

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF APRIL 28, 2016

TIME OF MEETING: 7:00 P.M.

***** AGENDA *****

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.stegesd.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.

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 14, 2016 Board Meeting Minutes

(The Board will be asked to review and approve the minutes of the April 14, 2016 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

Info:

VI. Reports of Staff and Officers

A. Manager's Report:

1. Monthly Maintenance Summary Report – March 2016

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF APRIL 28, 2016

TIME OF MEETING: 7:00 P.M.

2. Monthly Report of Sewer Replacements and Repairs
3. Long Range Planning (LRP) Workshop – Topics
4. 4th of July Fair
5. Employee Benefits Request

Info/Motion: **VII. Business**

- A. Draft Budget FY 2016-2017
(The Board will be presented a draft budget for review)
- B. Resolution No. 2057-0416, Even-Year Board of Directors Election; Consolidation of Elections; and Specifications of the Election Order
(The Board will be asked to approve the resolution)

Info: **VIII. Financial Statements – April 2016**

- A. Monthly Investment, Cash, Receivables Report, April 2016
- B. Monthly Operating Statement, April 2016
- C. California Employers' Retiree Benefit Trust (CERBT) Quarterly Statement
- D. Local Agency Investment Fund (LAIF) Quarterly Statement
(The Board will review the April 2016 reports and statements)

Motion: **IX. Approval of Checks**

- A. Checks for April 28, 2016 - Fund No. 3418 & 3423
(The Board will be asked to approve the April checks)

Info: **X. Future Agenda Items**

May 14, 2016

Long Range Planning Workshop

May 26, 2016

PUBLIC HEARING – FY 2016-17 Rates

ORDNANCE - Rate Amendment

CLOSED SESSION – District Counsel Performance Evaluation

Draft Budget

July 4th Fair Discussion

CASA Conference Director's Report

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF APRIL 28, 2016

TIME OF MEETING: 7:00 P.M.

Service Rate 30-day Notice

XI. Adjournment

(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on May 14, 2016 at 9:00 A.M. at the District office, 7500 Schmidt Lane, El Cerrito, California.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF APRIL 14, 2016

TIME OF MEETING: 7:00 P.M.

*****MINUTES*****

I. Call To Order: President Alan Miller called the meeting to order at 7:00 P.M.

II. Roll Call: Present: Gilbert-Snyder, James (arrived 7:02 P.M.), Merrill,
O'Keefe, Miller
Absent: None
Others Present: Rex Delizo, District Manager
Ben Reyes, 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.

CLOSED SESSION

Conference with Legal Counsel--Anticipated Litigation

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: (5 potential cases)

The Board entered into the closed session at 7:01 P.M. and returned to open session at 7:06 P.M. President Miller announced the Board had taken no reportable actions.

IV. Approval of Minutes

A. Approval of Minutes March 24, 2016 Special Board Meeting

MOTION: By Gilbert-Snyder, seconded by O'Keefe, to approve the minutes of the March 24, 2016 Special Board Meeting, as amended

VOTE: AYES: Gilbert-Snyder, James, Merrill, O'Keefe, Miller
NOES: None
ABSTAIN: None
ABSENT: None

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

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TIME OF MEETING: 7:00 P.M.

B. Approval of Minutes March 24, 2016 Regular Board Meeting

MOTION: By Gilbert-Snyder, seconded by O’Keefe, to approve the minutes of the March 24, 2016 Regular Board Meeting, as amended

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

V. **Communications**

A. Oral Communications

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

a. City & Community Meetings

Miller reported on his attendance at the El Cerrito City Council Meeting held on April 5, 2016.

b. California Association of Sanitation Agencies (CASA) – Public Policy Forum, Sacramento, CA

In accordance with AB 1234, Director Merrill gave a report on his attendance at the CASA conference.

B. Written Communications

1. MCE – Re-Source Newsletter (Forwarded by Email)

The Board was forwarded the email for review.

VI. **Reports of Staff and Officers**

A. Attorney’s Report:

Reyes reported that the Supreme Court of California held in *Ardon v. City of Los Angeles*, Case No. S223876, that inadvertent disclosure of otherwise privileged documents under a Public Records Act request does not waive privilege.

B. Manager’s Report:

1. Board Training Summary

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF APRIL 14, 2016

TIME OF MEETING: 7:00 P.M.

The Manager reported that all Board training is up to date.

2. Long Range Planning (LRP) Discussion of Topics

The Manager reported on the latest draft agenda for the upcoming workshop.

3. Employee Life Insurance – Reliance Standard Life Insurance Company

The Manager reported that the AM Best rating of the insurance carrier is A+ which is slightly lower than the AA rating specified by the Board's action.

MOTION: By Merrill, seconded by James, to accept the A+ rating of the insurance carrier Reliance Standard Life insurance Company

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

NOES: None

ABSTAIN: None

ABSENT: None

VII. Business

A. Service Rate Discussion

The Board discussed whether to continue to hold rates constant for FY 2016-17. Proposition 218 requires the District to undertake the appropriate procedural notification process when imposing a new assessment (rate) or increasing an existing assessment. However, it is unclear as to whether or not the Proposition 218 procedural steps are required when the district reduces its rates, or keeps them in place. District Counsel's research concluded that it is unlikely that the District faces significant Constitutional liability if the District keep the rates in place without undertaking the Prop 218 notification requirements. However, the District's Ordinance has already been adopted and the rate structure has been established for the FY 2016-17. In order to keep them in place for the next fiscal year, the District will have to amend the rate ordinance following its normal procedures including holding a public hearing and a 30 day rate notice.

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF APRIL 14, 2016

TIME OF MEETING: 7:00 P.M.

MOTION: By Gilbert-Snyder, seconded by Merrill, to continue to hold rates constant for FY 2016-17, amend the rate ordinance, conduct a public hearing and issue a 30 day rate notice

VOTE: AYES: Gilbert-Snyder, James, Merrill, O'Keefe, Miller
NOES: None
ABSTAIN: None
ABSENT: None

VIII. Approval of Checks

A. Checks for April 14, 2016 - Fund No. 3418 & 3423

MOTION: By James, seconded by Merrill, to pay the bills, Check Nos. 24266 through 24309 in the amount of \$604,326.97

VOTE: AYES: Gilbert-Snyder, James, Merrill, O'Keefe, Miller
NOES: None
ABSTAIN: None
ABSENT: None

IX. Future Agenda Items

April 28, 2016

Quarterly Financial Statements
Long Range Planning Discussion of Topics
Draft Budget
Elections Resolution
Employee Benefits Request
July 4th Fair Discussion

May 14, 2016

Long Range Planning Workshop

X. Adjournment

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF APRIL 14, 2016

TIME OF MEETING: 7:00 P.M.

