



Stege Sanitary District Board of Directors

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

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

Meeting Agenda

Items on the agenda may be taken out of order.

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

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

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

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

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

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

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

1. Call To Order

2. Roll Call

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

3. Public Comment

(Members of the public are invited to address the Board concerning topics that are **not** on the agenda. Comments on agenda items will be heard when the item is up for consideration.)

Stege Sanitary District Board of Directors
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4. Approval of Minutes

Motion: A. Approval of Draft February 20, 2025 Board Meeting Minutes
(The Board will review and consider approving the minutes.)

5. Communications

Info: A. Oral/Written Communications

- i. Brief reports from Directors on matters related to the District including attendance at City or community meetings.
 - Director Merrill's Report on the 2025 CASA Washington DC Policy Forum
 - El Cerrito Community Development E-News, March 2025

6. Staff and Officer Reports

Info: A. Oral Attorney's Report

B. Manager's Report

- i. Oral Manager's Report
- ii. Monthly Maintenance Summary Report
- iii. Monthly Replacement and Repair Summary
- iv. Monthly Service Call Report
- v. Sanitary Sewer Overflow Report – Last 12 Months
- vi. Board Governance Self-Assessment
- vii. Form 700

7. Financial Statements

Info: A. Monthly Investment, Cash, Receivables Report

B. Monthly Operating Statement
(The Board will review the reports and statements.)

8. Approval of Checks

Motion: A. Checks for February 20, 2025 - Fund No. 3418 & 3423
(The Board will consider approving the checks.)

9. Future Agenda Items & Professional Association Activities

Info: A. April 3, 2025 Board Meeting

- Resolution to Adopt Revised Board Governance Policy
- Draft 2025 Action Plan
- Board Training Schedule
- Draft Budget
- Service Rate Discussion
- July 4th Fair Discussion

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

B. April 17, 2025 Board Meeting

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

C. Professional Association Activities

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

10. Adjournment

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



Stege Sanitary District Board of Directors

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

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

DRAFT Meeting Minutes

I. Call To Order: President O’Keefe called the meeting to order at 7:00 P.M.

II. Roll Call: Present: Merrill, O’Keefe, Gilbert-Snyder
Absent: Beach, Christian-Smith
Others Present: Lani Good, District Manager
Kristopher Kokotaylo, District Counsel

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

III. Public Comment: There were no public comments.

IV. Approval of Minutes

A. Approval of February 6, 2025 Board Meeting Minutes

MOTION: By Gilbert-Snyder, seconded by Merrill, to approve the minutes of the February 6, 2025 Board Meeting, as corrected.

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

V. Communications

A. Oral/Written Communications

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

President O’Keefe requested that the Manager calendar a reminder in June to request the City of El Cerrito publish our PSL loan program in City newsletters.

VI. Reports of Staff and Officers

A. Oral Attorney’s Report

In response to Director Merrill’s inquiry at a previous Board Meeting, the District Counsel reported that SB 937 provides that local agencies cannot require payment for impact fees until final inspection or issuance of certificate of occupancy, whichever occurs first. This is different from the current practice which is to generally charge fees when permits are pulled. There is an exception under SB 937 that allows the District to collect payment of the fees earlier if the District determines that the fees will be collected for public improvements or facilities for which an account has been established and funds appropriated and for which the District has adopted a proposed construction schedule or plan before final inspection or issuance of the certificate of occupancy. “Appropriated,” is defined as authorization by the Board to make expenditures and incur obligations for specific purposes (in this case, the expansion of the facilities in the SPASPA).

The District Counsel also reported on provisions in the Board Governance Manual related to Board Member attendance and responded to inquiries regarding Board options to enforce or require minimum attendance standards. The District Counsel informed the Board that State Law has provisions related to city council member attendance for general law cities but nothing similar for the Sanitary District. The District Counsel informed the Board that it did not have the ability to take action against other Board Members aside from censure. The general options to address attendance would be: 1) Establish an admonishment or formal censure process and include failure to meet attendance as a policy violation; 2) Establish attendance standards in policies with an expectation the Board Members have a collective understanding of the importance of attending meetings to ensure that business can be effectively conducted. The Board President requested that the General Manager place a short item for discussion for the Long Range Planning Meeting.

