

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF OCTOBER 19, 2023
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

***** AGENDA *****

Items on the agenda may be taken out of order.

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

In accordance with California Government Code Section 54957.5, any writing that is a public record and relates to an open session agenda item which is distributed less than 72 hours prior to the meeting shall be available for public inspection at the District Office, 7500 Schmidt Lane, El Cerrito, during regular business hours. Copies of the agenda are posted on the District website at www.stegesan.org. Those disabled persons requiring auxiliary aids or services in attending or participating in this meeting should notify the District at least 48 hours prior to the meeting at 510/524-4668.

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

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

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

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.

I. Call To Order

II. Roll Call

Agenda Items: Directors and Officers of the Board will consider and announce if they have any conflicts of interest posed by items on the meeting agenda.

III. Public Comment:

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF OCTOBER 19, 2023
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(Members of the public are invited to address the Board concerning topics that are **not** on the agenda)

IV. Approval of Minutes

Motion:

A. Approval of October 5, 2023 Board Meeting Minutes

(The Board will be asked to review and approve the minutes)

Info:

V. Communications

A. Oral/Written Communications

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

Info:

VI. Reports of Staff and Officers

A. Attorney's Report

1. District Claim Form and Process Review

B. Committee Reports

C. Manager's Report

1. Monthly Maintenance Summary Report
2. Monthly Report of Sewer Replacements and Repairs
3. San Pablo Avenue Specific Plan Area (SPASPA) Status Report
4. Draft Endeavor Newsletter
5. Environmentally Preferable Procurement Policy
6. 2024 California Association of Sanitation Agencies (CASA) Conferences
 - January 24-26 – Winter Conference, Palm Springs, CA
 - February 26-27 – Washington DC Forum
 - July 31-August 2 – Annual Conference, Monterey, CA
7. 2024 California Special Districts Association (CSDA) Conference
 - September 9-12 – Annual Conference, Indian Wells, CA

VII. Business

Info/Motion:

A. Approval of Plans and Specifications – Canon Pump Station Rehabilitation Project No. 23202

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
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(The Board will be asked to approve the plans and specifications and direct staff to call for bids)

Resolution/Motion: B. Resolution No. 2233-1023 Making Findings and Directing Filing of Notice of Exemption, Pursuant to California Environmental Quality Act (CEQA), Canon Pump Station Rehabilitation Project No., Project No. 23202

(The Board will be asked to approve the resolution)

Info/Motion: C. Consideration of Class III Easement Encroachment – 516 Village Drive., El Cerrito, CA

(The Board will review and consider the request)

Info: **VIII. Monthly Financial Statements**

A. Monthly Investment, Cash, Receivables Report

B. Monthly Operating Statement

C. Cash on Hand vs. Target Reserves

D. Local Agency Investment Fund (LAIF) Quarterly Statement

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

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

G. Time Value Investments (TVI) Statement

(The Board will review the reports and statements)

IX. Approval of Checks

Info/Motion: A. Checks for October 19, 2023 - Fund No. 3418 & 3423

(The Board will be consider approving the checks)

Info: **X. Future Agenda Items**

November 9, 2023

Proposed Meeting Calendar

Board Officer Succession Plan

CASA Conference

December 7, 2023 – 2:00PM

Fiscal Year Financial Audit

Connection Charge Review

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF OCTOBER 19, 2023
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

Emergency Contact Update
Meeting Calendar
Consent Decree Quarterly Report
CASA Conference
Pension + OPEB UAL Reports
Nomination & Election of Officers

CLOSED SESSION

Conference with Legal Counsel—Anticipated Litigation

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

Number of Potential Cases: 2

Ivry – Government Tort Claim filed: 9/5/2023

De Leon – Government Tort Claim filed: 8/21/2023

XI. Adjournment

(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on November 9, 2023 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF OCTOBER 5, 2023
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

*****MINUTES*****

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

II. Roll Call: Present: Beach, Gilbert-Snyder, Merrill, O’Keefe, Christian-Smith
 Absent: None
 Others Present: Rex Delizo, District Manager
 Kristopher Kokotaylo, District Counsel (for Closed Session only)

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

III. Public Comment: There was no public comment.

CLOSED SESSION was taken out of order at this time in the meeting.

CLOSED SESSION

Conference with Legal Counsel—Anticipated Litigation

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

Number of Potential Cases: 1

Ivry – Government Tort Claim filed: 9/5/2023

The Board entered into closed session at 7:02 P.M. and returned to open session at 7:16 P.M. President Christian-Smith announced the Board had taken no reportable actions.

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF OCTOBER 5, 2023
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

IV. Approval of Minutes

A. Approval of Minutes September 7, 2023 Special Board Meeting

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve the minutes of the September 7, 2023 Special Board Meeting

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

B. Approval of Minutes September 7, 2023 Regular Board Meeting

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve the minutes of the September 7, 2023 Regular Board Meeting, as corrected

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

V. Communications

A. Oral/Written Communications

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

There were no items to report.

VI. Reports of Staff and Officers

A. Committee Reports

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF OCTOBER 5, 2023
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The PSL Loan Public Outreach Committee reported on their evaluation of the sub basin information provided by staff and received agreement from the Board on the committee's approach to choosing sub basin "F" to target for PSL Loan outreach. The Committee will now proceed with developing the outreach material.

B. Manager's Report

1. EBMUD Memo – Regional Private Sewer Lateral (PSL) Program Update

The Manager reported on the status of the EBMUD Regional PSL program and was asked by the Board to have the next report breakout the information by City.

2. EBMUD Memo – Regional Fats, Oils, or Grease (FOG) Program Update

The Manager reported on the status of the EBMUD Regional FOG program.

3. Special District Leadership Foundation – District of Distinction

The Manager reported on the requirements of the program.

VII. Business

There were no business items to consider.

VIII. Approval of Checks

A. Checks for October 5, 2023 - Fund No. 3418 & 3423

MOTION: By Merrill, seconded by Beach, to pay the bills, Check Nos. 28340 through 28388 in the amount of \$279,303.74

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

NOES: None

ABSTAIN: None

ABSENT: None

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IX. Future Agenda Items

October 19, 2023

San Pablo Avenue Specific Plan Area Status Report

Quarterly Financial Statements

CLOSED SESSION – Quarterly Claims Report

+*Environmental Policy Amendments (Gilbert-Snyder)*

+*Canon Pump Station Rehabilitation Project Plans and Specifications*

Director Christian-Smith gave notice that she will not attend the October 19th meeting.

November 9, 2023

Proposed Meeting Calendar

Board Officer Succession Plan

CASA Conference

+*CLOSED SESSION – Manager Performance Evaluation*

Director Merrill gave notice that he will not attend the November 9th meeting.

CLOSED SESSION

Conference with Legal Counsel—Anticipated Litigation

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

Number of Potential Cases: 1

Ivry – Government Tort Claim filed: 9/5/2023

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

X. Adjournment

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF OCTOBER 5, 2023
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The meeting was adjourned at 8:18 P.M. The next meeting of the District Board of Directors will be held on Thursday, October 19, 2023 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary

DRAFT

STEGE SANITARY DISTRICT

7500 Schmidt Lane, El Cerrito, CA 94530

(510) 524-4668 • staff@stegesane.org • www.stegesane.org

GOVERNMENT CLAIMS: This form is provided pursuant to Government Code Sections 910 et seq. and shall be used by any person presenting a claim to Stege Sanitary District under Government Code Section 810 et seq.

IF ADDITIONAL SPACE IS NEEDED, PLEASE ATTACH ADDITIONAL SHEETS.

Please return this claim form and all attachments to the District at the address stated above.

A. NAME OF CLAIMANT(S): _____

B. MAILING ADDRESS: _____

C. PHONE NUMBER: _____ EMAIL: _____

D. THE PERSON PRESENTING THIS CLAIM DESIRES THAT NOTICE BE SENT TO THE FOLLOWING ADDRESS:

E. THE DATE, PLACE, AND OTHER CIRCUMSTANCES OF THE OCCURRENCE OR TRANSACTION WHICH GAVE RISE TO THE INJURIES, DAMAGES, OR LOSSES:

DATE/TIME OF OCCURRENCE: _____

DATE/TIME THAT INJURIES, DAMAGE, OR LOSSES DISCOVERED: _____

LOCATION OF OCCURRENCE: _____

EXPLAIN IN DETAIL THE CIRCUMSTANCES OF THE OCCURRENCE, INCLUDING WHAT THE ENTITY OR EMPLOYEE DID, THAT GAVE RISE TO THE CLAIM:

F. THE NAME(S) OF THE PUBLIC EMPLOYEE(S) CAUSING THE INJURY, DAMAGE, OR LOSS, IF KNOWN:

G. IDENTIFY THE SPECIFIC INJURIES, DAMAGES, OR LOSSES THAT THE CLAIMANT RECEIVED (Attach supporting documentation [bills, receipts, estimates], if available):

H. DOLLAR AMOUNT OF CLAIM (including, as of the date of presentation of the claim, the anticipated amount of any prospective injury, damage or loss): \$ _____

IF CLAIM EXCEEDS \$10,000, CHECK ONE ITEM BELOW:

JURISDICTION OF CLAIM: SUPERIOR COURT LIMITED JURISDICTION (CLAIMS UP TO \$25,000)

SUPERIOR COURT UNLIMITED JURISDICTION (CLAIMS OVER \$25,000)

BASIS OF COMPUTATION OF CLAIM AMOUNT (Attach supporting documentation [bills, receipts, estimates], if available):

STEGE SANITARY DISTRICT MONTHLY MAINTENANCE SUMMARY REPORT

September 2023

QUARTER 3

VEHICLE	DAYS	FOOTAGE (LF)
<i>UNIT 10 COMBO</i>	<i>12</i>	<i>67,395</i>
<i>UNIT 11 RODDER</i>	<i>0</i>	
<i>UNIT 15 CCTV</i>	<i>11</i>	<i>18,357</i>
<i>UNIT 16 COMBO</i>	<i>12</i>	<i>25,513</i>
TOTAL MONTH CLEANED		92,908
TOTAL MONTH CCTV'D		18,357

QUARTERLY SUB-TOTALS

YEAR	QUARTER	TOTAL CLEANED (LF)	PLANNED TO CLEAN (LF)	Q END NOT COMPLT'D (LF)	TOTAL CCTV'D (LF)	PLANNED TO CCTV (LF)	Q END NOT COMPLT'D (LF)
2023	3	260,280	215,376	0	63,716	65,576	27,963
2023	2	245,678	202,070	0	51,885	60,081	38,937
2023	1	262,245	204,795	0	61,882	58,488	29,188
2022	4	238,659	203,740	558	39,892	65,026	43,120
2022	3	256,792	206,016	780	49,468	66,649	39,537
2022	2	234,291	190,480	0	68,383	65,940	29,021
2022	1	248,365	208,019	0	61,991	76,108	32,555

MONTHLY SERVICE CALLS

September-2023

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
9/1/2023 Friday 9:52 AM	161113 161112	1503 SOUTH 56TH ST. EL CERRITO, CA 94530 <i>Last Call: 4/4/1995</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	SD				WE FOUND THIS TO BE A STORM DRAIN PROBLEM.
9/1/2023 Friday 4:27 PM	283106 281010-1	901 LIBERTY ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				CONTRACTOR WAS WAITING FOR INSPECTION.
9/3/2023 Sunday 1:52 PM	187209 187005	5502 POINSETT AVE. EL CERRITO, CA 94530 <i>Last Call: 7/28/2022</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	O				STRONG ODOR COMING FROM STORM DRAIN.
9/7/2023 Thursday 11:01 AM	187220 187219	5661 JORDAN AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	A				THE WATER IN THE STREET WASN'T FROM SEWER.
9/7/2023 Thursday 12:55 PM	142113 142112	1438 EVERETT ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THE CONGESTION TO BE THE CUSTOMERS PROBLEM.
9/12/2023 Tuesday 2:57 PM	186139 186138	7037 CUTTING BLVD. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
9/18/2023 Monday 1:15 PM	189215 189211	2516 MIRA VISTA DR. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				WE FOUND THE CLOGGED TOILET TO BE THE CUSTOMER'S PROBLEM.
9/25/2023 Monday 9:35 AM	102403 102402	1357 CARLSON BLVD. RICHMOND, CA 94804 <i>Last Call: 6/30/2004</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, LC				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
9/28/2023 Thursday 12:22 PM	171014 171013	1625 NAVELLIER ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.

PROBLEM TYPE:

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

SPILL

LOCATION:

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

SPILL

CAUSE:

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

SPILL END

LOCATION:

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

MAINLINE:	0
LATERAL:	4
OTHER:	5
TOTAL SERVICE CALLS:	9
MAINLINE OVERFLOW:	0
MAINLINE SURCHARGE:	0

SANITARY SEWER OVERFLOWS (SSOs) LAST 12 MONTHS

October-2023

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS	CAT*	VOL	RCVR'D	NET
11/19/2022 Saturday 1:49 PM	234220 234205	285 LEXINGTON AVE. KENSINGTON, CA 94707	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D,F,OF	MH	B	ST	SOFT STOPPAGE DUE TO DEBRIS AND WIPES	CAT 4	3 gallons	0 gallons	3 gallons
12/5/2022 Monday 9:13 PM	281406 281405	938 AVIS DR. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	OF,R,W	MH	B	Y	WIPES AND ROOTS CAUSED SSO	CAT 3	112 gallons	0 gallons	112 gallons
1/12/2023 Thursday 10:05 AM	234016 234015	620 COVENTRY RD. KENSINGTON, CA 94707	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	G, R, W	MH	B	SD,Y,ST	ARRIVED ON SITE FOUND MANHOLE OVERFLOWING. WE BROKE THE STOPPAGE AND CLEANED UP.	CAT 1	10,660 gallons	0 gallons	10,660 gallons
2/7/2023 Tuesday 11:53 AM	184102 184101	11755 SAN PABLO AVE. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B,D, P	ML	ML	ST, SD	PG&E BROKE DISTRICT LINE	CAT 4	5 gallons	5 gallons	0 gallons
2/15/2023 Wednesday 7:40 PM	265304 265303	838 SEA VIEW DR. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D, OF, T	MH	B	SD, Y	BROKEN MANHOLE.	CAT 4	34 gallons	34 gallons	0 gallons
5/1/2023 Monday 2:28 PM	186304 186004	2126 JUNCTION AVE. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B	ML, O	ML	Y	SSO WAS CAUSED BY SLIPLINE MORTAR NOT SEALED AT CONNECTION.	CAT 4	5 gallons	5 gallons	0 gallons
5/5/2023 Friday 8:07 AM	102203 102003	1438 CARLSON BLVD. RICHMOND, CA 94804	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D,OF,R, W	MH	B	ST, SD	DEBRIS, ROCKS, AND ROOTS CAUSED SSO.	CAT 3	78 gallons	78 gallons	0 gallons

PROBLEM TYPE:

Water (A)
Broken Main (B)
S/S Congestion (C)
Debris in Main (D)
EBMUD (E)
Soft Stoppage (F)
Grease (G)
Lateral Cause (LC)
Misc (M)
MH Cover (MC)

Odor (O)
Overflow (OF)
PG+E (P)
Roots (R)
Surcharge (S)
Storm Drain (SD)
Unknown (U)
Other (T)
Wipes/Rags (W)

SPILL

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

SPILL

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

SPILL END

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

TOTAL MAINLINE SSOs: 7
MAINLINE BREAK SSOs: 2
MAINLINE SURCHARGE SSOs: 0
CATEGORY 1 SSOs: 1
SSOs INTO BUILDINGS: 0

TOTAL SSO VOLUME (GALS): 10,897
TOTAL VOLUME RECOVERED (GALS): 122
TOTAL VOLUME UNRECOVERED (GALS): 10,775

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS	CAT*	VOL	RCVR'D	NET
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*CATEGORY 1 SSO: Spill of any volume of sewage from or caused by a sanitary sewer system that results in a discharge to: A surface water, including a surface water body that contains no flow or volume of water; or A drainage conveyance system that discharges to surface waters when the sewage is not fully captured and returned to the sanitary sewer system or disposed of properly. Any spill volume not recovered from a drainage conveyance system is considered a discharge to surface water, unless the drainage conveyance system discharges to a dedicated stormwater infiltration basin or facility.

