

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

**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.

Hearing:

**PUBLIC HEARING – PROPOSED AMENDMENT TO ANNUAL SEWER SERVICE CHARGE FOR FISCAL YEARS 2017-18 AND 2018-19**

(The Board will hold a hearing on a proposed reduction of scheduled sewer service charge rates that would be implemented by Ordinance No. 2076-0317)

**III. Public Comment:**

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

**CLOSED SESSION**

**Conference with Legal Counsel - Anticipated Litigation**

Gov. Code § 54956.9(d)(2) or (d)(3)

Number of Potential Cases: 1

**IV. Approval of Minutes**

Motion:

A. Approval of March 9, 2017 Board Meeting Minutes

(The Board will be asked to review and approve the minutes of March 9, 2017 Board Meeting)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
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- Info:       **V.    Communications**
- A. Oral Communications
    - 1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings
      - a. City & Community Meetings
  - B. Written Communications

- Info:       **VI.   Reports of Staff and Officers**
- A. Attorney's Report
  - B. Manager's Report
    - 1. Monthly Maintenance Summary Report – February 2017
    - 2. Monthly Report of Sewer Replacements and Repairs
    - 3. Consent Decree Minimum Requirements Status Report
    - 4. Long Range Planning (LRP) Discussion of Topics
    - 5. Form 700 – Statement of Economic Interest/Conflict of Interest
    - 6. Public Outreach Events
      - Saturday, March 11, 1-4pm - Open House (debrief)
      - Wednesday, July 19, 6-7:30pm - Open House
      - Saturday, September 16 - Parade
    - 7. California Association of Sanitation Agencies (CASA)
      - April 19, 2017 – CASA WateReuse CA Public Policy Forum, Sacramento, CA
      - August 22-24, 2017 – 62<sup>nd</sup> Annual Conference, San Diego, CA

- Info/Motion: **VII.   Business**
- A. Ordinance 2076-0317 Amending Scheduled Sewer Service Charge Rates for Fiscal Years 2017-18 and 2018-19  
(The Board will consider approval of the ordinance)
  - B. Sewer Service Charge Rate 30-day Notice  
(The Board will consider approval of the notice)
  - C. California Employer's Retiree Benefit Trust (CERBT) Fund Disbursement  
(The Board will consider receiving a disbursement from the fund)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
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- D. Cancellation of the April 13, 2017 Regular Board Meeting  
(The Board will consider cancellation of the upcoming Board Meeting)

- Info: **VIII. Financial Statements – February 2017**  
A. Monthly Investment, Cash, Receivables Report  
B. Monthly Operating Statement

- Info/Motion: **IX. Approval of Checks**  
A. Checks for March 23, 2017 - Fund No. 3418 & 3423  
(The Board will be asked to approve the March 2017 checks)

- Info: **X. Future Agenda Items**  
**April 13, 2017**  
Long Range Planning Discussion of Topics  
Board Training Summary  
  
**April 27, 2017**  
CLOSED SESSION – Quarterly Claims Report  
Quarterly Financial Statements  
Long Range Planning Discussion of Topics  
Draft Budget  
Employee Benefits Request  
July 4<sup>th</sup> Fair Discussion  
CASA Conference – Attendee Reports

- XI. Adjournment**  
(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on April 13, 2017. But if cancelled as proposed, the next meeting will be held on April 27, 2017 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, CA.)

# STEGE SANITARY DISTRICT

## NOTICE OF PUBLIC HEARING

### CONCERNING PROPOSAL TO AMEND THE ANNUAL SEWER SERVICE CHARGE OF THE STEGE SANITARY DISTRICT FOR FISCAL YEARS 2017-18 and 2018-19

NOTICE IS HEREBY GIVEN as follows:

The Directors of the Stege Sanitary District are considering a proposal to amend the annual sewer service charge for Fiscal Years 2017-18 and 2018-19. The current annual sewer service charge payable by each residential customer is \$242 for Fiscal Year 2016-17. The current annual sewer service charge payable for each non-residential customer shall be calculated at a sewer service charge rate of \$4.97 per 1000 gallons for Fiscal Year 2016-17, except that in no case shall the charge be less the applicable charge for one residential dwelling unit. It is proposed that this annual sewer service charge will remain unchanged for the upcoming Fiscal Year 2017-18. It is also proposed that the rates for Fiscal Year 2018-19 be amended as follows:

FISCAL YEAR	PROPERTY TYPE	EXISTING RATE (EFFECTIVE 7/1)	PROPOSED RATE
2017-18	Residential	\$264.00	\$242.00
	Non-Residential	\$5.43 per 1000 gal.	\$4.97 per 1000 gal.
2018-19	Residential	\$284.00	\$264.00
	Non-Residential	\$5.84 per 1000 gal.	\$5.43 per 1000 gal.

Prior to adoption of an ordinance to effect the proposed amendment to the sewer service charge, the Board will hold a public hearing at which any interested person is invited to attend and address the Board concerning the proposal. The time, date and place of the public hearing is as follows:

**Date: Thursday, March 23, 2017**

**Time: 7:00 P.M. Regular Board of Directors' Meeting**

**Place: Board Meeting Room, 7500 Schmidt Lane, El Cerrito, California**

At the conclusion of the public hearing, the Board will consider the proposed Ordinance and may take action at that time.

