

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF MAY 9, 2019
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500, SCHMIDT LANE, EL CERRITO, CA

***** **AGENDA** *****

(Items on the agenda may be taken out of order.)

Public comment is limited to three (3) minutes for each individual speaker.

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)

Motion:

IV. Approval of Minutes

A. Approval of April 25, 2019 Board Meeting Minutes

(The Board will be asked to review and approve the minutes of April 25, 2019 Board Meeting)

Info:

V. Communications

A. Oral Communications

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

a. City & Community Meetings

B. Written Communications

Info:

VI. Reports of Staff and Officers

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
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- A. Maintenance Superintendent Report
 - 1. Burlingame Pump Station (verbal)
 - 2. Emergency Response - Board Training (verbal)
- B. Manager's Report
 - 1. Draft Budget FY 2019-2020
 - 2. 4th of July Fair Discussion
 - 3. Board Training Summary
 - 4. Employee Benefits – Vacation
 - 5. Sub Area N report

VII. Business

Info/Motion:

- A. Comparable Agencies
(The Board will consider what agencies to use for future salary and benefits comparisons)

Motion:

VIII. Approval of Checks

- A. Checks for May 2019 - Fund No. 3418 & 3423
(The Board will be asked to approve the monthly checks)

Info:

IX. Future Agenda Items

May 23, 2019

~~CLOSED SESSION—District Counsel Performance Evaluation~~

Draft Budget

July 4th Fair Discussion

*** Special Meeting @5PM *** Meyers Nave AB1661 Harassment Prevention Training

June 13, 2019

Draft Budget

Review Directors Meeting Compensation

July 4th Fair Discussion

Approve Salary Ranges for District Positions

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

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

X. Adjournment

(The next regular meeting of the Stege Sanitary District Board of Directors is scheduled to be held on May 23, 2019 at 7:00 A.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF APRIL 25, 2019
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

*****MINUTES*****

I. Call To Order: President Gilbert-Snyder called the meeting to order at 7:00 P.M.

II. Roll Call: Present: Christian-Smith (by teleconference until arrival at 7:25 P.M.), Merrill, Miller, O’Keefe, Gilbert-Snyder
 Absent: None
 Others Present: Rex Delizo, District Manager
 Eric Casher, Office of District Counsel
 Kary Richardson, Administrative Supervisor
 Tia Lebherz, California Water Efficiency Partnership
 Alison Lechowicz, Lechowicz & Tseng Municipal Consultants

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

III. Public Comment: O’Keefe commented on the list of procedures that the public is asked to follow when participating in a City of Richmond Rent Board Meeting and provided a copy for staff’s consideration.

Item VII.A was taken out of order at this time in the meeting.

VII. Business

A. Public Outreach Presentation

The Board received a presentation on Public Outreach from Tia Lebherz, Director of Outreach & Special Projects at California Water Efficiency Partnership.

Item VII.B was taken out of order at this time in the meeting.

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
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VII. Business

B. Sewer Rate and Connection Charge Study

The Board approved both the rate study and connection charge study as presented by Lechowicz & Tseng Municipal Consultants.

MOTION: By Merrill, seconded by Christian-Smith, to approve the Stege Sanitary District Sewer Rate Study, as amended

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

MOTION: By Christian-Smith, seconded by O'Keefe, to approve the Stege Sanitary District Connection Charge and SPASPA Impact Fee Study, as amended

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

The Board resumed the order of the agenda at this time in the meeting.

CLOSED SESSION

Liability Claims

Gov. Code § 54956.95

Claimant: Engel

Agency Claimed Against: Stege Sanitary District

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

Liability Claims

Gov. Code § 54956.95

Claimant: Elsbury

Agency Claimed Against: Stege Sanitary District

Liability Claims

Gov. Code § 54956.95

Claimant: Pierce

Agency Claimed Against: Stege Sanitary District

Liability Claims

Gov. Code § 54956.95

Claimant: Yam

Agency Claimed Against: Stege Sanitary District

Liability Claims

Gov. Code § 54956.95

Claimant: Lee

Agency Claimed Against: Stege Sanitary District

Liability Claims

Gov. Code § 54956.95

Claimant: Hsiao

Agency Claimed Against: Stege Sanitary District

The Board entered into closed session at 10:15 P.M. and returned to open session at 10:23 P.M. President Gilbert-Snyder announced the Board had taken no reportable actions

IV. Approval of Minutes

A. Approval of April 11, 2019 Board Meeting Minutes

MOTION: By O'Keefe, seconded by Miller, to approve the minutes of the April 11, 2019 Board Meeting, as corrected

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF APRIL 25, 2019
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 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

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

V. Communications

A. Oral Communications

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

Miller provided reports on his attendance at the Contra Costa Special District Meeting held on April 15, El Cerrito City Council Meeting held on April 16, and El Cerrito Planning Commission Meeting held on April 17.

B. Written Communications

1. East Bay Municipal Utility District (EBMUD) Notice of Public Hearing – June 11, 2019
 The Board reviewed the notice.

Info:

VI. Reports of Staff and Officers

A. Attorney’s Report

Casher gave a brief update on Government Code Section 1090 which prohibits conflicts of interest in public contracting.

B. Manager’s Report

1. Monthly Maintenance Summary Report
 The Manager reported no significant issues with last month’s maintenance activities.
2. Monthly Report of Sewer Replacements and Repairs
 The Manager reported on the repair invoice paid in March.
3. San Pablo Avenue Specific Plan Impact Fee Status Report

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

The Manager reported on the status of the impact fee.

4. Employee Benefits

The Manager reported on discussions with staff regarding employee benefits.

5. Draft Budget

The Manager reported on the first draft of the budget.

6. 4th of July Fair

The Manager reported on the planning for the upcoming fair.

7. Consent Decree Side Agreement and JPA Update

The Manager reported that the agreements were signed and officially executed by 6 of the 8 agencies on 4/17/2019.

VII. Business

A. Public Outreach Presentation

This item was taken out of order earlier in the meeting (see above).

B. Sewer Rate and Connection Charge Study

This item was taken out of order earlier in the meeting (see above).

VIII. Financial Statements – March 2019

A. Monthly Investment, Cash, Receivables Report

B. Monthly Operating Statement, March 2018

C. Monthly Cash on Hand vs. Target Reserves

D. California Employers' Retiree Benefit Trust (CERBT) Quarterly Statement

E. Local Agency Investment Fund (LAIF) Quarterly Statement

The financial items were reviewed by the Board.

IX. Approval of Checks

A. Checks for April 25, 2019 - Fund No. 3418 & 3423

MOTION: By Miller, seconded by Christian-Smith, to pay the bills, Check Nos. 26032 through 26057 in the amount of \$76,280.50

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
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VOTE: AYES: Christian-Smith, Merrill, Miller, O’Keefe, Gilbert-Snyder
NOES: None
ABSTAIN: None
ABSENT: None

X. Future Agenda Items

May 9, 2019

Board Training Summary
Draft Budget
July 4th Fair Discussion

May 23, 2019

CLOSED SESSION – District Counsel Performance Evaluation
Draft Budget
July 4th Fair Discussion

XI. Adjournment

The meeting was adjourned at 11:04 P.M. The next meeting of the District Board of Directors will be held on Thursday, May 9, 2019 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary

DRAFT BUDGET

EXHIBIT A

STEGE SANITARY DISTRICT REVENUE SUMMARY

FISCAL YEAR 2019-2020

ITEM	Final REVENUE 2017-2018	as of 3/18/19 REVENUE 2018-2019	REMAINING BUDGET 2018-2019	Fiscal Year 2018-2019 Budget	Fiscal Year 2019-2020 Budget	% Change
REVENUE						
I. SEWER OPERATION FUND (3418)						
Non Operating Income:						
Interest	\$ 72,357	\$ 65,902	449%	\$ 12,000	\$ 70,000	483%
Miscellaneous	50,715	24,387	16%	\$ 21,000	\$ 21,000	0%
Operating Income:						
Permit & Inspection Fees	17,826	7,580	-49%	\$ 15,000	\$ 15,000	0%
Sewer Service Charges	2,295,834	1,266,923	-48%	\$ 2,435,000	\$ 2,467,000	1%
Contracted Services	24,442	-	0%	\$ 30,000	\$ 30,000	0%
Subtotal	\$ 2,461,174	\$ 1,364,792	-46%	\$ 2,513,000	\$ 2,603,000	4%
II. CAPITAL FUND (3423)						
Non-Operating Income:						
Interest	\$ 14,056	\$ 11,675	134%	\$ 5,000	\$ 15,000	200%
Operating Income:						
Property Tax	488,922	283,123	-29%	\$ 400,000	\$ 400,000	0%
Capital Service Charges	2,295,834	1,266,923	-43%	\$ 2,242,000	\$ 2,535,000	13%
Connection Fees	180,311	246,927	65%	\$ 150,000	\$ 150,000	0%
San Pablo Ave. Impact Fee	38,248	292,190	192%	\$ 100,000	\$ 250,000	150%
Subtotal	\$ 3,017,371	\$ 2,100,839	-27%	\$ 2,897,000	\$ 3,350,000	16%
TOTAL REVENUE	\$ 5,478,545	\$ 3,465,631	-36%	\$ 5,410,000	\$ 5,953,000	10%

