

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF APRIL 27, 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. 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: Dorje

Agency Claimed Against: Stege Sanitary District

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 23, 2017 Board Meeting Minutes

(The Board will be asked to review and approve the minutes of March 23, 2017 Board Meeting)

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

B. Written Communications

1. El Cerrito Police Blotter April 3rd through April 10th
2. East Bay Times Article - Central Contra Costa Sanitary District opts for 5.5 percent sewer rate hike for 2017-18

Info:

VI. Reports of Staff and Officers

A. Attorney's Report

B. Manager's Report

1. Monthly Maintenance Summary Report – March 2017
2. Monthly Report of Sewer Replacements and Repairs
3. Long Range Planning (LRP) Agenda
4. 4th of July Fair
5. Employees Benefits Proposal
6. PG&E's Cross Bore Program

VII. Business

Info/Motion:

A. Approval of Plans and Specifications – Standard Sewer Rehabilitation Project, Stege Sanitary District Project No. 17201

(The Board will be asked to approve the plans and specifications and direct staff to call for bids)

Resolution/
Motion:

B. Resolution No. 2077-0417 Making Findings and Directing Filing of Notice of Exemption, Pursuant to California Environmental Quality Act (CEQA), Standard Sewer Rehabilitation Project – July 2017, Project No. 17201

(The Board will be asked to approve the Resolution)

Resolution/
Motion:

C. Resolution No. 2078-0417 Approving and Authorizing Professional Services Agreement for Chemical Root Control of Sanitary Sewer Lines

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(The Board will be asked to approve the Resolution)

Info: D. Draft Budget FY 2017-2018

(The Board will be presented a draft budget for review)

Info: **VIII. Financial Statements – March 2017**

A. Monthly Investment, Cash, Receivables Report, March 2017

B. Monthly Operating Statement, March 2017

C. California Employers’ Retiree Benefit Trust (CERBT) Quarterly Statement

D. Local Agency Investment Fund (LAIF) Quarterly Statement

(The Board will review the March 2017 reports and statements)

IX. Approval of Checks

Info/Motion: A. Checks for April 27, 2017 - Fund No. 3418 & 3423

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

Info: **X. Future Agenda Items**

May 13, 2017

Long Range Planning Workshop

May 25, 2017

CLOSED SESSION – District Counsel Performance Evaluation

Draft Budget

July 4th Fair Discussion

XI. Adjournment

(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on May 13, 2017 at 9:00 A.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California.)

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

*****MINUTES*****

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

II. Roll Call: Present: James, Merrill, Miller, O’Keefe
Absent: Gilbert-Snyder (gave prior notice)
Others Present: Rex Delizo, District Manager
Kristopher Kokotaylo, Assistant District Counsel

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

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

President O’Keefe opened the public hearing at 7:01 P.M. The Manager announced the public hearing was noticed in the local newspaper two times on March 8, 2017 and March 15, 2017 in accordance with Government Code section 6066. The Manager gave a summary of the proposed reduction of scheduled annual sewer service charge rates for Fiscal Year 2017-18 and 2018-19 which would be implemented by Ordinance No. 2076-0317. No members of the public were in attendance to ask questions or make statements. The Board made some final comments and then agreed to leave the public hearing open until Ordinance No. 2076-0317 was ready for consideration later in the agenda.

III. Public Comment: There was no public comment.

CLOSED SESSION

Conference with Legal Counsel - Anticipated Litigation

Gov. Code § 54956.9(d)(2) or (d)(3)

Number of Potential Cases: 1

The Board entered into the closed session at 7:06 P.M. and returned to open session at 7:46 P.M. President O’Keefe announced the Board had taken no reportable actions.

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IV. Approval of Minutes

A. Approval of March 9, 2017 Board Meeting Minutes

MOTION: By James, seconded by Merrill, to approve the minutes of the March 9, 2017 Board Meeting

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

V. Communications

A. Oral Communications

1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings
 - a. City & Community Meetings

Miller gave a report on his attendance at the El Cerrito City Council Meeting held on March 21, 2017.

B. Written Communications

There were no written communications to consider.

VI. Reports of Staff and Officers

A. Attorney's Report:

Kokotaylo reported that his office can provide AB 1661 sexual harassment prevention training at a special 5pm meeting before the May 25th regular Board Meeting. He then reported on the effects of the recent California Supreme Court ruling that writings about public business are not excluded from the public records act just because they are on a personal email account or phone.

B. Manager's Report

1. Monthly Maintenance Summary Report – February 2017

The Manager reported on last month's maintenance activities to the Board with no significant issues.

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2. Monthly Report of Sewer Replacements and Repairs
The Manager reported that there were 6 replacement invoices and no repairs paid in February.
3. Consent Decree Minimum Requirements Status Report
The Manager reported on the District's current minimum requirement status with no significant issues.
4. Long Range Planning (LRP) Discussion of Topics
The Manager reported on the latest draft agenda for the upcoming workshop.
5. Form 700 – Statement of Economic Interest/Conflict of Interest
The Manager reported that all District Form 700 forms have been submitted.
6. Public Outreach Events
The Manager reported on the recent Open House held on March 11th. The Manager then reported on an upcoming open house scheduled in July and participation in the City of El Cerrito parade in September.
7. California Association of Sanitation Agencies (CASA)
The Manager reported on the upcoming CASA conference dates.

VII. Business

- A. Ordinance 2076-0317 Amending Scheduled Sewer Service Charge Rates for Fiscal Years 2017-18 and 2018-19

President O'Keefe closed the public hearing at 8:14 P.M. The Board then reviewed and approved the ordinance reducing the scheduled rate increases for Fiscal Year 2017-18 and 2018-19.

MOTION: By James, seconded by Merrill, to approve Ordinance 2076-0317 Amending Scheduled Sewer Service Charge Rates for Fiscal Years 2017-18 and 2018-19

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

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ABSENT: Gilbert-Snyder

B. Sewer Service Charge Rate 30-day Notice

The Board reviewed and approved the courtesy notice of no sewer rate increase.

MOTION: By James, seconded by Miller, to approve Sewer Service Charge Rate 30-day Notice, as amended

VOTE: AYES: James, Merrill, Miller, O'Keefe

NOES: None

ABSTAIN: None

ABSENT: Gilbert-Snyder

C. California Employer's Retiree Benefit Trust (CERBT) Fund Disbursement

The Board discussed whether to receive a disbursement of \$2,151 from the California Employers' Retiree Benefit Trust (CERBT) for Fiscal Year 2016-17 which is the difference between the Annual Required Contribution (ARC) for Fiscal Year 2016-17 (\$18,009) and the total amount of retiree medical payments for six retirees (\$20,160).

MOTION: By Miller, seconded by James, to pay the retiree medical payments directly in full without receiving a disbursement from the CERBT fund

VOTE: AYES: James, Merrill, Miller, O'Keefe

NOES: None

ABSTAIN: None

ABSENT: Gilbert-Snyder

D. Cancellation of the April 13, 2017 Regular Board Meeting

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

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MOTION: By James, seconded by Miller, to 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

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

VIII. Financial Statements – February 2017

- A. Monthly Investment, Cash, Receivables Report, February 2017
- B. Monthly Operating Statement, February 2017

The financial items were reviewed by the Board with no significant issues.

IX. Approval of Checks

- A. Checks for March 23, 2017 - Fund No. 3418 & 3423

MOTION: By Merrill, seconded by James, to pay the bills, Check Nos. 24862 through 24883 in the amount of \$53,248.43

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

X. Future Agenda Items

April 13, 2017 (MEETING CANCELLED)

~~Long Range Planning Discussion of Topics~~

~~Board Training Summary~~

April 27, 2017

CLOSED SESSION – Quarterly Claims Report

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

Quarterly Financial Statements
Long Range Planning Workshop Discussion of Topics
Draft Budget
Employee Benefits Request
July 4th Fair Discussion
CASA Conference – Attendee Reports

XI. Adjournment

The meeting was adjourned at 8:33 P.M. The meeting scheduled for Thursday, April 13, 2017 has been cancelled. The next meeting of the District Board of Directors will be held on Thursday, April 27, 2017 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary

El Cerrito Police Blotter April 3rd through April 10th

April 10th

Booby Trap – Stege Sanitary, 7500 Schmidt Lane:

Sometime over the weekend and unknown suspect strategically placed 88 uncapped syringes into a plastic bag commonly used to protect newspapers and placed the bag with the other newspapers which were delivered over the weekend. The bag and the way the needles were placed was clearly an attempt at camouflaging the device. The employee poked himself with the needles when he collected the bag with the other newspapers.

