

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF JUNE 23, 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.stegesand.org](http://www.stegesand.org). Those disabled persons requiring auxiliary aids or services in attending or participating in this meeting should notify the District at least 48 hours prior to the meeting at 510/524-4668.

**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)

**CLOSED SESSION**

**Public Employment Performance Evaluation**

Gov. Code § 54957

Title: District Manager

Motion:

**IV. Approval of Minutes**

A. Approval of June 9, 2016 Board Meeting Minutes

(The Board will be asked to review and approve the minutes of the June 9, 2016 Board Meeting)

Info/Motion:

**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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF JUNE 23, 2016

TIME OF MEETING: 7:00 P.M.

B. Written Communications

1. California Special Districts Association (CSDA) - 2016 Board Elections

Info:

**VI. Reports of Staff and Officers**

A. Attorney's Report

B. Manager's Report

1. Monthly Maintenance Summary Report – May 2016
2. Monthly Report of Sewer Replacements and Repairs
3. Consent Decree Minimum Requirements Status Report
4. Project #16203 – Engineer's Estimate
5. Action Plan for 2016 – Revised with target completion dates
6. 4<sup>th</sup> of July Fair
7. August 10-12, 2016 California Association of Sanitation Agencies (CASA) Conference

**VII. Business**

Resolution/Motion: A. Resolution No. 2063-0616 Amending the Employee Personnel Policies of the Stege Sanitary District Article IV, Section 1, Employee Benefits, 4.1.9. Long-Term Disability Insurance

(The Board will be asked to approve the revised Resolution)

Resolution/Motion: B. Resolution No. 2065-0616 Approving and Adopting Annual Budget for Fiscal Year 2016-2017

(The Board will be asked to approve the Resolution)

Info/Motion: C. Incentive Award Contribution (IAC) Achievements for FY 2015-2016

(The Board will consider the achievements for FY 2015-2016)

Info/Motion: D. Incentive Award Contribution (IAC) Goals and Objectives for FY 2016-2017

(The Board will consider the goals and objectives for FY 2016-2017)

Info/Motion: E. Reserve Fund Policy

(The Board will review the Reserve Fund Policy)

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

A. Monthly Investment, Cash, Receivables Report, May 2016

B. Monthly Operating Statement, May 2016

(The Board will review May 2016 reports and statements)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF JUNE 23, 2016

TIME OF MEETING: 7:00 P.M.

- Motion:       **IX.    Approval of Checks**  
                  A. Checks for June 23, 2016 - Fund No. 3418 & 3423  
                    (The Board will be asked to approve the June checks)
- Info:           **X.    Future Agenda Items**  
                  **July 14, 2016**  
                    July 4<sup>th</sup> Fair Debrief  
                    District Investment Policy  
                    CASA Conference  
                    Resolution - District Manager Salary  
                    Form 470  
  
                    **July 28, 2016**  
                    CLOSED SESSION – Quarterly Claims  
                    CASA Conference  
                    Reimbursement Report per Gov. Code 53065.5  
                    Quarterly Financial Statements  
                    Establish and Collect Sewer Service Charges  
                    Notice of Completion/Award of Contract
- XI.   Adjournment**  
                    (The next meeting of the Stege Sanitary District Board of Directors is scheduled  
                    to be held on July 14, 2016 at 7:00 P.M. at the District office, 7500 Schmidt Lane,  
                    El Cerrito, California.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF JUNE 9, 2016

TIME OF MEETING: 7:00 P.M.

\*\*\*\*\*MINUTES\*\*\*\*\*

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

**II. Roll Call:** Present: Gilbert-Snyder, James (arrived at 7:01 P.M.),  
Merrill, O'Keefe, Miller  
Absent: None  
Others Present: Rex Delizo, District Manager

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

**III. Public Comment:** O'Keefe, with the concurrence of the other Board Members, commended District staff on achieving the California Sanitation Risk Management Authority (CSRMA) Workers' Compensation Excellence Award.

**IV. Approval of Minutes**

A. Approval of Minutes May 26, 2016 Board Meeting

MOTION: By Gilbert-Snyder, seconded by O'Keefe, to approve the minutes of the May 26, 2016 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

James gave a brief report on his attendance at a recent Kensington Town Hall Meeting.

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF JUNE 9, 2016

TIME OF MEETING: 7:00 P.M.

B. Written Communications

1. Local Agency Formation Commission (LAFCO) – Independent Special District Election Result

The Board reviewed the email announcing that Mike McGill was re-elected to a regular special district seat on Contra Costa LAFCO. The Board agreed to an email/mail election process in the future contingent on candidates being allowed to make presentations at a meeting prior to the election.

**VI. Reports of Staff and Officers**

A. Manager's Report:

1. 4<sup>th</sup> of July Fair Discussion

The Board confirmed the booth staffing schedule for the fair.

2. Draft Endeavor Newsletter

The Board reviewed and gave comment on the draft newsletter.

**VII. Business**

A. Resolution No. 2061-0616 Establishing Salary Range of Maintenance, Technical and Administrative Employees Employed by Stege Sanitary District Beginning July 1, 2016

The Board reviewed and approved the resolution establishing salary ranges based on the recent salary survey and adjusted by the latest April CPI-W figure (2.6%). The Board requested a future agenda item revisiting the comparable agencies at an upcoming Board Meeting.

MOTION: By Merrill, seconded by James, to approve Resolution No. 2061-0616 Establishing Salary Range of Maintenance, Technical and Administrative Employees Employed by Stege Sanitary District Beginning July 1, 2016

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

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TIME OF MEETING: 7:00 P.M.

ABSENT: None

B. Resolution No. 2062-0616 Amending the Employee Personnel Policies of the Stege Sanitary District Article IV, Section 3, Holidays, 4.3.1. Holiday Schedule

The Board reviewed and approved the resolution adding 2 floating holidays on behalf of the employee's birthday and in lieu of bereavement leave.

MOTION: By Gilbert-Snyder, seconded by O'Keefe, to approve Resolution No. 2062-0616 Amending the Employee Personnel Policies of the Stege Sanitary District Article IV, Section 3, Holidays, 4.3.1. Holiday Schedule

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

C. Resolution No. 2063-0616 Amending the Employee Personnel Policies of the Stege Sanitary District Article IV, Section 1, Employee Benefits, 4.1.9. Long-Term Disability Insurance

The Board reviewed and discussed the resolution adding employer paid long term disability insurance to stay fair and competitive with the comparable agencies. The Board asked staff to provide more specifics on the terms of the insurance before considering approval.

D. Review of Directors' Meeting Compensation

The Board reviewed, discussed and agreed not to change the compensation that Directors receive for their attendance at District related meetings.

E. Draft Budget FY 2016-2017

The Board reviewed and discussed the latest draft budget. The Manager will prepare the final budget for the Board to approve and adopt at the next Board meeting.

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

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F. Draft Action Plan for 2016

The Board reviewed and approved the proposed action plan for the Long Range Planning Workshop held on May 14, 2016. The Board asked that each action include a target completion date for review at the next Board meeting.

MOTION: By James, seconded by Merrill, to approve the Action Plan from the 2016 Long Range Planning Workshop, as amended

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

G. Approval of Plans and Specifications – Supplementary Sewer Rehabilitation Project, Stege Sanitary District Project No. 16203

The Board reviewed and approved the proposed plans and specifications. The Board asked for a detailed engineer's estimate for review at the next Board meeting.

MOTION: By James, seconded by O'Keefe, to approve of Plans and Specifications-Supplementary Sewer Rehabilitation Project, Stege Sanitary District Project No. 16203

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

H. Resolution No. 2064-0616 Making Findings and Directing Filing of Notice of Exemption, Pursuant to California Environmental Quality Act (CEQA), Supplementary Sewer Rehabilitation Project – July 2016, Project No. 16203

The Board reviewed and approved the resolution.

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

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TIME OF MEETING: 7:00 P.M.

MOTION: By O’Keefe, seconded by Gilbert-Snyder, to approve Resolution No. 2064-0616 Making Findings and Directing Filing of Notice of Exemption, Pursuant to California Environmental Quality Act (CEQA) , Supplementary Sewer Rehabilitation Project – July 2016, Project No. 16203, as amended

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

**VIII. Approval of Checks**

A. Checks for June 9, 2016 - Fund No. 3418 & 3423

MOTION: By Gilbert-Snyder, seconded by James, to pay the bills, Check Nos. 24382 through 24397 in the amount of \$21,421.13

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

**IX. Future Agenda Items**

**June 23, 2016**

CLOSED SESSION – Manager Performance Evaluation

Approve and Adopt Final Budget

~~Ordinance – Directors Meeting Compensation~~

Review and Approve Incentive Award

Adopt Employee Incentive Award Goals & Objectives

District Reserve Policy

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

CD Quarterly Report



STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF JUNE 9, 2016

TIME OF MEETING: 7:00 P.M.

**July 14, 2016**

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

District Investment Policy

CASA Conference

Resolution Est. Salary of District Manager

Form 470

**X. Adjournment**

The meeting was adjourned at 8:34 P.M. The next meeting of the District Board of Directors will be held on Thursday, June 23, 2016 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California

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Rex Delizo  
STEGE SANITARY DISTRICT  
Secretary

# MONTHLY SERVICE CALLS

# May-2016

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
5/3/2016 Tuesday 3:40 PM	265201 265011	824 BALRA DR. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	LC, OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER.
5/10/2016 Tuesday 2:43 PM	172427 172426	7260 VIEW AVE. EL CERRITO, CA 94530 <i>Last Call: 4/14/1999</i>	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.
5/10/2016 Tuesday 4:30 PM	202114 202112	3000 SAN LUIS ST. RICHMOND, CA 94804 <i>Last Call: 11/19/2000</i>	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.
5/16/2016 Monday 6:00 PM	232414 232413	343 COLUSA AVE. KENSINGTON, CA 94707	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B, OF	CO	ML, B	ST,BLDG	CUSTOMER HAD AN OVERFLOW IN HIS GARAGE. OUR MANHOLE WAS HOLDING.
5/18/2016 Wednesday 11:04 AM	291113 291112	6723 GLENWOOD WAY EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER.
5/18/2016 Wednesday 5:33 PM	261304 261303	789 COLUSA AVE. EL CERRITO, CA 94530 <i>Last Call: 6/3/2015</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	A				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER.
5/19/2016 Thursday 8:10 AM	261304 261303	7392 TERRACE DR. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	T				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER.
5/19/2016 Thursday 12:10 PM	272510 272509	281 LOS ALTOS DR. KENSINGTON, CA 94707 <i>Last Call: 2/28/2014</i>	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.
5/19/2016 Thursday 1:25 PM	261412 261411	707 HANCOCK WAY EL CERRITO, CA 94530 <i>Last Call: 3/23/2009</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER.
5/23/2016 Monday 10:02 AM	142415 142414	1328 SCOTT ST. EL CERRITO, CA 94530 <i>Last Call: 2/12/1997</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. WE ADVISED THEM TO CALL A PLUMBER.
5/27/2016 Friday 9:50 AM	272405 272020	224 COLGATE AVE. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	A, E				EBMUD HAD A BREAK IN THEIR LINE.

**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: 1**

**LATERAL: 9**

**OTHER: 1**

**TOTAL SERVICE CALLS: 11**

**MAINLINE OVERFLOW: 1**

**MAINLINE SURCHARGE: 0**

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

**1. ROUTINE PREVENTIVE MAINTENANCE ACTIVITES**

	Days	Feet
There were 21 normal working days		
Unit #5 (hydro) operated:	0	
Unit #10 (rodder) operated:	0	
Unit #11 (rodder) operated:	5	17,374
Unit #15 (video) operated:	17	22,537
Unit #16 (combo) operated:	19	70,700

	Month (feet)		Quarter (feet)		
	Planned	Unplanned	Planned	Unplanned	Remaining
Total Cleaned	73,547	14,526	160,004	26,675	32,955
Total Video	8,014	14,523	34,095	25,521	331

**2. MONTHLY SERVICE CALLS**

Service calls:	11	
After-hour service calls:	2 calls	2 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	May	11	17.7	9	9.2	1	4	1	5
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	1	13	0	0	0	0	0	0

**3. SAFETY AND TRAINING**

Safety and training meetings were conducted twice a month.