DRAFT BUDGET

EXHIBIT B

**STEGE SANITARY DISTRICT
EXPENSE SUMMARY**

FISCAL YEAR 2019-2020

ITEM	Final EXPENSES 2017-2018	as of 3/18/19 EXPENSES 2018-2019	REMAINING BUDGET 2018-2019	Fiscal Year 2018-2019 Budget	Fiscal Year 2019-2020 Budget	% Change
EXPENSES						
I. OPERATING EXPENSES:						
Dept 41 - Maintenance/Engineering	\$ 1,575,044	\$ 1,175,039	38%	\$ 1,902,786	\$ 2,069,146	9%
Dept 41 - Pump Stations	\$ 17,411	\$ 25,770	-57%	\$ 16,460	\$ 16,460	0%
Dept 41 - Contracted Repairs	\$ 56,224	\$ 54,079	13%	\$ 62,000	\$ 64,000	3%
Dept 45 - General & Administration	\$ 670,364	\$ 524,015	29%	\$ 743,084	\$ 806,265	9%
SUBTOTAL OPERATING EXPENSES	\$ 2,319,042	\$ 1,778,902	35%	\$ 2,724,330	\$ 2,955,871	8%
II. CAPITAL EXPENSES:						
Dept 41 - Capital Equipment	\$ 7,239	\$ -	0%	\$ 425,000	\$ 465,000	9%
Dept 41 - Debt Repayment (SRF)	\$ 148,220	\$ 148,220	0%	\$ 148,200	\$ 148,200	0%
Dept 41 - Sewer Rehabilitation	\$ 1,883,879	\$ 1,596,654	39%	\$ 2,623,000	\$ 3,189,000	22%
SUBTOTAL CAPITAL EXPENSES	\$ 2,039,338	\$ 1,744,873	45%	\$ 3,196,200	\$ 3,802,200	19%
TOTAL	\$ 4,358,380	\$ 3,523,776	40%	\$ 5,920,530	\$ 6,758,071	14%
OTHER EXPENSES:						
Transfer from Capital Fund	\$ -	\$ -	0%	\$ -	\$ -	0%
Retiree Medical Fund	\$ -	\$ -	0%	\$ -	\$ -	0%
SUBTOTAL OTHER EXPENSES	\$ -	\$ -	0%	\$ -	\$ -	0%
TOTAL EXPENSES	\$ 4,358,380	\$ 3,523,776	0%	\$ 5,920,530	\$ 6,758,071	14%

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

FISCAL YEAR 2019-2020

ITEM	Fiscal Year 2018-2019 Budget	Fiscal Year 2019-2020 Budget	% Change
REVENUE	\$ 5,410,000	\$ 5,953,000	10%
EXPENSES	\$ (5,920,530)	\$ (6,758,071)	14%
SUBTOTAL	\$ (510,530)	\$ (805,071)	
TRANSFER TO/(FROM) RESERVES	\$ (510,530)	\$ (805,071)	

DRAFT BUDGET

EXHIBIT C

STEGE SANITARY DISTRICT BUDGET - COMPOSITE

FISCAL YEAR 2019-2020

ITEM	FISCAL YEAR 2019-2020 BUDGET	OPERATIONS	GENERAL & ADMIN.
OPERATING EXPENSES:			
010 Salaries & Wages	\$ 1,209,460	\$ 1,014,260	\$ 195,200
020 Employee Benefits	\$ 779,670	\$ 606,036	\$ 173,634
030 Directors' Expenses	\$ 39,731	\$ -	\$ 39,731
040 Election Expense	\$ -	\$ -	\$ -
060 Gasoline, Oil, Fuel	\$ 22,000	\$ 22,000	\$ -
070 Insurance	\$ 144,100	\$ 15,000	\$ 129,100
080 Memberships	\$ 18,100	\$ 3,000	\$ 15,100
090 Office Expense	\$ 10,100	\$ -	\$ 10,100
100 Operating Supplies	\$ 45,000	\$ 45,000	\$ -
110 Contractual Services	\$ 97,400	\$ 97,400	\$ -
120 Professional Services	\$ 222,600	\$ 129,000	\$ 93,600
130 Printing & Publications	\$ 29,000	\$ -	\$ 29,000
140 Rents & Leases	\$ 1,800	\$ 1,000	\$ 800
150 Repairs & Maintenance	\$ 109,300	\$ 96,700	\$ 12,600
160 Revenue Collection Expenses	\$ 14,600	\$ -	\$ 14,600
170 Travel & Meetings	\$ 18,500	\$ 14,000	\$ 4,500
190 Utilities	\$ 34,200	\$ 7,000	\$ 27,200
200 Other Expenses	\$ 61,100	\$ -	\$ 61,100
203 First Aid Supplies	\$ 500	\$ 500	\$ -
204 Safety Equipment and Gloves	\$ 4,500	\$ 4,500	\$ -
205 Uniforms and Boots	\$ 12,500	\$ 12,500	\$ -
206 Safety Incentive Program	\$ 1,250	\$ 1,250	\$ -
207 Contracted Repairs	\$ 64,000	\$ 64,000	\$ -
410 Pump Stations	\$ 16,460	\$ 16,460	\$ -
TOTAL OPERATING EXPENSES	\$ 2,955,871	\$ 2,149,606	\$ 806,265
CAPITAL EXPENSES:			
650 DEBT REPAYMENT	\$ 148,200	\$ 148,200	\$ -
300 CAPITAL EQUIPMENT	\$ 465,000	\$ 465,000	\$ -
400 CONSTRUCTION	\$ 3,189,000	\$ 3,189,000	\$ -
TOTAL CAPITAL EXPENSES	\$ 3,802,200	\$ 3,802,200	\$ -
TRANSFER TO CAPITAL FUND	\$ -	\$ -	\$ -
TOTAL BUDGET	\$ 6,758,071	\$ 5,951,806	\$ 806,265

