

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA
MEETING OF NOVEMBER 7, 2024 @ 7:00 P.M.

www.stegesan.org • staff@stegesan.org

***** 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.

Members of the public can observe the live stream of the meeting by accessing <https://zoom.us/j/84090509848> or by calling (669) 900-9128 and entering the Meeting ID# 840 9050 9848 followed by the pound (#) key.

The ability to participate and observe remotely as identified above is predicated on the technology being available and functioning without technical difficulties. Should the remote platform not be available, or become non-functioning, or should the Board of Directors otherwise encounter technical difficulties that makes that platform unavailable, the Board of Directors will proceed with business in person unless otherwise prohibited by law.

*Public comment can be sent remotely by delivering a physical copy to **7500 Schmidt Lane, El Cerrito, CA 94530** or via email to comments@stegesan.org with "Public Comment" in the subject line. To provide written comment on an item on the agenda or to address the Board during Public Comment, please note the agenda item number that you want to address or whether you intend for the comment to be included in Public Comment. Comments timely received at least 15 minutes before the starting time of the meeting will be provided to the Board of Directors and will be added to the official record.*

Public Comment during the meeting is limited to in-person participants and those comments timely received at least 15 minutes before the starting time of the meeting. Members of the public will not have the ability to comment via Zoom unless the Board of Directors is required to provide that opportunity due to a Director participating pursuant to AB 2449. In such a circumstance, the Chair will make an announcement at the beginning of the meeting. Those interested in commenting (if required per AB 2449) should raise their virtual hands to notify the host during the relevant agenda item.

Pursuant to AB 2449, Board Members may be attending this meeting via remote conferencing. In the event that any Board Member elects to attend remotely, all votes conducted during the meeting will be conducted by roll call vote.

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA
MEETING OF NOVEMBER 7, 2024 @ 7:00 P.M.
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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. Comments **on** agenda items will be heard when the item is up for consideration.)

Motion: **IV. Approval of Minutes**

- A. Approval of October 17, 2024 Regular Board Meeting Minutes
(The Board will be asked to review and approve the minutes)
- B. Approval of October 24, 2024 Special Board Meeting Minutes
(The Board will be asked to review and approve the minutes)
- C. Approval of October 26, 2024 Special Board Meeting Minutes
(The Board will be asked to review and approve the minutes)
- D. Approval of November 1, 2024 Special Board Meeting Minutes
(The Board will be asked to review and approve the minutes)

Info: **V. Communications**

- A. Oral/Written Communications
 - 1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings

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

- A. Attorney's Report
- B. Committee Reports
- C. Manager's Report:
 - 1. Monthly Maintenance Summary Report
 - 2. Monthly Report of Sewer Replacements and Repairs

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3. Proposed Meeting Calendar
4. Board Officer Succession Plan
5. 2025 California Association of Sanitation Agencies (CASA) Conferences
 - January 29-31 – Winter Conference, Palm Springs, CA
 - February 24-25 – Washington DC Forum
 - August 13-15 – Annual Conference, San Diego, CA
6. 2025 California Special Districts Association (CSDA) Conference
 - August 25-28 – Annual Conference, Monterey, CA

VII. Business

(none)

Info: **VIII. Monthly Financial Statements**

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

(The Board will review the reports and statements)

IX. Approval of Checks

Info/Motion: A. Checks for November 7, 2024 - Fund No. 3418 & 3423

(The Board will be asked to consider approval of the November checks)

Info: **X. Future Agenda Items**

December 12, 2024 – 2:00PM

Fiscal Year Financial Audit

Connection Charge Review

Emergency Contact Update

Meeting Calendar

Consent Decree Quarterly Report

CASA/CSDA Conference

Pension + OPEB UAL Reports

Nomination & Election of Officers

+*CLOSED SESSION - Public Employment*

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA
MEETING OF NOVEMBER 7, 2024 @ 7:00 P.M.
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January 16, 2025

Board Governance Manual Review
Service Rate Discussion
Long Range Planning Workshop Agenda
Director's Contact Info
Board Training Summary
CASA/CSDA Conference
Quarterly Financial Statements
Form 700
CLOSED SESSION – Quarterly Claims Reports
CLOSED SESSION – Manager Performance Evaluation