MONTHLY SERVICE CALLS

March-2017

| DATE | MH UP/DN | ADDRESS | PRBLM IN | TYPE | LOC | CAUSE | END | COMMENTS |
|---|------------------|--|--|-------|-----|-------|--------|--|
| 3/4/2017 Saturday 1:43 PM | 251223 251205 | 7401 ERROL DR. EL CERRITO, CA 94530 | Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/> | C, OF | | | | WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER. |
| 3/7/2017 Tuesday 2:19 PM | 161414 161413 | 7136 MOUND AVE. EL CERRITO, CA 94530 | Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/> | C | | | | WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER. |
| 3/7/2017 Tuesday 4:50 PM | 265312 265311 | 857 SEA VIEW DR. EL CERRITO, CA 94530 | Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/> | C, OF | | | | WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER. |
| 3/12/2017 Sunday 1:29 PM | 272302 272301 | 205 ARLINGTON AVE. KENSINGTON, CA 94707 <i>Last Call: 5/30/2010</i> | Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/> | B, OF | MH | ML, B | ST, SD | BROKEN MAIN PIPE CAUSED OVERFLOW. |
| 3/12/2017 Sunday 2:05 PM | 189126 189116 | 6524 ALTA VISTA DR. EL CERRITO, CA 94530 <i>Last Call: 10/5/2005</i> | Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/> | C, OF | | | | CUSTOMER HAD SEWAGE IN HIS BACK YARD. MANHOLE WAS CLEAR. WE FOUND NEIGHBORS CLEANOUT WAS OVERFLOWING. |
| 3/13/2017 Monday 12:35 PM | 189102 189101 | 2621 MIRA VISTA DR. EL CERRITO, CA 94530 <i>Last Call: 9/28/2015</i> | Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/> | A | | | | WATER PROBLEM. |
| 3/13/2017 Monday 1:41 PM | 189134 189116 | 2675 TAMALPAIS AVE. EL CERRITO, CA 94530 | Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/> | C, OF | | | | WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER. |
| 3/13/2017 Monday 4:02 PM | 188111 188109 | 2609 BROOKS AVE. EL CERRITO, CA 94530 <i>Last Call: 7/25/2014</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. |
| 3/16/2017 Thursday 1:00 PM | 272117 272115 | 10 AVON RD. KENSINGTON, CA 94707 | Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/> | C | | | | WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER. |
| 3/16/2017 Thursday 6:06 PM | 161913 161912 | 7125 DONAL AVE. EL CERRITO, CA 94530 <i>Last Call: 5/28/2015</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. |
| 3/19/2017 Sunday 9:51 AM | 221304 221303 | 7435 ROCKWAY AVE. EL CERRITO, CA 94530 | Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/> | O | | | | CUSTOMER SAID MANHOLE WAS OVERFLOWING. WE ARRIVED AND FOUND IT WAS JUST AN ODOR. WE RAN THE MAINLINE AND FOUND NO PROBLEM. |
| 3/20/2017 Monday 10:24 AM | 101113 101112 | 1646 MARIPOSA ST. RICHMOND, CA 94804 | Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/> | E | | | | WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER. |
| 3/20/2017 Monday 2:07 PM | 221308 221307 | 7454 ROCKWAY AVE. EL CERRITO, CA 94530 | Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/> | C, OF | | | | WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER. |
| 3/22/2017 Wednesday 12:15 AM | 224113 224129 | 501 EVERETT ST. EL CERRITO, CA 94530 | Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/> | T | | | | CUSTOMER DROPPED WALLET & CELL PHONE IN STORM DRAIN. WE ADVISED HER TO CALL THE CITY. |
| 3/22/2017 Wednesday 10:47 AM | 231104 231103 | 32 ELDRIDGE CT. KENSINGTON, CA 94707 | Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/> | A | | | | WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER. |
| 3/24/2017 Friday 6:17 PM | 275312 275019 | 12 HIGHLAND BLVD. KENSINGTON, CA 94707 | Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/> | T | | | | CUSTOMER COMPLAINED ABOUT A SINK HOLE. WE TV'D OUR LINE AND FOUND IT TO BE CLEAR. |
| 3/25/2017 Saturday 1:32 PM | 189209 189208 | 2522 CARQUINEZ AVE. EL CERRITO, CA 94530 | Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/> | C | | | | 2507 ALVA AVE LATERAL IS HOLDING WATER. WE LEFT A DOOR HANGER TO FIX THE PROBLEM. |
| 3/26/2017 Sunday 5:43 PM | 189209 189208 | 2522 CARQUINEZ AVE. EL CERRITO, CA 94530 <i>Last Call: 3/25/2017</i> | Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/> | T | | | | CUSTOMER WANTED TO KNOW ABOUT RESTORATION COMPANY. |

| DATE | MH UP/DN | ADDRESS | PRBLM IN | TYPE | LOC | CAUSE | END | COMMENTS |
|----------------------|----------|----------------------|---|------|-----|-------|-----|--|
| 3/29/2017 | 271107 | 302 SEA VIEW DR. | Main <input type="checkbox"/> | A | | | | WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER. |
| Wednesday 1:54 PM | 271106 | EL CERRITO, CA 94530 | Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/> | | | | | |
| 3/31/2017 | 172529 | 2111 PINEHURST CT. | Main <input type="checkbox"/> | A | | | | WATER WAS BY THE MANHOLE. OUR MAINLINE WAS CLEAR. |
| Friday 9:43 AM | 172528 | EL CERRITO, CA 94530 | Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/> | | | | | |

| | | | | | |
|----------------------|------------------------|---------------------|----------------------------|-----------------------------|-----------|
| PROBLEM TYPE: | SPILL LOCATION: | SPILL CAUSE: | SPILL END LOCATION: | MAINLINE: | 1 |
| Water (A) | Odor (O) | Lamp/Manhole (MH) | Blockage (B) | LATERAL: | 10 |
| Broken Main (B) | Overflow (OF) | Mainline (ML) | Surcharge (S) | OTHER: | 9 |
| S/S Congestion (C) | PG+E (P) | Lateral (L) | Line Break (ML) | TOTAL SERVICE CALLS: | 20 |
| Debris in Main (D) | Roots (R) | Cleanout (CO) | Other (O) | MAINLINE OVERFLOW: | 1 |
| EBMUD (E) | Surcharge (S) | Building (BLDG) | | MAINLINE SURCHARGE: | 0 |
| Soft Stoppage (F) | Storm Drain (SD) | Other (O) | | | |
| Grease (G) | Unknown (U) | | | | |
| Lateral Cause (LC) | Other (T) | | | | |
| Misc (M) | Wipes/Rags (W) | | | | |
| MH Cover (MC) | | | | | |

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

1. ROUTINE PREVENTIVE MAINTENANCE ACTIVITES

| | Days | Feet |
|-----------------------------------|------|---------|
| There were 23 normal working days | | |
| Unit #5 (hydro) operated: | 0 | |
| Unit #10 (rodder) operated: | 5 | 6,133 |
| Unit #11 (rodder) operated: | 0 | |
| Unit #15 (video) operated: | 17 | 25,247 |
| Unit #16 (combo) operated: | 20 | 121,219 |

| | Month (feet) | | Quarter (feet) | | |
|---------------|--------------|-----------|----------------|-----------|-----------|
| | Planned | Unplanned | Planned | Unplanned | Remaining |
| Total Cleaned | 81,128 | 46,224 | 193,510 | 75,487 | 3,375 |
| Total Video | 12,109 | 13,138 | 57,299 | 28,038 | 0 |

2. MONTHLY SERVICE CALLS

After-hour service calls: 9 calls 8 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 | Mar | 20 | 14.2 | 10 | 8.8 | 1 | 5 | 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 | CURRENT MONTH | TOTAL LAST 12-MONTHS | CURRENT MONTH | TOTAL LAST 12-MONTHS |
| 1 | 4 | 1 | 9 | 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
March 2017

| I SEWER REPLACEMENT - FY 2016-17 | | | |
|---|--|---------------------------|-------------|
| A. | BUDGET ALLOCATION | | \$2,220,000 |
| B. | PRIOR BUDGET EXPENDED (WITH RETENTION) | | \$1,219,381 |
| C. | SEWER REPLACEMENTS PAID THIS MONTH | | |
| 1. | | | |
| | SUBTOTAL FOR THIS MONTH | | \$0 |
| 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 | 25.00% | |
| H. | TOTAL REPLACEMENT FOOTAGE PAID TO DATE | 7,122 (\$ 171.21 /LF) | |
| II SEWER REPAIRS - FY 2016-17 | | | |
| 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 | 25.00% | |
| G. | TOTAL NUMBER OF REPAIRS PAID TO DATE | 13 (\$ 4,467.00 /REPAIR) | |

