



Stege Sanitary District Board of Directors

7:00 PM, District Board Room, 7500 Schmidt Lane, El Cerrito, CA 94530
Meeting Agenda – July 16, 2026

Items on the agenda may be taken out of order.

Public comment is limited to three 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.stegesandistrict.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 make 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@stegesandistrict.org with "Public Comment" in the subject line. To provide written comments 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

3. 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.

4. 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.

5. Board Members Comments:

Board members may make brief announcements, report on activities, or request items for future agendas. No discussion or action will be taken on items not listed on the agenda.

- A. 4th of July Event Debrief
- B. Board Member General Comments

Motion:

6. Approval of Minutes:

July 2, 2026 Meeting Minutes.

Info:

7. Staff & Officer Reports:

- A. General Manager's Verbal Report
- B. District Legal Counsel's Verbal Report

Info:

8. Superintendent's Reports:

- A. Verbal Maintenance Report
- B. Monthly Maintenance Summary Report
- C. Monthly Service Call Report
- D. Sanitary Sewer Overflow Report

Info:

9. Engineer's Reports:

- A. Verbal Engineering Report
- B. Consent Decree Progress Report
- C. Monthly Replacement and Repair Summary
- D. SPASPA Status Report

Motion:

10. Treasurer's Report:

- A. Approval of Disbursements
- B. EFTs

Motion: **11. Public Hearing - Approve Resolution No. 2288-0726 Accepting Report on Sewer Service Charges and Electing to Collect Sewer Service Charges on the Tax Roll.**

Motion: **12. Approve Ordinance 2261-0726 Amending Chapter 7 of the Stege Sanitary District Ordinance Code - Connection Charge.**

Motion: **13. Public Hearing - Approve Ordinance No. 2262-0726 Approving Increase in Director's Fees.**

Motion: **14. Approve Resolution No. 2286-0726 Authorizing the Purchase of One Staff Vehicle.**

Motion: **15. Approve Resolution No. 2289-0726 Amending the District Investment Policy, and Resolution No. 2290-0726 Directing Staff to Amend the District Working Capital Policy.**

16. Future Agenda Items:

August 6, 2016

- A. Treasurer's Reports
- B. Discussion of District Webpage Requirements
- C. Report on Employee Reimbursements for FY 2025/26
- D. Kids for the Bay Watershed Program Update

August 20, 2026

- A. Monthly Operations Reports

CLOSED SESSION

Public Employment Performance Evaluation

Gov. Code § 54957

Title: Interim General Manager

17. Adjournment

Bobby Magee
General Manager
STEGE SANITARY DISTRICT



Stege Sanitary District Board of Directors

Meeting of July 2, 2026 at 7:00 PM

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

DRAFT Meeting Minutes - July 2, 2026

8. Superintendent's Reports:

The Board received the reports and asked staff technical questions related to the data.

9. Engineer's Reports:

The Board received the reports and asked staff technical questions related to the data.

10. Treasurer's Reports:

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve ratification of end-of-period June 18, 2026 disbursements & approval of end-of-period July 2, 2026 disbursements.

VOTE: AYES: Merrill, O'Keefe, Gilbert-Snyder, Beach

NOES: None

ABSTAIN: None

ABSENT: Christian-Smith

11. Approve Resolution No. 2279-0726 Appointing Bobby Magee as General Manager, Secretary of the Board, and Treasurer of the District and Approving an Employment Agreement Between the District and Bobby Magee.

MOTION: By Gilbert-Snyder, seconded by O'Keefe, to approve Resolution No. 2279-0726.

VOTE: AYES: Merrill, O'Keefe, Gilbert-Snyder, Beach

NOES: None

ABSTAIN: None

ABSENT: Christian-Smith

12. Approve Resolution 2280-0726 Establishing the Salary Ranges of the Assistant General Manager / Finance Director / Treasurer and Management Analyst (Part Time).

MOTION: By Gilbert-Snyder, seconded by O'Keefe, to approve Resolution No. 2280-0726.

VOTE: AYES: Merrill, O'Keefe, Gilbert-Snyder, Beach

NOES: None

ABSTAIN: None

ABSENT: Christian-Smith

13. Approve Resolution No. 2281-0726 Completion of Work and Filing Notice of Completion for the Standard Sewer Rehabilitation Project No. 25201, ratify year four amendment and year five amendment agreement with APB Engineering.

MOTION: By Gilbert-Snyder, seconded by O'Keefe, to approve Resolution No. 2281-0726.



Stege Sanitary District Board of Directors

Meeting of July 2, 2026 at 7:00 PM

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

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1. Call to Order:

President Beach called the meeting to order at 7:09 PM.

2. Roll Call:

Present: Beach, Merrill, Gilbert-Snyder, O'Keefe

Absent: Christian-Smith

Others: Kristopher Kokotaylo, District Counsel

Bobby Magee, General Manager

Paul Soo, Jr., Civil Engineer

Dennis Wright, Maintenance Superintendent

3. Agenda Items:

Directors and Officers of the Board announced no conflicts of interest with items on the agenda.

4. Public Comment:

There were no public comments.

5. Board Members Comments:

O'Keefe requested Board notification in advance when members will be joining virtually.

Merrill expressed need for a perpetual Board calendar.

6. Approval of Minutes:

Approval of June 4, 2026 Meeting Minutes and June 8, 2026 Special Meeting Minutes.

MOTION: By Merrill, seconded by O'Keefe, to approve the minutes of the June 4, 2026 Meeting Minutes, and June 8, 2026 Special Meeting Minutes.

VOTE: AYES: Merrill, O'Keefe, Gilbert-Snyder, Beach

NOES: None

ABSTAIN: None

ABSENT: Christian-Smith

7. Staff and Officer Reports:

A. Oral Manager's Report

The Board received an operations update.

The Board received upcoming professional development opportunities dates.

B. Oral Attorney's Report

The Board received an SB 1164 update from the District Counsel.



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

14. Approve Resolution No. 2282-0726 to Delegate Staff Authority to Vote on CSTAC-Related Items.

MOTION: By Gilbert-Snyder, seconded by Merrill, to approve Resolution No. 2282-0726.

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

15. Approval of Resolution No. 2283-0726 Authorizing Staff to Enter into an Agreement with Bryce Consulting for a compensation study.

MOTION: By Gilbert-Snyder, seconded by O'Keefe, to approve Resolution No. 2283-0726.

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

16. Approval of Resolution No. 2284-0726 for a Contract with Steven's Printing for On-Call, As Needed Printing Services.

MOTION: By Gilbert-Snyder, seconded by Merrill, to approve Resolution No. 2284-0726.

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

17. Adopt Resolution No. 2285-0726 Authorizing Staff to Dispose of Three Vehicles, Deemed as Surplus Property.

MOTION: By Gilbert-Snyder, seconded by Merrill, to approve Resolution No. 2285-0726.

VOTE: AYES: Merrill, O'Keefe, Gilbert-Snyder, Beach



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DRAFT Meeting Minutes - July 2, 2026

NOES: None

ABSTAIN: None

ABSENT: Christian-Smith

18. Approval of Resolution 2286-0726 Authorizing the Purchase of One Pickup Truck.
<No Action Was Taken by the Board.>

19. Approve Resolution No. 2287-0726 Authorizing an Amendment to the Legal Services Agreement with Redwood Public Law, LLP.

MOTION: By Gilbert-Snyder, seconded by O'Keefe, to approve Resolution No. 2287-0726.

VOTE: AYES: Merrill, O'Keefe, Gilbert-Snyder, Beach

NOES: None

ABSTAIN: None

ABSENT: Christian-Smith

20. Future Agenda Items:

The Board discussed items it would like to see on future agendas.

21. Adjournment:

The meeting adjourned at 9:23 PM.

