

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF JANUARY 26, 2017
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

***** **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. 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

Liability Claims

Gov. Code § 54956.95

Claimant: Lovell

Agency Claimed Against: Stege Sanitary District

Conference with Legal Counsel - Existing Litigation

Gov. Code § 54956.9 (d)(1)

Name of Case: Dorje

Liability Claims

Gov. Code § 54956.95

Claimant: Dorje

Agency Claimed Against: Stege Sanitary District

Public Employment Performance Evaluation

Gov. Code § 54957

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF JANUARY 26, 2017
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

Title: District Manager

IV. Approval of Minutes

- Motion: A. Approval of January 12, 2017 Board Meeting Minutes
(The Board will be asked to review and approve the minutes of the January 12, 2017 Board Meeting)

Info: **V. Communications**

- A. Oral Communications
1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings
 - a. City & Community Meetings
 2. California Association of Sanitation Agencies (CASA) January 18-20, 2017 Winter Conference, Palm Springs, CA
- B. Written Communications
1. Contra Costa County Elections - NetFile Filing System

Info: **VI. Reports of Staff and Officers**

- A. Attorney's Report
B. Manager's Report
1. Monthly Maintenance Summary Report – December 2016
 2. Monthly Report of Sewer Replacements and Repairs

VII. Business

- Ordinance/
Motion A. Ordinance No. 2074-0117 Amending the Conflict of Interest Code of the Stege Sanitary District
(The Board will consider the Ordinance)

VIII. Financial Statements – December 2016

- A. Monthly Investment, Cash, Receivables Report, December 2016
B. Monthly Operating Statement, December 2016
C. Local Agency Investment Fund (LAIF) Quarterly Statement
D. California Employers' Retiree Benefit Trust (CERBT) Quarterly Statement

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
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(The Board will review the December 2016 reports and statements)

VIII. Approval of Checks

Info/Motion:

A. Checks for January 26, 2017 - Fund No. 3418 & 3423

(The Board will be asked to approve the January 2017 checks)

Info:

XI. Future Agenda Items

February 16, 2017

Board Governance Approval

Service Rate Discussion

Form 700

CASA Conference

Board Training Summary

March 9, 2017

Long Range Planning Discussion of Topics

CASA Conference – Director’s Report

Service Rate Discussion

Auditors – RFP

X. Adjournment

(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on February 16, 2017 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, CA.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF JANUARY 12, 2017
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

*****MINUTES*****

Per the election at the Board Meeting held on December 8, 2016, President Beatrice O'Keefe and Vice President Dwight Merrill formally commenced their terms as officers as of January 1, 2017.

I. Call To Order: President Beatrice O'Keefe called the meeting to order at 7:04 P.M.

II. Roll Call: Present: Gilbert-Snyder, James, Merrill, Miller, O'Keefe
Absent: None
Others Present: Rex Delizo, District Manager
Paul Fadelli, El Cerrito City Councilmember

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: El Cerrito City Councilmember, Paul Fadelli, introduced himself to the Board and remained in attendance to observe the majority of the meeting.

IV. Approval of Minutes

A. Approval of December 8, 2016 Board Meeting Minutes

MOTION: By Miller, seconded by Gilbert-Snyder, to approve the minutes of the December 8, 2016 Board Meeting, as corrected

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

V. Communications

A. Oral Communications

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF JANUARY 12, 2017

TIME OF MEETING: 7:00 P.M.

DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

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

- a. City & Community Meetings

Miller gave a report on his attendance at the El Cerrito City Council Meeting held on December 20, 2016 and a Meyers Nave webinar on Proposition 64.

- B. Written Communications

1. California Water Environment Association (CWEA) Collection System Specialty Workshop 2017

The Board reviewed the information on the upcoming workshop.

VI. Reports of Staff and Officers

- A. Manager's Report:

1. Director's Contact Info

The Manager reported and confirmed the Board's contact information.