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

July 4th Event List

- (2) Canopies
- (5) Tables
- (2) Chairs
- ~~Wire Display Stand (heavy)~~
- Bunting (Red, White & Blue)
- Hammer
- Crowbar
- Sandbags
- Bungee Cords
- Zip Ties
- Scissors
- Channel Lock Pliers
- Tissue
- Tape
- Garbage Can
- [bottled water for directors]
- 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 (+extra 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 Newsletters
- Latest Registered Contractors List
- Plumbers Outreach Tri-fold
- Wipes Outreach Tri-fold/Poster
- BPD Outreach Tri-fold
- General Guidelines
- 100th Anniversary Book
- BPD Drawing
- Easement Ordinance
- SSD Pens/Magnets
- Misc. kid planes/duckies
- EBMUD Lateral Program
- EBMUD FOG Program
- EBMUD “Think Before You Flush”

Schedule

| | |
|------------|-------|
| Setup | _____ |
| 10am-11:40 | _____ |
| 11:40-1:20 | _____ |
| 1:20-3pm | _____ |
| 3pm-4:30 | _____ |
| 4:30-6pm | _____ |
| Tear down | _____ |

Core Messages

Do NOT flush wipes.

Call us first & after.

Install a BPD.

EMPLOYEE BENEFITS - STANDBY PAY COMPARISON

| <u>AGENCY</u> | <u>DAILY</u> | <u>WEEKLY</u> | <u>NOTES</u> |
|--|---------------------|----------------------|---|
| Ross Valley Sanitary District* | \$135.00 | \$945.00 | 2 hrs. of overtime Mon-Fri and 4 hrs. of overtime Sat/Sun |
| Napa Sanitary District* | \$100.00 | \$700.00 | 2 hrs. of hourly rate Mon-Thu and 4 hrs. Fri-Sun |
| Central Marin Sanitary District* | \$90.00 | \$630.00 | 2 hrs. of hourly rate Mon-Fri and 4 hrs. Sat/Sun |
| Las Gallinas Valley Sanitary District* | \$70.00 | \$490.00 | Double the hourly rate per day |
| Ironhouse Sanitary District | \$64.29 | \$450.00 | \$450 per week |
| Novato Sanitary District | \$62.82 | \$439.74 | \$62.82 per day |
| Stege Sanitary District | \$55.00 | \$385.00 | \$55 per day |
| West County Wastewater District | \$50.00 | \$350.00 | \$50 per day |
| West Bay Sanitary District | \$46.43 | \$325.00 | \$45 per day Mon-Fri, \$50 a day Sat/Sun and holidays |
| West Valley Sanitation District | \$45.71 | \$320.00 | \$40 per day Mon-Fri, \$60 a day Sat/Sun and holidays |
| Castro Valley Sanitary District | \$44.29 | \$310.00 | \$40 per day Mon-Thu, \$50 a day Fri-Sun and holidays |
| Mt View Sanitary District | \$28.57 | \$200.00 | \$200 per week |
| <i>*Based on \$35/hr</i> | | | |
| AVERAGE | \$66.01 | \$462.06 | |
| MEDIAN | \$58.91 | \$412.37 | |

APPROVAL OF PLANS AND SPECIFICATIONS – STANDARD PIPEBURSTING
PROJECT, DISTRICT PROJECT #17201

ISSUE:

Plans and specifications for next fiscal year's capital improvement program standard pipe bursting project require Board approval before the District can issue a public call for bids.

FISCAL IMPACT:

The project is budgeted in the Standard Sewer Rehabilitation Project #17201.

BACKGROUND:

Staff previously utilized the standard point repair contract to quickly and efficiently repair defective sewers within the District service area on an ongoing basis. With no pre-determined list of sewer lines called out at time of bid, District staff can actively monitor and progressively rank sewers that need immediate attention. This process ensures that the highest ranked sewer lines in need of attention are dealt with in a timely manner.

As suggested by staff, a similar type of contract is now used for the pipe bursting replacement of sewer main lines as previously approved by the Board and by District Counsel. The standard pipe bursting projects resulted not only a reduction in costs, but from the reduction of design time and time to complete the work.

As in previous years, staff is recommending that this contract include a renewal clause that allows it to be renewed each year for four additional years at the District's discretion. Preparation of plans, specifications and managing the formal bid process takes up a considerable amount of staff time and expense. The ability to use a responsible and effective contractor for an additional four years would enable the District to have replacements completed in a timely manner without any extra time or expense.

RECOMMENDATION:

Approve the project plans and specifications, and authorize staff to advertise and bid the project.

ATTACHMENTS:

- Project #17201 Plans and Specifications (available at the meeting for review).

RESOLUTION NO. 2077-0417, MAKING FINDINGS AND DIRECTING FILING OF
NOTICE OF EXEMPTION PURSUANT TO THE CALIFORNIA ENVIRONMENTAL
QUALITY ACT (CEQA), STANDARD SEWER REHABILITATION PROJECT – JULY 2017,
PROJECT NO. 17201

ISSUE:

The California Environmental Quality Act (CEQA) requires that certain actions regarding environmental impacts should be taken by the agency responsible for projects.

FISCAL IMPACT:

The cost to prepare the environmental assessment and notices is minimal.

BACKGROUND:

CEQA requires that a preliminary environmental assessment to determine the environmental impacts is prepared for projects. Failure to do so makes a project vulnerable to legal challenges. Staff has completed the assessment and found this project is exempt from further assessment since it is the *replacement of existing utility structures where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced.* This is a standard exemption category included in State and Local CEQA guidelines. Staff will record the approved notice with the County Clerk.

RECOMMENDATION:

Approve the Resolution and direct the Manager to file the exemption notice with the County Clerk.

ATTACHMENTS:

- Resolution No. 2077-0417
- Notice of Exemption

RESOLUTION NO. 2077-0417

RESOLUTION MAKING FINDINGS AND DIRECTING FILING OF
NOTICE OF EXEMPTION, PURSUANT TO CALIFORNIA ENVIRONMENTAL
QUALITY ACT (CEQA), STANDARD SEWER REHABILITATION
PROJECT – JULY 2017, PROJECT NO. 17201

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

- A. The District has plans and specifications prepared for the replacement of failing sewer mains and the Board has called for bids for this replacement; and
- B. A Preliminary Environmental Assessment has been prepared and it finds that the proposed project has a Categorical Exemption under the State and Local Guidelines adopted pursuant to the California Environmental Quality Act.

In consideration of the foregoing findings and determinations, it is resolved:

- 1. The Board finds and determines said project is categorically exempt pursuant to the provisions of State and Local Guidelines adopted pursuant to the California Environmental Quality Act in that it is replacement of existing facilities.
- 2. The Secretary is directed and authorized to file a copy of a Notice of Exemption, with a certified copy of this Resolution attached, in the District office and in the Office of the Clerk of the County of Contra Costa.

* * * * *

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Resolution was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 27th day of April 2017 by a #-# vote as follows:

AYES: BOARD MEMBERS:
NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:
ABSTAIN: BOARD MEMBERS:

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

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District

NOTICE OF EXEMPTION

To: Secretary of Resources
1416 Ninth Street, Room 1131
Sacramento, CA 95814

From: Stege Sanitary District
7500 Schmidt Lane,
El Cerrito, CA 94530

or x County Clerk
County of Contra Costa
555 Escobar Street
Martinez, CA 94553

Project Title: Standard Sewer Rehabilitation Project – July 2017, Project No. 17201

Project Location - City: El Cerrito, Kensington and Richmond Annex, Contra Costa County

Description of Project: Project consists of the rehabilitation of numerous sewer main lines throughout the District. Rehabilitation method will be trenchless replacement. Lines were identified to be in need of rehabilitation through video inspection.

Name of Public Agency Approving Project: Stege Sanitary District

Name of Person or Agency Carrying Out Project: Stege Sanitary District

Exempt Status: (check one)

 Ministerial (Sec. 15268)

 Declared Emergency (Sec. 15269(a))

 Emergency Project (Sec. 15269(b)(c))

 X Categorical Exemption. State type & section number: Section 1530, Class 2.

 Statutory Exemptions. State code number:

Reasons why project is exempt:

Project is the replacement of existing utility structures where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced.