The meeting was adjourned at 8:14 P.M. The next meeting of the District Board of Directors will be held on Thursday, April 28, 2016 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary

DRAFT

**STEGE SANITARY DISTRICT
MONTHLY MAINTENANCE SUMMARY REPORT
Mar-16**

1. ROUTINE PREVENTIVE MAINTENANCE ACTIVITES

	Days	Feet
There were 23 normal working days		
Unit #5 (hydro) operated:	0	
Unit #10 (rodder) operated:	0	
Unit #11 (rodder) operated:	6	23,264
Unit #15 (video) operated:	16	19,219
Unit #16 (combo) operated:	21	62,833

	Month (feet)		Quarter (feet)		
	Planned	Unplanned	Planned	Unplanned	Remaining
Total Cleaned	63,611	22,486	189,588	60,006	85
Total Video	55	19,164	26,721	43,192	181

2. MONTHLY SERVICE CALLS

Service calls:	10	
After-hour phone calls:	4 calls	4 out

STEGE SANITARY DISTRICT - SERVICE CALLS, OVERFLOWS AND BACKUPS

YEAR	MO	SERVICE CALLS		LATERAL PROBLEMS		STRUCTURAL MAINLINE FAILURES		MAINLINE OVERFLOWS INTO HOMES	
		MONTHLY	12 MONTH AVERAGE	MONTHLY	12 MONTH AVERAGE	MONTHLY	TOTAL LAST 12-MOS	MONTHLY	TOTAL LAST 12-MOS
2016	Mar	10	17.1	6	8.5	0	3	0	4
CATEGORY 1 SSOs		OVERFLOWS CAUSED BY MAINLINE				OVERFLOWS RELATED TO WET WEATHER			
TOTAL MONTHLY	TOTAL LAST 12-MONTHS	TOTAL MONTHLY	TOTAL LAST 12-MONTHS	TOTAL MONTHLY	TOTAL LAST 12-MONTHS	TOTAL MONTHLY	TOTAL LAST 12-MONTHS	TOTAL MONTHLY	TOTAL LAST 12-MONTHS
0	1	0	12	0	0	0	0	0	0

3. SAFETY AND TRAINING

Safety and training meetings were conducted twice a month.

MONTHLY SERVICE CALLS

March-2016

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
3/2/2016 Wednesday 4:30 PM	272508 272507	254 LOS ALTOS DR. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				CUSTOMER HAD A BACK UP IN BATHTUB. WE DID A DYE TEST AND FOUND NO PROBLEM. WE ADVISED THEM TO CALL A PLUMBER.
3/2/2016 Wednesday 5:45 PM	101421 101419	6201 SANTA CRUZ AVE. RICHMOND, CA 94804	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, O				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER.
3/4/2016 Friday 4:03 PM	201120 201113	5310 FRESNO AVE. RICHMOND, CA 94804	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER.
3/5/2016 Saturday 8:49 PM	102117 1021PM	1631 MONTEREY ST. RICHMOND, CA 94804 <i>Last Call: 3/20/2011</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	A				TOO MUCH HEAVY RAIN FOR PUMPS.
3/7/2016 Monday 1:30 PM	281105 281104	939 LEXINGTON 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.
3/8/2016 Tuesday 1:05 PM	274218 274213	215 TRINITY AVE. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	SD				WE ADVISED HOMEOWNER TO CALL COUNTY ABOUT STORM DRAIN PROBLEM.
3/9/2016 Wednesday 8:42 AM	271207 271205	259 COLUSA AVE. KENSINGTON, CA 94707 <i>Last Call: 10/5/2014</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.
3/11/2016 Friday 2:55 PM	142109 142108	1421 RICHMOND ST. EL CERRITO, CA 94530 <i>Last Call: 6/12/2015</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER.
3/11/2016 Friday 4:51 PM	281501 282004	10394 SAN PABLO 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. WE ADVISED THEM TO CALL A PLUMBER.
3/23/2016 Wednesday 3:11 PM	142110 142109	1430 RICHMOND ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				LOOSE MANHOLE. WE PUT RAPO ON MANHOLE

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: 6

OTHER: 4

TOTAL SERVICE CALLS: 10

MAINLINE OVERFLOW: 0

MAINLINE SURCHARGE: 0

STEGE SANITARY DISTRICT
MONTHLY REPLACEMENT AND REPAIR SUMMARY
March 2016

I SEWER REPLACEMENT - FY 2015-16			
A.	BUDGET ALLOCATION		\$2,081,000
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$1,242,224
C.	SEWER REPLACEMENTS PAID THIS MONTH		
1.	None		
	SUBTOTAL FOR THIS MONTH		\$0
D.	TOTAL BUDGET EXPENDED (NO RETENTION)	56.72%	\$1,180,248
E.	TOTAL RETENTION HELD	4.99%	\$61,976
F.	BUDGET REMAINING	40.31%	\$838,776
G.	PERCENTAGE OF FISCAL YEAR REMAINING	25.00%	
H.	TOTAL FOOTAGE REPLACED TO DATE	7,625 (\$ 162.91 /LF)	
II SEWER REPAIRS - FY 2015-16			
A.	BUDGET ALLOCATION		\$58,000
B.	PRIOR BUDGET EXPENDED		\$17,675
C.	SEWER REPAIRS PAID THIS MONTH		
1.	652 Kearney St., El Cerrito		\$2,850
2.	700 Everett St., El Cerrito		\$4,137
	SUBTOTAL FOR THIS MONTH		\$6,987
D.	TOTAL BUDGET EXPENDED	42.52%	\$24,662
E.	BUDGET REMAINING	57.48%	\$33,338
F.	PERCENTAGE OF FISCAL YEAR REMAINING	25.00%	
G.	TOTAL NUMBER OF REPAIRS TO DATE	8 (\$ 3,082.69 /REPAIR)	

Stege Sanitary District
DRAFT Long Range Planning Workshop Agenda
 Saturday, May 14, 2016
 9:00am - 4:00pm