2. Board of Director's Training

The Manager reported on the training deadlines with the Board.

3. California Association of Sanitation Agencies (CASA)

The Manager reported on the upcoming conferences.

VII. Business

- A. Ordinance 2073-0117 Amending Chapter 7 of the Stege Sanitary District Ordinance Code – Connection Charge

The Board reviewed and approved the Ordinance increasing the connection charge to the calculated rate of \$2,154 per connection.

MOTION: By James, seconded by Merrill, to approve Ordinance 2073-0117 Amending Chapter 7 of the Stege Sanitary District Ordinance Code – Connection Charge

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

NOES: None

ABSTAIN: None

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
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ABSENT: None

B. Board Governance Policy Manual-Review

The Board reviewed and suggested several changes to the Board Governance Policy Manual. Staff will bring back the proposed changes for approval at a future Board Meeting.

VIII. Approval of Checks

A. Checks for January 12, 2017 - Fund No. 3418 & 3423

MOTION: By James, seconded by Gilbert-Snyder, to pay the bills, Check Nos. 24718 through 24754 in the amount of \$142,526.24

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

X. Future Agenda Items

January 26, 2017

CLOSED SESSION – Quarterly Claims Report

CLOSED SESSION – Manager Performance Evaluation

Quarterly Financial Statements

CASA Conference – Director's Reports

Service Rate Discussion

February 9, 2017

Board Governance Approval

Service Rate Discussion

Form 700

CASA Conference

XI. Adjournment

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF JANUARY 12, 2017

TIME OF MEETING: 7:00 P.M.

DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

The meeting was adjourned at 8:44 P.M. The next meeting of the District Board of Directors will be held on Thursday, January 26, 2017 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary

From: [Olga Hernandez](#)
Sent: Tuesday, January 17, 2017 11:32 AM
Subject: FYI -- NetFile Filing System

Good morning and Happy New Year to all!

We are very excited to introduce our new online campaign finance filing system with NetFile! All candidates, committees and officeholders will now be required to electronically file their campaign finance statements online. Our office will send notices [reminder letters, late filing letters, etc.] directly to the filer/treasurer via email.

If your board members have not already received a “Welcome/Notification Letter” with account set up information, they may contact our office to get their account started with NetFile. New filers will need to have the following information available when calling in, committee name, address, email, committee ID, if available, and treasurer information.

If you or your board members have any questions, please contact our office at 925/335-7800 [ask for Candidate Services] or NetFile at filerhelp@netfile.com.

Thank you,
Olga Hernandez

Olga Hernandez

Candidate Services | Contra Costa County Elections
555 Escobar Street, Martinez, CA 94553
925/335-7804 | 925/335-7842 **FAX**
www.cocovote.us