Lead Agency Contact Person: Paul Soo, Jr.

Area Code/Telephone: (510) 524-4668

Signature: _____

Title: Associate Engineer

Date Received for Filing:

Date Posted:

Date Removed:

RESOLUTION NO. 2078-0417
APPROVING AND AUTHORIZING PROFESSIONAL SERVICES AGREEMENT FOR
CHEMICAL ROOT CONTROL OF SANITARY SEWER LINES

ISSUE:

The District Manager is requesting authorization from the Board of Directors to execute a professional services agreement for chemical root control of sanitary sewer lines.

FISCAL IMPACT:

The quote amounts for the chemical root control of sanitary sewer lines of 42,000 feet ranges from \$60k to \$74k. Funding is included in the Capital Operations budget (\$75,000).

BACKGROUND:

Root intrusion is a significant contributor to sewer lines becoming clogged, causes structural deterioration and provides a surface for grease and debris build up within the sewer pipes that may potentially cause a sanitary sewer overflow. Chemical foam treatment of sanitary sewer lines is a cost-effective method to mitigate root intrusion. The U.S. Environmental Protection Agency Consent Decree Case Nos. C 09-00186-RS and C 09-05684-RS requires the District to chemically treat with foam to control excessive roots 35,078 feet of lines annually on a three year rolling average.

Staff solicited proposals for this service and ranked them based on performance, reputation, support, and price. Based on the ranking, staff recommends authorizing execution of a professional services agreement for chemical root control of sanitary sewer lines with Root Tamers Inc.

| | <u>Performance</u> | <u>Reputation</u> | <u>Support</u> | <u>Price</u> |
|----------------------------------|--------------------|-------------------|-----------------|-------------------------|
| Root Tamers Inc. | 1 st | 1 st | 1 st | 2 nd (\$66k) |
| Dukes Root Control Inc. | 2 nd | 2 nd | 2 nd | 1 st (\$60k) |
| Pacific Sewer Maintenance | 3 rd | 3 rd | 3 rd | 3 rd (\$74k) |

RECOMMENDATION:

Approve the resolution authorizing execution of a professional services agreement for chemical root control of sanitary sewer lines with Root Tamers Inc.

ATTACHMENTS:

- Resolution No. 2078-0417

RESOLUTION NO. 2078-0417

RESOLUTION APPROVING AND AUTHORIZING
PROFESSIONAL SERVICES AGREEMENT FOR
CHEMICAL ROOT CONTROL OF SANITARY SEWER LINES

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

- A. Root intrusion is a significant contributor to sewer lines becoming clogged, causes structural deterioration and provides a surface for grease and debris build up within sewer pipes that may potentially cause a sanitary sewer overflow.
- B. The U.S. Environmental Protection Agency Consent Decree Case Nos. C 09-00186-RS and C 09-05684-RS requires the District to chemically treat with foam to control excessive roots a minimum of 35,078 feet of lines annually on a three year rolling average..
- C. Staff evaluated and ranked three (3) proposals for the chemical root control of 42,000 feet of sanitary sewer lines of various sizes and at various locations based on performance, reputation, support, and price.
- D. Based on the ranking, staff recommends authorizing execution of a professional services agreement for chemical root control of sanitary sewer lines with Root Tamers Inc. in an amount not to exceed \$65,650.90.

In consideration of the foregoing findings and determinations, it is resolved:

- 1. The Directors declare that the District Manager is authorized to execute a professional services agreement for chemical root control of sanitary sewer lines with Root Tamers Inc., approved as to form by District Counsel, in an amount not to exceed \$65,650.90.

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Resolution No. 2078-0417 was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 27th day of April 2017 by a X-X vote as follows:

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

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

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District

DRAFT BUDGET

DETAIL SHEET

STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - OPERATIONS

FISCAL YEAR 2017-2018

| ITEM | As of 3/28/17 EXPENDITURES 2016-2017 | REMAINING BUDGET 2016-2017 | Fiscal Year 2016-2017 Budget | Fiscal Year 2017-2018 Budget | % Change |
|--|--|----------------------------------|------------------------------------|------------------------------------|-----------|
| 010 SALARIES AND WAGES | | | | | |
| 011 Engineering Salaries | \$ 276,815 | -33% | \$ 411,500 | \$ 423,800 | 3% |
| 011.6 Cell Phone (3) | 1,440 | -33% | 2,160 | 2,160 | 0% |
| 012 Collection System Salaries | 253,902 | -35% | 391,400 | 403,100 | 3% |
| 012.6 Cell Phone (5) | 2,400 | -33% | 3,600 | 3,600 | 0% |
| 013 Overtime - Service Calls | 15,872 | 3% | 15,400 | 15,400 | 0% |
| 014 Overtime - Engineering/Inspection | 435 | -13% | 500 | 500 | 0% |
| 015 Standby | 26,730 | -33% | 40,150 | 40,150 | 0% |
| 017 Performance Incentive | | -100% | 12,000 | 12,000 | 0% |
| TOTAL SALARIES AND WAGES | \$ 577,595 | -34% | \$ 876,710 | \$ 900,710 | 3% |
| 020 EMPLOYEE BENEFITS | | | | | |
| 021 Retirement | \$ 129,128 | -36% | \$ 202,330 | \$ 208,380 | 3% |
| 021a Deferred Comp Match (\$240 Max Per Mo.) Cafeteria Plan | 18,480 | -20% | 23,040 | 24,480 | 6% |
| '022 Health Care Admin Fees | 7,096 | 1378% | 480 | 480 | 0% |
| '027 Cash, Dependent Care & Medical | 101,500 | -35% | 156,000 | 156,000 | 0% |
| 023 Life Insurance/Dental/LTD | 11,347 | -40% | 18,800 | 18,800 | 0% |
| 024 Workers' Compensation Insurance | 9,134 | -39% | 15,000 | 15,000 | 0% |
| 025 Unemployment Insurance | 2,219 | -51% | 4,500 | 4,600 | 2% |
| 026 Medicare | 9,368 | -46% | 17,400 | 17,900 | 3% |
| Retiree Medical & ARC | | | | | |
| '028 Retiree Medical (AnnReq'dContrib ARC) | | #DIV/0! | - | - | 0% |
| '029 Retiree Health Care Premium | 11,315 | -17% | 13,700 | 13,700 | 0% |
| 030 Social Security (On Call Maintenance) | 501 | -50% | 1,000 | 1,000 | 0% |
| TOTAL EMPLOYEE BENEFITS | \$ 300,088 | -34% | \$ 452,250 | \$ 460,340 | 2% |
| MAINTENANCE | | | | | |
| 060 GAS, OIL AND FUEL | \$ 7,800 | -65% | \$ 22,000 | \$ 22,000 | 0% |
| 070 CLAIMS | 12,970 | -14% | 15,000 | 15,000 | 0% |
| 080 MEMBERSHIPS | 1,158 | -61% | 3,000 | 3,000 | 0% |
| 100 OPERATING SUPPLIES | | | | | |
| 101 Rods and Augers | 425 | -98% | 25,000 | 18,000 | -28% |
| 102 Chemicals | - | -100% | 1,000 | 1,000 | 0% |
| 104 Hose and Nozzles | 2,757 | -45% | 5,000 | 12,000 | 140% |
| 105 Emergency Readiness | - | -100% | 500 | 500 | 0% |
| 107 Engineering and Inspection Supplies | - | -100% | 2,000 | 2,000 | 0% |
| 108 Computer/Supplies | 230 | -96% | 6,500 | 6,500 | 0% |
| Forward totals to next page | 25,339 | -68% | 80,000 | 80,000 | 0% |