B. Manager's Report

1. Monthly Maintenance Summary Report

The Manager reported no significant issues with last month's maintenance activities. Director Merrill noted the unusually high production rate on one of the District's Vactor trucks over the other and asked for more information. The Manager will follow up at a future Board Meeting.

2. Monthly Replacement and Repair Summary

The Manager reported the progress of the on-going capital projects.

3. Monthly Service Call Report

The Manager reported the service calls this month, and Director Merrill requested the Monthly Service Call Report from December 2024, which was inadvertently omitted from the January 23rd Board Meeting agenda.

4. Sanitary Sewer Overflow Report – Last 12 Months

The Manager reported no overflows this month.

5. Oral Manager's Report

The Manager reported that maintenance staff member Dante DeLuca passed his Grade III CWEA Collection Systems Certification test, and the Board extended their congratulations. The Manager also reported the status of on-going building HVAC repairs, read an email thanking the District's Maintenance Supervisor for his customer service during a recent District repair project on her property, and read a positive note from a customer on a recent Customer Service Survey.

6. Professional Association Activities

The Manager reported on the NorCal Pipe Users Group (NorCal PUG) Seminar, held on February 13th. There was a presentation that included storm drain improvements in the City of El Cerrito that was informative. Also of note was a presentation from the City of Healdsburg about lessons learned during a recent construction claim that went to trial.

VII. Business

A. Board Governance Manual

The Board reviewed the updated Board Governance Manual, requested one modification, approved the amended Manual, and requested that the Manual review be adjusted to every two years.

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve the Board Governance Manual, as corrected and amended.

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

- B. Resolution No. 2254-0225 Approving a Position Title Change from District Manager to General Manager Including Approving an Amendment to the Employment Agreement with Lani Good; Approving an Amendment to the District’s Procedures, Policies and Other Documents; and Amending Stege Sanitary District’s Salary Schedule in Conformance with California Code of Regulations, Title 2, Section 570.5; Adopt Ordinance 2255-0225 Amending the District Ordinance Code to Replace All Position Title References of “District Manager” to “General Manager” to Reflect Title Change and Other Minor Corrections

The Board reviewed and approved the Resolution and Ordinance modifying the Manager’s title and making other minor corrections to the District Ordinance Code.

MOTION: By Gilbert-Snyder, seconded by Merrill, to approve Resolution No. 2254-0225 approving a position title change from District Manager to General Manager including approving an Amendment to the Employment Agreement with Lani Good; approving an Amendment to the District’s Procedures, Policies and other documents; and amending Stege Sanitary District’s Salary Schedule in conformance with California Code of Regulations, Title 2, Section 570.5; and to adopt Ordinance 2255-0225 amending the District Ordinance Code.

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

VIII. Approval of Checks

- A. Checks for February 6, 2025 - Fund No. 3418 & 3423

MOTION: By Gilbert-Snyder, seconded by Merrill to pay the bills, Check Nos. 1422 through 1447 in the amount of \$57,494.06.

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

IX. Future Agenda Items& Professional Association Activities

- A. March 8, 2025

- Long Range Planning – All Day Workshop (see separate draft agenda)

B. March 20, 2025

- Auditor RFP
- Board Training Schedule
- California Employer’s Retiree Benefit Trust (CERBT)
- Consent Decree Quarterly Report
- Form 700
- Maintenance & Engineering Reports
- Monthly Financial Reports

C. Professional Association Activities

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

X. **Adjournment**

The meeting was adjourned at 8:42 P.M. The next meeting of the District Board of Directors will be the Long-Range Planning Workshop scheduled to be held on March 8, 2025 at 9:00 A.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California.

Lani Good
STEGE SANITARY DISTRICT
Secretary

REPORT ON CASA WASHINGTON DC POLICY FORUM February 25-25 2025 by DWIGHT MERRILL

As I write this, much of what was postulated and predicted is out-dated, and the limited optimism of some of the speakers seems wildly wrong.