Bobby Magee
General Manager
STEGE SANITARY DISTRICT



STEGE SANITARY DISTRICT

STAFF REPORT

Board of Directors Meeting Date: 7/16/2026

TO: Honorable Board of Directors
FROM: Dennis Wright, Maintenance Superintendent
SUBJECT: Superintendent's Reports

RECOMMENDATION

It is recommended that the Board of Directors Receive and File the Superintendent's Reports.

BACKGROUND AND DISCUSSION

Staff provides several monthly reports related to the District's operations. For the month of June 2026, the following reports have been included:

- Verbal Maintenance Report
- Maintenance Summary Report
- Service Call Report
- Sanitary Sewer Overflow Report

FISCAL IMPACT

There is no fiscal impact to receiving and filing the reports.

STEGE SANITARY DISTRICT MONTHLY MAINTENANCE SUMMARY REPORT

June 2026

QUARTER 2

VEHICLE	DAYS	FOOTAGE (LF)
<i>UNIT 10 COMBO</i>	14	21,645
<i>UNIT 11 RODDER</i>	0	
<i>UNIT 15 CCTV</i>	12	25,919
<i>UNIT 16 COMBO</i>	10	55,878
TOTAL MONTH CLEANED		77,522
TOTAL MONTH CCTV'D		25,919

QUARTERLY SUB-TOTALS

YEAR	QTR	PLANNED TO CLEAN (LF)	TOTAL CLEANED (LF)	Q END NOT COMPLT'D (LF)	PLANNED TO CCTV (LF)	TOTAL CCTV'D (Plan)	Q END NOT COMPLT'D (LF)	TOTAL CCTV'D (Unplan)	TOTAL CCTV'D (LF)
2026	2	248,778	223,045	31,636	38,545	37,090	1,455	8,462	45,552
2026	1	305,065	275,623	33,306	38,784	38,656	128	15,342	53,998
2025	4	252,627	199,444	41,777	28,724	27,299	1,425	12,171	39,470
2025	3	264,479	216,621	47,205	34,083	33,349	734	14,810	48,159
2025	2	225,530	226,508	0	14,607	14,607	0	21,619	36,226
2025	1	253,405	260,805	0	43,453	41,192	2,261	30,164	71,356

MONTHLY SERVICE CALLS

June-2026

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
6/1/2026 Monday 12:45 PM	261304 261303	789 COLUSA AVE. EL CERRITO, CA 94530 <i>Last Call: 7/12/2024</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	C				CUSTOMER PROBLEM. SLOW DRAINS IN HOUSE.
6/3/2026 Wednesday 10:46 AM	231317 231316	618 COVENTRY RD. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				CUSTOMER PROBLEM.
6/7/2026 Sunday 11:53 AM	161910 161909	1515 EVERETT ST. EL CERRITO, CA 94530 <i>Last Call: 12/25/2022</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	A				CUSTOMER PROBLEM. BROKEN WATER LINE.
6/8/2026 Monday 10:35 AM	265316 265303	871 SHEVLIN DR. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	A				GROUNDWATER FROM HILLSIDE.
6/11/2026 Thursday 10:25 AM	100302 100221	1363 MONTEREY ST. RICHMOND, CA 94804	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	LC				CUSTOMER PROBLEM.
6/11/2026 Thursday 5:29 PM	251503 251501	43 ANSON WAY KENSINGTON, CA 94707 <i>Last Call: 1/17/2024</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				CUSTOMER WANTS STEGE TO CALL HER BETWEEN 6-6:30 PM TO ANSWER QUESTION ABOUT HOUSE FOUNDATION.
6/14/2026 Sunday 2:04 PM	187411 187410	2352 CARQUINEZ AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				CUSTOMER PROBLEM. SEWER MAIN LINE IS CLEAR.
6/18/2026 Thursday 3:45 PM	142110 142109	1431 RICHMOND ST. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	OF / W	O / BLDG	ML / B	BLDG / O	WIPES IN MAIN. CAUSE SSO.

PROBLEM TYPE:

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

SPILL

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

SPILL

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

SPILL END

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

MAINLINE:	1
LATERAL:	3
OTHER:	4
TOTAL SERVICE CALLS:	8
MAINLINE OVERFLOW:	1
MAINLINE SURCHARGE:	0

SANITARY SEWER OVERFLOWS (SSOs) LAST 12 MONTHS

July-2026

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS	CAT*	VOL	RCVR'D	NET
7/7/2025	186230	7075 CUTTING BLVD.	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B, OF, T	CO	ML, B	ST	UTILITY DAMAGED SEWER LINE CAUSING SSO. ATT DIRECTIONALLY DRILLED THROUGH LINE.	CAT 4	2	0	2
Monday	186212	EL CERRITO, CA 94530								gallons	gallons	gallons
11:22 AM												
10/21/2025	151005	1440 NAVELLIER ST.	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D, OF, R	MH	B	O	ROOTS AND STICKS CAUSED SSO ON NAVELLIER TRAIL	CAT 3	835	835	0
Tuesday	151004	EL CERRITO, CA 94530								gallons	gallons	gallons
9:43 AM												
4/13/2026	103303	2323 COLUMBIA AVE.	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D, OF	MH	B	ST	CONCRETE AND STEEL WOOL IN LINE CAUSED SSO	CAT 3	355	106	249
Monday	103302	RICHMOND, CA 94804								gallons	gallons	gallons
8:56 AM												
6/18/2026	142110	1431 RICHMOND ST.	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	OF / W	O / BLDG	ML / B	BLDG / O	WIPES IN MAIN, CAUSE SSO.	CAT 3	129	0	129
Thursday	142109	EL CERRITO, CA 94530								gallons	gallons	gallons
3:45 PM												

PROBLEM TYPE:	SPILL LOCATION:	SPILL CAUSE:	SPILL END LOCATION:	TOTAL MAINLINE SSOs:
Water (A)	Odor (O)	Blockage (B)	Building (BLDG)	4
Broken Main (B)	Overflow (OF)	Surcharge (S)	Creek (C)	2
S/S Congestion (C)	PG+E (P)	Line Break (ML)	Sirt/Pymnt (ST)	0
Debris in Main (D)	Roots (R)	Other (O)	Storm Dm (SD)	0
EBMUD (E)	Surcharge (S)		Yard (Y)	1
Soft Stoppage (F)	Storm Drain (SD)		Other (O)	
Grease (G)	Unknown (U)			
Lateral Cause (LC)	Other (T)			
Misc (M)	Wipes/Rags (W)			
MH Cover (MC)				
				TOTAL SSO VOLUME (GALS): 1,321
				TOTAL VOLUME RECOVERED (GALS): 941
				TOTAL VOLUME UNRECOVERED (GALS): 380

*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

STAFF REPORT

Board of Directors Meeting Date: 7/16/2026

TO: Honorable Board of Directors
FROM: Paul Soo, Senior Engineer
SUBJECT: Engineer's Reports

RECOMMENDATION

It is recommended that the Board of Directors Receive and File the Engineer's Reports.

BACKGROUND AND DISCUSSION

Staff provides several monthly reports related to the District's operations. For the month of June 2026, the following reports have been included:

- Verbal Engineering Report
- Consent Decree Progress Report
- Monthly Replacement and Repair Summary
- SPASPA Status Report

FISCAL IMPACT

There is no fiscal impact to receiving and filing the reports.