DRAFT BUDGET

DETAIL SHEET

STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - OPERATIONS

FISCAL YEAR 2019-2020

ITEM	Final EXPENDITURES 2017-2018	as of 3/18/19 EXPENDITURES 2018-2019	REMAINING BUDGET 2018-2019	Fiscal Year 2018-2019 Budget	Fiscal Year 2019-2020 Budget	% Change
010 SALARIES AND WAGES						
011 Engineering Salaries	\$ 431,620	\$ 307,609	32%	\$ 453,700	\$ 476,400	5%
011.6 Cell Phone (3)	2,160	1,440	33%	2,160	2,160	0%
012 Collection System Salaries	407,265	296,782	31%	431,600	453,200	5%
012.6 Cell Phone (5)	3,600	2,400	33%	3,600	3,600	0%
013 Overtime - Service Calls	9,676	7,172	53%	15,400	15,400	0%
014 Overtime - Engineering/Inspection	-	-	100%	500	500	0%
015 Standby	50,291	34,500	32%	51,000	51,000	0%
017 Performance Incentive	15,575	-	100%	12,000	12,000	0%
TOTAL SALARIES AND WAGES	\$ 920,187	\$ 649,903	33%	\$ 969,960	\$ 1,014,260	5%
020 EMPLOYEE BENEFITS						
021 Retirement	\$ 198,566	\$ 146,076	35%	\$ 223,100	\$ 334,260	50%
021a Deferred Comp Match	24,720	16,960	33%	25,440	25,440	0%
Cafeteria Plan						
'022 Health Care Admin Fees	(693)	4,371	-811%	480	480	0%
'027 Cash, Dependent Care & Medical	162,084	112,141	37%	179,136	179,136	0%
023 Life Insurance/Dental/LTD	13,554	10,153	33%	15,120	13,920	-8%
024 Workers' Compensation Insurance	-	9,810	41%	16,600	17,400	5%
025 Unemployment Insurance	3,130	2,302	53%	4,900	5,100	4%
026 Medicare	14,634	9,442	49%	18,400	19,000	3%
Retiree Medical & ARC						
'028 Retiree Medical (AnnReq'dContrib ARC)	-	-		-	-	0%
'029 Retiree Health Care Premium	13,831	7,613	26%	10,300	10,300	0%
030 Social Security (On Call Maintenance)	3,098	1,714	-71%	1,000	1,000	0%
TOTAL EMPLOYEE BENEFITS	\$ 432,924	\$ 320,583	35%	\$ 494,476	\$ 606,036	23%
MAINTENANCE						
060 GAS, OIL AND FUEL	\$ 14,010	\$ 14,413	34%	\$ 22,000	\$ 22,000	0%
070 CLAIMS	9,170	5,386	64%	15,000	15,000	0%
080 MEMBERSHIPS	1,453	1,323	56%	3,000	3,000	0%
100 OPERATING SUPPLIES						
101 Rods and Augers	479	-	100%	10,000	10,000	0%
102 Chemicals	531	-	100%	1,000	1,000	0%
104 Hose and Nozzles	10,113	15,940	20%	20,000	25,000	25%
105 Emergency Readiness	-	-	100%	500	500	0%
107 Engineering and Inspection Supplies	-	-	100%	2,000	2,000	0%
108 Computer/Supplies	725	940	86%	6,500	6,500	0%
Forward totals to next page	36,481	38,002	52%	80,000	85,000	6%

DRAFT BUDGET

DETAIL SHEET

STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - OPERATIONS

FISCAL YEAR 2019-2020

ITEM	Final EXPENDITURES 2017-2018	as of 3/18/19 EXPENDITURES 2018-2019	REMAINING BUDGET 2018-2019	Fiscal Year 2018-2019 Budget	Fiscal Year 2019-2020 Budget	% Change
Totals from previous page	\$ 36,481	\$ 38,002	52%	\$ 80,000	\$ 85,000	6%
110 CONTRACTUAL SERVICES						
111 Phone Service (Answering Service)	\$ 1,601	\$ 790	47%	\$ 1,500	\$ 1,200	-20%
112 Manhole Level Monitors	2,398	1,894	24%	2,500	2,500	0%
115 Sewer Root Foaming	65,273	66,790	11%	75,000	75,000	0%
116 Radio and Test Equipment Maintenance	119	-	100%	500	500	0%
117 Utility Marking Service	1,398	2,333	-56%	1,500	2,300	53%
118 DOT Regulatory Compliance	777	146	84%	900	900	0%
119 Collection System JPA	-	13,324	11%	15,000	15,000	0%
120 PROFESSIONAL SERVICES						
121 Technical/Legal Support	\$ 16,138	\$ 20,025	81%	\$ 107,000	\$ 107,000	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	\$ 34,782	\$ 21,262	39%	\$ 35,000	\$ 40,000	14%
152 Equipment and Shop Maintenance	7,635	6,656	26%	9,000	9,000	0%
153 Sewer Materials						
a. Pipe and Fittings	586	986	75%	4,000	4,000	0%
b. Manholes	-	2,236	50%	4,500	4,500	0%
c. Castings	-	-	100%	1,000	1,000	0%
154 Emergency Sewer Replacement	-	-	100%	12,500	12,500	0%
156 Building Maintenance	1,718	1,136	37%	1,800	1,800	0%
157 Janitorial Services	3,540	2,655	41%	4,500	4,500	0%
158 Yard Maintenance	2,400	1,600	33%	2,400	2,400	0%
159 Refuse Service	4,406	3,821	4%	4,000	4,000	0%
159a Refuse Service-Vactor	-	421	86%	3,000	3,000	0%
160 Video Inspection Equipment Repair	8,138	4,500	55%	10,000	10,000	0%
170 TRAVEL AND MEETINGS						
171 Training and Testing	\$ 1,786	\$ 404	87%	\$ 3,000	\$ 3,000	0%
173 Travel Reimbursement	1,883	229	96%	6,000	6,000	0%
174 Meetings and Conference	3,796	825	83%	5,000	5,000	0%
Forward totals to next page	\$ 194,855	\$ 190,034	54%	\$ 412,600	\$ 423,100	3%

DRAFT BUDGET

DETAIL SHEET

STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - OPERATIONS

FISCAL YEAR 2019-2020

ITEM	Final EXPENDITURES 2017-2018	as of 3/18/19 EXPENDITURES 2018-2019	REMAINING BUDGET 2018-2019	Fiscal Year 2018-2019 Budget	Fiscal Year 2019-2020 Budget	% Change
Totals from previous page	\$ 194,855	\$ 190,034	54%	\$ 412,600	\$ 423,100	3%
193 WATER - HYDRO FLUSHER	\$ 5,790	\$ 4,800	31%	\$ 7,000	\$ 7,000	0%
203 FIRST AID SUPPLIES	-	-	100%	500	500	0%
204 SAFETY EQUIPMENT AND GLOVES	1,642	888	80%	4,500	4,500	0%
205 UNIFORMS AND BOOTS	18,688	8,831	29%	12,500	12,500	0%
206 SAFETY INCENTIVE PROGRAM	959	-	100%	1,250	1,250	0%
TOTAL MAINTENANCE/ENGINEERING	\$ 221,933	\$ 204,552	53%	\$ 438,350	\$ 448,850	2%
41.2 BURLINGAME PUMP STATION						
150 Repairs (Contracted)	7,946	12,657	-216%	\$ 4,000	\$ 4,000	0%
150a Annual Inspection	464	-	100%	2,500	2,500	0%
151 Electricity	1,003	1,379	-53%	900	900	0%
152 Telemetry	-	-	100%	350	350	0%
153 Maintenance and Landscaping	960	640	33%	960	960	0%
41.4 CANON PUMP STATION						
150 Repairs (Contracted)	4,130	10,355	-159%	4,000	4,000	0%
150a Annual Inspection	464	-	100%	2,500	2,500	0%
151 Electricity	766	597	34%	900	900	0%
152 Telephone/Telemetry	1,678	142	59%	350	350	0%
TOTAL PUMP STATIONS	\$ 17,411	\$ 25,770	-57%	\$ 16,460	\$ 16,460	0%
207 CONTRACTED REPAIRS	\$ 56,224	\$ 54,079	13%	62,000	64,000	3%
TOTAL - MAINT/ENG EMPLOYEE SALARIES	\$ 920,187	\$ 649,903	33%	\$ 969,960	\$ 1,014,260	5%
TOTAL - MAINT/ENG EMPLOYEE BENEFITS	432,924	320,583	35%	494,476	606,036	23%
TOTAL OTHER MAINTENANCE/ENGINEERING	221,933	204,552	53%	438,350	448,850	2%
TOTAL - PUMP STATIONS	17,411	25,770	-57%	16,460	16,460	0%
TOTAL CONTRACTED REPAIRS	56,224	54,079	13%	62,000	64,000	3%
TOTAL OPERATIONS	\$ 1,648,679	\$ 1,254,888	37%	\$ 1,981,246	\$ 2,149,606	8%