TIME	TOPIC
9:00 AM	<i>Review of Agenda & Last Action Plan</i>
9:15 AM	Past 5 Years Budget and Expenditures Review [0.75 hrs.] The Board will review and discuss trends from the District's budget and actual expenditures for the past 5 years
9:30 AM	
9:45 AM	
10:00 AM	
10:15 AM	Total Compensation Comparison [0.75 hr.] The Board will review and discuss the District's salary and benefits vs. comparable agencies
10:30 AM	
10:45 AM	
11:00 AM	<i>Break</i>
11:15 AM	Strategic Planning [1.0 hr.] The Board will review and discuss a SWOT analyses and goals matrix
11:30 AM	
11:45 AM	
12:00 PM	
12:15 PM	Self Assessment Of Governance - Questionnaire [0.25 hr.]
12:30 PM	<i>Lunch</i>
12:45 PM	Self Assessment Of Governance - Review & Discussion [0.50 hr.]
1:00 PM	
1:15 PM	Strategic Planning [0.50 hr.] The Board will discuss next steps for the process.
1:30 PM	
1:45 PM	
2:00 PM	<i>Break</i>
2:15 PM	Northern San Pablo Avenue Sewer Capacity [1.5 hr.] The Board will review information regarding future capacity along this corridor.
2:30 PM	
2:45 PM	
3:00 PM	
3:15 PM	
3:30 PM	
3:45 PM	<i>Wrap Up, Review, Action Items</i>

July 4th Event List

- (2) Canopies
- (5) Tables
- (2) Chairs
- Wire Display Stand
- Bunting
- Hammer
- Crowbar
- Sandbags
- Bungee Cords
- Zip Ties
- Scissors
- Tissue
- Tape
- Garbage Can
- [bottled water]
- Large SSD Banner
- CSRMA No Lost Time Accident Banner
- Canopy “window” banner
- Large District Map w/ map page blocks
- District Sewer Map book
- Root Foam Map book
- Using Recycled Water Poster
- Fish Tank w/ Oil Display
- Grease Blockage Display
- (2) Root Blockage Displays
- Tools Display
- Toilet Paper vs. Wipes Interactive Display
- “Flushable” Wipes Banner/Poster
- Informational Handouts & Giveaways
 - Latest Newsletter
 - Latest Registered Contractors List
 - Plumbers Outreach Tri-fold
 - Wipes Outreach Tri-fold/Poster
 - ~~Smoke Testing Tri-fold~~
 - General Guidelines
 - 100th Anniversary Book
 - BPD Drawing
 - Easement Ordinance
 - SSD Pens/Magnets
 - Misc. kid pencils/stickers/erasers
 - EBMUD Lateral Program
 - EBMUD FOG Program
 - EBMUD “Think Before You Flush”

Schedule

Setup _____
10am-noon _____
Noon-2pm _____
2pm-4pm _____
4pm-6pm _____
Tear down _____

Core Messages

Do NOT flush wipes.

Call us first & after.

Install a BPD.

DRAFT BUDGET

DETAIL SHEET

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

FISCAL YEAR 2016-2017

ITEM	As of 2/29/16 EXPENDITURES 2015-2016	REMAINING BUDGET 2015-2016	Fiscal Year 2015-2016 Budget	Fiscal Year 2016-2017 Budget	% Change
010 SALARIES AND WAGES					
011 Engineering Salaries	\$ 228,008	-39%	\$ 376,000	\$ 398,560	6%
011.6 Cell Phone (3)	1,260	-42%	2,160	2,160	0%
012 Collection System Salaries	209,502	-45%	380,000	387,600	2%
012.6 Cell Phone (5)	2,100	-42%	3,600	3,600	0%
013 Overtime - Service Calls	5,128	-67%	15,400	15,400	0%
014 Overtime - Engineering/Inspection	-	-100%	500	500	0%
015 Standby	23,450	-42%	40,150	41,610	4%
017 Performance Incentive	-	-100%	12,000	12,000	0%
TOTAL SALARIES AND WAGES	\$ 469,448	-43%	\$ 829,810	\$ 861,430	4%
020 EMPLOYEE BENEFITS					
021 Retirement	\$ 112,288	-41%	\$ 190,510	\$ 198,110	4%
021a Deferred Comp Match (\$240 Max Per Mo.) Cafeteria Plan	15,360	-33%	23,040	23,040	0%
'022 Health Care Admin Fees	13,260	2663%	480	480	0%
'027 Cash, Dependent Care & Medical	82,984	-42%	144,000	156,000	8%
023 Life Insurance and Dental	10,453	-27%	14,400	14,400	0%
024 Workers' Compensation Insurance	18,932	48%	12,830	12,830	0%
025 Unemployment Insurance	1,998	-55%	4,450	4,540	2%
026 Medicare	6,355	-63%	17,050	17,390	2%
Retiree Medical & ARC					
'028 Retiree Medical (AnnReq'dContrib ARC)	-	-100%	1,600	1,600	0%
'029 Retiree Health Care Premium	10,177	-25%	13,650	13,650	0%
030 Social Security (On Call Maintenance)	710	-24%	940	940	0%
TOTAL EMPLOYEE BENEFITS	\$ 272,517	-36%	\$ 422,950	\$ 442,980	5%
MAINTENANCE					
060 GAS, OIL AND FUEL	\$ 10,257	-53%	\$ 22,000	\$ 22,000	0%
070 CLAIMS	1,065	-93%	15,000	15,000	0%
080 MEMBERSHIPS	995	-67%	3,000	3,000	0%
100 OPERATING SUPPLIES					
101 Rods and Augers	6,145	-75%	25,000	25,000	0%
102 Chemicals	389	-61%	1,000	1,000	0%
104 Hose and Nozzles	4,721	-6%	5,000	5,000	0%
105 Emergency Readiness	-	-100%	500	500	0%
107 Engineering and Inspection Supplies	-	-100%	2,000	2,000	0%
108 Computer/Supplies	5,634	-13%	6,500	6,500	0%
Forward totals to next page	29,206	-63%	80,000	80,000	0%