STEGE SANITARY DISTRICT

Report Date: 7/8/2026

% FY Remain: 0.00%

BOARD OF DIRECTORS CONSENT DECREE PROGRESS REPORT

FY Start Date 7/1/2025 FY End Date 6/30/2026

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

CIP PROJECT	25201	<u>COMPLETED</u>	<u>GOAL</u>	<u>PERCENTAGE</u>
REPLACED since FY start		37,506 /	12,738	LF Yearly Objective Rate 294%
REPLACED since FY "Effective" Date		196,227 /	141,282	LF Cumulative Requirement 139%
CLEANED since FY start		923,146 /	211,200	LF Minimum Requirement 437%
HOTSPOTS since FY start		252,229 /	100,000	LF Minimum Requirement 252%
CCTV since FY start		187,408 /	77,616	LF Yearly Objective Rate 241%
CCTV since CD start		2,484,861 /	970,200	LF Cumulative Requirement 256%
ROOT FOAMING this FY		0 /	0	LF Minimum Requirement

IMPORTANT CONSENT DECREE DATES:

July 15, annually	Provide any available Flow and Rainfall data to EBMUD
Nov 15, annually	Comments on Regional Technical Support Plan (RTSP) update by EBMUD
Sept 30, annually	Annual Report for prior Fiscal Year
May 1, 2022	Provide data to EBMUD for Flow Monitoring Calibration Plan
September 30, 2022	First Mid-course Check-in Output Test
June 30, 2026	Review of Regional Standards Report
December 15, 2028	Compliance WWF Output Test for San Antonio Creek
May 1, 2030	Provide data to EBMUD for Flow Monitoring Calibration Plan
September 30, 2030	Second Mid-course Check-in Output Test
June 30, 2031	Review of Regional Standards Report
December 15, 2034	Compliance WWF Output Test for Pt. Isabel
June 30, 2036	Review of Regional Standards Report
December 15, 2036	Compliance WWF Output Test for Oakport

**STEGE SANITARY DISTRICT
MONTHLY REPLACEMENT AND REPAIR SUMMARY
June 2026**

I SEWER REPLACEMENT - FY 2025-2026			
A. BUDGET ALLOCATION			\$6,500,000
B. PRIOR BUDGET EXPENDED (WITH RETENTION)			\$2,847,726
C. SEWER REPLACEMENTS PAID THIS MONTH (NO RETENTION)		<u>COST</u>	
1. APB Engineering Pay Estimate 3		\$1,277,950	
2. APB Engineering Pay Estimate 4		\$2,627,881	
	SUBTOTAL FOR THIS MONTH		\$3,905,830
D. TOTAL BUDGET EXPENDED (NO RETENTION)	101.71%		\$6,611,170
E. TOTAL 5% RETENTION HELD			\$347,956
F. BUDGET REMAINING	-7.06%		-\$459,126
G. PERCENTAGE OF FISCAL YEAR REMAINING	0.00%		
H. TOTAL REPLACEMENT FOOTAGE PAID TO DATE	37,506	(\$ 185.55 /LF)	
II SEWER REPAIRS - FY 2025-2026			
A. BUDGET ALLOCATION			\$74,000
B. PRIOR BUDGET EXPENDED			\$38,200
C. SEWER REPAIRS PAID THIS MONTH		<u>REPAIR COST</u>	
1. 7075 Cutting Blvd.		\$6,561	
2. 369 Ocean View Ave.		\$3,000	
3. 11150 San Pablo Ave.		\$7,000	
4. 2531 Edwards Ave.		\$8,269	
	SUBTOTAL FOR THIS MONTH		\$24,830
	SUBTOTAL FOR LAST MONTH		\$38,200
D. TOTAL BUDGET EXPENDED	85.18%		\$63,030
E. TOTAL RETENTION HELD	0.00%		\$0
F. BUDGET REMAINING	14.82%		\$10,970
G. PERCENTAGE OF FISCAL YEAR REMAINING	0.00%		
H. TOTAL NUMBER OF REPAIRS PAID TO DATE	12	(\$5,253 /REPAIR)	

STEGE SANITARY DISTRICT
MONTHLY REPLACEMENT AND REPAIR SUMMARY
June 2026

III CANON PUMP STATION UPGRADE - FY 2025-2026			
A.	BUDGET ALLOCATION		\$500,000
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$453,559
C.	CANON PUMPSTATION UPGRADES PAID THIS MONTH (NO RETENTION)		
1.	GSW Construction Release of Retention		\$61,654
SUBTOTAL FOR THIS MONTH			\$61,654
D.	TOTAL BUDGET EXPENDED (NO RETENTION)	98.51%	\$492,535
E.	TOTAL 5% RETENTION HELD	0.00%	\$0
F.	BUDGET REMAINING	1.49%	\$7,465
G.	PERCENTAGE OF FISCAL YEAR REMAINING	0.00%	
H.	TOTAL CANON FOOTAGE PAID TO DATE (NOT APPLICABLE)	(\$	-

STEGE SANITARY DISTRICT

Last Revised: 1/2/2026

BOARD OF DIRECTORS SAN PABLO AVENUE SPECIFIC PLAN STATUS REPORT

PAID PROPERTIES

Date	Property Owner	#	Street	SPASP Fee (-Credits)	Units
11/15/2017	Mr. Pickles	10810	SAN PABLO AVE.	\$ 653.67	Comm.
1/2/2018	24 Hour Fitness	10794	SAN PABLO AVE.	\$ 16,668.58	Comm.
1/29/2018	Na Na Dessert	10172	SAN PABLO AVE.	\$ 3,922.02	Comm.
2/1/2018	Burgerim	170	EL CERRITO PLAZA	\$ 11,983.95	Comm.
2/8/2018	Budget Inn (Joseph)	10621	SAN PABLO AVE.	\$ 1,089.45	Toilet addn.
2/14/2018	Safeway Shop (Tom)	11450	SAN PABLO AVE.	\$ 1,089.45	Toilet addn.
4/24/2018	Temp Senior Center	10940	SAN PABLO AVE.	\$ 2,840.58	Comm.
7/17/2018	Wang Brothers Invstmt. (Playland Cerrito Vista)	10963	SAN PABLO AVE.	\$ 129,644.55	51
8/20/2018	El Cerrito Apt.	10300	SAN PABLO AVE.	\$ 142,717.95	32
1/22/2019	Li's America Investments	10281	SAN PABLO AVE.	\$ 1,089.45	Comm.
2/6/2019	CINQUE TERRE (KEN & RONG MOU)	10530	SAN PABLO AVE.	\$ 18,738.54	5
3/22/2019	KYOTO RAMEN	3050	EL CERRITO PLAZA	\$ 7,489.17	
12/18/2019	MAYFAIR APTS.	11600	SAN PABLO AVE.	\$ 644,503.60	156
11/20/2020	PETCO - EL CERRITO	420	EL CERRITO PLAZA	\$ 2,902.08	Comm.
3/11/2021	FOOT LOCKER	430	EL CERRITO PLAZA	\$ 2,055.64	Comm.
10/12/2021	SUPER SLICE PIZZA	10180	SAN PABLO AVE.	\$ 774.80	Comm.
3/1/2022	BANTER WINES	10368	SAN PABLO AVE.	\$ 273.04	Comm.
4/19/2022	PRE-SCHOOL	729	KEARNEY ST.	\$ 14,644.26	Comm.
8/9/2022	CERRITO VISTA	10963	SAN PABLO AVE.	\$ 16,301.40	4
2/24/2023	VILLAGE TOWN CTR	6530	SCHMIDT LN.	\$ 8,135.70	2
2/24/2023	VILLAGE TOWN CTR	6530	SCHMIDT LN.	\$ 4,067.85	1
2/24/2023	VILLAGE TOWN CTR	6420	SCHMIDT LN.	\$ 8,135.70	2
2/24/2023	VILLAGE TOWN CTR	6415	SCHMIDT LN.	\$ 28,474.95	7
2/24/2023	VILLAGE TOWN CTR	10810	SAN PABLO AVE.	\$ 16,271.40	4
6/7/2023	IKE'S SANDWICHES	350	EL CERRITO PLAZA	\$ 2,440.71	Comm.
9/15/2023	MARSHALLS	6000	EL CERRITO PLAZA	\$ 271.19	Comm.
2/28/2024	MAYFAIR MARKET	11600	SAN PABLO AVE.	\$ 8,673.28	Comm.
6/6/2024	MAYFAIR AFFORDABLE	11600	SAN PABLO AVE.	\$ 260,342.40	Comm.
7/17/2024	Margaret Kanchong	11670	SAN PABLO AVE.	\$ 13,318.31	Comm.
9/17/2024	AUTOZONE (prev. CVS)	10650	SAN PABLO AVE.	\$ 419.72	Comm.
1/9/2025	PRESCHOOL	729	KEARNEY ST.	\$ 8,406.89	Comm.
2/20/2025	New India Supermarket	10289	SAN PABLO AVE.	\$ 813.57	Comm.
6/26/2025	PEET'S COFFEE	9895	SAN PABLO AVE.	\$ 1,627.14	Comm.
11/24/2025	ECP PARCEL A SOUTH HOUSING PARTNERS	515	RICHMOND ST.	\$ 250,443.97	70
12/8/2025	FRED DORTORT	444	KEARNEY ST.	\$ 2,199.25	1
12/9/2025	TACO BELL	11575	SAN PABLO AVE.	\$ 6,902.41	Comm.

