pastime Hardware	Maintenance Supplies	-49.09	1030
	Peninsula Truck Repair, Inc.	Vaccon Repair	-10,688.44	1031
	PG&E- #0103467151-9	Burlingame Pumpstation	-152.98	1032
	PG&E- #6675831511-4	Office/Shop	-1,873.66	1033
	Plaza Auto Service, Inc	Vehicle Maintenance	-168.77	1034
	Pump Repair Service Co.	Cannon Pumpstation Repairs	-7,738.05	1035
	Reserve Account	Postage	-200.00	1036
	Rosalie Blazej	Rate Study Increase Notice	-560.00	1037
	Streamline	Website 5/1-6/1/24	-249.00	1038
	TelePacific Communications	Office Phones	-1,287.28	1039
	Vestis	Uniform Service 5172254085	-100.29	1040
	WECO Industries, Inc.	Radio Detection SONDE & O2 Sensor	-1,265.65	1041
May 16, 24			-68,834.84	

STEGE SANITARY DISTRICT 2024 BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JANUARY	FEBUARY	MARCH	APRIL	MAY	JUNE
1/1 & 1/15 HOLIDAY CASA Winter Conf. Jan 24-26, Palm Springs	2/19 HOLIDAY CASA Policy Forum Feb 26-27, Wash, DC			5/27 HOLIDAY	6/19 HOLIDAY
1/18/2024 – 7:00 P.M.	2/1/2024 – 7:00 P.M.	3/2/2024 – 9:00 A.M.	4/18/2024 – 7:00 P.M.	5/2/2024 – 7:00 P.M.	6/6/2024 – 7:00 P.M.
<ul style="list-style-type: none"> • Board Governance Manual Review • Service Rate Discussion • Long Range Planning Workshop Agenda • Director’s Contact Info • Board Training Summ. • CASA/CSDA Conf. • Quarterly Financial Statements • SPASPA Status Report • CLOSED SESSION – Quarterly Claims Rpt. – Manager Perf. Eval. 	<ul style="list-style-type: none"> • (none) 	<p><u>9AM MEETING TIME</u></p> <ul style="list-style-type: none"> • Long Range Planning Workshop – Past 5 yrs. Expenditures Review – Self-Assessment of Governance – Strategic Plan Review 	<ul style="list-style-type: none"> • Draft Budget • Employee Benefit Package Review • Service Rate Discussion/Approval • July 4th Fair Discussion • Board Training Summ. • Quarterly Financial Statements • SPASPA Status Report • Appoint Labor Negot. • CLOSED SESSION – Quarterly Claims Rpt. – Conf. Labor Negot. 	<ul style="list-style-type: none"> • (none) 	<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/CSDA Conf.
	2/15/2024 – 7:00 P.M.	3/21/2024 – 7:00 P.M.		5/16/2024 – 7:00 P.M.	6/20/2024 – 7:00 P.M.
	<ul style="list-style-type: none"> • Board Governance Manual Approval • Actuarial Analysis of Retiree Health Benefits Report (even years) • Performance Report • District of Distinction (every 3 years) • Service Rate Discussion • Long Range Planning Workshop Agenda • Board Training Summ. • CASA/CSDA Conf. • CASA Conference Attendee Reports • Form 700 	<ul style="list-style-type: none"> • Auditor – RFP • California Employer’s Retiree Benefit Trust (CERBT) • Service Rate Discussion • Action Plan • Board Training Summ. • Consent Decree Quarterly Report • CASA Conference Attendee Reports • Form 700 		<ul style="list-style-type: none"> • Resolution Ordering Board Election (even years) • Draft Budget • Board Training Summ. • July 4th Fair Discussion • Review of Comparable Agencies • Service Rate Discussion/Approval • CLOSED SESSION – Manager Perf. Eval. – Conf. Labor Negot. 	<ul style="list-style-type: none"> • Resolution Salary of District Manager • Resolution Employee Salary Ranges • Resolution Approve/Adopt Budget • Review and Approve Incentive Award • Adopt Incentive Award Goals & Objectives • July 4th Fair Discussion • CD Quarterly Report • CASA/CSDA Conf. • CLOSED SESSION – Counsel Perf. Eval.

STEGE SANITARY DISTRICT

2024 BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
7/4 HOLIDAY 4 th of July Fair Booth CASA Annual Conf. Jul 31- Aug 2, Monterey		9/2 HOLIDAY CSDA Annual Conf. Sep 9-12, Indian Wells Board Training AB 1234 (even years) AB 1661 (odd years)		11/28-29 HOLIDAY	12/12 HOLIDAY LUNCHEON 12/25 HOLIDAY
7/18/2024 – 7:00 P.M.	8/8/2024 – 7:00 P.M.	9/5/2024 – 7:00 P.M.	10/3/2024 – 7:00 P.M.	11/7/2024 – 7:00 P.M.	12/12/2024 – 2:00 P.M.
<ul style="list-style-type: none"> • Hearing +Res./Ord. – Establish and Collect Sewer Service Charges – Director Meeting Compensation • Resolution Filing Notice of Completion • District Investment Policy • Reimb. Report per Gov. Code 53065.5 • Candidate filing period (even years) • CASA/CSDA Conf. • Form 470 • July 4th Fair Debrief • Quarterly Financial Statements • SPASPA Status Report • CLOSED SESSION – Quarterly Claims Rpt. 	<ul style="list-style-type: none"> • (none) 	<ul style="list-style-type: none"> • (none) 	<ul style="list-style-type: none"> • (none) 	<ul style="list-style-type: none"> • Proposed Meeting Calendar • Board Officer Succession Plan • CASA/CSDA Conf. 	<u>2PM MEETING TIME</u> <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/CSDA Conf. • Pension + OPEB UAL Reports • Nomination & Election of Officers
	8/22/2024 – 7:00 P.M.	9/19/2024 – 7:00 P.M.	10/17/2024 – 7:00 P.M.		