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MONTHLY SERVICE CALLS

December-2016

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
12/1/2016 Thursday 12:55 PM	212310 212309	10317 SAN PABLO AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER.
12/2/2016 Friday 12:20 PM	161806 161804	1506 ELM ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	A, SD				THE WATER WE FOUND WAS FROM A STORM DRAIN NOT SEWER.
12/2/2016 Friday 12:26 PM	161505 161504	1834 KEY BLVD. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER.
12/3/2016 Saturday 7:15 AM	101447 101446	5930 TEHAMA AVE. RICHMOND, CA 94804	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER.
12/3/2016 Saturday 9:05 AM	161806 161804	1517 ELM ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	MC				WE PUT RAPO ON MANHOLE TO STOP THE NOISE.
12/5/2016 Monday 2:49 PM	283612 283611	8616 EDGEHILL CT. 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.
12/7/2016 Wednesday 3:30 PM	234020 234019	652 COVENTRY RD. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				CUSTOMER COMPLAINED OF NOISE COMING FROM TOILET. WE WERE HYDROING OUR LINE WHICH CAUSED THE NOISE.
12/8/2016 Thursday 8:38 AM	221307 221306	7525 FAIRMOUNT AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER.
12/9/2016 Friday 4:25 PM	273106 273105	75 NORWOOD AVE. KENSINGTON, CA 94707 <i>Last Call: 1/27/2016</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.
12/10/2016 Saturday 1:24 PM	273206 273205	152 YORK AVE. KENSINGTON, CA 94707 <i>Last Call: 2/5/2013</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	SD				CUSTOMER HAD WATER COMING FROM STORM DRAIN. I INFORMED HER IT WASNT FROM THE SEWER. I ADVISED HER TO CALL THE COUNTY.
12/13/2016 Tuesday 10:27 AM	281409 281407	917 BALRA DR. EL CERRITO, CA 94530 <i>Last Call: 7/21/2005</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.
12/16/2016 Friday 11:51 AM	233005 233004	40 STRATFORD RD. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				WE TV'D THE MAINLINE AND FOUND IT TO BE CLEAR.
12/20/2016 Tuesday 3:23 PM	213102 213101	3251 SANTA CLARA AVE. RICHMOND, CA 94804	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER.
12/22/2016 Thursday 9:21 AM	172107 172106	6802 GLEN MAWR AVE. 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.
12/22/2016 Thursday 6:35 PM	101220 101219	5734 SUTTER AVE. RICHMOND, CA 94804 <i>Last Call: 1/3/2006</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER.
12/26/2016 Monday 5:45 AM	1021PM 102117	0 BURLINGAME AVE. RICHMOND, CA 94804 <i>Last Call: 1/2/2012</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				POWER FAILURE AT PUMP STATION.
12/28/2016 Wednesday 11:30 AM	172604 172603	1740 JULIAN CT. 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.

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

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

SPILL

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

SPILL

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

SPILL END

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

MAINLINE: 0

LATERAL: 11

OTHER: 6

TOTAL SERVICE CALLS: 17

MAINLINE OVERFLOW: 0

MAINLINE SURCHARGE: 0

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

1. ROUTINE PREVENTIVE MAINTENANCE ACTIVITES

	Days	Feet
There were 21 normal working days		
Unit #5 (hydro) operated:	0	
Unit #10 (rodder) operated:	1	200
Unit #11 (rodder) operated:	0	
Unit #15 (video) operated:	9	10,866
Unit #16 (combo) operated:	12	55,927

	Month (feet)		Quarter (feet)		
	Planned	Unplanned	Planned	Unplanned	Remaining
Total Cleaned	45,827	10,300	147,661	50,130	255
Total Video	1,041	9,825	29,883	25,196	157

2. MONTHLY SERVICE CALLS

After-hour service calls: 6 calls 6 out

STEGE SANITARY DISTRICT - SERVICE CALLS, OVERFLOWS AND BACKUPS

YEAR	MO	SERVICE CALLS		LATERAL PROBLEMS		STRUCTURAL MAINLINE FAILURES		MAINLINE OVERFLOWS INTO HOMES	
		CURRENT MONTH	12 MONTH AVERAGE	CURRENT MONTH	12 MONTH AVERAGE	CURRENT MONTH	TOTAL LAST 12-MOS	CURRENT MONTH	TOTAL LAST 12-MOS
2016	Dec	17	15.8	11	8.6	0	5	0	2
CATEGORY 1 SSOs		OVERFLOWS CAUSED BY MAINLINE				OVERFLOWS RELATED TO WET WEATHER			
CURRENT MONTH	TOTAL LAST 12-MONTHS	CURRENT MONTH	TOTAL LAST 12-MONTHS	CURRENT MONTH	TOTAL LAST 12-MONTHS	CURRENT MONTH	TOTAL LAST 12-MONTHS	CURRENT MONTH	TOTAL LAST 12-MONTHS
0	2	0	8	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
December 2016