\$ 1,640,326.62

SPASPA CONSTRUCTION SPENT \$ 842,889.00
BUDGET REMAINING \$ 797,437.62

PLAN CHECK PROPERTIES (WAITING PAYMENT)

Date	Property Owner	#	Street	Balance Due	Units
7/26/2023	THE CIVIC (BRIAN BANIQUED)	10290	SAN PABLO AVE.	\$ 229,155.55	54
5/30/2022	PLAYLAND 2 (ABBY WHITMAN)	10919	SAN PABLO AVE.	\$ 360,140.32	90
	Charlie Oewell	921	Kearney St.	no plans yet	78
	Charlie Oewell (Near Burger King)	10167	San Pablo Ave.	no plans yet	83
	Charlie Oewell (Near Home Depot)	11950	San Pablo Ave.	no plans yet	146
				\$ 589,295.87	

SAN PABLO AVENUE SPECIFIC PLAN REVIEW PROCEDURE

1. City of El Cerrito Community Development Department Planning Division sends preliminary plans to Stege, for Request for Comment.
2. Stege reviews preliminary plans, determines if the project is located within the SPASP area.
3. The SPASP study allocates a set number of units/commercial space per parcel.
 Stege determines if the parcel has enough "allocation" for the proposed project.
 Stege keeps a running total of proposed projects and "encumbers/reserves" units for a parcel.
 Pre-encumbering prevents two competing projects from "double counting" on allocations.
4. Developer submits plans to Stege for Plan Check. Stege reviews plans and provides fee estimate. Separate fee estimates are provided for Standard connection (based on units connected or fixture), and SPASP Fee (based on fixture units).
5. Stege stamps plans only upon payment of all fees.



STEGE SANITARY DISTRICT

STAFF REPORT

Board of Directors Meeting Date: 7/16/2026

TO: Honorable Board of Directors
FROM: Bobby Magee, General Manager / District Treasurer
SUBJECT: Treasurer's Report

RECOMMENDATION

It is recommended that the Board of Directors:

1. Approve the Disbursements for the Period Ending 7/16/26; and,
2. Receive and File the Verbal Report on Electronic Fund Transfers (EFT) for the Period Ending 7/16/26.

BACKGROUND AND DISCUSSION

Historically the Board of Directors has been asked to approve the District's checks each month to pay vendors. The attached group of warrants represents the District's outgoing payments for the period of July 2 – July 16, 2026.

Current Estimated Bank Balances:

Account	Balance
Five Star Checking	\$251,965.15
Five Star Savings	\$5,306,463.77
LAIF	\$6,620,813.06
Time Value Investments	\$2,138,009.57
Total	\$14,317,251.55

FISCAL IMPACT

The checks identified in the attached report constitute the current financial liabilities to the District in the form of warrants, which is currently within budgeted and appropriated amounts. There is no fiscal impact to receiving and filing the EFT and Budget reports.

STEGE SANITARY DISTRICT				
Check Report - EFT (Electronic Fund Transfer)				
April 16 through June 30, 2026				
Description	Date	Name	Memo	Amount
EFTs				
April 15th - April 30th				
	04/29/26	ADP Tax	Federal Income Tax Withholding	(\$34,135.92)
	04/29/26	ADP Wage Payable	Payroll paid 31st of April	(\$44,702.45)
			Total April 2026 EFTs	(\$78,838.37)
May 1st - May 31st				
	05/04/26	Merchant Account Billing	Five Star Bank Fees	(\$38.59)
	05/08/26	ADP Payroll Fees	April 26 payroll fees	(\$487.05)
	05/14/26	ADP Wage Payable	Payroll paid 15th of May	
	05/28/26	ADP Tax	Federal Income Tax Withholding	(\$32,893.72)
	05/29/26	ADP Wage Payable	Payroll paid 31st of May	(\$41,100.52)
			Total May 2026 EFTs	(\$74,519.88)
June 1st - June 30th				
	06/02/26	Merchant Account Billing	Five Star Bank Fees	(\$38.59)
	06/10/26	CalPERS	Trace # - 042000018075456	(\$5,384.09)
	06/10/26	CalPERS	Trace # - 042000018075949	(\$14,015.42)
	06/10/26	CalPERS	Trace # - 042000018075454	(\$20,932.88)
	06/11/26	CalPERS	Trace # - 042000011640650	(\$200.00)
	06/12/26	ADP Payroll Fees	Payroll Fees	(\$227.15)
	06/12/26	ADP Payroll Fees	Payroll Fees	(\$273.00)
	06/15/26	ADP Wage Payable	Payroll paid 15th of June	(\$30,926.50)
	06/15/26	ADP Tax	ADP Tax	(\$5,479.23)
	06/15/26	ADP Wage Payable	Wage Payable	(\$11,989.40)
	06/24/26	Harland Clarke	Order of Deposit Slips	(\$123.15)
	06/24/26	Nationwide Payments	Def Comp 457 - April	(\$11,279.48)
	06/24/26	Nationwide Payments	Def Comp 457 - May	(\$11,279.48)
	06/29/26	ADP Tax	Federal Income Tax Withholding	(\$33,323.37)
	06/29/26	ADP Wage Payable	Payroll paid 30th of June	(\$42,257.24)
			Total June 2026 EFTs	(\$187,728.98)



STEGE SANITARY DISTRICT

STAFF REPORT

Board of Directors Meeting Date: 7/16/2026

TO: Honorable Board of Directors
FROM: Bobby Magee, General Manager
SUBJECT: Public Hearing: Sewer Service Charges for FY 2026/27

RECOMMENDATION

It is recommended that the Board of Directors Conduct a Public Hearing for Adopting Resolution 2288-0726 Accepting the Report on Sewer Service Charges and Electing to Collect Sewer Service Charges on the Tax Roll (the "Resolution").

BACKGROUND

In June 2023 the Board accepted the Sewer Rate Study that was performed by Lechowicz & Tseng Municipal Consultants and adopted Ordinance 2239-0624 (the "Ordinance") amending the District Ordinance Code. The Ordinance set the annual sewer services charges and annual sewer service charge rates for five consecutive fiscal years. For FY 2026/27 the Ordinance sets the annual sewer service charge for single family dwellings at \$443.00; for multi-unit dwellings at \$311.00; and the non-residential sewer service charges at \$9.48 per 1000 gallons. The proposed Resolution does not change or modify the rate that was already approved by the Ordinance. Instead, the Resolution, which is adopted annually by the Board, simply allows the District to collect the sewer service charge on the property tax roll instead of via direct billing.

FISCAL IMPACT

Adoption of the Resolution will have no direct fiscal impact but instead directs the Secretary of the Board to file the report on sewer service charges with the County for purposes of collection on the property tax roll. The Ordinance, previously approved, establishes an increase to the sewer service charges of approximately 1.8%.