Dated: 3/1/17



\_\_\_\_\_  
REX DELIZO  
STEGE SANITARY DISTRICT  
Secretary

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
MEETING OF MARCH 9, 2017  
TIME OF MEETING: 7:00 P.M.  
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

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

**I. Call To Order:** President Beatrice O'Keefe called the meeting to order at 7:00 P.M.

**II. Roll Call:** Present: Gilbert-Snyder, James, Merrill, Miller, O'Keefe  
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:** There was no public comment.

**IV. Approval of Minutes**

A. Approval of February 16, 2017 Board Meeting Minutes

MOTION: By Miller, seconded by Gilbert-Snyder, to approve the minutes of the February 16, 2017 Board Meeting, as amended

VOTE: AYES: Gilbert-Snyder, James, Merrill, Miller, O'Keefe,  
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. California Association of Sanitation Agencies (CASA) Washington D.C., February 27-March 1, 2017

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

b. City & Community Meetings

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
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Miller gave a report on his attendance at the El Cerrito City Council Meeting held on March 7, 2017.

**B. Written Communications**

1. CSDA: Supreme Court Rules Private Email Accounts Subject to CPRA
2. Meyers Nave: California Supreme Court: Public Officials' and Employees' Communications on Private Devices and Accounts May be Public Records Subject to Disclosure

The Board reviewed and discussed the 2 email alerts.

3. Washington Post: Alexandria seeks to extend deadline to fix sewage overflows

The Board reviewed and discussed the news article.

**VI. Reports of Staff and Officers**

**A. Manager's Report**

1. Long Range Planning (LRP) Discussion of Topics

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

2. Board Access to District Email Instructions

The Manager reported on instructions for Directors to access District email.

3. Form 700 – Statement of Economic Interest/Conflict of Interest

The Manager reminded the Board to e-file their annual Form 700 statement by the filing deadline of April 3, 2017.

**VII. Business**

**A. Professional Auditing Service – Request for Proposals (RFP)**

The Board discussed continuing to use Vavrinek, Trine, Day, & Co. (VTD) for a fifth consecutive year of professional auditing services or issue a request for proposals (RFP). The Board asked to have an item at a future Board meeting to discuss whether a policy or norm to change auditors every 5 years is appropriate.

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MOTION: By James, seconded by Gilbert-Snyder, to authorize the Manager to proceed with Vavrinek, Trine, Day, & Co. (VTD) for a fifth consecutive year of professional auditing services

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

**VIII. Approval of Checks**

A. Checks for March 9, 2017 - Fund No. 3418 & 3423

MOTION: By James, seconded by Merrill, to pay the bills, Check Nos. 24825 through 24861 in the amount of \$226,319.86

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

**IX. Future Agenda Items**

**March 23, 2017**

Long Range Planning Discussion of Topics

California Employer's Retiree Benefit Trust (CERBT) Contributions  
Form 700

PUBLIC HEARING – Sewer Service Charge Amendment

ORDINANCE - Sewer Service Charge Amendment

Sewer Service Charge 30-day Notice

**April 13, 2017**

Service Rate Discussion

Long Range Planning Discussion of Topics

Board Training Summary

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
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DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

**X. Adjournment**

The meeting was adjourned at 8:05 P.M. The next meeting of the District Board of Directors will be held on Thursday, March 23, 2017 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

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Rex Delizo  
STEGE SANITARY DISTRICT  
Secretary



**STEGE SANITARY DISTRICT  
MONTHLY MAINTENANCE SUMMARY REPORT  
Feb-17**

**1. ROUTINE PREVENTIVE MAINTENANCE ACTIVITES**

	Days	Feet
There were 19 normal working days		
Unit #5 (hydro) operated:	0	
Unit #10 (rodder) operated:	1	2,677
Unit #11 (rodder) operated:	0	
Unit #15 (video) operated:	16	38,731
Unit #16 (combo) operated:	15	62,832

	Month (feet)		Quarter (feet)		
	Planned	Unplanned	Planned	Unplanned	Remaining
Total Cleaned	37,645	27,864	112,382	29,263	84,503
Total Video	24,898	13,833	45,190	14,900	12,109

**2. MONTHLY SERVICE CALLS**

After-hour service calls: 0 calls 0 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
2017	Feb	5	13.3	3	8.5	0	4	0	1
		CATEGORY 1 SSOs		OVERFLOWS CAUSED BY MAINLINE		OVERFLOWS RELATED TO WET WEATHER			
		CURRENT MONTH	TOTAL LAST 12-MONTHS	CURRENT MONTH	TOTAL LAST 12-MONTHS	CURRENT MONTH	TOTAL LAST 12-MONTHS		
		0	3	1	8	0	0		

**3. SAFETY AND TRAINING**

Safety and training meetings were conducted twice a month.