DRAFT BUDGET

DETAIL SHEET

STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - OPERATIONS

FISCAL YEAR 2017-2018

| ITEM | As of 3/28/17 EXPENDITURES 2016-2017 | REMAINING BUDGET 2016-2017 | Fiscal Year 2016-2017 Budget | Fiscal Year 2017-2018 Budget | % Change |
|--|--|----------------------------------|------------------------------------|------------------------------------|----------|
| Totals from previous page | \$ 25,339 | -68% | \$ 80,000 | \$ 80,000 | 0% |
| 110 CONTRACTUAL SERVICES | | | | | |
| 111 Phone Service (Answering Service) | \$ 1,016 | -32% | \$ 1,500 | \$ 1,500 | 0% |
| 112 Manhole Level Monitors | - | -100% | 2,500 | 2,500 | 0% |
| 115 Sewer Root Foaming | 76,378 | 2% | 75,000 | 75,000 | 0% |
| 116 Radio and Test Equipment Maintenance | 2,530 | 406% | 500 | 500 | 0% |
| 117 Utility Marking Service | 901 | 50% | 600 | 900 | 50% |
| 118 DOT Regulatory Compliance | 535 | -41% | 900 | 900 | 0% |
| 119 Collection System JPA | 14,161 | -6% | 15,000 | 15,000 | 0% |
| 120 PROFESSIONAL SERVICES | | | | | |
| 121 Technical/Legal Support | \$ 10,780 | -28% | \$ 15,000 | \$ 15,000 | 0% |
| 122 Safety Consultant | - | -100% | 1,000 | 1,000 | 0% |
| 123 Flow Monitoring Modeling | - | -100% | 15,000 | 15,000 | 0% |
| 124 Enforcement | - | -100% | 6,000 | 6,000 | 0% |
| 140 RENTS AND LEASES | \$ - | -100% | 1,000 | 1,000 | 0% |
| 150 REPAIRS AND MAINTENANCE | | | | | |
| 151 Vehicle Maintenance | \$ 19,659 | -34% | \$ 30,000 | \$ 30,000 | 0% |
| 152 Equipment and Shop Maintenance | 3,183 | -65% | 9,000 | 9,000 | 0% |
| 153 Sewer Materials | | | | | |
| a. Pipe and Fittings | 1,679 | -58% | 4,000 | 4,000 | 0% |
| b. Manholes | 259 | -94% | 4,500 | 4,500 | 0% |
| c. Castings | - | -100% | 1,000 | 1,000 | 0% |
| 154 Emergency Sewer Replacement | - | -100% | 12,500 | 12,500 | 0% |
| 155 Engineering Equipment | | | - | - | |
| 156 Building Maintenance | 1,153 | -36% | 1,800 | 1,800 | 0% |
| 157 Janitorial Services | 2,655 | -41% | 4,500 | 4,500 | 0% |
| 158 Yard Maintenance | 1,600 | -33% | 2,400 | 2,400 | 0% |
| 159 Refuse Service | 3,486 | -13% | 4,000 | 4,000 | 0% |
| 159a Refuse Service-Vactor | - | -100% | 3,000 | 3,000 | 0% |
| 160 Video Inspection Equipment Repair | 7,383 | -26% | 10,000 | 10,000 | 0% |
| 170 TRAVEL AND MEETINGS | | | | | |
| 171 Training and Testing | \$ 1,167 | -61% | \$ 3,000 | \$ 3,000 | 0% |
| 173 Travel Reimbursement | 496 | -92% | 6,000 | 6,000 | 0% |
| 174 Meetings and Conference | 1,513 | -62% | 4,000 | 4,000 | 0% |
| Forward totals to next page | \$ 175,871 | -44% | \$ 313,700 | \$ 314,000 | 0% |

DRAFT BUDGET

DETAIL SHEET

STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - OPERATIONS

FISCAL YEAR 2017-2018

| ITEM | As of 3/28/17 EXPENDITURES 2016-2017 | REMAINING BUDGET 2016-2017 | Fiscal Year 2016-2017 Budget | Fiscal Year 2017-2018 Budget | % Change |
|--|--|----------------------------------|------------------------------------|------------------------------------|-----------|
| Totals from previous page | \$ 175,871 | -44% | \$ 313,700 | \$ 314,000 | 0% |
| 193 WATER - HYDRO FLUSHER | \$ 4,060 | -10% | \$ 4,500 | \$ 5,500 | 22% |
| 203 FIRST AID SUPPLIES | - | -100% | 500 | 500 | 0% |
| 204 SAFETY EQUIPMENT AND GLOVES | 936 | -79% | 4,500 | 4,500 | 0% |
| 205 UNIFORMS AND BOOTS | 8,430 | -30% | 12,000 | 12,000 | 0% |
| 206 SAFETY INCENTIVE PROGRAM | - | -100% | 1,250 | 1,250 | 0% |
| TOTAL MAINTENANCE/ENGINEERING | \$ 189,297 | -44% | \$ 336,450 | \$ 337,750 | 0% |
| 41.2 BURLINGAME PUMP STATION | | | | | |
| 150 Repairs (Contracted) | \$ 495 | -87% | \$ 3,800 | \$ 3,800 | 0% |
| 150a Annual Inspection | 1,430 | -59% | 3,500 | 3,500 | 0% |
| 151 Electricity | 853 | -5% | 900 | 900 | 0% |
| 152 Telephone/Telemetry | 981 | 9% | 900 | 900 | 0% |
| 153 Maintenance and Landscaping | 640 | -33% | 960 | 960 | 0% |
| 41.4 CANON PUMP STATION | | | | | |
| 150 Repairs (Contracted) | 14,577 | 239% | 4,300 | 4,300 | 0% |
| 150a Annual Inspection | 339 | -86% | 2,500 | 2,500 | 0% |
| 151 Electricity | 713 | -21% | 900 | 900 | 0% |
| 152 Telephone/Telemetry | 910 | 1% | 900 | 900 | 0% |
| TOTAL PUMP STATIONS | \$ 20,937 | 12% | \$ 18,660 | \$ 18,660 | 0% |
| 207 CONTRACTED REPAIRS | \$ 58,071 | -2% | 59,000 | 61,000 | 3% |
| TOTAL - MAINT/ENG EMPLOYEE SALARIES | \$ 577,595 | -34% | \$ 876,710 | \$ 900,710 | 3% |
| TOTAL - MAINT/ENG EMPLOYEE BENEFITS | 300,088 | -34% | 452,250 | 460,340 | 2% |
| TOTAL OTHER MAINTENANCE/ENGINEERING | 189,297 | -44% | 336,450 | 337,750 | 0% |
| TOTAL - PUMP STATIONS | 20,937 | 12% | 18,660 | 18,660 | 0% |
| TOTAL CONTRACTED REPAIRS | 58,071 | -2% | 59,000 | 61,000 | 3% |
| TOTAL OPERATIONS | \$ 1,145,987 | -34% | \$ 1,743,070 | \$ 1,778,460 | 2% |

DRAFT BUDGET

DETAIL SHEET

STEGE SANITARY DISTRICT
ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL

FISCAL YEAR 2017-2018

| ITEM | As of 3/28/17 EXPENDITURES 2016-2017 | REMAINING BUDGET 2016-2017 | Fiscal Year 2016-2017 Budget | Fiscal Year 2017-2018 Budget | % Change |
|--|--|----------------------------------|------------------------------------|------------------------------------|-------------|
| 010 SALARIES AND WAGES | | | | | |
| 011 Administration Salaries | \$ 113,800 | -33% | \$ 170,700 | \$ 179,200 | 5% |
| 011.7 Scanning Support Salaries | 9,810 | -32% | 14,400 | 15,120 | 5% |
| 017 Performance Incentive | - | -100% | 3,500 | 3,500 | 0% |
| TOTAL - SALARIES & WAGES | \$ 123,610 | -34% | \$ 188,600 | \$ 197,820 | 5% |
| 020 EMPLOYEE BENEFITS | | | | | |
| 021 Retirement | \$ 29,549 | -31% | \$ 43,020 | \$ 45,160 | 5% |
| 021a Deferred Comp Match (\$240 Max Per Mo.) Cafeteria Plan | 4,320 | -25% | 5,760 | 5,760 | 0% |
| '022 Health Care Admin Fees | 6,230 | 1631% | 360 | 360 | 0% |
| '027 Cash, Dependent Care & Medical | 26,000 | -33% | 39,000 | 39,000 | 0% |
| 023 Life Insurance/Dental/LTD | 2,366 | -46% | 4,350 | 4,350 | 0% |
| 024 Workers' Compensation Insurance | 2,283 | -29% | 3,200 | 3,200 | 0% |
| 025 Unemployment Insurance | - | -100% | 450 | 470 | 4% |
| 026 Medicare Retiree Medical | 2,064 | -52% | 4,330 | 4,890 | 13% |
| '028 Retiree Medical (AnnReq'dContrib(ARC)) | - | #DIV/0! | - | - | 0% |
| '029 Retiree Health Care Premiums | 5,657 | -17% | 6,800 | 6,800 | 0% |
| 029a Social Security | 1,635 | -32% | 2,400 | 2,400 | 0% |
| TOTAL - EMPLOYEE BENEFITS | \$ 80,106 | -27% | \$ 109,670 | \$ 112,390 | 2% |
| GENERAL EXPENSES | | | | | |
| 030 DIRECTORS' EXPENSES | | | | | |
| 031 Board Meeting Compensation | \$ 11,070 | -46% | \$ 20,500 | \$ 20,500 | 0% |
| 032 Travel Reimbursement | 5,891 | -41% | 10,000 | 10,000 | 0% |
| 033 Meetings & Conference | 5,827 | 17% | 5,000 | 6,500 | 30% |
| 034 Training | - | -100% | 1,000 | 1,000 | 0% |
| TOTAL - DIRECTORS' EXPENSES | \$ 22,788 | -38% | \$ 36,500 | \$ 38,000 | 4% |
| 040 ELECTION EXPENSES | \$ - | -100% | \$ 30,000 | \$ - | -100% |
| 070 INSURANCE | | | | | |
| 071 Liability and Property Insurance | \$ 111,270 | 1% | \$ 110,000 | \$ 110,000 | 0% |
| 072 Dividends (CREDIT) | - | -100% | (22,500) | (22,500) | 0% |
| 080 MEMBERSHIPS | | | | | |
| 081 Memberships | \$ 1,158 | -92% | \$ 15,000 | \$ 15,000 | 0% |
| 082 Memberships - Board | - | -100% | 100 | 100 | 0% |
| Forward totals to next page | 135,216 | -20% | 169,100 | 140,600 | -17% |