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

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

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

STEGE SANITARY DISTRICT
MONTHLY REPLACEMENT AND REPAIR SUMMARY
September 2023

I SEWER REPLACEMENT - FY 2023-2024			
A.	BUDGET ALLOCATION		\$3,473,000
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$0
C.	SEWER REPLACEMENTS PAID THIS MONTH (NO RETENTION)	<u>COST</u>	
SUBTOTAL FOR THIS MONTH			\$0
D.	TOTAL BUDGET EXPENDED (NO RETENTION)	0.00%	\$0
E.	TOTAL 5% RETENTION HELD		\$0
F.	BUDGET REMAINING	100.00%	\$3,473,000
G.	PERCENTAGE OF FISCAL YEAR REMAINING	75.00%	
H.	TOTAL REPLACEMENT FOOTAGE PAID TO DATE	0 (\$ - /LF)	

II SEWER REPAIRS - FY 2023-2024			
A.	BUDGET ALLOCATION		\$72,000
B.	PRIOR BUDGET EXPENDED		\$2,000
C.	SEWER REPAIRS PAID THIS MONTH	<u>REPAIR COST</u>	
SUBTOTAL FOR THIS MONTH			\$0
SUBTOTAL FOR LAST MONTH			\$2,000
D.	TOTAL BUDGET EXPENDED	2.78%	\$2,000
E.	TOTAL RETENTION HELD	0.00%	\$0
F.	BUDGET REMAINING	97.22%	\$70,000
G.	PERCENTAGE OF FISCAL YEAR REMAINING	75.00%	
H.	TOTAL NUMBER OF REPAIRS PAID TO DATE	0 (\$0 /REPAIR)	

**STEGE SANITARY DISTRICT
MONTHLY REPLACEMENT AND REPAIR SUMMARY
September 2023**

III SAN PABLO AVE SPECIFIC PLAN AREA (SPASPA) UPGRADE - FY 2023-2024			
A.	BUDGET ALLOCATION		\$0
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$0
C.	SPASPA UPGRADES PAID THIS MONTH (NO RETENTION)		
SUBTOTAL FOR THIS MONTH			\$0
D.	TOTAL BUDGET EXPENDED (NO RETENTION)	0.00%	\$0
E.	TOTAL 5% RETENTION HELD	0.00%	\$0
F.	BUDGET REMAINING	100.00%	\$0
G.	PERCENTAGE OF FISCAL YEAR REMAINING	75.00%	
H.	TOTAL SPASPA UPGRADE FOOTAGE PAID TO DATE	(\$ - /LF)	

STEGE SANITARY DISTRICT

Last Revised: 10/13/2023

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.	10963	SAN PABLO AVE.	\$ 129,644.55	51
8/20/2018	El Cerrito Apt (The Little Hill LLC.)	10300	SAN PABLO AVE.	\$ 142,717.95	32
1/22/2019	Li's America Investments LLC	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	KOYOTO RAMEN & CURRY HOUSE	3050	EL CERRITO PLAZA	\$ 7,489.17	
12/18/2019	JAIMIE HITESHEW (MAYFAIR)	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.	\$ 1,627.14	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 LOVE AND SANDWICHES	350	EL CERRITO PLAZA	\$ 2,440.71	Comm.
9/15/2023	MARSHALLS	6000	EL CERRITO PLAZA	\$ 271.19	Comm.

\$ 1,088,533.78

SPASPA CONSTRUCTION SPENT \$ 842,889.00

BUDGET REMAINING \$ 245,644.78

PLAN CHECK PROPERTIES (WAITING PAYMENT)

Date	Property Owner	#	Street	Balance Due	Units
7/26/2023	THE CIVIC (BRIAN BANIQUEU)	10290	SAN PABLO AVE.	\$ 229,155.55	54
5/30/2022	PLAYLAND 2 (ABBY WHITMAN)	10919	SAN PABLO AVE.	\$ 360,140.32	90
12/7/2017	Angelo Obertello (El Cerrito Chamber of Comm)	10290	SAN PABLO AVE.	\$ 56,651.40	14
	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
				\$ 645,947.27	

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.



THE DRAFT THE ENDEAVOR

A PUBLICATION OF THE STEGE SANITARY DISTRICT OF CONTRA COSTA COUNTY

VOLUME XXIX NUMBER 2

SERVING EL CERRITO, KENSINGTON, AND RICHMOND ANNEX

Winter 2023

BOARD OF DIRECTORS

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Vice President

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DISTRICT MANAGER/ ENGINEER

Rex Delizo, P.E.

MISSION STATEMENT

To protect public health and the environment for the communities we serve through planning and operation of a safe, efficient, and economical wastewater collection system.

INSIDE

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and Toy Program 2

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Don't Connect Roof or Yard Drains to the Sewer System



The Stege Sanitary District is responsible for the collection and transport of wastewater from homes, schools, and businesses within its boundaries to the EBMUD wastewater treatment plant in Oakland. These areas employ a separate storm drain system that collects rainwater runoff from streets and deposits the water into creeks that eventually lead to San Francisco Bay.

It's important that homeowners do not pipe rainwater, either from house gutters or a sump pump, into the sanitary sewer system. The District's wastewater system is not designed to handle the large volume of runoff from a rainstorm. Overflows of the wastewater sewers might occur if rainwater is diverted into this system. Rainwater should be directed into the street, ground, or directly to the storm drain system.

Piping rainwater into the sewer system violates District, federal, and local ordinances. Penalties and fines may be imposed for these violations.

If you see a maintenance hole overflowing in the street immediately call the District at (510) 524-4667 and we will promptly send a maintenance team to evaluate the situation.

Sewer Problems? Call Us First!

Slow drains? Water or sewage backing up into your home?

The problem might be a clog in your lateral—the private sewer line that runs from your home to the public sewer main—or the problem might be in the sewer main itself.

Call us before you call a plumber. The District maintains a 24/7 emergency hotline that is always answered by a person, not a recording. The number is (510) 524-4667. If necessary, we will send out a crew to inspect and let you know if you need a plumber. The inspection is free and we try to respond within one hour of your call.





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Backflow Prevention Device



Holiday Food Drive and Toy Program

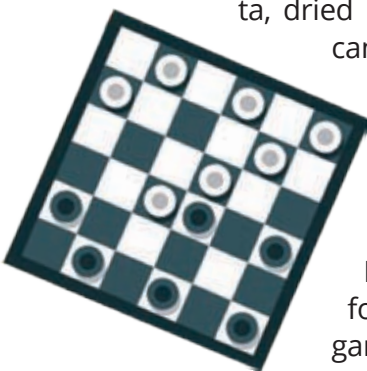


Stege Sanitary District will again collect food donations for Thanksgiving and toys for the Holiday Toy Program.

Food donations can be dropped off in the collection barrel in the lobby of the District office on Schmidt Lane.

Bring tomato sauce, canned fruit and vegetables, pasta, dried beans, rice, peanut butter, and other canned foods to the office Monday-Thursday 8:00 am to 5:00 pm, and Friday until 4:00 pm.

New, unwrapped toys and monetary donations to the Holiday Toy Program can be dropped off at the District office anytime of the year. Toys for preteens and teens, including board games, puzzles, and balls, are especially needed. 📍



If your house lateral is not far enough above the rim of the next upstream sewer maintenance hole and there is an extraordinarily high volume of water in the main, or if a blockage downstream forces sewage back upstream, you could find sewage coming back out of the drains in your house.

You can prevent this from happening by installing a backflow prevention device (BPD) on your lateral. The District requires BPDs on all new buildings, on laterals that have been repaired or replaced, and on existing buildings that have drain outlets 12" or less above the rim of the next upstream maintenance hole. The overflow device, which is installed outside, provides an emergency escape path should wastewater back up in your lateral.

Installing a backflow prevention device requires a permit, which is available at the District's office at 7500 Schmidt Lane in El Cerrito. 📍

Sewer Service Charge

Sewer service charges cover the cost of operating and maintaining the sanitary sewer system. Stege Sanitary District collects and delivers sanitary wastewater to EBMUD for treatment. EBMUD charges a separate fee for wastewater treatment. Sewer service charges are collected through the annual property tax bills issued by the County. The line item STEGE SEWER CHG are the fees assessed to your property by Stege Sanitary District. 📍

SPECIAL TAXES & ASSESSMENTS			
DESCRIPTION	CODE	INFORMATION	AMOUNT
WCCUSD PARCEL TAX	* CL	(844) 332-0549	\$150.90
STRM DRAIN RECONST	DA	(800) 676-7516	\$58.00
MOSQUITO & VECTOR	DV	(925) 867-3400	\$3.12
EMERGENCY MED B	DY	(925) 608-5454	\$10.00
AC TRANSIT PCL TX	FA	(800) 273-5167	\$96.00
FED STORMWATER A-5	IH	(925) 313-2023	\$38.00
SFBRA PCL TAX	IB	(888) 508-8157	\$12.00
WCCUSD ASSESSMENT	JA	(800) 273-5167	\$72.00
EL CER SWIM CTR TX	JO	(800) 676-7516	\$58.46
STEGE SEWER CHG	JX	(510) 524-4668	\$429.00
EASTBAY TRAILS LLD	* KA	(888) 512-0316	\$5.44
EBMD WET WEATHER	KO	(866) 403-2683	\$180.74
EL CERRITO ST LT	MZ	(800) 676-7516	\$72.00
WCC HEALTH-PRCL TX	NR	(866) 807-6864	\$52.00


Lateral Repair/ Replacement

Always Get at Least Three Quotes

A private sewer lateral (PSL) is the pipe that carries wastewater from your house to the sewer main. Homeowners are responsible for maintaining their lateral up to and including the point where the lateral connects to the sewer main.

If your house was built before 1970, chances are your sewer lateral needs repair. If you are experiencing frequent sewer backups, you will probably need to have your lateral repaired or replaced. Trees and shrubs may also cause root intrusion that damages sewer laterals.

A plumber will be able to determine the condition of your lateral. Many plumbers provide free estimates for their work based on a Closed Circuit Television Video (CCTV) of your lateral.

Always get at least three estimates for work before deciding on a plumber to do the necessary repair or replacement. The District maintains a list of contractors registered to work in the District on its website, www.stegesan.org. 



Helpful Reminders

Put Wipes in the Trash, Not the Toilet


Disposable “flushable” wipes don’t disintegrate in water. Instead they accumulate in sewers where they can cause a sewer overflow into your home or into the street. Put all wipes where they belong—in the trash, not in the toilet.







PSL Compliance Certificate

Buying, selling or remodeling a property in the District? You will need a PSL Compliance Certificate from EBMUD. For more information, go to www.eastbaypsl.com. 

Public Meetings

The Stege Sanitary District Board of Directors meets once or twice monthly on a Thursday at 7:00 pm to discuss the business of the District. The public is invited to attend.



Meetings are back in person, but will also be remotely accessible. The agenda for upcoming meetings can be found on www.stegesan.org. Information on how to attend a virtual meeting and leave public comment is



STEGE SANITARY DISTRICT
7500 Schmidt Lane
El Cerrito, CA 94530-0537 (510) 524-4667

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Recycle Used Cooking Oil

Deep-frying a turkey this year? Don't pour the cooking oil down the drain. Instead, recycle it!


When Fats, Oil, or Grease (FOG) is washed down the drain, they clog household plumbing, home sewer laterals, and even the sewer main.

Stege customers can recycle used cooking oil at the El Cerrito Recycling Center at 7501 Schmidt Lane, El Cerrito, which is next door to the Stege Sanitary District main office. For information on recycling cooking oil, go to www.ebmud.com and search for "residential cooking oil and grease drop-off." For a free brochure on keeping pipes FOG-free, call EBMUD at (510) 287-1651. 

Spotlight on Service

Canon Drive Pump Station

Replacement of the District's two pressurized sewer pipes along Canon Drive was completed in 2021. The project was completed ahead of schedule and under budget. Now the District is drawing up plans to rehabilitate the pump sta-

tion on Canon Drive, which was built in 1962 and has undergone only minor updates since then. It now needs significant upgrades to bring it up to modern standards of safety and reliability. Construction is slated to begin next year. 

STEGE SANITARY DISTRICT
ENVIRONMENTALLY PREFERABLE PROCUREMENT POLICY
SEPTEMBER 2022

The Stege Sanitary District (District) is committed to minimize negative impacts on public health and the environment in a responsible manner and recognizes that the products and services the District procures have inherent environmental and economic impacts. The District shall make procurement decisions that embody, promote, and encourage the District's commitment to protecting the public's health and the environment and supports goals of sustainability.

The purpose of this policy is to encourage the purchase and use of materials, products, and services that best align with the District's fiscal, performance, and environmental goals. This includes reducing the spectrum of environmental impacts from District use of products, including reduction of greenhouse gas emissions, energy use, reduction of landfill waste, health and safety risks, and resource consumption. Decisions regarding adequacy, suitability, and/or feasibility shall be at the discretion of the District Manager.

DEFINITIONS

- **Biobased** – means products that are composed in whole or in significant part of biological products, renewable agricultural materials, or forestry materials.
- **Biodegradable** – means the ability of a substance to decompose in the natural environments into harmless raw materials.
- **Bisphenols** – mean chemicals such as Bisphenol A (BPA), Bisphenol S (BPS), and Bisphenol F (BPF) widely used in polycarbonate plastics, epoxy resins, food packaging, and thermal receipt paper. Some manufacturers have substituted BPA with Bisphenol S (BPS) and Bisphenol F (BPF). These chemicals are less well studied but appear to have similar health effects such as hormone-disruption.
- **Chlorofluorocarbons (CFCs)** – mean any of a group of compounds that contain carbon, chlorine, fluorine, and sometimes hydrogen and have been used as refrigerants, cleaning solvents, aerosol propellants, and in the manufacture of plastic foams.
- **Compostable** – means a product that can be placed into a composition of decaying biodegradable materials and eventually turn into a nutrient-rich material. It is synonymous with "biodegradable", except it is limited to solid materials (liquid products are not considered compostable).
- **Energy Efficient Product** – means a product that is in the upper 25 percent of energy efficiency for all similar products, or that is at least 10 percent more efficient than the minimum level meeting US federal government standards.

- **Environmentally Preferable Products** – mean goods and materials that have a less adverse impact on public health and the environment when compared with competing goods and materials. This comparison shall consider raw materials acquisition, production, manufacturing, packaging, distribution, re-use, operation, maintenance, and waste management of the good or material.
- **Environmentally Preferable Services** – mean services that have a more beneficial or less adverse impact on public health and the environment when compared with competing services.
- **Flame Retardants** – mean chemicals that are added to products to resist or inhibit the spread of fire. Flame retardant chemicals include, but are not limited to, halogenated, phosphorous-based, nitrogen-based, and nanoscale flame retardants.
- **Halogenated Flame Retardants** – mean chemicals that contain chlorine or bromine bonded to carbon or that are added to products to resist or inhibit the spread of fire. Also known as organohalogen flame retardants. Many of these chemicals have persistent, bioaccumulative, and toxic properties.
- **Per or Poly Fluoroalkyl Substances** – mean chemicals sometimes referred to as **PFCs or PFASs**; including long- and short-chain per- and poly-fluorinated alkyl compounds and fluorinated polymers. These chemicals are commonly used in products for oil-, stain-, and water-repellent properties. They persist in the environment, have been found as ground and drinking water contaminants. They have been found in 98% of the US population.
- **Persistent, Bioaccumulative, Toxic compounds (PBT's)** – mean toxic chemicals that persist in the environment and increase in concentration through food chains as larger animals consume PBT-laden smaller animals. They transfer rather easily among air, water, and land, and span boundaries of programs, geography, and generations. As a result, PBTs pose risks to human health and ecosystems. They include heavy metals and chemicals such as mercury, dioxins, and PCB's (polychlorinated biphenyls), as well as certain brominated and chlorinated flame retardants.
- **Phthalates** – mean a class of chemicals that are added to some polyvinyl chloride (PVC) plastic products to make them more flexible. They are also added to some glues, caulks, paints, personal care products, and air fresheners. Phthalates may be endocrine disruptors.
- **Volatile Organic Compounds (VOCs)** – mean chemicals that readily evaporate and contribute to the formation of air pollution when released into the atmosphere. Some VOCs are classified as toxic and carcinogenic.
- **Water Efficient** – means a product that is in the upper 25 percent of water efficiency for all similar products, or that is at least 10 percent more efficient than the minimum level meeting US federal government standards.

