



Stege Sanitary District Board of Directors

6:00 P.M., District Board Room, 7500 Schmidt Lane, El Cerrito, CA 94530

Special Meeting Agenda (Revised) – March 19, 2026

Items on the agenda may be taken out of order.

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

In accordance with California Government Code Section 54957.5, any writing that is a public record and relates to an open session agenda item which is distributed less than 72 hours prior to the meeting shall be available for public inspection at the District Office, 7500 Schmidt Lane, El Cerrito, during regular business hours. Copies of the agenda are posted on the District website at www.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**
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.

Agenda Items:

- Info: **4. Operations Reports**
- Monthly Maintenance Summary Report
 - Monthly Replacement and Repair Summary
 - Monthly Service Call Report
 - Sanitary Sewer Overflow Report – Last 12 Months
 - Consent Decree Progress Reports
- Info: **5. Verbal Report – Fiscal Year 2025 Financial Audit**
- Info: **6. Verbal Report – Mid Year Budget Performance Analysis**
- Motion: **7. Resolution – Local Agency Investment Fund Authorization Cards**

8. Adjournment

Bobby Magee
Interim General Manager
STEGE SANITARY DISTRICT



STEGE SANITARY DISTRICT

STAFF REPORT

Board of Directors Meeting Date: 3/19/2026

TO: Honorable Board of Directors
FROM: Bobby Magee, Interim General Manager
SUBJECT: Monthly Operations Reports

RECOMMENDATION

It is recommended that the Board of Directors Receive and File the Monthly Operations Reports.

BACKGROUND AND DISCUSSION

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

- Maintenance Summary Report
- Replacement and Repair Summary
- Service Call Report
- Sanitary Sewer Overflow Report
- Consent Decree Progress Report

FISCAL IMPACT

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

STEGE SANITARY DISTRICT MONTHLY MAINTENANCE SUMMARY REPORT

February 2026

QUARTER 1

VEHICLE	DAYS	FOOTAGE (LF)
<i>UNIT 10 COMBO</i>	<i>13</i>	<i>35,551</i>
<i>UNIT 11 RODDER</i>	<i>0</i>	
<i>UNIT 15 CCTV</i>	<i>9</i>	<i>12,949</i>
<i>UNIT 16 COMBO</i>	<i>11</i>	<i>52,472</i>
TOTAL MONTH CLEANED		88,023
TOTAL MONTH CCTV'D		12,949

QUARTERLY SUB-TOTALS

YEAR	QTR	PLANNED TO CLEAN (LF)	TOTAL CLEANED (LF)	Q END NOT COMPLT'D (LF)	PLANNED TO CCTV (LF)	TOTAL CCTV'D (Plan)	TOTAL CCTV'D (Unplan)	Q END NOT COMPLT'D (LF)
2026	1	305,065	182,848	92,768	38,784	24,864	1,277	13,920
2025	4	252,627	199,444	41,777	28,724	27,299	12,171	1,425
2025	3	264,479	216,621	47,205	34,083	33,349	14,810	734
2025	2	225,530	226,508	0	14,607	14,607	21,619	0
2025	1	253,405	260,805	0	43,453	41,192	30,164	2,261

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

I SEWER REPLACEMENT - FY 2025-2026			
A.	BUDGET ALLOCATION		\$6,500,000
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$0
C.	SEWER REPLACEMENTS PAID THIS MONTH (NO RETENTION)	<u>COST</u>	
	1. APB Engineering Rehabilitation/Replacement (Tulare, Alva & Scott St.)	\$561,285	
SUBTOTAL FOR THIS MONTH			\$561,285
D.	TOTAL BUDGET EXPENDED (NO RETENTION)	8.64%	\$561,285
E.	TOTAL 5% RETENTION HELD		\$29,541
F.	BUDGET REMAINING	90.91%	\$5,909,174
G.	PERCENTAGE OF FISCAL YEAR REMAINING	25.00%	
H.	TOTAL REPLACEMENT FOOTAGE PAID TO DATE	2,873 (\$ 205.65 /LF)	

II SEWER REPAIRS - FY 2025-2026			
A.	BUDGET ALLOCATION		\$74,000
B.	PRIOR BUDGET EXPENDED		\$27,200
C.	SEWER REPAIRS PAID THIS MONTH	<u>REPAIR COST</u>	
	1. 5725 Fresno Ave.	\$6,500	
	2. 8501 Maiden Ln.	\$4,500	
SUBTOTAL FOR THIS MONTH			\$11,000
SUBTOTAL FOR LAST MONTH			\$27,200
D.	TOTAL BUDGET EXPENDED	51.62%	\$38,200
E.	TOTAL RETENTION HELD	0.00%	\$0
F.	BUDGET REMAINING	48.38%	\$35,800
G.	PERCENTAGE OF FISCAL YEAR REMAINING	25.00%	
H.	TOTAL NUMBER OF REPAIRS PAID TO DATE	8 (\$4,775 /REPAIR)	