I SEWER REPLACEMENT - FY 2016-17			
A.	BUDGET ALLOCATION		\$2,220,000
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$648,593
C.	SEWER REPLACEMENTS PAID THIS MONTH		
1.			
SUBTOTAL FOR THIS MONTH			\$0
D.	TOTAL BUDGET EXPENDED (NO RETENTION)	27.76%	\$616,164
E.	TOTAL RETENTION HELD	5.00%	\$32,430
F.	BUDGET REMAINING	70.78%	\$1,571,407
G.	PERCENTAGE OF FISCAL YEAR REMAINING	50.00%	
H.	TOTAL REPLACEMENT FOOTAGE PAID TO DATE	3,615 (\$ 179.42 /LF)	
II SEWER REPAIRS - FY 2016-17			
A.	BUDGET ALLOCATION		\$59,000
B.	PRIOR BUDGET EXPENDED		\$6,712
C.	SEWER REPAIRS PAID THIS MONTH		
1.			
SUBTOTAL FOR THIS MONTH			\$0
D.	TOTAL BUDGET EXPENDED	11.38%	\$6,712
E.	BUDGET REMAINING	88.62%	\$52,288
F.	PERCENTAGE OF FISCAL YEAR REMAINING	50.00%	
G.	TOTAL NUMBER OF REPAIRS PAID TO DATE	2 (\$ 3,356.00 /REPAIR)	

Agenda Item No. VII.A
Board of Directors Meeting
Meeting Date: 1/26/17
Stege Sanitary District

**ORDINANCE NO. 2074-0117 AMENDING THE
CONFLICT OF INTEREST CODE OF THE STEGE SANITARY DISTRICT**

ISSUE:

The Board requested minor changes for clarity to the Conflict of Interest Code of the Stege Sanitary District.

FISCAL IMPACT:

The expense of approving this ordinance is minimal.

BACKGROUND:

The Board reviewed the Board Governance Policy Manual and suggested minor changes for clarity to the Conflict of Interest Code. This ordinance formalizes the minor changes.

RECOMMENDATION:

Approve Ordinance 2074-0117.

ATTACHMENTS:

Ordinance 2074-0117

ORDINANCE NO. 2074-0117

ORDINANCE NO. 2074-0117 AMENDING THE
CONFLICT OF INTEREST CODE OF THE STEGE SANITARY DISTRICT

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

- A. The Conflict of Interest Code of the Stege Sanitary District should be reviewed periodically and revised by the Board of Directors when deemed necessary.
- B. A review indicates there is a need to amend the Conflict of Interest Code of the Stege Sanitary District.

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

- 1. The Conflict of Interest Code of the Stege Sanitary District is hereby amended in its entirety pursuant to this Ordinance.
- 2. A revised Conflict of Interest Code in the form annexed to this Ordinance, and which is incorporated by reference, is enacted.

* * * * *

COUNTY OF CONTRA COSTA)
STATE OF CALIFORNIA)

I HEREBY CERTIFY that the foregoing Ordinance No. 2074-0117 was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 26th day of January 2017 by a X-X vote as follows:

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

XXXX

BEATRICE O'KEEFE, President
Stege Sanitary District
Contra Costa County, California

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District

CONFLICT OF INTEREST CODE

The Political Reform Act ([Cal. Gov. Code Sec. 81000](#), et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission (FPPC) has adopted a regulation (2 Cal. Code of Regs. Sec. 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, it may be amended by the FPPC to conform to amendments in the Political Reform Act. Therefore, the terms of [2 Cal. Code of Regs. Sec. 18730](#) and any amendments to it duly adopted by the FPPC are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the Conflict of Interest Code of the Stege Sanitary District.

Designated employees shall file their statements of economic interest with [Stege Sanitary District who will forward to](#) Contra Costa County. Stege Sanitary District will retain statements for all designated employees and will make the statements available for public inspection and reproduction (Cal. Gov. Code Sec. 81008).