POLICY

The District shall acquire goods and services in a manner that integrates both fiscal responsibility and environmental stewardship. District employees shall comply with this policy and actively encourage decisions that reflect the policy objectives stated herein. Procurement shall actively promote and encourage product and service acquisitions compliant with the policies and guidelines adopted herein.

Environmental factors to be considered in product and service acquisitions include, but not limited to, the assessment of:

- Pollutant releases and toxicants, especially Persistent Bioaccumulative Toxics (PBTs), other chemicals of concern, air emissions, and water pollution;
- Waste generation and waste minimization;
- Greenhouse gas emissions;
- Recyclability and recycled content;
- Energy consumption, energy efficiency, use of renewable energy;
- Depletion of natural resources;
- Potential impact on human health and the environment;
- Impacts on biodiversity;
- Total life cycle costs.

When determining if a product is environmentally preferable, the following environmental attributes should be considered:

- Antimicrobial chemical free;
- Biobased;
- Biodegradable;
- Bisphenol free;
- Chlorofluorocarbon (CFC) free;
- Compostable;
- Durable;
- Energy efficient;
- Flame retardant free (especially halogenated flame retardants);
- Heavy metal free (e.g. no lead, mercury, cadmium);
- Low carcinogenic potential;
- Less hazardous;
- Low toxicity;
- Low Volatile Organic Compounds (VOC) content;
- Made from renewable materials;
- Per and Poly Fluoroalkyl free,

- Phthalate free;
- Reduced packaging;
- Reusable;
- Water efficient.

The intent of this policy is to complement the District Code and District Procurement Policy along with applicable State and Federal laws and regulations. When such code or law is updated, or the Board of Directors adopts or amends established policy, this policy shall be considered to likewise incorporate such additional provisions.



Policy 7.15

EFFECTIVE 26 SEP 23

SUPERSEDES 24 AUG 21

CLIMATE ACTION

IT IS THE POLICY OF THE EAST BAY MUNICIPAL UTILITY DISTRICT TO:

Consider the impacts of climate change and take appropriate action to understand, mitigate and adapt to those impacts through sustainable activities that manage long-term economic, environmental and human resource benefits.

Overview

The District recognizes that climate change will result in rising sea levels, reduced snowpack, increased climate variability, and impacts to ecosystems on District watersheds. Furthermore, the District recognizes that these changes will impact water and wastewater operations and infrastructure, and our communities.

In addition, the District recognizes that climate change will have significant impacts worldwide and may have disproportionate impacts to historically marginalized populations. The potential impacts of climate change are well-documented by the United Nations Intergovernmental Panel on Climate Change, in California's Climate Change Assessment, and the United States' National Climate Assessment reports.

The District maintains a Climate Change Monitoring and Response Plan to inform the District's planning efforts for future water supply, water quality and infrastructure and to support sound water and wastewater infrastructure investment decisions.

Objective

The District will consider climate change impacts in its policies, procedures, projects, and work practices. In doing so, the District will:

- Monitor climate science and identify the potential impacts to the District
- Plan for climate change by applying the best available science to understand climate risks and implement adaptation and mitigation strategies to improve resilience
- Integrate climate science into planning, design, construction, watershed land management, and operations and maintenance
- Consider solutions that address disproportionate impacts in historically marginalized neighborhoods or populations
- Complete an annual greenhouse gas (GHG) emissions inventory
- Reduce GHG emissions consistent with the District's Energy Policy
- Support global, federal, state, and regional action to respond to the impacts of climate change
- Support appropriate legislation and regulations to fund and mitigate climate change impacts and promote collaborative adaptation measures
- Recognize the Retirement Board's plenary authority to consider environmental, social and governance factors in the portfolio management of the District's retirement system to address sustainability and evaluate climate change exposure
- Collaborate with public agencies, researchers, regulators, utilities and communities to develop sustainable solutions
- Educate communities and employees on the impacts of climate change
- Take a leadership role in the industry and the community in addressing climate change

Authority

Resolution 35141-19, June 11, 2019
As amended by Resolution No. 35156-19, September 24, 2019
As amended by Resolution No. 35243-21, August 24, 2021
As amended by Resolution No. 35364-23, September 26, 2023

References

Policy 7.05 – Sustainability and Resilience
Policy 7.07 – Energy
Policy 9.04 – Watershed Management and Use
Policy 9.06 – Bay-Delta Protection



Policy 7.07

EFFECTIVE 26 SEP 23

SUPERSEDES 22 SEP 20

ENERGY

IT IS THE POLICY OF EAST BAY MUNICIPAL UTILITY DISTRICT TO:

Promote energy efficient practices within the District's water and wastewater systems, service area, and watersheds, minimize reliance on fossil fuels, diversify energy sources, reduce energy costs, and achieve the District's goal to be carbon neutral for direct and indirect greenhouse gas (GHG) emissions from the water and wastewater systems by 2030.

Objectives

To support this policy, the District will:

- Implement the following GHG reduction goals:
 - Achieve carbon neutrality for indirect and direct GHG emissions by 2030 for the water and wastewater systems.
 - Carbon neutrality will be achieved by prioritizing actual emission reductions and applying emissions credits to residual emissions that cannot be eliminated or are outside of the District's control.
 - Emerging GHG issues, such as process emissions related to wastewater treatment and discharge, are estimated and reported based on the most recent methodology available but not included in District goals.
 - Carbon neutrality means that all anthropogenic GHG emissions are balanced by anthropogenic GHG removals. GHG emissions include carbon dioxide, methane, nitrous oxide, and refrigerant gases.
 - Promote and encourage energy management and energy efficient practices both in design and operations of the District.
 - Efficiently use all forms of energy including electricity, petroleum and non-petroleum based fuels, and natural gas to reduce costs and energy consumption, conserve natural resources, and minimize impacts on the environment.
 - Increase the use and generation of renewable energy to preserve natural resources, reduce environmental pollution and GHG emissions, and support the District's mission to protect and preserve the environment for future generations.
 - Secure reliable energy supplies at the most advantageous rates and implement economical projects to protect operations from interruptions and minimize costs.
 - Support the State of California's and other regulatory renewable energy goals.
 - Promote its energy policy by informing staff and the public of its efforts to use lower GHG emissions energy, efficiently raising awareness of the nexus between water and energy, and increasing generation of economical renewable energy.
-

Methods

To meet these objectives, the District will:

- Track GHG emissions associated with water and wastewater systems separately using The Climate Registry's (TCR) "Water-Energy Nexus" (WEN) Registry.
- Participate in studies, projects, and other efforts to advance science and accounting methodologies to accurately account for GHG emissions in relation to emerging issues, such as wastewater process emissions and raw water reservoir emissions. Review new and existing facilities and capital improvement projects for opportunities to include energy efficiency, renewable energy, reduction of on-site emissions and water conservation features.
- Evaluate consistency with existing master plans and impacts to the environment and natural resources.
- Review and evaluate opportunities to increase hydropower generation and revenue.

- Consider establishing public-private partnerships that would increase renewable energy generation capacity when economically feasible and beneficial to the District.
- Identify and implement cost competitive projects to offset GHG emissions through sequestration of carbon.
- Develop local renewable energy and carbon sequestering project.
- Semi-annually review and estimate future GHG emissions levels and take proactive actions to meet the District's annual GHG goals.
- Prioritize purchase of low and zero emissions energy before purchasing California Renewable Portfolio Standard Compliant Renewable Energy Credits (RECs) or carbon credits to meet the District's indirect emissions goals.
- Purchase carbon credits to meet the District's indirect GHG emissions goals only if cost competitive with RECs.
- Accelerate conversion to zero emission vehicles (ZEVs) and comply with the California Air Resource Board Advanced Clean Fleet Regulation.
- Purchase carbon credits to meet the District's direct GHG emissions goals.
- Consider reducing vehicle miles traveled, changing operational behaviors, and using alternative energy sources for operating vehicles and equipment.
- Invest in equipment, develop programs, and support industry efforts to increase overall District vehicle fuel economy and efficiency.
- Continue to manage the sourcing and digestion of organic material for producing energy from biogas while maintaining the lowest GHG emission possible and minimizing increases in nutrients introduced into wastewater effluent.
- Inform District staff and the public of the benefits realized from experiences in energy efficiency and purchasing and operating renewable energy generation equipment.

The District's energy management strategy reinforces the Energy Policy by providing guidance on reducing energy use, increasing renewable energy generation, diversifying energy supplies, improving energy efficiency, and pursuing economical projects that offset/reduce GHG emissions.

Energy use (including conservation, efficiency, optimization and purchase) and generation projects must be at least economically neutral to the District or support the District's wastewater and water systems' GHG reduction goals.

To support the state of California's renewable energy goal, the District will increase its use and generation of renewable energy from a range of sustainable renewable sources while continuing to generate renewable energy from its existing generation facilities, including hydropower, photovoltaic systems, in conduit hydro and anaerobic digestion/biogas facilities.

Direct emissions are emissions from sources controlled by the District, including the burning of fuels, wastewater process emissions and use of refrigerants. To meet the District's GHG goals, the District will prioritize developing programs to reduce vehicle miles traveled, investigate alternative fuel sources for operating vehicles, work with the industry to increase overall availability of ZEVs, and work to improve the science of GHG emission estimates for emerging issues such as wastewater process emissions. In addition, the District will offset direct GHG emissions by investigating projects through the sequestration of carbon or when needed, purchase carbon credits.

Indirect emissions are emissions from the District's purchase of electricity. To meet the District's GHG goals, the District will prioritize energy conservation, development of economical renewable energy projects, purchase of low and zero emissions energy and GHG offset projects. When needed purchase of RECs or carbon credits will be utilized. Renewable energy programs or projects will be evaluated against the cost of purchasing power.

To promote projects that are cost neutral over their life, the District will pursue low-cost public financing, grants, and favorable electric rate structures. Project cost evaluations will include consideration of public financing, grants, tax credits over the useful life of the project, with consideration given to the avoided cost of traditional power supply and distribution, as well as the operational reliability of on-site generation. The District will choose the least cost option to meet its annual and overall GHG reduction goals if the goals cannot be met through the above methodology

Authority

Resolution No. 33369-03, August 12, 2003
As amended by Resolution No. 33465-05, March 8, 2005
As amended by Resolution No. 33594-07, April 10, 2007
As amended by Resolution No. 33703-09, February 24, 2009
As amended by Resolution No. 33793-10, November 23, 2010
As amended by Resolution No. 33904-12, November 27, 2012
As amended by Resolution No. 33950-13, November 12, 2013
As amended by Resolution No. 34064-16, January 26, 2016
As amended by Resolution No. 35099-18, June 26, 2018
As amended by Resolution No. 35203-20, September 22, 2020
As amended by Resolution No. 35364-23, September 26, 2023

Reference

Policy 7.05 – Sustainability and Resilience

**APPROVAL OF PLANS AND SPECIFICATIONS – CANON PUMP STATION
REHABILITATION PROJECT NO. 23202**

ISSUE:

The Canon Pump Station is currently nearing the end of its useful life and a complete rehabilitation/replacement of the facility is necessary to continue service at minimal cost.

The plans and specs prepared by District Consultant, Schaaf and Wheeler Engineers, is ready for advertising and bidding.

FISCAL IMPACT:

The fiscal impact is estimated to be approximately \$1,323,000.

STRATEGIC PLAN:

GOAL 2: Maintain and Improve Infrastructure

WORK PLAN ITEM “b”: Update and implement sewer system master plan to prioritize sewer replacement, funding, and maintain a sewer system life cycle of 60+ years by June 2025 and at least every two (2) years thereafter.

BACKGROUND:

Canon Pump Station (Canon) is one of two sanitary sewer pump stations owned and maintained by the District. It is located in Kensington and serves 23 parcels. The pump station was built in the 1960 and the pumps were replaced in 2014.

On January 22, 2021, the District entered into a professional services contract agreement with Schaaf and Wheeler Engineers for the design and project management of the Canon Pump Station Rehabilitation Project.

Project consists of converting existing dry pit/wet well sanitary sewer pump station to a wet well pump station with new submersible pumps (provide spare 3rd pump), including control panel, shade structure and electrical work. Contractor to bypass sanitary sewer flows without interruption during construction. Remove existing redwood trees. Construct new underground conduits and coordinate with PG&E to remove existing power pole and transition power to a new electrical service as shown on the plans. PG&E planning and agreement have been arranged. Site surfacing work includes new concrete paving work and fencing. Additive Bid Items include new permanent generator and automatic transfer switch. Construction time can be from 6 months to over 1 year due to PG&E coordination.

The approximate construction cost of this proposed project is estimated to be approximately \$1,323,000 which includes the permanent generator.

RECOMMENDATION:

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

ALTERNATIVES:

1. Postpone the project and continue maintaining the existing infrastructure until a later date.
2. Take no action and provide staff further direction.

ATTACHMENTS:

- Project #23202 Plans and Specifications (available at the meeting for review).
 - Cost Estimate (100% Opinion of Probable Cost, Sept 2023).

Schaaf & Wheeler
CONSULTING CIVIL ENGINEERS

Canon Sanitary Sewer Pump Station					
100% Opinion of Probable Cost					
September 2023					
Bid Item	Bid Item Description	Unit	Unit Cost	Quantity	Total Cost
Canon Sanitary Sewer Pump Station					
	1 Mobilization/Demobilization	LS	\$50,000	1	\$50,000
	2 Site Preparation, Clearing and Grubbing	LS	\$5,000	1	\$5,000
	3 Tree Removal and Permitting	LS	\$60,000	1	\$60,000
	4 Pump Station Demolition	LS	\$50,000	1	\$50,000
	5 Excavation, Shoring and Bracing	LS	\$30,000	1	\$30,000
	6 Bypass Pumping	LS	\$50,000	1	\$50,000
	7 Wetwell and Valve Cans	LS	\$35,000	1	\$35,000
	8 Submersible Pumps and Accessories	LS	\$110,000	1	\$110,000
	9 Piping, Valves and Accessories	LS	\$75,000	1	\$75,000
	10 Electrical Panels	LS	\$250,000	1	\$250,000
	11 Miscellaneous Electrical Work	LS	\$75,000	1	\$75,000
	12 Access Hatches	LS	\$25,000	1	\$25,000
	13 Site Improvements	LS	\$120,000	1	\$120,000
	14 Concrete Equipment Pads	LS	\$25,000	1	\$25,000
	15 Startup, Testing and Commissioning	LS	\$10,000	1	\$10,000
	16 As-built Redlines	LS	\$1,000	1	\$1,000
	17 Standby Generator, ATS and Accessories (REVOCABLE)	LS	\$200,000	1	\$200,000
	Canon Sanitary Sewer Pump Station Subtotal				\$1,171,000
	Insurance and Bond (~3% of Construction Cost)				\$35,130
	Contingency (~10% of Construction Cost)				\$117,100
	Canon Sanitary Sewer Pump Station Grand Total				\$1,323,000

ITEMS NOT INCLUDED IN THIS ESTIMATE ARE AS FOLLOWS

- NA
- NA
- NA
- NA

This estimate of construction cost is a professional opinion, based upon the engineer's experience with the design and construction of similar projects. It is prepared only as a guide, and is based upon incomplete information. The estimate is subject to change. Schaaf & Wheeler makes no warranty, whether expressed or implied, that the actual costs will not vary from these estimated costs, and assumes no liability for such variances. This estimate specifically excludes any costs associated with designing for, handling and disposal of hazardous wastes and contaminated materials. Costs associated with land, right-of-way, or easement purchase are not included.

RESOLUTION NO. 2233-1023, MAKING FINDINGS AND DIRECTING FILING OF
NOTICE OF EXEMPTION PURSUANT TO THE CALIFORNIA ENVIRONMENTAL
QUALITY ACT (CEQA), CANON PUMP STATION REHABILITATION PROJECT,
PROJECT NO. 23202

ISSUE:

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

FISCAL IMPACT:

The cost of filing a notice of completion is about \$50 (if imposed by the County) and about 2 hours of staff time for preparation.

STRATEGIC PLAN:

GOAL 2: Maintain and Improve Infrastructure

WORK PLAN ITEM “b”: Update and implement sewer system master plan to prioritize sewer replacement, funding, and maintain a sewer system life cycle of 60+ years by June 2025 and at least every two (2) years thereafter.

BACKGROUND:

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

RECOMMENDATION:

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

ALTERNATIVES:

1. Postpone the project and continue maintaining the existing infrastructure until a later date.
2. Take no action and provide staff further direction.