**STEGE SANITARY DISTRICT**  
**MONTHLY REPLACEMENT AND REPAIR SUMMARY**  
**May 2016**

<b>I SEWER REPLACEMENT - FY 2015-16</b>			
A.	BUDGET ALLOCATION		\$2,081,000
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$1,835,815
C.	SEWER REPLACEMENTS PAID THIS MONTH		
1.			
	SUBTOTAL FOR THIS MONTH		\$0
D.	TOTAL BUDGET EXPENDED (NO RETENTION)	83.85%	\$1,744,985
E.	TOTAL RETENTION HELD	4.95%	\$90,831
F.	BUDGET REMAINING	11.78%	\$245,185
G.	PERCENTAGE OF FISCAL YEAR REMAINING	8.33%	
H.	TOTAL FOOTAGE REPLACED TO DATE	10,958 ( \$ 167.53 /LF)	
<b>II SEWER REPAIRS - FY 2015-16</b>			
A.	BUDGET ALLOCATION		\$58,000
B.	PRIOR BUDGET EXPENDED		\$31,616
C.	SEWER REPAIRS PAID THIS MONTH		
1.	7609 Errol Dr., El Cerrito		\$2,150
2.	7609 Errol Dr., El Cerrito		\$2,150
3.	7609 Errol Dr., El Cerrito		\$3,580
4.	2617 Monte Vista Ave., El Cerrito		\$2,800
5.	204 Yale Ave., Kensington		\$3,000
	SUBTOTAL FOR THIS MONTH		\$13,680
D.	TOTAL BUDGET EXPENDED	78.10%	\$45,296
E.	BUDGET REMAINING	21.90%	\$12,704
F.	PERCENTAGE OF FISCAL YEAR REMAINING	8.33%	
G.	TOTAL NUMBER OF REPAIRS TO DATE	16 ( \$ 2,830.97 /REPAIR)	



# STEGER SANITARY DISTRICT

Report Date: 6/15/2016

## BOARD OF DIRECTORS CONSENT DECREE PROGRESS REPORT

FY Start Date: 7/1/2015      FY End Date: 6/30/2016  
 CD Start Date: 9/22/2014      FY "Effective" Date: 7/1/2013

CIP PROJECT: 15201

REPLACED since FY start	10,911 / 10,053	LF Minimum Requirement	109%
REPLACED since FY "Effective" Date	28,472 / 23,680	LF Minimum Requirement	120%
CLEANED since FY start	999,247 / 211,200	LF Minimum Requirement	473%
HOTSPOTS since FY start	210,186 / 100,000	LF Minimum Requirement	210%
CCTV since FY start	264,443 / 77,616	LF Minimum Requirement	341%
CCTV since CD start	396,622 / 194,040	LF Minimum Requirement	204%
ROOT FOAMING this FY	50,581 / 40,000	LF Minimum Requirement	126%

### IMPORTANT CONSENT DECREE DATES:

July 15, annually	Provide any available Flow and Rainfall data to EBMUD
Nov 15, annually	Comments on RTSP update proposed by EBMUD
Sept 30, annually	Annual Report for prior Fiscal Year
June 30, 2016	Complete Regional Standards Report
May 1, 2020	Comments to EBMUD on Draft PEP
June 30, 2021	Review of Regional Standards Report
May 1, 2022	Provide data to EBMUD for Flow Monitoring Calibration Plan
June 30, 2026	Review of Regional Standards Report
May 1, 2030	Provide data to EBMUD for Flow Monitoring Calibration Plan
June 30, 2031	Review of Regional Standards Report
June 30, 2036	Review of Regional Standards Report

**SUPPLEMENTARY SEWER REHABILITATION PROJECT  
GLEN MAWR AVE. PROJECT #16203**

ENGINEER'S ESTIMATE

6/13/2016

				<u>ENGINEER'S ESTIMATE</u>	
ITEM	QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	1	LS.	MOBILIZATION, EXCAVATION, BEDDING, BACKFILL, COMPACTION AND SURFACE RESTORATION (INCLUDING LABOR, EQUIPMENT, SHEETING AND SHORING AND ALL DISPOSAL). COMPLETE IN PLACE, FOR THE LUMP SUM OF	\$ 2,000	\$ 2,000
2	1366	LF	PIPE BURST EXISTING 6"Ø PIPE WITH 8"Ø HDPE SDR17 GRAY LINER PIPE EASEMENT SECTION, COMPLETE IN PLACE, PER LINEAR FOOT AT	\$ 130	\$ 177,580
3	8	EA	REINFORCED CONCRETE MANHOLE STRUCTURE EASEMENT SECTION, COMPLETE IN PLACE, EACH	\$ 10,000	\$ 80,000
4	4	EA	LOCATE AND REPLACE RODDING INLET STRUCTURE, COMPLETE IN PLACE EASEMENT SECTION, EACH	\$ 2,000	8,000
5	32	EA	LOCATE AND RECONNECT SEWER LATERALS TO HDPE PIPE EASEMENT SECTION, COMPLETE IN PLACE, EACH AT	\$ 6,000	\$ 192,000
6	4	EA	POINT REPAIR (IN CONJUNCTION WITH PIPE REPLACEMENT) RIGHT-OF-WAY OR EASEMENT SECTION, COMPLETE IN PLACE, EACH AT	\$ 5,000	\$ 20,000
7	200	CY	CLASS 2 AGGREGATE BASE, COMPLETE IN PLACE, PER CUBIC YARD AT	\$ 20	\$ 4,000
8	50	CY	RESTORATION CONCRETE PAVING, COMPLETE IN PLACE, PER CUBIC YARD AT	\$ 80	\$ 4,000
9	20	CY	CONCRETE ENCASE PIPE, INCLUDING DEMOLITION OF EXISTING ENCASEMENT AND RE-ENCASEMENT OF NEW PIPE, COMPLETE IN PLACE, PER CUBIC YARD	\$ 100	2,000
10		LS	PERMIT FEES (Actual fees to be reimbursed by OWNER)	\$ actual	\$

**\$ 532,114**

## **STEGE SANITARY DISTRICT ACTION PLAN FOR 2016**

The following are the issues and action items discussed at the May 14, 2016 Long-Range Planning (LRP) Workshop:

1. Past 5 Years Budget Review

The Board reviewed and discussed trends from the District's finances of the past 5 years and also a report indicating the major variances between budget and actual expenditures for FY 2014-15. There were no significant issues. The Board requested the next review include a trend line report for salary, benefits and other expenses and to have a future agenda item on a policy establishing a threshold on expenditures exceeding budget amounts for which the Manager would bring to the attention of the Board.

Action Item: Include a trend line report for salary, benefits and other expenses in the next review. Have a future agenda item on a policy establishing a threshold on expenditures exceeding budget amounts for which the Manager would bring to the attention of the Board by January 2017.

2. Total Compensation Comparison

The Board reviewed and discussed the salary and benefits comparison to 10 comparable agencies. The Manager will incorporate the salary survey information into an upcoming resolution establishing salary ranges for each position. The Board also asked to bring back several items from the benefits comparison for further consideration at a future board meeting.

Action Item: Incorporate the salary survey information into a resolution establishing salary ranges for each position by June 2016. Have a future agenda item on the matters noted in the benefits comparison for further consideration at a future board meeting by June 2016.

3. Strategic Planning

The Board reviewed and discussed the SWOT analyses and goals matrix and only made a minor change to the goals as stated. The Board then proposed objectives for 3 of the 7 goals but tabled the discussion due to the lack of time. The Board asked to bring the item back for further consideration at a future board meeting.

Action Item: Have a future agenda item to determine proposed objectives for the 4 remaining goals at future board meetings in September, October and November 2016.

4. Northern San Pablo Avenue Sewer Capacity

The Board reviewed and discussed the San Pablo Avenue Specific Plan and the sewer capacity along this corridor with both Melanie Mintz, City of El Cerrito Community Development Director and Yvetteh Ortiz, City of El Cerrito Public Works Director. The City hired BKF Engineers to evaluate existing capacity and potential required capacity based on future development as proposed in the San Pablo Avenue Specific Plan. Staff will continue to work with the City and their consultant and also look into funding mechanisms that would not impact current sewer rates.

Action Item: Working with the City of El Cerrito and their consultant, determine the required capacity based on future development as proposed in the San Pablo Avenue Specific Plan. Propose funding mechanisms that would not impact current sewer rates. Include a progress report at future board meetings on a quarterly basis.



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

- (2) Canopies
- (5) Tables
- (2) Chairs
- Wire Display Stand (heavy, consider replacing)
- Bunting (Red, White & Blue)
- Hammer
- Crowbar
- Sandbags
- Bungee Cords
- Zip Ties
- Scissors
- Channel Lock Pliers
- 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
- *BPD Poster?*
- *Park Truck onsite, if possible*
- Fish Tank w/ Oil Display (Check Batteries)
- Grease Blockage Display
- (2) Root Blockage Displays
- Tools Display
- Toilet Paper vs. Wipes Interactive Display
- “Flushable” Wipes Banner/Poster
- *Kids for the Bay Display?*
- *Board Member Contact List (in each box)*

### Informational Handouts & Giveaways

- Latest Newsletter
- Latest Registered Contractors List
- Plumbers Outreach Tri-fold
- Wipes Outreach Tri-fold/Poster
- BPD Outreach Tri-fold
- General Guidelines
- 100<sup>th</sup> Anniversary Book
- 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	Gilbert-Snyder, Miller
10am-11:40	O’Keefe
11:40-1:20	James
1:20-3pm	Gilbert-Snyder
3pm-4:30	Merrill
4:30-6pm	Miller
Tear down	Miller, Merrill

### Core Messages

*Do NOT flush wipes.*

*Call us first & after.*

*Install a BPD.*



# 61<sup>st</sup> ANNUAL CONFERENCE

August 10-12, 2016

Marriott • Monterey, CA

[www.casaweb.org](http://www.casaweb.org)

**Growing the Vision**

## PRELIMINARY PROGRAM

### Tuesday, August 9, 2016

- 10:00 a.m. – 5:00 p.m. Registration
- 11:30 a.m. – 4:00 p.m. CSRMA Training Seminar

### Wednesday, August 10, 2016

- 9:00 a.m. – 5:00 p.m. Registration
- 12:00 p.m. – 1:30 p.m. CASA Board of Directors Meeting
- 12:00 p.m. – 1:30 p.m. Lunch On Your Own
- 12:00 p.m. – 1:30 p.m. Associates Meeting
- 2:00 p.m. – 4:00 p.m. Pre-Conference Concurrent Sessions
1. Ethics Training for Public Officials  
Brad Hogin, Attorney, Woodruff Spradlin  
John Bakker, Attorney, Meyers Nave
  2. Tour The Pure Water Monterey Program  
Contact: Monterey Regional WPCA, Cheryl Franzen at [cheryl@mrwpca.com](mailto:cheryl@mrwpca.com) about the tour
- 4:00 p.m. – 5:00 p.m. Communications Workgroup Meeting
- 4:00 p.m. – 5:00 p.m. CSRMA Board Meeting
- 4:15 p.m. – 5:15 p.m. Federal Legislative Committee Meeting
- 5:30 p.m. – 6:30 p.m. Icebreaker Reception  
In Celebration of CSRMA's 30<sup>th</sup> Anniversary

## Thursday, August 11, 2016

7:30 a.m. – 9:00 a.m. CSRMA Board of Directors Breakfast Meeting

8:00 a.m. – 9:00 a.m. Utility Leadership Committee Breakfast Meeting

8:00 a.m. – 9:00 a.m. Continental Breakfast

9:15 a.m. – 11:30 a.m. Opening Session

Keynote: Joe Whitworth, President, The Freshwater Trust and Author of *Quantified - Redefining Conservation for the Next Economy*

Fit for Purpose: Taking Recycled Water to the Next Level

Pure Water Monterey, Paul Sciuto, Monterey Regional Water Pollution Control Agency

San Diego Water Supply Augmentation Project, Brent Eidson, City of San Diego

Annual Business Session

- Dues Resolution
- Introduction of Board of Directors Slate
- FY 2017 Budget

12:00 p.m. – 1:30 p.m. Conference Luncheon – Offsite  
Memory Garden State Historic Park

1:45 p.m. – 4:15 p.m. Afternoon Session

- Announcement of the 2016 CASA Awards of Excellence Winners
- Surviving the Retirement Wave: Lessons Learned in Growing Our Successors, Dr. Frank Benest, Consultant  
*This interactive session will explore the impacts of the "retirement wave" and strategies for attracting, retaining and growing talent. Dr. Benest will focus on the need to develop "soft" people skills as well as technical competencies and provide suggestions for public agencies on how to get started in growing our successors.*
- Education Foundation Scholarship Recipient Interview with Veteran Wastewater Professional

5:30 p.m. – 6:30 p.m. Reception



# SAVE THE DATE NOW!

August 9, 2016

## CSRMA RISK MANAGEMENT SEMINAR AT CASA....

Sponsored by:

California Sanitation Risk Management Authority (CSRMA)

TIME	TOPIC
11:30-12:30pm	<b>CATERED BUFFET LUNCH</b>
12:30-1:00	<p><b>SB 885 - Addressing Professional Liability Exposures in Construction</b></p> <p>An overview of the major professional liability area in Construction and their impact on Project Owners. In addition, we will review recent legislation in this area and discuss both contractual and risk management techniques to minimize the exposure to the Project Owner.</p> <p>~ Jim Castle, Sr. Executive Vice President and Managing Director, Alliant Americas</p>
1:10-2:00	<p><b>Physical Demands of Jobs and Risk of Employee Injury</b></p> <p>How much do your employees need to lift, push, pull or carry? Is it in your job descriptions? Is it accurate? If pressed, could you identify what those limits are based on? If not, your agency may be at risk of basing employment decisions on bad data. If the limits are accurate and based in reality, are they the "right" limits to protect your employees, especially as they get older? Or, there are there better ways of accomplishing the tasks that reduce the risk of injury?</p> <p>The answers to these questions all begin with a physical demands assessment.</p> <p>~ Don Freeman, Occumetric</p>
2:10-3:00	<p><b>Is Your Agency Interested in Free* Money...the Disaster Mitigation Act (DMA) of 2000</b></p> <p>This informative session will describe how the Vallejo Sanitation &amp; Flood Control District worked with the Association of Bay Area Governments (ABAG) to have their Local Hazard Mitigation Plan approved by FEMA. This allowed them to apply for and receive a Mitigation Grant for at least \$2,000,000 to design and construct a storm wall around their treatment facility.</p> <p>Attendees will learn what is entailed in establishing an integrated, innovative and resilient hazard mitigation and climate adaptation plan.</p> <p>~ Zoeanne Tafolla, Breath of Life Consulting Services</p>
3:10-4:00	<p><b>When You Say An Employee is Trained, You Mean...?</b></p> <p>The news is filled daily with stories of accidents caused by human (operator) error. Accident investigations overwhelmingly show human error to blame. High performing professional organizations recognize this and have developed many error reduction systems. They all start with being able to <u>quantitatively</u> determine if an employee is <u>competent</u> at performing a specific task or operating a piece of equipment.</p> <p>Without a <u>quantitative</u> determination of competence, who determines WHAT GOOD LIKES LIKE (WGLL) when an employee completes a task or operates equipment? Does "good" mean nothing bad happened (this time) regardless of how it was done? Does "good" mean something different to different supervisors and managers? Or does "good" look like the job was performed in accordance with established SOPs, which, if clear and accurate, will help ensure safe, consistent and reproducible results, regardless of the employee performing the task or operating the equipment.</p> <p>This is called Competency Based Training.</p> <p>-David Patzer, CSRMA Risk Control Advisor</p>
<p><b>When:</b> Tues, 8/9/16 (registration and catered lunch begins at 11:30am. <b>Lunch ends promptly at 12:30pm</b>)</p> <p><b>Where:</b> Marriott Monterey, 350 Calle Principal, Monterey, CA 93940</p> <p><b>Cost:</b> The seminar is free to all CSRMA members. There will be a nominal fee of \$50 for all non-CSRMA members (Exact change or check only, payable to CSRMA either in advance or at the door).</p>	

### PLEASE NOTE:

It is important we have an accurate headcount prior to the date of the seminar to ensure that lunch is available for those attending the seminar. Please take a moment to pre-register if you plan to attend.