APPENDIX TO STEGE SANITARY DISTRICT
CONFLICT OF INTEREST CODE
DESIGNATED OFFICIALS AND EMPLOYEES

<u>Designated Positions</u>	<u>Disclosure Category</u>
Secretary of the Board	All
Legal Counsel	All
Consultants ^{1,2}	All

It has been determined that the positions listed below manage public investments and will file a Statement of Economic Interest pursuant to [Cal. Gov. Code Sec. 87200](#):

Members of the Board of Directors
District Manager

Persons who hold more than one position need only file one Statement of Economic Interest.

¹ With respect to Consultants, the District Manager ~~of the District~~ may determine, in writing, whether a particular consultant is hired to perform a range of duties which are limited in scope and thus are not required to comply with the disclosure requirements described in these categories. Such determination shall include a description of the consultant's duties, and, based upon that description, a statement of the extent of disclosure requirements. The District Manager shall forward a copy of this determination to the Board of Supervisors of the Contra Costa County. Nothing herein excuses any such consultant from any other provisions of this Conflict of Interest Code.

² If these Designated Employees are business firms, the Statement shall be filed by the individual or individuals in the firm who participate in the making of governmental decisions in conducting the firm's business with the District.

Disclosure Categories

Category 1. A designated employee assigned to Category 1 is required to disclose investments which may foreseeably be materially affected by any decision made or participated in by the designated employee.

Category 2. A designated employee assigned to Category 2 is required to disclose interests in real property which may be materially affected by any decision made or participated in by the designated employee.

Category 3. A designated employee assigned to Category 3 is required to disclose income which may be materially affected by any decision made or participated in by the designated employee.

Category 4. A designated employee assigned to Category 4 is required to disclose any business entity in which the designated employee is a director, officer, partner, trustee, or holds any position of management which may be materially affected by any decision made or participated in by the designated employee.

STEGE SANITARY DISTRICT

Operating Statement

01/23/2017

December 2016

50.41% of Fiscal year Completed

	<u>July 2016 - December 2016</u>	<u>Annual Budget</u>	<u>% of Annual Budget</u>
Income			
31 - OPERATING REVENUE			
31010 - Sewer Service Charges	1,295,662	2,435,000	53%
31020 - Permit & Insp. Fees	4,280	15,000	29%
31030 - Connection Fees	35,757	150,000	24%
31080 - Contracted Services	125,212	140,000	89%
31010a - Capital Service Charges	1,295,662	2,242,000	58%
Total 31 - OPERATING REVENUE	2,756,573	4,982,000	55%
32 - NON-OPERATING REVENUE			
32050 - Interest - 3418	6,238	5,000	125%
32052 - Interest - 3423	1,311	5,000	26%
32080 - Property Taxes	227,077	339,000	67%
32085 - Insurance Dividend	-	-	0%
32090 - Miscellaneous	214	21,000	1%
Total 32 - NON-OPERATING REVENUE	234,840	370,000	63%
Transfer (to)/from Reserves	-	(102,610)	0%
Total Income	2,991,413	5,249,390	57%
Expense			
OPERATING EXPENSES			
Administration/General			
45-010 - Salaries & Wages	92,790	188,600	49%
45-020 - Employee Benefits	52,379	102,870	51%
45-029 - Retiree Health	3,396	6,800	50%
45-030 - Directors Expenses	18,183	36,500	50%
45-070 - Insurance	111,270	87,500	127%
Administration - Other	77,958	259,850	30%
Total Administration	355,976	682,120	52%
Maintenance/Engineering			
41-010 - Salaries & Wages	437,673	876,710	50%
41-020 - Employee Benefits	211,165	438,550	48%
41-029 - Retiree Health	6,792	13,700	50%
41-100 - Operating Supplies	3,101	40,000	8%
41-110 - Contractual Services	92,404	96,000	96%
41-207 - Contracted Repairs	58,071	59,000	98%
Maintenance- Other	54,458	200,450	27%
Total Maintenance/Engineering	863,664	1,724,410	50%
Pump Stations	16,215	18,660	87%
Total OPERATING EXPENSES	1,235,856	2,425,190	51%
CAPITAL			
41-650 - Debt Repayment (SRF Loans)	43,939	148,200	30%
Construction Projects	665,473	2,311,000	29%
Outlay(Maintenance/Engineering)	(1,316)	365,000	0%
Total CAPITAL	708,096	2,824,200	25%
Total Expense	1,943,952	5,249,390	37%
Net	1,047,461	0	