DRAFT BUDGET

DETAIL SHEET

STEGE SANITARY DISTRICT
ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL

FISCAL YEAR 2019-2020

ITEM	Final EXPENDITURES 2017-2018	as of 3/18/19 EXPENDITURES 2018-2019	REMAINING BUDGET 2018-2019	Fiscal Year 2018-2019 Budget	Fiscal Year 2019-2020 Budget	% Change
010 SALARIES AND WAGES						
011 Administration Salaries	\$ 205,418	\$ 118,080	35%	\$ 182,600	\$ 191,700	5%
017 Performance Incentive	4,450	-	100%	3,500	3,500	0%
TOTAL - SALARIES & WAGES	\$ 209,868	\$ 118,080	37%	\$ 186,100	\$ 195,200	5%
020 EMPLOYEE BENEFITS						
021 Retirement	\$ 47,910	\$ 59,316	-29%	\$ 46,020	\$ 98,310	114%
021a Deferred Comp Match	6,790	4,000	33%	6,000	6,000	0%
Cafeteria Plan						
'022 Health Care Admin Fees	919	1,655	-360%	360	360	0%
'027 Cash, Dependent Care & Medical	50,981	29,856	33%	44,784	44,784	0%
023 Life Insurance/Dental/LTD	3,029	1,223	40%	2,040	1,980	-3%
024 Workers' Compensation Insurance	-	6,539	-82%	3,600	3,800	6%
025 Unemployment Insurance	-	-	100%	500	500	0%
026 Medicare	3,543	1,919	65%	5,480	6,100	11%
Retiree Medical						
'028 Retiree Medical (AnnReq'dContrib(ARC))	-	-	0%	-	-	0%
'029 Retiree Health Care Premiums	7,056	7,613	26%	10,300	10,300	0%
029a Social Security	-	-	100%	1,500	1,500	0%
TOTAL - EMPLOYEE BENEFITS	\$ 120,228	\$ 112,122	7%	\$ 120,584	\$ 173,634	44%
GENERAL EXPENSES						
030 DIRECTORS' EXPENSES						
031 Board Meeting Compensation	\$ 17,480	\$ 11,006	49%	\$ 21,500	\$ 22,231	3%
032 Travel Reimbursement	4,132	6,724	33%	10,000	10,000	0%
033 Meetings & Conference	1,918	5,550	15%	6,500	6,500	0%
034 Training	-	-	100%	1,000	1,000	0%
TOTAL - DIRECTORS' EXPENSES	\$ 23,530	\$ 23,279	40%	\$ 39,000	\$ 39,731	2%
040 ELECTION EXPENSES	\$ -	\$ 22,965	23%	\$ 30,000	\$ -	-100%
070 INSURANCE						
071 Liability and Property Insurance	\$ 99,974	\$ 120,013	1%	\$ 121,300	\$ 151,600	25%
072 Dividends (CREDIT)	-	-	100%	(22,500)	(22,500)	0%
080 MEMBERSHIPS						
081 Memberships	\$ 12,917	\$ 13,799	8%	\$ 15,000	\$ 15,000	0%
082 Memberships - Board	-	-	100%	100	100	0%
Forward totals to next page	136,421	180,056	2%	182,900	183,931	1%

DRAFT BUDGET

DETAIL SHEET

STEGE SANITARY DISTRICT
ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL

FISCAL YEAR 2019-2020

ITEM	Final EXPENDITURES 2017-2018	as of 3/18/19 EXPENDITURES 2018-2019	REMAINING BUDGET 2018-2019	Fiscal Year 2018-2019 Budget	Fiscal Year 2019-2020 Budget	% Change
Totals from previous page	\$ 136,421	\$ 180,056	-25%	\$ 182,900	\$ 183,931	1%
090 OFFICE EXPENSES						
091 Stationery, Postage, Supplies	\$ 1,034	\$ 1,269	68%	\$ 4,000	\$ 4,000	0%
092 Subscriptions	4,392	4,456	11%	5,000	5,000	0%
094 Public Notice Postage	-	-	100%	400	400	0%
096 Bank Charges	91	34	95%	700	700	0%
120 PROFESSIONAL SERVICES						
121 Legal Services	\$ 45,147	\$ 16,185	54%	\$ 35,000	\$ 35,000	0%
123 Audit and Special Reports	13,923	21,275	47%	40,000	40,000	0%
124 Resources Consultant	2,700	-	100%	5,000	5,000	0%
125 Administrative Support	4,750	-	100%	2,500	2,500	0%
126 Labor Relations/HR Training	-	-	100%	100	100	0%
127 Litigation Expenses	-	-	100%	5,000	5,000	0%
129 ADP Payroll Expenses	5,612	2,855	52%	6,000	6,000	0%
130 PRINTING AND PUBLICATIONS						
131 Meetings and Hearings Notices	\$ 305	\$ -	100%	\$ 1,000	\$ 1,000	0%
132 Newsletters	9,515	14,095	30%	20,000	20,000	0%
133 Publications (Ordinances & Notices)	7,662	593	92%	7,500	7,500	0%
134 Job Advertising	-	-	100%	500	500	0%
140 RENTS AND LEASES	\$ 619	\$ 253	68%	\$ 800	\$ 800	0%
150 BUILDING REPAIRS AND MAINTENANCE						
151 Administration Offices	\$ 15,487	\$ 13,219	-47%	\$ 9,000	\$ 9,000	0%
155 Office Equipment	3,908	2,547	29%	3,600	3,600	0%
Forward totals to next page	251,566	256,837	22%	329,000	330,031	0%

DRAFT BUDGET

DETAIL SHEET

STEGE SANITARY DISTRICT
ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL

FISCAL YEAR 2019-2020

ITEM	Final EXPENDITURES 2017-2018	as of 3/18/19 EXPENDITURES 2018-2019	REMAINING BUDGET 2018-2019	Fiscal Year 2018-2019 Budget	Fiscal Year 2019-2020 Budget	% Change
Totals from previous page	\$ 251,566	\$ 256,837	-24%	\$ 329,000	\$ 330,031	0%
160 REVENUE COLLECTION EXPENSES						
161 EBMUD	\$ 189	\$ -	100%	\$ 600	\$ 600	0%
162 CCC Assessment Collection Fees	10,882	5,978	57%	14,000	14,000	0%
170 TRAVEL AND MEETINGS						
173 Travel Reimbursement	\$ 1,027	\$ 1,493	0%	\$ 1,500	\$ 1,500	0%
174 Meetings and Conferences	3,089	2,673	11%	3,000	3,000	0%
190 UTILITIES						0%
191 Gas and Electricity	\$ 10,137	\$ 8,112	19%	\$ 10,000	\$ 10,000	0%
192 Telephone & Computer Internet	11,411	7,465	32%	11,000	11,000	0%
193 Water	4,364	2,553	39%	4,200	4,200	0%
194 Security System	2,333	1,838	8%	2,000	2,000	0%
200 OTHER EXPENSES						
201 Miscellaneous	\$ 3,347	\$ 3,594	28%	\$ 5,000	\$ 5,000	0%
202 Property Taxes	64	64	36%	100	100	0%
203 LAFCO Net Cost Apportionment	3,058	3,059	-2%	3,000	3,000	0%
204 Public Outreach	12,000	146	99%	18,000	18,000	0%
205 Penalties & Fines	26,800		100%	35,000	35,000	0%
TOTAL - GENERAL EXPENSES	\$ 340,268	\$ 293,813	33%	\$ 436,400	\$ 437,431	0%
TOTAL - ADMIN. EMPLOYEE SALARIES	\$ 209,868	\$ 118,080	37%	\$ 186,100	\$ 195,200	5%
TOTAL - ADMIN. EMPLOYEE BENEFITS	\$ 120,228	\$ 112,122	7%	\$ 120,584	\$ 173,634	44%
TOTAL - ADMINISTRATION & GENERAL	\$ 670,364	\$ 524,015	29%	\$ 743,084	\$ 806,265	9%
TOTAL OPERATIONS & ADMIN. (3418)	\$ 2,319,042	\$ 1,778,902	35%	\$ 2,724,330	\$ 2,955,871	8%

DRAFT BUDGET

DETAIL SHEET

STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - CAPITAL EQUIPMENT EXPENSES

FISCAL YEAR 2019-2020

ITEM	Final EXPENDITURES 2017-2018	as of 3/18/19 EXPENDITURES 2018-2019	REMAINING BUDGET 2018-2019	Fiscal Year 2018-2019 Budget	Fiscal Year 2019-2020 Budget	% Change
CAPITAL EQUIPMENT EXPENSES						
300 CAPITAL OPERATIONS (3421)						
315 Flow Meters	-	-	0%	\$ -	\$ 40,000	0.0%
319 Manhole Level Monitors	-	-	0%	-	-	0.0%
324 Vehicle Replacement	-	-	100%	425,000	425,000	0.0%
Sub-Total Capital Operations	\$ 7,239	\$ -	100%	\$ 425,000	\$ 465,000	9%
TOTAL - CAPITAL EQUIPMENT EXPENSES (3421)	\$ 7,239	\$ -	100%	\$ 425,000	\$ 465,000	9%