**CLICK HERE TO REGISTER:** <http://www.riskcontrolonline.com/Main/ViewSeminars.cfm>

**QUESTIONS?** Please Contact David Patzer, CSRMA Risk Control Advisor at [dpatzer@dkfsolutions.com](mailto:dpatzer@dkfsolutions.com) or at 707.373.9709

## Friday, August 12, 2016

- |                        |   |
|------------------------|---|
| 8:00 a.m. – 11:00 a.m. | Registration  |
| 8:00 a.m. – 9:00 a.m.  | State Legislative Committee Breakfast Meeting   |
| 8:00 a.m. – 9:00 a.m.  | All American Breakfast  |
| 9:15 a.m. – 11:00 a.m. | Closing Session   |
|                        | <ul style="list-style-type: none"><li>• General Election Outlook</li><li>• State Legislative Report – Dillon, Gauger</li><li>• Washington D.C. Update</li><li>• Introduction of new CASA Board Members</li><li>• Passing of the Gavel and Closing Remarks</li></ul> |
| 11:00 a.m. – 2:00 p.m. | Attorneys Meeting   |

RESOLUTION NO. 2063-0616 AMENDING THE EMPLOYEE PERSONNEL POLICIES OF  
THE STEGE SANITARY DISTRICT ARTICLE IV, SECTION 1. EMPLOYEE BENEFITS,  
4.1.9. LONG-TERM DISABILITY INSURANCE

**ISSUE:**

The Board asked staff to prepare a revised resolution to add employer paid long term disability coverage.

**FISCAL IMPACT:**

Employer paid long term disability coverage would be at a cost of about \$6000 per year.

**BACKGROUND:**

At the Board of Directors Long Range Planning workshop of May 14, 2016, the Board reviewed the benefits comparison survey for comparable agencies and asked to have several items brought back for further consideration at a future board meeting. At the Board of Directors meeting of May 26, 2016, the manager brought back the items with proposals as negotiated with employees.

The proposal included employer paid long term disability coverage with no addition of District paid short-term disability coverage or vision plan. At the Board Meeting on June 9, 2016, the Board asked staff to provide more specifics on the terms of the insurance before considering approval.

**RECOMMENDATION:**

Approve the Resolution.

**ATTACHMENTS:**

Resolution No. 2063-0616



RESOLUTION NO. 2063-0616

RESOLUTION AMENDING THE EMPLOYEE PERSONNEL POLICIES  
OF THE STEGE SANITARY DISTRICT ARTICLE IV,  
SECTION 1. EMPLOYEE BENEFITS, 4.1.9. LONG-TERM DISABILITY INSURANCE

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

- A. The District establishes and maintains personnel policies for its employees and Board Members, and these policies are subject to periodic review and amendment.
- B. The District has determined that providing employer paid long term disability insurance is beneficial to both the District and employees.

In consideration of the foregoing findings and determinations, IT IS RESOLVED as follows:

The Stege Sanitary District Personnel Policy, Article IV. Benefit Provision, Section 1. Employee Benefits, 4.1.9. Long-Term Disability Insurance is amended to read as follows:

**4.1.9. Long-Term Disability Insurance:** *For regular full-time employees of the District, the District shall provide long-term disability insurance. The monthly benefit will be an amount equal to the lessor of 60% of the employee's basic monthly earning or the maximum monthly benefit of \$6,000.*

The effective date of this amendment is July 1, 2016.

\* \* \* \* \*

STATE OF CALIFORNIA)  
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the forgoing Resolution No. 2063-0616 was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 9th day of June 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

RESOLUTION NO. 2065-0616 APPROVING AND ADOPTING ANNUAL BUDGET FOR  
FISCAL YEAR 2016-17

**ISSUE:**

The District budget for fiscal year 2016-2017 is ready for consideration and approval by the Board.

**FISCAL IMPACT:**

Approval of the budget will provide the authority to spend \$2,425,190 for operating needs and \$2,824,200 for capital needs.

**BACKGROUND:**

The draft budget has been presented to the Board for review and public input at several Board meeting over the last two months. The final annual budget for FY 2016-17 is now ready for consideration and approval.

**RECOMMENDATION:**

Approve the resolution.

**ATTACHMENTS:**

- Resolution No. 2065-0616
- June 23, 2016 Memo from District Manager to Board re: 2016-17 Budget
- Stege Sanitary District Fiscal Year 2016-17 Budget



RESOLUTION NO. 2065-0616

RESOLUTION APPROVING AND ADOPTING  
ANNUAL BUDGET FOR FISCAL YEAR 2016-2017

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

- A. The Directors of the Stege Sanitary District desire to establish the annual budget for fiscal year 2016-2017, and
  
- B. Public sessions have been held to review and consider various District financial requirements for fiscal year 2016-2017, and a proposed budget has been prepared by the Manager and presented to the Directors for their review and consideration.

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

The District's fiscal year 2016-2017 budget in the form attached to this resolution is approved and adopted.

\* \* \* \* \*

STATE OF CALIFORNIA)  
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Resolution No. 2065-0615 was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting held on the 23th day of June 2016, by a X-X 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

---

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

*District Counsel:*  
Ben Reyes

*Board of Directors:*  
Paul Gilbert-Snyder  
Jay James  
Dwight Merrill  
Alan C. Miller  
Beatrice R. O'Keefe

# Memorandum

**To:** Board of Directors

**From:** Rex Delizo, District Manager

**Date:** June 23, 2016

**Re:** Budget for Fiscal Year 2016-17

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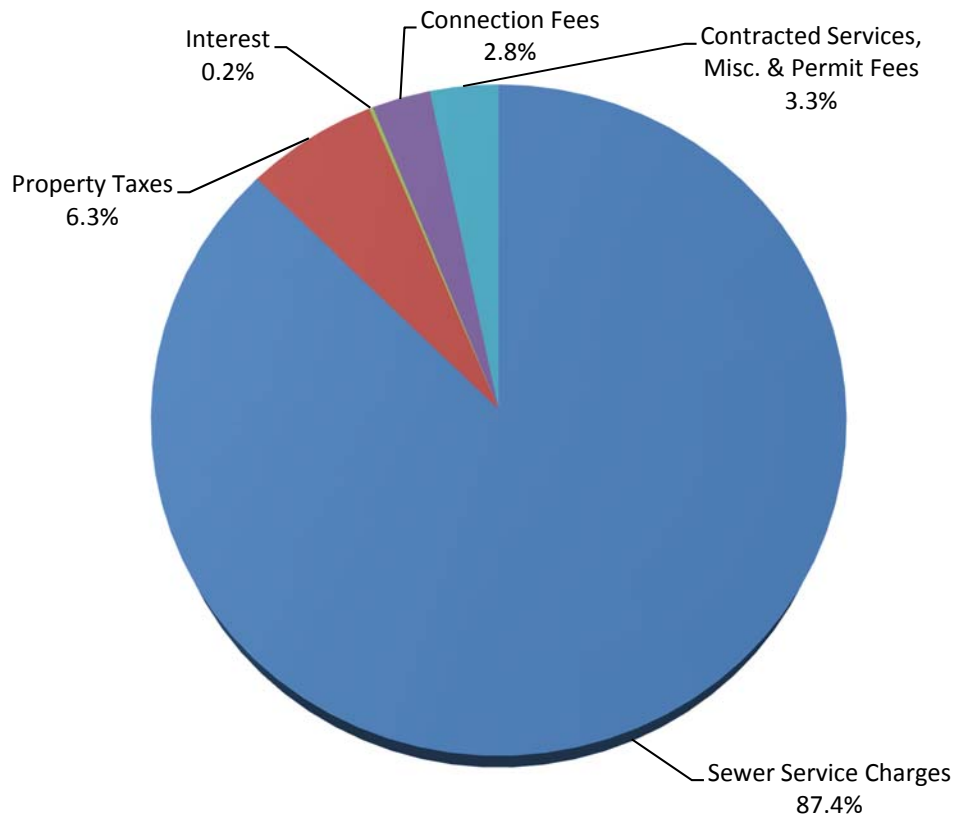
The fiscal year (FY) 2016-17 budget is presented for review and consideration by the Board of Directors. The budget includes all revenue and expenses for FY 2016-17 including supplemental data regarding reserve fund levels.

## BUDGET OVERVIEW

### Revenue

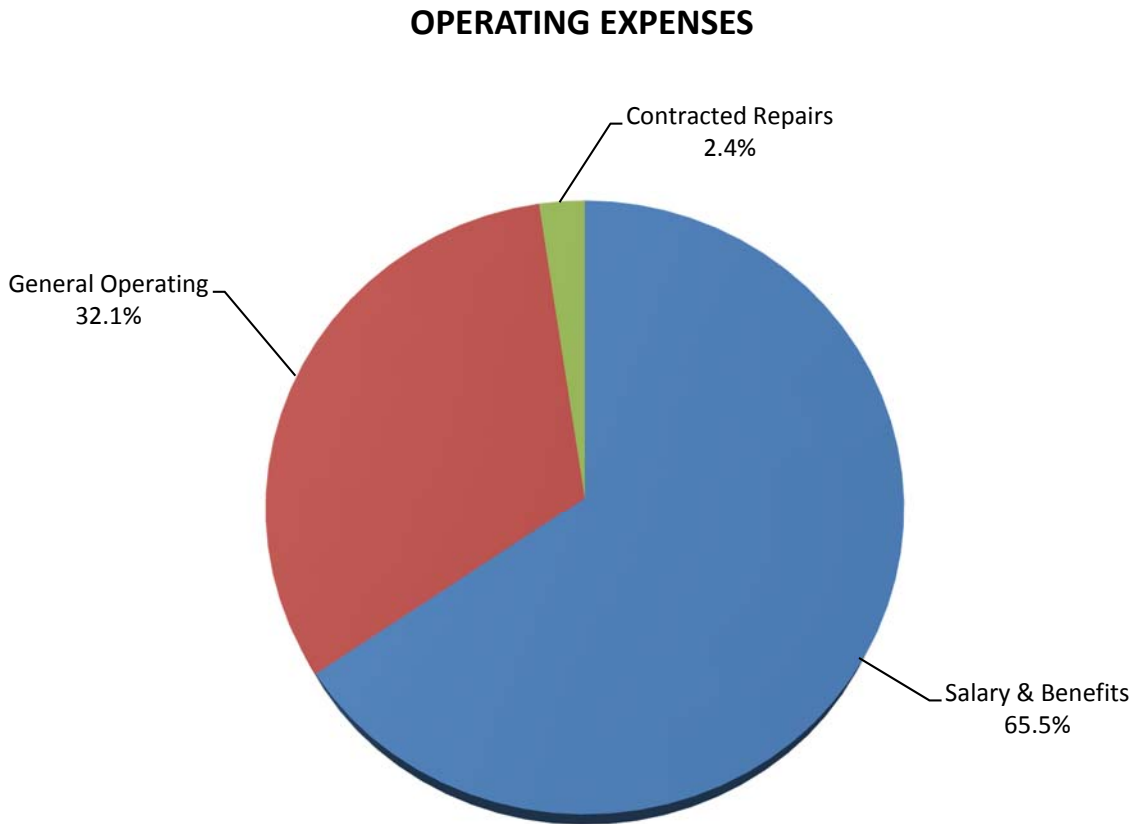
The budget includes \$5,352,000 in revenue, exclusive of the transfer of reserve funds. The budget estimates service charge revenue at \$4,677,000 (87.4% of total revenue), property tax at \$339,000 (6.3%), interest income at \$10,000 (0.2%), connection fees at \$150,000 (2.8%), and contracted services, miscellaneous income and permit fees at \$176,000 (3.3%).

### REVENUE



**Expenses**

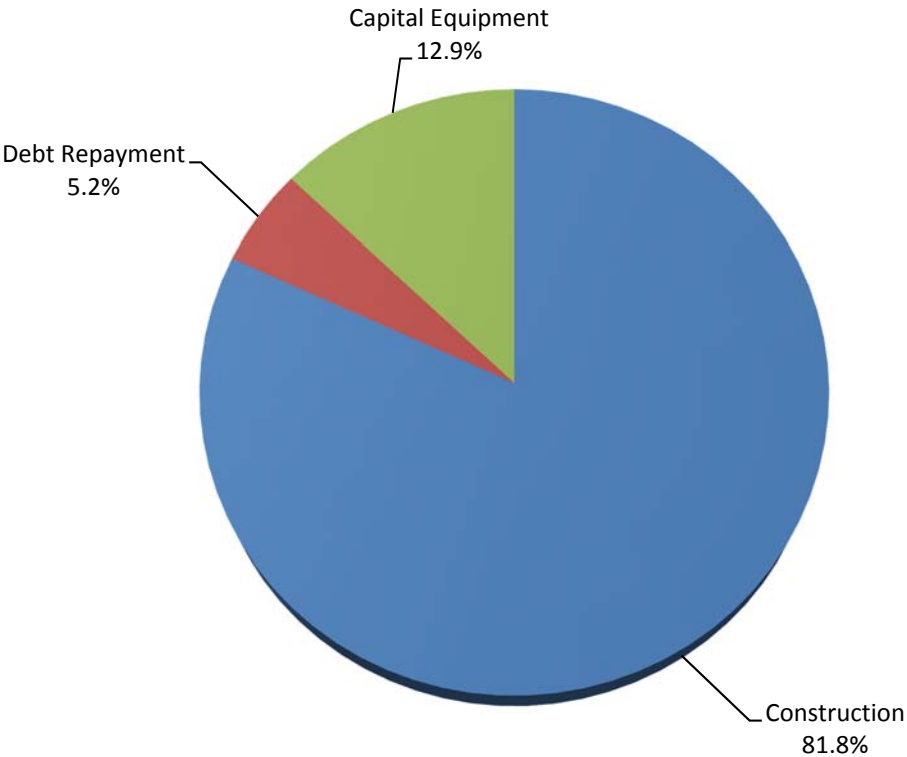
The Operating Expenses for FY 2016-17 total \$2,425,190. The budget includes all operations, maintenance, and administrative expenses. The budget also includes the funding of the annual required contribution for “other post-employment benefits” or retiree health care funding. No additional staff is requested in this budget. Salary and benefit expenses are budgeted at \$1,627,230 (65.5%) of the operating budget. The operating and general expenses are budgeted at \$738,960 (32.1%) and contracted repairs at \$59,000 (2.4%).