STEGE SANITARY DISTRICT
Investment, Cash & Receivables Report

As of December 31, 2016

1:05 PM
 01/23/2017

	December 31, 2016	November 30, 2016	\$ Change	Deposits	Checks	Transfers
ASSETS						
Current Assets						
Checking/Savings						
LAIF Investment Accts						
11012 · Sewer Operations- 3418	4,074,973	2,103,566	1,971,407	0	0	2,101,407
11014 · System Rehab- 3423	2,220,000	1,571,407	648,593	0	0	648,593
Total LAIF Investment Accts	6,294,973	3,674,973	2,620,000	0	0	2,750,000
Checking Accts						
100 · Mechanics Bank	64,179	20,600	43,579	2,865,806	-72,227	-2,750,000
100 · County Cash Acct #3418	-134,195	-9,838	-124,357 *	0	0	0
Total Checking Accts	-70,016	10,763	-80,779	2,865,806	-72,227	-2,750,000
11021 · Petty Cash	250	250	0	0	0	0
Total Checking/Savings	6,225,207	3,685,985	2,539,221	2,865,806	-72,227	0
301 · Ca Employer's Retiree Benefit Trust	182,273	183,982	-1,710	0	0	0
Total CA Employer's Retiree Benefit Trust	182,273	183,982	-1,710	0	0	0
Accounts Receivable						
11072 · Accounts Receivable	82	44,986	-44,904			
Total Accounts Receivable	82	44,986	-44,904			

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

1-23-17

Date



BETTY T. YEE

California State Controller

**LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE**

Agency Name	STEGE SANITARY DISTRICT
Account Number	70-07-002

As of 01/13/2017, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 12/31/2016.

Earnings Ratio		.00001851848158529
Interest Rate		0.68%
Dollar Day Total	\$	384,589,349.65
Quarter End Principal Balance	\$	6,294,972.64
Quarterly Interest Earned	\$	7,122.01



Market Value Summary:

	QTD Current Period	Fiscal Year to Date
Beginning Balance	\$183,982.27	\$177,621.10
Contribution	0.00	0.00
Distribution	0.00	0.00
Transfer In	0.00	0.00
Transfer Out	0.00	0.00
Investment Earnings	(1,670.89)	4,729.33
Admin Expense	(22.25)	(44.82)
Investment Expense	(16.42)	(32.90)
Other	0.00	0.00
Ending Balance	\$182,272.71	\$182,272.71
YTD Accrual	0.00	0.00
Grand Total	\$182,272.71	\$182,272.71

Unit Value Summary:

	QTD Current Period	Fiscal Year to Date
Beginning Units	13,343.167	13,343.167
Unit Purchases from Contributions	0.000	0.000
Unit Sales for Withdrawals	0.000	0.000
Unit Transfer In	0.000	0.000
Unit Transfer Out	0.000	0.000
Ending Units	13,343.167	13,343.167
Period Beginning Unit Value	13.788508	13.311770
Period Ending Unit Value	13.660390	13.660390