RESOLUTION NO. 2288-0726

RESOLUTION ACCEPTING REPORT ON SEWER SERVICE CHARGES AND ELECTING
TO COLLECT SEWER SERVICE CHARGES ON THE TAX ROLL

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

- A. The Directors of the Stege Sanitary District have adopted an ordinance providing for the establishment of sewer service charges for the use of the District's sanitary sewer collection system.
- B. In that ordinance, the Directors have provided that sewer service charges may be collected on the tax roll of Contra Costa County in accordance with the provisions of Section 5473.1 of the Health and Safety Code.
- C. Pursuant to Health and Safety Code Sections 5473 and 6520.10, charges including delinquent charges, for services provided by the District to its customers may also be collected on the tax roll of Contra Costa County.
- D. The Directors have caused a written report to be prepared and filed with the Secretary of the Board containing a description of each parcel of real property receiving sewer service, together with the amount of the charge for each parcel for the fiscal year 2026-2027 computed in accordance with the provisions of said ordinance.
- E. The Directors held a public hearing in conformance with Health and Safety Code Sections 5473.1 and 5473.2, heard and considered all objections or protests, and finds that protests were not made by the owners of a majority of separate parcels of property described in the report.

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

1. The report filed with the Board of Directors on July 20, 2023 shall stand, without material modification, as the report of sewer service charges for the fiscal year 2026-2027. Each charge described in the report is hereby levied and confirmed.

2. The Secretary of the Board of Directors is authorized and directed to file a copy of said report with the Auditor of Contra Costa County, and the Secretary's Certificate that the report has been finally adopted by this Board for the purpose of entering the charges onto the property tax roll.

* * * * *

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 held on the 16th day of July 2026, by a X-X vote as follows:

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

TESSA BEACH, President
Stege Sanitary District
Contra Costa County, California

ATTEST:

BOBBY MAGEE, Secretary
Stege Sanitary District

STEGE SANITARY DISTRICT

NOTICE OF PUBLIC HEARING CONCERNING FILING OF REPORT FOR SEWER SERVICE CHARGES AND ELECTING TO COLLECT SEWER SERVICE CHARGES ON THE TAX ROLL FOR FISCAL YEAR 2026-27

NOTICE IS HEREBY GIVEN as follows:

The Directors of the Stege Sanitary District have caused a written report to be prepared and filed with the Secretary of the Board containing a description of each parcel of real property receiving sewer service, together with the amount of the annual sewer service charge for each parcel for the Fiscal Year 2026-27, computed in accordance with the provisions of an ordinance adopted by the Directors providing for the establishment of sewer service charges for the use of the District's sanitary sewer collection system, and to collect said sewer service charges on the Tax Roll for Fiscal Year 2026-27.

The annual sewer service charge payable by each residential customer for Fiscal Year 2026-27 is \$443.00 per single family dwellings and \$311.00 per multi-unit dwellings. The annual sewer service charge payable for each non-residential customer for Fiscal Year 2026-27 shall be calculated at a sewer service charge rate of \$9.48 per 1000 gallons, except that in no case shall the charge be less than the applicable charge for one residential multi-unit dwelling unit.

Prior to adoption of the resolution, the Board will hold a public hearing to consider all objections or protests, if any, to the written report. The time, date and place of the public hearing is as follows:

Date: Thursday, July 16, 2026
Time: 7:00 P.M. Regular Board of Directors' Meeting
Place: Board Meeting Room, 7500 Schmidt Lane, El Cerrito, California

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

For additional information regarding this notice, the report filed with the Secretary of the Board, or the public hearing, please contact the District at (510) 524-4667 or at 7500 Schmidt Lane, El Cerrito, CA 94530.

Dated: 6/26/2026

Bobby Magee
General Manager
STEGE SANITARY DISTRICT



STEGE SANITARY DISTRICT

STAFF REPORT

Board of Directors Meeting Date: 7/16/2026

TO: Honorable Board of Directors
FROM: Bobby Magee, General Manager
SUBJECT: Ordinance Approving Rate Adjustment to Sewer Connection Fees

RECOMMENDATION

It is recommended that the Board of Directors:

Adopt Ordinance No. 2261-0726 Approving a Rate Adjustment to Sewer Connection Fees.

BACKGROUND AND DISCUSSION

On January 15, 2026 the Board reviewed the District's Connection Charge amounts, and provided staff with direction to begin the process to update the related Ordinance consistent with a previously approved Fee Study prepared by Lechowicz and Tseng Municipal Consultants. The direction included an increase to the Sewer Connection/Capacity Charge Districtwide by 5%, the Accessory Dwelling Units by 5%, and to hold all San Pablo Avenue Specific Plan Area rates at the current levels.

FISCAL IMPACT

Adopting the Ordinance will increase connection fees, outside of the SPASPA area, by 5%.

ORDINANCE NO. 2261-0726

ORDINANCE AMENDING CHAPTER 7, SECTION 7.3 OF THE STEGE SANITARY
DISTRICT ORDINANCE CODE – SEWER CONNECTION CHARGES

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

- A. The Stege Sanitary District (“District”) imposes a sewer capacity, or “connection” charge on all developments and connections to its system within its service territory. This charge allows new development to buy into a fair share of the District’s existing system. The District uses these funds to acquire, construct, install, and replace existing capital facilities and other assets.
- B. The District also imposes an additional sewer capacity charge, based on anticipated development within the San Pablo Avenue Specific Plan Area (“SPASPA”), to fund sewer system improvements that will be required to serve development in the SPASPA.
- C. The District retained Lechowicz & Tseng Municipal Consultants to conduct a Connection Charge and SPASPA Impact Fee Study (“Fee Study”) to examine the District’s capital costs of facilities needed to serve new development and recover the proportional share of general District facilities, a copy of which is on file with the District.
- D. The Fee Study recommends that the District annually review and potentially update its rates and charges to accurately recover the capital costs of facilities based on the change in the Engineering News Record’s Construction Cost Index (“ENR-CCI”).
- E. The San Francisco ENR-CCI was 14,081.98 for November 2021 and 15,730.57 for November 2025; an increase of 11.7% (NOV 2021 - NOV 2025).
- F. At the Board meeting held on January 15, 2026, instead of an 11.7% ENR-CCI increase, the District Board approved the preparation of an Ordinance updating the connection charge based on a 5% increase, with exception to the SPASPA area charges.
- G. The District’s sewer connection fees are established in accordance with Government Code section 66013.

H. The District held a properly noticed public hearing regarding the proposed sewer connection charge and SPASPA capacity charge on July 16, 2026.

I. The District finds that the purpose of the sewer connection charge and SPASPA capacity charge established in this Ordinance is to reimburse the District for costs which have been paid for existing wastewater collection facilities and will be paid for a reasonable share of the cost of future facilities and provide funds for capital projects necessary to maintain service, including service to new connections, within the District and SPASPA.

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

1. Section 7.3.5 of the District Ordinance Code is amended to read as follows, with additions in underline and deletions in strikethrough text:

7.3.5 Schedule/Determination of Charges.

7.3.5.1 District-Wide Schedule. The applicable connection charges and connection charge rates for new connections and increased discharges to the District’s system shall be as follows:

Sewer Connection/Capacity Charge – District-Wide

Land Use	Equivalent Fixture Units per Dwelling Unit	Average Gallons per Day per Equivalent Fixture Unit	Cost per Equivalent Fixture Unit	Sewer Capacity Charge
Single Family Residential	26	5	\$129.01 <u>\$135.46</u>	\$3,354 <u>\$3,521</u> per dwelling unit
Multi-Family Residential	17	5	\$129.01 <u>\$135.46</u>	\$2,193 <u>\$2,303</u> per dwelling unit
Non-Residential	NA	5	\$129.01 <u>\$135.46</u>	\$129.01 <u>\$135.46</u> per fixture unit

7.3.5.3 Accessory Dwelling Units. Consistent with state law, the District will neither require a new or separate connection for Attached Accessory Dwelling Units, nor charge a connection

charge for such units. The District will require the payment of a connection charge for Detached Accessory Dwelling Units described in the following table:

Land Use	Cost per Equivalent Fixture Unit
Attached Accessory Dwelling Unit / Junior Accessory Dwelling Unit	\$0
Detached Accessory Dwelling Unit	\$129.01 <u>\$135.46</u>

2. The District finds that the purpose of this Ordinance is to reimburse the District for costs which have been paid for existing wastewater collection facilities and will be paid for a reasonable share of the cost of future facilities and provide funds for capital projects necessary to maintain service, including service to new connections, within the existing District service area. Thus, the adoption of this Ordinance is statutorily exempt from the provisions of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Section 15273(a).

