



Stege Sanitary District Board of Directors

Meeting of April 3, 2025 at 7:00 P.M.

District Board Room, 7500 Schmidt Lane, El Cerrito, CA 94530

Meeting 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 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.

Verbal Public Comment during the meeting is limited to in-person participants. 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 circumstances, 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.

1. Call To Order

2. 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.

3. 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.)

Stege Sanitary District Board of Directors
Meeting Agenda for April 3, 2025

4. Approval of Minutes

- Motion: A. Approval of Draft March 8, 2025 Long Range Planning Workshop Meeting Minutes
B. Approval of Draft March 20, 2025 Board Meeting Minutes
(The Board will review and consider approving the minutes.)

5. Communications

- Info: A. Oral/Written Communications
i. Brief reports from Directors on matters related to the District including attendance at City or community meetings.

6. Staff and Officer Reports

- Info: A. Oral Attorney's Report
B. Manager's Report
i. Oral Manager's Report
ii. Draft 2025 Action Plan
iii. Board Training Schedule
iv. Form 700
v. Insurance Policy Register
vi. Draft Budget

7. Business

- Info/
Motion: A. Reserve Policy, Service Rate, and Financial Projection Discussion
(The Board will review the policy and discuss service rates and financial projections.)
B. July 3, 2025 Meeting Cancellation
(The Board will consider cancelling the meeting.)
C. Resolution 2255-0425 AMENDING THE BOARD GOVERNANCE MANUAL OF THE STEGE SANITARY DISTRICT
(The Board will consider adopting the resolution.)

8. Approval of Checks

- Motion: A. Checks for April 3, 2025 - Fund No. 3418 & 3423
(The Board will consider approving the checks.)

9. Future Agenda Items & Professional Association Activities

- Info: A. April 17, 2025 Board Meeting
- Draft Budget
 - Service Rate and Financial Projection Discussion
 - Employee Benefit Package Review
 - Appoint Labor Negotiator
 - Quarterly Financial Statements
 - Maintenance & Engineering Reports

Stege Sanitary District Board of Directors
Meeting Agenda for April 3, 2025

- Monthly Financial Reports
- CLOSED SESSION – Quarterly Claims Report
- CLOSED SESSION – General Manager Performance Evaluation

B. May 1, 2025 Board Meeting

- SPASPA Update
- Draft Budget
- Service Rate and Financial Projection Discussion
- July 4th Fair Discussion

C. Professional Association Activities

- California Special Districts Association (CSDA)
 - Leadership Academy: April 22-24
 - General Manager Leadership Summit: June 29-July 1
- California Water Environment Association (CWEA) Annual Conference: April 22-25
- California Association of Sanitation Agencies (CASA) Annual Conference: July 30 – Aug 1 (San Diego)

10. Adjournment

(The next regular meeting of the Stege Sanitary District Board of Directors will be held on April 17, 2025 at 7:00 P.M. in the District Board Room at 7500 Schmidt Lane, El Cerrito, California.)



Stege Sanitary District Board of Directors

Long Range Planning Workshop of March 8, 2025 at 9:00 A.M.
District Board Room, 7500 Schmidt Lane, El Cerrito, CA 94530

DRAFT Meeting Minutes

1. **Call To Order:** President O’Keefe called the meeting to order at 9:00 A.M.
2. **Roll Call:** Present: Merrill, O’Keefe, Gilbert-Snyder, Beach, Christian-Smith
Absent: None
Others Present: Lani Good, District Manager

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

3. **Public Comment:** Director Christian-Smith requested that we cover the new District maps that were posted around the room.

4. **Long Range Planning Workshop**

A. Review of Agenda and 2024 Action Plan

The Board reviewed the Agenda and the Action Plan for 2024. Vice President Beach impressed that for next year, she still would like to find a way to eliminate the need for the all-day weekend Long Range Planning Workshop by breaking up the topics into smaller pieces and discussing them during the first Board Meeting of the month.

B. Past 5 Years Expenditures Review

The Board reviewed and discussed trends from the past 5 years. Director Gilbert-Smith requested that District staff add trendlines to the 5-year expenditure charts in the future. Vice President Beach requested a summary of what’s included in the reserve projections. President O’Keefe requested that the Board review Reserve funding, contingencies, the 10-year budget, etc. at a regular Board Meeting in the future. Vice President Beach requested clarity on the increased FY 2023-24 employee benefit expenses over the previous year. Director Gilbert-Smith requested clarity on the steep increase of insurance costs over the past three years, and what’s covered under our insurance policies. Director Christian-Smith requested clarity on what is included in “Other Expenses”.

C. Review Pension Liabilities

The Board reviewed and discussed pension liabilities for the CalPERS Pension Miscellaneous Plan UAL Balance, the CalPERS Pension PEPR Miscellaneous Plan UAL Balance, and the Other Post-Employment Benefits (OPEB) Retire Health liability. Director Gilbert-Snyder commented that our financial Reserve reports do not also show our unfunded liabilities that offset them. The Board would like Staff to provide an analysis of various UAL funding strategies at a future regular Board meeting. These strategies should include continuing to make the minimum amortized regular payments required, and the impact on Reserve funds of making various extra payments to fund the CalPERS Pensions to incremental funding levels up to 90%. The Board would like to defer the option of consulting a CPA until after review of the Staff Analysis.

D. USEPA Consent Decree Progress

The Board reviewed a timeline on the history of the District and the evolution of the USEPA Consent Decree. The Board reviewed and discussed the various reports related to the progress of the USEPA Consent Decree. The Manager expressed concern with Point Isabell Wet

Weather Facility meeting the 2030 Second Mid-course Check-in Output Test – particularly if any of the three years leading up to it are wetter than average years. The Manager discussed the potential need to conduct wet weather flow monitoring within the District, as well as to develop a hydraulic model of the Collection System to be able to conduct hydraulic analyses and prepare for the 2030 Mid-Course Check-in, Performance Evaluation Plan, and potential Modified Work Plan. The Board requested that the Manager provide a formal recommendation for whether a hydraulic model is needed; and outline the costs, benefits, and whether the hydraulic model software license needs to be purchased by the District.

E. USEPA Consent Decree Planning

The Board discussed additional strategies to address both public and private sources of inflow/infiltration. To manage the risk of future financial penalties and additional Work required if any of the Wet Weather Facilities fail the Second Mid-course Check-in Output Tests, the Board requested that the Manager scope near-term comprehensive basin-wide sewer replacement projects that can be bid with and without private sewer laterals. The Board also requested that the Manager develop a Staff Report on enforcement options for PSL Program violations.

F. Self-Assessment of Governance

The Board completed a questionnaire and will discuss the results at a subsequent Board Meeting.

G. Strategic Planning

This agenda item was deferred and will be discussed at a regular Board Meeting in the future.

H. Communication and Outreach Opportunities

The Manager presented communication and outreach program purpose, goals, strategies, and tools. The Board brainstormed other communication and public education opportunities including high school art challenges, community groups, 6th grade school outreach with a CCTV camera demonstration, developing decorative maintenance hole covers potentially with a sister city campaign, providing internships, etc. with messaging such as why the District is investing in laterals. The Board requested that the Manager develop a Communication Plan in the next year, copywrite the District logo, and wrap one District vehicle with key messaging to enhance our visual presence.

I. Board Attendance Policy

The Board discussed attendance policy and enforcement options and requested that the Manager add this to the agenda the next time the Board Governance Manual is reviewed. The Board also requested that the Manager change the frequency at which the Board Governance Manual is reviewed to biannual (rather than annual).

5. Adjournment

The meeting was adjourned at 3:21 P.M. The next regular meeting of the Stege Sanitary District Board of Directors will be held on March 20, 2025 at 7:00 P.M. in the District Board Room at 7500 Schmidt Lane, El Cerrito, California.



Stege Sanitary District Board of Directors

Meeting of March 20, 2025 at 7:00 P.M.