ATTACHMENTS:

- Resolution No. 2233-1023
- Notice of Exemption

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RESOLUTION NO. 2233-1023

RESOLUTION MAKING FINDINGS AND DIRECTING FILING OF NOTICE OF EXEMPTION, PURSUANT TO CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA), CANON PUMP STATION REHABILITATION PROJECT, PROJECT NO. 23202

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

- A. The District has prepared plans and specifications for the replacement of a pump station nearing the end of its useful life and the Board has called for advertising and bidding.
- B. A Preliminary Environmental Assessment has been prepared and it finds that the proposed project has a Categorical Exemption under the State and Local Guidelines adopted pursuant to the California Environmental Quality Act.

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

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

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Resolution was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 19th day of October 2023 by a X-X vote as follows:

AYES: BOARD MEMBERS:
NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:
ABSTAIN: BOARD MEMBERS:

JULIET CHRISTIAN-SMITH, President
Stege Sanitary District
Contra Costa County, California

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District

NOTICE OF EXEMPTION

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

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

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

Project Title: Canon Pump Station Rehabilitation Project, Project No. 23202

Project Location - City: Kensington, Contra Costa County

Description of Project: Project consists of the repair & rehabilitation of existing sanitary sewer piping, pumps and electrical control panel for the Canon Pump Station.

Name of Public Agency Approving Project: Stege Sanitary District

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

Exempt Status: (check one)

 Ministerial (Sec. 15268)

 Declared Emergency (Sec. 15269(a))

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

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

 Statutory Exemptions. State code number:

Reasons why project is exempt:

Project is the replacement of an existing facilities located at essentially the same site as the facilities being replaced, having the same purpose and capacity.

Lead Agency Contact Person: Paul Soo, Jr.

Area Code/Telephone: (510) 524-4668

Signature:

Title: Senior Civil Engineer

Date Received for Filing:

Date Posted:

Date Removed:

**CONSIDERATION OF CLASS III EASEMENT ENCROACHMENT –
516 VILAGE DR., EL CERRITO, CA**

ISSUE:

Steve Aibel, property owner of 516 Village Drive in El Cerrito, is requesting a class III easement encroachment for an existing detached garage structure that encroaches on a District easement on his property in order to apply for a permit with the City to convert the garage into a new accessory dwelling unit (ADU).

FISCAL IMPACT:

If the structure is allowed to remain on the sewer easement, the District may be liable for any damage caused to this structure due to failure of the sanitary sewer main and/or in order to complete any sanitary sewer main repair or replacement.

STRATEGIC PLAN:

GOAL 2: Maintain and Improve Infrastructure

GOAL 3: Ensure Financial Stability and Efficiency

BACKGROUND:

Steve Aibel, property owner of 516 Village Drive in El Cerrito would like to convert an existing detached garage on his property into a new ADU. However, the existing eastern wall of the garage is within a sewer easement located on his property.

The property owner is requesting a class III easement encroachment in order to apply for a permit with the City to convert the garage into a new ADU.

As per District Ordinance No. 1793-0602,

6.2 Except as provided in Section 7, Class Two and Class Three Encroachments are not authorized and shall not be maintained or permitted on District easements.

District staff considers the existing detached garage structure as a class 3 encroachment. In addition, the remodel improvements proposed by the property owner further exacerbates the District's potential liability should any damage occur to this proposed ADU structure due to any failure of the sanitary sewer and/or as part of regular maintenance, repair, or replacement of the existing sewer structures.

1.3 Class Three. Encroachments which will cause significant interference with District easements. Examples may include permanent structures such as buildings, swimming pools, permanent decks, retaining walls and reinforced concrete or masonry; temporary structures

which are not readily removable from the easement; also trees, heavy brush, and vegetation that prevents District access to its facilities in the easement; also any activities and conditions that are unlawful or prohibited by this Ordinance or by other applicable laws.

The sanitary sewer main is approximately 2-3 feet away from the structure's eastern wall. The sanitary sewer main is HDPE and replaced in 2014.

Encroachments must be outside the sewer easement or else any plan check review will be rejected.

The District has no prior record of plan check reviews associated with this property.

The Owner was told that the title company's responsibility was to determine that the property title was unencumbered.

RECOMMENDATION:

Reject the property owner's request for a Class 3 Encroachment.

ALTERNATIVES:

1. Approve the property owner's request for a Class 3 Encroachment and continue the District's liability should any damage occur due to the failure of the sanitary sewer and/or as part of regular maintenance, repair, or replacement of the existing sewer structures
2. Direct the homeowner to remove the portion of the detached garage from the sewer easement.
3. Take no action and provide staff direction.

ATTACHMENTS:

- Property Owner Request Letter
- Site photo
- Proposed improvement plan for ADU (existing eastern wall within easement)
- Site plan
- Sewer Vicinity Map
- Ordinance 1793

Paul Soo, Jr.

From: "STEVEN AIBEL" <aibel@comcast.net>
Date: Friday, October 13, 2023 10:11 AM
To: "Paul Soo, Jr." <Paul@steges.com>
Cc: "Maurice Levitch" <maurice@levitch.com>; <bhaiken@comcast.net>
Attach: A. 516 Village Dr. El Cerrito _ SitePlan _ 210305.pdf; Marked up Client Plan.pdf; Tea Tree along Easement.jpg
Subject: 516 Village Dr. request for Variance

Hi Paul-

As per your request, our letter of intent.

Our plan is to convert an existing garage to an ADU.

Brief Overview

Site plan A is attached showing current location/orientation of the garage on the property and the sewer line.

We propose to use the existing East Wall of the garage (and the South Wall) incorporating it into the structure. Currently, this wall is 4 ft from the property line extending 3 ft into the easement. It is 20ft long.

The current garage is 400 sq. feet, and we are looking to "bump out" the structure both on the West side and the North side to capture 550 appx. sq. feet.

Any additional square footage would honor all set backs and easements as required by El Cerrito and Stege.

The City of El Cerrito has indicated that they are satisfied with the basic plan, and we intend to fully permit all aspects of the project.

We are asking for a variance on the existing 20 ft. of East wall.

Our Argument for the Variance

The demolition of the current East wall would create hardship for us on 2 fronts: Additional \$40,000 in cost (estimated by our architect Maurice Levitch (shoring, demolition, new concrete foundation, new wall framing, new exterior and interior finishes, and new roofing) and a reduction of potential square footage due to the nature of our lot and orientation.

A reduction of square footage would take the project down to under 500 sq. ft., which is under what is considered an ideal size.

The garage was built along with the house in 1948, and both were fully permitted - at that time there was no easement. I do not know when the easement was created, (1960's?) but at that time was justified by existing technology that necessitated the easement.

About 10 years ago, new piping (latest technology!) was run thru the sewer to upgrade and improve. This was done from a distance, and also from a manhole cover (shown on the site plan) that sits 27' from the East and North corner of the garage.

These improvements are meant to last well beyond our lifetimes, and in doing them Stege did

not require digging/access/invocation of, the easement.

Additionally, there is a sizeable tree (see attachment B) that sits directly over the sewer line. We are willing to remove this tree if we can do our project--this may not affect the new, flexible piping installed now, but it may at least remove a potential tree root incursion issue in the future.

To conclude: The existing garage wall and the garage in its current state will remain intact, as is, forever if the ADU project is not feasible for us to do.

If the existing wall can be incorporated into the ADU design, the project becomes attractive due to maximizing the square footage, cost savings, and less of an impact on the property as it stands now. This is a very limited project whose new construction will not encroach on the easement, and there are no other structures behind our home that are in the easement so there is plenty of room on the opposite side of the fence for access, if required.

Either way, the wall will live on. But, if the project can be done:

Steve gets a potentially problematic tree removed from the easement. The City of El Cerrito gets a housing unit it would not otherwise be able to count, in a time when the need for housing is dire and the State of California is actively promoting ADUs.

Thank you for your kind attention to this matter, please let me know if any supporting statements/documents are required.

Steve Aibel

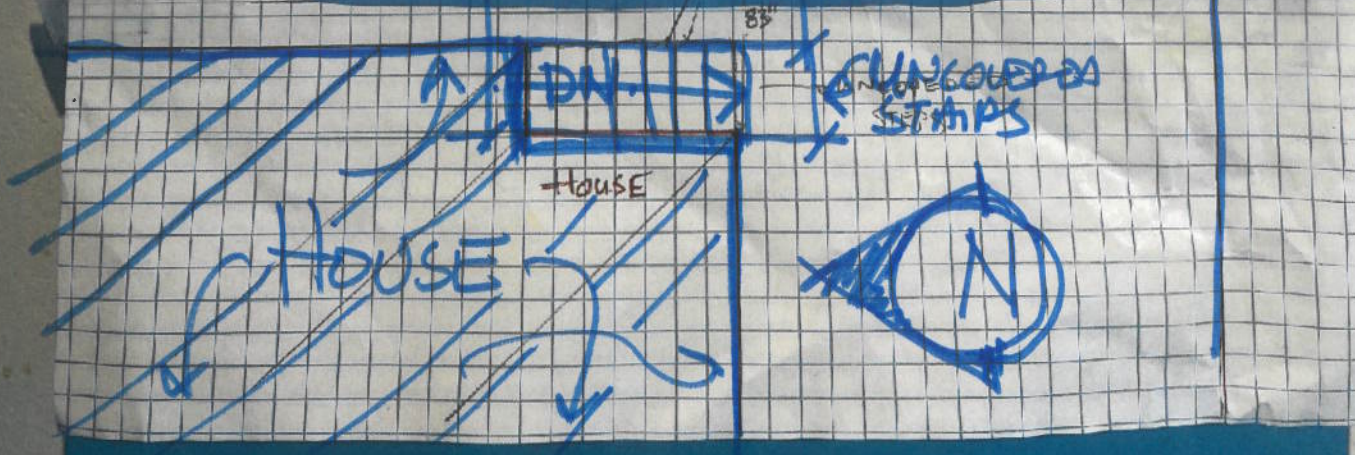
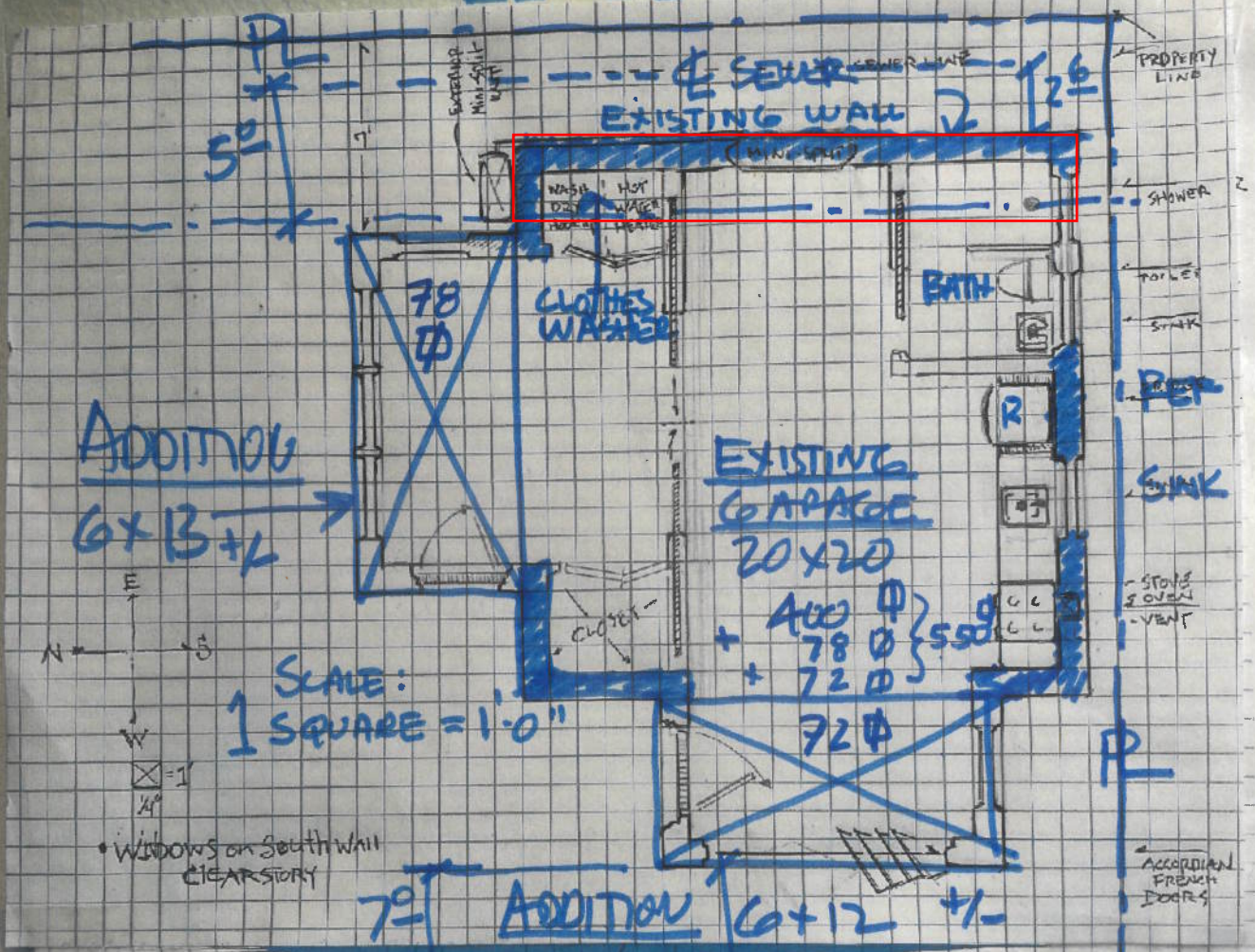
Kimberly Jones Selections

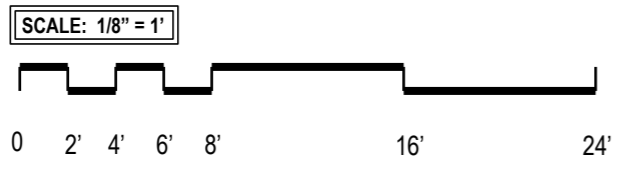
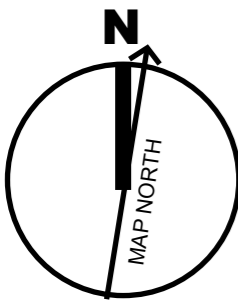
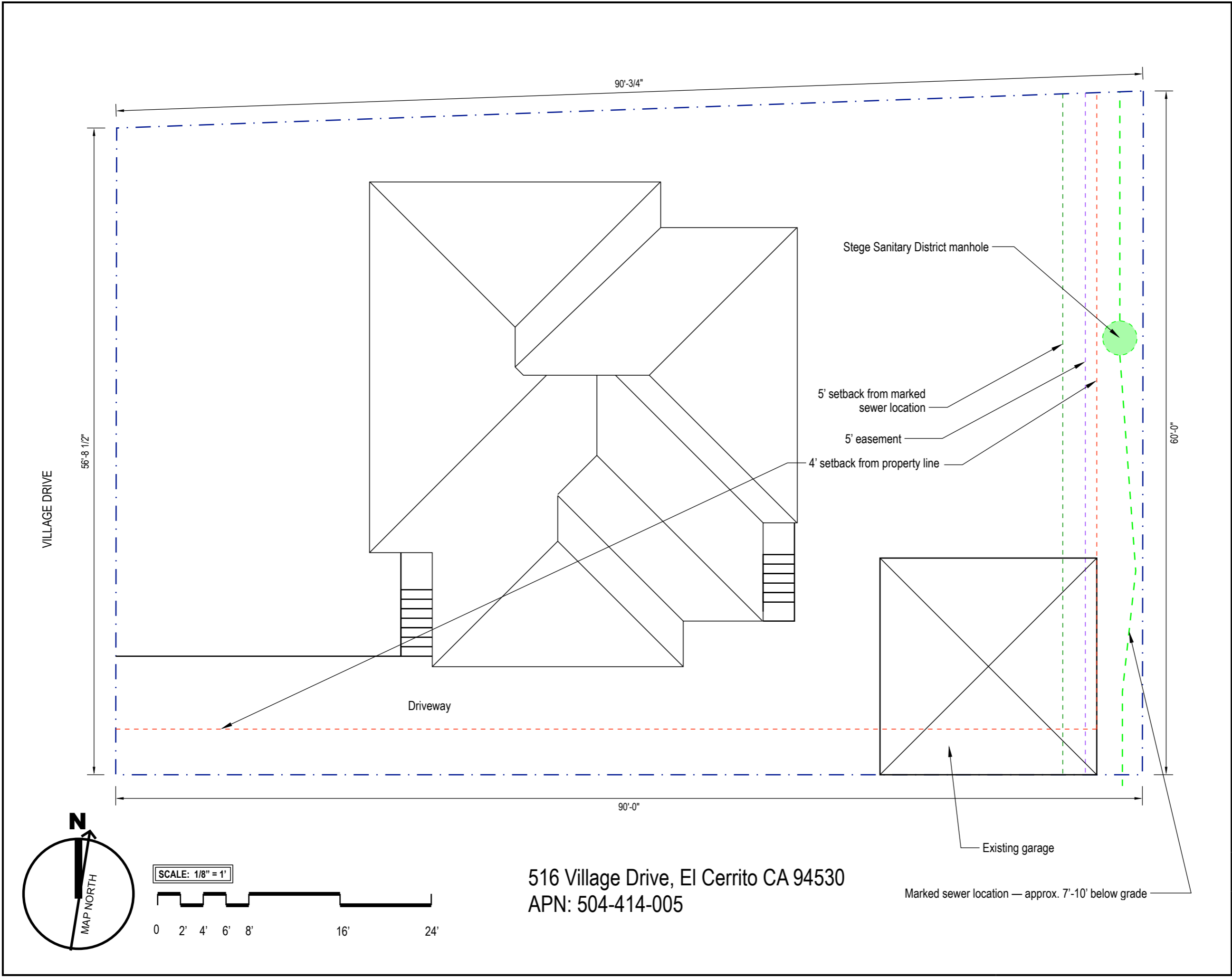
415-531-2217



CONVERT 400 SF GARAGE
TO 550 SF. ADU.