DRAFT BUDGET

DETAIL SHEET

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

FISCAL YEAR 2016-2017

ITEM	As of 2/29/16 EXPENDITURES 2015-2016	REMAINING BUDGET 2015-2016	Fiscal Year 2015-2016 Budget	Fiscal Year 2016-2017 Budget	% Change
Totals from previous page	\$ 29,206	-63%	\$ 80,000	\$ 80,000	0%
110 CONTRACTUAL SERVICES					
111 Phone Service (Answering Service)	\$ 1,031	-28%	\$ 1,440	\$ 1,440	0%
112 Manhole Level Monitors	245	-90%	2,500	2,500	0%
115 Sewer Root Foaming	70,855	-6%	75,000	75,000	0%
116 Radio and Test Equipment Maintenance	-	-100%	500	500	0%
117 Utility Marking Service	544	-9%	600	600	0%
118 DOT Regulatory Compliance	575	-32%	840	840	0%
119 Collection System JPA	10,359	-31%	15,000	15,000	0%
120 Smoke Testing	-	0%	-	-	0%
120 PROFESSIONAL SERVICES					
121 Technical/Legal Support	\$ 12,446	-17%	\$ 15,000	\$ 15,000	0%
122 Safety Consultant	-	-100%	1,000	1,000	0%
123 Flow Monitoring Modeling	4,500	-70%	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	\$ 10,897	-60%	\$ 27,500	\$ 30,000	9%
152 Equipment and Shop Maintenance	1,564	-83%	9,000	9,000	0%
153 Sewer Materials					
a. Pipe and Fittings	313	-92%	4,000	4,000	0%
b. Manholes	1,727	15%	1,500	4,500	200%
c. Castings	-	-100%	1,000	1,000	0%
154 Emergency Sewer Replacement	-	-100%	12,500	12,500	0%
156 Building Maintenance	1,000	-44%	1,800	1,800	0%
157 Janitorial Services	2,360	-48%	4,500	4,500	0%
158 Yard Maintenance	1,400	-42%	2,400	2,400	0%
159 Refuse Service	2,746	-31%	4,000	4,000	0%
159a Refuse Service-Vactor	-	-100%	3,000	3,000	0%
160 Video Inspection Equipment Repair	3,281	-67%	10,000	10,000	0%
170 TRAVEL AND MEETINGS					
171 Training and Testing	\$ 1,654	-45%	\$ 3,000	\$ 3,000	0%
173 Travel Reimbursement	523	-91%	6,000	6,000	0%
174 Meetings and Conference	275	-93%	4,000	4,000	0%
Forward totals to next page	\$ 157,502	-49%	\$ 308,080	\$ 313,580	2%

DRAFT BUDGET

DETAIL SHEET

STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - OPERATIONS

FISCAL YEAR 2016-2017

ITEM	As of 2/29/16 EXPENDITURES 2015-2016	REMAINING BUDGET 2015-2016	Fiscal Year 2015-2016 Budget	Fiscal Year 2016-2017 Budget	% Change
Totals from previous page	\$ 157,502	-49%	\$ 308,080	\$ 313,580	2%
193 WATER - HYDRO FLUSHER	\$ 3,145	5%	\$ 3,000	\$ 3,000	0%
203 FIRST AID SUPPLIES	-	-100%	500	500	0%
204 SAFETY EQUIPMENT AND GLOVES	853	-81%	4,500	4,500	0%
205 UNIFORMS AND BOOTS	5,816	-52%	12,000	12,000	0%
206 SAFETY INCENTIVE PROGRAM	-	-100%	1,250	1,250	0%
TOTAL MAINTENANCE/ENGINEERING	\$ 167,315	-49%	\$ 329,330	\$ 334,830	2%
41.2 BURLINGAME PUMP STATION					
150 Repairs (Contracted)	\$ 900	-55%	\$ 2,000	\$ 3,800	90%
150a Annual Inspection	-	-100%	3,500	3,500	0%
151 Electricity	640	-29%	900	900	0%
152 Telephone	789	-12%	900	900	0%
153 Maintenance and Landscaping	560	-42%	960	960	0%
41.4 CANON PUMP STATION					
150 Repairs (Contracted)	18,874	655%	2,500	4,300	72%
150a Annual Inspection	-	-100%	2,500	2,500	0%
151 Electricity	631	-30%	900	900	0%
152 Telephone	873	-3%	900	900	0%
TOTAL PUMP STATIONS	\$ 23,268	54%	\$ 15,060	\$ 18,660	24%
207 CONTRACTED REPAIRS	\$ 19,798	-66%	58,000	59,000	2%
TOTAL - MAINT/ENG EMPLOYEE SALARIES	\$ 469,448	-43%	\$ 829,810	\$ 861,430	4%
TOTAL - MAINT/ENG EMPLOYEE BENEFITS	272,517	-36%	422,950	442,980	5%
TOTAL OTHER MAINTENANCE/ENGINEERING	167,315	-49%	329,330	334,830	2%
TOTAL - PUMP STATIONS	23,268	54%	15,060	18,660	24%
TOTAL CONTRACTED REPAIRS	19,798	-66%	58,000	59,000	2%
TOTAL OPERATIONS	\$ 952,345	-42%	\$ 1,655,150	\$ 1,716,900	4%