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

III CANON PUMP STATION UPGRADE - FY 2025-2026

A. BUDGET ALLOCATION		\$500,000
B. PRIOR BUDGET EXPENDED (WITH RETENTION)		\$443,751
C. CANON PUMPSTATION UPGRADES PAID THIS MONTH (NO RETENTION)		
SUBTOTAL FOR THIS MONTH		\$0
D. TOTAL BUDGET EXPENDED (NO RETENTION)	84.31%	\$421,563
E. TOTAL 5% RETENTION HELD	5.00%	\$22,188
F. BUDGET REMAINING	11.25%	\$56,249
G. PERCENTAGE OF FISCAL YEAR REMAINING	25.00%	
H. TOTAL CANON FOOTAGE PAID TO DATE (NOT APPLICABLE)	(\$ -	

MONTHLY SERVICE CALLS

February-2026

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
2/4/2026 Wednesday 12:39 PM	275504 275503	907 LENEVE PL. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C & OF				CUSTOMER PROBLEM
2/9/2026 Monday 9:00 AM	102429 102427	1308 SANTA CLARA AVE. RICHMOND, CA 94804 <i>Last Call: 2/3/2003</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				CUSTOMER PROBLEM
2/26/2026 Thursday 10:40 AM	251634 251633	22 JESSEN CT. KENSINGTON, CA 94707 <i>Last Call: 1/5/1995</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C & LC				CUSTOMER PROBLEM
2/26/2026 Thursday 7:17 PM	283402 283401	7458 MOESER LN. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				CUSTOMER 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:	4
OTHER:	0
TOTAL SERVICE CALLS:	4
MAINLINE OVERFLOW:	0
MAINLINE SURCHARGE:	0

SANITARY SEWER OVERFLOWS (SSOs) LAST 12 MONTHS

March-2026

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS	CAT*	VOL	RCVR'D	NET
7/7/2025 Monday 11:22 AM	186230 186212	7075 CUTTING BLVD. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B,OF,T	CO	ML,B	ST	UTILITY DAMAGED SEWER LINE CAUSING SSO. ATT DIRECTIONALLY DRILLED THROUGH LINE.	CAT 4	2 gallons	0 gallons	2 gallons
10/21/2025 Tuesday 9:43 AM	151005 151004	1440 NAVELLIER ST. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D,OF,R	MH	B	O	ROOTS AND STICKS CAUSED SSO ON NAVELLIER TRAIL	CAT 3	835 gallons	835 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)

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

TOTAL SSO VOLUME (GALS): 837
TOTAL VOLUME RECOVERED (GALS): 835
TOTAL VOLUME UNRECOVERED (GALS): 2

*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

Report Date: 3/13/2026

% FY Remain: 33.33%

BOARD OF DIRECTORS CONSENT DECREE PROGRESS REPORT

FY Start Date 7/1/2025

FY End Date 6/30/2026

CD Start Date 9/22/2014

FY "Effective" Date 7/1/2013

CIP PROJECT	25201	COMPLETED	GOAL	PERCENTAGE
REPLACED since FY start	2,730 /	12,738	LF Yearly Objective Rate	21%
REPLACED since FY "Effective" Date	161,558 /	141,282	LF Cumulative Requirement	114%
CLEANED since FY start	643,654 /	211,200	LF Minimum Requirement	305%
HOTSPOTS since FY start	175,892 /	100,000	LF Minimum Requirement	176%
CCTV since FY start	125,362 /	77,616	LF Yearly Objective Rate	162%
CCTV since CD start	2,424,060 /	970,200	LF Cumulative Requirement	250%
ROOT FOAMING this FY	0 /	0	LF Minimum Requirement	

IMPORTANT CONSENT DECREE DATES:

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



STEGE SANITARY DISTRICT

STAFF REPORT

Board of Directors Meeting Date: 3/19/2026

TO: Honorable Board of Directors
FROM: Bobby Magee, Interim General Manager / District Treasurer
SUBJECT: Local Agency Investment Fund Authorization Cards

RECOMMENDATION

It is recommended that the Board of Directors:

1. Adopt a Resolution Authorizing the Deposit and Withdrawal of the Stege Sanitary District Monies in the Local Agency Investment Fund (LAIF); and,
2. Authorize the Board President to Sign the Authorization for Transfer of Funds Form Certifying that She is Authorized to Execute the Form Under the Agency's Resolution; and,
3. Direct the Interim General Manager to Submit to LAIF its Authorization for Transfer of Funds Form Identifying the District's Authorized Representatives.