District Board Room, 7500 Schmidt Lane, El Cerrito, CA 94530

DRAFT Meeting Minutes

1. **Call To Order:** President O’Keefe called the meeting to order at 7:00 P.M.
2. **Roll Call:** Present: Merrill, O’Keefe, Gilbert-Snyder, Christian-Smith, Beach (arrived at 7:10 P.M.)
Absent: None
Others Present: Lani Good, District Manager
Kristopher Kokotaylo, District Counsel

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

3. Public Comment

Director Merrill distributed a copy of the Kensington Outlook and suggested that the District subscribe and write a letter to be published for public outreach and education purposes.

4. Approval of Minutes

A. Approval of Draft February 20, 2025 Board Meeting Minutes

MOTION: by Gilbert-Snyder, seconded by Merrill, to approve the minutes of the February 20, 2025 Board Meeting, as corrected and amended.

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

5. Communications

A. Oral/Written Communications

i. Brief reports from Directors on matters related to the District including attendance at City or community meetings:

- The Board reviewed Director Merrill’s Report on the 2025 CASA Washington DC Policy Forum. Key issues were on funding (as federal support may not be available) and PFAS as wastewater agencies are not the source. They therefore request clarification on regulations and review of toxicology.
- The Manager commented that the El Cerrito Community Development E-News, March 2025 e-newsletter included the District’s PSL Grant.

6. Staff and Officer Reports

A. Oral Attorney’s Report

District Counsel reported that there are several legislative proposals that they are monitoring. One proposes modifications to the mitigation fee and may require a waiver of all fees other

than code inspections. Another proposes modifications to the Brown Act public comment requirements.

B. Manager's Report

i. Oral Manager's Report

The Manager reported updates on the Administration Building HVAC repairs and the related electric/gas bills.

ii. Monthly Maintenance Summary Report

The Manager presented the monthly maintenance report and provided clarification on Unit 16 Combo truck days in use reporting is not currently accurate since crews are not entering workorders daily. This issue will be resolved in the coming months as crews change their practices.

iii. Monthly Replacement and Repair Summary

The Manager reported that no payments were made in February.

iv. Monthly Service Call Report

The Manager reported on service calls from December 2024 (which had inadvertently been omitted from the January 2025 meeting agenda packet) and February 2025.

v. Sanitary Sewer Overflow Report – Last 12 Months

The Manager reported that no new overflows have occurred.

vi. Board Governance Self-Assessment

The Manager reported the results of the survey and the Board discussed the results.

vii. Form 700

The Manager reminded two Board members to submit Form 700 by the April 1st deadline.

7. Financial Statements

A. Monthly Investment, Cash, Receivables Report

B. Monthly Operating Statement

The Board reviewed the financial reports and statements.

8. Approval of Checks

A. Checks for February 20, 2025 - Fund No. 3418 & 3423

MOTION: by Christian-Smith, seconded by Beach, to approve the payment of the bills, Check Numbers 1448 through 1474 in the amount of \$168,188.59.

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

9. Future Agenda Items & Professional Association Activities

A. April 3, 2025 Board Meeting

- Resolution to Adopt Revised Board Governance Policy
- Draft 2025 Action Plan
- Board Training Schedule

Stege Sanitary District Board of Directors
DRAFT Meeting Minutes for March 20, 2025

- Draft Budget
- Service Rate Discussion
- July 4th Fair Discussion

B. April 17, 2025 Board Meeting

- Draft Budget
- Service Rate Discussion
- Employee Benefit Package Review
- Appoint Labor Negotiator
- Quarterly Financial Statements
- Maintenance & Engineering Reports
- Monthly Financial Reports
- CLOSED SESSION – Quarterly Claims Report
- + *CLOSED SESSION – Manager Performance Review*

C. Professional Association Activities

- California Association of Sanitation Agencies (CASA) Annual Conference: July 30 – Aug 1 (San Diego) *will be attended by Beach, Merrill, and Good.*
- California Special Districts Association (CSDA)
 - Leadership Academy: April 22-24
 - General Manager Leadership Summit: June 29-July 1
- California Water Environment Association (CWEA) Annual Conference: April 22-25

10. Adjournment

The meeting was adjourned at 8:42 P.M. The next regular meeting of the Stege Sanitary District Board of Directors will be held on April 3, 2025 at 7:00 P.M. in the District Board Room at 7500 Schmidt Lane, El Cerrito, California.



STEGE SANITARY DISTRICT

DRAFT 2025 ACTION PLAN

The following are action items discussed at the March 8, 2025 Long-Range Planning (LRP) Workshop:

A. Review of Agenda and 2024 Action Plan

The Board reviewed the Agenda and the Action Plan for 2024. Vice President Beach impressed that for next year, she still would like to find a way to eliminate the need for the all-day weekend Long Range Planning Workshop by breaking up the topics into smaller pieces and discussing them during the first Board Meeting of the month.

Action Item:

- Develop the 2026 Board meeting calendar to eliminate the need for a full day weekend workshop for long range planning.

B. Past 5 Years Expenditures Review

The Board reviewed and discussed trends from the past 5 years. Director Gilbert-Smith requested that District staff add trendlines to the 5-year expenditure charts in the future. Vice President Beach requested a summary of what's included in the reserve projections. President O'Keefe requested that the Board review Reserve funding, contingencies, the 10-year budget, etc. at a regular Board Meeting in the future. Vice President Beach requested clarity on the increased FY 2023-24 employee benefit expenses over the previous year. Director Gilbert-Smith requested clarity on the steep increase of insurance costs over the past three years, and what's covered under our insurance policies. Director Christian-Smith requested clarity on what is included in "Other Expenses".

Action Item:

- Provide clarification on expenditures in the insurance, employee benefits, and other expenses categories.

C. Develop Review Pension Liabilities

The Board reviewed and discussed pension liabilities for the CalPERS Pension Miscellaneous Plan UAL Balance, the CalPERS Pension PEPR Miscellaneous Plan UAL Balance, and the Other Post-Employment Benefits (OPEB) Retire Health liability. Director Gilbert-Snyder commented that our financial Reserve reports do not also show our unfunded liabilities that offset them. The Board would like Staff to provide an analysis of various UAL funding strategies at a future regular Board meeting. The Board would like to defer the option of consulting a CPA until after review of the Staff Analysis.

Action Item:

- Provide an analysis of various UAL funding strategies. These strategies should include continuing to make the minimum amortized regular payments required, and the impact on Reserve funds of making various extra payments to fund the CalPERS Pensions to incremental funding levels up to 90%.

D. Develop USEPA Consent Decree Progress

The Board reviewed a timeline on the history of the District and the evolution of the USEPA Consent Decree. The Board reviewed and discussed the various reports related to the progress of the USEPA

Consent Decree. The Manager expressed concern with Point Isabell Wet Weather Facility meeting the 2030 Second Mid-course Check-in Output Test – particularly if any of the three years leading up to it are wetter than average years. The Manager discussed the potential need to conduct wet weather flow monitoring within the District, as well as to develop a hydraulic model of the Collection System to be able to conduct hydraulic analyses and prepare for the 2030 Mid-Course Check-in, Performance Evaluation Plan, and potential Modified Work Plan. The Board requested that the Manager provide a formal recommendation for whether a hydraulic model is needed; and outline the costs, benefits, and whether the hydraulic model software license needs to be purchased by the District.

Action Item:

- Recommend any necessary flow monitoring and hydraulic modeling required in the coming year. Outline the costs, benefits, and whether the hydraulic model software license needs to be purchased by the District.

E. Develop USEPA Consent Decree Planning

The Board discussed additional strategies to address both public and private sources of inflow/infiltration. To manage the risk of future financial penalties and additional Work required if any of the Wet Weather Facilities fail the Second Mid-course Check-in Output Tests, the Board requested that the Manager scope near-term comprehensive basin-wide sewer replacement projects that can be bid with and without private sewer laterals. The Board also requested that the Manager develop a Staff Report on enforcement options for PSL ordinance violations.