1. Overview from Annie Snider, reporter from Politico. Ms. Snider briefly touched on many of the issues before Congress as President Trump floods the zone. DOGE; funding issues (clarified Mar. 15, not in the water sector's favor, or just about any other sector's favor.); she suggested that there seemed to be some congressional push back, after all politicians want entitlements for their constituents, but that seems to have evaporated; regulatory reform may not have much effect on the water sector.

2. Panel Discussing Stakeholder Policy Priorities for the 119th Congress. Kristina Surfus, Managing Director, Government Affairs, National Association Clean Water Agencies, Dan Hartnett, Chief Advocacy Officer, Association of Metropolitan Water Agencies, and Carloyn Berndt, Legislative Director for Sustainability, National League of Cities discussed their organizations' water priorities. Their priorities are very much CASA priorities. PFAs are a big issue. Municipalities need to be protected against liabilities for PFAs, since they are not an initial source. Surfus also suggested additional PFAs toxicology studies since the current studies on which the new limits are based have some funny peculiar results. Funding is concerning—SRF and WIFIA need to be adequately funded. Local governmental budgets are strained and too low to meet the current challenges. Biosolids use and some modifications of MCL need to be clarified.

3. Cybersecurity discussion from Sam Sabin, reporter from Axios. Sabin talked about some recent ransomware attacks and reminded us all to be vigilant. Make sure that staff is reminded not to click on suspicious emails! Roland Williams from Castro Valley Sanitary noted that Castro Valley Sanitary had been subject to a ransomware attack, wiping out access to their data, but since they had backup data sets stored in the cloud, they were quickly able to recover and never paid out any ransom money.

4. Closing Congressional speakers. This was emblematic of the Forum. The House and Senate were both in session, important Committees were voting on the House budget bill, and Jared Huffman, Kevin Kiley, and Alex Padilla all begged off. Padilla did send his chief of staff who didn't have many words of encouragement.



“It took me quite a long time to develop a voice, and now that I have it, I am not going to be silent.”
- Madeleine Albright

Community Development Department E-Newsletter MARCH 2025

Want to spread the word? Forward this message to your friends and encourage

them to sign up by emailing community@ci.el-cerrito.ca.us .

IN THIS EDITION

- LOCAL EVENTS
 - 3/2 - AWARDS NIGHT AT RIALTO CINEMAS CERRITO
 - 3/12 - SECURITY PUBLIC STORAGE GRAND OPENING AND RIBBON CUTTING
 - 3/16 - THE ANNEX BEER AND CIDER TASTING
- WELCOME TO EL CERRITO
 - BAYSICS
 - AUTO ZONE
- EARTHQUAKE BRACE+BOLT PROGRAM
- AFFORDABLE HOUSING RESOURCES
 - DOORWAY HOUSING PORTAL
 - 4/12 - HUD PRE-PURCHASE WORKSHOP
 - STEGE SANITARY DISTRICT PRIVATE SEWER LATERAL (PSL) REPLACEMENT LOAN PROGRAM
 - EAST BAY MUNICIPAL UTILITY DISTRICT CUSTOMER ASSISTANCE PROGRAM (CAP)
- EL CERRITO CHAMBER OF COMMERCE
 - FARMERS MARKET

LOCAL EVENTS

Richmond Neighborhood Housing Services
PRESENTS

HUD PRE-PURCHASE WORKSHOP



EMMA BIGGE
AMP VP, Regional Manager
NMLS # 2582104

SATURDAY
APRIL 12

🕒 9:00 AM - 5:00 PM

📍 3220 Blume Drive Ste 198
Richmond, CA 94806

Sponsored by: **BMO** 

REGISTRATION IS REQUIRED
REGISTER EARLY, SPACE IS LIMITED

If you're thinking about homeownership in the Bay Area or are in the process of purchasing a home, this workshop is for you. RNHS is excited to partner with you after the workshop to assist you in achieving your homeownership goals. Click [here](#) for more information and to register.