DRAFT BUDGET

DETAIL SHEET

STEGE SANITARY DISTRICT
ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL

FISCAL YEAR 2016-2017

ITEM	As of 2/29/16 EXPENDITURES 2015-2016	REMAINING BUDGET 2015-2016	Fiscal Year 2015-2016 Budget	Fiscal Year 2016-2017 Budget	% Change
010 SALARIES AND WAGES					
011 Administration Salaries	\$ 89,530	-43%	\$ 156,000	\$ 160,680	3%
011.7 Scanning Support Salaries	8,840	-35%	13,680	14,400	5%
017 Performance Incentive	-	-100%	3,500	3,500	0%
TOTAL - SALARIES & WAGES	\$ 98,370	-43%	\$ 173,180	\$ 178,580	3%
020 EMPLOYEE BENEFITS					
021 Retirement	\$ 28,519	-27%	\$ 39,310	\$ 40,490	3%
021a Deferred Comp Match (\$240 Max Per Mo.)	3,840	-33%	5,760	5,760	0%
Cafeteria Plan					
'022 Health Care Admin Fees	(37)	-110%	360	360	0%
'027 Cash, Dependent Care & Medical	20,746	-42%	36,000	39,000	8%
023 Life Insurance and Dental	2,135	-29%	3,000	3,000	0%
024 Workers' Compensation Insurance	4,733	48%	3,200	3,200	0%
025 Unemployment Insurance	-	-100%	440	450	2%
026 Medicare	1,357	-65%	3,870	4,330	12%
Retiree Medical					
'028 Retiree Medical (AnnReq'dContrib(ARC))	-	-100%	800	800	0%
'029 Retiree Health Care Premiums	5,089	-26%	6,850	6,850	0%
029a Social Security	1,000	-57%	2,340	2,380	2%
TOTAL - EMPLOYEE BENEFITS	\$ 67,382	-34%	\$ 101,930	\$ 106,620	5%
GENERAL EXPENSES					
030 DIRECTORS' EXPENSES					
031 Board Meeting Compensation	\$ 8,525	-58%	\$ 20,500	\$ 20,500	0%
032 Travel Reimbursement	4,771	-52%	10,000	10,000	0%
033 Meetings & Conference	2,346	-53%	5,000	5,000	0%
034 Training	-	-100%	1,000	1,000	0%
TOTAL - DIRECTORS' EXPENSES	\$ 15,642	-57%	\$ 36,500	\$ 36,500	0%
040 ELECTION EXPENSES					
			-	\$ 30,000	0%
070 INSURANCE					
071 Liability and Property Insurance	\$ 108,927	-1%	\$ 110,000	\$ 110,000	0%
072 Dividends (CREDIT)	-	-100%	(22,500)	(22,500)	0%
080 MEMBERSHIPS					
081 Memberships	\$ 9,874	-34%	\$ 15,000	\$ 15,000	0%
082 Memberships - Board	300	200%	100	100	0%
Forward totals to next page	134,743	-3%	139,100	169,100	22%

DRAFT BUDGET

DETAIL SHEET

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

FISCAL YEAR 2016-2017

ITEM	As of 2/29/16 EXPENDITURES 2015-2016	REMAINING BUDGET 2015-2016	Fiscal Year 2015-2016 Budget	Fiscal Year 2016-2017 Budget	% Change
Totals from previous page	\$ 134,743	-3%	\$ 139,100	\$ 169,100	22%
090 OFFICE EXPENSES					
091 Stationery, Postage, Supplies	\$ 1,585	-60%	\$ 4,000	\$ 4,000	0%
092 Subscriptions	2,382	-21%	3,000	3,000	0%
096 Bank Charges	167	-76%	700	700	0%
120 PROFESSIONAL SERVICES					
121 Legal Services	\$ 15,172	-54%	\$ 33,000	\$ 33,000	0%
123 Audit and Special Reports	9,000	-64%	25,000	25,000	0%
124 Resources Consultant	2,300	-54%	5,000	5,000	0%
125 Administrative Support	-	-100%	4,000	4,000	0%
126 Labor Relations/HR Training	-	-100%	100	100	0%
127 Litigation Expenses	-	-100%	5,000	5,000	0%
129 ADP Payroll Expenses	3,344	-44%	6,000	6,000	0%
130 PRINTING AND PUBLICATIONS					
131 Meetings and Hearings Notices	\$ 67	-99%	\$ 7,500	\$ 7,500	0%
132 Newsletters	8,518	-57%	20,000	20,000	0%
133 Publications (Ordinances & Notices)	410	-59%	1,000	1,000	0%
134 Job Advertising	-	-100%	500	500	0%
140 RENTS AND LEASES					
	\$ 413	-48%	\$ 800	\$ 800	0%
150 BUILDING REPAIRS AND MAINTENANCE					
151 Administration Offices	\$ 148	-85%	\$ 1,000	\$ 1,000	0%
155 Office Equipment	2,127	-29%	3,000	3,000	0%
Forward totals to next page	180,378	-30%	259,100	289,100	12%

DRAFT BUDGET

DETAIL SHEET

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

FISCAL YEAR 2016-2017

ITEM	As of 2/29/16 EXPENDITURES 2015-2016	REMAINING BUDGET 2015-2016	Fiscal Year 2015-2016 Budget	Fiscal Year 2016-2017 Budget	% Change
Totals from previous page	\$ 180,378	-30%	\$ 259,100	\$ 289,100	12%
160 REVENUE COLLECTION EXPENSES					
162 CCC Assessment Collection Fees	6,001	-57%	14,000	14,000	0%
170 TRAVEL AND MEETINGS					
173 Travel Reimbursement	\$ -	-100%	\$ 700	\$ 700	0%
174 Meetings and Conferences	-	-100%	1,650	1,650	0%
190 UTILITIES					0%
191 Gas and Electricity	\$ 6,911	-31%	\$ 10,000	\$ 10,000	0%
192 Telephone & Computer Internet	5,718	-48%	11,000	11,000	0%
193 Water	1,986	-53%	4,200	4,200	0%
194 Security System	1,557	-22%	2,000	2,000	0%
200 OTHER EXPENSES					
201 Miscellaneous	\$ 4,319	-14%	\$ 5,000	\$ 5,000	0%
202 Property Taxes	64	-36%	100	100	0%
203 LAFCO Net Cost Apportionment	2,355	57%	1,500	2,500	67%
204 Public Outreach	213	-99%	18,000	18,000	0%
205 Penalties & Fines	-	-100%	35,000	35,000	0%
TOTAL - GENERAL EXPENSES	\$ 209,503	-42%	\$ 362,250	\$ 393,250	9%
TOTAL - ADMIN. EMPLOYEE SALARIES	\$ 98,370	-43%	\$ 173,180	\$ 178,580	3%
TOTAL - ADMIN. EMPLOYEE BENEFITS	\$ 67,382	-34%	\$ 101,930	\$ 106,620	5%
TOTAL - ADMINISTRATION & GENERAL	\$ 375,254	-41%	\$ 637,360	\$ 678,450	6%
TOTAL OPERATIONS & ADMIN. (3418)	\$ 1,327,599	-42%	\$ 2,292,510	\$ 2,395,350	4%

DRAFT BUDGET

DETAIL SHEET

STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - CAPITAL EQUIPMENT EXPENSES