DRAFT BUDGET

DETAIL SHEET

STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - CAPITAL EXPENSES

FISCAL YEAR 2019-2020

ITEM	Final EXPENDITURES 2017-2018	as of 3/18/19 EXPENDITURES 2018-2019	REMAINING BUDGET 2018-2019	Fiscal Year 2018-2019 Budget	Fiscal Year 2019-2020 Budget	% Change
411 MANHOLES						
Manhole Adjustments	\$ -	\$ 1,500	94%	\$ 25,000	\$ 50,000	100%
428 RENEWAL & REPLACEMENT						
a. Interceptor Cleaning	\$ 14,750	\$ -	100%	\$ 50,000	\$ 50,000	0%
b. Pump Station Rehab	-	-	100%	25,000	150,000	500%
SUB TOTAL (428)	\$ 14,750	\$ -	100%	\$ 75,000	\$ 200,000	167%
434 STANDARD SEWER REHABILITATION (3423)						
a. Construction Costs	\$ 1,869,129	\$ 1,595,154	37%	\$ 2,523,000	\$ 2,689,000	7%
d. San Pablo Ave. Specific Plan Upgrades	-	-	0%	-	250,000	100%
SUB-TOTAL (434)	\$ 1,869,129	\$ 1,595,154	\$ -	\$ 2,523,000	\$ 2,939,000	16%
TOTAL CONSTRUCTION COSTS (400s)	\$ 1,883,879	\$ 1,596,654	39%	\$ 2,623,000	\$ 3,189,000	22%
650 DEBT REPAYMENT (SRF LOANS)						
a. Repayment Project 99201	104,281	104,281	0%	104,300	104,300	0%
b. Repayment Project 02203	43,939	43,939	0%	43,900	43,900	0%
TOTAL DEBT REPAYMENT (650)	\$ 148,220	\$ 148,220	0%	\$ 148,200	\$ 148,200	0%
TOTAL CAPITAL EXPENSES (400-650)	\$ 2,032,099	\$ 1,744,873	45%	\$ 3,196,200	\$ 3,802,200	19%

July 4th Event List

- (2) Canopies
- (5) Tables
- (2) Chairs
- Red, White & Blue Bunting
- Hammer
- Crowbar
- Sandbags (w/ fused rope ends)
- Bungee Cords
- Zip Ties
- Scissors
- Channel Lock Pliers
- Tissue
- Tape
- Garbage Can
- Small cooler w/ bottled water for Directors

- Large SSD Banner
- Canopy “window” banner
- Large District Map w/ map page blocks
- District Sewer Map book
- Root Foam Map book
- BPD Poster + Examples
- Grease Blockage Display
- (2) Root Blockage Displays
- Larger HDPE pipe sample piece
- Tools Display
- Betta Fish Tank w/ Oil Display
- Toilet Paper vs. Wipes Interactive Display
- “Flushable” Wipes Banner/Poster
- *Kids for the Bay Display - 10th Anniversary*

- Displays grouped by messaging
- Board Member Contact List (in each box)
- Post Schedule w/ Cell Phone #
- Day before setup (verify)
- Park truck onsite (verify)

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
- Budget and Performance Report
- BPD Drawing
- Easement Ordinance
- SSD Pens/Magnets
- EBMUD Lateral Program
- EBMUD FOG Program (+scrapers)
- EBMUD “Think Before You Flush”

Schedule

Setup	MILLER
10am-11:40	O’KEEFE
11:40-1:20	CHRISTIAN-SMITH
1:20-3pm	GILBERT-SNYDER
3pm-4:30	MILLER
4:30-6pm	MERRILL
Tear down	MERRILL, MILLER

MESSAGES

Updated Sewer Service Rates and Connection Charge
Updated SPASP Impact Fee
Kids for the Bay Partnership - 10th Anniversary

**SUMMARY OF BOARD OF DIRECTORS
TRAINING DUE DATES**

<i>DUE DATES</i>	Governance Training 6 hrs. every 5 years	AB 1234 Ethics Training 2 hrs. every 2 years	AB 1661 Harassment Prevention Training 2 hrs. every 2 years
Juliet Christian-Smith			
Paul Gilbert-Snyder	3/2023	2/2020	5/2019
Dwight Merrill	3/2024	2/2020	5/2019
Al Miller	3/2024	2/2020	5/2019
Bea O'Keefe	3/2024	2/2020	5/2019
<i>Next Available Training</i>	CSDA's SDLA Conference 7/7-7/10 Napa, CA	CSDA Free Ethics Training On-Demand Webinar	Meyers Nave AB 1661 Training 5/23 District Board Room
		FPPC Free Online Training www.fppc.ca.gov	

**Highlighted dates are due w/in 90 days*

EMPLOYEE BENEFITS (Proposed)

SECTION 2. VACATION

Section 4.2.1. General: All regular, full-time employees earn paid vacation time from the first month of employment. However, a new employee without District tenure may not use any accumulated vacation time until after completion of six (6) months service. Thereafter, accumulated vacation time may generally be used as desired, subject to the approval of the District Manager, subject to two (2) weeks notice in advance. The schedule of annual vacation hours accumulated is shown in the following table:

<u>Year</u>	<u>Annual Vacation Allowance</u>	<u>Maximum Vacation Accrual (Year End)</u>	<u>Maximum Vacation Payout (per FY)</u>
1-5	80 hours	160 hours	<u>40 hours</u>
6-10	120 hours	240 hours	<u>60 hours</u>
11-14	144 hours	288 hours	<u>72 hours</u>
<u>15-19</u>	160 hours	320 hours	<u>80 hours</u>
<u>20+</u>	<u>200 hours</u>	<u>400 hours</u>	<u>100 hours</u>

- (a) Vacation is accrued on a monthly basis. Vacation must be utilized in increments of at least four (4) hours.
- (b) The maximum vacation accrual is twice the amount earned annually at the end of the calendar year. An employee will cease to accrue additional vacation time until their balance is below the maximum stated hours.
- (c) After at least 80 hours of vacation is used within the fiscal year, the maximum vacation payout each fiscal year is up to half the amount earned annually.
- (ed) If an employee leaves the District for any reason, he/she will be paid for any accrued vacation time not used.

1 Case Study: Stege, CA, Sliplining, 1987

Table A -1. Project Summary

Objective	Rehabilitation of laterals to achieve leak-tightness and structurally sound sewer system
Method/Product	Sliplining (Manual push)
Time	Jun - Sep 1987
Location	El Cerrito, CA (San Francisco Bay Area)
Agency	Stege Sanitary District, CA Doug Humphrey, (510) 524-4668, doug@stegesd.dst.ca.us Larry Rugaard, (925) 362-1880, rugaard@icomm.com
Contractor	Dalton Construction Co ¹
Soil conditions	The Franciscan formation, Sandy clay. Of more interest, the service area is bisected by the Hayward Fault, an active earthquake fault. All laterals directly under a lawn, garden, retaining wall or driveway
Scope	Sliplined 111 laterals between ² the mainline and the home ³
Procedure	a) Preliminary inspection (no more than 10 days before rehabilitation) <ul style="list-style-type: none">• CCTV of mainlines to locate lateral connections b) Preparation for sliplining <ul style="list-style-type: none">• Mainline/lateral cleaning, and re-CCTV of mainlines• Water exfiltration testing of laterals• Excavation of pits (at lateral/mainline connections) c) Mainline sliplining <ul style="list-style-type: none">• Sliplining of mainline• Air-testing of mainline• Reopening of laterals c) Lateral sliplining <ul style="list-style-type: none">• Excavation of additional pits (near the building foundations, at any bend in the lateral)• Sliplining of laterals (by pushing)• Air-testing of laterals• Reconnection of laterals with the mainline, see 9 above
QC testing	Air-testing after sliplining and before and connections to the liner pipe
Rehab effectiveness	Flow monitoring before and immediately after rehabilitation, and again 5 years later ⁴ . Almost 100% reduction in service callouts from the rehabilitated area. Measured 86% I/I reduction.
Public relations	Open house with homeowners, letter notices, letter follow-up for agreement. Notice to homeowners, Agreement form

¹ No longer in business (not related to this project)

² Both ends were open to allow work towards a joint or a bend somewhere along the lateral.

³ This was an 8,500 lf of 4" pipes. In addition, 13,400 lf of mainlines (6" and 8" VCP pipe) was sliplined as well. The mainline were sliplined first, which was followed by the sliplining of all connecting laterals. The work on the laterals started the following day and typically took several days (on average about 2 laterals were sliplined per day).

⁴ Only joint effectiveness of mainline and lateral rehabilitation could be evaluated from flow monitoring data.