516 VILLAGE DR.
EL CERRITO





516 Village Drive, El Cerrito CA 94530
 APN: 504-414-005

LOOKFAR
 BUILDERS

6041 Margarido Dr.
 Oakland CA 94618 CA - B - #1055106

DATE	ISSUE
2.16.21	SITE PLAN
3.1.21	SEWER
3.3.21	SEWER SETBACK
3.4.21	SEWER REVISION
3.5.21	SEWER REVISION #2

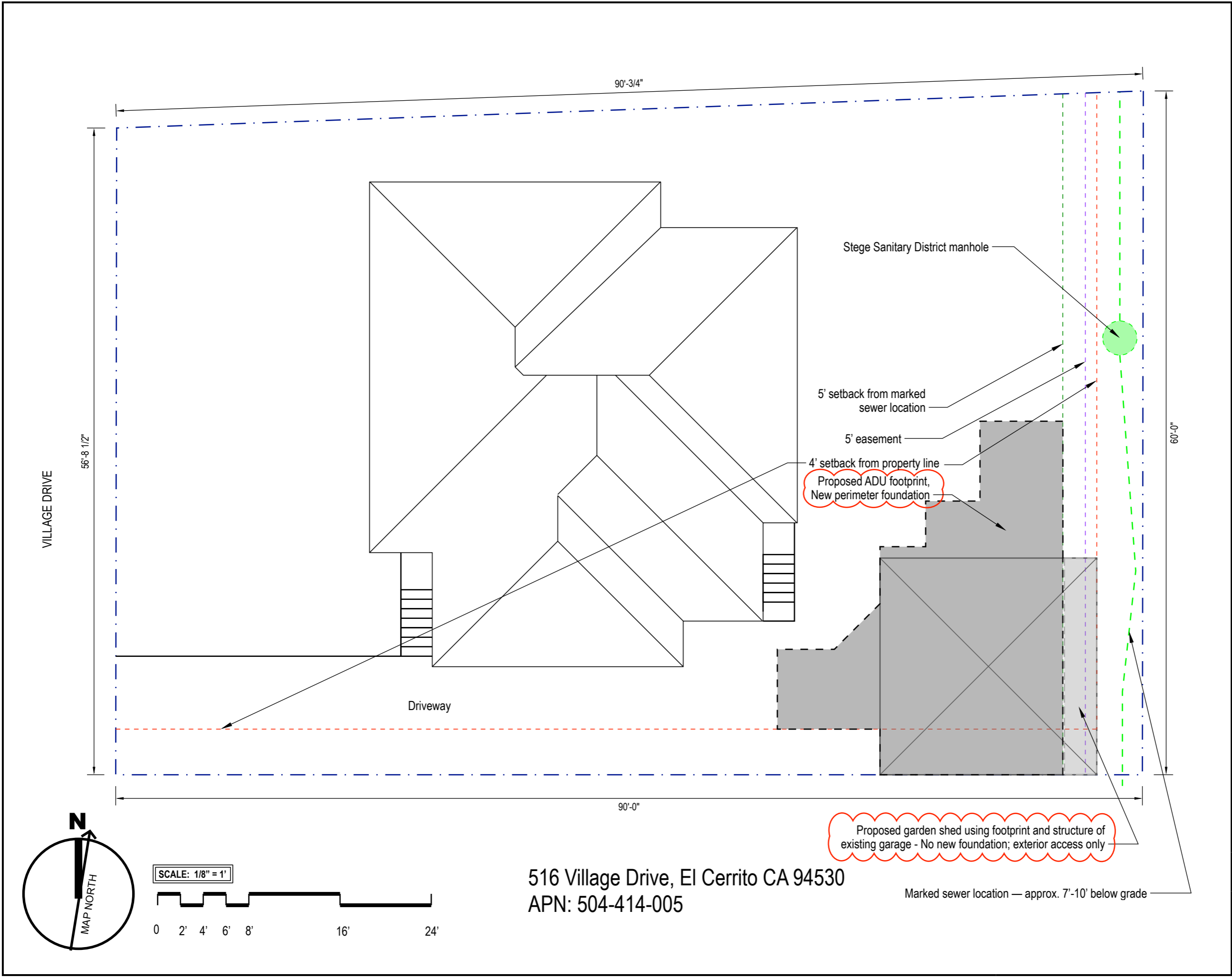
CLIENT
 Steven Aibel and Beth Haiken
 516 Village Drive
 El Cerrito CA 94530

PROJECT
 Aibel ADU

DRAWN BY
 MG

Site Plan -
 Existing

A.1



LOOKFAR
BUILDERS

6041 Margarido Dr.
Oakland CA 94618
CA - B - #1055106

DATE	ISSUE
2.16.21	SITE PLAN
3.1.21	SEWER
3.3.21	SEWER SETBACK
3.4.21	SEWER REVISION
3.5.21	SEWER REVISION #2

CLIENT
Steven Aibel and Beth Haiken
516 Village Drive
El Cerrito CA 94530

PROJECT
Aibel ADU

DRAWN BY
MG

Site Plan -
Existing

A.2

520

529

524

525

520

2513

521

516

517

512

513

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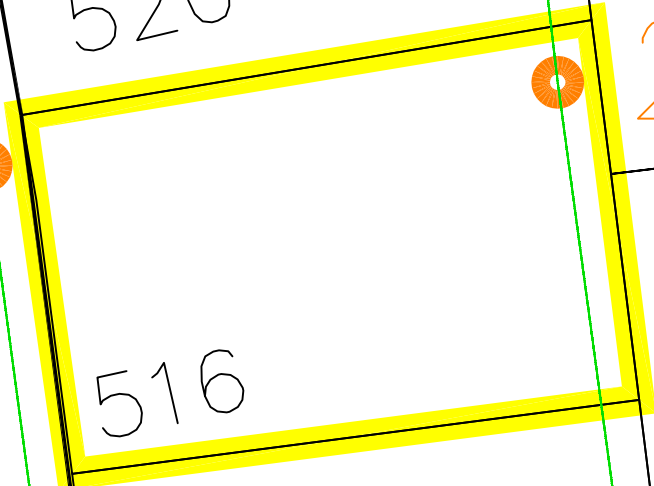
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504

251321 VILLAGE

DR

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ORDINANCE NO. 1793-0602

ORDINANCE (1) AMENDING POLICIES, STANDARDS AND REQUIREMENTS
FOR DISTRICT EASEMENTS AND REGULATING EASEMENT
ENCROACHMENTS, AND (2) RESCINDING ORDINANCE NO. 1726-1299

The Board of Directors of Stege Sanitary District finds and determines:

A. On December 16, 1999, the Board adopted Ordinance No. 1726-1299, an “Ordinance Establishing Policies, Standards and Requirements for District Easements and Regulating Easement Encroachments.”

B. Amendments to Ordinance No. 1726-1299 are necessary and desirable and will be best accomplished by rescinding Ordinance No. 1726-1299 in its entirety and adopting this Ordinance in its place.

In consideration of the foregoing findings and determinations,

IT IS ORDAINED by the Board of Directors of Stege Sanitary District as follows:

1. Definitions. For the purposes of this Ordinance, the following terms have the meanings specified below:

1.1 “Easement” means a property right, however created, by which the owner of the right is entitled to make specified uses of the real property of another person; “easement” include, “reserve,” “sewer reserve,” or “utility reserve”.

1.2 “Wastewater facilities” means pipelines, pump stations, or any other structures, equipment and machinery, including appurtenances to them, which are used to collect, convey, treat, dispose of and reuse wastewater.

1.3 “Encroachment” means an activity or condition which results in interference with the rights of the owner of an easement. As used in this Ordinance with respect to District easements, there are three classes of encroachments:

Class One. Encroachments which interfere only slightly with District easements. Examples may include loose paving stones and similar landscaping features, flowerbeds, small shrubs, lawn and ground covers which do not impede normal use and operation of District wastewater facilities and may readily be removed and restored at a modest cost if access to the facilities is required.

Class Two. Encroachments which will cause significant interference with District easements but which, due to being readily removable or by virtue of District mandated safeguards and/or mitigation measures, the interference can be ameliorated to an acceptable level. Examples may include fences, gates, driveways, paving, portable or readily removable

structures, larger vegetation whose roots do not have a propensity to invade wastewater facilities, and cuts and fills.

Class Three. Encroachments which will cause significant interference with District easements. Examples may include permanent structures such as buildings, swimming pools, permanent decks, retaining walls and reinforced concrete or masonry; temporary structures which are not readily removable from the easement; also trees, heavy brush, and vegetation that prevents District access to its facilities in the easement; also any activities and conditions that are unlawful or prohibited by this Ordinance or by other applicable laws.

1.4 “Significant interference” means, with respect to encroachments on District easements, an activity or condition which has the potential to impede access to or damage District wastewater facilities or which will result in excess of one person-hour of effort by the District to use the easement for its intended purposes.

2. District Policies Concerning Easements. The following are District policies concerning easements:

2.1 Wherever feasible, District-owned wastewater facilities shall be located on lands owned by the District, public lands to which the District has largely unrestricted access or in public streets, roads, highways or other public rights of way in which, by law, the District is entitled to construct, install, operate and maintain its facilities.

2.2 District-owned wastewater facilities shall not be located and permanently installed on or in private property, unless the District has acquired an easement or easements for the facilities conforming to this Ordinance. Temporary installations may be made pursuant to a license or other similar authorization approved by the District.

2.3 The location of District wastewater facilities, as described in Section 2.1, is strongly preferred over the type of location described in Section 2.2.

2.4 In furtherance of the policy stated in Section 2.3, District wastewater facilities should not be installed in easements over private property unless:

2.4.1 Installation in a Section 2.1 location is not possible, would be impracticable or would be unduly burdensome; and

2.4.2 The District’s easement rights shall be sufficient to enable the District to operate and maintain its facilities without excessive cost or other undue difficulty.

2.5 Subject to its right to abandon or relinquish ownership of any wastewater facilities which are no longer in use and which are not required for future District

needs, the District claims that as of the effective date of this Ordinance, it has acquired and owns easement rights for all District wastewater facilities which are located in or on private property, whether or not the District's easement rights are evidenced by a recorded written instrument or other writing providing notice of the District's claimed easement rights.

3. Creation of District Easements

3.1 District easements may be created in any manner allowed by law so long as the easement has been approved and accepted by the District.

3.2 Notwithstanding Section 3.1 above, easements to be conveyed to the District should ordinarily be created by express grant or reservation in a written instrument eligible for recordation in official records of the County of Contra Costa. The form and content of the instrument shall be acceptable to the District but shall not be effective until the instrument has been duly delivered to, approved and accepted by the District.

4. Minimum Standards for Easements

4.1 Unless expressly waived by the District for good cause, an easement conveyed to the District shall be subject to the following minimum standards:

4.1.1 For the purpose of exercising its principal easement rights, the District shall also be afforded the right of ingress and egress to, from, along, on, in, above and below the surface of the land encompassed by the easement.

4.1.2 The easement shall be subject to the provisions of this Ordinance and to other rules and regulations promulgated by the District.

4.1.3. In the case of easements for pipelines, the easement shall have a horizontal width of not less than ten (10) feet

4.2 Easements shall be for the exclusive benefits of the District or they may be non-exclusive. If the easement is nonexclusive, other users of the territory encompassed by the easement shall be prohibited from interfering with the District's easement rights.

5. Unlawful Acts. It is unlawful for any person to:

5.1 Cause or permit an unauthorized encroachment on a District easement;

5.2 After notice, fail to abate or otherwise remove or discontinue any action or condition which results in an unauthorized encroachment;

5.3 Abandon any items of property, including motor vehicles, on or within a District easement;

5.4 Deposit any debris, garbage, trash, toxic substance, liquid or solid waste or other form of refuse on or within a District easement;

5.5 Cause, permit or maintain any activity or condition off or outside the territory of a District easement which causes directly or indirectly a significant interference with the District's easement rights; or

5.6 Cause or permit any activity or condition on or within a District easement which constitutes a public or private nuisance.

6. Authorized and Unauthorized Encroachments

6.1 A property owner may make use of the land over which the District has an easement if those uses do not result in significant interference with the easement.

6.2 Except as provided in Section 7, Class Two and Class Three Encroachments are not authorized and shall not be maintained or permitted on District easements.

6.3 The owner of the property over which the District has an easement and any other person who has caused or permitted an unauthorized encroachment to exist is obligated to promptly remove and eliminate the encroachment.

7. Encroachment Permits. The owner of a property over which the District has an easement who wishes to maintain a Class Two Encroachment or to obtain Grandfather Relief for a Class Three Encroachment, shall apply for and obtain a District Encroachment Permit. No permit is required for a Class One Encroachment.

7.1 The District shall establish and the applicant shall comply with such procedures as are required to process and act on the application, including payment of applicable fees, completion of approved application forms, and submission of specified information needed to evaluate the application.

7.2 An Encroachment Permit shall be issued if:

7.2.1 The applicant has fully complied with all District requirements and procedures pertaining to issuance of the Permit;

7.2.2 The applicant has accepted and agreed to all conditions upon which the Permit is proposed to be issued (see Section 8);

7.2.3 With respect to Class Two Encroachments, the District finds that as conditioned, the Permit shall ensure that the Class Two Encroachments authorized by the permit will not result in significant interference with the District's easement; and

7.2.4 With respect to Grandfathered Class Three Encroachments, the District finds that as conditioned, the Permit shall to the greatest extent

reasonably possible preserve the District's easement rights while at the same time, in the interests of fairness and substantial justice, make appropriate allowances for justifiable concerns of the property owner. (See Sections 8 and 10.) Under no circumstances shall a Class Three Encroachment be eligible for Grandfathering if:

7.2.4.1 Grandfathering could result in a violation of any statute, regulation, order or other provision of law promulgated or enacted by a federal, state or local government entity having jurisdiction over the matter in question;

7.2.4.2 Grandfathering would be materially detrimental to the public health, safety and welfare; or

7.2.4.3 Grandfathering would result in undue hardship to other persons.

8. Encroachment Permit Conditions. The District shall not issue an Encroachment Permit unless conditioned as follows:

8.1 The applicant shall be obliged to fully perform and satisfy all conditions of the Permit;

8.2 When required by the District, the applicant shall cooperate with the District and shall execute a written instrument in recordable form which, when recorded by the District, will place on public record provisions of the Permit which are intended to be known and binding upon any person who succeeds to ownership of an interest in the real property which is subject to the District's easement;

8.3 The permit shall be subject to all of the provisions of this Ordinance;

8.4 With respect to Class Two Encroachments, the Permit shall be conditioned so as to mitigate the effects of the encroachment and safeguard the District's easement rights such that the effect of the mitigation measures and safeguards shall prevent the encroachment from causing significant interference with the District's easement; and

8.5 With respect to Grandfathered Class Three Encroachments, the Permit shall include conditions, which, to the extent reasonably possible under the circumstances, will:

8.5.1 Eliminate the encroachment in due course; and

8.5.2 Until eliminated, alleviate the impacts of the encroachment on the District's easement by requiring mitigation measures and/or safeguards and/or by shifting to the property owner and/or other responsible parties

any financial detriment which may be suffered by the District due to the existence of the activity or conditions.