# MONTHLY SERVICE CALLS

# February-2017

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
<b>2/3/2017</b> Friday 11:49 AM	261408 261407	706 BALRA DR. EL CERRITO, CA 94530 <i>Last Call: 7/31/2012</i>	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	F,LC,R, T	MH	B	Y	SOFT STOPPAGE CAUSED BY PLASTIC BOTTLE & LATERAL ROOTS.
<b>2/9/2017</b> Thursday 1:59 PM	231503 231502	269 ARLINGTON AVE. KENSINGTON, CA 94707 <i>Last Call: 4/15/2010</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				WE OPENED M/H # 231503 - 231502, AND FOUND NO PROBLEM.
<b>2/13/2017</b> Monday 1:29 PM	191508 191507	5209 ERNEST 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.
<b>2/14/2017</b> Tuesday 8:55 AM	251614 251613	27 EDWIN DR. KENSINGTON, CA 94707	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.
<b>2/16/2017</b> Thursday 8:12 AM	191508 191507	5209 ERNEST AVE. EL CERRITO, CA 94530 <i>Last Call: 2/13/2017</i>	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.

**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: 3**

**OTHER: 1**

**TOTAL SERVICE CALLS: 5**

**MAINLINE OVERFLOW: 1**

**MAINLINE SURCHARGE: 0**

**STEGE SANITARY DISTRICT**  
**MONTHLY REPLACEMENT AND REPAIR SUMMARY**  
**February 2017**

<b>I SEWER REPLACEMENT - FY 2016-17</b>			
A. BUDGET ALLOCATION			\$2,220,000
B. PRIOR BUDGET EXPENDED (WITH RETENTION)			\$648,593
C. SEWER REPLACEMENTS PAID THIS MONTH			
1. Willow Lane, Kensington		\$116,937	
2. Plumas Ave. & Mendocino St., Richmond		\$147,922	
3. Van Fleet Ave., Richmond		\$163,961	
4. Ramona Ave., El Cerrito		\$86,297	
5. Sunset Dr., Kensington		\$24,289	
6. Galvin Dr., Balra Dr., El Cerrito		\$2,843	
	SUBTOTAL FOR THIS MONTH		\$542,249
D. TOTAL BUDGET EXPENDED (NO RETENTION)	52.18%		\$1,158,412
E. TOTAL RETENTION HELD	5.00%		\$60,969
F. BUDGET REMAINING	45.07%		\$1,000,619
G. PERCENTAGE OF FISCAL YEAR REMAINING	33.33%		
H. TOTAL REPLACEMENT FOOTAGE PAID TO DATE	7,122	( \$	171.21 /LF)
<b>II SEWER REPAIRS - FY 2016-17</b>			
A. BUDGET ALLOCATION			\$59,000
B. PRIOR BUDGET EXPENDED			\$58,071
C. SEWER REPAIRS PAID THIS MONTH			
1.			
	SUBTOTAL FOR THIS MONTH		\$0
D. TOTAL BUDGET EXPENDED	98.43%		\$58,071
E. BUDGET REMAINING	1.57%		\$929
F. PERCENTAGE OF FISCAL YEAR REMAINING	33.33%		
G. TOTAL NUMBER OF REPAIRS PAID TO DATE	13	( \$	4,467.00 /REPAIR)



# STEGER SANITARY DISTRICT

Report Date: 3/14/2017

% FY Remain: 33.33%

## BOARD OF DIRECTORS CONSENT DECREE PROGRESS REPORT

FY Start Date 7/1/2016 FY End Date 6/30/2017

CD Start Date 9/22/2014 FY "Effective" Date 7/1/2013

CIP PROJECT 16201

REPLACED since FY start	7,122 /	10,360	LF	Yearly Objective Rate	69%
REPLACED since FY "Effective" Date	36,627 /	34,040	LF	Cumulative Requirement	108%
CLEANED since FY start	652,155 /	211,200	LF	Minimum Requirement	309%
HOTSPOTS since FY start	154,712 /	100,000	LF	Minimum Requirement	155%
CCTV since FY start	184,178 /	77,616	LF	Yearly Objective Rate	237%
CCTV since CD start	580,080 /	271,656	LF	Cumulative Requirement	214%
ROOT FOAMING this FY	53,765.27 /	40,000	LF	Minimum Requirement	134%

### 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
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

Stege Sanitary District  
**DRAFT** Long Range Planning Workshop Agenda  
 Saturday, May 13, 2017  
 9:00am - 4:00pm