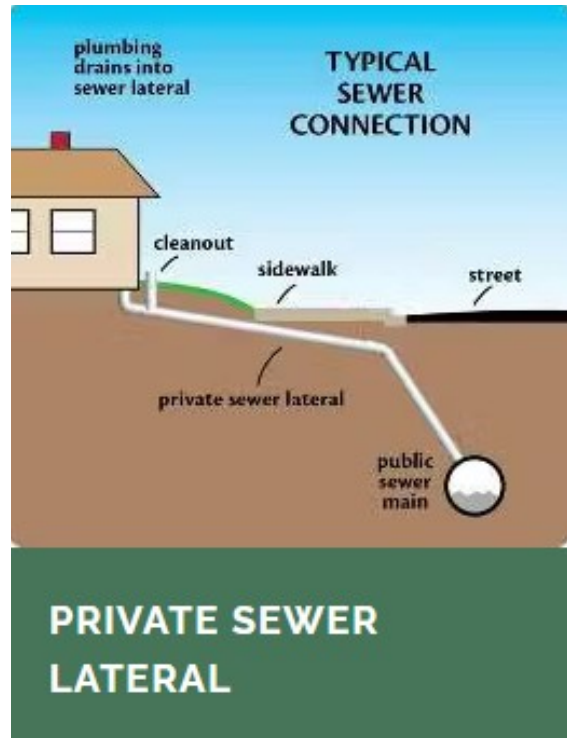


STEGE SANITARY DISTRICT
PROTECTING THE BAY SINCE 1913

Private Sewer Lateral (PSL) Replacement Loan Program

The Private Sewer Lateral (PSL) Replacement Loan Program is designed to encourage property owners to protect and preserve the environment by offering a no-interest deferred payment loan of up to \$10,000 to replace PSLs. The PSL loans are offered on a "first-come, first-served" basis to the extent of available funding. Repayment of the loans will be over a period not to exceed ten (10) years, have no pre-payment penalty, and will be collected through the annual property tax bills issued by the County.

Please [click here](#) for more information on the program and its requirements.



STEGE SANITARY DISTRICT MONTHLY MAINTENANCE SUMMARY REPORT

February 2025

QUARTER 1

VEHICLE	DAYS	FOOTAGE (LF)
<i>UNIT 10 COMBO</i>	14	24,436
<i>UNIT 11 RODDER</i>	1	322
<i>UNIT 15 CCTV</i>	13	25,847
<i>UNIT 16 COMBO</i>	6	50,128
TOTAL MONTH CLEANED		74,886
TOTAL MONTH CCTV'D		25,847

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)
2025	1	146,681	253,405		50,525	43,453	
2024	4	224,128	220,719	0	33,605	39,058	16,229
2024	3	290,943	224,401	0	58,188	59,119	22,561
2024	2	241,013	188,935	0	58,662	64,948	33,962
2024	1	289,295	226,685	0	52,450	54,605	24,296

**STEGE SANITARY DISTRICT
MONTHLY REPLACEMENT AND REPAIR SUMMARY
February 2025**

I SEWER REPLACEMENT - FY 2024-2025			
A.	BUDGET ALLOCATION		\$3,593,000
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$2,288,516
C.	SEWER REPLACEMENTS PAID THIS MONTH (NO RETENTION)	<u>COST</u>	
	None		
SUBTOTAL FOR THIS MONTH			\$0
D.	TOTAL BUDGET EXPENDED (NO RETENTION)	60.51%	\$2,174,090
E.	TOTAL 5% RETENTION HELD		\$114,426
F.	BUDGET REMAINING	36.31%	\$1,304,484
G.	PERCENTAGE OF FISCAL YEAR REMAINING	33.33%	
H.	TOTAL REPLACEMENT FOOTAGE PAID TO DATE	11,335 (\$ 201.90 /LF)	

II SEWER REPAIRS - FY 2024-2025			
A.	BUDGET ALLOCATION		\$74,000
B.	PRIOR BUDGET EXPENDED		\$23,400
C.	SEWER REPAIRS PAID THIS MONTH	<u>REPAIR COST</u>	
	None		
SUBTOTAL FOR THIS MONTH			\$0
SUBTOTAL FOR LAST MONTH			\$23,400
D.	TOTAL BUDGET EXPENDED	31.62%	\$23,400
E.	TOTAL RETENTION HELD	0.00%	\$0
F.	BUDGET REMAINING	68.38%	\$50,600
G.	PERCENTAGE OF FISCAL YEAR REMAINING	33.33%	
H.	TOTAL NUMBER OF REPAIRS PAID TO DATE	6 (\$3,900 /REPAIR)	