DRAFT BUDGET

DETAIL SHEET

STEGE SANITARY DISTRICT
ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL

FISCAL YEAR 2017-2018

| ITEM | As of 3/28/17 EXPENDITURES 2016-2017 | REMAINING BUDGET 2016-2017 | Fiscal Year 2016-2017 Budget | Fiscal Year 2017-2018 Budget | % Change |
|---|--|----------------------------------|------------------------------------|------------------------------------|----------|
| Totals from previous page | \$ 135,216 | -20% | \$ 169,100 | \$ 140,600 | -17% |
| 090 OFFICE EXPENSES | | | | | |
| 091 Stationery, Postage, Supplies | \$ 1,915 | -52% | \$ 4,000 | \$ 4,000 | 0% |
| 092 Subscriptions | 4,883 | 63% | 3,000 | 5,000 | 67% |
| 094 Public Notice Postage | - | -100% | 400 | 400 | 0% |
| 096 Bank Charges | 335 | -52% | 700 | 700 | 0% |
| 120 PROFESSIONAL SERVICES | | | | | |
| 121 Legal Services | \$ 37,764 | 14% | \$ 33,000 | \$ 33,000 | 0% |
| 123 Audit and Special Reports | 16,000 | 7% | 15,000 | 18,200 | 21% |
| 124 Resources Consultant | - | -100% | 5,000 | 5,000 | 0% |
| 125 Administrative Support | - | -100% | 4,000 | 4,000 | 0% |
| 126 Labor Relations/HR Training | - | -100% | 100 | 100 | 0% |
| 127 Litigation Expenses | - | -100% | 5,000 | 5,000 | 0% |
| 129 ADP Payroll Expenses | 3,684 | -39% | 6,000 | 6,000 | 0% |
| 130 PRINTING AND PUBLICATIONS | | | | | |
| 131 Meetings and Hearings Notices | \$ 113 | -99% | \$ 7,500 | \$ 7,500 | 0% |
| 132 Newsletters | 8,322 | -58% | 20,000 | 20,000 | 0% |
| 133 Publications (Ordinances & Notices) | 657 | -34% | 1,000 | 1,000 | 0% |
| 134 Job Advertising | - | -100% | 500 | 500 | 0% |
| 140 RENTS AND LEASES | | | | | |
| | \$ 465 | -42% | \$ 800 | \$ 800 | 0% |
| 150 BUILDING REPAIRS AND MAINTENANCE | | | | | |
| 151 Administration Offices | \$ 5,038 | 404% | \$ 1,000 | \$ 6,000 | 500% |
| 155 Office Equipment | 2,806 | -22% | 3,600 | 3,600 | 0% |
| Forward totals to next page | 217,198 | -22% | 279,700 | 261,400 | -7% |

DRAFT BUDGET

DETAIL SHEET

STEGE SANITARY DISTRICT
ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL

FISCAL YEAR 2017-2018

| ITEM | As of 3/28/17 EXPENDITURES 2016-2017 | REMAINING BUDGET 2016-2017 | Fiscal Year 2016-2017 Budget | Fiscal Year 2017-2018 Budget | % Change |
|---|--|----------------------------------|------------------------------------|------------------------------------|------------|
| Totals from previous page | \$ 217,198 | -22% | \$ 279,700 | \$ 261,400 | -7% |
| 160 REVENUE COLLECTION EXPENSES | | | | | |
| 161 EBMUD | \$ 119 | 0% | \$ - | \$ 600 | 0% |
| 162 CCC Assessment Collection Fees | 5,970 | -57% | 14,000 | 14,000 | 0% |
| 170 TRAVEL AND MEETINGS | | | | | |
| 173 Travel Reimbursement | \$ 804 | 15% | \$ 700 | \$ 1,500 | 114% |
| 174 Meetings and Conferences | 113 | -93% | 1,650 | 1,650 | 0% |
| 190 UTILITIES | | | | | 0% |
| 191 Gas and Electricity | \$ 7,584 | -24% | \$ 10,000 | \$ 10,000 | 0% |
| 192 Telephone & Computer Internet | 6,205 | -44% | 11,000 | 11,000 | 0% |
| 193 Water | 2,186 | -48% | 4,200 | 4,200 | 0% |
| 194 Security System | 1,767 | -12% | 2,000 | 2,000 | 0% |
| 200 OTHER EXPENSES | | | | | |
| 201 Miscellaneous | \$ 4,002 | -20% | \$ 5,000 | \$ 5,000 | 0% |
| 202 Property Taxes | 64 | -36% | 100 | 100 | 0% |
| 203 LAFCO Net Cost Apportionment | 2,460 | -2% | 2,500 | 2,500 | 0% |
| 204 Public Outreach | - | -100% | 18,000 | 18,000 | 0% |
| 205 Penalties & Fines | - | -100% | 35,000 | 35,000 | 0% |
| TOTAL - GENERAL EXPENSES | \$ 248,471 | -35% | \$ 383,850 | \$ 366,950 | -4% |
| TOTAL - ADMIN. EMPLOYEE SALARIES | \$ 123,610 | -34% | \$ 188,600 | \$ 197,820 | 5% |
| TOTAL - ADMIN. EMPLOYEE BENEFITS | \$ 80,106 | -27% | \$ 109,670 | \$ 112,390 | 2% |
| TOTAL - ADMINISTRATION & GENERAL | \$ 452,186 | -34% | \$ 682,120 | \$ 677,160 | -1% |
| TOTAL OPERATIONS & ADMIN. (3418) | \$ 1,598,173 | -34% | \$ 2,425,190 | \$ 2,455,620 | 1% |

DRAFT BUDGET

DETAIL SHEET

STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - CAPITAL EQUIPMENT EXPENSES

FISCAL YEAR 2017-2018

| ITEM | As of 3/28/17 EXPENDITURES 2016-2017 | REMAINING BUDGET 2016-2017 | Fiscal Year 2016-2017 Budget | Fiscal Year 2017-2018 Budget | % Change |
|--|--|----------------------------------|------------------------------------|------------------------------------|-------------|
| CAPITAL EQUIPMENT EXPENSES | | | | | |
| 300 CAPITAL OPERATIONS (3421) | | | | | |
| 315 Flow Meters | - | -100% | \$ 25,000 | \$ 25,000 | 0.0% |
| 319 Manhole Level Monitors | - | 57% | 10,000 | 10,000 | 0.0% |
| 324 Vehicle Replacement | 241,937 | -92% | 330,000 | - | -100.0% |
| 327 Downhole Winch | - | | - | 11,000 | 100% |
| Sub-Total Capital Operations | \$ 241,937 | \$ (1) | \$ 365,000 | \$ 46,000 | -87% |
| TOTAL - CAPITAL EQUIPMENT EXPENSES (3421) | \$ 241,937 | -89% | \$ 365,000 | \$ 46,000 | -87% |