TIME	TOPIC
9:00 AM	<i>Review of Agenda &amp; Last Action Plan</i>
9:15 AM	<b>Past 5 Years Budget and Expenditures Review [1.0 hrs.]</b> The Board will review and discuss trends from the District's budget and actual expenditures for the past 5 years
9:30 AM	
9:45 AM	
10:00 AM	
10:15 AM	<b>Strategic Plan [0.75 hr.]</b> The Board will review and discuss the plan.
10:30 AM	
10:45 AM	
11:00 AM	<i>Break</i>
11:15 AM	<b>Strategic Plan [0.75 hr.]</b> The Board will wrap up discussion of the plan.
11:30 AM	
11:45 AM	
12:00 PM	<b>Self Assessment Of Governance - Questionnaire [0.25 hr.]</b>
12:15 PM	<i>Lunch</i>
12:30 PM	
12:45 PM	<b>Tour/Overview of New Video Inspection Van [0.25 hr.] (Wright)</b>
1:00 PM	<b>Self Assessment Of Governance - Review &amp; Discussion [0.75 hr.]</b>
1:15 PM	
1:30 PM	
1:45 PM	<i>Break</i>
2:00 PM	<b>San Pablo Avenue Sewer Capacity [1.5 hr.]</b> The Board will review the latest information regarding future capacity along this corridor.
2:15 PM	
2:30 PM	
2:45 PM	
3:00 PM	
3:15 PM	
3:30 PM	<i>Wrap Up, Review, Action Items</i>
3:45 PM	

## ORDINANCE NO. 2076-0317

ORDINANCE AMENDING SCHEDULED SEWER SERVICE CHARGE RATES  
FOR FISCAL YEARS 2017-18 AND 2018-19  
STEGE SANITARY DISTRICT

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

- A. In Ordinance No. 2058-0516, the Board of Directors adopted annual sewer service charge rates for Fiscal Years 2016-17, 2017-18, 2018-19 and each fiscal year thereafter unless and until amended.
- B. Pursuant to Ordinance No. 2027-0614, the Board may review scheduled increases at the beginning of each fiscal year and may, at its discretion, reduce the scheduled charges and rates for that fiscal year. Any such reduction for each fiscal year shall not affect the charges and rates for subsequent fiscal years unless the Board independently acts to reduce charges for subsequent fiscal years. Furthermore, any action by the Board to reduce charges and rates shall not affect the Board's ability to increase charges and rates in excess of the charges and rates specified by ordinance so long as the Board complies with all notice, hearing and other requirements of law.
- C. The Board reviewed the scheduled increases and determined that the rates for Fiscal Year 2017-18 and 2018-19 should be reduced as follows:

<b>FISCAL YEAR</b>	<b>PROPERTY TYPE</b>	<b>EXISTING RATE (EFFECTIVE 7/1)</b>	<b>PROPOSED RATE</b>
2017-18	Residential	\$264.00	\$242.00
	Non-Residential	\$5.43 per 1000 gal.	\$4.97 per 1000 gal.
2018-19	Residential	\$284.00	\$264.00
	Non-Residential	\$5.84 per 1000 gal.	\$5.43 per 1000 gal.

- D. The Board published notice for and convened a public hearing on March 23, 2017, on or about 7:00 p.m., at which any interested person was invited to attend and address the Board concerning the reduction in rates.

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

- 1. Residential Sewer Service Charges. Pursuant to Section 5.1 of Ordinance No. 1966-0610 and District Ordinance Code Section 7.2, the annual sewer service charge payable by each residential customer shall be amended as follows:

For Fiscal Year 2017-2018, the sum of \$242.00

For Fiscal Year 2018-2019 and each fiscal year thereafter unless and until amended, the sum of \$264.00

- 2. Non-Residential Sewer Service Charges. Pursuant to Section 5.2 of Ordinance No. 1966-0610 and District Ordinance Code Section 7.2, the annual sewer service charge payable for each non-residential customer shall be calculated based upon the following amended sewer service charge rates, except that in no case shall the charge be less the applicable charge for one residential dwelling unit:

For Fiscal Year 2017-2018, the rate of \$4.97 per 1000 gallons.

For Fiscal Year 2018-2019 and each fiscal year thereafter unless and until amended, the rate of \$5.43 per 1000 gallons.

- 3. This Ordinance is effective upon the expiration of one week from the date of publication of a summary of the Ordinance, as prescribed by California Health and Safety Code Section 6490.

\* \* \* \* \*

STATE OF CALIFORNIA)  
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Ordinance No. 2076-0317 was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 23<sup>rd</sup> day of March 2017 by a X-X vote as follows:

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

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

ATTEST:

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REX DELIZO, Secretary  
Stege Sanitary District

APPROVED AS TO FORM:

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BENJAMIN T. REYES II, District Counsel



ATTACHMENT TO ORDINANCE NO. 2076-0317

NOTICE OF ADOPTION OF AMENDMENTS TO CHAPTER 7 TO THE  
STEGE SANITARY DISTRICT CODE OF ORDINANCE

Notice is hereby given that on March 23, 2017; the Directors of the Stege Sanitary District adopted an ordinance amending Chapter 7 of the District Code of Ordinance. The ordinance will become effective upon the expiration of one week from the date of this publication. The vote was: AYES: XXX NOES: XXX; ABSTAIN: XXX; ABSENT: XXX

A summary of the amendment is set forth below:

Chapter 7 – FEES, RATES AND CHARGES AND OTHER FINANCIAL MATTERS

7.2.5.1 Residential Customer Sewer Service Charge. Except as provided in Section 7.2.7, each residential customer shall pay an annual sewer service charge established by the District's Board of Directors for one (1) residential dwelling unit, as follows:

For Fiscal Year 2017-2018, the sum of \$242.00

For Fiscal Year 2018-2019 and each fiscal year thereafter unless and until amended, the sum of \$264.00

7.2.5.2.3 The non-residential annual sewer charge rate shall be equal to the annual sewer service charge established by the District's Board of Directors for one (1) residential dwelling unit divided by the annual residential unit water discharge specified in Section 7.2.6.1. The result shall be expressed in terms of dollars per thousands of gallons, as follows:

For Fiscal Year 2017-2018, the rate of \$4.97 per 1000 gallons.