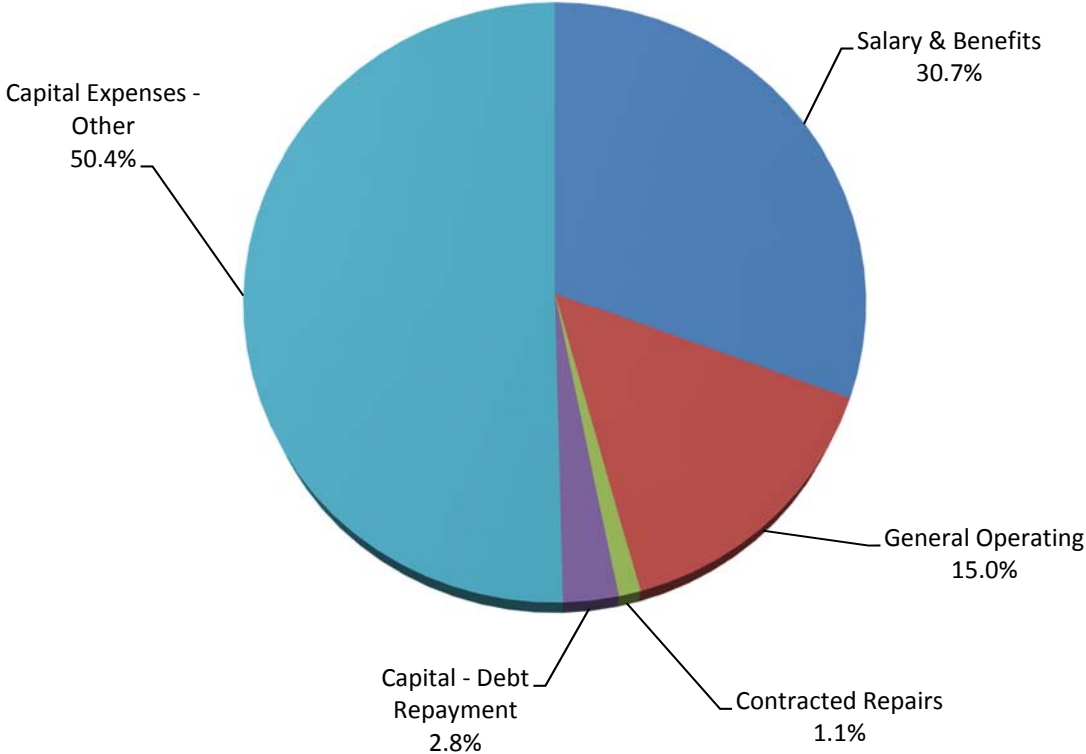
The Capital Expenses for FY 2016-17 is \$2,824,200. Construction costs total \$2,311,000 (81.8%) which includes an annual rehabilitation project at \$2,220,000, interceptor cleaning at \$50,000, pump station rehabilitation \$16,000 and manhole adjustments at \$25,000. Two (2) annual debt service payments for outstanding State Revolving Fund (SRF) loans total \$148,200 (5.2%) and capital equipment expenses total \$365,000 (12.9%).

### CAPITAL EXPENSES



The Total Operating and Capital Expenses for FY 2016-17 budget is \$5,249,390. Salary and benefit expenses are budgeted at \$1,627,230 (30.7% of total budget), operating and general expenses at \$738,960 (15.0%), debt repayment at \$148,200 (2.8%), repairs at \$59,000 (1.1%), and capital expenses (excluding debt) at \$ 2,676,000 (50.4%).

**TOTAL EXPENSES**



The budget estimates a surplus of \$102,610 which will transfer to reserves.

## BUDGET CONTENTS

The budget detail sheets are similar to those used in previous years and show the budget amounts for the previous and upcoming fiscal year. A brief description of the exhibits attached to the budget detail sheets is as follows:

1. Revenue and Expenses Summary (Exhibits A & B). This information shows current sources of revenue, expenses, and compares them with the forecasts for proposed revenue and expenses for the upcoming fiscal year.
2. Budget Composite (Exhibit C). This item shows the allocation of expenses by the two District departments (Operations and Administration).
3. Reconciliation of Fund Balances (Exhibit D). This table shows the allocation of revenue to and expenses from the various funds of the District as well as internal fund transfers necessary to meet the targeted fund balances established by the Board.
4. 10 Year Financial Model through Year 2025. The spreadsheet and graph indicate the estimated operating and capital expenses up to 2025, and how the financial state of the District is affected. Planned sewer service charge rates to support District expenses and reserve requirements are also projected for the period shown.

## **PROPOSED BUDGET**

(Ref: Exhibits A-D & Detail Sheets)

### **Revenue**

The District's principal revenue source is the annual sewer service charge which is allocated into both the Operation Fund (\$2,435,000) and the Capital Fund (\$2,242,000). The sewer service charge rate was initially based on the April 2014 Financial Plan and Rate Review Study (Financial Plan) prepared by public finance consulting firm, Bartle Wells Associates, and approved by the Board in June 2014. In May 2016, the Board of Directors adopted Ordinance No. 2058-0516 essentially holding the sewer service charge rate constant from Fiscal Year 2015-16 to 2016-17 due to the District being in a strong financial position and having reserve amounts more than the targeted goals.

Property tax revenue is budgeted at \$339,000 which is based on the financially conservative projection in the Financial Plan. Interest revenue will again be small due to continued "low" interest rates, resulting in an estimated total amount of \$10,000. Expected revenue from permit and inspection fees remains at \$15,000 and miscellaneous income is estimated to be \$21,000 both of which equal the average amount over the last 5 years. Revenue from contracted services has been increased to \$140,000 to account for East Bay Municipal Utility District's (EBMUD) San Pablo Tunnel Dewatering Discharge Permit fees which will continue for another year. Connection fee revenue is projected to be \$150,000 in anticipation of proposed development at several locations:

- Eden Senior Housing Project at the former Tradeway furniture store (near El Cerrito City Hall) – 63 units plus commercial
- El Dorado Townhomes at the Audiss RV Park on El Dorado Ave. – 27 units
- Hotel Project at 11615/11645 San Pablo Ave. – 117 units
- McNevin Project at 10135 San Pablo Ave. – 74 units plus commercial
- Mayfair Block Project (near Del Norte BART station) – 225 units plus commercial
- Affordable Housing Project at the former lumberyard on Central Ave. – 155 units

### **Operating Expenses**

The proposed operating budget for FY 2016-17 of \$2,425,190 represents an increase of about 5.8% versus last year's budget of \$2,292,510. The most notable adjustment is due to a recent salary and benefits comparison survey which indicated several District positions had salary ranges considerably lower than the average and median of comparable agencies by as much as 32%. This difference, including the APRIL CPI-W adjustment of 2.6%, was corrected in each position's salary range and

subsequent increases to salaries were made based on merit. The survey also revealed areas where changes to the benefits would make the District more in line with the comparable agencies including adding employer paid long term disability insurance at a cost of about \$6000 per year. Therefore, salary (\$1,065,310) and benefits (\$561,920) have both been increased 6.1% over last fiscal year and combined continues to be 67% of the operating budget.

**Salary and Benefits as Percentage of Operating Budget**

<b>Fiscal Year</b>	<b>Operating Budget (\$)</b>	<b>Salary (\$)</b>	<b>%</b>	<b>Benefits (\$)</b>	<b>%</b>	<b>Salary &amp; Benefits (\$)</b>	<b>%</b>
<b>2016-17</b>	2,425,190	1,065,310	44%	561,920	23%	1,627,230	67%
<b>2015-16</b>	2,286,512	1,002,990	44%	524,880	23%	1,527,870	67%
<b>2014-15</b>	2,543,260	1,000,320	39%	504,900	20%	1,505,220	59%
<b>2013-14</b>	2,395,531	981,249	41%	484,499	20%	1,465,748	61%
<b>2012-13</b>	2,285,059	949,687	42%	428,082	19%	1,377,770	60%
<b>2011-12</b>	2,079,625	880,980	42%	416,085	20%	1,297,065	62%
<b>2010-11</b>	2,205,461	892,010	40%	399,651	18%	1,291,661	59%
<b>2009-10</b>	2,256,900	915,560	41%	410,827	18%	1,326,387	59%
<b>2008-09</b>	2,098,893	860,500	41%	388,370	19%	1,248,870	60%
<b>2007-08</b>	2,096,069	851,000	41%	348,760	17%	1,199,760	57%

The retiree health “contribution” to fully fund the annual required contribution (ARC) as determined by the latest Actuarial Analysis of Retiree Health Benefits as of July 1, 2015 is \$18,009. Actual payments to retirees are anticipated to be about \$20,500, including administrative fees. At the Board Meeting held on 3/24/16, the Board decided to pay retiree medical payments directly in full without receiving a disbursement of the difference from the California Employers' Retiree Benefit Trust (CERBT) Fund. Therefore, the retiree medical amount budgeted to transfer to/from the CERBT fund is \$0.

Contracted main line repair expenses are included as part of the operating expenses and increased slightly to \$59,000 which is consistent with the projections from the Financial Plan.

Other operating budget items notably different from the previous budget include increased contracted pump station repair expenses to transition from phone service to a telemetry based system for alarm notification, and added election expense (\$30,000) for two Director positions

subject to selection by election in November. The Professional Services - Audit and Special Reports budgeted expense has been decreased by the estimated cost of a Total Compensation Survey (\$10,000) which was completed this current fiscal year using staff instead of an outside consultant.

### **Capital Expenses**

The Standard Sewer Rehabilitation (Pipe-bursting) Project, at a budget amount of \$2,220,000, continues to be the primary means of flexible and efficient main line replacement. This amount has been increased by \$139,000 over last year's budget, based on the projection of the Financial Plan, to adequately fund the aggressive schedule of collection system rehabilitation required by the USEPA Consent Decree. Although construction costs have recently decreased from \$221 to \$163 per foot of pipe, it is in the District's best interest to continue construction work as projected in the Financial Plan to take full advantage of the current favorable marketplace and hedge against any sharp construction cost increases in the future which has proven in the past to be very unpredictable.

The capital budget includes \$25,000 for manhole adjustments based on anticipated paving projects in El Cerrito, Richmond and Kensington and \$16,000 for replacement of the second pump at Canon Pump Station. The capital equipment expense of \$365,000 is to add a sewer video inspection van, replace a 1996 passenger vehicle, and replace 4 flow meters and 2 manhole level monitors which will have passed their useful life.

### **Fund Balances (Ref: Exhibit D)**

Exhibit D presents the reconciliation of fund balances for FY 2016-17, based on the projected balances estimated for June 30, 2016. The table shows the allocation of revenue and expenses to and from the respective reserve funds, produces the year-end balance of each reserve fund, and compares each fund balance to its target reserve balance.

The Target Operating Reserve is equal to 60% of operating and maintenance costs. This level of funding adjusts annually to equal the District's actual costs from May to December, reflecting the lag in the collection of tax revenue. Since the proposed operating budget for FY 2016-17 increased about 6%, so has the Target Operating Reserve from \$1,375,506 to \$1,455,000 for FY 2016-17.

The Target Capital Reserve is equal to a 3-year average of the annual capital cost (i.e. average of the previous, current, and future year capital cost) plus the annual debt service cost. This is to ensure that the District will have adequate funds available on an annual basis to conduct sewer pipeline replacements or in case of an emergency such as an earthquake while providing a built-in mechanism to adjust for inflationary cost increases. The Target Capital Reserve has increased from \$2,276,000 to

\$2,599,000 for FY 2016-17 which reflects the aggressive schedule of collection system rehabilitation required by the USEPA Consent Decree and the planned purchase of a sewer video inspection van.

Based on the budgeted figures as shown, total reserve fund balances are projected to be about \$730,000 more than the updated reserve targets at the end of FY 2016-17. Note that this surplus amount is based on budgeted figures and actual expenditures will not be finalized until after July. But as shown, the information gives a clear indication that the District continues to be in a strong financial position going forward even after holding the sewer service charge rate constant from Fiscal Year 2015-16 to 2016-17.

## **FY 2015-16 BUDGET PERFORMANCE**

The final expenses for fiscal year FY 2014-15 have not been settled, but staff is confident that the total operating expenses should be less than the budgeted amount. The most significant unencumbered balance is the Consent Decree stipulated penalties (\$35,000) which is not expected to be assessed until after the end of the current fiscal year, if at all, and the estimated cost of a Total Compensation Survey (\$10,000) which was completed this year using staff instead of an outside consultant. Costs for Canon Pump Station repairs are notably over the budgeted amount due to unanticipated costs to troubleshoot and ultimately replace a failing pump. No other operating expenses are expected to be of material variance to the budgeted amounts.