- **Preliminary inspection**

In Stege Sanitary District, the lower lateral is typically 25 ft in length, and the laterals in this area averaged between 60 and 65 ft in total length. None of the laterals originally had a cleanout at the property line and there often weren't cleanouts outside the building foundation.



Figure A-1 Difficult cleanout location near the house

Several years before rehabilitation, following flow monitoring, all pipes and manholes were smoke tested to identify inflow sources to the system. All known or found illegal connections (such as yard drains etc) were disconnected. The CCTV inspection conducted by the sliplining contractor located lateral connections and determined whether the lateral was live and in use.

Typically, the laterals had vertical 45° bends near the connection to the mainline. Depending on the terrain, the laterals had other horizontal and/or vertical bends.

- **Selection of rehabilitation method**

In initial planning, different methods were considered for mainline and lateral rehabilitation.

Chemical grouting was rejected because the District had been told about short useful life of pipes rehabilitated with this method (5 years)).

Pipe bursting, CIP and sliplining were all good options for rehabilitation, however, public works bidding showed sliplining to be less costly than other two methods. Pipe bursting had an additional advantage of pipe diameter upsizing over other two methods, but the flow capacity was not an issue. (There was such an excess of flow capacity that even sliplining was suitable despite of reduced cross section it would create.) The pipes did not have many offset joints, which would also be a reason to favor pipe bursting. The pipes were not very deep nor the soil unstable to favor CIP.

The same reasoning applied to the selection of sliplining for both rehabilitation of mainlines and laterals.

- **Construction**

Steps preceding sliplining

First, each mainline and the connecting laterals were cleaned using water jetting. The mainline was then inspected using CCTV equipment.

Water exfiltration testing (hydrostatic pressure test) was carried out on all laterals to identify the laterals that needed rehabilitation. The testing was done just before the mainline sliplining, after the lateral was disconnected by inserting a plug at the lower end of the lateral. Only one of 111 laterals passed the test. It was a new cast iron lateral that was less than five years old.



Figure A -2 Water exfiltration test through cleanout

Pits were excavated at each lateral/mainline connection. The excavations were small potholes (about 2½-ft x 2-ft near the surface). Once the excavations were made, the exposed lateral pipe in each pothole was cut out. Additionally, point repairs were required in many locations on the laterals where the laterals failed structurally in order to provide the ability to slipline them.



Figure A -3 Entry pit at lateral-to-mainline connection

Sliplining of mainlines

The pipe used for sliplining was SDR21 HDPE pipe of about same outer diameter (OD) as the host pipe inner diameter (ID) (6" or 8")⁵. The pipe was fused using normal heat fusion methods and inserted by pulling in place (using a high tension wench). Next, the HDPE pipe was left overnight to relax. The following day, the mainline was air-tested to assure mainline joint integrity⁶ and holes were cut for laterals connections.



Figure A -4 Fuse welding machine

Sliplining of Laterals

Additional pits were excavated at the property line, at any other bend in the lateral, and near the house (if the cleanout was there, it was temporarily removed). Next, the exposed pipe in each pit was cut out.



Figure A -5 One of additional pits excavated along the lateral

The pipe used for lateral sliplining SDR21⁷ HDPE pipe with an OD of 4". Thus, the diameter of sliplined lateral was reduced from 4" to 3.1". Pipe segments were butt fused on site.

⁵ Many point repairs were necessary in order to provide a pipe with enough integrity that could accept a sliplining process and subsequent HDPE pipe.

⁶ Each test was passed satisfactory. If there had been a failure, the leak would have been found and corrected.

⁷ It would not be possible to push any thinner pipe into the lateral.

The pipe was pushed manually into the lateral, first downstream towards the mainline and then upstream towards the house. If there were other pits along the lateral, they were used for insertion of the sliplining pipe into the adjacent lateral segments. Typical length of laterals was from 40 -70 lf, and max length that the pipe was pushed was about 40 lf.



Figure A 6 Lateral pulling cable

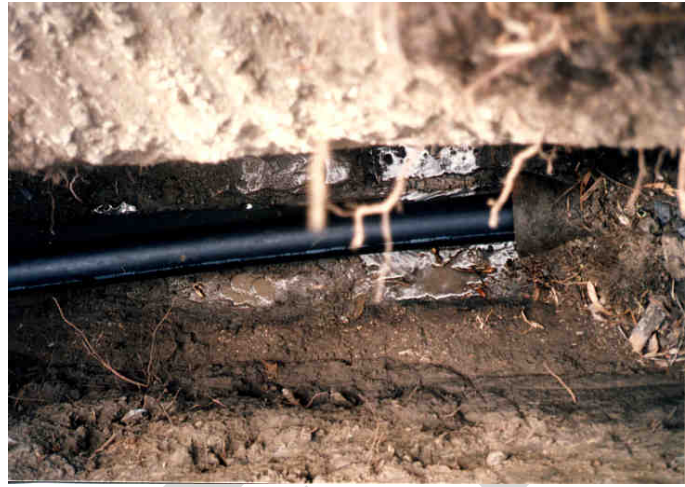


Figure A -7 New HDPE pipe extending beyond old VCP pipe (a view from top)

A new cleanout was installed near the house and the HDPE pipe connected to it. At intermediate pits (on horizontal or vertical bends), a standard cast iron fitting with rubber coupling and stainless steel bands was used for connection. The lateral was then air tested, after inserting plugs and taps⁸ at the downstream and upstream terminus points.



Figure A -8 Test plug in the lateral at the property line

After successful air testing, the lateral was reconnected with the mainline and the house. The laterals have been installed typically at min slope of 1/4" per foot and reached the mainline-

⁸ Tap is for air entry and release

to-lateral connection point at shallower depth than the mainline. Therefore the connection to the mainline was done using a butt-fused HDPE saddle with HDPE riser.



Figure A -9 Mainline Tee ready for lateral connection (a view from above)

Once the new pipe and cleanouts were in place and all the reconnections completed, the pits were backfilled and any required surface restorations made.

Table A-1. Stege, CA, Sliplining, 1987: Summary of costs

Item	Unit Price	Qty	AMOUNT	Average
Mainlines				
• Sliplining of 8"	\$ 29.00/lf	2,445 lf	\$ 70,905	
• Sliplining of 6"	\$ 25.00/lf	11,018 lf	\$ 275,450	
• Mainline air testing; Reopen laterals; And Point repairs		LS	\$ 444,733	
TOTAL:		13,463 lf	\$ 791,088	\$ 58.76/lf (\$ 55.00/lf - \$ 65.00/lf)

The cost of construction was paid in full by the District.

▪ **Project duration**

Table A -2. Stege, CA, Sliplining, 1987: Duration of construction work on each lateral

Item	Average Duration
• Water exfiltration test	1 hr
• Pit excavation, pipe fusing	4 hrs
• Sliplining	3 hrs
• Lateral segments reconnection; cleanout installation	3 hrs
• Air testing	Included as bid item.
• Reconnection to mainline and the house	Included as bid item.
• Surface restoration	Up to 3 months

The construction work was organized with a goal to save homeowners from disruption of service. Thus, the work on each lateral was planned and usually completed within a 24-hour period, and any sewage from the home was flowing into the pit at the planned cleanout location adjacent to the home.

In cases where the work was not completed timely, the Contractor had to be sure to plate over the cleanout pit to control odors and prevent passersby or family pets from falling into the pit. In fact, a separate subcontractor performed the pit closing and surface restoration, and his work was often several days behind the schedule. Thus, even with sliplining completed and all the pipes reconnected and in service, the pits stayed open longer than necessary, which was a problem for the Contractor and the District in public relations.

Overall, a 2-people crew for the contractor was able to complete the pipe work at a rate of about one lateral per day. The project took approximately 90 working days.

▪ **Public relations**

With an objective to test the effectiveness of comprehensive mainline/lateral sliplining in regards to I/I reduction, the District made a decision to pay in full for the rehabilitation of private laterals. If the method were shown to be successful, the homeowners would be advised in the future to rehabilitate laterals at their own cost.

The District obtained temporary ownership of the laterals (see access agreement below), which resolved the liability issues of entering the private property.