Action Items:

- Scope near-term comprehensive basin-wide sewer replacement projects that can be bid with and without private sewer laterals.
- Develop a Staff Report on enforcement options for PSL ordinance violations.

F. Self-Assessment of Governance

The Board completed a questionnaire and will discuss the results at a subsequent Board Meeting.

Action Item:

- Tabulate Board questionnaire results and distribute for discussion at a future Board Meeting.

G. Strategic Planning

This agenda item was deferred and will be discussed at a regular Board Meeting in the future.

Action Item:

- Agendize the Strategic Plan for discussion at a future Board Meeting.

H. Communication and Outreach Opportunities

The Manager presented communication and outreach program purpose, goals, strategies, and tools. The Board brainstormed other communication and public education opportunities including high school art challenges, community groups, 6th grade school outreach with a CCTV camera demonstration, developing decorative maintenance hole covers potentially with a sister city campaign, providing internships, etc. with messaging such as why the District is investing in laterals. The Board requested that the Manager develop a Communication Plan in the next year, copywrite the District logo, and wrap one District vehicle with key messaging to enhance our visual presence.

Action Items:

- Develop a Communication Plan for the District.

STEGE SANITARY DISTRICT
DRAFT 2025 Action Plan

- Copywrite the District logo.
- Wrap one District vehicle with key messaging to enhance our visual presence in the community.

I. Board Attendance Policy

The Board discussed attendance policy and enforcement options and requested that the Manager add this to the agenda the next time the Board Governance Manual is reviewed. The Board also requested that the Manager change the frequency at which the Board Governance Manual is reviewed to biannual (rather than annual).

Action Items:

- Change the frequency at which the Board Governance Manual is reviewed to biannual.
- Agendize attendance policy and enforcement options the next time the Board Governance Manual is reviewed (in 2027).

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

Board Member	Governance Training 6 hours every 5 years		AB 1234 Ethics Training 2 hours every 2 years		AB 1825 Harassment Prevention Training 2 hours every 2 years	
	Last Training Date	Next Training Due Date	Last Training Date	Next Training Due Date	Last Training Date	Next Training Due Date
Tessa Beach	8/28/2023	8/2028	8/22/2024	8/2026	9/1/2023	9/2025
Juliet Christian-Smith	8/25/2020	8/2025	9/15/2022	9/2024	8/25/2020	8/2022
Paul Gilbert-Snyder	8/28/2023	8/2028	8/22/2024	8/2026	9/1/2023	9/2025
Dwight Merrill	5/26/2024	3/2029	8/22/2024	8/2026	9/1/2023	9/2025
Bea O'Keefe	5/26/2024	3/2029	8/22/2024	8/2026	9/1/2023	9/2025

** **Bold** dates are due this year. Highlighted dates are due now (or w/in 90 days)*

**STEGE SANITARY DISTRICT
POLICY REGISTER
ENDING JUNE 30, 2025**

Item 6.B.v. Insurance Policy Register

POLICY #	EFFECTIVE DATE 24-25	NATURE OF INSURANCE	COMPANY	LIMITS/ DEDUCTIBLE	COST
CSL SSD 2425 1	12/31/24-25	GL/AL (INCLUDING ERRORS & OMISSIONS AND EMPLOYMENT PRACTICES LIABILITY (EPL)) <i>REINSURANCE</i> <i>REINSURANCE</i>	CSRMA POOLED LIABILITY <i>MUNICH AMERICAN REINSURANCE CO.</i> <i>BERKLEY PUBLIC ENTITY</i>	XS \$15,750,000 COVERAGE LIMIT \$2,500 OPERATION / AUTO DED \$2,500 E&O DED \$25,000 EPL DED \$25,000 SEWER BACKUP DED \$10,000,000 ULTIMATE NET LOSS XS \$750,000 EACH LOSS OCCURRENCE \$5,000,000 ULTIMATE NET LOSS XS \$10,750,000 EACH LOSS OCCURRENCE	\$186,756
3031424-2024	12/31/24-25	EXCESS LIABILITY	ALLIED WORLD NATIONAL ASSURANCE COMPANY	\$10,000,000 XS \$15,750,000 LAYER	INCLUDED ABOVE
APIP2425 (DEC 34)	07/01/24-25	SPECIAL FORM PROPERTY	ALLIANT PROPERTY INSURANCE PROGRAM (APIP)	\$4,533,689 TIV \$5,000 DEDUCTIBLE	\$23,367
ISPILLSCAZ0U004	07/01/24-25	PUBLIC ENTITY POLLUTION LIABILITY (CLAIM MADE & REPORTED)	INTERSTATE FIRE & CASUALTY INSURANCE COMPANY	\$25,000,000 POLICY AGG 2,000,000 PER POLLUTION CONDITION LIMIT/MEMBER \$100,000 AGG \$250,000 PER POLLUTION CONDITION RETENTION CLAIMS MADE AND REPORTED	INCLUDED ABOVE
FN2305500	07/01/24-25	CYBER LIABILITY COVERAGE	LLOYDS'S OF LONDON – BEAZLEY SYNDICATE: SYNDICATES 2623-623 - 100% (APIP)	2,000,000 AGG FIRST PARTY COMPUTER SECURITY AND THIRD-PARTY \$50,000 RETENTION	INCLUDED ABOVE
105671623	07/01/24-27	PUBLIC OFFICIAL BOND (LANI GOOD)	TRAVELERS PROPERTY AND CASUALTY	\$100,000 LIMIT	\$875 3 YRS.

This summary of insurance is not intended to replace or supercede your insurance contracts. Please refer to the policy for actual coverages and conditions.

106849777	12/01/23-26	PUBLIC OFFICIAL BOND (CATHY KALAHELE)	TRAVELERS PROPERTY AND CASUALTY	\$50,000 LIMIT	\$438 3 YRS.
105628938	05/27/23-26	PUBLIC OFFICIAL BOND (KARY RICHARDSON)	TRAVELERS PROPERTY AND CASUALTY	\$100,000 LIMIT	\$875 3 YRS.
CSWC STESD 2425 1	07/01/24-25	WORKERS' COMPENSATION EMPLOYERS LIABILITY	CSRMA POOLED WORKERS' COMPENSATION	\$1,000,000 LIMIT \$0 DED	\$27,955
SP 4066653	07/01/24-25	EXCESS WORKERS' COMPENSATION EMPLOYERS LIABILITY	SAFETY NATIONAL CASUALTY	STATUTORY XS 1,000,000 \$1,000,000 XS \$1,000,000	INCLUDED ABOVE
MXI 93058679	07/01/24-25	ALLIANT MOBILE VEHICLE PROGRAM (AMVP) TERRORISM	AGCS MARINE INSURANCE COMPANY	\$1,292,422 TOTAL VALUE \$2,000/2,000 DEDUCTIBLE	\$9,980
106007331	10/13/24-25	ID FRAUD MASTER POLICY IDENTITY THEFT	TRAVELERS INSURANCE COMPANY	\$25,000 LIMIT \$0 DEDUCTIBLE	NO CHARGE
PJ2400050 - 0005	07/01/24-25	ADWRP – ALLIANT DEADLY WEAPONS RESPONSE	LLOYDS OF LONDON - BEAZLEY	LIMITS OF LIABILITY (100%) \$500,000 EACH & EVERY EVENT (INCLUDING CLAIM EXPENSE) \$2,500,000 ANNUAL AGGREGATE \$250,000 VARIOUS SUBLIMITS FOR COUNSELING SERVICES, FUNERAL EXPENSES, 1 ST PARTY PROPERTY DAMAGE, BUSINESS INTERRUPTION AND DEMOLITION/MEMORIALISATION	NO CHARGE

This summary of insurance is not intended to replace or supercede your insurance contracts. Please refer to the policy for actual coverages and conditions.