DRAFT BUDGET

DETAIL SHEET

STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - CAPITAL EXPENSES

FISCAL YEAR 2017-2018

| ITEM | As of 3/28/17 EXPENDITURES 2016-2017 | REMAINING BUDGET 2016-2017 | Fiscal Year 2016-2017 Budget | Fiscal Year 2017-2018 Budget | % Change |
|---|--|----------------------------------|------------------------------------|------------------------------------|------------|
| 411 MANHOLES | | | | | |
| Manhole Adjustments | \$ 2,250 | -63% | \$ 25,000 | \$ 25,000 | 0% |
| 428 RENEWAL & REPLACEMENT | | | | | |
| a. Interceptor Cleaning | \$ 14,750 | -100% | \$ 50,000 | \$ 50,000 | 0% |
| b. Pump Station Rehab | - | 0% | 16,000 | 16,000 | 0% |
| SUB TOTAL (428) | \$ 14,750 | -100% | \$ 66,000 | \$ 66,000 | 0% |
| 434 STANDARD SEWER REHABILITATION (3423) | | | | | |
| a. Construction Costs | \$ 1,219,261 | -7% | \$ 2,220,000 | \$ 2,365,000 | 7% |
| b. Engineering Costs | - | 0% | - | - | 0% |
| SUB-TOTAL (434) | \$ 1,219,261 | -7% | \$ 2,220,000 | \$ 2,365,000 | 7% |
| TOTAL CONSTRUCTION COSTS (400s) | \$ 1,236,261 | -10% | \$ 2,311,000 | \$ 2,456,000 | 6% |
| 650 DEBT REPAYMENT (SRF LOANS) | | | | | |
| a. Repayment Project 99201 | 104,281 | 0% | 104,300 | 104,300 | 0% |
| b. Repayment Project 02203 | 43,939 | 0% | 43,900 | 43,900 | 0% |
| TOTAL DEBT REPAYMENT (650) | \$ 148,220 | 0% | \$ 148,200 | \$ 148,200 | 0% |
| TOTAL CAPITAL EXPENSES (400-650) | \$ 1,384,481 | -21% | \$ 2,824,200 | \$ 2,650,200 | -6% |

STEGE SANITARY DISTRICT
Investment, Cash & Receivables Report
 As of March 31, 2017

1:05 PM
 04/24/2017

| | <u>March 31, 2017</u> | <u>February 28, 2017</u> | <u>\$ Change</u> | <u>Deposits</u> | <u>Checks</u> | <u>Transfers</u> |
|--|-----------------------|--------------------------|------------------|-----------------|-----------------|------------------|
| ASSETS | | | | | | |
| Current Assets | | | | | | |
| Checking/Savings | | | | | | |
| LAIF Investment Accts | | | | | | |
| 11012 · Sewer Operations- 3418 | 3,317,583 | 3,647,583 | -330,000 | 0 | 0 | -330,000 |
| 11014 · System Rehab- 3423 | 1,679,512 | 1,679,512 | 0 | 0 | 0 | 0 |
| Total LAIF Investment Accts | <u>4,997,095</u> | <u>5,327,095</u> | <u>-330,000</u> | <u>0</u> | <u>0</u> | <u>-330,000</u> |
| Checking Accts | | | | | | |
| 100 · Mechanics Bank | 10,823 | 40,113 | -29,290 | 16,342 | -375,631 | 330,000 |
| 100 · County Cash Acct #3418 | -135,312 | -132,054 | -3,258 * | 0 * | 0 | 0 |
| Total Checking Accts | <u>-124,489</u> | <u>-91,941</u> | <u>-32,548</u> | <u>16,342</u> | <u>-375,631</u> | <u>330,000</u> |
| 11021 · Petty Cash | 250 | 250 | 0 | 0 | 0 | 0 |
| Total Checking/Savings | <u>4,872,856</u> | <u>5,235,404</u> | <u>-362,548</u> | <u>16,342</u> | <u>-375,631</u> | <u>0</u> |
| 301 · Ca Employer's Retiree Benefit Trust | 190,332 | 182,273 | 8,059 | 8,059 | 0 | 0 |
| Total CA Employer's Retiree Benefit Trust | <u>190,332</u> | <u>182,273</u> | <u>8,059</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| Accounts Receivable | | | | | | |
| 11072 · Accounts Receivable | 33,786 | 9,344 | 24,442 | | | |
| Total Accounts Receivable | <u>33,786</u> | <u>9,344</u> | <u>24,442</u> | | | |

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

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

 Rex Delizo, District Manager

 Date

STEGE SANITARY DISTRICT

Operating Statement

04/24/2017

March 2017

75.07% of Fiscal year Completed

| | <u>July 2016 - March 2017</u> | <u>Annual Budget</u> | <u>% of Annual Budget</u> |
|---|-----------------------------------|--------------------------|-------------------------------|
| Income | | | |
| 31 - OPERATING REVENUE | | | |
| 31010 - Sewer Service Charges | 1,350,080 | 2,435,000 | 55% |
| 31020 - Permit & Insp. Fees | 5,995 | 15,000 | 40% |
| 31030 - Connection Fees | 177,667 | 150,000 | 118% |
| 31080 - Contracted Services | 158,997 | 140,000 | 114% |
| 31010a - Capital Service Charges | 1,241,244 | 2,242,000 | 55% |
| Total 31 - OPERATING REVENUE | 2,933,984 | 4,982,000 | 59% |
| 32 - NON-OPERATING REVENUE | | | |
| 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% |
| Total 32 - NON-OPERATING REVENUE | 271,308 | 370,000 | 73% |
| Transfer (to)/from Reserves | - | (102,610) | 0% |
| Total Income | 3,205,292 | 5,249,390 | 61% |
| Expense | | | |
| OPERATING EXPENSES | | | |
| Administration/General | | | |
| 45-010 - Salaries & Wages | 139,035 | 188,600 | 74% |
| 45-020 - Employee Benefits | 76,099 | 102,870 | 74% |
| 45-029 - Retiree Health | 5,091 | 6,800 | 75% |
| 45-030 - Directors Expenses | 23,813 | 36,500 | 65% |
| 45-070 - Insurance | 111,270 | 87,500 | 127% |
| Administration - Other | 129,867 | 259,850 | 50% |
| Total Administration | 485,176 | 682,120 | 71% |
| Maintenance/Engineering | | | |
| 41-010 - Salaries & Wages | 647,001 | 876,710 | 74% |
| 41-020 - Employee Benefits | 312,293 | 438,550 | 71% |
| 41-029 - Retiree Health | 10,183 | 13,700 | 74% |
| 41-100 - Operating Supplies | 5,403 | 40,000 | 14% |
| 41-110 - Contractual Services | 95,520 | 96,000 | 99% |
| 41-207 - Contracted Repairs | 58,071 | 59,000 | 98% |
| Maintenance- Other | 94,261 | 200,450 | 47% |
| Total Maintenance/Engineering | 1,222,732 | 1,724,410 | 71% |
| Pump Stations | 21,451 | 18,660 | 115% |
| Total OPERATING EXPENSES | 1,729,359 | 2,425,190 | 71% |
| CAPITAL | | | |
| 41-650 - Debt Repayment (SRF Loans) | 148,220 | 148,200 | 100% |
| Construction Projects | 1,419,261 | 2,311,000 | 61% |
| Outlay(Maintenance/Engineering) | 241,937 | 365,000 | 66% |
| Total CAPITAL | 1,809,418 | 2,824,200 | 64% |
| Total Expense | 3,538,776 | 5,249,390 | 67% |
| Net | (333,485) | 0 | |



Market Value Summary:

| | QTD Current Period | Fiscal Year to Date |
|-------------------------|-----------------------|------------------------|
| Beginning Balance | \$182,272.71 | \$177,621.10 |
| Contribution | 0.00 | 0.00 |
| Disbursement | 0.00 | 0.00 |
| Transfer In | 0.00 | 0.00 |
| Transfer Out | 0.00 | 0.00 |
| Investment Earnings | 8,098.44 | 12,827.77 |
| Administrative Expenses | (22.66) | (67.48) |
| Investment Expense | (16.57) | (49.47) |
| Other | 0.00 | 0.00 |
| Ending Balance | \$190,331.92 | \$190,331.92 |
| YTD Accrual | 0.00 | 0.00 |
| Grand Total | \$190,331.92 | \$190,331.92 |

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 | 13.660390 | 13.311770 |
| Period Ending Unit Value | 14.264388 | 14.264388 |

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 03/31/2017

Stege Sanitary District

Entity #: SKB0-2595946637



Client Contact:
CERBT4U@CalPERS.ca.gov



BETTY T. YEE

California State Controller

**LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE**

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

As of 04/14/2017, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 03/31/2017.