Table A -2. Stege, CA, Sliplining, 1987: Public information program

Activity	Result
<u>Pre-construction phase</u> (Dec 1986-May 1987)	
<ul style="list-style-type: none"> • Mailing list of property homeowners in the area developed • Information brochure about the project mailed to the homeowners • Access agreement prepared (Figure A -10) • Two neighborhood meetings held ⁹ 	Low attendance: only 18 of 111 homeowners attended, only 15 signed the agreement promptly.
<ul style="list-style-type: none"> • Access agreement mailed¹⁰ to homeowners emphasizing “no-cost” to them • Direct customer contact 	Over 75 agreements signed in three weeks. The remaining needed signatures obtained.
<u>Construction phase</u> (Jun – Sep 1987)	
<ul style="list-style-type: none"> • Weekly schedules to the affected property homeowners mailed • Door hanger notices about the work posted 7-days in advance • “Hot line” for customer questions/complaints established • Photo ID cards for the personnel¹¹ entering private properties made • Reported problems monitored and resolved immediately ¹² 	
<u>Post construction</u> (less than 6months)	
<ul style="list-style-type: none"> • Letters informing of completed work and return of ownership mailed (Figure A -11) • A questionnaire to evaluate the customer satisfaction with the public information program and contractor performance mailed (Figure A -12) • Post-construction complains resolved • Report of the questionnaire findings prepared 	56 of 111 homeowners responded

The following table summarizes findings of the questionnaire. Half of homeowners responded (56 of 111) providing a different number of answers to the questions in total ¹³. The

⁹ Friday evening/Saturday morning, in January 1987

¹⁰ Several mailings were made to reluctant homeowners.

¹¹ District and contractor

¹² While the contractor was still on the job

activities were rated based on the average score, where each answer scored as follows: Poor = 0.33, Fair = 0.67, Good = 1.00.

Table A -3. Stege, CA, Sliplining, 1987: Customer satisfaction with public information program/ contractor performance

Activity	Rating	Average Score	Answers
1. The neighborhood meeting (Jan 1987) addressing individual concerns/questions	Good	0.82	15
2. The I/I information package accompanying the Access Agreement	Good	0.78	28
3. Direct mailings and door hangers	Good	0.93	47
4. Work on the property (time, efficiency)	Fair	0.55	52
5. Construction crews (courteousness, considerate)	Good	0.91	53
6. District office handling the calls/complains (speed, courteousness)	Good	0.80	30
7. Restoration of property after completed work (speed)	Fair/Good	0.67	53

¹³ The questionnaire had 10 questions, but some questions could be answered only if certain conditions were met (the homeowner attended the meeting, had contacted the District office with a problem, etc). Thus, the responses had a varied number of answers (typically less than 10 answers).

ACCESS AGREEMENT

THIS IS AN AGREEMENT between the STEGE SANITARY DISTRICT, a public district of the State of California ("the District") and the undersigned Owner ("the Owner").

The Owner owns real property ("the property") served by the wastewater collection system of the District and described hereinafter.

The district wants to test the lateral sewer located on the property and connected to the District's trunk sewer, and, if necessary, repair or replace the lateral sewer at District expense.

THEREFORE, THE PARTIES AGREE:

1. The Owner grants to the District the right to enter the property for the purpose of testing the lateral sewer, including the right to excavate as may be necessary.
2. Before excavating, the District will make an inventory and a photographic record of all landscaping, fences, irrigation systems, paving and any other facilities that may be disrupted.
3. If, as determined by the District, the lateral sewer needs to be replaced or repaired, the District will replace or repair the lateral sewer at its own expense and without any cost to the Owner.
4. After completing the testing, replacement or repair of the lateral sewer, the District will restore the property to a condition at least as good as the condition that existed when the District entered the property. The District will replace in kind any landscaping (up to 15 gallon size) or facilities that had been removed.
5. Thereafter the Owner will have ownership of the lateral sewer and will maintain it at the Owner's expense and without expense or liability to the District.

DATED: _____

STEGE SANITARY DISTRICT

By _____
Manager/Engineer

Owner

Property Description

Figure A -10. Access Agreement

STEGE SANITARY DISTRICT

OF CONTRA COSTA COUNTY

7500 SCHMIDT LANE • P.O. BOX 537 • EL CERRITO, CALIFORNIA 94530 • TELEPHONE (415) 524-4667

October 14, 1987 .

Ms. Zelma Gottlieb
c/o Judith Lewis
460 Alcatraz Avenue
Oakland CA 94609

Re: Owner Responsibility for lateral sewer operation and maintenance.

Dear Ms. Gottlieb:

The construction work on your property to rehabilitate your house sewer lateral is now complete. Your sewer line was tested and if corrections were necessary, the lateral sewer line was lined with a plastic liner and a new cleanout was installed. The new cleanout is located adjacent to your home's foundation and is installed with a loose-cap bearing the inscription "3" diameter plastic liner installed below".

Should your line need service for any blockage in the future, the cleanout is the appropriate point for the entry of cleaning tools.

At this point, the contractor should have taken care of any concerns of surface restoration related to the construction; if that is not the case, you should promptly notify us in writing of any remaining problems of restoration or other concerns regarding the work.

PLEASE NOTE: As per the conditions of the access agreement between you and the Stege Sanitary District, item 5, the Stege Sanitary District returns ownership of the lateral sewer to you (Owner) effective October 26, 1987.

Very Truly Yours,

Lawrence C. Rugaard
District Manager/Engineer

LCR:ljt
041

Figure A -11. Letter informing about completed work and return of lateral ownership (responsibility for maintenance)

**STEGE SANITARY DISTRICT
1987 INFILTRATION/INFLOW CORRECTION PROGRAM, SUBAREA N
QUESTIONNAIRE**

Name _____

Address _____

Telephone _____

Pre-Construction Phase:

Did you attend the January, 1987, neighborhood meeting at Madera School? yes___ no___

If so, rate the meeting: did it address your individual concerns and questions? poor fair good

Rate the I/I information package accompanying the Access Agreement that you signed.

Construction Phase:

Direct mailings and door hangers were used to provide information of construction activity - were they useful and informative? yes___ no___

Rate the work on your property: was it conducted in a timely and efficient manner?

Rate the construction crews: were they courteous and considerate?

Did you have any problems? yes___ no___

If you had problems, did you attempt to contact the Stege office? yes___ no___

If so, rate the response you received: were your problems handled quickly and courteously?

Rate the restoration of your property upon completion of the work.

Please note concerns or suggestions you may have to improve the rehabilitation program:

Thank you for contributing your time and effort toward the successful completion of this important District project!

Figure A -12. Questionnaire about customer satisfaction with the public information program

- **Results**

Pre rehabilitation I/I was determined during the I/I study by flow monitoring. The cost-effectiveness goal for the project sub-basin was a 55% reduction in RDII. Ten distinct storms were selected from two months of flow and rainfall monitoring to determine I/I volume. Linear regression was performed on the pre-rehab and post-rehab data, and the I/I reduction volumes were determined. The actual I/I reduction as a result of the sub-basin rehabilitation work was 86%.

DRAFT

COMPARABLE AGENCIES REVIEW

ISSUE:

The Board will review and consider changes to the agencies considered comparable to the District for salary and benefit comparison purposes.

FISCAL IMPACT:

The cost to review the comparable agencies is minimal.

STRATEGIC PLAN:

GOAL 4: Provide a Safe and Rewarding Work Environment that Recognizes the Worth and Value of Employees

WORK PLAN ITEM “b”: Annually review employee salary and benefits by July of each year and conduct a survey vs. comparable agencies by June 2023 and at least every five (5) years thereafter

BACKGROUND:

The District reviews the salary ranges for employees every year as part of the budget process. Salary ranges are typically adjusted to equal the median and/or mean of a market survey every five years (last completed in 2018) and then adjusted each year in between by a cost-of-living adjustment. The market survey originally compared salaries and benefits to those of comparable positions at 11 comparable agencies which were chosen by Koff & Associates in 2001 as follows:

LIST OF COMPARABLE AGENCIES

Agency	Collection and/or Treatment	Miles of Sewer	# of Positions
Castro Valley SD	Collection	160	21
Central Marin SA	Treatment	n/a	41
Ironhouse SD	Both	152	30
Las Gallinas Valley SD	Both	105	21
Mt. View SD	Both	73	14
Napa SD	Both	270	51
Novato SD	Both	220	17
Ross Valley SD	Collection	200	38
West Bay SD	Collection	210	26
West County SD	Both	255	57
West Valley SD	Collection	426	27
Stege SD	Collection	148	10

In the Koff report, it was noted that it was difficult to develop a number of private industry comparator positions with those of public agencies for three reasons:

- Most private firms do not have comparative area of service delivery (i.e. General Manager, etc.). Maintenance work is often of a different nature, but basic engineering, craft and clerical comparisons can be made.
- Benefit packages are very different. The private firm may only pay for the employee's cost of various health and dental insurances, and the employee bears the cost of dependent coverage. Private firms, however, often offer stock options and bonuses. The primary difference is that public agency benefits are considered entitlements (payable to all employees who regularly appear at work), while many private benefits are dependent upon company performance.
- Many of the sewer maintenance firms are heavily on a commission basis.