CLOSED SESSION

Public Employment

Gov. Code § 54957
Title: District Manager

Conference with Labor Negotiator(s)

Gov. Code § 54957.6
Agency Designated Representative(s): Board President Gilbert-Snyder and District
Counsel Kokotaylo
Unrepresented Employee: District Manager

Conference with Legal Counsel— Existing Litigation

Gov. Code § 54956.9 (d)(1)
Name of Case: Bebe Barrett v. County of Contra Costa, et al., C24-02483

XI. Adjournment

(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on December 7, 2023 at 2:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF OCTOBER 17, 2024
 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: Beach*, Christian-Smith*, Merrill, O’Keefe,
 Gilbert-Snyder
 Absent: None
 Others Present: Rex Delizo, District Manager
 Kristopher Kokotaylo, District Counsel
 *via video-conference

Per AB 2449, Directors Beach and Christian-Smith joined the meeting via remote conference due to a “just cause.” This is the first use of this exception for each Director this calendar year.

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

III. Public Comment: There was no public comment.

IV. Approval of Minutes

A. Approval of September 19, 2024 Regular Board Meeting Minutes

MOTION: By Merrill, seconded by O’Keefe, to approve the minutes of the September 19, 2024 Regular Board Meeting

VOTE: AYES: Beach, Christian-Smith, Merrill, O’Keefe, Gilbert-Snyder

NOES: None

ABSTAIN: None

ABSENT: None

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF OCTOBER 17, 2024
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

B. Approval of September 26, 2024 Special Board Meeting Minutes

MOTION: By O’Keefe, seconded by Merrill, to approve the minutes of the September 26, 2024 Special Board Meeting

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

C. Approval of October 1, 2024 Special Board Meeting Minutes

MOTION: By O’Keefe, seconded by Merrill, to approve the minutes of the October 1, 2024 Special Board Meeting

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

V. Communications

A. Oral/Written Communications

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

There were no items to report.

VI. Reports of Staff and Officers

A. Attorney’s Report

Kokotaylo reviewed the details of AB 2449 that allows for remote conferencing for specified scenarios. He then reported on SB 937 that will

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF OCTOBER 17, 2024
TIME OF MEETING: 7:00 P.M.
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prohibit the collection of development related impact fees until the completion of development.

B. Committee Reports

There were no committee reports.

C. Manager's Report

1. Monthly Maintenance Summary Report

The Manager reported no significant issues on last month's maintenance activities.

2. Monthly Report of Sewer Replacements and Repairs

The Manager reported no invoices were paid in September.

3. San Pablo Avenue Specific Plan Area (SPASPA) Status Report

The Manager reported on the status of the SPASPA impact fee.

4. 2025 California Association of Sanitation Agencies (CASA) Conferences

The Manager reported on the upcoming CASA conferences dates for 2025.

5. 2025 California Special Districts Association (CSDA) Conference

The Manager reported on the upcoming CSDA annual conference date for 2025.

VII. Business

(none)

VIII. Monthly Financial Statements

A. Monthly Investment, Cash, Receivables Report

B. Monthly Operating Statement

C. Cash on Hand vs. Target Reserves

D. Local Agency Investment Fund (LAIF) Quarterly Statement

E. California Employer's Retiree Benefit Trust (CERBT) Quarterly Statement

F. Private Sewer Lateral (PSL) Replacement Loan Program Quarterly Report

G. Time Value Investments (TVI) Statement

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF OCTOBER 17, 2024
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

IX. Approval of Checks

A. Checks for October 17, 2024 - Fund No. 3418 & 3423

MOTION: By O’Keefe, seconded by Merrill, to pay the bills, Check Nos. 1250 through 1288 in the amount of \$83,753.92

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

X. Future Agenda Items

November 7, 2024

Proposed Meeting Calendar
 Board Officer Succession Plan
 CASA/CSDA Conference
 +*CLOSED SESSION - Public Employment*