9. Other Regulations. By resolution of the District's Board of Directors adopted from time to time, as the Board deems necessary and appropriate, the District may promulgate and amend rules, regulations and procedures to implement the provisions of this Ordinance, including the following:

9.1 Establish rules, regulations, and procedures concerning applications for and issuance of Encroachment Permits;

9.2 Set fees and charges for District services related to easements;

9.3 List and categorize activities and conditions which constitute encroachments; and

9.4 Establish standard Encroachment Permit conditions applicable to specific activities and conditions including mitigation measures, safeguards and similar provisions.

10. Grandfathering. A ClassThree Encroachment which was in existence prior to the effective date of this Ordinance may be maintained and shall not be subject to immediate mandatory removal if the encroachment is Grandfathered pursuant to this Section. An encroachment shall be Grandfathered if the applicant has applied for and obtained an Encroachment Permit pursuant to Section 7.2.4 of this Ordinance.

11. Removal and Restoration of Improvements Which are Disturbed by District Activities. Whenever District activities in District easements result in the need for improvements or other activities or conditions of the real property subject to the easement to be removed or otherwise disturbed, the following provisions shall apply:

11.1 Conditions and Activities Not Constituting Unauthorized Encroachments. The District may, at the expense of the District, temporarily remove or discontinue the activity or condition, and upon completion of the District's activities, the District shall, at the District's expense, restore the activity or condition in kind.

11.2 Encroachments Authorized by Permit. If the encroachment is authorized pursuant to an Encroachment Permit and the Encroachment Permit does not provide otherwise, the District shall, at the District's expense, restore the activity or condition in kind.

11.3 Unauthorized Encroachments. Unauthorized encroachments shall be permanently removed by the property owner and/or other responsible person and shall not be restored. Removal shall be performed promptly by and at the expense of the property owner/responsible parties. If the encroachment has not been removed within a reasonable time after notice has been given by the District, or if the urgency of the District's easement activities requires that the activities be

commenced without prior notice, the District may remove the encroachment itself, but the removal costs shall be charged back to the property owner/responsible party.

12. District Remedies. Remedies granted to the District in this Ordinance are in addition to any other rights and remedies which are available under this Ordinance or which are otherwise afforded by law, and the District is entitled to exercise any and all such rights and remedies, either serially or cumulatively, as determined by the District.

13. Request for Relief by Affected Persons. Any person who contends that his/her/its rights have been adversely affected by any action of or failure to act by the District in connection with the provisions of this Ordinance, may seek relief from the District under such rules and procedures as the District shall establish.

14. Superseding Effect. This Ordinance supersedes Ordinance No. 1726-1299 and all other previous and currently existing regulations which are in conflict with its provisions, and all such regulations are rescinded and repealed as of the date this Ordinance becomes effective.

15. CEQA. In accordance with the California Environmental Quality Act (“CEQA”), Public Resources Code sec. 21000 et seq. and the regulations promulgated pursuant to CEQA (“the State Guidelines”), the Board of Directors finds that this Ordinance is not a “project” within the meaning of the Act or the State Guidelines.

16. Effective Date. Upon adoption, this Ordinance shall be entered in the minutes of the Board and shall be published in the El Cerrito Journal promptly following its passage and adoption, and this Ordinance shall take effect and be in force and effect immediately upon the expiration of the week of publication.

* * * * *

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Ordinance was duly and regularly adopted by the Board of Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 20th day of June 2002 by the following vote:

AYES:	BOARD MEMBERS:	James, Merrill, Miller, O’Keefe, Bruce
NOES:	BOARD MEMBERS:	None
ABSENT:	BOARD MEMBERS:	None
ABSTAIN:	BOARD MEMBERS:	None

DOUGLAS BRUCE, President
Stege Sanitary District
Contra Costa County, California

ATTEST:

DOUGLAS HUMPHREY, Secretary
Stege Sanitary District

NOTE:

The Monthly Financial Statements

listed below will be provided for review

at the board meeting:

- A. Monthly Investment, Cash, Receivables Report**
- B. Monthly Operating Statement**
- C. Cash on Hand vs. Target Reserves**



MALIA M. COHEN

California State Controller

LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE

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

As of 10/13/2023, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 09/30/2023.

Earnings Ratio		.00009812538629360
Interest Rate		3.59%
Dollar Day Total	\$	870,714,643.38
Quarter End Principal Balance	\$	8,599,479.12
Quarterly Interest Earned	\$	85,439.21

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Market Value Summary:

	QTD Current Period	Fiscal Year to Date
Beginning Balance	\$276,659.69	\$276,659.69
Contribution	2,852.08	2,852.08
Disbursement	0.00	0.00
Transfer In	0.00	0.00
Transfer Out	0.00	0.00
Investment Earnings	(10,767.08)	(10,767.08)
Administrative Expenses	(34.06)	(34.06)
Investment Expense	(24.91)	(24.91)
Other	0.00	0.00
Ending Balance	\$268,685.72	\$268,685.72
FY End Contrib per GASB 74 Para 22	(2,852.08)	(2,852.08)
FY End Disbursement Accrual	0.00	0.00
Grand Total	\$265,833.64	\$265,833.64

Unit Value Summary:

	QTD Current Period	Fiscal Year to Date
Beginning Units	13,382.297	13,382.297
Unit Purchases from Contributions	139.352	139.352
Unit Sales for Withdrawals	0.000	0.000
Unit Transfer In	0.000	0.000
Unit Transfer Out	0.000	0.000
Ending Units	13,521.649	13,521.649
Period Beginning Unit Value	20.460451	20.460451
Period Ending Unit Value	19.659870	19.659870

Please note the Grand Total is your actual fund account balance at the end of the period, including all contributions per GASB 74 paragraph 22 and accrued disbursements. Please review your statement promptly. All information contained in your statement will be considered true and accurate unless you contact us within 30 days of receipt of this statement. If you have questions about the validity of this information, please contact CERBT4U@calpers.ca.gov.

Statement of Transaction Detail for the Quarter Ending 09/30/2023

Stege Sanitary District

Entity #: SKB0-2595946637



Date	Description	Amount	Unit Value	Units	Check/Wire	Notes
07/03/2023	FY 22-23 Contrib per GASB 74 Para 22 Reversal	(\$2,852.08)				
07/05/2023	Contribution	\$2,852.08	\$20.466800	139.352	CK 28210	

Client Contact:
CERBT4U@CalPERS.ca.gov

Private Sewer Lateral (PSL) Replacement Loan Program Quarterly Report

<u>DATE</u>	<u>ADDRESS</u>	<u>CITY</u>	<u>AMOUNT</u>	<u>YEARS</u>	<u>RATE</u>	<u>PAYMENT</u>	<u>FIRST</u>	<u>LAST</u>	<u>PAID IN FULL</u>
3/18/2022	5435 ROSALIND AVE.	EL CERRITO, CA 94530	\$6,950	10	0.0%	\$695.00	2022	2031	<input type="checkbox"/>
4/30/2022	5821 BURLINGAME AVE.	RICHMOND, CA 94804	\$3,900	10	0.0%	\$390.00	2022	2031	<input type="checkbox"/>
6/13/2022	422 COLUSA AVE.	KENSINGTON, CA 94707	\$10,000	10	0.0%	\$1,000.00	2022	2031	<input type="checkbox"/>
6/17/2022	1121 BREWSTER DR.	EL CERRITO, CA 94530	\$5,350	10	0.0%	\$535.00	2022	2031	<input type="checkbox"/>
6/17/2022	12 ANSON WAY	KENSINGTON, CA 94707	\$5,500	10	0.0%	\$550.00	2022	2031	<input type="checkbox"/>
6/20/2022	5355 POINSETT AVE.	EL CERRITO, CA 94530	\$5,800	10	0.0%	\$580.00	2022	2031	<input type="checkbox"/>
6/23/2022	39 HIGHGATE RD.	KENSINGTON, CA 94707	\$6,200	10	0.0%	\$620.00	2022	2031	<input type="checkbox"/>
6/24/2022	2321 MIRA VISTA DR.	EL CERRITO, CA 94530	\$6,500	10	0.0%	\$650.00	2022	2031	<input type="checkbox"/>
6/27/2022	1436 SAN JOAQUIN ST.	RICHMOND, CA 94804	\$7,100	10	0.0%	\$710.00	2022	2031	<input type="checkbox"/>
7/18/2022	850 LEXINGTON AVE.	EL CERRITO, CA 94530	\$8,500	10	0.0%	\$850.00	2022	2031	<input type="checkbox"/>
8/2/2022	7221 CUTTING BLVD.	EL CERRITO, CA 94530	\$7,900	10	0.0%	\$790.00	2022	2031	<input type="checkbox"/>
8/4/2022	712 NORVELL ST.	EL CERRITO, CA 94530	\$7,500	10	0.0%	\$750.00	2023	2032	<input type="checkbox"/>
9/20/2022	1312 NOBLE CT.	EL CERRITO, CA 94530	\$5,000	10	0.0%	\$500.00	2023	2032	<input type="checkbox"/>
9/21/2022	1531 ELM ST.	EL CERRITO, CA 94530	\$7,500	10	0.0%	\$750.00	2023	2032	<input type="checkbox"/>
9/23/2022	8355 KENT CT.	EL CERRITO, CA 94530	\$7,000	10	0.0%	\$700.00	2023	2032	<input type="checkbox"/>
10/21/2022	521 BALRA DR.	EL CERRITO, CA 94530	\$5,500	10	0.0%	\$550.00	2023	2032	<input type="checkbox"/>
10/26/2022	317 RUGBY AVE.	KENSINGTON, CA 94707	\$6,500	10	0.0%	\$650.00	2023	2032	<input type="checkbox"/>
11/5/2022	1018 EVERETT ST.	EL CERRITO, CA 94530	\$7,300	10	0.0%	\$730.00	2023	2032	<input type="checkbox"/>
11/18/2022	7927 TERRACE DR.	EL CERRITO, CA 94530	\$6,600	10	0.0%	\$660.00	2023	2032	<input type="checkbox"/>
11/29/2022	868 BATES AVE.	EL CERRITO, CA 94530	\$8,000	10	0.0%	\$800.00	2023	2032	<input type="checkbox"/>
12/12/2022	10 KENSINGTON CT.	KENSINGTON, CA 94707	\$6,300	10	0.0%	\$630.00	2023	2032	<input type="checkbox"/>
12/16/2022	262 LOS ALTOS DR.	KENSINGTON, CA 94707	\$6,000	10	0.0%	\$600.00	2023	2032	<input type="checkbox"/>
1/6/2023	1440 MARIPOSA ST.	RICHMOND, CA 94804	\$3,500	10	0.0%	\$350.00	2023	2032	<input type="checkbox"/>
1/17/2023	6615 HAGEN BLVD.	EL CERRITO, CA 94530	\$7,300	10	0.0%	\$730.00	2023	2032	<input type="checkbox"/>

<u>DATE</u>	<u>ADDRESS</u>	<u>CITY</u>	<u>AMOUNT</u>	<u>YEARS</u>	<u>RATE</u>	<u>PAYMENT</u>	<u>FIRST</u>	<u>LAST</u>	<u>PAID IN FULL</u>
2/15/2023	7003 POTRERO AVE.	EL CERRITO, CA 94530	\$8,900	10	0.0%	\$890.00	2023	2032	<input type="checkbox"/>
2/20/2023	511 OAK ST.	EL CERRITO, CA 94530	\$10,000	10	0.0%	\$1,000.00	2023	2032	<input type="checkbox"/>
3/22/2023	6114 HUNTINGTON AVE.	RICHMOND, CA 94804	\$7,000	10	0.0%	\$700.00	2023	2032	<input checked="" type="checkbox"/>
3/27/2023	101 WINDSOR AVE.	KENSINGTON, CA 94707	\$5,500	10	0.0%	\$550.00	2023	2032	<input type="checkbox"/>
5/24/2023	7109 B ST.	EL CERRITO, CA 94530	\$5,000	10	0.0%	\$500.00	2023	2032	<input type="checkbox"/>
7/26/2023	754 POMONA AVE.	EL CERRITO, CA 94530	\$7,315	10	0.0%	\$731.53	2024	2033	<input type="checkbox"/>
9/5/2023	1347 NAVELLIER ST.	EL CERRITO, CA 94530	\$8,700	10	0.0%	\$870.00	2024	2033	<input type="checkbox"/>
9/12/2023	1734 MENDOCINO ST.	RICHMOND, CA 94804	\$6,800	10	0.0%	\$680.00	2024	2033	<input type="checkbox"/>
9/27/2023	1438 EVERETT ST.	EL CERRITO, CA 94530	\$6,500	10	0.0%	\$650.00	2024	2033	<input type="checkbox"/>

21 IN EL CERRITO
7 IN KENSINGTON
5 IN RICHMOND

Total Number of Loans: 33
Total Amount of Loans: \$223,415
Average Loan Amount: \$6,770

STEGE SANITARY DISTRICT
ATTN KARY RICHARDSON
7500 SCHMIDT LN
EL CERRITO CA 94530-2401

September 1, 2023 - September 30, 2023
Account Number: 5EQ-944865

Your Investment Representative:
AARON BONCK
(206) 365-3003

Portfolio at a Glance

	This Period
BEGINNING ACCOUNT VALUE	\$1,005,679.51
Dividends, Interest and Other Income	3,846.11
Net Change in Portfolio ¹	17.36
ENDING ACCOUNT VALUE	\$1,009,542.98
Estimated Annual Income	\$58,012.10

¹ Net Change in Portfolio is the difference between the ending account value and beginning account value after activity.

Asset Summary

Percent	Asset Type	Last Period	This Period
2%	Cash, Money Funds, and Bank Deposits	509,706.79	17,552.90
98%	Fixed Income	495,972.72	991,990.08
100%	Account Total	\$1,005,679.51	\$1,009,542.98

Please review your allocation periodically with your Investment Representative.

Client Service Information

Your Investment Representative: J2Y

AARON BONCK
9725 3RD AVE NE
SUITE 610
SEATTLE WA 98115

Contact Information

Business: (206) 365-3003
Fax: (206) 417-6000

Your Account Information

TAX LOT DEFAULT DISPOSITION METHOD

Default Method for Mutual Funds: Average Cost (Using First In First Out)
Default Method for Stocks in a Dividend Reinvestment Plan: Average Cost (Using First In First Out)
Default Method for all Other Securities: First In First Out

BOND AMORTIZATION ELECTIONS

Amortize premium on taxable bonds based on Constant Yield Method: Yes
Accrual market discount method for all other bond types: Constant Yield Method
Include market discount in income annually: No

ELECTRONIC DELIVERY

Your electronic delivery selections for account communications are listed below:

Enrolled	Not Enrolled
Statements and Reports	Tax Documents
Trade Confirmations	
Notifications	
Prospectus*	
Proxy/Shareholder Communications*	

E-mail notifications are delivered to the following e-mail address(es):

k###@steges.com
r###@steges.com

*r###@steges.com is on file for these documents

The above e-mail address is partially masked for your security. Please log in to your account to review the full e-mail address.

Please log in to your account or contact your Investment Representative to make any changes to your electronic delivery preferences.

Messages

Pursuant to the Securities Exchange Act of 1934, Pershing LLC (Pershing), a BNY Mellon company, provides individual investors with certain financial information on a semi-annual basis. Pershing's June Statement of Financial Condition is now available. On June 30, 2023, Pershing's net capital of \$2.9 billion was 22.3% of aggregate debit balances and exceeded the minimum requirements by \$2.6 billion.

Pershing is also required to provide the most recent financial information as of this statement mailing. In accordance with this requirement, note that on July 31, 2023, Pershing's net capital of \$3 billion was 22.09% of aggregate debit balances and exceeded the minimum requirement by \$2.7 billion. A copy of the June 30, 2023, Statement of Financial Condition is available at pershing.com/statement_of_financial_condition.html. You may also request a free, printed copy by calling (888)860-8510 or (201) 413-3333, option 1.