Oro Loma Sanitary District was recently added to the agencies considered comparable to the District for salary and benefit comparison purposes since it is similar in size and scope to the other agencies already on the list:

Agency	Collection and/or Treatment	Miles of Sewer	# of Positions
Oro Loma SD	Both	280	43

Another agency to consider is nearby Rodeo Sanitary District:

Agency	Collection and/or Treatment	Miles of Sewer	# of Positions
Rodeo SD	Both	25	9

RECOMMENDATION:

Consider adding Rodeo Sanitary District to the agencies considered comparable to the District for salary and benefit comparison purposes.

ATTACHMENTS:

None.

10:25 AM	STEGE SANITARY DISTRICT			
05/06/2019	Check Report			
Accrual Basis	May 9, 2019			
	Name	Memo	Amount	Num
May 9, 19				
	East Bay Sanitary Co., Inc.	Garbage May-Jun & Dumpster	-1,720.44	26058
	Exxonmobil	Gas	-262.41	26059
	Lechowicz & Tseng Municipal Consultants	Sewer Rate & Connection Charge Study	-3,315.00	26060
	Mobile Fleetcare	Vaccon Repairs	-1,507.62	26061
	Nakano Landscape	Landscaping Apr 2019	-280.00	26062
	Pastime Hardware	Maintenance Supplies	-5.48	26063
	PG&E- #0103467151-9	Burlingame Pump Station	-95.03	26064
	PG&E- #6675831511-4	Office/Shop	-1,066.86	26065
	Plaza Auto Service, Inc	TV Vans Repairs	-737.36	26066
	Rosalie Blazej	Rate Increase Notice	-461.33	26067
	S.P. Automotive	Maintenance Supplies	-165.56	26068
	TelePacific Communications	Office Phones	-944.35	26069
	Wex Bank	Chevron Gas	-330.98	26070
May 9, 19			-10,892.42	

STEGE SANITARY DISTRICT

MAY 2019

MAY 2019	JUNE 2019	JULY 2019	AUGUST 2019	SEPTEMBER 2019	OCTOBER 2019
5/27 HOLIDAY AB 1661 Training (odd years)	6/12 Safety and Recognition Awards Luncheon	7/4 HOLIDAY 4 th of July Fair Booth	CASA Annual Conf. Aug 21-23 San Diego, CA	9/2 HOLIDAY CSDA Annual Conf. Sep 25-28 Anaheim, CA	
5/9/2019 – 7:00 P.M.	6/13/2019 – 7:00 P.M.	7/18/2019 – 7:00 P.M.	8/15/2019 – 7:00 P.M.	9/05/2019 – 7 :00	10/10/2019 – 7:00 P.M.
Board of Directors Meeting <ul style="list-style-type: none"> • Draft Budget • Board Training Summ. • July 4th Fair Discussion 	Board of Directors Meeting <ul style="list-style-type: none"> • Draft Budget • Review Director Meeting Compensation • Approve Project Plans and Specs (+CEQA) • Approve Salary Ranges for District Positions • July 4th Fair Discussion 	Board of Directors Meeting <ul style="list-style-type: none"> • CLOSED SESSION – Quarterly Claims Rpt • July 4th Fair Debrief • District Investment Policy • Form 470 • 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 • Resolution Est. Salary of District Manager • SPASP Status Report 	Board of Directors Meeting <ul style="list-style-type: none"> • CASA Conference – Attendee Reports • CSDA Conference • Select Actuary for Analysis of Retiree Health Benefits (odd years) • Quarterly (FY End) Financial Statements • Conn. Charge Report per Gov. Code 66013 	Board of Directors Meeting <ul style="list-style-type: none"> • CSDA Conference 	Board of Directors Meeting <ul style="list-style-type: none"> • Regional PSL Program Update • Regional FOG Program Update
5/23/2019 – 7:00 P.M.	6/27/2019 – 7:00 P.M.			9/19/2019 – 7:00 P.M.	10/24/2019 – 7:00 P.M.
Board of Directors Meeting <u>**5PM Special Meeting**</u> <u>AB 1661 Training</u> <ul style="list-style-type: none"> • CLOSED SESSION – Counsel Perf. Eval. • Resolution Ordering Board Election (even years) • Draft Budget • July 4th Fair Discussion • Service Rate Discussion/Approval (& 30-day Notice) 	Board of Directors Meeting <ul style="list-style-type: none"> • CLOSED SESSION – Manager Perf. Eval. • Approve/Adopt Budget • Ordinance – Director Meeting Compensation • Review and Approve Incentive Award • Adopt Incentive Award Goals & Objectives • District Reserve Policy • July 4th Fair Discussion • Consent Decree Quarterly Report 			Board of Directors Meeting <ul style="list-style-type: none"> • Flexible Benefits Plan Contribution Review • Deferred Compensation Matching Contribution Review • CSDA Conference – Attendee Reports • Consent Decree Quarterly Report 	Board of Directors Meeting <ul style="list-style-type: none"> • CLOSED SESSION – Quarterly Claims Rpt • SPASP Status Report • Quarterly Financial Statements

CHANGES IN ITALICS

STEGE SANITARY DISTRICT

MAY 2019

NOVEMBER 2019	DECEMBER 2019	JANUARY 2020	FEBRUARY 2020	MARCH 2020	APRIL 2020
11/28 HOLIDAY	12/12 Christmas Luncheon 12/25 HOLIDAY	1/1 & 1/21 HOLIDAY CASA Winter Conf. Jan 21-23 Indian Wells, CA	2/17 HOLIDAY CASA Policy Forum Feb 24-26 Washington, DC	AB 1234 Training (even years)	
11/14/2019 – 7:00 P.M.	12/12/2019 – 2:00 P.M.	1/9/2020 – 7:00 P.M.	2/13/2020 – 7:00 P.M.	3/14/2020 – 9:00 A.M.	4/9/2020 – 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 	<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 Quarterly Report • Resolution Certifying Election Results (even years) • Emergency Contact Update 	<ul style="list-style-type: none"> • Connection Charge • Board Governance Manual Review • District of Distinction (even years) • Long Range Planning Workshop Agenda • Service Rate Discussion • CASA Conference • Board Training Summ. • Director's Contact Info 	<ul style="list-style-type: none"> • Long Range Planning Workshop Agenda • Service Rate Discussion • CASA Conference • Board Training Summ. • Form 700 	<p><u>9AM Meeting Time</u></p> <ul style="list-style-type: none"> • Long Range Planning Workshop • Past 5 yrs. Expenditures Review • Self-Assessment of Governance • Strategic Plan Review 	<ul style="list-style-type: none"> • Service Rate Discussion/ Approval (& 30-day Notice) • Board Training Summ
		1/23/2020 – 7:00 P.M.	2/27/2020 – 7:00 P.M.	3/26/2020 – 7:00 P.M.	4/23/2020 – 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 – Manager Perf. Eval. • Resolution for Disposal of Surplus Property • Quarterly Financial Statements • Long Range Planning Workshop Agenda • Service Rate Discussion • CASA Conf. – Attendee Reports • SPASP Status Report 	<ul style="list-style-type: none"> • Board Governance Manual Approval • Actuarial Analysis of Retiree Health Benefits Report (even years) • Long Range Planning Workshop Agenda • Service Rate Discussion • CASA Conf. + Attendee Reports • Form 700 	<ul style="list-style-type: none"> • Auditor – RFP • California Employer's Retiree Benefit Trust (CERBT) • Consent Decree Quarterly Report • Service Rate Discussion • Board Training • Form 700 	<ul style="list-style-type: none"> • CLOSED SESSION – Quarterly Claims Rpt • Employee Benefits • Quarterly Financial Statements • Draft Budget • Service Rate Discussion/Approval (& 30-day Notice) • July 4th Fair Discussion • SPASP Status Report