**STEGE SANITARY DISTRICT
REVENUE SUMMARY**

**EXHIBIT A
FISCAL YEAR 2025-2026**

ITEM	Final REVENUE FY 2023-24	as of 03/28/25 REVENUE FY 2024-25	ACTUAL +/- REVENUE FY23-24 vs FY24-25	ACTUAL REVENUE 5YR AVERAGE	REMAINING BUDGET 2024-2025	Fiscal Year 2024-2025 Budget	Fiscal Year 2025-2026 Budget	% Change
REVENUE								
I. SEWER OPERATION FUND (3418)								
Non Operating Income:								
Interest	\$408,017	\$241,611	-41%	\$159,091	-271%	\$110,000	\$160,000	45%
Miscellaneous	\$39,642	\$289	-99%	\$27,491	-32%	\$30,000	\$30,000	0%
Operating Income:								
Permit & Inspection Fees	\$25,348	\$13,170	-48%	\$12,950	-111%	\$12,000	\$12,000	0%
Sewer Service Charges	\$3,750,930	\$2,091,681	-44%	\$3,121,483	-17%	\$3,209,000	\$3,209,000	0%
Contracted Services	\$43,820	\$0	-100%	\$35,470	-33%	\$33,000	\$33,000	0%
Subtotal	\$4,267,757	\$2,346,752	-45%	\$3,356,486	-26%	\$3,394,000	\$3,444,000	1%
II. CAPITAL FUND (3423)								
Non-Operating Income:								
Interest	\$47,266	\$28,806	-39%	\$20,055	-195%	\$16,000	\$20,000	25%
Operating Income:								
Property Tax	\$676,104	\$390,225	-42%	\$612,192	-15%	\$585,500	\$612,000	5%
Capital Service Charges	\$3,750,930	\$2,091,681	-44%	\$3,121,483	1%	\$3,775,000	\$3,775,000	0%
Connection Fees	\$202,648	\$33,545	-83%	\$189,078	-103%	\$100,000	\$100,000	0%
San Pablo Ave. Impact Fee	\$269,016	\$21,695	-92%	\$202,243	-169%	\$100,000	\$100,000	0%
Subtotal	\$4,945,964	\$2,565,953	-48%	\$4,145,052	-8%	\$4,576,500	\$4,607,000	1%
TOTAL REVENUE	\$9,213,721	\$4,912,705	-47%	\$7,501,538	-16%	\$7,970,500	\$8,051,000	1%

**STEGE SANITARY DISTRICT
EXPENSE SUMMARY**

**EXHIBIT B
FISCAL YEAR 2025-2026**

ITEM	Final EXPENSES 2023-2024	as of 03/28/25 EXPENSES 2024-2025	ACTUAL +/- EXPENSES 23/24 vs 24/25	ACTUAL EXPENDITURES 5YR AVERAGE	REMAINING BUDGET 2024-2025	Fiscal Year 2024-2025 Budget	Fiscal Year 2025-2026 Budget	% Change
EXPENSES								
I. OPERATING EXPENSES:								
Dept 41 - Maintenance/Engineering	\$2,344,043	\$1,673,731	-29%	\$2,026,636	3%	\$2,412,208	\$2,538,420	5%
Dept 41 - Pump Stations	\$62,119	\$14,858	-76%	\$43,005	-55%	\$40,020	\$40,020	0%
Dept 41 - Contracted Repairs	\$70,623	\$23,400	-67%	\$81,414	5%	\$74,000	\$74,000	0%
Dept 45 - General & Administration	\$918,094	\$617,944	-33%	\$781,672	21%	\$1,162,825	\$1,217,031	5%
SUBTOTAL OPERATING EXPENSES	\$3,394,878	\$2,329,934	-31%	\$2,932,726	8%	\$3,689,053	\$3,869,471	5%
II. CAPITAL EXPENSES:								
Dept 41 - Capital Equipment	\$53,271	\$559,281	950%	\$208,173	91%	\$600,000	\$365,000	-39%
Dept 41 - Debt Repayment (SRF)	\$43,939	\$43,939	0%	\$106,507	0%	\$43,900	\$43,900	0%
Dept 41 - Sewer Rehabilitation	\$3,695,403	\$2,686,691	-27%	\$3,035,763	29%	\$5,223,701	\$4,790,400	-8%
SUBTOTAL CAPITAL EXPENSES	\$3,792,612	\$3,289,911	-13%	\$3,350,443	35%	\$5,867,601	\$5,199,300	-11%
TOTAL	\$7,187,490	\$5,619,845	-22%	\$6,283,169	25%	\$9,556,654	\$9,068,771	-5%
OTHER EXPENSES:								
Transfer from Capital Fund			0%	\$0	0%	\$0	\$0	0%
Retiree Medical Fund			0%	\$0	0%	\$0	\$0	0%
SUBTOTAL OTHER EXPENSES			0%	\$0	0%	\$0	\$0	0%
TOTAL EXPENSES	\$7,187,490	\$5,619,845	-22%	\$6,283,169	25%	\$9,556,654	\$9,068,771	-5%

**STEGE SANITARY DISTRICT
BUDGET - COMPOSITE**

**EXHIBIT C
FISCAL YEAR 2025-2026**

ITEM	FISCAL YEAR 2024-2025 BUDGET	FISCAL YEAR 2025-2026 BUDGET	% Change	OPERATIONS	GENERAL & ADMIN.
OPERATING EXPENSES:					
010 Salaries & Wages	\$ 1,635,700	\$ 1,704,700	4%	\$ 1,424,560	\$ 280,140
020 Employee Benefits	\$ 769,377	\$ 831,976	8%	\$ 660,019	\$ 171,957
030 Directors' Expenses	\$ 37,449	\$ 38,034	2%	\$ -	\$ 38,034
040 Election Expense	\$ 40,000	\$ -	-100%	\$ -	\$ -
060 Gasoline, Oil, Fuel	\$ 28,000	\$ 28,000	0%	\$ 28,000	\$ -
070 Insurance	\$ 385,500	\$ 464,100	20%	\$ 15,000	\$ 449,100
080 Memberships	\$ 19,100	\$ 19,150	0%	\$ 4,000	\$ 15,150
090 Office Expense	\$ 10,100	\$ 10,250	1%	\$ -	\$ 10,250
100 Operating Supplies	\$ 40,000	\$ 40,000	0%	\$ 40,000	\$ -
110 Contractual Services	\$ 105,300	\$ 108,900	3%	\$ 108,900	\$ -
120 Professional Services	\$ 166,100	\$ 169,600	2%	\$ 87,500	\$ 82,100
130 Printing & Publications	\$ 23,500	\$ 23,500	0%	\$ -	\$ 23,500
140 Rents & Leases	\$ 1,800	\$ 1,800	0%	\$ 1,000	\$ 800
150 Repairs & Maintenance	\$ 143,520	\$ 145,566	1%	\$ 127,566	\$ 18,000
160 Revenue Collection Expenses	\$ 14,600	\$ 14,600	0%	\$ -	\$ 14,600
170 Travel & Meetings	\$ 18,500	\$ 18,500	0%	\$ 14,000	\$ 4,500
190 Utilities	\$ 48,500	\$ 53,800	11%	\$ 10,000	\$ 43,800
200 Other Expenses	\$ 64,600	\$ 65,100	1%	\$ -	\$ 65,100
203 First Aid Supplies	\$ 500	\$ 500	0%	\$ 500	\$ -
204 Safety Equipment and Gloves	\$ 4,500	\$ 4,500	0%	\$ 4,500	\$ -
205 Uniforms and Boots	\$ 17,137	\$ 11,625	-32%	\$ 11,625	\$ -
206 Safety Incentive Program	\$ 1,250	\$ 1,250	0%	\$ 1,250	\$ -
207 Contracted Repairs	\$ 74,000	\$ 74,000	0%	\$ 74,000	\$ -
410 Pump Stations	\$ 40,020	\$ 40,020	0%	\$ 40,020	\$ -
TOTAL OPERATING EXPENSES	\$ 3,689,053	\$ 3,869,471	5%	\$ 2,652,440	\$ 1,217,031
CAPITAL EXPENSES:					
650 DEBT REPAYMENT	\$ 43,900	\$ 43,900	0%	\$ 43,900	\$ -
300 CAPITAL EQUIPMENT	\$ 600,000	\$ 365,000	-39%	\$ 365,000	\$ -
400 CONSTRUCTION	\$ 5,223,701	\$ 4,790,400	-8%	\$ 4,790,400	\$ -
TOTAL CAPITAL EXPENSES	\$ 5,867,601	\$ 5,199,300	-11%	\$ 5,199,300	\$ -
TRANSFER TO CAPITAL FUND		\$ -		\$ -	\$ -
TOTAL BUDGET	\$ 9,556,654	\$ 9,068,771	-5%	\$ 7,851,740	\$ 1,217,031

**STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - OPERATIONS**

FISCAL YEAR 2025-2026

ITEM	Final EXPENDITURES FY 2023-24	as of 03/28/25 EXPENDITURES 2024-2025	ACTUAL +/- EXPENDITURES 23/24 vs 24/25	ACTUAL EXPENDITURES 5YR AVERAGE	REMAINING BUDGET 2024-2025	Fiscal Year 2024-2025 Budget	Fiscal Year 2025-2026 Budget	% Change
010 SALARIES AND WAGES								
011 Engineering Salaries	\$632,008	\$504,036	-20%	\$574,185	1%	\$636,200	\$668,000	5.0%
011.6 Cell Phone (3)	\$2,160	\$14,440	569%	\$2,160	0%	\$2,160	\$2,160	0%
012 Collection System Salaries	\$601,395	\$428,511	-29%	\$556,831	3%	\$622,400	\$653,500	5%
012.6 Cell Phone (5)	\$3,600	\$2,460	-32%	\$3,564	0%	\$3,600	\$3,600	0%
013 Overtime - Service Calls	\$11,750	\$7,591	-35%	\$12,824	24%	\$15,400	\$15,400	0%
014 Overtime - Engineering/Inspection	\$0	\$0	0%	\$100	100%	\$500	\$500	0%
015 Standby	\$65,326	\$47,622	-27%	\$60,734	2%	\$67,000	\$69,400	4%
017 Performance Incentive	\$8,218	\$0	-100%	\$8,853	32%	\$12,000	\$12,000	0%
TOTAL SALARIES AND WAGES	\$1,324,457	\$1,004,660	-24%	\$1,150,978	-5%	\$1,260,660	\$1,424,560	13%
020 EMPLOYEE BENEFITS								
021 Retirement	\$402,656	\$230,166	-43%	\$281,591	-14%	\$354,240	\$366,940	4%
021a Deferred Comp Match	\$27,000	\$19,900	-26%	\$25,676	0%	\$27,000	\$29,400	9%
022 Health Care Premiums & Admin Fees	\$116,352	\$107,278	-8%	\$61,146	6%	\$123,721	\$175,899	42%
023 Life Insurance/Dental/LTD	\$13,376	\$9,751	-27%	\$13,094	2%	\$13,680	\$13,680	0%
024 Workers' Compensation Insurance	\$19,228	\$27,955	45%	\$6,008	14%	\$22,300	\$23,400	5%
025 Unemployment Insurance	\$1,655	\$1,631	-1%	\$1,892	74%	\$6,400	\$6,600	3%
026 Medicare	\$20,248	\$15,668	-23%	\$18,422	10%	\$22,500	\$23,200	3%
027 Cash in Lieu (Dependent Care & Medical) Retiree Medical & ARC	\$17,000	\$7,000	-59%	\$62,030	6%	\$18,000	\$6,000	-67%
'028 Retiree Medical (AnnReq'dContrib ARC)	\$0	\$0	0%	\$515	#DIV/0!	\$0	\$0	0%
'029 Retiree Health Care Premium	\$17,350	\$11,388	-34%	\$11,928	-46%	\$11,900	\$11,900	0%
030 Social Security (On Call Maintenance)	\$2,185	\$2,554	17%	\$2,622	27%	\$3,000	\$3,000	0%
TOTAL EMPLOYEE BENEFITS	\$637,050	\$433,291	-32%	\$443,372	-19%	\$537,257	\$660,019	23%
MAINTENANCE								
060 GAS, OIL AND FUEL	\$42,456	\$22,000	-48%	\$32,852	-52%	\$28,000	\$28,000	0%
070 CLAIMS	\$79,252	\$0	-100%	\$30,118	-428%	\$15,000	\$15,000	0%
080 MEMBERSHIPS	\$1,795	\$1,925	7%	\$1,973	55%	\$4,000	\$4,000	0%
100 OPERATING SUPPLIES								
101 Rods and Augers		\$0	0%	\$1,301	100%	\$5,000	\$5,000	0%
102 Chemicals	\$641	\$0	-100%	\$358	36%	\$1,000	\$1,000	0%
104 Hose and Nozzles	\$6,584	\$10,883	65%	\$15,120	74%	\$25,000	\$25,000	0%
105 Emergency Readiness		\$0	0%	\$0	100%	\$500	\$500	0%
107 Engineering and Inspection Supplies		\$424	0%	\$96	100%	\$2,000	\$2,000	0%
108 Computer/Supplies	\$5,056	\$1,947	-61%	\$3,052	22%	\$6,500	\$6,500	0%
Forward totals to next page	\$135,782	\$37,180	-73%	\$71,862	-56%	\$87,000	\$87,000	0%

**STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - OPERATIONS**

FISCAL YEAR 2025-2026

ITEM	Final EXPENDITURES FY 2023-24	as of 03/28/25 EXPENDITURES FY 2024-25	ACTUAL EXPENDITURES 23/24 vs 24/25	ACTUAL EXPENDITURES 5YR AVERAGE	REMAINING BUDGET 2024-2025	Fiscal Year 2024-2025 Budget	Fiscal Year 2025-2026 Budget	% Change
Totals from previous page	\$135,782	\$37,180	-100%	\$84,570	-56%	\$87,000	\$87,000	0%
110 CONTRACTUAL SERVICES								
111 Phone Service (Answering Service)	\$4,500	\$3,258	-100%	\$2,977	28%	\$4,500	\$7,500	67%
112 Manhole Level Monitors	\$8,229	\$2,259	-100%	\$6,202	34%	\$3,400	\$4,000	18%
115 Sewer Root Foaming	\$57,250	\$75,000	-100%	\$63,994	0%	\$75,000	\$75,000	0%
116 Radio and Test Equipment Maintenance		\$0	0%	\$43	100%	\$500	\$500	0%
117 Utility Marking Service	\$5,600	\$8,945	-100%	\$4,939	-49%	\$6,000	\$6,000	0%
118 DOT Regulatory Compliance	\$997	\$930	-100%	\$825	-3%	\$900	\$900	0%
119 Collection System JPA	\$0	\$0	0%	\$0	100%	\$15,000	\$15,000	0%
120 PROFESSIONAL SERVICES								
121 Technical/Legal Support	\$17,300	\$46,583	-100%	\$34,388	25%	\$62,000	\$62,000	0%
122 Safety Consultant	\$0	\$0	0%	\$0	100%	\$1,000	\$4,500	350%
123 Flow Monitoring Modeling	\$0	\$0	0%	\$0	100%	\$15,000	\$15,000	0%
124 Enforcement	\$0	\$0	0%	\$0	100%	\$6,000	\$6,000	0%
140 RENTS AND LEASES	\$0	\$0	0%	\$0	100%	\$1,000	\$1,000	0%
150 REPAIRS AND MAINTENANCE								
151 Vehicle Maintenance	\$76,440	\$18,720	-100%	\$50,644	66%	\$55,000	\$55,000	0%
152 Equipment and Shop Maintenance	\$14,978	\$10,380	-100%	\$12,159	13%	\$12,000	\$12,000	0%
153 Sewer Materials		\$2,459	0%	\$716	39%	\$4,000	\$4,000	0%
a. Pipe and Fittings			0%	\$0	100%	\$4,500	\$4,500	0%
b. Manholes			0%	\$0	100%	\$1,000	\$1,000	0%
c. Castings			0%	\$0	100%	\$1,000	\$1,000	0%
154 Emergency Sewer Replacement			0%	\$0	100%	\$12,500	\$12,500	0%
155 Engineering Equipment			0%	\$0	#DIV/O!	\$0	\$0	
156 Building Maintenance			0%	\$1,527	100%	\$1,800	\$1,800	0%
157 Janitorial Services	\$5,508	\$3,752	-100%	\$4,898	34%	\$5,700	\$6,240	9%
158 Yard Maintenance	\$2,520	\$1,680	-100%	\$2,510	33%	\$2,520	\$3,480	38%
159 Refuse Service	\$5,312	\$5,089	-100%	\$5,325	0%	\$5,100	\$5,646	11%
159a Refuse Service-Vactor	\$1,591		-100%	\$2,923	100%	\$6,400	\$6,400	0%
160 Video Inspection Equipment Repair	\$22,140	\$6,202	-100%	\$13,384	59%	\$15,000	\$15,000	0%
170 TRAVEL AND MEETINGS								
171 Training and Testing	\$1,159	\$870	-100%	\$852	71%	\$3,000	\$3,000	0%
173 Travel Reimbursement	\$150	\$75	-100%	\$608	99%	\$6,000	\$6,000	0%
174 Meetings and Conference	\$218	\$2,080	-100%	\$1,440	58%	\$5,000	\$5,000	0%
Forward totals to next page	\$359,673	\$225,462	-100%	\$295,037	46%	\$416,820	\$425,966	2%

STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - OPERATIONS

FISCAL YEAR 2025-2026

ITEM	Final EXPENDITURES FY 2023-24	as of 03/28/25 EXPENDITURES FY 2024-25	ACTUAL +/- EXPENDITURES 23/24 vs 24/25	ACTUAL EXPENDITURES 5YR AVERAGE	REMAINING BUDGET 2024-2025	Fiscal Year 2024-2025 Budget	Fiscal Year 2025-2026 Budget	% Change
Totals from previous page	\$359,673	\$225,462	-37%	\$295,037	46%	\$416,820	\$425,966	2%
193 WATER - HYDRO FLUSHER	\$12,616	\$5,373	-57%	\$10,312	46%	\$10,000	\$10,000	0%
203 FIRST AID SUPPLIES		\$0	0%	\$6	100%	\$500	\$500	0%
204 SAFETY EQUIPMENT AND GLOVES	\$1,597	\$308	-81%	\$2,589	93%	\$4,500	\$4,500	0%
205 UNIFORMS AND BOOTS	\$7,945	\$4,638	-42%	\$14,144	73%	\$17,137	\$11,625	-32%
206 SAFETY INCENTIVE PROGRAM	\$706	\$0	-100%	\$476	100%	\$1,250	\$1,250	0%
TOTAL MAINTENANCE/ENGINEERING	\$382,537	\$235,780	-38%	\$322,563	48%	\$450,207	\$453,841	1%
41.2 BURLINGAME PUMP STATION								
150 Repairs (Contracted)	\$17,205	\$7,748	-55%	\$15,623	61%	\$20,000	\$20,000	0%
150a Annual Inspection	\$2,500		-100%	\$739	100%	\$2,500	\$2,500	0%
151 Electricity	\$2,033	\$1,370	-33%	\$1,646	24%	\$1,800	\$1,800	0%
152 Telemetry			0%	\$0	100%	\$350	\$350	0%
153 Maintenance and Landscaping	\$960	\$640	-33%	\$960	33%	\$960	\$960	0%
41.4 CANON PUMP STATION								
150 Repairs (Contracted)	\$35,060	\$3,975	-89%	\$22,108	60%	\$10,000	\$10,000	0%
150a Annual Inspection	\$2,500		-100%	\$739	100%	\$2,500	\$2,500	0%
151 Electricity	\$1,861	\$1,126	-39%	\$1,484	28%	\$1,560	\$1,560	0%
152 Telephone/Telemetry			0%	\$0	100%	\$350	\$350	0%
153 Water			0%	#DIV/0!	#DIV/0!	\$0	\$0	0%
TOTAL PUMP STATIONS	\$62,119	\$14,858	-76%	\$43,005	63%	\$40,020	\$40,020	0%
207 CONTRACTED REPAIRS	\$70,623	\$23,400	-67%	\$81,414	68%	\$74,000	\$74,000	0%
TOTAL - MAINT/ENG EMPLOYEE SALARIES	\$1,324,457	\$1,004,660	-24%	\$1,219,251	20%	\$1,260,660	\$1,424,560	13%
TOTAL - MAINT/ENG EMPLOYEE BENEFITS	\$637,050	\$433,291	-32%	\$484,822	19%	\$537,257	\$660,019	23%
TOTAL OTHER MAINTENANCE/ENGINEERING	\$382,537	\$235,780	-38%	\$322,563	48%	\$450,207	\$453,841	1%
TOTAL - PUMP STATIONS	\$62,119	\$14,858	-76%	\$43,005	63%	\$40,020	\$40,020	0%
TOTAL CONTRACTED REPAIRS	\$70,623	\$23,400	-67%	\$81,414	68%	\$74,000	\$74,000	0%
TOTAL OPERATIONS	\$2,476,784	\$1,711,990	-31%	\$2,151,054	28%	\$2,362,144	\$2,652,440	12%

**STEGE SANITARY DISTRICT
ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL**

FISCAL YEAR 2025-2026

ITEM	Final EXPENDITURES FY 2023-24	as of 03/28/25 EXPENDITURES FY 2024-25	ACTUAL +/- EXPENDITURES 23/24 vs 24/25	ACTUAL EXPENDITURES 5YR AVERAGE	REMAINING BUDGET 2024-2025	Fiscal Year 2024-2025 Budget	Fiscal Year 2025-2026 Budget	% Change
010 SALARIES AND WAGES								
011 Administration Salaries	\$262,845	\$169,388	-36%	\$235,016	38%	\$271,500	\$275,200	1%
012 Cell Phone	\$1,440	\$840	-42%	\$720	42%	\$1,440	\$1,440	0%
017 Performance Incentive	\$2,348	\$0	-100%	\$2,556	100%	\$3,500	\$3,500	0%
TOTAL - SALARIES & WAGES	\$266,633	\$170,228	-36%	\$237,860	38%	\$276,440	\$280,140	1%
020 EMPLOYEE BENEFITS								
021 Retirement	\$133,772	\$95,678	-28%	\$99,477	8%	\$104,300	\$105,040	1%
021a Deferred Comp Match	\$6,000	\$3,500	-42%	\$6,000	42%	\$6,000	\$6,000	0%
022 Health Care Premiums & Admin Fees	\$23,319	\$18,929	-19%	\$14,901	25%	\$25,249	\$27,511	9%
023 Life Insurance/Dental/LTD	\$1,926	\$1,450	-25%	\$1,914	34%	\$2,196	\$2,196	0%
024 Workers' Compensation Insurance			0%	\$5,117	100%	\$5,000	\$5,300	6%
025 Unemployment Insurance	\$0		0%	\$0	100%	\$500	\$500	0%
026 Medicare	\$4,134	\$2,693	-35%	\$3,760	75%	\$10,780	\$11,710	9%
027 Cash in Lieu (Dependent Care & Medical)			0%	\$22,392	#DIV/0!	\$0	\$0	0%
Retiree Medical								
'028 Retiree Medical (AnnReq'dContrib(ARC))			0%	\$415	#DIV/0!	\$0	\$0	0%
'029 Retiree Health Care Premiums	\$17,606	\$8,792	-50%	\$12,087	26%	\$11,900	\$11,900	0%
029a Social Security	\$0		0%	\$0	100%	\$1,800	\$1,800	0%
TOTAL - EMPLOYEE BENEFITS	\$186,757	\$131,042	-30%	\$156,001	22%	\$167,725	\$171,957	3%
GENERAL EXPENSES								
030 DIRECTORS' EXPENSES								
031 Board Meeting Compensation	\$15,788	\$15,037	-5%	\$19,901	9%	\$16,449	\$17,034	4%
032 Travel Reimbursement	\$3,921	\$2,616	-33%	\$1,798	74%	\$10,000	\$10,000	0%
033 Meetings & Conference	\$2,853	\$2,417	-15%	\$2,152	76%	\$10,000	\$10,000	0%
034 Training	\$0	\$0	0%	\$31	100%	\$1,000	\$1,000	0%
TOTAL - DIRECTORS' EXPENSES	\$22,562	\$20,070	-11%	\$23,876	46%	\$37,449	\$38,034	2%
040 ELECTION EXPENSES	\$0	\$300	0%	\$120	99%	\$40,000		-100%
070 INSURANCE								
071 Liability and Property Insurance	\$176,908	\$103,646	-41%	\$149,086	74%	\$393,000	\$471,600	20%
072 Dividends (CREDIT)			0%	#DIV/0!	100%	-\$22,500	-\$22,500	0%
080 MEMBERSHIPS								
081 Memberships	\$14,937	\$18,018	21%	\$14,314	-20%	\$15,000	\$15,000	0%
082 Memberships - Board	\$0	\$150	0%	\$90	-50%	\$100	\$150	50%
Forward totals to next page	\$214,408	\$142,183	-34%	\$187,486	69%	\$463,049	\$502,284	8%