Although a money market mutual fund (money fund) seeks to preserve the value of your investment at \$1 per share, it is possible to lose money by investing in a money fund. Shares of a money fund or the balance of a bank deposit product held in your brokerage account may be liquidated upon request with the proceeds credited to your brokerage account. Please see the money fund's prospectus or the bank deposit product's disclosure document or contact your advisor for additional information. Pursuant to SEC Rule 10b-10(b)(1) confirmations are not sent for purchases into money funds processed on the sweep platform. Pursuant to applicable regulation, account statements will be produced monthly or quarterly. Balances in Federal Deposit Insurance Corporation (FDIC)-insured bank deposit sweep products are not protected by Securities Investor Protection Corporation (SIPC).

Transition to Trade Date plus One (T1) Settlements

The U.S. will adopt a shortened settlement timeframe beginning with trade date May 28, 2024, for equities, corporate, municipal bonds and unit investment trusts. Moving from a T2 to a T1

Messages (continued)

settlement cycle will provide faster access to sale proceeds, but it also means that funds will be due on purchase transactions earlier.

eDelivery

Eliminate paper and save natural resources with digital adoption. Electronic delivery (eDelivery) is faster, convenient and more secure. We offer eDelivery for account statements, prospectus documents, proxy or shareholder communications, tax documents, trade confirmations and more.

To enroll, log in to your brokerage account and look for the one-click eDelivery pop-up or simply select 'Go Paperless' at the top of any page and follow the on-screen prompts for set-up your preferences. Enrollment can be activated as quickly as the day you register, and you will be notified when documents are available in an online, password-protected portal.

Contact your financial professional if you have any questions about any of our digital tools.

Activity Summary (All amounts shown are in base currency)

	Credits This Period	Debits This Period	Net This Period	Credits Year-to-Date	Debits Year-to-Date	Net Year-to-Date
Securities						
Securities Bought	0.00	-496,000.00	-496,000.00	0.00	-992,000.00	-992,000.00
Total Securities	\$0.00	-\$496,000.00	-\$496,000.00	\$0.00	-\$992,000.00	-\$992,000.00
Dividends and Interest	\$3,846.11	\$0.00	\$3,846.11	\$9,552.90	\$0.00	\$9,552.90
Cash						
Deposits	0.00	0.00	0.00	1,000,000.00	0.00	1,000,000.00
Total Cash	\$0.00	\$0.00	\$0.00	\$1,000,000.00	\$0.00	\$1,000,000.00
Totals	\$3,846.11	-\$496,000.00	-\$492,153.89	\$1,009,552.90	-\$992,000.00	\$17,552.90

Transactions in Date Sequence

Process/ Settlement Date	Trade/ Transaction Date	Activity Type	Description	Quantity	Price	Accrued Interest	Amount	Currency
09/19/23	09/15/23	PURCHASED 09644EAL6	BLUPEAK CR UN SAN DIEGO CALIF SH CTF 5.750% 09/19/24 B/E DTD 09/19/23 SOLICITED ORDER YLD 5.750 TO MAT	248,000.0000	100.0000		-248,000.00	USD

Transactions in Date Sequence (continued)

Process/ Settlement Date	Trade/ Transaction Date	Activity Type	Description	Quantity	Price	Accrued Interest	Amount	Currency
09/27/23	09/15/23	PURCHASED 12574EAD2	CME FCU COLUMBUS OHIO SH CTF 5.600% 09/29/25 DTD 09/27/23 SOLICITED ORDER YLD 5.600 TO MAT	248,000.0000	100.0000		-248,000.00	USD
09/28/23		BOND INTEREST RECEIVED 474067CG8	248000 JEFFERSON FINL FCU METAIRIE LA SH CTF 5.450% 06/28/24 DTD 06/28/23 RD 09/27 PD 09/28/23				1,147.93	USD
09/28/23		BOND INTEREST RECEIVED 87235DAW5	248000 T C T FED CR UN BALLSTON SPA NY SH CTF 5.500% 12/28/23 DTD 06/28/23 RD 09/27 PD 09/28/23				1,158.47	USD
09/29/23		MONEY MARKET FUND INCOME RECEIVED PER999775	DREYFUS GOVT CASH MT				1,539.71	USD
Total Value of Transactions						\$0.00	-\$492,153.89	USD

The price and quantity displayed may have been rounded.

Income and Expense Summary

	Current Period		Year-to-Date	
	Taxable	Non Taxable	Taxable	Non Taxable
Dividend Income				
Money Market	1,539.71	0.00	2,708.10	0.00
Interest Income				
Bond Interest	2,306.40	0.00	6,844.80	0.00
Total Income	\$3,846.11	\$0.00	\$9,552.90	\$0.00

Money Market Fund Detail

Date	Activity Type	Description	Amount	Balance
Sweep Money Market Fund				
DREYFUS GOVT CASH MNGT INV SH Current Yield: 4.97% Activity Ending: 09/29/23				
09/01/23	Opening Balance		509,706.79	509,706.79
09/19/23	Withdrawal	MONEY FUND REDEMPTION	-248,000.00	261,706.79
09/27/23	Withdrawal	MONEY FUND REDEMPTION	-248,000.00	13,706.79
09/29/23	Deposit	MONEY FUND PURCHASE	2,306.40	16,013.19
09/29/23	Deposit	INCOME REINVEST	1,539.71	17,552.90
09/29/23	Closing Balance			\$17,552.90

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Account Number: 5EQ-944865
A003930CSF30065-SD

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Corporation (BNY Mellon)
Pershing LLC, member FINRA, NYSE, SIPC

Money Market Fund Detail (continued)

Date	Activity Type	Description	Amount	Balance
Total All Money Market Funds				\$17,552.90

Portfolio Holdings

Description	Quantity	Opening Balance	Closing Balance	Accrued Income	Income This Year	30-Day Yield
CASH, MONEY FUNDS AND BANK DEPOSITS 2.00% of Portfolio						
Money Market						
DREYFUS GOVT CASH MNGT INV SH	17,552.9000	509,706.79	17,552.90	2.39	2,708.10	4.96%
Total Money Market		\$509,706.79	\$17,552.90	\$2.39	\$2,708.10	
TOTAL CASH, MONEY FUNDS AND BANK DEPOSITS		\$509,706.79	\$17,552.90	\$2.39	\$2,708.10	
Description	Quantity	Market Price	Market Value	Accrued Interest	Estimated Annual Income	Estimated Yield
FIXED INCOME 98.00% of Portfolio (In CUSIP Sequence)						
Certificates of Deposit						
BLUPEAK CR UN SAN DIEGO CALIF SH CTF 5.750% 09/19/24 DTD 09/19/23	248,000.0000	100.0570	248,141.36	429.75	14,260.00	5.74%
Security Identifier: 09644EAL6						
CME FCU COLUMBUS OHIO SH CTF 5.600% 09/29/25 DTD 09/27/23	248,000.0000	100.0380	248,094.24	114.15	13,888.00	5.59%
Security Identifier: 12574EAD2						
JEFFERSON FINL FCU METAIRIE LA SH CTF 5.450% 06/28/24 DTD 06/28/23	248,000.0000	99.8890	247,724.72	74.06	13,516.00	5.45%
Security Identifier: 474067CG8						
T C T FED CR UN BALLSTON SPA NY SH CTF 5.500% 12/28/23 DTD 06/28/23	248,000.0000	100.0120	248,029.76	74.74	13,640.00	5.49%
Security Identifier: 87235DAW5						
Total Certificates of Deposit	992,000.0000		\$991,990.08	\$692.70	\$55,304.00	
TOTAL FIXED INCOME	992,000.0000		\$991,990.08	\$692.70	\$55,304.00	
			Market Value	Accrued Interest	Estimated Annual Income	
Total Portfolio Holdings			\$1,009,542.98	\$692.70	\$58,012.10	

Pricing

This section includes the net market value of the securities in your account on a settlement date basis, including short positions, at the close of the statement period. The market prices, unless otherwise noted, have been obtained from independent vendor services, which we believe to be reliable. In some cases the pricing vendor may provide prices quoted by a single broker or market maker. Market prices do not constitute a bid or an offer, and may differ from the actual sale price. Securities for which a price is not available are marked "N/A" and are omitted from the Total.

THE AS OF PRICE DATE ONLY APPEARS WHEN THE PRICE DATE DOES NOT EQUAL THE STATEMENT DATE.

Estimated Annual Figures

The estimated annual income (EAI) and estimated annual yield (EAY) figures are estimates and for informational purposes only. These figures are not considered to be a forecast or guarantee of future results. These figures are computed using information from providers believed to be reliable; however, no assurance can be made as to the accuracy. Since interest and dividend rates are subject to change at any time, and may be affected by current and future economic, political, and business conditions, they should not be relied on for making investment, trading, or tax decisions. These figures assume that the position quantities, interest and dividend rates, and prices remain constant. A capital gain or return of principal may be included in the figures for certain securities, thereby overstating them. Refer to www.pershing.com/disclosures for specific details as to formulas used to calculate the figures. Accrued interest represents interest earned but not yet received.

Reinvestment

The dollar amount of Mutual Fund distributions, Money Market Fund dividend income, Bank Deposit interest income, or dividends for other securities shown on your statement may have been reinvested. You will not receive confirmation of these reinvestments. Upon written request to your financial institution, information pertaining to these transactions, including the time of execution and the name of the person from whom your security was purchased, may be obtained. In dividend reinvestment transactions, Pershing acts as your agent and receives payment for order flow.

Option Disclosure

Information with respect to commissions and other charges incurred in connection with the execution of option transactions has been included in confirmations previously furnished to you. A summary of this information is available to you promptly upon your written request directed to your introducing firm. In order to assist your introducing firm in maintaining current background and financial information concerning your option accounts, please promptly advise them in writing of any material change in your investment objectives or financial situation. Expiring options which are valuable are exercised automatically pursuant to the exercise by exception procedure of the Options Clearing Corporation. Additional information regarding this procedure is available upon written request to your introducing firm.

Certificates of Deposit

Certificates of Deposit acquired through the Certificate of Deposit Account Registry Service ("CDARS") and held in your brokerage account are subject to Securities Investor Protection Corporation (SIPC) coverage. Please see additional information about SIPC under Important Information and Disclosures on this statement.

Please be advised that the secondary market for CDs is generally illiquid; the actual value of CDs may be different from their purchase price; and a significant loss of principal could result if your CDs are sold prior to maturity. In the event that the CDs listed above do not indicate a market valuation, an accurate market value could not be determined. In the event that a price is listed above for your CDs, Pershing has obtained a price from sources deemed to be reliable or has priced your CDs using a matrix formula. Prices are estimates and the actual value you may obtain for your CD may be different if you elect to sell your CD in the secondary market.

Foreign Currency Transactions

Pershing will execute foreign currency transactions as principal for your account. Pershing may automatically convert foreign currency to or from U.S. dollars for dividends and similar corporate action transactions unless you instruct your financial organization otherwise. Pershing's currency conversion rate will not exceed the highest interbank conversion rate identified from customary banking sources on the conversion date or the prior business day, increased by up to 1%, unless a particular rate is required by applicable law. Your financial organization may also increase the currency conversion rate. This conversion rate may differ from rates in effect on the date you executed a transaction, incurred a charge, or received a credit. Transactions converted by agents (such as depositories) will be billed at the rates such agents use.

Proxy Vote

Securities not fully paid for in your margin account may be lent by Pershing to itself or others in accordance with the terms outlined in the Margin Agreement. The right to vote your

Portfolio Holdings Disclosures (continued)

Proxy Vote (continued)

shares held on margin may be reduced by the amount of shares on loan. The Proxy Voting Instruction Form sent to you may reflect a smaller number of shares entitled to vote than the number of shares in your margin account.

Important Information and Disclosures

The Role of Pershing

- Pershing LLC, member FINRA, NYSE, carries your account as clearing broker pursuant to a clearing agreement with your financial institution. Pershing is not responsible or liable for any acts or omissions of your financial institution or its employees and it does not supervise them. Pershing provides no investment advice nor does it assess the suitability of any transaction or order. Pershing acts as the agent of your financial institution and you agree that you will not hold Pershing or any person controlling or under common control with it liable for any investment losses incurred by you.
- Pershing performs several key functions at the direction of your financial institution. It acts as custodian for funds and securities you may deposit with it directly or through your financial institution or that it receives as the result of securities transactions it processes.
- Your financial institution is responsible for adherence to the securities laws, regulations and rules which apply to it regarding its own operations and the supervision of your account, its sales representatives and other personnel. Your financial institution is also responsible for approving the opening of accounts and obtaining account documents; the acceptance and, in certain instances, execution of securities orders; the assessment of the suitability of those transactions, where applicable; the rendering of investment advice, if any, to you and in general, for the ongoing relationship that it has with you.
- Inquiries concerning the positions and balances in your account may be directed to the Pershing Customer Service Department at (201) 413-3333. All other inquiries regarding your account or activity should be directed to your financial institution. Your financial organization's contact information can be found on the first page of this statement.
- For a description of other functions performed by Pershing please consult the Disclosure Statement provided to you upon the opening of your account. This notice is not meant as a definitive enumeration of every possible circumstance, but as a general disclosure. If you have any questions regarding this notice or if you would like additional copies of the Disclosure Statement, please contact your financial institution.
- Pershing is a member of the Securities Investor Protection Corporation (SIPC®). Please note that SIPC does not protect against loss due to market fluctuation. In addition to SIPC protection, Pershing provides coverage in excess of SIPC limits. For more detailed information please visit: www.pershing.com/about/strength-and-stability.
- This statement will be deemed conclusive. You are advised to report any inaccuracy or discrepancy (including unauthorized trading) promptly, but no later than ten days after receipt of this statement, to your financial organization and Pershing. Please be advised that any oral communication should be re-confirmed in writing to further protect your rights, including your rights under the Securities Investor Protection Act.
- Your financial organization's contact information can be found on the first page of this statement. Pershing's contact information is as follows: Pershing LLC, Legal Department, One Pershing Plaza, Jersey City, New Jersey 07399; (201) 413-3330. Errors and Omissions excepted.

Important Arbitration Disclosures

- All parties to this agreement are giving up the right to sue each other in court, including the right to a trial by jury, except as provided by the rules of the arbitration forum in which a claim is filed.
- Arbitration awards are generally final and binding; a party's ability to have a court reverse or modify an arbitration award is very limited.
- The ability of the parties to obtain documents, witness statements and other discovery is generally more limited in arbitration than in court proceedings.
- The arbitrators do not have to explain the reason(s) for their award, unless, in an eligible case, a joint request for an explained decision has been submitted by all parties to the panel at least 20 days prior to the first scheduled hearing date.
- The panel of arbitrators will typically include a minority of arbitrators who were or are affiliated with the securities industry.
- The rules of some arbitration forums may impose time limits for bringing a claim in arbitration. In some cases, a claim that is ineligible for arbitration may be brought in court.

Important Information and Disclosures (continued)

Important Arbitration Disclosures (continued)

- The rules of the arbitration forum in which the claim is filed, and any amendments thereto, shall be incorporated into this agreement.

Important Arbitration Agreement

Any controversy between you and Pershing LLC shall be submitted to arbitration before the Financial Industry Regulatory Authority. No person shall bring a putative or certified class action to arbitration, nor seek to enforce any predispute arbitration agreement against any person who has initiated in court a putative class action, who is a member of a putative class who has not opted out of the class with respect to any claims encompassed by the putative class action until: (I) the class certification is denied; (II) the class is decertified; or (III) the client is excluded from the class by the court. Such forbearance to enforce an agreement to arbitrate shall not constitute a waiver of any rights under this agreement except to the extent stated herein. The laws of the State of New York govern.

Pershing's contact information is as follows: Pershing LLC, Legal Department, One Pershing Plaza, Jersey City, New Jersey 07399; (201) 413-3330.