For Fiscal Year 2018-2019 and each fiscal year thereafter unless and until amended, the rate of \$5.43 per 1000 gallons.

A copy of the entire ordinance is posted at the District offices, at 7500 Schmidt Lane, El Cerrito. Anyone desiring a copy of the entire ordinance should contact the District at 510-524-4668 or [staff@stegesan.org](mailto:staff@stegesan.org).

**STEGE SANITARY DISTRICT**  
**COURTESY NOTICE OF NO SEWER RATE INCREASE**  
**EFFECTIVE 7/1/2017**  
**Gov. Code Section 53756(d)**

*On March 23, 2017, the Stege Sanitary District Board of Directors held a Public Hearing to reduce the scheduled sewer service charge rate increases for Fiscal Years 2017-18 and 2018-19. After conducting the Public Hearing and not receiving a majority protest, the Board of Directors adopted Ordinance No. 2076-0317 which keeps the sewer service charge unchanged for Fiscal Year 2017-18. The current rate will continue to meet necessary operating and capital improvement expenses while still maintaining sufficient emergency reserve funds.*

**The monthly rates, effective July 1, 2017, for each parcel type are shown below.**

	<b>Current Monthly Rate</b>	<b>New Monthly Rate (No Increase)</b>
<b>Residential</b>	<b>\$20.17</b>	<b>\$20.17</b>
<b>Non-Residential</b>	<b>\$4.97 per 1000 gals.</b>	<b>\$4.97 per 1000 gals.</b>

The sewer service charge is collected through the annual property tax bill issued by Contra Costa County.

If you have additional questions, please feel free to contact us at

**staff@stegesano.org      (510) 524-4668**

## CALIFORNIA EMPLOYERS' RETIREE BENEFIT TRUST (CERBT) DISBURSEMENT

### **ISSUE:**

The Board will consider receiving a disbursement from the California Employers' Retiree Benefit Trust (CERBT) for Fiscal Year 2016-17.

### **FISCAL IMPACT:**

From the Actuarial Analysis of Retiree Health Benefits as of July 1, 2015, the Annual Required Contribution (ARC) for Fiscal Year 2016-17 is \$18,009. The total amount of retiree medical payments for the existing six retirees for FY 2016-17 is projected to be \$20,160 (\$280/mo. x 12 mos. x 6 retirees). The fiscal impact would be the difference of \$2,151.

### **BACKGROUND:**

At the Board Meeting of October 7, 2010, the Board decided to deposit \$115,950, one-half of the Unfunded Actuarial Accrued Liability (UAAL), into the CERBT fund. In 2012, instead of contributing the other half of the UAAL, the Board decided to pay retiree medical payments directly and contribute the excess ARC into the CERBT Fund. From 2013-15, retiree medical payments were paid directly and the excess ARC was contributed into the CERBT fund. In 2016, retiree medical payments were higher than the ARC. The Board decided to pay the retiree medical payments directly in full without receiving a disbursement from the CERBT fund.

For the current FY 2016-17, retiree medical payments are higher than the ARC. Therefore, instead of a contribution, there is the opportunity to receive a disbursement from the fund to pay the difference of \$2,151.

### **RECOMMENDATION:**

Pay retiree medical payments directly in full without receiving a disbursement from the CERBT fund.

### **ATTACHMENTS:**

- TABLE Premiums vs. ARC
- CERBT Quarterly Statement ending December 31, 2016

**Stege Sanitary District Retiree Medical Plan**  
**Actuarial Study of Retiree Health Liabilities As of July 1, 2015**  
Prepared by: Total Compensation Systems, Inc.

Fiscal Year	Number Retired	Premiums Paid by District on Cash Basis	District Contribution (ARC)	Assets End of Year
2015-16	6	\$20,160	\$18,252	\$182,002
2016-17	6	\$20,160	\$18,009	\$186,065
2017-18	7	\$23,520	\$17,999	\$190,696
2018-19	7	\$23,520	\$18,060	\$195,869
2019-20	8	\$26,880	\$18,032	\$201,723
2020-21	8	\$26,880	\$18,041	\$208,274
2021-22	8	\$26,880	\$18,115	\$215,513
2022-23	8	\$26,880	\$18,199	\$223,485
2023-24	8	\$26,880	\$18,349	\$232,183
2024-25	9	\$30,240	\$18,629	\$241,530
2025-26	10	\$33,600	\$18,907	\$251,585
2026-27	11	\$36,960	\$19,093	\$262,501
2027-28	11	\$36,960	\$19,163	\$274,467
2028-29	12	\$40,320	\$19,292	\$287,507
2029-30	13	\$43,680	\$19,526	\$301,597
2030-31	13	\$43,680	\$19,718	\$316,864
2031-32	13	\$43,680	\$19,919	\$333,393
2032-33	14	\$47,040	\$20,228	\$351,170
2033-34	15	\$50,400	\$20,552	\$370,279
2034-35	15	\$50,400	\$20,845	\$390,857