December 12, 2024 – 2:00PM

Fiscal Year Financial Audit
 Connection Charge Review
 Emergency Contact Update
 Meeting Calendar
 Consent Decree Quarterly Report
 CASA/CSDA Conference
 Pension + OPEB UAL Reports
 Nomination & Election of Officers
 +*CLOSED SESSION - Public Employment*

CLOSED SESSION

Public Employment

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF OCTOBER 17, 2024
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

Gov. Code § 54957

Title: District Manager

Conference with Legal Counsel—Anticipated Litigation

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9

Number of Potential Cases: 4

Wolter – Government Tort Claim filed: 2/25/2024

Brooks-Hutton and Peticolas – Government Tort Claim filed: 3/13/2024

Shalaby – Government Tort Claim filed: 6/26/2024

City of El Cerrito – Government Tort Claim filed: 7/8/2024

The Board entered into closed session at 7:40 P.M. and returned to open session at 8:20 P.M. President Gilbert-Snyder announced the Board had taken no reportable actions.

XI. Adjournment

The meeting was adjourned at 8:21 P.M. The next meeting of the District Board of Directors will be held on Thursday, November 7, 2024 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 SPECIAL MEETING OF OCTOBER 24, 2024
 TIME OF SPECIAL 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: Beach, Christian-Smith, Merrill, O’Keefe, Gilbert-Snyder
 Absent: None
 Others Present: Rex Delizo, District Manager
 Pamela Derby*, CPS HR Consulting
**via video-conference*

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

CLOSED SESSION

Public Employment

Gov. Code § 54957

Title: District Manager

The Board entered into the closed session at 7:01 P.M. and returned to open session at 8:09 P.M. President Gilbert-Snyder announced the Board had taken no reportable actions.

III. Adjournment

The meeting was adjourned at 8:09 P.M.

Rex Delizo
 STEGE SANITARY DISTRICT
 Secretary

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
SPECIAL MEETING OF OCTOBER 26, 2024
TIME OF SPECIAL MEETING: 9:00 A.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

*****MINUTES*****

- I. **Call To Order:** President Gilbert-Snyder called the meeting to order at 9:01 A.M.
- II. **Roll Call:** Present: Christian-Smith (arrived @9:50 A.M.), Merrill,
O’Keefe, Gilbert-Snyder
Absent: Beach
Others Present: Rex Delizo, District Manager
Pamela Derby, CPS HR Consulting
Scheduled Candidates for the Manager Position

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

CLOSED SESSION

Public Employment

Gov. Code § 54957

Title: District Manager

The Board entered into the closed session at 9:03 A.M. and returned to open session at 12:58 P.M. President Gilbert-Snyder announced the Board had taken no reportable actions.

III. **Adjournment**

The meeting was adjourned at 12:58 P.M.

Rex Delizo
STEGE SANITARY DISTRICT
Secretary

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 SPECIAL MEETING OF NOVEMBER 1, 2024
 TIME OF SPECIAL MEETING: 12:00 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 12:00 P.M.

II. Roll Call: Present: Beach*, Christian-Smith, Merrill, O’Keefe, Gilbert-Snyder
 Absent: None
 Others Present: Rex Delizo, District Manager
 Pamela Derby*, CPS HR Consulting
**via video-conference*

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

III. Business

A. Appointment of Labor Negotiator for District Manager Contract

The Board appointed labor negotiators for the District Manager Contract.

MOTION: By Christian-Smith, seconded by Merrill, to approve the appointment of President Gilbert-Snyder and District Counsel Kokotaylo as labor negotiators for the District Manager contract

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

CLOSED SESSION

Public Employment

Gov. Code § 54957

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
SPECIAL MEETING OF NOVEMBER 1, 2024
TIME OF SPECIAL MEETING: 12:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

Title: District Manager

The Board entered into the closed session at 12:03 P.M. and returned to open session at 12:37 P.M. President Gilbert-Snyder announced the Board had taken no reportable actions.

IV. Adjournment

The meeting was adjourned at 12:37 P.M.