3. Notice of the proposed new charges was published on July 2, 2026 and July 9, 2026. This Ordinance is effective upon the expiration of one week from the date of publication of a summary of the Ordinance, as prescribed by California Health and Safety Code Section 6490.

* * * * *

STATE OF CALIFORNIA)
 COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Ordinance was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting held on the 16th day of July 2026, by a X-X vote as follows:

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

TESSA BEACH, President
Stege Sanitary District
Contra Costa County, California

ATTEST:

BOBBY MAGEE, Secretary
Stege Sanitary District



STEGE SANITARY DISTRICT

STAFF REPORT

Board of Directors Meeting Date: 7/16/2026

TO: Honorable Board of Directors
FROM: Bobby Magee, General Manager
SUBJECT: Public Hearing - Ordinance Approving Increase in Directors Fees

RECOMMENDATION

It is recommended that the Board of Directors:

Conduct a Public Hearing to Adopt Ordinance No. 2262-0726 Approving an Increase in Directors Fees

BACKGROUND AND DISCUSSION

In 2000, the California Legislature enacted Senate Bill No. 1559, amending Health and Safety Code Section 6489 to allow certain increases in Directors' fees. Since that time, the District has periodically increased compensation for Board Members. The maximum annual percentage is 5%, and the rate was last increased in 2025. With the CPI-U for the Bay Area showing an increase of 3.8% for April 2026, it would be appropriate for consideration of an annual increase at this time.

Staff recommends that the Board adopt an Ordinance amending the Stege Sanitary District Ordinance Code Section 2.9 to revise Board Member Compensation to \$277.80, reflecting a 3.8% increase, and to make several non-material changes to the current language. If approved, the revisions to compensation will take effect on October 1st, 2026.

FISCAL IMPACT

Adopting the Ordinance will increase the Director's fees from \$267.63 to \$277.80 per meeting day.

ORDINANCE NO. 2262-0726

ORDINANCE APPROVING INCREASE IN DIRECTORS' FEES

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

- A. The compensation payable to Directors of the District is governed by the Sanitary District Act of 1923, Health and Safety Code Section 6489. Until January 2001, that section allowed a sanitary district director to receive a maximum fee of \$100 for each day's attendance at meetings of the District Board or for each day's service rendered as a member of the Board by request of the Board, not to exceed a total of six days in any calendar month.
- B. In 2000, the California Legislature enacted Senate Bill No. 1559 (Statutes of 2000, Chapter 86), which became effective January 1, 2001. Senate Bill No. 1559 amends Health and Safety Code Section 6489 to allow certain increases in Directors' fees if adopted by district board ordinance. A copy of Senate Bill No. 1559 is appended to this Ordinance as Exhibit "A".
- C. Pursuant to Senate Bill No. 1559, an increase in Directors' fees from \$100 per meeting day to a maximum of \$165 per meeting day was approved on February 21, 2001, and subsequently as follows:

YEAR	RATE
1986	\$100
2001	\$165
2004	\$190
2008	\$196
2012	\$200
2015	\$205
2017	\$215
2018	\$222.31
2020	\$223.88
2021	\$233.12
2022	\$244.78

2023	\$253.49
2024	\$263.52
2025	\$267.63
2026 (Recommended)	\$277.80

D. An increase in Director’s fees from \$267.63 per meeting day to \$277.80 per meeting day is authorized as follows:

- Current Fee: \$267.63 Per Meeting Day
- Current Fee Adopted: August 21, 2025
- Current Fee Effective: October 2025
- No. of calendar years since last increase and the effective date of this Ordinance:
One year
- Maximum percentage increase per calendar year: 5%
- Maximum allowable increase: $1.05 \times \$267.63 = \281.01
- CPI-U Bay Area April 2026: 3.8%

E. The District Board has adopted this Ordinance pursuant to the requirements of Water Code Section 20201 after a public hearing. Notice of the public hearing was given once a week for two successive weeks pursuant to Government Code Section 6066. A copy of the Notice is appended to this Ordinance as Exhibit “B”.

F. This Ordinance is not subject to the California Environmental Quality Act, Public Resources Code Section 21000 et seq., because neither its provisions nor its implementation will have a foreseeable adverse impact on the environment.

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

Section 1. The Directors’ fees payable to members of the Board of Directors of the Stege Sanitary District shall be increased from \$267.63 per meeting or day of service to \$277.80 per meeting or day of service as of the effective date of this Ordinance. Section 2.9 of the District Ordinance Code is amended in relevant part, with amendments in underline, to read as follows:

“2.9 BOARD MEMBER COMPENSATION AND EXPENSES

Each Director is entitled to be compensated for services as a Director at the rate of two hundred sixty-seven dollars and seventy-four cents (\$267.74) per day, until October 2026 when each Director is entitled to be compensated for services as a Director at the rate of two hundred seventy-seven dollars and eighty cents (\$277.80) per day, for each day's attendance at meetings of the Board and/or for each day's service rendered on behalf of the District at the request of the Board but not to exceed a maximum of six days' compensation in any calendar month..."

Section 2. Upon adoption of this Ordinance it shall be entered into the minutes of the Board and it shall be promptly published one time in a newspaper of general circulation in the District.

Section 3. This Ordinance shall be effective 60 days after its adoption by the District Board.

Section 4. Upon its effective date, this Ordinance supersedes and repeals the provisions of any prior ordinances, resolutions, motions and other orders and actions of the District Board to the extent such other provisions are inconsistent with the provisions of this Ordinance.

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Ordinance was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting held on the 16th day of July 2026, by a X-X vote as follows:

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

TESSA BEACH, President
Stege Sanitary District
Contra Costa County, California

ATTEST:

BOBBY MAGEE, Secretary
Stege Sanitary District

STEGE SANITARY DISTRICT

NOTICE OF PUBLIC HEARING CONCERNING PROPOSAL TO INCREASE FEES PAYABLE TO DIRECTORS OF THE STEGE SANITARY DISTRICT

NOTICE IS HEREBY GIVEN as follows:

The Directors of the Stege Sanitary District are considering a proposal to increase the fees payable to members of the District's Board of Directors as authorized by Senate Bill No. 1559 (Statutes of 2000, Chapter 86, effective January 1, 2001). The current fee is \$267.74 per day for attendance at meetings of the Board or services rendered as a Board Member at the request of the Board. It is proposed that fees be increased to \$277.80.

Prior to adoption of an ordinance to affect the proposed fee increase, the District Board will hold a public hearing at which any interested person is invited to attend and address the Board concerning the proposal. The time, date and place of the public hearing is as follows:

Date: Thursday, July 16, 2026
Time: 7:00 P.M. Regular Board of Directors' Meeting
Place: Board Meeting Room, 7500 Schmidt Lane, El Cerrito, California

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

Dated: 6/26/2026

Bobby Magee
STEGE SANITARY DISTRICT
Secretary

CHAPTER 86
FILED WITH SECRETARY OF STATE JULY 5, 2000
APPROVED BY GOVERNOR JULY 5, 2000
PASSED THE ASSEMBLY JUNE 22, 2000
PASSED THE SENATE APRIL 13, 2000

INTRODUCED BY Senator Kelley
(Principal coauthor: Senator Rainey)

FEBRUARY 17, 2000

An act to amend Sections 4733 and 6489 of the Health and Safety Code, relating to water.

LEGISLATIVE COUNSEL'S DIGEST

SB 1559, Kelley. County sanitation: sanitary districts.

Existing law limits the compensation received by a county sanitation district or sanitary district board member. A board member's compensation is limited to \$100 per day for attending a district board meeting or for rendering services.