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

Statement of Transaction Detail for the Quarter Ending 12/31/2016

Stege Sanitary District

Entity #: SKB0-2595946637

No Transactions for the Period



Client Contact:
CERBT4U@CalPERS.ca.gov

10:44 AM	STEGE SANITARY DISTRICT			
01/23/2017	Check Report			
Accrual Basis	January 26, 2017			
	Name	Memo	Amount	Num
Jan 26, 17				
	Aramark Uniform Services	Uniform Service	-219.74	24755
	Aries	Camera Repair	-784.36	24756
	Clark Pest Control	Pest Control	-129.00	24757
	Meyers Nave	Legal Services	-5,572.28	24758
	Pastime Hardware	Maintenance Supplies	-58.64	24759
	Speed-Ox, Inc.	CO2 Yearly Rental	-197.10	24760
	State Water Resource Control Board	St. Revolving Fund Loan Proj. 99201	-104,281.05	24761
	The Office City	Pens & Coffee	-70.80	24762
	U.S. Bank	Travel, Holiday Party and Misc.	-2,606.11	24763
	WECO Industries, Inc.	Dye Tablets and Warthog Repair	-789.40	24764
	Kato Plumbing.	Repairs & Permits Fees	-17,378.00	24765
Jan 26, 17			-132,086.48	

STEGE SANITARY DISTRICT JANUARY 2017

JANUARY 2017	FEBRUARY 2017	MARCH 2017	APRIL 2017	MAY 2017	JUNE 2017
1/2 & 1/16 HOLIDAY CASA Conference January 18-20, 2017 Palm Springs, CA	2/20 HOLIDAY CASA Conference Feb 27-Mar 1, 2017 Washington, DC		CASA Public Policy Forum April 19, 2017 Sacramento, CA	5/29 HOLIDAY	6/14 Safety and Recognition Awards Luncheon
1/12/2017 – 7:00 P.M.	2/16/2017 – 7:00 P.M.	3/9/2017 – 7:00 P.M.	4/13/2017 – 7:00 P.M.	5/13/2017 – 9:00 A.M	6/8/2017 – 7:00 P.M.
Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting
<ul style="list-style-type: none"> ◆ Board Governance Review ◆ Connection Charge Ord. ○ Service Rate Discussion ○ District of Distinction (even years) ○ CASA Conference ○ Director’s Contact Info ○ Board Training Summary 	<ul style="list-style-type: none"> ◆ Board Governance Approval ○ Actuarial Analysis of Retiree Health Benefits Report (even years) ○ Service Rate Discussion ○ CASA Conference ○ Board Training Summary ○ San Pablo Ave. Future Capacity Update 	<ul style="list-style-type: none"> ○ Long Range Planning Discussion of Topics ○ CASA Conf. – Attendee Reports ○ CASA Conference ○ Service Rate Discussion ○ Board Training Summary ○ Form 700 ○ Auditor – RFP (2018) 	<ul style="list-style-type: none"> ○ Service Rate Discussion/Approval (& 30-day Notice) ○ Long Range Planning Discussion of Topics ○ Board Training Summary ○ CASA Conference 	<p><i>9AM Meeting Time</i></p> <ul style="list-style-type: none"> ○ Long Range Planning Workshop 	<ul style="list-style-type: none"> ○ Draft Budget ◆ Review Director Meeting Compensation ○ July 4th Fair Discussion ◆ Approve Project Plans and Specs (+CEQA) ◆ Approve Salary Ranges for District Positions ◆ Long Range Planning Draft Action Plan
1/26/2017 – 7:00 P.M.		3/23/2017 – 7:00 P.M.	4/27/2017 – 7:00 P.M.	5/25/2017 – 7:00 P.M.	6/22/2017 – 7:00 P.M.
Board of Directors Meeting		Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting
<ul style="list-style-type: none"> ○ CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval. ◆ Resolution for Disposal of Surplus Property ○ Quarterly Financial Statements ○ CASA Conf. – Attendee Reports ○ Service Rate Discussion 		<ul style="list-style-type: none"> ◆ Auditor – RFP (2018) ○ Long Range Planning Discussion of Topics ○ California Employer’s Retiree Benefit Trust (CERBT) Contributions ○ Form 700 ○ Consent Decree Min. Req. Quarterly Report ○ CASA Conference 	<ul style="list-style-type: none"> ○ 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 4th Fair Discussion ○ CASA Conf. – Attendee Reports 	<ul style="list-style-type: none"> ○ CLOSED SESSION – District Counsel Performance Evaluation ○ Draft Budget ○ July 4th Fair Discussion ○ Service Rate Discussion/Approval (& 30-day Notice) ○ Board Training Summary 	<ul style="list-style-type: none"> ○ CLOSED SESSION – Manager Perf. Eval. ◆ Approve and Adopt Final Budget ◆ Ordinance – Director Meeting Compensation ◆ Review and Approve Incentive Award ◆ Adopt Incentive Award Goals & Objectives ○ District Reserve Policy ○ July 4th Fair Discussion ○ Consent Decree Min. Req. Quarterly Report