Rex Delizo
STEGE SANITARY DISTRICT
Secretary

STEGE SANITARY DISTRICT MONTHLY MAINTENANCE SUMMARY REPORT

October 2024

QUARTER 4

VEHICLE	DAYS	FOOTAGE (LF)
<i>UNIT 10 COMBO</i>	<i>17</i>	<i>116,725</i>
<i>UNIT 11 RODDER</i>	<i>0</i>	
<i>UNIT 15 CCTV</i>	<i>0</i>	
<i>UNIT 16 COMBO</i>	<i>0</i>	
TOTAL MONTH CLEANED		116,725
TOTAL MONTH CCTV'D		

QUARTERLY SUB-TOTALS

YEAR	QUARTER	TOTAL CLEANED (LF)	PLANNED TO CLEAN (LF)	Q END NOT COMPLT'D (LF)	TOTAL CCTV'D (LF)	PLANNED TO CCTV (LF)	Q END NOT COMPLT'D (LF)
2024	4	116,725	220,719	0		39,058	0
2024	3	290,966	224,401	0	58,188	59,119	22,561
2024	2	241,082	188,935	0	58,662	64,948	33,962
2024	1	289,011	226,685	0	52,450	54,605	24,296
2023	4	228,862	184,938	0	48,625	50,930	23,849
2023	3	260,224	215,376	0	64,008	65,576	27,963
2023	2	245,563	202,070	0	52,033	60,081	38,937
2023	1	262,178	204,795	0	61,882	58,488	29,188

MONTHLY SERVICE CALLS

October-2024

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
10/2/2024 Wednesday 11:00 AM	251014 251013	533 BALRA DR. EL CERRITO, CA 94530 <i>Last Call: 11/8/2018</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
10/2/2024 Wednesday 3:00 PM	28520 285209	8632 THORS BAY RD. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, LC				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
10/2/2024 Wednesday 4:20 PM	161806 161804	1511 ELM ST. 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.
10/8/2024 Tuesday 2:01 PM	142417 142415	7357 DONAL 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.
10/10/2024 Thursday 6:36 PM	16904 161901	1536 RICHMOND ST. 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.
10/14/2024 Monday 10:32 AM	188603 188602	5329 SILVA AVE. RICHMOND, CA 94804	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				WE FOUND THE LEAK TO BE THE CUSTOMER'S PROBLEM.
10/17/2024 Thursday 5:59 PM	189215 189211	2511 MIRA VISTA DR. EL CERRITO, CA 94530 <i>Last Call: 11/24/2014</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
10/22/2024 Tuesday 1:05 PM	27342 273017	127 KENYON AVE. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				HOME OWNER STATED WALL FALLING DOWN DUE TO SEWER LINE. WE FOUND NO EVIDENCE.
10/22/2024 Tuesday 3:42 PM	266206 266205	8311 TERRACE DR. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	O				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
10/28/2024 Monday 12:45 PM	227116 227115	558 LINCOLN AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				MH COVER NEEDED RAPO.
10/30/2024 Wednesday 2:45 PM	272103 272102	56 AVON RD. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				NOISE IN TOILET DUE TO DISTRICT CLEANING THE LINE.

PROBLEM TYPE:

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

SPILL

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

SPILL

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

SPILL END

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

MAINLINE:	0
LATERAL:	6
OTHER:	5
TOTAL SERVICE CALLS:	11
MAINLINE OVERFLOW:	0
MAINLINE SURCHARGE:	0

SANITARY SEWER OVERFLOWS (SSOs) LAST 12 MONTHS

November-2024

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS	CAT*	VOL	RCVR'D	NET
3/8/2024 Friday 10:53 AM	265304 265303	838 SEA VIEW DR. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B,D,OF	MH	ML	SD	DEBRIS IN MAIN CAUSED SSO.	CAT 1	765 gallons	34 gallons	731 gallons
4/15/2024 Monday 9:50 AM	283101_1 283106	941 LIBERTY ST. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B,D,OF, SD	BLDG	ML,B	BLDG	SSO CAUSED BY STORM DRAIN MATERIAL INSIDE DISTRICT MAIN.	CAT 3	171 gallons	0 gallons	171 gallons
7/21/2024 Sunday 3:25 PM	161221 131216	1700 MANOR CIR. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B, D,E,OF	CO	ML	ST, Y	EBMUD- WATER MAIN BREAK DAMAGED STEGE MAIN LINE.	CAT 3	210 gallons	210 gallons	0 gallons