**STEGE SANITARY DISTRICT
MONTHLY REPLACEMENT AND REPAIR SUMMARY
February 2025**

III CANON PUMP STATION UPGRADE - FY 2024-2025

A. BUDGET ALLOCATION		\$1,200,000
B. PRIOR BUDGET EXPENDED (WITH RETENTION)		\$192,775
C. CANON PUMPSTATION UPGRADES PAID THIS MONTH (NO RETENTION)		
None		
SUBTOTAL FOR THIS MONTH		\$0
D. TOTAL BUDGET EXPENDED (NO RETENTION)	15.26%	\$183,136
E. TOTAL 5% RETENTION HELD	5.00%	\$9,639
F. BUDGET REMAINING	83.94%	\$1,007,225
G. PERCENTAGE OF FISCAL YEAR REMAINING	33.33%	
H. TOTAL CANON FOOTAGE PAID TO DATE (NOT APPLICABLE)	(\$ -	

MONTHLY SERVICE CALLS**December-2024**

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
12/1/2024 Sunday 1:33 PM	226111 226109	7212 A ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	T				SINK HOLE WHERE CONTRACTORS WORK WAS DONE.
12/2/2024 Monday 11:31 AM	282005 282101	729 KEARNEY 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.
12/3/2024 Tuesday 1:32 PM	221204 221008	419 LIBERTY ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				MISSING CLEANOUT CAP, CUSTOMER'S PROBLEM
12/4/2024 Wednesday 9:54 AM	191238 191207	2543 TAMALPAIS AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	A, E				WE FOUND THIS TO BE EBMUD'S PROBLEM.
12/9/2024 Monday 11:49 AM	102305 102304	1565 MARIPOSA ST. RICHMOND, CA 94804	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM..
12/11/2024 Wednesday 11:10 AM	221006 221005	6500 FAIRMOUNT AVE. 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.
12/15/2024 Sunday 3:28 PM	226003 226002	257 BEHRENS ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
12/16/2024 Monday 4:25 PM	186202 186201	5937 JORDAN AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
12/20/2024 Friday 1:00 PM	187108 187101	5382 ROSALIND AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	T				WE FOUND RATS IN SEWER, CUSTOMERS PROBLEM.
12/21/2024 Saturday 9:45 AM	261108 261103	622 NORVELL ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				WE FOUND THE CLOGGED SINK TO BE THE CUSTOMER'S PROBLEM.
12/24/2024 Tuesday 6:45 PM	212115 212154	5900 COLUMBIA AVE. RICHMOND, CA 94804	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, LC,T,OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
12/26/2024 Thursday 12:26 PM	261411 261410	7918 TERRACE DR. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, LC				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
12/27/2024 Friday 1:45 PM	161901 161803	6720 POTRERO AVE. 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.
12/27/2024 Friday 3:11 PM	282106 282205	747 KEARNEY ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, LC				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
12/30/2024 Monday 2:30 PM	274224 274223	265 COLGATE AVE. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C,OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
12/30/2024 Monday 8:45 PM	171301 171025	7620 POTRERO AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, LC				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
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PROBLEM TYPE:

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

SPILL

LOCATION:

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

SPILL

CAUSE:

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

SPILL END

LOCATION:

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

MAINLINE:	0
LATERAL:	13
OTHER:	3
TOTAL SERVICE CALLS:	16
MAINLINE OVERFLOW:	0
MAINLINE SURCHARGE:	0

MONTHLY SERVICE CALLS

February-2025

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
2/1/2025 Saturday 11:53 PM	271009 271028	101 COLUSA AVE. EL CERRITO, CA 94530 <i>Last Call: 1/31/2025</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				VANDALISM. SOMEONE OPENED THE MANHOLE.
2/3/2025 Monday 8:45 AM	283017 283016	7429 MOESER LN. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, LC				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM
2/4/2025 Tuesday 4:38 PM	102103 102102	1531 SAN JOAQUIN ST. RICHMOND, CA 94804 <i>Last Call: 10/14/2023</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	SD				STORM DRAIN
2/4/2025 Tuesday 4:55 PM	102105 102109	5129 TEHAMA AVE. RICHMOND, CA 94804	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	SD				STORM DRAIN
2/4/2025 Tuesday 5:22 PM	102117 1021PM	1831 MONTEREY ST. RICHMOND, CA 94804 <i>Last Call: 12/15/2021</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				HIGH WATER ALARM. BURLINGAME PUMPSTATION.
2/5/2025 Wednesday 9:51 AM	265001 261008	720 ALBEMARLE ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	O				CUSTOMER PROBLEM. ODOR NOT RELATED TO SEWER.
2/5/2025 Wednesday 2:13 PM	102128 102127	1907 SAN JOAQUIN ST. RICHMOND, CA 94804 <i>Last Call: 1/8/2015</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, LC, OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM
2/6/2025 Thursday 3:47 PM	225002 225001	304 CORONADO ST. EL CERRITO, CA 94530 <i>Last Call: 12/19/2020</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
2/7/2025 Friday 11:13 AM	187410 187409	2340 CARQUINEZ AVE. EL CERRITO, CA 94530 <i>Last Call: 1/5/1998</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
2/9/2025 Sunday 11:37 AM	101316 101315	1623 BUTTE ST. RICHMOND, CA 94804 <i>Last Call: 6/26/2019</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, LC, OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
2/10/2025 Monday 9:05 AM	211108 211005	5720 SAN DIEGO ST. RICHMOND, CA 94804	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
2/11/2025 Tuesday 7:47 AM	234104 234120	383 COVENTRY RD. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	A				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
2/14/2025 Friday 4:23 PM	265603 265030	885 BATES AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	A				WATER IN STREET NOT SEWER.
2/25/2025 Tuesday 5:35 PM	211116 211115	3421 BELMONT AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	A				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 Drn (SD)
- Yard (Y)
- Other (O)

MAINLINE:	0
LATERAL:	7
OTHER:	8
TOTAL SERVICE CALLS:	14
MAINLINE OVERFLOW:	0
MAINLINE SURCHARGE:	0

SANITARY SEWER OVERFLOWS (SSOs) LAST 12 MONTHS

March-2025

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS	CAT*	VOL	RCVR'D	NET
3/8/2024 Friday 10:53 AM	265304 265303	838 SEA VIEW DR. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B,D,OF	MH	ML	SD	DEBRIS IN MAIN CAUSED SSO.	CAT 1	765 gallons	34 gallons	731 gallons
4/15/2024 Monday 9:50 AM	283101_1 283106	941 LIBERTY ST. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B,D,OF, SD	BLDG	ML,B	BLDG	SSO CAUSED BY STORM DRAIN MATERIAL INSIDE DISTRICT MAIN.	CAT 3	171 gallons	0 gallons	171 gallons
7/21/2024 Sunday 3:25 PM	161221 131216	1700 MANOR CIR. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B, D,E,OF	CO	ML	ST, Y	EBMUD- WATER MAIN BREAK DAMAGED STEGE MAIN LINE.	CAT 3	210 gallons	210 gallons	0 gallons
11/27/2024 Wednesday 10:17 AM	212115 212154	5735 COLUMBIA AVE. RICHMOND, CA 94804	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D,OF	CO	B	ST	SEWAGE WAS COMING OUT OF CLEANOUT. WE RESTORED FLOW WITH HYDRO, RECOVERED SPILL, AND CCTV THE MAINLINE.	CAT 4	26 gallons	26 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:	4
MAINLINE BREAK SSOs:	3
MAINLINE SURCHARGE SSOs:	0
CATEGORY 1 SSOs:	1
SSOs INTO BUILDINGS:	1

TOTAL SSO VOLUME (GALS):	1,172
TOTAL VOLUME RECOVERED (GALS):	270
TOTAL VOLUME UNRECOVERED (GALS):	902

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

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

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

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

STEGE SANITARY DISTRICT
Investment, Cash & Receivables Report
 As of February 28, 2025