FISCAL YEAR 2016-2017

ITEM	As of 2/29/16 EXPENDITURES 2015-2016	REMAINING BUDGET 2015-2016	Fiscal Year 2015-2016 Budget	Fiscal Year 2016-2017 Budget	% Change
CAPITAL EQUIPMENT EXPENSES					
300 CAPITAL OPERATIONS (3421)					
315 Flow Meters	-	-100%	\$ 25,000	\$ 25,000	0.0%
319 Manhole Level Monitors	15,676	5%	15,000	10,000	-33.3%
324 Vehicle Replacement	-	-100%	30,000	330,000	1000.0%
Sub-Total Capital Operations	\$ 15,676	-78%	\$ 70,000	\$ 365,000	421%
TOTAL - CAPITAL EQUIPMENT EXPENSES (3421)	\$ 15,676	-78%	\$ 70,000	\$ 365,000	421%

DRAFT BUDGET

DETAIL SHEET

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

FISCAL YEAR 2016-2017

ITEM	As of 2/29/16 EXPENDITURES 2015-2016	REMAINING BUDGET 2015-2016	Fiscal Year 2015-2016 Budget	Fiscal Year 2016-2017 Budget	% Change
411 MANHOLES					
Manhole Adjustments	\$ 3,500	-86%	\$ 25,000	\$ 25,000	0%
428 RENEWAL & REPLACEMENT					
a. Interceptor Cleaning	\$ -	-100%	\$ 50,000	\$ 50,000	0%
b. Pump Station Rehab	-	0%	-	16,000	100%
SUB TOTAL (428)	\$ -	-100%	\$ 50,000	\$ 66,000	32%
434 STANDARD SEWER REHABILITATION (3423)					
a. Construction Costs	\$ 1,242,224	-40%	\$ 2,081,000	\$ 2,220,000	7%
SUB-TOTAL (434)	\$ 1,242,224	-40%	\$ 2,081,000	\$ 2,220,000	7%
TOTAL CONSTRUCTION COSTS (400s)	\$ 1,245,724	-42%	\$ 2,156,000	\$ 2,311,000	7%
650 DEBT REPAYMENT (SRF LOANS)					
a. Repayment Project 99201	104,281	0%	104,300	104,300	0%
b. Repayment Project 02203	43,939	0%	43,900	43,900	0%
TOTAL DEBT REPAYMENT (650)	\$ 148,220	0%	\$ 148,200	\$ 148,200	0%
TOTAL CAPITAL EXPENSES (400-650)	\$ 1,393,943	-40%	\$ 2,304,200	\$ 2,824,200	23%

**RESOLUTION NO. 2057-0416, EVEN-YEAR BOARD OF DIRECTORS ELECTION;
CONSOLIDATION OF ELECTIONS; AND SPECIFICATIONS OF THE ELECTION ORDER**

ISSUE:

The District has two Director positions (Gilbert-Snyder and O'Keefe) that are subject to selection by election this November. The District typically chooses to consolidate its election with the general election which will be on November 8, 2016.

FISCAL IMPACT:

The number of registered voters in the District is about 20,000. If it goes to the ballot, the cost of the election is estimated to be \$1.50 per registered voter for a total cost of about \$30,000. The "Not Gone to Ballot" fee is about \$300 plus publication costs.

BACKGROUND:

The District has always taken advantage of the opportunity to consolidate its election with Contra Costs County and should continue to do so again this year.

The candidate filing period is 25 days, starting 113 days before the election (July 18, 2016) and ending 88 days before the election (August 12, 2016).

RECOMMENDATION:

Approve the Resolution.

ATTACHMENTS:

- Resolution No. 2057-0416

RESOLUTION NO. 2057-0416

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

The Directors of the Stege Sanitary District finds and determines as follows:

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

IT IS RESOLVED as follows:

That an election be held within the territory included in this District on the 8th day of November 2016, for the purpose of electing members to the Board of Directors of said District in accordance with the following specifications:

SPECIFICATIONS OF THE ELECTION ORDER

1. The election shall be held on Tuesday, the 8th day of November, 2016. The purpose of the election is to choose members of the Board of Directors for the following seats:

Two (2) members to the District Board of Directors, full term (4-years)

2. The District has determined that the candidate will pay for the Candidate's Statement. The Candidate's Statement will be limited to 250 words. As a condition of having the Candidate's Statement published, the candidate shall pay the estimate cost at the time of filing. The District hereby establishes the estimated cost for a candidate statement as the following: \$350.

3. The District directs that the County Registrar of Voters of the principal county publish the Notice of Election in a newspaper of general circulation that is regularly circulated in the territory.

4. This District hereby requests and consents to the consolidation of this election with other elections which may be held in whole or in part of the territory of the District, as provided in Elections Code 10400.

5. The District will reimburse the county for the actual cost incurred by the county elections official in conducting the general district election upon receipt of a bill stating the amount due as determined by the elections official.

6. The Secretary of this Board is ordered to deliver copies of this Resolution, to the Registrar of Voters, and if applicable, to the Registrar of Voters of any county in which the election is to be held, and to the Board of Supervisors.

* * * * *

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 28th day of April 2016, by a X-0 vote as follows:

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

ALAN MILLER, President
Stege Sanitary District
Contra Costa County, California

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District

STEGE SANITARY DISTRICT

Operating Statement

04/25/2016

March 2016

75.62% of Fiscal year Completed

	July 15- March 16	Annual Budget	% of Annual Budget
Income			
31 - OPERATING REVENUE			
31010 - Sewer Service Charges	1,412,865	2,435,000	58%
31020 - Permit & Insp. Fees	10,403	15,000	69%
31030 - Connection Fees	20,358	100,000	20%
31080 - Contracted Services	92,925	40,000	232%
xxxxx - Capital Service Charges	1,052,868	2,242,000	47%
Total 31 - OPERATING REVENUE	2,589,418	4,832,000	54%
32 - NON-OPERATING REVENUE			
32050 - Interest - 3418	2,252	5,000	45%
32052 - Interest - 3423	3,500	5,000	70%
32080 - Property Taxes	243,205	339,000	72%
32085 - Insurance Dividend	958	-	0%
32090 - Miscellaneous	34,830	21,000	166%
Total 32 - NON-OPERATING REVENUE	284,745	370,000	77%
Transfer (to)/from Reserves	-	(535,290)	0%
Total Income	2,874,163	4,666,710	62%
Expense			
OPERATING EXPENSES			
Administration/General			
45-010 - Salaries & Wages	125,755	169,680	74%
45-020 - Employee Benefits	77,104	94,280	82%
45-029 - Retiree Health	5,091	7,650	67%
45-030 - Directors Expenses	18,643	36,500	51%
45-070 - Insurance	108,927	87,500	124%
Administration - Other	97,765	241,750	40%
Total Administration	433,285	637,360	68%
Maintenance/Engineering			
41-010 - Salaries & Wages	602,444	829,810	73%
41-020 - Employee Benefits	323,753	407,700	79%
41-029 - Retiree Health	10,181	15,250	67%
41-100 - Operating Supplies	17,833	40,000	45%
41-110 - Contractual Services	83,883	95,800	88%
41-207 - Contracted Repairs	18,748	58,000	32%
Maintenance- Other	81,964	193,530	42%
Total Maintenance/Engineering	1,138,807	1,640,090	69%
Pump Stations	24,100	15,060	160%
Total OPERATING EXPENSES	1,596,191	2,292,510	70%
CAPITAL			
41-650 - Debt Repayment (SRF Loans)	148,220	148,200	100%
Construction Projects	1,818,965	2,156,000	84%
Outlay(Maintenance/Engineering)	15,676	70,000	22%
Total CAPITAL	1,982,861	2,374,200	84%
Total Expense	3,579,052	4,666,710	77%
Net	(704,889)	0	