This bill would authorize the board to increase the compensation board members receive to above the \$100 per day limit pursuant to specified procedures.

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. Section 4733 of the Health and Safety Code is amended to read:

4733. (a) The district board may fix the amount of compensation per meeting to be paid each member of the board for services for each meeting attended by the member. Subject to subdivision (b), the compensation shall not exceed one hundred dollars (\$100) for each meeting of the district board attended by the member or for each day's service rendered as a member by request of the board, not exceeding a total of six days in any calendar month, together with any expenses incident thereto.

(b) The district board, by ordinance adopted pursuant to Chapter 2 (commencing with Section 20200) of Division 10 of the Water Code, may increase the compensation received by the district board members above the amount of one hundred dollars (\$100) per day.

SEC. 2. Section 6489 of the Health and Safety Code is amended to read:

6489. (a) Subject to subdivision (b), each of the members of the board shall receive compensation in an amount not to exceed one hundred dollars (\$100) per day for each day's attendance at meetings of the board or for each day's service rendered as a director by request of the board, not exceeding a total of six days in any calendar month, together with any expenses incident thereto.

(b) The district board, by ordinance adopted pursuant to Chapter 2 (commencing with Section 20200) of Division 10 of the Water Code, may increase the compensation received by board members above the amount of one hundred dollars (\$100) per day.

(c) The secretary of the sanitary board shall receive compensation to be set by the sanitary district board, which compensation shall be in lieu of any other compensation to which he or she may be entitled by reason of attendance at the meeting or meetings of the sanitary board.



STEGE SANITARY DISTRICT

STAFF REPORT

Board of Directors Meeting Date: 7/16/2026

TO: Honorable Board of Directors
FROM: Bobby Magee, General Manager
SUBJECT: Resolution Authorizing Staff to Purchase One Vehicle

RECOMMENDATION

It is recommended that the Board of Directors:

Adopt Resolution No. 2286-0726 Authorizing Staff to Purchase One Vehicle Utilizing the State of California Fleet Contract

BACKGROUND AND DISCUSSION

The District has historically purchased multiple staff vehicles for a number of operational purposes. Two of those vehicles include the General Manager's (GM) vehicle, and the staff vehicle. The GM's vehicle is intended to be take-home vehicle, with the expectation that it is put to use immediately in the event of after-hours urgencies or emergencies. At the Board meeting on July 2nd, 2026 staff was directed to begin the process of disposing both the GM and staff vehicles. While the GM vehicle was budgeted for replacement in 2026/27, the staff vehicle was not and it will be evaluated over the next several months to determine if the second vehicle is needed for future operations.

In June 2025 the Board authorized the replacement of the GM's vehicle through the budget process. At the July 2nd, 2026 Board meeting no action was taken by the Board on the recommendation to purchase an electric pickup truck, and the Board directed staff to research additional vehicles at a lower cost. Comments by individual Board members led to a staff understanding that an electric vehicle was the preferred option; however, there appeared to be flexibility within the direction if cost or timing factors would be significant deterrents to purchasing an electric vehicle.

When staff went back to the State of California Department of General Services (DGS) Fleet Contract, it was discovered that there were only two readily available electric vehicles on the contract, outside of the initial electric pickup truck recommendation. The additional vehicles included a Tesla 3, priced at \$55,000, with an estimated lead time of 4+ months. This vehicle is not recommended for several reasons, with the primary one being ongoing consumer complaints about reliability as noted in several vehicle rating publications. The Lucid Air Pure is priced at \$75,000 and is available immediately. However, this vehicle is not recommended due to the price point.

With all available electric vehicle options through the DGS contracts effectively exhausted, staff moved on to researching conventional fuel vehicles. A wide range of vehicles were initially researched, many of which were found to be “currently unavailable” for purchase. In discussions with various fleet representatives, it is unknown if some of the vehicles listed on the current DGS contract will ever become available again. After researching realistic alternative conventional fuel options, staff found two vehicles that would fit the District’s needs. The Chevrolet Equinox is a mid-sized SUV; the Toyota Tacoma is a mid-sized pickup truck. Unfortunately, neither of these vehicles are readily available, with estimated lead times shown below.

Brand	Model	Fuel	Range	Lead Time	Est Cost
Chevrolet	Equinox	Gasoline	400 Miles	3-4 Months	\$40,000
Toyota	Tacoma	Gasoline	400 Miles	8-9 Months	\$40,000

Other available vehicles on the DGS contract that are not recommended, based on the Board discussion at the 7/2/2026 meeting:

Brand	Model	Fuel	Range	Lead Time	Est Cost
Tesla	Model 3	Electric	325 Miles	4+ Months	\$55,000
Lucid	Air Pure	Electric	400 Miles	2-3 Days	\$75,000
Chevrolet	Silverado EV	Electric	492 Miles	3-4 Months	\$78,000
Chevrolet	Silverado EV	Electric	424 Miles	3-4 Months	\$70,000
Rivian	R1T Dual Max	Electric	400 Miles	2-3 Days	\$88,000
Chevrolet	Silverado	Gasoline	350 Miles	1 Year	\$60,000

During discussion with the various fleet representatives the lead times are only estimates, with actual delivery times dependent upon the timing of manufacture, when the companies listed on the DGS contract actually receive those vehicles, and the District’s place in line once the vehicles are delivered by the manufacturer to the local dealership. The Fleet Managers were clear that the lead time estimates shown above do not carry any type of a guarantee for an actual delivery date.

Pursuant to the General Manager’s historical contracts, the GM vehicle is to be selected by the employee, subject to District approval. If approved, the recommended action is to direct staff to purchase one of the identified vehicles, utilizing a collaborative discussion approach between the GM and the Board.

ALTERNATIVES

- Consider a contract amendment to the GM contract to permit for a vehicle stipend, replacing the clause of supplying a District-owned vehicle; or,
- Consider exploring a lease option for a readily available vehicle that has not been competitively procured on the open market through the DGS; or,
- Consider directing staff to conduct its own competitive solicitation for a non-fleet vehicle that may be available on a commercial lot.

FISCAL IMPACT

Adopting the resolution will authorize staff to purchase one vehicle off of the DGS contract, with the exact final price to be determined after ordering the product. Staff will notify the Board of the final price upon executing the contract and ordering the vehicle.

RESOLUTION NO. 2286-0726

RESOLUTION AUTHORIZING STAFF TO PURCHASE ONE VEHICLE OFF OF THE
STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES STATEWIDE
CONTRACT FLEET VEHICLES

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

- A. The State of California issues a master contract for statewide vehicle purchases and, as the largest purchaser of vehicles, commands the best price from manufacturers through a competitively-procured process.
- B. The State of California master contract provides fleet vehicle trucks at the contracted pricing to local governmental agencies.
- C. The Directors of the Stege Sanitary District desire to approve and authorize the General Manager to execute an agreement with a dealership listed on the statewide fleet vehicles contract.

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

1. The General Manager is authorized to execute a contract, in a form approved by District Counsel, with a dealership listed on the statewide fleet vehicles contract.
2. The amount of the purchase shall be reported back to the Board of Directors prior to final execution of the contract.

* * * * *

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 held on the 16th day of July 2026, by a X-X vote as follows:

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

TESSA BEACH, President
Stege Sanitary District
Contra Costa County, California

ATTEST:

BOBBY MAGEE, Secretary
Stege Sanitary District



STEGE SANITARY DISTRICT

STAFF REPORT

Board of Directors Meeting Date: 7/16/2026

TO: Honorable Board of Directors
FROM: Bobby Magee, General Manager
SUBJECT: Annual Review of Investment Policy and Working Capital & Reserve Fund Policy

RECOMMENDATION

It is recommended that the Board of Directors:

1. Review the District's Investment Policy and Adopt Resolution 2289-0726 Revising the Policy as Presented; and,
2. Review the District's Working Capital and Reserve Fund Policy and Adopt Resolution 2290-0726 Directing Staff to Revise the Policy as Presented.