11:55:27 AM
 03/17/2025

	<u>January 31, 2025</u>	<u>February 28, 2025</u>	<u>\$ Change</u>	<u>Deposits</u>	<u>Checks</u>	<u>Transfers</u>
ASSETS						
Current Assets						
Checking/Savings						
TVI & LAIF Investment Accts						
11012 · Sewer Operations- 3418	5,163,279	5,163,279	0	0	0	0
11014 · System Rehab- 3423	1,115,849	1,115,849	0	0	0	0
11017 · Five Star Money Market	1,036,653	3,536,653	-2,500,000	0	0	2,500,000
11020 · TVI Investments	2,027,144	2,027,144	0	0	0	0
Total TVI & LAIF Investment Accts	<u>9,342,924</u>	<u>11,842,924</u>	<u>-2,500,000</u>	<u>0</u>	<u>0</u>	<u>2,500,000</u>
Checking Accts						
100 · Mechanics Bank	12,965	12,924	41	100	-59	0
101a · Five Star Bank	3,060,177	377,748	2,682,429	13,031	5,169,398	-2,500,000
100 · County Cash Acct #3418	-6,754	135,295	-142,049 *	0 *	0	0
Total Checking Accts	<u>3,066,387</u>	<u>525,967</u>	<u>2,540,421</u>	<u>13,131</u>	<u>5,169,339</u>	<u>-2,500,000</u>
11021 · Petty Cash	250	250	0	0	0	0
Total Checking/Savings	<u>12,409,562</u>	<u>12,369,141</u>	<u>40,421</u>	<u>13,131</u>	<u>5,169,339</u>	<u>0</u>
301 · Ca Employer's Retiree Benefit Trust	320,035	320,035	0	0	0	0
Total CA Employer's Retiree Benefit Trust	<u>320,035</u>	<u>320,035</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Accounts Receivable						
11072 · Accounts Receivable/Notes Payable	261,050	261,050	0			
Total Accounts Receivable	<u>261,050</u>	<u>261,050</u>	<u>0</u>			

Note: * Reduction or Increase is based on property tax estimate.
 I hereby certify that the invested funds of the Stege Sanitary District are in compliance with the investment policies of the Stege Sanitary District and provide sufficient liquidity to meet budgeted expenses for the next six month period.