Similarly, total capital expenses are expected to be less than the budgeted amount since some capital expenses will not be expended for FY 2014-15. The budget amount for manhole adjustments (\$30,000) was not fully expended due to the lack of paving projects by the City of El Cerrito, City of Richmond and Kensington requiring this level of work. Also, all flow meters (\$25,000) were in good working order and did not need replacement this fiscal year. No other capital expenses are expected to be of material variance to the budgeted amounts.

## **FUTURE COSTS**

The operating expenses included in this budget are similar to what can be expected in the near future. The capital expense to fund collection system rehabilitation will continue to gradually rise over the next ten years to fund the gradual ramp up of work as required by the USEPA Consent Decree and as projected in the Financial Plan. The sewer rodder trucks are nearing the end of their useful lives and have been projected for replacement in 2 years (FY 2018-19).





# EXHIBIT A

## STEGE SANITARY DISTRICT REVENUE SUMMARY

**FISCAL YEAR 2016-2017**

ITEM	Fiscal Year 2015-2016 Budget	Fiscal Year 2016-2017 Budget	% Change
<b>REVENUE</b>			
<b>I. SEWER OPERATION FUND (3418)</b>			
Non Operating Income:			
Interest	\$ 5,000	\$ 5,000	0%
Miscellaneous	\$ 21,000	\$ 21,000	0%
Operating Income:			
Permit & Inspection Fees	\$ 15,000	\$ 15,000	0%
Sewer Service Charges	\$ 2,435,000	\$ 2,435,000	0%
Contracted Services	\$ 40,000	\$ 140,000	250%
Subtotal	<b>\$ 2,516,000</b>	<b>\$ 2,616,000</b>	<b>4%</b>
<b>II. CAPITAL FUND (3423)</b>			
Non-Operating Income:			
Interest	\$ 5,000	\$ 5,000	0%
Operating Income:			
Property Tax	\$ 339,000	\$ 339,000	0%
Capital Service Charges	\$ 2,242,000	\$ 2,242,000	0%
Connection Fees	\$ 100,000	\$ 150,000	50%
Subtotal	<b>\$ 2,686,000</b>	<b>\$ 2,736,000</b>	<b>2%</b>
<b>TOTAL REVENUE</b>	<b>\$ 5,202,000</b>	<b>\$ 5,352,000</b>	<b>3%</b>

# EXHIBIT B

## STEGE SANITARY DISTRICT EXPENSE SUMMARY

**FISCAL YEAR 2016-2017**

ITEM	Fiscal Year 2015-2016 Budget	Fiscal Year 2016-2017 Budget	% Change
<b>EXPENSES</b>			
<b>I. OPERATING EXPENSES:</b>			
Dept 41 - Maintenance/Engineering	\$ 1,582,090	\$ 1,665,410	5%
Dept 41 - Pump Stations	\$ 15,060	\$ 18,660	24%
Dept 41 - Contracted Repairs	\$ 58,000	\$ 59,000	2%
Dept 45 - General & Administration	\$ 637,360	\$ 682,120	7%
<b>SUBTOTAL OPERATING EXPENSES</b>	<b>\$ 2,292,510</b>	<b>\$ 2,425,190</b>	<b>6%</b>
<b>II. CAPITAL EXPENSES:</b>			
Dept 41 - Capital Equipment	\$ 70,000	\$ 365,000	421%
Dept 41 - Debt Repayment (SRF)	\$ 148,200	\$ 148,200	0%
Dept 41 - Sewer Rehabilitation	\$ 2,156,000	\$ 2,311,000	7%
<b>SUBTOTAL CAPITAL EXPENSES</b>	<b>\$ 2,374,200</b>	<b>\$ 2,824,200</b>	<b>19%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 4,666,710</b>	<b>\$ 5,249,390</b>	<b>12%</b>

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

**FISCAL YEAR 2016-2017**

ITEM	Fiscal Year 2015-2016 Budget	Fiscal Year 2016-2017 Budget	% Change
REVENUE	\$ 5,202,000	\$ 5,352,000	3%
EXPENSES	\$ (4,666,710)	\$ (5,249,390)	12%
<b>SUBTOTAL</b>	<b>\$ 535,290</b>	<b>\$ 102,610</b>	
<b>TRANSFER TO/(FROM) RESERVES</b>	<b>\$ 535,290</b>	<b>\$ 102,610</b>	

# EXHIBIT C

## STEGE SANITARY DISTRICT BUDGET - COMPOSITE

FISCAL YEAR 2016-2017

ITEM	FISCAL YEAR 2016-2017 BUDGET	OPERATIONS	GENERAL & ADMIN.
<b>OPERATING EXPENSES:</b>			
010 Salaries & Wages	\$ 1,065,310	\$ 876,710	\$ 188,600
020 Employee Benefits	\$ 561,920	\$ 452,250	\$ 109,670
030 Directors' Expenses	\$ 36,500	\$ -	\$ 36,500
040 Election Expense	\$ 30,000	\$ -	\$ 30,000
060 Gasoline, Oil, Fuel	\$ 22,000	\$ 22,000	\$ -
070 Insurance	\$ 102,500	\$ 15,000	\$ 87,500
080 Memberships	\$ 18,100	\$ 3,000	\$ 15,100
090 Office Expense	\$ 8,100	\$ -	\$ 8,100
100 Operating Supplies	\$ 40,000	\$ 40,000	\$ -
110 Contractual Services	\$ 96,000	\$ 96,000	\$ -
120 Professional Services	\$ 105,100	\$ 37,000	\$ 68,100
130 Printing & Publications	\$ 29,000	\$ -	\$ 29,000
140 Rents & Leases	\$ 1,800	\$ 1,000	\$ 800
150 Repairs & Maintenance	\$ 91,300	\$ 86,700	\$ 4,600
160 Revenue Collection Expenses	\$ 14,000	\$ -	\$ 14,000
170 Travel & Meetings	\$ 15,350	\$ 13,000	\$ 2,350
190 Utilities	\$ 31,700	\$ 4,500	\$ 27,200
200 Other Expenses	\$ 60,600	\$ -	\$ 60,600
203 First Aid Supplies	\$ 500	\$ 500	\$ -
204 Safety Equipment and Gloves	\$ 4,500	\$ 4,500	\$ -
205 Uniforms and Boots	\$ 12,000	\$ 12,000	\$ -
206 Safety Incentive Program	\$ 1,250	\$ 1,250	\$ -
207 Contracted Repairs	\$ 59,000	\$ 59,000	\$ -
410 Pump Stations	\$ 18,660	\$ 18,660	\$ -
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 2,425,190</b>	<b>\$ 1,743,070</b>	<b>\$ 682,120</b>
<b>CAPITAL EXPENSES:</b>			
650 DEBT REPAYMENT	\$ 148,200	\$ 148,200	\$ -
300 CAPITAL EQUIPMENT	\$ 365,000	\$ 365,000	\$ -
400 CONSTRUCTION	\$ 2,311,000	\$ 2,311,000	\$ -
<b>TOTAL CAPITAL EXPENSES</b>	<b>\$ 2,824,200</b>	<b>\$ 2,824,200</b>	<b>\$ -</b>
TRANSFER TO CAPITAL FUND	\$ -	\$ -	\$ -
<b>TOTAL BUDGET</b>	<b>\$ 5,249,390</b>	<b>\$ 4,567,270</b>	<b>\$ 682,120</b>

# DETAIL SHEET

## STEGE SANITARY DISTRICT ACCOUNT NO. 41 - OPERATIONS

**FISCAL YEAR 2016-2017**

ITEM	Fiscal Year 2015-2016 Budget	Fiscal Year 2016-2017 Budget	% Change
<b>010 SALARIES AND WAGES</b>			
011 Engineering Salaries	\$ 376,000	\$ 411,500	9%
011.6 Cell Phone (3)	2,160	2,160	0%
012 Collection System Salaries	380,000	391,400	3%
012.6 Cell Phone (5)	3,600	3,600	0%
013 Overtime - Service Calls	15,400	15,400	0%
014 Overtime - Engineering/Inspection	500	500	0%
015 Standby	40,150	40,150	0%
017 Performance Incentive	12,000	12,000	0%
<b>TOTAL SALARIES AND WAGES</b>	<b>\$ 829,810</b>	<b>\$ 876,710</b>	<b>6%</b>
<b>020 EMPLOYEE BENEFITS</b>			
021 Retirement	\$ 190,510	\$ 202,330	6%
021a Deferred Comp Match (\$240 Max Per Mo.)	23,040	23,040	0%
Cafeteria Plan			
'022 Health Care Admin Fees	480	480	0%
'027 Cash, Dependent Care & Medical	144,000	156,000	8%
023 Life Insurance/Dental/LTD	14,400	18,800	31%
024 Workers' Compensation Insurance	12,830	15,000	17%
025 Unemployment Insurance	4,450	4,500	1%
026 Medicare	17,050	17,400	2%
Retiree Medical & ARC			
'028 Retiree Medical (AnnReq'dContrib ARC)	1,600	-	-100%
'029 Retiree Health Care Premium	13,650	13,700	0%
030 Social Security (On Call Maintenance)	940	1,000	6%
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>\$ 422,950</b>	<b>\$ 452,250</b>	<b>7%</b>
<b>MAINTENANCE</b>			
<b>060 GAS, OIL AND FUEL</b>	\$ 22,000	\$ 22,000	0%
<b>070 CLAIMS</b>	15,000	15,000	0%
<b>080 MEMBERSHIPS</b>	3,000	3,000	0%
<b>100 OPERATING SUPPLIES</b>			
101 Rods and Augers	25,000	25,000	0%
102 Chemicals	1,000	1,000	0%
104 Hose and Nozzles	5,000	5,000	0%
105 Emergency Readiness	500	500	0%
107 Engineering and Inspection Supplies	2,000	2,000	0%
108 Computer/Supplies	6,500	6,500	0%
<b>Forward totals to next page</b>	<b>80,000</b>	<b>80,000</b>	<b>0%</b>

# DETAIL SHEET

## STEGE SANITARY DISTRICT ACCOUNT NO. 41 - OPERATIONS

**FISCAL YEAR 2016-2017**

ITEM	Fiscal Year 2015-2016 Budget	Fiscal Year 2016-2017 Budget	% Change
<b>Totals from previous page</b>	\$ 80,000	\$ 80,000	0%
<b>110 CONTRACTUAL SERVICES</b>			
111 Phone Service (Answering Service)	\$ 1,440	\$ 1,500	4%
112 Manhole Level Monitors	2,500	2,500	0%
115 Sewer Root Foaming	75,000	75,000	0%
116 Radio and Test Equipment Maintenance	500	500	0%
117 Utility Marking Service	600	600	0%
118 DOT Regulatory Compliance	840	900	7%
119 Collection System JPA	15,000	15,000	0%
120 Smoke Testing	-	-	
<b>120 PROFESSIONAL SERVICES</b>			
121 Technical/Legal Support	\$ 15,000	\$ 15,000	0%
122 Safety Consultant	1,000	1,000	0%
123 Flow Monitoring Modeling	15,000	15,000	0%
124 Enforcement	6,000	6,000	0%
<b>140 RENTS AND LEASES</b>	1,000	1,000	0%
<b>150 REPAIRS AND MAINTENANCE</b>			
151 Vehicle Maintenance	\$ 27,500	\$ 30,000	9%
152 Equipment and Shop Maintenance	9,000	9,000	0%
153 Sewer Materials			
a. Pipe and Fittings	4,000	4,000	0%
b. Manholes	1,500	4,500	200%
c. Castings	1,000	1,000	0%
154 Emergency Sewer Replacement	12,500	12,500	0%
155 Engineering Equipment	-	-	
156 Building Maintenance	1,800	1,800	0%
157 Janitorial Services	4,500	4,500	0%
158 Yard Maintenance	2,400	2,400	0%
159 Refuse Service	4,000	4,000	0%
159a Refuse Service-Vactor	3,000	3,000	0%
160 Video Inspection Equipment Repair	10,000	10,000	0%
<b>170 TRAVEL AND MEETINGS</b>			
171 Training and Testing	\$ 3,000	\$ 3,000	0%
173 Travel Reimbursement	6,000	6,000	0%
174 Meetings and Conference	4,000	4,000	0%
<b>Forward totals to next page</b>	\$ 308,080	\$ 313,700	2%

# DETAIL SHEET

## STEGE SANITARY DISTRICT ACCOUNT NO. 41 - OPERATIONS

FISCAL YEAR 2016-2017

ITEM	Fiscal Year 2015-2016 Budget	Fiscal Year 2016-2017 Budget	% Change
<b>Totals from previous page</b>	\$ 308,080	\$ 313,700	2%
<b>193 WATER - HYDRO FLUSHER</b>	\$ 3,000	\$ 4,500	50%
<b>203 FIRST AID SUPPLIES</b>	500	500	0%
<b>204 SAFETY EQUIPMENT AND GLOVES</b>	4,500	4,500	0%
<b>205 UNIFORMS AND BOOTS</b>	12,000	12,000	0%
<b>206 SAFETY INCENTIVE PROGRAM</b>	1,250	1,250	0%
<b>TOTAL MAINTENANCE/ENGINEERING</b>	<b>\$ 329,330</b>	<b>\$ 336,450</b>	<b>2%</b>
<b>41.2 BURLINGAME PUMP STATION</b>			
150 Repairs (Contracted)	\$ 2,000	\$ 3,800	90%
150a Annual Inspection	3,500	3,500	0%
151 Electricity	900	900	0%
152 Telephone	900	900	0%
153 Maintenance and Landscaping	960	960	0%
<b>41.4 CANON PUMP STATION</b>			
150 Repairs (Contracted)	2,500	4,300	72%
150a Annual Inspection	2,500	2,500	0%
151 Electricity	900	900	0%
152 Telephone	900	900	0%
<b>TOTAL PUMP STATIONS</b>	<b>\$ 15,060</b>	<b>\$ 18,660</b>	<b>24%</b>
<b>207 CONTRACTED REPAIRS</b>	58,000	59,000	2%
<b>TOTAL - MAINT/ENG EMPLOYEE SALARIES</b>	<b>\$ 829,810</b>	<b>\$ 876,710</b>	<b>6%</b>
<b>TOTAL - MAINT/ENG EMPLOYEE BENEFITS</b>	<b>422,950</b>	<b>452,250</b>	<b>7%</b>
<b>TOTAL OTHER MAINTENANCE/ENGINEERING</b>	<b>329,330</b>	<b>336,450</b>	<b>2%</b>
<b>TOTAL - PUMP STATIONS</b>	<b>15,060</b>	<b>18,660</b>	<b>24%</b>
<b>TOTAL CONTRACTED REPAIRS</b>	<b>58,000</b>	<b>59,000</b>	<b>2%</b>
<b>TOTAL OPERATIONS</b>	<b>\$ 1,655,150</b>	<b>\$ 1,743,070</b>	<b>5%</b>