○ INFORMATIONAL ITEMS

◆ ACTION ITEMS

CHANGES IN ITALICS

STEGE SANITARY DISTRICT JANUARY 2017

JULY 2017	AUGUST 2017	SEPTEMBER 2017	OCTOBER 2017	NOVEMBER 2017	DECEMBER 2017
7/4 HOLIDAY 4 th of July Fair Booth	CASA Conference August 22-24, 2017 San Diego, CA	9/4 HOLIDAY CSDA Annual Conf. September 25-28, 2017 Monterey, CA		11/23-24 HOLIDAY	12/14 Christmas Luncheon 12/25 HOLIDAY
7/13/2017 – 7:00 P.M.	8/17/2017 – 7:00 P.M.	9/14/2017 – 7:00 P.M.	10/12/2017 – 7:00 P.M.	11/9/2017 – 7:00 P.M.	12/14/2017 – 2:00 P.M.
Board of Directors Meeting <ul style="list-style-type: none"> ○ July 4th Fair Debrief ○ District Investment Policy ○ CASA Conference ◆ Resolution Est. Salary of District Manager ◆ Form 470 	Board of Directors Meeting <ul style="list-style-type: none"> ○ CASA Conference ○ CSDA Conference ○ Select Actuary for Analysis of Retiree Health Benefits (odd years) ○ Quarterly (FY End) Financial Statements ○ San Pablo Ave. Future Capacity Update ○ Connection Charge Report per Gov. Code 66013 	Board of Directors Meeting <ul style="list-style-type: none"> ○ CSDA Conference ○ CASA Conf. – Attendee Reports 	Board of Directors Meeting <ul style="list-style-type: none"> ○ Proposed Meeting Calendar ○ Board Officer Succession Plan ○ CASA Conference 	Board of Directors Meeting <ul style="list-style-type: none"> <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 	
7/27/2017 – 7:00 P.M.		9/28/2017 – 7:00 P.M.	10/26/2017 – 7:00 P.M.		
Board of Directors Meeting <ul style="list-style-type: none"> ○ CLOSED SESSION – Quarterly Claims Rpt ○ CASA Conference ○ Reimb. Report per Gov. Code 53065.5 ○ Quarterly Financial Statements ○ Candidate filing period (even years) ◆ Establish and Collect Sewer Service Charges ◆ Notice of Completion/ Award of Contract 		Board of Directors Meeting <ul style="list-style-type: none"> ◆ Flexible Benefits Plan Contribution Review ◆ Deferred Compensation Matching Contribution Review ○ CSDA Conference – Attendee Reports ○ Consent Decree Min. Req. Quarterly Report 	Board of Directors Meeting <ul style="list-style-type: none"> ○ CLOSED SESSION – Quarterly Claims Rpt ○ Quarterly Financial Statements 		

○ INFORMATIONAL ITEMS

◆ ACTION ITEMS

CHANGES IN ITALICS