**STEGE SANITARY DISTRICT
ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL**

FISCAL YEAR 2025-2026

ITEM	Final EXPENDITURES FY 2023-24	as of 03/28/25 EXPENDITURES FY 2024-25	ACTUAL +/- EXPENDITURES 23/24 vs 24/25	ACTUAL EXPENDITURES 5YR AVERAGE	REMAINING BUDGET 2024-2025	Fiscal Year 2024-2025 Budget	Fiscal Year 2025-2026 Budget	% Change
Totals from previous page	\$214,408	\$142,183	-34%	\$187,486	74%	\$541,649	\$502,284	-7%
090 OFFICE EXPENSES								
091 Stationery, Postage, Supplies	\$2,623	\$1,071	-59%	\$2,476	73%	\$4,000	\$4,000	0%
092 Subscriptions	\$5,254	\$3,910	-26%	\$3,275	22%	\$5,000	\$5,000	0%
094 Public Notice Postage	\$0	\$0	0%	\$526	100%	\$400	\$550	38%
096 Bank Charges	\$1,501	\$1,639	9%	\$600	-134%	\$700	\$700	0%
120 PROFESSIONAL SERVICES								
121 Legal Services	\$38,554	\$38,878	1%	\$45,836	14%	\$45,000	\$45,000	0%
122 Engineering Services		\$0	0%	#DIV/0!	#DIV/0!	\$0	\$0	0%
123 Audit and Special Reports	\$35,335	\$15,780	-55%	\$18,463	21%	\$20,000	\$20,000	0%
124 Resources Consultant	\$4,950	\$21,060	325%	\$2,664	-321%	\$5,000	\$5,000	0%
125 Administrative Support		\$11,862	0%	\$0	-1086%	\$1,000	\$1,000	0%
126 Labor Relations/HR Training		\$0	0%	\$0	100%	\$100	\$100	0%
127 Litigation Expenses		\$0	0%	\$0	100%	\$5,000	\$5,000	0%
129 ADP Payroll Expenses	\$6,213	\$3,581	-42%	\$5,549	40%	\$6,000	\$6,000	0%
130 PRINTING AND PUBLICATIONS								
131 Meetings and Hearings Notices			0%	\$0	100%	\$1,000	\$1,000	0%
132 Newsletters	\$17,198	\$8,561	-50%	\$16,431	57%	\$20,000	\$20,000	0%
133 Publications (Ordinances & Notices)	\$1,739	\$710	-59%	\$1,266	64%	\$2,000	\$2,000	0%
134 Job Advertising			0%	\$0	100%	\$500	\$500	0%
140 RENTS AND LEASES	\$668	\$352	-47%	\$718	56%	\$800	\$800	0%
150 BUILDING REPAIRS AND MAINTENANCE								
151 Administration Offices	\$15,004	\$9,335	-38%	\$14,986	22%	\$12,000	\$12,000	0%
155 Office Equipment	\$5,523	\$5,055	-8%	\$4,952	16%	\$6,000	\$6,000	0%
Forward totals to next page	\$348,970	\$263,977	-24%	\$305,125	61%	\$676,149	\$636,934	-6%

**STEGE SANITARY DISTRICT
ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL**

FISCAL YEAR 2025-2026

ITEM	Final EXPENDITURES FY 2023-24	as of 03/28/25 EXPENDITURES FY 2024-25	ACTUAL +/- EXPENDITURES 23/24 vs 24/25	ACTUAL EXPENDITURES 5YR AVERAGE	REMAINING BUDGET 2024-2025	Fiscal Year 2024-2025 Budget	Fiscal Year 2025-2026 Budget	% Change
Totals from previous page	\$348,970	\$263,977	-24%	\$305,125	61%	\$676,149	\$636,934	-6%
160 REVENUE COLLECTION EXPENSES								
161 EBMUD	\$156	\$0	-100%	\$31	100%	\$600	\$600	0%
162 CCC Assessment Collection Fees	\$10,957	\$6,013	-45%	\$10,904	57%	\$14,000	\$14,000	0%
170 TRAVEL AND MEETINGS								
173 Travel Reimbursement	\$1,453		-100%	\$358	100%	\$1,500	\$1,500	0%
174 Meetings and Conferences	\$4,805	\$2,672	-44%	\$2,839	11%	\$3,000	\$3,000	0%
190 UTILITIES								0%
191 Gas and Electricity	\$18,798	\$18,257	-3%	\$15,776	-22%	\$15,000	\$20,000	33%
192 Telephone & Computer Internet	\$16,414	\$10,996	-33%	\$13,674	21%	\$14,000	\$14,000	0%
193 Water	\$5,743	\$3,963	-31%	\$5,267	21%	\$5,000	\$5,300	6%
194 Security System	\$3,326	\$3,695	11%	\$3,396	18%	\$4,500	\$4,500	0%
200 OTHER EXPENSES								
201 Miscellaneous	\$11,661	\$4,081	-65%	\$7,985	46%	\$7,500	\$8,000	7%
202 Property Taxes	\$64	\$64	0%	\$64	36%	\$100	\$100	0%
203 LAFCO Net Cost Apportionment	\$2,667	\$2,955	11%	\$2,844	26%	\$4,000	\$4,000	0%
204 Public Outreach	\$14,690	\$0	-100%	\$13,947	100%	\$18,000	\$18,000	0%
205 Penalties & Fines	\$25,000	\$0	-100%	\$5,600	100%	\$35,000	\$35,000	0%
TOTAL - GENERAL EXPENSES	\$464,704	\$316,674	-32%	\$387,811	60%	\$798,349	\$764,934	-4%
TOTAL - ADMIN. EMPLOYEE SALARIES	\$266,633	\$170,228	-36%	\$237,860	38%	\$276,440	\$280,140	1%
TOTAL - ADMIN. EMPLOYEE BENEFITS	\$186,757	\$131,042	-30%	\$156,001	22%	\$167,725	\$171,957	3%
TOTAL - ADMINISTRATION & GENERAL	\$918,094	\$617,944	-33%	\$781,672	50%	\$1,242,515	\$1,217,031	-2%
TOTAL OPERATIONS & ADMIN. (3418)	\$3,394,878	\$2,329,934	-31%	\$2,932,726	35%	\$3,604,659	\$3,869,471	7%

**STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - CAPITAL EQUIPMENT EXPENSES**

FISCAL YEAR 2025-2026

ITEM	Final EXPENDITURES FY 2023-24	as of 03/28/25 EXPENDITURES FY 2024-25	ACTUAL +/- EXPENDITURES 23/24 vs 24/25	ACTUAL EXPENDITURES 5YR AVERAGE	REMAINING BUDGET 2024-2025	Fiscal Year 2024-2025 Budget	Fiscal Year 2025-2026 Budget	% Change
CAPITAL EQUIPMENT EXPENSES								
300 CAPITAL OPERATIONS (3421)								
315 Flow Meters & Hydraulic Model			0%	\$64,969	100%	\$175,000	\$350,000	100%
324 Vehicle Replacement	\$53,271	\$559,281	950%	\$121,018	8%	\$610,000	\$15,000	-98%
Sub-Total Capital Operations	\$53,271	\$559,281	950%	\$208,173	29%	\$785,000	\$365,000	-54%
TOTAL - CAPITAL EQUIPMENT EXPENSES (3421)	\$53,271	\$559,281	950%	\$208,173	29%	\$785,000	\$365,000	-54%

STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - CAPITAL EXPENSES

FISCAL YEAR 2025-2026

ITEM	Final EXPENDITURES FY 2023-24	as of 03/28/25 EXPENDITURES FY 2024-25	ACTUAL +/- EXPENDITURES 23/24 vs 24/25	ACTUAL EXPENDITURES 5YR AVERAGE	REMAINING BUDGET 2024-2025	Fiscal Year 2024-2025 Budget	Fiscal Year 2025-2026 Budget	% Change
411 MANHOLES								
Manhole Adjustments	\$0	\$0	0%	\$12,050	100%	\$50,000	\$50,000	0%
428 RENEWAL & REPLACEMENT								
a. Interceptor Cleaning	\$50,000	\$50,000	0%	\$50,000	0%	\$50,000	\$50,000	0%
b. Pump Station Rehab	\$0	\$313,275	0%	\$0	74%	\$1,200,000	\$600,000	-50%
c. Admin Building	\$0	\$0	0%	\$0	100%	\$10,000	\$45,000	350%
SUB TOTAL (428)	\$50,000	\$363,275	627%	\$50,000	71%	\$1,260,000	\$695,000	-45%
434 STANDARD SEWER REHABILITATION (3423)								
a. Construction Costs	\$3,645,403	\$2,288,516	-37%	\$2,631,762	36%	\$3,593,600	\$3,719,000	3%
f. Private Sewer Lateral Replacement Loan Program*	\$0	\$34,900	0%	\$35,200	89%	\$326,400	\$326,400	0%
SUB-TOTAL (434)	\$3,645,403	\$2,323,416	-36%	\$2,973,713	41%	\$3,920,000	\$4,045,400	3%
TOTAL CONSTRUCTION COSTS (400s)	\$3,695,403	\$2,686,691	-27%	\$3,035,763	49%	\$5,230,000	\$4,790,400	-8%
650 DEBT REPAYMENT (SRF LOANS)								
b. Repayment Project 02203	\$43,939	\$43,939	0%	\$43,939	0%	\$43,900	\$43,900	0%
TOTAL DEBT REPAYMENT (650)	\$43,939	\$43,939	0%	\$106,507	0%	\$43,900	\$43,900	0%
TOTAL CAPITAL EXPENSES (400-650)	\$3,739,342	\$2,730,629	-27%	\$3,142,270	55%	\$6,058,900	\$5,199,300	-14%

* Funding limited to property tax revenue.

STEGE SANITARY DISTRICT
Working Capital and Reserve Fund Policy
June 2022

The approved policy of the Board is for the Working Capital and Reserve Fund to consist of an Operating Working Capital, a Capital Improvement Working Capital, and a Capital Reserve.

The Operating Working Capital shall be equal to 60% of operating and maintenance costs. This level of funding adjusts annually to equal the District's actual costs from April 15 to December 15, reflecting the lag in the collection of sewer service charges from the County property tax roll.

The Capital Improvement Working Capital shall be a 3-year average of the annual capital cost (i.e. average of the previous, current, and future year capital cost) plus the annual debt service cost. The goal is to ensure that the District will have adequate funds available on an annual basis to conduct sewer pipeline replacements or in case of an emergency or natural disaster such as an earthquake.

The Capital Reserve is a reserve, or set-aside, established in 2019 that will be accumulated over time and used every five to ten years for major improvements. Annual funding of \$45,000 will accumulate \$225,000 (plus interest earnings) over five years, which could fund retrofits of the Administration Building such as HVAC improvements, roof repairs, repaving the parking lot, etc. This reserve could also provide funding following a natural disaster such as a fire or earthquake.



STEGE SANITARY DISTRICT

STAFF REPORT

Board of Directors Meeting Date: 4/3/2025

TO: Honorable Board of Directors
FROM: Lani Good, District Manager
SUBJECT: Agenda Item 7.B. July 3, 2025 Meeting Cancellation

RECOMMENDATION

Approve the cancellation of the July 3, 2025 Board Meeting and have District staff post a Notice of Meeting Cancellation on the District website and bulletin board outside the District office.

EXECUTIVE SUMMARY

The Board will consider cancellation of the regular Board meeting scheduled for July 3, 2025 since any pressing agenda items will be considered at the Board meeting one week before.

BACKGROUND AND DISCUSSION

There are no pressing agenda items scheduled for the regular Board meeting scheduled on July 3, 2025. Any new time sensitive issues that come up will be addressed the week before at the regular Board meeting on June 26, 2025.

ALTERNATIVES

1. Do nothing and hold the meeting on July 3, 2025.
2. Reschedule the Board meeting for July 10, 2025 to avoid the July 4th holiday week.

FISCAL IMPACT

By cancelling the meeting, the District will save the Directors' meeting compensation fee total of \$1,065.

ENVIRONMENTAL IMPACT

Cancelling a Board meeting saves energy at District offices and prevents the printing and delivery of seven Board Agenda Packets, thereby reducing the District's impact on the environment.

ATTACHMENTS

1. Notice of Meeting Cancellation



STEGE SANITARY DISTRICT NOTICE OF MEETING CANCELLATION

NOTICE IS HEREBY GIVEN as follows:

The regular board meeting of the Stege Sanitary District Board of Directors scheduled for July 3, 2025 has been cancelled.

The next meeting of the Stege Sanitary District Board of Directors will be held on April 17, 2025 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California.

Dated: April 4, 2025

Lani Good
STEGE SANITARY DISTRICT
Secretary

RESOLUTION NO. 2255-0425

RESOLUTION AMENDING THE BOARD GOVERNANCE MANUAL OF THE STEGE
SANITARY DISTRICT

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

- A. The District established and maintains a Board Governance Manual, which is reviewed annually.
- B. After the latest review, the District determined the need to make amendments to the Board Governance Manual and change the frequency of review to biannually.

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

- 1. The Stege Sanitary District Board Governance Manual is hereby approved with several amendments throughout.
- 2. The Stege Sanitary District Board Governance Manual will be reviewed biannually.
- 3. The effective date of this amendment is April 4, 2025.

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Resolution was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 3rd day of April 2025 by the following vote:

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

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

ATTEST:

LANI GOOD, Secretary
Stege Sanitary District

DRAFT

10:37 AM	STEGE SANITARY DISTRICT			
03/28/2025	Check Report			
Accrual Basis	April 3, 2025			
	Name	Memo	Amount	Num
Apr 3, 25				
	Best Equipment Co.	Extinguishers Inspection	-308.10	1475
	CALIFORNIA STATE DISBURSEMENT UNIT	Mar Garnishment ID #0600099	-799.00	1476
	Cutting Edge Parts	Camera Repair	-1,496.73	1477
	EBMUD 92526846174	Hydrant Meter	-1,198.36	1478
	Fred Bondoc	Mar Retiree Medical	-324.48	1479
	MR Copy	Inv#4702478 Customer # 700595	-692.85	1480
	Redwood Public Law, LLP	Legal Services	-5,375.40	1481
	Robert Half	Admin Temp	-3,947.64	1482
	Vestis	Uniform Services	-200.90	1483
	Xerox Financial Services	Copier Lease Payment 02/28-3/29	-332.94	1484
Apr 3, 25			-14,676.40	