BACKGROUND AND DISCUSSION

The Stege Sanitary District has historically held a portion of its reserve funds in LAIF, which is administered by the State Treasurer's Office (STO). The District must have at least two separate authorized signers on file with the STO, which is required to be adopted by Resolution of the Board. A minimum of two authorized signatures are required in order to access the funds and make deposits or withdrawals.

The District has adopted this Resolution multiple times dating back to 1982. In these historical Resolutions, typically only two members of staff, along with their current titles, were identified. In the most recent Resolution on file with the State, the District identified "Douglas Humphrey, District Manager" and "Connie Sylte, Administrative Supervisor" as the authorized signatories, with the caveat that "their successors shall be authorized..." As current staff has interacted with LAIF representatives, it was discovered that funds could not be accessed since the current Administrative Supervisor position is vacant. In addition, the District no longer employs a "District Manager" as that title was changed to "General Manager". With only two District Representatives identified on the Resolution, anytime a position is vacant in the future the District would be unable to move funds until the position were filled.

The LAIF Authorization for Transfer of Funds form allows for up to seven individuals to become authorized signatories, with provisions made for future employees who fill the position title identified on the Resolution. With a study currently underway on the duties of the Administrative Supervisor job description, it is plausible that the job title may be recommended for change in the future. If the job title changes in the future, it will be necessary for the District to adopt a new Resolution to capture that new title. In order to ensure the District always has access to the funds in the future, it is recommended that the Board President and Board Vice President be additionally identified as authorized signatories on the LAIF form.

The individuals recommended to become authorized signatories include:

Name	Title
Tessa Beach	Board President
Dwight Merrill	Board Vice President
Bobby Magee	General Manager
Vacant	Administrative Supervisor

Staff will continue to actively manage the LAIF account in accordance with the District’s Investment Policy. With the addition of authorizing the Board President and Board Vice President efficiencies are achieved by granting access to the funds, if needed urgently, in the event the two staff members were unable to jointly sign the LAIF transfer documents.

FISCAL IMPACT

There is no fiscal impact to adopting the Resolution authorizing the recommended individuals to become signatories on the LAIF form.

RESOLUTION NO. ____

RESOLUTION AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL
AGENCY INVESTMENT FUND

The Board of Directors of the Stege Sanitary District finds and determines as follows:

1. WHEREAS, The Local Agency Investment Fund is established in the State Treasury under Government Code section 16429.1 et. seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and,
2. WHEREAS, the Board of Directors hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein is in the best interests of the Stege Sanitary District.

In consideration of these findings and determinations, it is resolved as follows:

1. The Board of Directors hereby authorizes the deposit and withdrawal of Stege Sanitary District monies in the Local Agency Investment Fund in the State Treasury in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein.
2. The following Stege Sanitary District officers holding the title(s) specified herein below or their successors in office are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

Tessa Beach
Board President

Dwight Merrill
Board Vice President

(Signature)

(Signature)

Bobby Magee
General Manager

Kary Richardson
Administrative Supervisor

(Signature)

(Signature)

3. This Resolution shall take effect immediately upon adoption, shall supersede all resolutions on the same subject matter, and shall remain in full force and effect until rescinded by the Board of Directors by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer's Office.

* * * * *

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Resolution was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting held on the 19th day of March 2026, by a X-X vote as follows:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tessa Beach, President
Stege Sanitary District
Contra Costa County, California

ATTEST:

Bobby Magee, Interim Secretary
Stege Sanitary District



**California State Treasurer's Office
Local Agency Investment Fund (LAIF)**

Authorization for Transfer of Funds

Effective Date
3/19/26

Agency Name
Stege Sanitary District

LAIF Account #
70-07-002

Agency's LAIF Resolution # _____ or Resolution Date 3/19/26

ONLY the following individuals whose names appear in the table below are hereby authorized to order the deposit or withdrawal of funds in LAIF. **This authorization REPLACES AND SUPERSEDES all prior authorizations on file with LAIF for the transfer of funds.**

Name	Title
Tessa Beach	Board President
Dwight Merrill	Board Vice President
Bobby Magee	General Manager
Kary Richardson	Administrative Supervisor

Two authorized signatures required. Each of the undersigned certifies that he/she is authorized to execute this form under the agency's resolution, and that the information contained herein is true and correct.

Signature

Print Name
Bobby Magee

Title
General Manager

Phone Number

Signature

Print Name
Tessa Beach

Title
Board President

Phone Number

Please provide email address to receive LAIF notifications.

Name	Email

Please email the completed form for review to laif@treasurer.ca.gov and allow 2 days for a response. **DO NOT** mail the original form until you receive approval.

Mail the approved form to: CA State Treasurer's Office
Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001