**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

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Client Contact:  
CERBT4U@CalPERS.ca.gov

CANCELLATION OF THE APRIL 13, 2017 REGULAR BOARD MEETING

**ISSUE:**

The Board will consider cancellation of the upcoming regular Board meeting on April 13, 2017 since there are no pressing agenda items to discuss.

**FISCAL IMPACT:**

By cancelling the meeting, the District will save from paying the five Directors' meeting compensation fee total of \$1025.

**BACKGROUND:**

There are no pressing agenda items scheduled for the upcoming regular Board meeting on April 13, 2017. Unless new time sensitive issues come up that would necessitate a meeting, the meeting can be cancelled.

**RECOMMENDATION:**

Approve the cancellation of the April 13, 2017 regular Board Meeting and have staff post a Notice of Meeting Cancellation on the District website and bulletin board outside the District office.

**ATTACHMENTS:**

- Notice of Meeting Cancellation

STEGE SANITARY DISTRICT

**NOTICE OF MEETING  
CANCELLATION**

NOTICE IS HEREBY GIVEN as follows:

The regular board meeting of the Stege Sanitary District Board of Directors scheduled for April 13, 2017 has been cancelled.

The next meeting of the Stege Sanitary District Board of Directors will be held on April 27, 2017 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California.

Dated: March 23, 2017



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Rex Delizo  
STEGE SANITARY DISTRICT  
Secretary



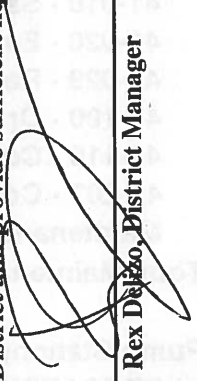
**STEGE SANITARY DISTRICT**  
**Investment, Cash & Receivables Report**  
 As of February 28, 2017

1:05 PM  
 03/20/2017

	February 28, 2017	January 31, 2017	\$ Change	Deposits	Checks	Transfers
<b>ASSETS</b>						
<b>Current Assets</b>						
<b>Checking/Savings</b>						
<b>LAIF Investment Accts</b>						
11012 · Sewer Operations- 3418	3,647,583	3,764,973	-117,390	4,610	0	-122,000
11014 · System Rehab- 3423	1,679,512	2,220,000	-540,488	2,512	0	-543,000
<b>Total LAIF Investment Accts</b>	<u>5,327,095</u>	<u>5,984,973</u>	<u>-657,878</u>	<u>7,122</u>	<u>0</u>	<u>-665,000</u>
<b>Checking Accts</b>						
100 · Mechanics Bank	40,113	86,084	-45,971	2,657	-713,628	665,000
100 · County Cash Acct #3418	-132,054	-132,520	466 *	0 *	0	0
<b>Total Checking Accts</b>	<u>-91,941</u>	<u>-46,436</u>	<u>-45,505</u>	<u>2,657</u>	<u>-713,628</u>	<u>665,000</u>
<b>11021 · Petty Cash</b>	250	250	0	0	0	0
<b>Total Checking/Savings</b>	<u>5,235,404</u>	<u>5,938,787</u>	<u>-703,383</u>	<u>9,779</u>	<u>-713,628</u>	<u>0</u>
<b>301 · Ca Employer's Retiree Benefit Trust</b>	182,273	182,273	0	0	0	0
<b>Total CA Employer's Retiree Benefit Trust</b>	<u>182,273</u>	<u>182,273</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Accounts Receivable</b>						
11072 · Accounts Receivable	9,344	82	9,262			
<b>Total Accounts Receivable</b>	<u>9,344</u>	<u>82</u>	<u>9,262</u>			