TERMS AND CONDITIONS

TRANSACTIONS

- ALL ORDERS AND TRANSACTIONS SHALL BE SOLELY FOR YOUR ACCOUNT AND RISK SHALL BE SUBJECT TO THE CONSTITUTION, RULES, REGULATIONS, CUSTOMS, USAGES, RULINGS AND INTERPRETATIONS OF THE EXCHANGE OR MARKET AND THE CLEARING FACILITY, IF ANY, WHERE THE TRANSACTIONS ARE EXECUTED AND/OR SETTLED, OR IF APPLICABLE, OF THE FINANCIAL INDUSTRY REGULATORY AUTHORITY AND TO ALL APPLICABLE LAWS AND REGULATIONS.
- TITLE TO SECURITIES SOLD TO YOU, WHERE PERSHING HAS ACTED AS PRINCIPAL, SHALL REMAIN WITH PERSHING UNTIL THE ENTIRE PURCHASE PRICE IS RECEIVED OR UNTIL THE SETTLEMENT DATE, WHICHEVER IS LATER.
- YOU MAY HAVE RECEIVED CONFIRMATIONS FOR TRANSACTIONS WHICH DO NOT APPEAR ON YOUR STATEMENT. IF SO, THE TRANSACTIONS WILL APPEAR ON YOUR NEXT PERIODIC STATEMENT. SUCH TRANSACTIONS MUST BE CONSIDERED BY YOU WHEN COMPUTING THE VALUE OF YOUR ACCOUNT. THIS IS ESPECIALLY TRUE IF YOU HAVE WRITTEN OPTIONS WHICH HAVE BEEN EXERCISED.

FREE CREDIT BALANCES: ANY FREE CREDIT BALANCE CARRIED FOR YOUR ACCOUNT REPRESENTS FUNDS PAYABLE UPON DEMAND WHICH, ALTHOUGH PROPERLY ACCOUNTED FOR ON PERSHING'S BOOKS OF RECORD, ARE NOT SEGREGATED AND MAY BE USED IN THE CONDUCT OF ITS BUSINESS.

DEBIT BALANCES: INTEREST CHARGED ON DEBIT BALANCES IN YOUR ACCOUNT APPEARS ON THE STATEMENT. THE RATE OF INTEREST AND PERIOD COVERED ARE INDICATED. THE RATE MAY CHANGE FROM TIME TO TIME DUE TO FLUCTUATIONS IN MONEY RATES OR OTHER REASONS. INTEREST IS COMPUTED AS DESCRIBED IN MATERIAL PREVIOUSLY FURNISHED TO YOU. PLEASE CONTACT YOUR FINANCIAL INSTITUTION IF YOU DESIRE ADDITIONAL COPIES.

MARGIN INFORMATION: IF YOU MAINTAIN A MARGIN ACCOUNT, THIS IS A COMBINED STATEMENT OF YOUR GENERAL ACCOUNT AND A SPECIAL MEMORANDUM ACCOUNT MAINTAINED FOR YOU UNDER REGULATION T OF THE BOARD OF GOVERNORS OF THE FEDERAL RESERVE SYSTEM. THE PERMANENT RECORD OF THE SEPARATE ACCOUNT AS REQUIRED BY REGULATION T IS AVAILABLE FOR YOUR INSPECTION UPON REQUEST.

TAX INFORMATION

- AFTER YEAR END, PERSHING IS REQUIRED TO PROVIDE TAX INFORMATION TO THE INTERNAL REVENUE SERVICE AND OTHER GOVERNMENTAL AUTHORITIES. AT THAT TIME PERSHING WILL PROVIDE THAT INFORMATION ON THE ANNUAL TAX INFORMATION STATEMENT TO YOU; USE THAT STATEMENT TO PREPARE YOUR TAX FILINGS. THE TAX STATEMENT ALSO INCLUDES OTHER USEFUL INFORMATION TO ASSIST IN ACCUMULATING THE DATA TO PREPARE YOUR TAX RETURNS.
- DIVIDENDS, INTEREST AND OTHER DISTRIBUTIONS SHOWN ON THIS STATEMENT WERE CLASSIFIED AS TAXABLE OR NONTAXABLE BASED ON CERTAIN INFORMATION KNOWN AS OF THE DISTRIBUTION DATE. THIS CLASSIFICATION IS SUBJECT TO CHANGE AND IS SOLELY INTENDED FOR USE AS GENERAL INFORMATION.
- PERSHING DOES NOT PROVIDE TAX, INVESTMENT OR LEGAL ADVISORY SERVICES AND NO ONE ASSOCIATED WITH PERSHING IS AUTHORIZED TO RENDER SUCH ADVICE. DO NOT RELY UPON ANY SUCH ADVICE. IF GIVEN, INVESTORS ARE ENCOURAGED TO CONSULT THEIR TAX ADVISORS TO DETERMINE THE APPROPRIATE TAX TREATMENT OF THEIR BUSINESS.

GENERAL INFORMATION

- WHENEVER YOU ARE INDEBTED TO PERSHING LLC ("PERSHING") FOR ANY AMOUNT, ALL SECURITIES HELD BY IT FOR YOU IN ANY ACCOUNT IN WHICH YOU HAVE ANY INTEREST SHALL SECURE ALL YOUR LIABILITIES TO PERSHING, AND PERSHING MAY IN ITS DISCRETION AT ANY TIME, WITHOUT TENDER, DEMAND OR NOTICE TO YOU, CLOSE OR REDUCE ANY OR ALL OF YOUR ACCOUNTS BY PUBLIC OR PRIVATE SALE OR PURCHASE OR BOTH OF ALL OR ANY SECURITIES CARRIED IN SUCH ACCOUNTS; ANY BALANCE REMAINING DUE PERSHING TO BE PROMPTLY PAID BY YOU.
- WHENEVER YOU ARE INDEBTED TO PERSHING FOR ANY AMOUNT, ALL SECURITIES CARRIED FOR YOUR ACCOUNT ARE OR MAY BE, WITHOUT FURTHER NOTICE TO YOU, LOANED OR PLEDGED BY PERSHING, EITHER SEPARATELY OR UNDER CIRCUMSTANCES WHICH WILL PERMIT THE COMMINGLING THEREOF,

WITH OTHER SECURITIES FOR ANY AMOUNT LESS THAN, EQUAL TO OR GREATER THAN YOUR LIABILITIES TO PERSHING, BUT NOT UNDER CIRCUMSTANCES FOR AN AMOUNT PROHIBITED BY LAW.

- PERSHING MAY TRADE FOR ITS OWN ACCOUNT AS A MARKET MAKER, SPECIALIST, ODD LOT DEALER, BLOCK POSITIONER, ARBITRAGEUR OR INVESTOR. CONSEQUENTLY, AT THE TIME OF ANY TRANSACTION YOU MAY MAKE, PERSHING MAY HAVE A POSITION IN SUCH SECURITIES, WHICH POSITION MAY BE PARTIALLY OR COMPLETELY HEDGED.
- IF AVERAGE PRICE TRANSACTION IS INDICATED ON THE FRONT OF THIS STATEMENT YOUR FINANCIAL INSTITUTION OR PERSHING MAY HAVE ACTED AS PRINCIPAL, AGENT OR BOTH. DETAILS AVAILABLE UPON REQUEST.
- A FINANCIAL STATEMENT OF PERSHING IS AVAILABLE FOR YOUR PERSONAL INSPECTION AT PERSHING'S OFFICES. A COPY OF IT WILL BE MAILED UPON YOUR WRITTEN REQUEST OR YOU CAN VIEW IT ONLINE AT WWW.PERSHING.COM.
- FOR BUSINESS CONTINUITY AND ADDITIONAL DISCLOSURES: WWW.PERSHING.COM/us/en/disclosures.html
- THIS STATEMENT SHOULD BE RETAINED FOR YOUR RECORDS.

PAYMENT FOR ORDER FLOW AND ORDER ROUTING POLICY DISCLOSURES (REGULATION NMS - RULE 607 (A) (1) - (2))

PERSHING SENDS EQUITY AND OPTION ORDERS TO EXCHANGES, OR BROKER-DEALERS AS MARKET MAKERS OR AUTOMATED TRADING SYSTEMS (ATSS). CERTAIN OF THESE VENUES PROVIDE PAYMENTS TO PERSHING OR CHARGE ACCESS FEES TO PERSHING DEPENDING UPON THE CHARACTERISTICS OF THE ORDER AND ANY SUBSEQUENT EXECUTION. THE DETAILS OF THESE PAYMENTS AND FEES ARE AVAILABLE UPON WRITTEN REQUEST. COMPENSATION IS GENERALLY IN THE FORM OF A PER SHARE OR PER OPTION CONTRACT CASH PAYMENT. IN ADDITION, PERSHING EXECUTES CERTAIN TRANSACTIONS IN EQUITY PREFERRED SECURITIES AND FRACTIONAL SHARES AS PRINCIPAL. PERSHING ALSO ROUTES CERTAIN EQUITY ORDERS TO ITS AFFILIATE, BNY MELLON CAPITAL MARKETS, LLC, FOR EXECUTION AS PRINCIPAL.

BEST EXECUTION: NOTWITHSTANDING THE PREVIOUS PARAGRAPH REGARDING PAYMENT FOR ORDER FLOW, PERSHING SELECTS CERTAIN MARKET CENTERS TO PROVIDE EXECUTION OF OVER-THE-COUNTER AND EXCHANGE-LISTED SECURITIES TRANSACTIONS WHICH AGREE TO ACCEPT ORDERS, TRANSMITTED ELECTRONICALLY UP TO A SPECIFIED SIZE, AND TO EXECUTE THEM AT OR BETTER THAN THE NATIONAL BEST BID OR OFFER (NBBO). IN CERTAIN SECURITIES THAT ARE NOT ELECTRONICALLY QUOTED, PERSHING DIRECTLY CONTACTS MARKET CENTERS TO OBTAIN AN EXECUTION. THE DESIGNATED MARKET CENTERS TO WHICH ORDERS ARE AUTOMATICALLY ROUTED ARE SELECTED BASED ON THE CONSISTENT HIGH QUALITY OF THEIR EXECUTIONS AND THEIR ABILITY TO PROVIDE OPPORTUNITIES FOR EXECUTIONS AT PRICES SUPERIOR TO THE NBBO. PERSHING ALSO REGULARLY REVIEWS REPORTS FOR QUALITY OF EXECUTION PURPOSES.

IF ANY OF THE ABOVE TERMS AND CONDITIONS ARE UNACCEPTABLE TO YOU, PLEASE NOTIFY PERSHING IMMEDIATELY IN WRITING BY CERTIFIED MAIL TO ONE PERSHING PLAZA, JERSEY CITY, NJ 07399, ATTN: LEGAL DEPT

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Account Number: 5EQ-944865
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NOTE:

The Check Report

will be provided for review

at the board meeting.

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JANUARY 2023	FEBRUARY 2023	MARCH 2023	APRIL 2023	MAY 2023	JUNE 2023
1/2 & 1/16 HOLIDAY	2/20 HOLIDAY			5/29 HOLIDAY	6/19 HOLIDAY
CASA Winter Conf. Jan 25-27, Palm Springs	CASA Policy Forum Feb 27-Mar. 1, Wash, DC				
1/19/2023 – 7:00 P.M.	2/2/2023 – 7:00 P.M.	3/4/2023 – 9:00 A.M.	4/6/2023 – 7:00 P.M.	5/4/2023 – 7:00 P.M.	6/1/2023 – 7:00 P.M.
<ul style="list-style-type: none"> • Board Governance Manual Review • Service Rate Discussion • Long Range Planning Workshop Agenda • Director’s Contact Info • Board Training Summ. • CASA Conference • Quarterly Financial Statements • SPASPA Status Report • CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval. 	<ul style="list-style-type: none"> • Actuarial Analysis of Retiree Health Benefits Report (even years) • Performance Report (every 3 years) • District of Distinction (every 3 years) • Service Rate Discussion • Long Range Planning Workshop Agenda • Board Training Summ. • CASA Conference • CASA Conference Attendee Reports 	<p><u>9AM MEETING TIME</u></p> <ul style="list-style-type: none"> • Long Range Planning Workshop – Past 5 yrs. Expenditures Review – Self-Assessment of Governance – Strategic Plan Review 	<ul style="list-style-type: none"> • Service Rate Discussion/ Approval (& 30-day Notice) • Board Training Summ. 	<ul style="list-style-type: none"> • Draft Budget • Board Training Summ. • July 4th Fair Discussion • Review of Comparable Agencies • Appoint Labor Negot. • CLOSED SESSION – Conf. Labor Negot. 	<ul style="list-style-type: none"> • Draft Budget • Review Directors’ Meeting Compensation • District Working Capital and Reserve Policy • Approve Project Plans and Specs (+CEQA) • July 4th Fair Discussion • CASA Conference
	2/16/2023 – 7:00 P.M.	3/16/2023 – 7:00 P.M.	4/20/2023 – 7:00 P.M.	5/18/2023 – 7:00 P.M.	6/15/2023 – 7:00 P.M.
	<ul style="list-style-type: none"> • Board Governance Manual Approval • Long Range Planning Workshop Agenda • Service Rate Discussion • Form 700 	<ul style="list-style-type: none"> • Auditor – RFP • California Employer’s Retiree Benefit Trust (CERBT) • Service Rate Discussion • Action Plan • Board Training Summ. • Consent Decree Quarterly Report • CASA Conference Attendee Reports • Form 700 	<ul style="list-style-type: none"> • Draft Budget • Employee Benefit Package Review • Service Rate Discussion/Approval (+ 30-day Notice) • July 4th Fair Discussion • Quarterly Financial Statements • SPASPA Status Report • CLOSED SESSION – Quarterly Claims Rpt – Conf. Labor Negot 	<ul style="list-style-type: none"> • Resolution Ordering Board Election (even years) • Draft Budget • July 4th Fair Discussion • Service Rate Discussion/Approval (+ 30-day Notice) • CLOSED SESSION – Manager Perf. Eval. – Conf. Labor Negot. 	<ul style="list-style-type: none"> • Resolution Salary of District Manager • Resolution Employee Salary Ranges • Resolution Approve/Adopt Budget • Review and Approve Incentive Award • Adopt Incentive Award Goals & Objectives • July 4th Fair Discussion • CD Quarterly Report • CASA Conference • CLOSED SESSION – Counsel Perf. Eval.

STEGE SANITARY DISTRICT

BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JULY 2023	AUGUST 2023	SEPTEMBER 2023	OCTOBER 2023	NOVEMBER 2023	DECEMBER 2023
7/4 HOLIDAY 4 th of July Fair Booth	CASA Annual Conf. Aug 9-11, San Diego CSDA Annual Conf. Aug 28-31, Monterey	9/4 HOLIDAY Board Training AB 1234 (even years) AB 1661 (odd years)		11/23-24 HOLIDAY	12/7 HOLIDAY LUNCHEON 12/25 HOLIDAY
7/6/2023 – 7:00 P.M.	8/17/2023 – 7:00 P.M.	9/7/2023 – 7:00 P.M.	10/5/2023 – 7:00 P.M.	11/9/2023 – 7:00 P.M.	12/7/2023 – 2:00 P.M.
<ul style="list-style-type: none"> • July 4th Fair Debrief • CASA/CSDA Conf. 	<ul style="list-style-type: none"> • Select Actuary for Analysis of Retiree Health Benefits (odd years) 	<ul style="list-style-type: none"> • CASA/CSDA Conf. Attendee Reports 	<ul style="list-style-type: none"> • Regional PSL Program Update • Regional FOG Program Update 	<ul style="list-style-type: none"> • Proposed Meeting Calendar • Board Officer Succession Plan • CASA Conference 	<p><u>2PM MEETING TIME</u></p> <ul style="list-style-type: none"> • Fiscal Year Financial Audit • Resolution Certifying Election Results (even years) • Connection Charge Review • Emergency Contact Update • Meeting Calendar • Consent Decree Quarterly Report • CASA Conference • Pension + OPEB UAL Reports • Nomination & Election of Officers
7/20/2023 – 7:00 P.M.	<ul style="list-style-type: none"> • Quarterly (FY End) Financial Statements • Conn. Charge Report per Gov. Code 66013 • CASA/CSDA Conf. 	9/21/2023 – 7:00 P.M.	10/19/2023 – 7:00 P.M.		
<ul style="list-style-type: none"> • Hearing +Res./Ord. – Establish and Collect Sewer Service Charges – Director Meeting Compensation • Resolution Filing Notice of Completion • District Investment Policy • Reimb. Report per Gov. Code 53065.5 • Candidate filing period (even years) • Quarterly Financial Statements • SPASPA Status Report • CASA/CSDA Conf. • Form 470 • CLOSED SESSION – Quarterly Claims Rpt 		<ul style="list-style-type: none"> • Health Care Benefits Review • Consent Decree Quarterly Report 	<ul style="list-style-type: none"> • Quarterly Financial Statements • SPASPA Status Report • CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval. 		