PROBLEM TYPE:

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

SPILL

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

SPILL

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

SPILL END

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

TOTAL MAINLINE SSOs:	3
MAINLINE BREAK SSOs:	3
MAINLINE SURCHARGE SSOs:	0
CATEGORY 1 SSOs:	1
SSOs INTO BUILDINGS:	1

TOTAL SSO VOLUME (GALS):	1,146
TOTAL VOLUME RECOVERED (GALS):	244
TOTAL VOLUME UNRECOVERED (GALS):	902

*CATEGORY 1 SSO: Spill of any volume of sewage from or caused by a sanitary sewer system that results in a discharge to: A surface water, including a surface water body that contains no flow or volume of water; or A drainage conveyance system that discharges to surface waters when the sewage is not fully captured and returned to the sanitary sewer system or disposed of properly. Any spill volume not recovered from a drainage conveyance system is considered a discharge to surface water, unless the drainage conveyance system discharges to a dedicated stormwater infiltration basin or facility.

CATEGORY 2 SSO: Spill of 1,000 gallons or greater, from or caused by a sanitary sewer system that does not discharge to a surface water.

CATEGORY 3 SSO: Spill of equal to or greater than 50 gallons and less than 1,000 gallons, from or caused by a sanitary sewer system that does not discharge to a surface water.

CATEGORY 4 SSO: Spill of less than 50 gallons, from or caused by a sanitary sewer system that does not discharge to a surface water.

**STEGE SANITARY DISTRICT
MONTHLY REPLACEMENT AND REPAIR SUMMARY
October 2024**

I SEWER REPLACEMENT - FY 2024-2025			
A.	BUDGET ALLOCATION		\$3,593,000
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$0
C.	SEWER REPLACEMENTS PAID THIS MONTH (NO RETENTION)	<u>COST</u>	
SUBTOTAL FOR THIS MONTH			\$0
D.	TOTAL BUDGET EXPENDED (NO RETENTION)	0.00%	\$0
E.	TOTAL 5% RETENTION HELD		\$0
F.	BUDGET REMAINING	100.00%	\$3,593,000
G.	PERCENTAGE OF FISCAL YEAR REMAINING	66.67%	
H.	TOTAL REPLACEMENT FOOTAGE PAID TO DATE	(\$ - /LF)	

II SEWER REPAIRS - FY 2024-2025			
A.	BUDGET ALLOCATION		\$74,000
B.	PRIOR BUDGET EXPENDED		\$3,700
C.	SEWER REPAIRS PAID THIS MONTH	<u>REPAIR COST</u>	
SUBTOTAL FOR THIS MONTH			\$0
SUBTOTAL FOR LAST MONTH			\$3,700
D.	TOTAL BUDGET EXPENDED	5.00%	\$3,700
E.	TOTAL RETENTION HELD	0.00%	\$0
F.	BUDGET REMAINING	95.00%	\$70,300
G.	PERCENTAGE OF FISCAL YEAR REMAINING	66.67%	
H.	TOTAL NUMBER OF REPAIRS PAID TO DATE	1 (\$3,700 /REPAIR)	

STEGE SANITARY DISTRICT 2025 BOARD MEETING SCHEDULE

(Start time is 7PM unless stated otherwise)

January 16

February 20

March 1 @9am (LRP*)

** Long Range Planning – All Day Workshop*

March 20

April 17

May 15

June 12

June 26

July 17

August 7

August 21

September 18

October 2

October 16

November 6

December 11 @2pm

DRAFT

2025 Stege Sanitary District Board Meeting Schedule

JANUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Meeting Date

Mtg w/ Counsel

LRP Workshop

Conference

Holiday

**STEGE SANITARY DISTRICT
BOARD OF DIRECTORS
POSITIONAL ROTATION**

DIRECTOR	TERM EXPIRES
Beatrice O'Keefe	2028
Tessa Eve Beach	2026
Dwight Merrill	2026
Juliet Christian-Smith	2026
Paul Gilbert-Snyder	2028