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

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

  
 Rex DeJozo, District Manager  
 Date 3-20-17

STEGE SANITARY DISTRICT

Operating Statement

03/20/2017

February 2017

66.58% of Fiscal year Completed

	July 2016 - February 2017	Annual Budget	% of Annual Budget
<b>Income</b>			
<b>31 - OPERATING REVENUE</b>			
31010 - Sewer Service Charges	1,350,080	2,435,000	55%
31020 - Permit & Insp. Fees	5,485	15,000	37%
31030 - Connection Fees	173,509	150,000	116%
31080 - Contracted Services	134,555	140,000	96%
31010a - Capital Service Charges	1,241,244	2,242,000	55%
<b>Total 31 - OPERATING REVENUE</b>	<b>2,904,874</b>	<b>4,982,000</b>	<b>58%</b>
<b>32 - NON-OPERATING REVENUE</b>			
32050 - Interest - 3418	10,848	5,000	217%
32052 - Interest - 3423	3,823	5,000	76%
32080 - Property Taxes	256,423	339,000	76%
32085 - Insurance Dividend	-	-	0%
32090 - Miscellaneous	214	21,000	1%
<b>Total 32 - NON-OPERATING REVENUE</b>	<b>271,308</b>	<b>370,000</b>	<b>73%</b>
Transfer (to)/from Reserves	-	(102,610)	0%
<b>Total Income</b>	<b>3,176,182</b>	<b>5,249,390</b>	<b>61%</b>
<b>Expense</b>			
<b>OPERATING EXPENSES</b>			
<b>Administration/General</b>			
45-010 - Salaries & Wages	123,610	188,600	66%
45-020 - Employee Benefits	68,363	102,870	66%
45-029 - Retiree Health	5,657	6,800	83%
45-030 - Directors Expenses	22,788	36,500	62%
45-070 - Insurance	111,270	87,500	127%
Administration - Other	116,543	259,850	45%
<b>Total Administration</b>	<b>448,230</b>	<b>682,120</b>	<b>66%</b>
<b>Maintenance/Engineering</b>			
41-010 - Salaries & Wages	577,595	876,710	66%
41-020 - Employee Benefits	279,265	438,550	64%
41-029 - Retiree Health	7,922	13,700	58%
41-100 - Operating Supplies	3,411	40,000	9%
41-110 - Contractual Services	92,785	96,000	97%
41-207 - Contracted Repairs	58,071	59,000	98%
Maintenance- Other	87,890	200,450	44%
<b>Total Maintenance/Engineering</b>	<b>1,106,939</b>	<b>1,724,410</b>	<b>64%</b>
Pump Stations	20,738	18,660	111%
<b>Total OPERATING EXPENSES</b>	<b>1,575,907</b>	<b>2,425,190</b>	<b>65%</b>
<b>CAPITAL</b>			
41-650 - Debt Repayment (SRF Loans)	148,220	148,200	100%
Construction Projects	1,236,260	2,311,000	53%
Outlay(Maintenance/Engineering)	238,088	365,000	65%
<b>Total CAPITAL</b>	<b>1,622,568</b>	<b>2,824,200</b>	<b>57%</b>
<b>Total Expense</b>	<b>3,198,475</b>	<b>5,249,390</b>	<b>61%</b>
<b>Net</b>	<b>(22,293)</b>	<b>0</b>	

<b>10:27 AM</b>	<b>STEGE SANITARY DISTRICT</b>			
<b>03/20/2017</b>	<b>Check Report</b>			
<b>Accrual Basis</b>	<b>March 23, 2017</b>			
	<b>Name</b>	<b>Memo</b>	<b>Amount</b>	<b>Num</b>
<b>Mar 23, 17</b>				
	Aramark Uniform Services	Uniform Service	-519.70	24862
	Bay Area News Group - East Bay	Ordinance & Meeting Notice	-333.00	24863
	EBMUD 52485300001	Hydrant Meter	-360.90	24864
	EBMUD 92526846174	Hydrant Meter	-649.80	24865
	Golden Gate Truck Center	Truck Maintenance	-75.84	24866
	Metro Mobile Communications	Portable Radios & FCC License	-2,529.60	24867
	Pastime Hardware	Maintenance Supplies	-7.67	24868
	POSM Soft LLC	POSM Annual Support	-1,500.00	24869
	WECO Industries, Inc.	Hose	-289.74	24870
<b>Mar 23, 17</b>			<b>-6,266.25</b>	