# DETAIL SHEET

## STEGE SANITARY DISTRICT

ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL

FISCAL YEAR 2016-2017

ITEM	Fiscal Year 2015-2016 Budget	Fiscal Year 2016-2017 Budget	% Change
<b>010 SALARIES AND WAGES</b>			
011 Administration Salaries	\$ 156,000	\$ 170,700	9%
011.7 Scanning Support Salaries	13,680	14,400	5%
017 Performance Incentive	3,500	3,500	0%
<b>TOTAL - SALARIES &amp; WAGES</b>	<b>\$ 173,180</b>	<b>\$ 188,600</b>	<b>9%</b>
<b>020 EMPLOYEE BENEFITS</b>			
021 Retirement	\$ 39,310	\$ 43,020	9%
021a Deferred Comp Match (\$240 Max Per Mo.) Cafeteria Plan	5,760	5,760	0%
'022 Health Care Admin Fees	360	360	0%
'027 Cash, Dependent Care & Medical	36,000	39,000	8%
023 Life Insurance/Dental/LTD	3,000	4,350	45%
024 Workers' Compensation Insurance	3,200	3,200	0%
025 Unemployment Insurance	440	450	2%
026 Medicare	3,870	4,330	12%
Retiree Medical			
'028 Retiree Medical (AnnReq'dContrib(ARC))	800	-	-100%
'029 Retiree Health Care Premiums	6,850	6,800	-1%
029a Social Security	2,340	2,400	3%
<b>TOTAL - EMPLOYEE BENEFITS</b>	<b>\$ 101,930</b>	<b>\$ 109,670</b>	<b>8%</b>
<b>GENERAL EXPENSES</b>			
<b>030 DIRECTORS' EXPENSES</b>			
031 Board Meeting Compensation	\$ 20,500	\$ 20,500	0%
032 Travel Reimbursement	10,000	10,000	0%
033 Meetings & Conference	5,000	5,000	0%
034 Training	1,000	1,000	0%
<b>TOTAL - DIRECTORS' EXPENSES</b>	<b>\$ 36,500</b>	<b>\$ 36,500</b>	<b>0%</b>
<b>040 ELECTION EXPENSES</b>	\$ -	\$ 30,000	100%
<b>070 INSURANCE</b>			
071 Liability and Property Insurance	\$ 110,000	\$ 110,000	0%
072 Dividends (CREDIT)	(22,500)	(22,500)	0%
<b>080 MEMBERSHIPS</b>			
081 Memberships	\$ 15,000	\$ 15,000	0%
082 Memberships - Board	100	100	0%
<b>Forward totals to next page</b>	<b>139,100</b>	<b>169,100</b>	<b>22%</b>



# DETAIL SHEET

**STEGE SANITARY DISTRICT**

**ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL**

**FISCAL YEAR 2016-2017**

ITEM	Fiscal Year 2015-2016 Budget	Fiscal Year 2016-2017 Budget	% Change
<b>Totals from previous page</b>	\$ 139,100	\$ 169,100	22%
<b>090 OFFICE EXPENSES</b>			
091 Stationery, Postage, Supplies	\$ 4,000	\$ 4,000	0%
092 Subscriptions	3,000	3,000	0%
096 Bank Charges	700	700	0%
<b>120 PROFESSIONAL SERVICES</b>			
121 Legal Services	\$ 33,000	\$ 33,000	0%
123 Audit and Special Reports	25,000	15,000	-40%
124 Resources Consultant	5,000	5,000	0%
125 Administrative Support	4,000	4,000	0%
126 Labor Relations/HR Training	100	100	0%
127 Litigation Expenses	5,000	5,000	0%
129 ADP Payroll Expenses	6,000	6,000	0%
<b>130 PRINTING AND PUBLICATIONS</b>			
131 Meetings and Hearings Notices	\$ 7,500	\$ 7,500	0%
132 Newsletters	20,000	20,000	0%
133 Publications (Ordinances & Notices)	1,000	1,000	0%
134 Job Advertising	500	500	0%
<b>140 RENTS AND LEASES</b>			
	\$ 800	\$ 800	0%
<b>150 BUILDING REPAIRS AND MAINTENANCE</b>			
151 Administration Offices	\$ 1,000	\$ 1,000	0%
155 Office Equipment	3,000	3,600	20%
<b>Forward totals to next page</b>	259,100	279,700	8%

# DETAIL SHEET

## STEGE SANITARY DISTRICT

ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL

FISCAL YEAR 2016-2017

ITEM	Fiscal Year 2015-2016 Budget	Fiscal Year 2016-2017 Budget	% Change
<b>Totals from previous page</b>	\$ 259,100	\$ 279,700	8%
<b>160 REVENUE COLLECTION EXPENSES</b>			
162 CCC Assessment Collection Fees	14,000	14,000	0%
<b>170 TRAVEL AND MEETINGS</b>			
173 Travel Reimbursement	\$ 700	\$ 700	0%
174 Meetings and Conferences	1,650	1,650	0%
<b>190 UTILITIES</b>			0%
191 Gas and Electricity	\$ 10,000	\$ 10,000	0%
192 Telephone & Computer Internet	11,000	11,000	0%
193 Water	4,200	4,200	0%
194 Security System	2,000	2,000	0%
<b>200 OTHER EXPENSES</b>			
201 Miscellaneous	\$ 5,000	\$ 5,000	0%
202 Property Taxes	100	100	0%
203 LAFCO Net Cost Apportionment	1,500	2,500	67%
204 Public Outreach	18,000	18,000	0%
205 Penalties & Fines	35,000	35,000	0%
<b>TOTAL - GENERAL EXPENSES</b>	<b>\$ 362,250</b>	<b>\$ 383,850</b>	6%
<b>TOTAL - ADMIN. EMPLOYEE SALARIES</b>	<b>\$ 173,180</b>	<b>\$ 188,600</b>	9%
<b>TOTAL - ADMIN. EMPLOYEE BENEFITS</b>	<b>\$ 101,930</b>	<b>\$ 109,670</b>	8%
<b>TOTAL - ADMINISTRATION &amp; GENERAL</b>	<b>\$ 637,360</b>	<b>\$ 682,120</b>	7%
<b>TOTAL OPERATIONS &amp; ADMIN. (3418)</b>	<b>\$ 2,292,510</b>	<b>\$ 2,425,190</b>	6%

# DETAIL SHEET

**STEGE SANITARY DISTRICT**

**ACCOUNT NO. 41 - CAPITAL EQUIPMENT EXPENSES**

**FISCAL YEAR 2016-2017**

ITEM	Fiscal Year 2015-2016 Budget	Fiscal Year 2016-2017 Budget	% Change
<b>CAPITAL EQUIPMENT EXPENSES</b>			
<b>300 CAPITAL OPERATIONS (3421)</b>			
315 Flow Meters	\$ 25,000	\$ 25,000	0.0%
319 Manhole Level Monitors	15,000	10,000	-33.3%
324 Vehicle Replacement	30,000	330,000	1000.0%
<b>Sub-Total Capital Operations</b>	<b>\$ 70,000</b>	<b>\$ 365,000</b>	<b>421%</b>
<b>TOTAL - CAPITAL EQUIPMENT EXPENSES (3421)</b>	<b>\$ 70,000</b>	<b>\$ 365,000</b>	<b>421%</b>

# DETAIL SHEET

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

**FISCAL YEAR 2016-2017**

ITEM	Fiscal Year 2015-2016 Budget	Fiscal Year 2016-2017 Budget	% Change
<b>411 MANHOLES</b>			
Manhole Adjustments	\$ 25,000	\$ 25,000	0%
<b>428 RENEWAL &amp; REPLACEMENT</b>			
a. Interceptor Cleaning	\$ 50,000	\$ 50,000	0%
b. Pump Station Rehab	-	16,000	100%
<b>SUB TOTAL (428)</b>	<b>\$ 50,000</b>	<b>\$ 66,000</b>	<b>32%</b>
<b>434 STANDARD SEWER REHABILITATION (3423)</b>			
a. Construction Costs	\$ 2,081,000	\$ 2,220,000	7%
<b>SUB-TOTAL (434)</b>	<b>\$ 2,081,000</b>	<b>\$ 2,220,000</b>	<b>7%</b>
<b>TOTAL CONSTRUCTION COSTS (400s)</b>	<b>\$ 2,156,000</b>	<b>\$ 2,311,000</b>	<b>7%</b>
<b>650 DEBT REPAYMENT (SRF LOANS)</b>			
a. Repayment Project 99201	104,300	104,300	0%
b. Repayment Project 02203	43,900	43,900	0%
<b>TOTAL DEBT REPAYMENT (650)</b>	<b>\$ 148,200</b>	<b>\$ 148,200</b>	<b>0%</b>
<b>TOTAL CAPITAL EXPENSES (400-650)</b>	<b>\$ 2,304,200</b>	<b>\$ 2,824,200</b>	<b>23%</b>

# EXHIBIT D

## STEGE SANITARY DISTRICT FISCAL YEAR 2016-2017 RECONCILIATION OF FUND BALANCES

	FISCAL YEAR 2016-2017 BUDGET	3418 OPERATIONS FUND	3423 CAPITAL FUND
<b>Total Fund Balances As of 6/30/2016 (Est.)</b>	<b>\$ 4,681,100</b>	<b>\$ 2,808,060</b>	<b>\$ 1,873,040</b>
<b>OPERATING FUND</b>			
<b>REVENUE</b>			
Contracted Services	\$ 140,000	\$ 140,000	
Interest Income	\$ 5,000	\$ 5,000	
Permit, Inspection Fees	\$ 15,000	\$ 15,000	
Sewer Service Charges	\$ 2,435,000	\$ 2,435,000	
Miscellaneous	\$ 21,000	\$ 21,000	
Subtotal	\$ 2,616,000	\$ 2,616,000	
<b>EXPENSES</b>			
General & Administration	\$ (682,120)	\$ (682,120)	
Operating/Pump Stations	\$ (1,743,070)	\$ (1,743,070)	
Subtotal	\$ (2,425,190)	\$ (2,425,190)	
<b>Net Gain (Loss)*</b>	<b>\$ 190,810</b>	<b>\$ 190,810</b>	
<b>CAPITAL FUND</b>			
<b>REVENUE</b>			
Property Tax Collection	\$ 339,000		\$ 339,000
Capital Service Charges	\$ 2,242,000		\$ 2,242,000
SRF Loan	\$ -		\$ -
Interest Income	\$ 5,000		\$ 5,000
Connection Fees	\$ 150,000		\$ 150,000
Subtotal	\$ 2,736,000		\$ 2,736,000
<b>EXPENSES</b>			
Capital Equipment	\$ (365,000)		\$ (365,000)
Construction	\$ (2,311,000)		\$ (2,311,000)
Debt Repayment (SRF Loan)	\$ (148,200)		\$ (148,200)
Subtotal	\$ (2,824,200)		\$ (2,824,200)
<b>Net Gain (Loss)*</b>	<b>\$ (88,200)</b>		<b>\$ (88,200)</b>
<b>Fund Balances</b>			
<b>Before transfers</b>	\$ 4,783,710	\$ 2,998,870	\$ 1,784,840
<b>Transfers between Reserves</b>		\$ (1,543,870)	\$ 1,543,870
*Used from Reserves			
<b>Fund Balances As of 6/30/2017 (est.)</b>	<b>\$ 4,783,710</b>	<b>\$ 1,455,000</b>	<b>\$ 3,328,710</b>
<b>TARGET RESERVE</b>	<b>\$ 4,054,000</b>	<b>\$ 1,455,000</b>	<b>\$ 2,599,000</b>