STEGE SANITARY DISTRICT
Investment, Cash & Receivables Report

As of March 31, 2016

1:05 PM
 04/25/2016

	<u>March 31, 2016</u>	<u>February 29, 2016</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	2,765,276	2,994,543	-229,267	0	0	-229,267
11014 · System Rehab- 3423	1,344,500	1,345,234	-733	0	0	-733
Total LAIF Investment Accts	<u>4,109,776</u>	<u>4,339,776</u>	<u>-230,000</u>	<u>0</u>	<u>0</u>	<u>-230,000</u>
Checking Accts						
100 · Mechanics Bank	130,156	36,479	93,676	43,315	-179,639	230,000
100 · County Cash Acct #3418	-134,116	-6,050	-128,066 *	0 *	0	0
Total Checking Accts	<u>-3,960</u>	<u>30,429</u>	<u>-34,389</u>	<u>43,315</u>	<u>-179,639</u>	<u>230,000</u>
11021 · Petty Cash	250	250	0	0	0	0
Total Checking/Savings	<u>4,106,066</u>	<u>4,370,456</u>	<u>-264,389</u>	<u>43,315</u>	<u>-179,639</u>	<u>0</u>
301 · Ca Employer's Retiree Benefit Trust	173,276	169,515	3,761	3,761	0	0
Total CA Employer's Retiree Benefit Trust	<u>173,276</u>	<u>169,515</u>	<u>3,761</u>	<u>0</u>	<u>0</u>	<u>0</u>
Accounts Receivable						
11072 · Accounts Receivable	70,822	0	70,822			
Total Accounts Receivable	<u>70,822</u>	<u>0</u>	<u>70,822</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

4/25/2016

Date



Market Value Summary:

	QTD Current Period	Fiscal Year to Date
Beginning Balance	\$169,514.84	\$175,938.93
Contribution	0.00	0.00
Distribution	0.00	0.00
Transfer In	0.00	0.00
Transfer Out	0.00	0.00
Investment Earnings	3,795.49	(2,555.26)
Admin Expense	(20.11)	(62.51)
Investment Expense	(14.72)	(45.66)
Other	0.00	0.00
Ending Balance	\$173,275.50	\$173,275.50
YTD Accrual	0.00	0.00
Grand Total	\$173,275.50	\$173,275.50

Unit Value Summary:

	QTD Current Period	Fiscal Year to Date
Beginning Units	13,343.167	13,343.167
Unit Purchases from Contributions	0.000	0.000
Unit Sales for Withdrawals	0.000	0.000
Unit Transfer In	0.000	0.000
Unit Transfer Out	0.000	0.000
Ending Units	13,343.167	13,343.167
Period Beginning Unit Value	12.704246	13.185696
Period Ending Unit Value	12.986090	12.986090

Please note that the Grand Total is your actual fund account balance at the end of the period, including all accrued Contributions and Distributions. Please review your statement promptly. All information contained in your statement will be considered true and accurate unless you contact us within 30 days of receipt of this statement. If you have questions about the validity of this information, please contact CERBT4U@calpers.ca.gov.



BETTY T. YEE

California State Controller

LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE

Agency Name STEGE SANITARY DISTRICT

Account Number 70-07-002

As of 04/15/2016, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 03/31/2016.

Earnings Ratio		.00001268659292168
Interest Rate		0.46%
Dollar Day Total	\$	394,542,793.27
Quarter End Principal Balance	\$	4,109,776.27
Quarterly Interest Earned	\$	5,005.40

9:30 AM	STEGE SANITARY DISTRICT			
04/25/2016	Check Report			
Accrual Basis	April 28, 2016			
	Name	Memo	Amount	Num
Apr 28, 16				
	3T Equipment Company, Inc.	Video Camera Repair	-2,215.07	24310
	Alpha Analytical Laboratories Inc.	Water Quality Sample Testing	-302.00	24311
	Aramark Uniform Services	Uniform Service	-190.86	24312
	Chevron and Texaco Card Services	Gas	-156.93	24313
	D'Arcy & Harty Construciton	Project 15201	-4,180.00	24314
	EBMUD 12374900001	Office/Shop	-113.61	24315
	EBMUD 57132800001	Office/Shop	-423.66	24316
	KftB/Earth Island Institute	Watershed Action Program	-12,000.00	24317
	Pastime Hardware	Maintenance Supplies	-24.18	24318
	Xerox Financial Services	Copier Lease Payment 4/08-05/07	-185.93	24319
Apr 28, 16			-19,792.24	