 Lani Good, District Manager

 Date

STEGE SANITARY DISTRICT

Operating Statement

February 2025

69.32% of Fiscal year Completed

Item 7.B. Monthly Operating Statement

03/17/2025

	July-January 2025	February Activity	July- February 2025	Annual Budget	% of Annual Budget
Income					
31 · OPERATING REVENUE					
31010 · Sewer Service Charges	2,091,681	-	2,091,681	3,209,000	65%
31020 · Permit & Insp. Fees	12,320	850	13,170	12,000	110%
31030 · Connection Fees	29,546	3,999	33,545	100,000	34%
31040 · San Pablo Impact Fee	13,288	8,407	21,695	100,000	22%
31080 · Contracted Services	-	-	-	33,000	0%
31010a · Capital Service Charges	2,091,681	-	2,091,681	3,775,000	55%
Total 31 · OPERATING REVENUE	4,238,517	13,256	4,251,773	7,229,000	59%
32 · NON-OPERATING REVENUE					
32050 · Interest - 3418	152,869	-	152,869	110,000	139%
32052 · Interest - 3423	28,806	-	28,806	16,000	180%
32057 · TVI Interest	60,480	-	60,480	-	-
32058 · 5 Star Money Market	28,262	-	28,262	-	-
32080 · Property Taxes	390,225	-	390,225	585,500	67%
32085 · Insurance Dividend	-	-	-	-	0%
32090 · Miscellaneous	289	-	289	30,000	1%
Total 32 · NON-OPERATING REVENUE	660,932	-	660,932	741,500	89%
Transfer (to)/from Reserves	-	-	-	1,551,263	0%
Total Income	4,899,449	13,256	4,912,705	9,521,763	52%
Expense					
OPERATING EXPENSES					
Administration/General					
45-010 · Salaries & Wages	155,223	15,005	170,228	276,440	62%
45-020 · Employee Benefits	117,388	5,839	123,226	152,935	81%
45-029 · Retiree Health	6,838	978	7,816	13,700	57%
45-030 · Directors Expenses	16,292	3,778	20,070	37,449	54%
45-070 · Insurance	103,646	300	103,946	370,500	28%
Administration - Other	145,341	23,432	168,774	311,801	54%
Total Administration	544,727	49,332	594,059	1,162,825	51%
Maintenance/Engineering					
41-010 · Salaries & Wages	897,255	107,404	1,004,660	1,359,260	74%
41-020 · Employee Benefits	389,876	33,004	422,880	587,841	72%
41-029 · Retiree Health	8,784	1,303	10,087	14,900	68%
41-100 · Operating Supplies	10,604	2,651	13,255	40,000	33%
41-110 · Contractual Services	89,530	485	90,015	105,300	85%
41-207 · Contracted Repairs	23,400	-	23,400	74,000	32%
Maintenance- Other	117,345	9,056	126,401	344,927	37%
Total Maintenance/Engineering	1,536,795	153,903	1,690,697	2,486,208	68%
Pump Stations	8,277	6,372	14,648	40,020	37%
Total OPERATING EXPENSES	2,089,799	209,606	2,299,405	3,689,053	62%
CAPITAL					
41-650 · Debt Repayment (SRF Loans)	43,939	-	43,939	43,900	100%
Construction Projects	2,566,191	120,500	2,686,691	5,188,810	52%
Outlay(Maintenance/Engineering)	559,281	-	559,281	600,000	93%
Total CAPITAL	3,169,411	120,500	3,289,911	5,832,710	56%
Total Expense	5,259,210	330,106	5,589,316	9,521,763	59%
Net	(359,761)	(316,850)	(676,611)	0	

10:25 AM	STEGE SANITARY DISTRICT			
03/14/2025	Check Report			
Accrual Basis	March 20, 2025			
	Name	Memo	Amount	Num
Mar 20, 25				
	Bay Alarm Company	Service Call	-125.00	1448
	Bay Area News Group - East Bay	Ord 2255-0225	-86.33	1449
	CASA	Conference Merrill 02/24-25/25	-745.00	1450
	Center for Hearing Health, Inc	Annual Hearing Test	-720.00	1451
	CSRMA	Claim 941 Liberty	-2,103.24	1452
	Direct Line	Answering Service 02/01-28/25	-127.76	1453
	East Bay Sanitary Co., Inc.	Garbage Mar-Apr	-941.64	1454
	EBMUD 12374900001	Office/Shop	-201.57	1455
	EBMUD 57132800001	Office/Shop	-777.77	1456
	El Cerrito Police Department	Alarm Permit	-19.00	1457
	GSW Construction Inc.	Canon Pump Station Rehab 23202	-114,475.00	1458
	Nakano Landscape	Landscaping Feb 2025	-290.00	1459
	Olivero Plumbing	Replace Water Heater/Acorn Filter/EBMUD Cert	-6,433.38	1460
	Pastime Hardware	Maintenance Supplies	-14.32	1461
	PG&E- #0103467151-9	Burlingame Pump Station	-327.41	1462
	PG&E- #0607499583-5	Canon Pump Station	-209.97	1463
	PG&E- #6675831511-4	Office/Shop	-3,962.86	1464
	Redwood Public Law, LLP	Legal Services	-10,360.90	1465
	Robert Half	Admin Temporary Employee	-5,940.20	1466
	Schaaf & Wheeler	Canon Pump Station Design	-4,654.15	1467
	Shape Incorporated	Burlingame Pumpstation Maintenance	-5,847.80	1468
	Streamline	Website 3/1-4/1/25	-249.00	1469
	TelePacific Communications	Office Phones	-1,363.60	1470
	Total Compensation Systems, Inc.	GASB 75 Full Valuation	-3,060.00	1471
	Universal Building Services	Janitorial Service Feb	-469.00	1472
	Vestis	Uniform Services	-760.77	1473

	Name	Memo	Amount	Num
	WECO Industries, Inc.	Vehicle Maintenance/Hoses	-3,922.92	1474
Mar 20, 25			-168,188.59	