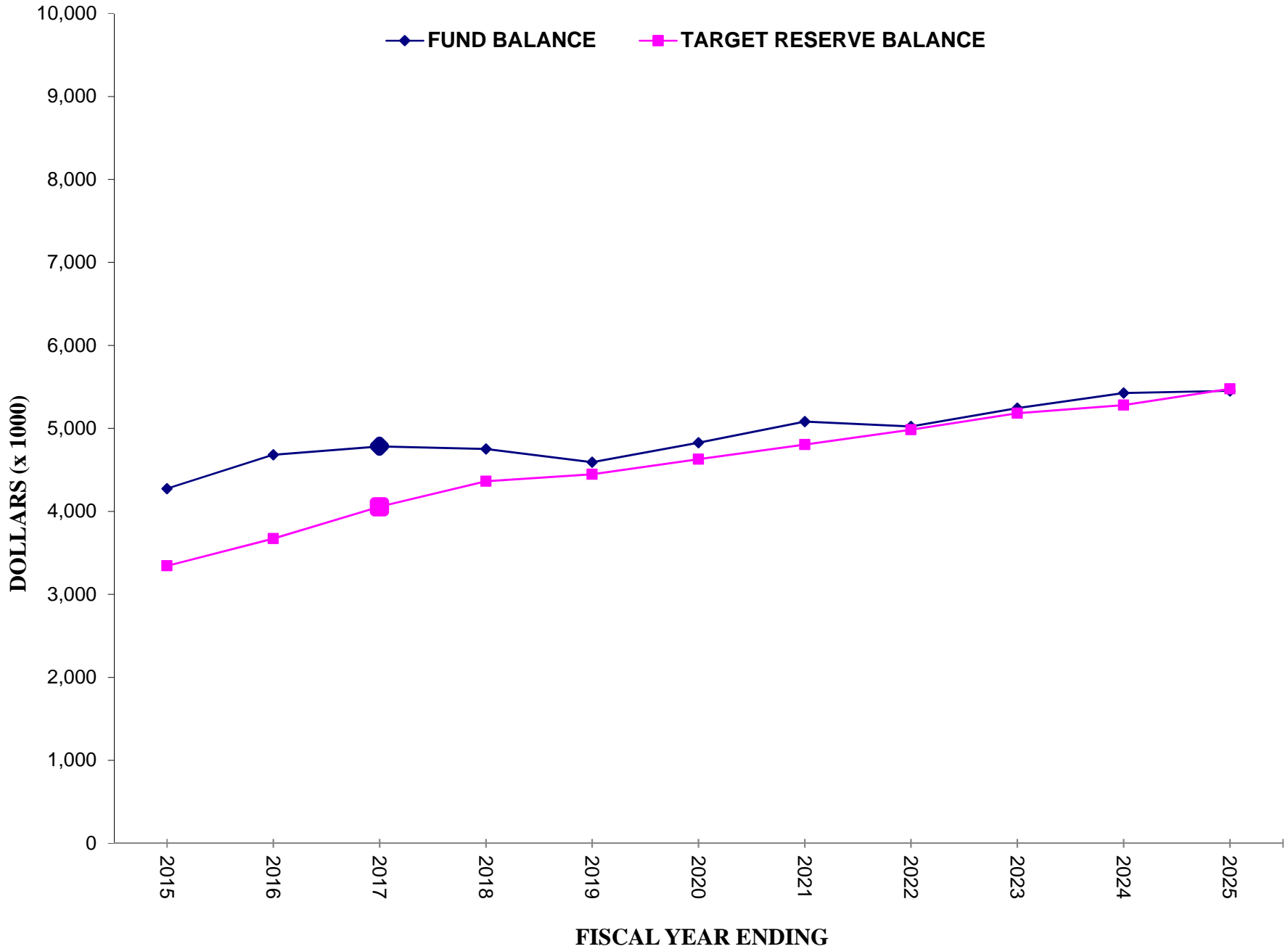
(60% of annual O&M)      (3Yr Avg. of Capital Costs)

**STEGE SANITARY DISTRICT - 10 YEAR FINANCIAL MODEL  
THROUGH YEAR 2025  
(\$ THOUSAND)  
FY 2016-17 BUDGET**

FISCAL YEAR ENDING	(1) ANNUAL DEBT SERVICE	(2) DISTRICT O&M COSTS	(3) SYSTEM REHAB.	(4) CAPITAL EQUIP COSTS	(5) OTHER CAP COSTS	(6) TOTAL COSTS (1) thru (5)	(7) MONTH USER CHARGE	(8) TOTAL REVENUE	(9) CASH FLOW (8)-(6)	(10) FUND INTEREST	(11) FUND BALANCE	(12) TARGET RESERVE BALANCE	(13) FUND RATIO (11)/(6)
<b>2015</b>	148	2110	1720	28	66	4072	18.33	5168	1096	8	4274	3344	0.78
<b>2016</b>	148	2193	2081	42	10	4474	20.17	4880	407	6	4681	3672	0.96
<b>2017</b>	148	2425	2220	365	91	5249	20.17	5352	103	10	4783	4054	0.89
<b>2018</b>	148	2430	2365	50	130	5123	20.17	5092	-31	10	4752	4363	0.93
<b>2019</b>	148	2480	2523	285	240	5676	22.00	5517	-159	10	4593	4447	0.84
<b>2020</b>	148	2528	2689	50	100	5515	23.00	5749	234	10	4827	4628	0.83
<b>2021</b>	148	2578	2867	60	75	5728	24.00	5983	255	10	5081	4806	0.84
<b>2022</b>	148	2632	3057	360	75	6272	25.00	6215	-57	10	5024	4985	0.81
<b>2023</b>	44	2683	3259	50	75	6111	25.50	6331	220	10	5244	5182	0.82
<b>2024</b>	44	2735	3473	20	110	6382	26.50	6564	182	10	5426	5282	0.82
<b>2025</b>	44	2811	3594	80	130	6658	27.00	6684	26	10	5452	5476	0.81

# Fiscal Year 2016-17

## Fund Balance vs. Target Reserve Balance





## STEGE SANITARY DISTRICT

---

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

*District Counsel:*  
Ben Reyes

*Board of Directors:*  
Paul Gilbert-Snyder  
Jay James  
Dwight Merrill  
Alan C. Miller  
Beatrice R. O'Keefe

# Memorandum

**To:** Board of Directors

**From:** Rex Delizo, District Manager

**Date:** June 23, 2016

**Re:** Incentive Award Contribution (IAC) Achievements for FY 2015-2016

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### BACKGROUND

For FY 2015-2016, the Board adopted 6 cost saving incentives as goals for employees as follows:

1. Maintain a safe working environment thereby reducing the Workers Compensation Insurance premiums paid by the District.
2. Reduce the amount of overtime compensation in the performance of maintenance activities of the District.
3. Reduce the number of service calls related to main line problems.
4. Reduce liability insurance expenses and claims costs by experiencing lower than average claims expenses through excellent collection system maintenance. Reduce the cost of liability insurance as measured by actual costs compared to what costs would be if the District were an "average" member of its liability pool.
5. Reduce the cost of equipment, vehicle and building repairs by performing repairs in-house, whenever safe to do so. The savings will be measured by comparing quotes to complete the repair work vs. the costs of staff time and materials.
6. The Board of Directors may consider additional cost savings goals eligible for an IAC as other cost saving measures are identified, including innovations in the way work is accomplished. Such innovations will be evaluated and recommended to the Board by the District Manager.



## **DISCUSSION**

Following is a tabulation of how the employees fared in achieving the goals established for FY 2015-2016 and the respective savings to be added to the Incentive Award Contribution (IAC).

1. Reduction of the Workers' Compensation Insurance Premiums Paid by the District

The District continues to have a historically safe workplace and has gone over 15 years without a worker's compensation insurance claim. As a result, the District's experience modification (ex mod) rate continues to be low (0.79). Unfortunately, there was no savings of insurance premiums due to the overall program pool experiencing adverse loss development in past program years (retro adjustment).

2. Reduction in the Overtime Salary Expense

The average overtime labor charges between 2005 and 2010 was \$8,806, or 2.24% of total maintenance salary. For FY 2015-2016, overtime labor charges are \$11,411, or 3.51% of total maintenance salary. Since the current fiscal year amount is more than the rolling 5 year average, there was no savings in Overtime Expenses added to the IAC.

3. Reduction of Service Calls

The average number of service calls related to main line problems for the baseline time period between 2005 and 2010 is 1.7 per month at a cost of \$4,896 per year. The actual average number of service calls related to main line problems this FY 2015-2016 is 1.4 per month at a cost of \$4,032 per year. The calculated cost savings to the District is \$864 per year. Sixty percent of the savings is added to the IAC (\$518).

4. Reduction of Liability Insurance Expense to the District

There were no savings to the District since retrospective returns were less than what the typical CSRMA agency received for program years that had retrospective returns in 2015.

5. Reduction of Repair Costs

Performing repairs in-house by staff not only saves the District money, but also reduces equipment and vehicle down time, helps maintain production, and encourages better knowledge of the equipment, vehicles and building. Repair work was conducted in FY 2015-2016 for a total cost savings of \$6,054. Sixty percent of the savings is added to the IAC (\$3,632).

6. Reduction of Other Costs

Additional cost saving measures recommended by the Manager to be added to this year’s IAC include staff completing 3 Standard Operating Procedures (SOP) and a Salary/Benefits Comparison Survey instead of hiring an outside consultant. The total cost savings is \$9,886. Sixty percent of the savings is added to the IAC (\$5,932).

**SUMMARY OF INCENTIVE AWARD GOALS AND AWARD ASSESSMENT  
FISCAL YEAR 2015-2016**

<b>Incentive Award Goal</b>	<b>Total Savings (\$)</b>	<b>To District (\$)</b>	<b>To IAC (\$)</b>
1. Reduce Workers Compensation Insurance Premium	\$ -	\$ -	\$ -
2. Reduce Overtime Charges	\$ -	\$ -	\$ -
3. Reduce Service Calls	\$ 864	\$ 346	\$ 518
4. Reduce Liability Expenses	\$ -	\$ -	\$ -
5. Reduce Repair Costs	\$ 6,054	\$ 2,422	\$ 3,632
6. Reduce Other Costs	\$ 9,886	\$ 3,954	\$ 5,932
<b>TOTALS</b>	<b>\$ 16,804</b>	<b>\$ 6,722</b>	<b>\$ 10,082</b>

**RECOMMENDATION**

Approve an IAC of \$10,082 to be shared among the eligible employees of the District and to be distributed on or about June 30, 2016.



## STEGE SANITARY DISTRICT

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

*District Counsel:*  
Ben Reyes

*Board of Directors:*  
Paul Gilbert-Snyder  
Jay James  
Dwight Merrill  
Alan C. Miller  
Beatrice R. O'Keefe

# Memorandum

**To:** Board of Directors

**From:** Rex Delizo, District Manager

**Date:** June 23, 2016

**Re:** Incentive Award Contribution (IAC) Goals and Objectives for FY 2016-2017

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### DISCUSSION

Based on the adopted District employee compensation policy, each year the Board will consider adoption of certain cost savings goals and objectives for the Incentive Award Contribution (IAC). The recommended goals and objectives are as follows:

1. Maintain a safe working environment and reduce Workers Compensation Insurance premiums paid by the District.
2. Reduce overtime compensation incurred by the District in the performance of maintenance activities of the District.
3. Reduce the number of service calls related to main line problems in the collection system.
4. Reduce liability insurance expenses and claims costs through excellent maintenance.
5. Reduce the cost of equipment, vehicle and building repairs by performing repairs in-house, whenever safe to do so.
6. The Board of Directors may consider additional cost savings goals eligible for an Incentive Compensation Award as other cost saving measures are identified, including innovations in the way work is accomplished. Such innovations will be evaluated and recommended to the Board by the District Manager.

Item number 2, overtime reduction, historically used a baseline of \$15,077/year based on the average of overtime incurred for 1990-95. For the FY 2005-06, the period of 1995-00 was used as a baseline because the Board determined that the original intent at the initiation of the program was that the baseline should be a moving average. The comparison period has rolled forward one year ever since. It is recommended that the period of 2006-11 be used as the baseline for the FY 2016-17 savings.

Overtime as a percentage of total salary should be used to determine the overtime savings instead of using the absolute overtime dollars of the baseline period. The percentage of overtime to total maintenance salary for the entire baseline period, multiplied by the overtime incurred, will provide the “baseline overtime amount” to determine the cost savings. It is recommended that this method be used again to calculate the overtime savings for this fiscal year as it was done for previous fiscal years.

Item number 3, cost savings from a low number of service calls related to main line problems, has been in accordance with the baseline of five (5) per month, established in September 2001. The baseline prior to September 2001 was eight (8) per month. As of FY 2014-15, the baseline is now on the same basis as the overtime reduction above and uses a moving average for the time period of 2006-11. By this standard, the new baseline for the FY 2016-17 savings would be 1.3 per month.

Item number 5, the practice of performing equipment, vehicle and building repairs in-house as a cost savings measure has been eligible since FY 2011-12. Performing repairs in-house by staff not only saves the District money, but also reduces equipment and vehicle down time, helps maintain production, and encourages better knowledge of the equipment, vehicles and building. Staff will obtain quotes for any repair work proposed to be included in the ICP and will compare the costs of staff time and materials to complete the repair in-house. Up to 60% of the savings may be contributed to the IAC.

Below are the historical amounts that have been saved through the IAC:

<u>Fiscal Year</u>	<u>Total Savings</u>	<u>IAC</u>
2015-16	\$16,804	\$10,082
2014-15	\$26,777	\$16,066
2013-14	\$25,581	\$15,510
2012-13	\$21,461	\$12,877
2011-12	\$21,716	\$13,030
2010-11	\$26,756	\$8,248

## **RECOMMENDATION**

Adopt the following IAC goals and objectives for FY 2016-2017:

1. Maintain a safe working environment and reduce the Workers' Compensation Insurance costs paid by the District. This shall be measured through savings or discounts achieved from a low experience modification rate (ex mod) assigned by the State Compensation Insurance Fund and performance returns (dividends). Up to 60% of the insurance cost savings may be contributed to the IAC.
2. Up to 60% of the overtime labor cost savings, determined as the difference in overtime cost from the average annual overtime incurred from 2006-2011, may be contributed to the IAC. Overtime cost will be determined as a percentage of overtime to total salary.
3. Reduce the number of service calls related to main line problems in the collection system. The savings shall be in accordance with the baseline of the average service calls related to main line problems that occurred from 2006-11. Up to 60% of the District cost savings during the year may be contributed to the IAC.
4. Reduce the cost of liability insurance as measured by actual costs compared to what costs would be if the District were an "average" member of its liability pool. Up to 60% of the savings may be contributed to the IAC.
5. Reduce the cost of equipment, vehicle and building repairs by performing repairs in-house, whenever safe to do so. The savings will be measured by comparing quotes to complete the repair work vs. the costs of staff time and materials. Up to 60% of the savings may be contributed to the IAC.
6. Any other cost saving measures identified, evaluated, recommended by the District Manager and approved by the Board, including innovations in the way work is accomplished. Up to 60% of the savings may be contributed to the IAC.

# **STEGE SANITARY DISTRICT**

## **Reserve Fund Policy**

**July 2015**

The approved policy of the Board is for the Reserve Fund to consist of an Operating Reserve and a Capital Reserve.