YEAR	POSITION	DIRECTOR
2025 <i>(proposed rotation)</i>	PRESIDENT	Beatrice O'Keefe
	VICE PRESIDENT	Tessa Eve Beach
2024	PRESIDENT	Paul Gilbert-Snyder
	VICE PRESIDENT	Beatrice O'Keefe
2023	PRESIDENT	Juliet Christian-Smith
	VICE PRESIDENT	Paul Gilbert-Snyder
2022	PRESIDENT	Dwight Merrill
	VICE PRESIDENT	Juliet Christian-Smith
2021	PRESIDENT	Beatrice O'Keefe
	VICE PRESIDENT	Dwight Merrill
2020	PRESIDENT	Alan Miller
	VICE PRESIDENT	Beatrice O'Keefe

11:55 AM	STEGE SANITARY DISTRICT			
11/04/2024	Check Report			
Accrual Basis	November 7, 2024			
	Name	Memo	Amount	Num
Nov 7, 24				
	APB Engineering	Retainage 23201	-182,270.15	1289
	CASA	Dwight Merrill Conference 01/29-31/25	-695.00	1290
	EBMUD 92526846174	Hydrant Meter	-1,754.82	1291
	ENR	Subscription Renewal	-99.99	1292
	Exxonmobil	Gas	-59.17	1293
	PG&E- #0103467151-9	Burlingame Pumpstation	-68.50	1294
	PG&E- #6675831511-4	Office/Shop	-1,607.77	1295
	Schaaf & Wheeler	Canon Pump Station Design	-2,423.83	1296
	Shape Incorporated	Burlingame Pumpstation	-1,900.00	1297
	Streamline	Website 11/1-12/1/24	-249.00	1298
	TelePacific Communications	Office Phones	-1,386.63	1299
	Universal Building Services	Janitorial Service Oct	-469.00	1300
	Vestis	Uniform Services	-197.40	1301
	Xerox Financial Services	Copier Lease Payment 11/03-12/02	-284.56	1302
	CASA	CASA Membership	-6,685.00	1303
Nov 7, 24			-200,150.82	

STEGE SANITARY DISTRICT
Investment, Cash & Receivables Report
 As of October 31, 2024

12:46:38 PM
 11/04/2024

	<u>October 31, 2024</u>	<u>September 30, 2024</u>	<u>\$ Change</u>	<u>Deposits</u>	<u>Checks</u>	<u>Transfers</u>
ASSETS						
Current Assets						
Checking/Savings						
TVI & LAIF Investment Accts						
11012 · Sewer Operations- 3418	6,585,410	6,585,410	0	0	0	0
11014 · System Rehab- 3423	1,087,043	1,087,043	0	0	0	0
11017 · Five Star Money Market	1,016,991	1,016,991	0	0	0	0
11020 · TVI Investments	2,003,413	2,003,413	0	0	0	0
Total TVI & LAIF Investment Accts	<u>10,692,857</u>	<u>10,692,857</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Checking Accts						
100 · Mechanics Bank	13,250	6,063	7,187	7,187	0	0
101a · Five Star Bank	290,181	601,193	-311,012	8,146	-319,158	0
100 · County Cash Acct #3418	-6,754	-6,754	0 *	0 *	0	0
Total Checking Accts	<u>296,677</u>	<u>600,502</u>	<u>-303,825</u>	<u>15,333</u>	<u>-319,158</u>	<u>0</u>
11021 · Petty Cash	250	250	0	0	0	0
Total Checking/Savings	<u>10,989,783</u>	<u>11,293,609</u>	<u>-303,825</u>	<u>15,333</u>	<u>-319,158</u>	<u>0</u>
301 · Ca Employer's Retiree Benefit Trust	306,896	306,896	0	0	0	0
Total CA Employer's Retiree Benefit Trust	<u>306,896</u>	<u>306,896</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Accounts Receivable						
11072 · Accounts Receivable/Notes Payable	261,050	264,014	-2,964			
Total Accounts Receivable	<u>261,050</u>	<u>264,014</u>	<u>-2,964</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