# STEGE SANITARY DISTRICT

## MARCH 2017

MARCH 2017	APRIL 2017	MAY 2017	JUNE 2017	JULY 2017	AUGUST 2017
	CASA Public Policy Forum April 19, 2017 Sacramento, CA	5/29 HOLIDAY	6/14 Safety and Recognition Awards Luncheon	7/4 HOLIDAY 4 <sup>th</sup> of July Fair Booth	CASA Conference August 22-24, 2017 San Diego, CA
3/9/2017 – 7:00 P.M.	4/13/2017 – 7:00 P.M.	5/13/2017 – <b>9:00 A.M.</b>	6/8/2017 – 7:00 P.M.	7/13/2017 – 7:00 P.M.	8/17/2017 – 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>○ Long Range Planning Discussion of Topics</li> <li>○ CASA Conf. – Attendee Reports</li> <li>○ CASA Conference</li> <li>○ Service Rate Discussion</li> <li>○ Board Training Summary</li> <li>○ Form 700</li> <li>○ Auditor – RFP</li> </ul>	<ul style="list-style-type: none"> <li>○ Service Rate Discussion/Approval (&amp; 30-day Notice)</li> <li>○ Long Range Planning Discussion of Topics</li> <li>○ Board Training Summary</li> <li>○ CASA Conference</li> </ul>	<p><i>9AM Meeting Time</i></p> <ul style="list-style-type: none"> <li>○ Long Range Planning Workshop</li> <li>○ San Pablo Ave. Future Capacity Update</li> </ul>	<ul style="list-style-type: none"> <li>○ Draft Budget</li> <li>◆ Review Director 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</li> <li>○ CSDA Conference</li> <li>○ Select Actuary for Analysis of Retiree Health Benefits (odd years)</li> <li>○ Quarterly (FY End) Financial Statements</li> <li>○ Conn. Charge Report per Gov. Code 66013</li> <li>○ San Pablo Ave. Future Capacity Update</li> </ul>
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.	7/27/2017 – 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>	
<ul style="list-style-type: none"> <li>◆ Auditor – RFP</li> <li>○ Long Range Planning Discussion of Topics</li> <li>○ California Employer’s Retiree Benefit Trust (CERBT) Contributions</li> <li>○ Form 700</li> <li>○ Consent Decree Min. Req. Quarterly Report</li> <li>○ CASA Conference</li> </ul>	<ul style="list-style-type: none"> <li>○ CLOSED SESSION – Quarterly Claims Rpt</li> <li>○ Quarterly Financial Statements</li> <li>○ Long Range Planning Discussion of Topics</li> <li>○ Draft Budget</li> <li>◆ Employee Benefits Req.</li> <li>○ Service Rate Discussion/Approval (&amp; 30-day Notice)</li> <li>○ July 4<sup>th</sup> Fair Discussion</li> <li>○ CASA Conf. – Attendee Reports</li> </ul>	<ul style="list-style-type: none"> <li>○ CLOSED SESSION – District Counsel Performance Evaluation</li> <li>○ Draft Budget</li> <li>○ July 4<sup>th</sup> Fair Discussion</li> <li>○ Service Rate Discussion/Approval (&amp; 30-day Notice)</li> <li>○ Board Training Summary</li> </ul>	<ul style="list-style-type: none"> <li>○ CLOSED SESSION – Manager Perf. Eval.</li> <li>◆ Approve and Adopt Final Budget</li> <li>◆ Ordinance – Director Meeting Compensation</li> <li>◆ Review and Approve Incentive Award</li> <li>◆ Adopt 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>○ Candidate filing period (even years)</li> <li>◆ Establish and Collect Sewer Service Charges</li> <li>◆ Notice of Completion/ Award of Contract</li> </ul>	

○ INFORMATIONAL ITEMS

◆ ACTION ITEMS

*CHANGES IN ITALICS*

## STEGE SANITARY DISTRICT MARCH 2017

SEPTEMBER 2017	OCTOBER 2017	NOVEMBER 2017	DECEMBER 2017	JANUARY 2018	FEBRUARY 2018
9/4 HOLIDAY  CSDA Annual Conf. September 25-28, 2017 Monterey, CA		11/23-24 HOLIDAY	12/14 Christmas Luncheon 12/25 HOLIDAY	1/1 & 1/15 HOLIDAY  CASA Conference <i>TBD</i>	2/19 HOLIDAY  CASA Conference Washington, DC <i>TBD</i>
9/14/2017 – 7:00 P.M.	10/12/2017 – 7:00 P.M.	11/9/2017 – 7:00 P.M.	12/14/2017 – <b>2:00 P.M.</b>	1/11/2018 – 7:00 P.M.	2/15/2018 – 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>○ CSDA Conference</li> <li>○ CASA Conf. – 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>○ San Pablo Ave. Future Capacity Update</li> </ul>	<p><u>2PM Meeting Time</u></p> <ul style="list-style-type: none"> <li>◆ Nomination &amp; Election of Officers</li> <li>◆ Fiscal Year Financial Audit</li> <li>◆ Connection Charge Calculation Report</li> <li>○ CASA Conference</li> <li>○ Meeting Calendar</li> <li>○ Consent Decree Min. Req. Quarterly Report</li> </ul>	<ul style="list-style-type: none"> <li>◆ Board Governance Review</li> <li>◆ Connection Charge Ord.</li> <li>○ Service Rate Discussion</li> <li>○ District of Distinction (even years)</li> <li>○ CASA Conference</li> <li>○ Director’s Contact Info</li> <li>○ Board Training Summary</li> </ul>	<ul style="list-style-type: none"> <li>◆ Board Governance Approval</li> <li>○ Actuarial Analysis of Retiree Health Benefits Report (even years)</li> <li>○ Service Rate Discussion</li> <li>○ CASA Conference</li> <li>○ Board Training Summary</li> <li>○ San Pablo Ave. Future Capacity Update</li> </ul>
9/28/2017 – 7:00 P.M.	10/26/2017 – 7:00 P.M.			1/25/2018 – 7:00 P.M.	2/15/2018 – 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>◆ Flexible Benefits Plan Contribution Review</li> <li>◆ Deferred Compensation Matching Contribution Review</li> <li>○ CSDA Conference – Attendee Reports</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>			<ul style="list-style-type: none"> <li>○ CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval.</li> <li>◆ Resolution for Disposal of Surplus Property</li> <li>○ Quarterly Financial Statements</li> <li>○ CASA Conf. – Attendee Reports</li> <li>○ Service Rate Discussion</li> </ul>	

○ INFORMATIONAL ITEMS

◆ ACTION ITEMS

*CHANGES IN ITALICS*