The Operating Reserve shall be equal to 60% of operating and maintenance costs. This level of funding adjusts annually to equal the District's actual costs from May to December, reflecting the lag in the collection of sewer service charges from the County tax roll.

The Capital Reserve shall be a 3-year average of the annual capital cost (i.e. average of the previous, current, and future year capital cost) plus the annual debt service cost. The goal is to ensure that the District will have adequate funds available on an annual basis to conduct sewer pipeline replacements or in case of an emergency such as an earthquake.

STEGE SANITARY DISTRICT

Operating Statement

06/20/2016

May 2016

92.33% of Fiscal year Completed

	July 15- May 16	Annual Budget	% of Annual Budget
<b>Income</b>			
<b>31 - OPERATING REVENUE</b>			
31010 - Sewer Service Charges	2,129,497	2,435,000	87%
31020 - Permit & Insp. Fees	11,863	15,000	79%
31030 - Connection Fees	21,012	100,000	21%
31080 - Contracted Services	161,277	40,000	403%
xxxxx - Capital Service Charges	2,129,497	2,242,000	95%
<b>Total 31 - OPERATING REVENUE</b>	<b>4,453,146</b>	<b>4,832,000</b>	<b>92%</b>
<b>32 - NON-OPERATING REVENUE</b>			
32050 - Interest - 3418	2,252	5,000	45%
32052 - Interest - 3423	3,500	5,000	70%
32080 - Property Taxes	385,274	339,000	114%
32085 - Insurance Dividend	958	-	0%
32090 - Miscellaneous	36,497	21,000	174%
<b>Total 32 - NON-OPERATING REVENUE</b>	<b>428,482</b>	<b>370,000</b>	<b>116%</b>
Transfer (to)/from Reserves	-	(535,290)	0%
<b>Total Income</b>	<b>4,881,627</b>	<b>4,666,710</b>	<b>105%</b>
<b>Expense</b>			
<b>OPERATING EXPENSES</b>			
<b>Administration/General</b>			
45-010 - Salaries & Wages	153,919	169,680	91%
45-020 - Employee Benefits	95,899	94,280	102%
45-029 - Retiree Health	6,223	7,650	81%
45-030 - Directors Expenses	22,993	36,500	63%
45-070 - Insurance	108,927	87,500	124%
Administration - Other	128,163	241,750	53%
<b>Total Administration</b>	<b>516,124</b>	<b>637,360</b>	<b>81%</b>
<b>Maintenance/Engineering</b>			
41-010 - Salaries & Wages	732,111	829,810	88%
41-020 - Employee Benefits	386,812	407,700	95%
41-029 - Retiree Health	12,445	15,250	82%
41-100 - Operating Supplies	28,172	40,000	70%
41-110 - Contractual Services	84,263	95,800	88%
41-207 - Contracted Repairs	39,381	58,000	68%
Maintenance- Other	119,242	193,530	62%
<b>Total Maintenance/Engineering</b>	<b>1,402,426</b>	<b>1,640,090</b>	<b>86%</b>
Pump Stations	24,952	15,060	166%
<b>Total OPERATING EXPENSES</b>	<b>1,943,502</b>	<b>2,292,510</b>	<b>85%</b>
<b>CAPITAL</b>			
41-650 - Debt Repayment (SRF Loans)	148,220	148,200	100%
Construction Projects	1,843,365	2,156,000	85%
Outlay(Maintenance/Engineering)	41,760	70,000	60%
<b>Total CAPITAL</b>	<b>2,033,345</b>	<b>2,374,200</b>	<b>86%</b>
<b>Total Expense</b>	<b>3,976,847</b>	<b>4,666,710</b>	<b>85%</b>
<b>Net</b>	<b>904,780</b>	<b>0</b>	

**STEGE SANITARY DISTRICT**  
**Investment, Cash & Receivables Report**  
 As of May 31, 2016

1:05 PM  
 06/20/2016

	May 31, 2016	April 30, 2016	\$ Change	Deposits	Checks	Transfers
<b>ASSETS</b>						
Current Assets						
Checking/Savings						
LAIF Investment Accts						
11012 · Sewer Operations- 3418	4,504,276	4,554,276	-50,000	0	0	-50,000
11014 · System Rehab- 3423	800,500	800,500	0	0	0	0
Total LAIF Investment Accts	5,304,776	5,354,776	-50,000	0	0	-50,000
Checking Accts						
100 · Mechanics Bank	32,655	44,274	-11,619	132,677	-194,296	50,000
100 · County Cash Acct #3418	111,543	111,503	40 *	0 *	0	0
Total Checking Accts	144,198	155,777	-11,579	132,677	-194,296	50,000
11021 · Petty Cash	250	250	0	0	0	0
Total Checking/Savings	5,449,225	5,510,803	-61,579	132,677	-194,296	0
301 · Ca Employer's Retiree Benefit Trust	173,276	173,276	0	0	0	0
Total CA Employer's Retiree Benefit Trust	173,276	173,276	0	0	0	0
Accounts Receivable						
11072 · Accounts Receivable	1,667	132,705	-131,038			
Total Accounts Receivable	1,667	132,705	-131,038			

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

6-20-16

Date



<b>10:32 AM</b>	<b>STEGE SANITARY DISTRICT</b>			
<b>06/20/2016</b>	<b>Check Report</b>			
<b>Accrual Basis</b>	<b>June 23, 2016</b>			
	<b>Name</b>	<b>Memo</b>	<b>Amount</b>	<b>Num</b>
<b>Jun 23, 16</b>				
	East Bay Municipal Utility District	Annual Consumption Report	-237.60	24398
	EBMUD 12374900001	Office/Shop	-113.61	24399
	EBMUD 57132800001	Office/Shop	-423.66	24400
	Felipe Toledo.	Refund Permit 26168	-25.00	24401
	Pastime Hardware	Maintenance Supplies	-56.04	24402
	S.P. Automotive	Maintenance Supplies	-98.95	24403
	Speed-Ox, Inc.	CO2 Refill	-78.29	24404
	Staples Credit Plan	Office supplies	-7.47	24405
<b>Jun 23, 16</b>			<b>-1,040.62</b>	

# STEGE SANITARY DISTRICT

## JUNE 2016

JUNE 2016	JULY 2016	AUGUST 2016	SEPTEMBER 2016	OCTOBER 2016	NOVEMBER 2016
6/8 Safety and Recognition Awards Luncheon	7/4 HOLIDAY 4 <sup>th</sup> of July Fair Booth	CASA Conference August 10-12, 2016 Monterey, CA	9/5 HOLIDAY	CSDA Annual Conf. October 10-13, 2016 San Diego, CA	11/24-25 HOLIDAY
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.	10/13/2016 – 7:00 P.M.	11/10/2016 – 7:00 P.M.
<b>Board of Directors Meeting</b>	<b>Board of Directors Meeting</b>	<b>Board of Directors Meeting</b>	<b>Board of Directors Meeting</b>	<b>Board of Directors Meeting</b>	<b>Board of Directors Meeting</b>
<ul style="list-style-type: none"> <li>○ Draft Budget</li> <li>◆ Review Directors Meeting Compensation</li> <li>○ July 4<sup>th</sup> Fair Discussion</li> <li>◆ Approve Project Plans and Specs (+CEQA)</li> <li>◆ Approve Salary Ranges for District Positions</li> <li>◆ Long Range Planning Draft Action Plan</li> </ul>	<ul style="list-style-type: none"> <li>○ July 4<sup>th</sup> Fair Debrief</li> <li>○ District Investment Policy</li> <li>○ CASA Conference</li> <li>◆ Resolution Est. Salary of District Manager</li> <li>◆ Form 470</li> </ul>	<ul style="list-style-type: none"> <li>○ CASA Conference – Attendee Reports</li> <li>○ CSDA Conference</li> <li>○ Select Actuarial for Analysis of Retiree Health Benefits (odd years)</li> <li>○ Quarterly (FY End) Financial Statements</li> <li>○ <i>San Pablo Ave. Future Capacity Update</i></li> </ul>	<ul style="list-style-type: none"> <li>○ CSDA Conference</li> </ul>	<ul style="list-style-type: none"> <li>○ CSDA Conference – Attendee Reports</li> </ul>	<ul style="list-style-type: none"> <li>○ Proposed Meeting Calendar</li> <li>○ Board Officer Succession Plan</li> <li>○ CASA Conference</li> <li>○ <i>San Pablo Ave. Future Capacity Update</i></li> </ul>
06/23/2016 – 7:00 P.M.	07/28/2016 – 7:00 P.M.		09/22/2016 – 7:00 P.M.	10/27/2016 – 7:00 P.M.	
<b>Board of Directors Meeting</b>	<b>Board of Directors Meeting</b>		<b>Board of Directors Meeting</b>	<b>Board of Directors Meeting</b>	
<ul style="list-style-type: none"> <li>○ CLOSED SESSION – Manager Perf. Eval.</li> <li>◆ Approve and Adopt Final Budget</li> <li>◆ Ordinance – Directors’ Meeting Compensation</li> <li>◆ Review and Approve Incentive Award</li> <li>◆ Adopt Employee Incentive Award Goals &amp; Objectives</li> <li>○ District Reserve Policy</li> <li>○ July 4<sup>th</sup> Fair Discussion</li> <li>○ Consent Decree Min. Req. Quarterly Report</li> </ul>	<ul style="list-style-type: none"> <li>○ CLOSED SESSION – Quarterly Claims Rpt</li> <li>○ CASA Conference</li> <li>○ Reimb. Report per Gov. Code 53065.5</li> <li>○ Quarterly Financial Statements</li> <li>◆ Establish and Collect Sewer Service Charges</li> <li>◆ Notice of Completion/ Award of Contract</li> </ul>		<ul style="list-style-type: none"> <li>◆ Flexible Benefits Plan Contribution Rate Review</li> <li>◆ Deferred Compensation Matching Contribution Rate Review</li> <li>○ CSDA Conference</li> <li>○ Consent Decree Min. Req. Quarterly Report</li> </ul>	<ul style="list-style-type: none"> <li>○ CLOSED SESSION – Quarterly Claims Rpt</li> <li>○ Quarterly Financial Statements</li> </ul>	

○ INFORMATIONAL ITEMS

◆ ACTION ITEMS

*CHANGES IN ITALICS*

# STEGE SANITARY DISTRICT

## JUNE 2016

DECEMBER 2016	JANUARY 2017	FEBRUARY 2017	MARCH 2017	APRIL 2017	MAY 2017
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		CASA Public Policy Forum Sacramento, CA	5/29 HOLIDAY
12/8/2016 – <b>2:00 P.M.</b>	01/12/2017 – 7:00 P.M.	02/9/2017 – 7:00 P.M.	03/9/2017 – 7:00 P.M.	04/13/2017 – 7:00 P.M.	05/13/2017 – <b>9:00 A.M.</b>
<b>Board of Directors Meeting</b>  <u>2PM Meeting Time</u> ◆ Nomination & Election of Officers ◆ Fiscal Year Financial Audit ◆ Connection Charge Calculation Report ○ CASA Conference ○ Meeting Calendar ○ Consent Decree Min. Req. Quarterly Report	<b>Board of Directors Meeting</b>  ◆ Board Governance Review ◆ Connection Charge Ord. ○ Service Rate Discussion ○ District of Distinction (even years) ○ CASA Conference ○ Director’s Contact Info ○ Board Training Summary	<b>Board of Directors Meeting</b>  ◆ Board Governance Approval ○ Actuarial Analysis of Retiree Health Benefits Report (even years) ○ Service Rate Discussion ○ CASA Conference ○ Board Training Summary ○ <i>San Pablo Ave. Future Capacity Update</i>	<b>Board of Directors Meeting</b>  ○ Long Range Planning Discussion of Topics ○ CASA Conf. – Director’s Reports ○ Service Rate Discussion ○ Board Training Summary ○ Form 700 ○ Auditor – RFP (2018)	<b>Board of Directors Meeting</b>  ○ CASA Conf. – Director’s Reports ○ Service Rate Discussion/Approval (& 30-day Notice) ○ Long Range Planning Discussion of Topics ○ Board Training Summary	<b>Board of Directors Meeting</b>  <u>9AM Meeting Time</u> ○ Long Range Planning Workshop
	01/26/2017 – 7:00 P.M.	02/23/2017 – 7:00 P.M.	03/23/2017 – 7:00 P.M.	04/27/2017 – 7:00 P.M.	05/25/2017 – 7:00 P.M.
	<b>Board of Directors Meeting</b>  ◆ 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	<b>Board of Directors Meeting</b>  ◆ Auditor – RFP (2018) ○ Long Range Planning Discussion of Topics ○ California Employer’s Retiree Benefit Trust (CERBT) Contributions ○ Form 700 ○ Consent Decree Min. Req. Quarterly Report	<b>Board of Directors Meeting</b>  ◆ Auditor – RFP (2018) ○ Long Range Planning Discussion of Topics ○ California Employer’s Retiree Benefit Trust (CERBT) Contributions ○ Form 700 ○ Consent Decree Min. Req. Quarterly Report	<b>Board of Directors Meeting</b>  ○ CLOSED SESSION – Quarterly Claims Rpt ○ Quarterly Financial Statements ○ Long Range Planning Discussion of Topics ○ Draft Budget ◆ Employee Benefits Req. ○ Service Rate Discussion/Approval (& 30-day Notice) ○ July 4 <sup>th</sup> Fair Discussion	<b>Board of Directors Meeting</b>  ○ PUBLIC HEARING – FY 2016-17 Rates ◆ Ordinance – Rate Amendment ○ CLOSED SESSION – District Counsel Performance Evaluation ○ Draft Budget ○ July 4 <sup>th</sup> Fair Discussion ○ Service Rate Discussion/Approval (& 30-day Notice) ○ Board Training Summary

○ INFORMATIONAL ITEMS

◆ ACTION ITEMS

*CHANGES IN ITALICS*