BACKGROUND AND DISCUSSION

The Board of Directors periodically reviews the District's financial management policies to ensure they remain consistent with the District's operational needs, long-term financial objectives, and applicable laws governing the management of public funds.

The District's Investment Policy establishes the framework under which District funds not required for immediate operational needs are invested. California Government Code Sections 53600 through 53686 authorize local agencies to invest public funds and establish requirements intended to safeguard public resources. The District's Investment Policy identifies the primary investment objectives, in order of priority, as:

1. Safety of principal;
2. Liquidity sufficient to meet operational cash flow requirements; and
3. Yield consistent with the first two objectives.

Staff has reviewed the Investment Policy and determined that the overall investment strategy continues to support the District's financial objectives. The policy remains focused on preservation of capital, maintenance of adequate liquidity, and prudent investment practices consistent with applicable Government Code provisions.

The District's Working Capital and Reserve Fund Policy establishes reserve targets intended to maintain financial stability, provide operational liquidity, support capital improvement activities, and ensure adequate resources are available to respond to emergencies and unforeseen circumstances.

The policy currently establishes reserve categories consisting of:

1. Operating Working Capital;
2. Capital Improvement Working Capital; and
3. Capital Reserve.

The Operating Working Capital reserve is intended to provide sufficient liquidity to support ongoing operations and maintenance activities and to address timing differences associated with the receipt of sewer service charge revenues through the County property tax collection process.

The Capital Improvement Working Capital reserve is intended to provide funding for annual capital improvement activities and debt service obligations while supporting the District's ability to address infrastructure rehabilitation, replacement, and emergency capital needs.

The Capital Reserve provides funding for major facility improvements, equipment replacement, and other significant capital expenditures that occur periodically and may not be funded through annual operating budgets.

As part of the annual review process, staff evaluated both policies and determined that the overall financial framework established by the policies continues to support the District's financial management objectives. The policies remain consistent with the District's commitment to prudent fiscal management, long-term infrastructure planning, preservation of assets, and protection of public resources. Staff also reviewed the District's reserve levels during the development of the FY 2026-27 Budget and determined that reserve balances remain generally consistent with the objectives established by the Working Capital and Reserve Fund Policy.

Based on this review, staff recommends that the Board reaffirm the policies and consider the recommended revisions (shown in redline format) intended to clarify administrative procedures, improve policy transparency, and maintain consistency with current District operations and financial practices.

FISCAL IMPACT

The Investment Policy and Working Capital & Reserve Fund Policy establish financial management guidelines and reserve targets but do not directly authorize the expenditure of District funds. Together, these policies provide the framework for the prudent management, investment, and safeguarding of District financial resources while supporting operational stability, capital planning, and long-term fiscal sustainability.

ATTACHMENTS

1. Resolution 2289-0726 Reaffirming and/or Revising the Investment Policy of the Stege Sanitary District
2. Resolution 2290-0726 Reaffirming and/or Revising the Working Capital and Reserve Fund Policy of the Stege Sanitary District
3. Working Capital and Reserve Fund Policy

RESOLUTION NO. 2289-0726

RESOLUTION OF THE STEGE SANITARY DISTRICT BOARD OF DIRECTORS
AMENDING THE DISTRICT INVESTMENT POLICY AND ACKNOWLEDGING THE
RECEIPT AND FILING OF THE ANNUAL STATEMENT OF INVESTMENT POLICY FOR
FISCAL YEAR 2026-27

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

- A. The Stege Sanitary District established an Investment Policy as authorized by California Government Code Section 53600 et seq.
- B. California Government Code Section 53600 et seq. requires that local governments annually review and consider changes to their Statement of Investment Policy.
- C. The Investment Policy is intended to outline the policies for maximizing the efficiency of the District's Cash Management System and for prudent investment of District funds, and to provide guidelines for suitable investments.
- D. The Board of Directors of the Stege Sanitary District have reviewed the updated Investment Policy.

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

1. The Board of Directors hereby approves the updated Investment Policy as provided below with revisions in redline:
 - a. The investment policy of the Directors of the Stege Sanitary District shall be, in order of priority, to invest idle funds of the District with the basic objectives of investment safety, liquidity and yield. Investment yield shall be a consideration only after the basic requirements of safety and liquidity have been met. Consideration will also be given to the effects of the investment on the natural environment and quality of life.
 - b. The basic objectives of the District's investment program shall be defined as:

Investment safety – The preservation of invested capital shall be a primary concern. Risk due to interest rate fluctuations shall also be controlled by limiting the term of all fixed yield investments to not greater than two years.

Liquidity – The District’s investment program shall maintain sufficient liquidity to meet cash flow needs of the District.

Yield – The District’s investment shall return the maximum yield consistent with meeting the first two objectives.

- c. Investing in the State Local Agency Investment Fund (LAIF) and Five Star Bank Money Market constitute acceptable investment strategies to meet the above basic objectives of the District’s investment program.
- d. The District may invest up to twenty percent (20%) of the investment portfolio in diversified broad-market index mutual funds or exchange traded funds designed to track a broad market index. ~~its funds in broad-index mutual funds to obtain higher yield.~~
- e. The District may invest up to \$2 million (initial investment) or 25 ~~X~~ percent of its funds in FDIC-insured certificates of deposit for a maximum term of 5 years.
- f. The General ~~District~~ Manager, Treasurer, or their designee is hereby authorized to invest and deposit for safekeeping, as far as possible, all money belonging to, or in the custody of the District, pursuant to Section 53635 et seq. of the Government Code of the State of California, and shall submit a quarterly report of investments to the Board of Directors.
- g. Investments or securities so purchased with idle funds shall be kept in safe keeping in a depository in accordance with the provisions of Section 53608 of the Government Code of the State of California while they are the property of the District.
- h. The Stege Sanitary District Board Governance Policy Manual limits the receipt of honoraria, gifts, and gratuities from persons with whom the District conducts business.

i. The policy shall be reviewed annually by the Board of Directors and revised as necessary.

2. The Treasurer of the District has provided an annual statement of the Investment Policy in compliance with Section 53600 et seq. of the Government Code of the State of California.

3. This Resolution shall be effective immediately upon adoption by the Board of Directors.

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 held on the 16th day of July 2026, by a X-X vote as follows:

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

TESSA BEACH, President
Stege Sanitary District
Contra Costa County, California

ATTEST:

BOBBY MAGEE, Secretary
Stege Sanitary District

RESOLUTION NO. 2290-0726

RESOLUTION OF THE STEGE SANITARY DISTRICT BOARD OF DIRECTORS
AMENDING THE DISTRICT WORKING CAPITAL AND RESERVE FUND POLICY

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

- A. The Stege Sanitary District established a Working Capital and Reserve Fund Policy (the “Policy”).
- B. The Policy is outdated and the Board wishes to amend the Policy.

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

- 1. The Board of Directors hereby approves the updated Working Capital and Reserve Fund Policy as provided in the attached document.
- 2. This Resolution shall be effective immediately upon adoption by the Board of Directors.

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 held on the 16th day of July 2026, by a X-X vote as follows:

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

TESSA BEACH, President
Stege Sanitary District
Contra Costa County, California

ATTEST:

BOBBY MAGEE, Secretary
Stege Sanitary District

STEGE SANITARY DISTRICT

Working Capital and Reserve Fund Policy

June 2019; Updated July 2026

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 maintained at a level equal to 60% of annual operating and maintenance expenditures. This reserve is intended to provide sufficient liquidity to fund District operations during the period between property tax and sewer service charge collections. 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 July to December, reflecting the lag in the collection of sewer service charges from the County property tax roll.

The Capital Improvement Working Capital shall be calculated annually as the average of the prior fiscal year, current fiscal year, and upcoming fiscal year capital improvement expenditures identified in the District's Capital Improvement Program and adopted budget, plus annual debt service obligations. 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 for emergency repairs following a natural disaster such as a fire or earthquake.

Reserve targets shall be reviewed annually as part of the budget adoption process.