11/04/2024

October 2024

33.61% of Fiscal year Completed

	July-October 2024	Annual Budget	% of Annual Budget
Income			
31 - OPERATING REVENUE			
31010 - Sewer Service Charges	-	3,209,000	0%
31020 - Permit & Insp. Fees	10,095	12,000	84%
31030 - Connection Fees	20,257	100,000	20%
31040 - San Pablo Impact Fee	13,288	100,000	13%
31080 - Contracted Services	-	33,000	0%
31010a - Capital Service Charges	-	3,775,000	0%
Total 31 - OPERATING REVENUE	43,641	7,229,000	1%
32 - NON-OPERATING REVENUE			
32050 - Interest - 3418	-	110,000	0%
32052 - Interest - 3423	-	16,000	0%
32057 - TVI Interest	36,750	-	#DIV/0!
32058 - 5 Star Money Market	8,600	-	#DIV/0!
32080 - Property Taxes	-	585,500	0%
32085 - Insurance Dividend	-	-	0%
32090 - Miscellaneous	134	30,000	0%
Total 32 - NON-OPERATING REVENUE	45,484	741,500	6%
Transfer (to)/from Reserves	-	1,551,263	0%
Total Income	89,124	9,521,763	1%
Expense			
OPERATING EXPENSES			
Administration/General			
45-010 - Salaries & Wages	89,340	276,440	32%
45-020 - Employee Benefits	83,166	152,935	54%
45-029 - Retiree Health	3,906	13,700	29%
45-030 - Directors Expenses	6,768	37,449	18%
45-070 - Insurance	103,646	370,500	28%
Administration - Other	58,672	311,801	19%
Total Administration	345,498	1,162,825	30%
Maintenance/Engineering			
41-010 - Salaries & Wages	446,161	1,359,260	33%
41-020 - Employee Benefits	208,771	587,841	36%
41-029 - Retiree Health	4,880	14,900	33%
41-100 - Operating Supplies	7,673	40,000	19%
41-110 - Contractual Services	85,683	105,300	81%
41-207 - Contracted Repairs	6,200	74,000	8%
Maintenance- Other	46,174	344,927	13%
Total Maintenance/Engineering	805,542	2,486,208	32%
Pump Stations	3,383	40,020	8%
Total OPERATING EXPENSES	1,154,424	3,689,053	31%
CAPITAL			
41-650 - Debt Repayment (SRF Loans)	-	43,900	0%
Construction Projects	34,900	5,188,810	1%
Outlay(Maintenance/Engineering)	609,281	600,000	102%
Total CAPITAL	644,181	5,832,710	11%
Total Expense	1,798,605	9,521,763	19%
Net	(1,709,481)	0	