STEGE SANITARY DISTRICT

APRIL 2016

APRIL 2016	MAY 2016	JUNE 2016	JULY 2016	AUGUST 2016	SEPTEMBER 2016
CASA Public Policy Forum April 6, 2016 Sacramento, CA	5/30 HOLIDAY	6/8 Safety and Recognition Awards Luncheon	7/4 HOLIDAY 4 th of July Fair Booth	CASA Conference August 10-12, 2016 Monterey, CA	9/5 HOLIDAY
04/14/2016 – 7:00 P.M.	05/14/2016 – 9:00 A.M.	06/9/2016 – 7:00 P.M.	07/14/2016 – 7:00 P.M.	08/18/2016 – 7:00 P.M.	09/8/2016 – 7:00 P.M.
Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting
<ul style="list-style-type: none"> ○ CASA Conf. – Director’s Reports ○ Service Rate Discussion/Approval (& 30-day Notice) ○ Long Range Planning Discussion of Topics ○ Board Training Summary 	<p style="text-align: center;"><u>9AM Meeting Time</u></p> <ul style="list-style-type: none"> ○ Long Range Planning Workshop 	<ul style="list-style-type: none"> ○ Draft Budget ◆ Review Directors Meeting Compensation ○ July 4th Fair Discussion ◆ Approve Project Plans and Specs (+CEQA) ◆ Approve Salary Ranges for District Positions ◆ Long Range Planning Draft Action Plan 	<ul style="list-style-type: none"> ○ July 4th Fair Debrief ○ District Investment Policy ○ CASA Conference ◆ Resolution Est. Salary of District Manager ◆ Form 470 	<ul style="list-style-type: none"> ○ CASA Conference – Attendee Reports ○ CSDA Conference ○ Select Actuarial for Analysis of Retiree Health Benefits (odd years) ○ Quarterly (FY End) Financial Statements 	<ul style="list-style-type: none"> ○ CSDA Conference
04/28/2016 – 7:00 P.M.	05/26/2016 – 7:00 P.M.	06/23/2016 – 7:00 P.M.	07/28/2016 – 7:00 P.M.		09/22/2016 – 7:00 P.M.
Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting		Board of Directors Meeting
<ul style="list-style-type: none"> ○ CLOSED SESSION – Quarterly Claims Rpt ○ Quarterly Financial Statements ○ Long Range Planning Discussion of Topics ◆ Draft Budget ◆ Elections Resolution (even years) ◆ Employee Benefits Req. ○ Service Rate Discussion/Approval (& 30-day Notice) ○ July 4th Fair Discussion 	<ul style="list-style-type: none"> ○ <i>PUBLIC HEARING – FY 2016-17 Rates</i> ◆ <i>Ordinance – Rate Amendment</i> ○ CLOSED SESSION – District Counsel Performance Evaluation ○ Draft Budget ○ July 4th Fair Discussion ○ Service Rate Discussion/Approval (& 30-day Notice) ○ Board Training Summary 	<ul style="list-style-type: none"> ○ CLOSED SESSION – Manager Perf. Eval. ◆ Approve and Adopt Final Budget ◆ Ordinance – Directors’ Meeting Compensation ◆ Review and Approve Incentive Award ◆ Adopt Employee Incentive Award Goals & Objectives ○ District Reserve Policy ○ July 4th Fair Discussion ○ <i>CD Quarterly Report</i> 	<ul style="list-style-type: none"> ○ CLOSED SESSION – Quarterly Claims Rpt ○ CASA Conference ○ Reimb. Report per Gov. Code 53065.5 ○ Quarterly Financial Statements ◆ Establish and Collect Sewer Service Charges ◆ Notice of Completion/ Award of Contract 		<ul style="list-style-type: none"> ◆ Flexible Benefits Plan Contribution Rate Review ◆ Deferred Compensation Matching Contribution Rate Review ○ CSDA Conference ○ <i>CD Quarterly Report</i>

○ INFORMATIONAL ITEMS

◆ ACTION ITEMS

CHANGES IN ITALICS

STEGE SANITARY DISTRICT

APRIL 2016

OCTOBER 2016	NOVEMBER 2016	DECEMBER 2016	JANUARY 2017	FEBRUARY 2017	MARCH 2017
CSDA Annual Conf. October 10-13, 2016 San Diego, CA	11/24-25 HOLIDAY	12/8 Christmas Luncheon 12/25 HOLIDAY	1/2 & 1/16 HOLIDAY CASA Conference January 18-20, 2017 Palm Springs, CA	2/20 HOLIDAY CASA Conference Washington, DC	
10/13/2016 – 7:00 P.M.	11/10/2016 – 7:00 P.M.	12/8/2016 – 2:00 P.M.	01/12/2017 – 7:00 P.M.	02/9/2017 – 7:00 P.M.	03/9/2017 – 7:00 P.M.
Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting
<ul style="list-style-type: none"> ○ CSDA Conference – Attendee Reports 	<ul style="list-style-type: none"> ○ Proposed Meeting Calendar ○ Board Officer Succession Plan ○ CASA Conference 	<p><i>2PM Meeting Time</i></p> <ul style="list-style-type: none"> ◆ Nomination & Election of Officers ◆ Fiscal Year Financial Audit ◆ Connection Charge Calculation Report ○ CASA Conference ○ Meeting Calendar ○ CD Quarterly Report 	<ul style="list-style-type: none"> ◆ Board Governance Review ◆ Connection Charge Ord. ○ Service Rate Discussion ○ District of Distinction (even years) ○ CASA Conference ○ Director’s Contact Info ○ Board Training Summary 	<ul style="list-style-type: none"> ◆ Board Governance Approval ○ Actuarial Analysis of Retiree Health Benefits Report (even years) ○ Service Rate Discussion ○ CASA Conference ○ Board Training Summary 	<ul style="list-style-type: none"> ○ Long Range Planning Discussion of Topics ○ CASA Conf. – Director’s Reports ○ Service Rate Discussion ○ Board Training Summary ○ Form 700 ○ Auditor – RFP (2018)
10/27/2016 – 7:00 P.M.			01/26/2017 – 7:00 P.M.	02/23/2017 – 7:00 P.M.	03/23/2017 – 7:00 P.M.
Board of Directors Meeting			Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting
<ul style="list-style-type: none"> ○ CLOSED SESSION – Quarterly Claims Rpt ○ Quarterly Financial Statements 			<ul style="list-style-type: none"> ◆ Resolution for Disposal of Surplus Property ○ CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval. ○ Quarterly Financial Statements ○ CASA Conf. – Director’s Reports ○ Service Rate Discussion 		<ul style="list-style-type: none"> ◆ Auditor – RFP (2018) ○ Long Range Planning Discussion of Topics ○ California Employer’s Retiree Benefit Trust (CERBT) Contributions ○ Form 700 ○ CD Quarterly Report

○ INFORMATIONAL ITEMS

◆ ACTION ITEMS

CHANGES IN ITALICS