| | | |
|-------------------------------|----|--------------------|
| Earnings Ratio | | .00002126194403179 |
| Interest Rate | | 0.78% |
| Dollar Day Total | \$ | 511,483,054.38 |
| Quarter End Principal Balance | \$ | 4,997,094.65 |
| Quarterly Interest Earned | \$ | 10,875.12 |

| 11:24 AM | STEGE SANITARY DISTRICT | | | |
|---------------|---------------------------------------|--|-------------|-------|
| 04/24/2017 | Check Report | | | |
| Accrual Basis | April 27, 2017 | | | |
| | Name | Memo | Amount | Num |
| Apr 27, 17 | | | | |
| | Aramark Uniform Services | Uniform Services | -1,055.90 | 24884 |
| | Aries | Camera Repair | -253.43 | 24885 |
| | AT&T (510 526-9389) | Burlingame Pump Station | -119.48 | 24886 |
| | AT&T (510 526-9489) | Canon Pump Station | -119.74 | 24887 |
| | B&G Telephone Answering Serv. | Answering Service - May 2017 | -145.00 | 24888 |
| | Bay Area News Group - East Bay | Rate, Board Meeting Notice & Ordinance | -736.20 | 24889 |
| | Cerrito Printing, Inc. | Rate Postcard | -1,970.01 | 24890 |
| | Chevron and Texaco Card Services | Gas | -136.38 | 24891 |
| | Clement Communications Inc. | Gloves | -202.97 | 24892 |
| | County Clerk Elections Division | Election Setup Cost | -300.00 | 24893 |
| | DATCO | Apr-Jun 2017 | -146.25 | 24894 |
| | EAST BAY MUNICIPAL UTILILITY DISTRICT | Annual Consumption Report | -244.80 | 24895 |
| | East Bay Sanitary Co., Inc. | Vactor Dump Box | -460.00 | 24896 |
| | EBMUD 12374900001 | Office/Shop | -122.58 | 24897 |
| | EBMUD 57132800001 | Office/Shop | -453.32 | 24898 |
| | Exxonmobil | Gas | -331.63 | 24899 |
| | Fred Bondoc | Home Depot Reimb | -103.05 | 24900 |
| | Kel-Air | HVAC Service | -1,817.61 | 24901 |
| | KftB/Earth Island Institute | Watershed Action Program | -12,000.00 | 24902 |
| | Mosto Construction | Glen Mawr | -256,500.00 | 24903 |
| | Municipal Maintenance Equipment | Truck Maintenance | -998.23 | 24904 |
| | MuniQuip LLC | Wet Well Monitor | -1,644.80 | 24905 |
| | Nakano Landscape | Landscaping Mar 2017 | -280.00 | 24906 |
| | Olivero Plumbing | Backflow Test | -120.00 | 24907 |
| | Pastime Hardware | Maintenance Supplies | -201.46 | 24908 |
| | PG&E- #0103467151-9 | Burlingame Pump Station | -109.47 | 24909 |
| | PG&E- #0607499583-5 | Canon Pump Station | -85.43 | 24910 |
| | PG&E- #6675831511-4 | Office/Shop | -1,122.59 | 24911 |
| | Premier Graphics | Pens | -297.86 | 24912 |

| | Name | Memo | Amount | Num |
|-------------------|---------------------------------|----------------------------------|--------------------|------------|
| | San Pablo Plumbing Supply, Inc. | Maintenance Supplies | -24.35 | 24913 |
| | Speed-Ox, Inc. | Co2 Rental | -163.90 | 24914 |
| | TelePacific Communications | Office Phones | -939.10 | 24915 |
| | The Office City | Office Supplies | -152.12 | 24916 |
| | Vanguard Cleaning Systems | Janitorial Service Apr 2017 | -295.00 | 24917 |
| | WECO Industries, Inc. | Hose & Nozzles | -2,569.11 | 24918 |
| | Xerox Financial Services | Copier Lease Payment 03/08-05/07 | -378.26 | 24919 |
| | Cerrito Printing, Inc. | Rate Postcard Postage | -3,330.40 | 24920 |
| Apr 27, 17 | | | -289,930.43 | |

STEGE SANITARY DISTRICT

APRIL 2017

| APRIL 2017 | MAY 2017 | JUNE 2017 | JULY 2017 | AUGUST 2017 | SEPTEMBER 2017 |
|--|--|--|---|---|---|
| CASA Public Policy Forum April 19, 2017 Sacramento, CA | 5/29 HOLIDAY | 6/14 Safety and Recognition Awards Luncheon | 7/4 HOLIDAY 4 th of July Fair Booth | CASA Conference August 22-24, 2017 San Diego, CA | CSDA Annual Conf. September 25-28, 2017 Monterey, CA |
| 4/13/2017 – 7:00 P.M. | 5/13/2017 – 9:00 A.M. | 6/8/2017 – 7:00 P.M. | 7/13/2017 – 7:00 P.M. | 8/17/2017 – 7:00 P.M. | 9/14/2017 – 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 |
| <p>***Meeting Cancelled***</p> <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><u>9AM Meeting Time</u></p> <ul style="list-style-type: none"> ○ Long Range Planning Workshop ○ San Pablo Ave. Future Capacity Update | <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 | <ul style="list-style-type: none"> ○ July 4th Fair Debrief ○ District Investment Policy ○ CASA Conference ◆ Resolution Est. Salary of District Manager ◆ Form 470 | <ul style="list-style-type: none"> ○ CASA Conference ○ CSDA Conference ○ Select Actuary for Analysis of Retiree Health Benefits (odd years) ○ Quarterly (FY End) Financial Statements ○ Conn. Charge Report per Gov. Code 66013 ○ San Pablo Ave. Future Capacity Update | <ul style="list-style-type: none"> ○ CSDA Conference ○ CASA Conf. – Attendee Reports |
| 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. | | 9/28/2017 – 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 ○ Quarterly Financial Statements ○ Long Range Planning Discussion of Topics ○ Draft Budget ◆ Employee Benefits ○ Service Rate Discussion/Approval (& 30-day Notice) ○ July 4th Fair Discussion ○ CASA Conf. – Attendee Reports | <p><u>5PM Special Meeting</u></p> <ul style="list-style-type: none"> ○ <i>AB1661 Training</i> <p><u>7PM Regular Meeting</u></p> <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 | <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 | | <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 |

○ INFORMATIONAL ITEMS

◆ ACTION ITEMS

CHANGES IN ITALICS

STEGE SANITARY DISTRICT

APRIL 2017

| OCTOBER 2017 | NOVEMBER 2017 | DECEMBER 2017 | JANUARY 2018 | FEBRUARY 2018 | MARCH 2018 |
|---|--|---|--|---|--|
| | 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> | |
| 10/12/2017 – 7:00 P.M. | 11/9/2017 – 7:00 P.M. | 12/14/2017 – 2:00 P.M. | 1/11/2018 – 7:00 P.M. | 2/15/2018 – 7:00 P.M. | 3/8/2018 – 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"> ○ Proposed Meeting Calendar ○ Board Officer Succession Plan ○ CASA Conference ○ San Pablo Ave. Future Capacity Update | <p><u>2PM Meeting Time</u></p> <ul style="list-style-type: none"> ◆ Nomination & Election of Officers ◆ Fiscal Year Financial Audit ◆ Connection Charge Calculation Report ○ CASA Conference ○ Meeting Calendar ○ Consent Decree Min. Req. Quarterly Report | <ul style="list-style-type: none"> ◆ Board Governance Review ◆ Connection Charge Ord. ○ Service Rate Discussion ○ District of Distinction (even years) ○ CASA Conference ○ Director’s Contact Info ○ Board Training Summary | <ul style="list-style-type: none"> ◆ Board Governance Approval ○ Actuarial Analysis of Retiree Health Benefits Report (even years) ○ Service Rate Discussion ○ CASA Conference ○ Board Training Summary ○ 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 |
| 10/26/2017 – 7:00 P.M. | | | 1/25/2018 – 7:00 P.M. | 2/15/2018 – 7:00 P.M. | 3/22/2018 – 7:00 P.M. |
| Board of Directors Meeting | | | Board of Directors Meeting | Board of Directors Meeting | Board of Directors Meeting |
| <ul style="list-style-type: none"> ○ CLOSED SESSION – Quarterly Claims Rpt ○ Quarterly Financial Statements | | | <ul style="list-style-type: none"> ○ 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 ◆ California Employer’s Retiree Benefit Trust (CERBT) ○ Long Range Planning Discussion of Topics ○ Form 700 ○ Consent Decree Min. Req. Quarterly Report ○ CASA Conference |

○ INFORMATIONAL ITEMS

◆ ACTION ITEMS

CHANGES IN ITALICS