STEGE SANITARY DISTRICT 2024 BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JANUARY	FEBUARY	MARCH	APRIL	MAY	JUNE
1/1 & 1/15 HOLIDAY	2/19 HOLIDAY			5/27 HOLIDAY	6/19 HOLIDAY
CASA Winter Conf. Jan 24-26, Palm Springs	CASA Policy Forum Feb 26-27, Wash, DC				
1/18/2024 – 7:00 P.M.	2/1/2024 – 7:00 P.M.	3/2/2024 – 9:00 A.M.	4/18/2024 – 7:00 P.M.	5/2/2024 – 7:00 P.M.	6/6/2024 – 7:00 P.M.
<ul style="list-style-type: none"> • Board Governance Manual Review • Service Rate Discussion • Long Range Planning Workshop Agenda • Director’s Contact Info • Board Training Summ. • CASA/CSDA Conf. • Quarterly Financial Statements • SPASPA Status Report • CLOSED SESSION <ul style="list-style-type: none"> – Quarterly Claims Rpt. – Manager Perf. Eval. 	<ul style="list-style-type: none"> • (none) 	<p style="text-align: center;"><u>9AM MEETING TIME</u></p> <ul style="list-style-type: none"> • Long Range Planning Workshop <ul style="list-style-type: none"> – Past 5 yrs. – Expenditures Review – Self-Assessment of Governance – Strategic Plan Review 	<ul style="list-style-type: none"> • Draft Budget • Employee Benefit Package Review • Service Rate Discussion/Approval • July 4th Fair Discussion • Board Training Summ. • Quarterly Financial Statements • SPASPA Status Report • Appoint Labor Negot. • CLOSED SESSION <ul style="list-style-type: none"> – Quarterly Claims Rpt. – Conf. Labor Negot. 	<ul style="list-style-type: none"> • (none) 	<ul style="list-style-type: none"> • Draft Budget • Review Directors’ Meeting Compensation • District Working Capital and Reserve Policy • Approve Project Plans and Specs (+CEQA) • July 4th Fair Discussion • CASA/CSDA Conf.
	2/15/2024 – 7:00 P.M.	3/21/2024 – 7:00 P.M.		5/16/2024 – 7:00 P.M.	6/20/2024 – 7:00 P.M.
	<ul style="list-style-type: none"> • Board Governance Manual Approval • Actuarial Analysis of Retiree Health Benefits Report (even years) • Performance Report • District of Distinction (every 3 years) • Service Rate Discussion • Long Range Planning Workshop Agenda • Board Training Summ. • CASA/CSDA Conf. • CASA Conference Attendee Reports • Form 700 	<ul style="list-style-type: none"> • Auditor – RFP • California Employer’s Retiree Benefit Trust (CERBT) • Service Rate Discussion • Action Plan • Board Training Summ. • Consent Decree Quarterly Report • CASA Conference Attendee Reports • Form 700 		<ul style="list-style-type: none"> • Resolution Ordering Board Election (even years) • Draft Budget • Board Training Summ. • July 4th Fair Discussion • Review of Comparable Agencies • Service Rate Discussion/Approval • CLOSED SESSION <ul style="list-style-type: none"> – Manager Perf. Eval. – Conf. Labor Negot. 	<ul style="list-style-type: none"> • Resolution Salary of District Manager • Resolution Employee Salary Ranges • Resolution Approve/Adopt Budget • Review and Approve Incentive Award • Adopt Incentive Award Goals & Objectives • July 4th Fair Discussion • CD Quarterly Report • CASA/CSDA Conf. • CLOSED SESSION <ul style="list-style-type: none"> – Counsel Perf. Eval.

STEGE SANITARY DISTRICT

2024 BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
7/4 HOLIDAY 4 th of July Fair Booth CASA Annual Conf. Jul 31- Aug 2, Monterey		9/2 HOLIDAY CSDA Annual Conf. Sep 9-12, Indian Wells Board Training AB 1234 (even years) AB 1661 (odd years)		11/28-29 HOLIDAY	12/12 HOLIDAY LUNCHEON 12/25 HOLIDAY
7/18/2024 – 7:00 P.M.	8/8/2024 – 7:00 P.M.	9/5/2024 – 7:00 P.M.	10/3/2024 – 7:00 P.M.	11/7/2024 – 7:00 P.M.	12/12/2024 – 2:00 P.M.
<ul style="list-style-type: none"> • Hearing +Res./Ord. – Establish and Collect Sewer Service Charges – Director Meeting Compensation • Resolution Filing Notice of Completion • District Investment Policy • Reimb. Report per Gov. Code 53065.5 • Candidate filing period (even years) • CASA/CSDA Conf. • Form 470 • July 4th Fair Debrief • Quarterly Financial Statements • SPASPA Status Report • CLOSED SESSION – Quarterly Claims Rpt. 	<ul style="list-style-type: none"> • (none) 	<ul style="list-style-type: none"> • (none) 	<ul style="list-style-type: none"> • (none) 	<ul style="list-style-type: none"> • Proposed Meeting Calendar • Board Officer Succession Plan • CASA/CSDA Conf. 	<u>2PM MEETING TIME</u> <ul style="list-style-type: none"> • Fiscal Year Financial Audit • Resolution Certifying Election Results (even years) • Connection Charge Review • Emergency Contact Update • Meeting Calendar • Consent Decree Quarterly Report • CASA/CSDA Conf. • Pension + OPEB UAL Reports • Nomination & Election of Officers
	8/22/2024 – 7:00 P.M.	9/19/2024 – 7:00 P.M.	10/17/2024 – 7:00 P.M.		