



Stege Sanitary District Board of Directors

7:00 PM, District Board Room, 7500 Schmidt Lane, El Cerrito, CA 94530

Meeting Agenda – October 15, 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 make that platform unavailable, the Board of Directors will proceed with business in person unless otherwise prohibited by law.

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

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

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

President Beach may participate via teleconference from 5151 Journal Center Boulevard, Albuquerque, NM 87109

1. Call to Order

2. Roll Call

3. Agenda Items:

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

4. Public Comment:

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

5. Board Members Comments:

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

Motion:

6. Approval of Minutes:

A. October 1, 2026 Meeting Minutes

Info:

7. Staff & Officer Reports:

A. General Manager's Verbal Report

B. District Legal Counsel's Verbal Report

Info:

8. Superintendent's Reports:

A. Verbal Operations and Maintenance Activities Report

B. Monthly Maintenance Summary Report

C. Monthly Service Call Report

Info:

9. Verbal Report on Disaster Planning Efforts for the Burlingame Pump Station

Info:

10. Engineer's Reports:

A. Verbal Engineer's Activities Report

B. Private Sewer Lateral Program Update

Info:

11. Receive and File the East Bay Municipal Utility District's Annual Report on Private Sewer Laterals, and the Annual Report on Fats, Oils, & Grease

Info:

12. Treasurer's Report

Motion:

13. Approve Resolution 2298-1026 Appointing Adam Cox as District Treasurer

Motion: **14. Approve Resolution 2299-1026 Updating the District Investment Policy**

Info: **15. Future Agenda Items:**

November 5, 2026

- A. Kids for the Bay Watershed Update
- B. First Quarter Estimated/Actuals Budget Report
- C. Operations & Maintenance Study Priority List
- D. Update on Board and Staff Activities CY 2026 and CY 2027
- E. AB 1600 Development Impact Fee Report FY 2025/26

November 19, 2026

- A. Superintendent & Engineer's Reports

16. General Manager Action Items

The General Manager will identify items raised during the Board meeting and seek direction as to whether the Board seeks further information or an agenda item for discussion at a future meeting.

17. Adjournment

Bobby Magee
General Manager
STEGE SANITARY DISTRICT



Stege Sanitary District Board of Directors
Meeting of October 1, 2026 at 7:00 PM
District Board Room, 7500 Schmidt Lane, El Cerrito, CA 94530
Meeting Minutes DRAFT

1. Call to Order:

President Beach called the meeting to order at 7:00 PM.

2. Roll Call:

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

Absent: None

Others: Neha Shah, District Counsel

Bobby Magee, General Manager

Kim Wendt, Administrative Specialist

3. Agenda Items:

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

4. Public Comment:

There were no public comments.

5. Board Members Comments:

Director Merrill stated that the Board may receive good recommendations from staff but expects to participate in proposals and projects, and may offer amendments to them.

6. Approval of Minutes:

Approval of September 17, 2026 Meeting Minutes.

MOTION: By Merrill, seconded by O'Keefe, to approve the minutes of September 17, 2026 Meeting Minutes with amendment.

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

7. Staff & Officer Reports:

A. General Manager's Verbal Report

The Board received an operations update, including the El Nino state of emergency declaration, the upcoming annual December luncheon date, a request to update board member biographies on the District website, and constituent responses to the recent District newsletter.

B. District Legal Counsel's Verbal Report

Counsel Shah did not have an update at this meeting.



Stege Sanitary District Board of Directors
Meeting of October 1, 2026 at 7:00 PM
District Board Room, 7500 Schmidt Lane, El Cerrito, CA 94530
Meeting Minutes DRAFT

8. Treasurer's Report:

The Board received the report for the period ending 9/25/26.

9. Adopt Resolution No. 2296-1026 Accepting the 2024/25 AB 1600 Annual Report of Development Impact Fee Activity

No Vote.

10. Adopt Resolution No. 2297-1026 Amending the Contract with Shawn Noetzli – A Boutique PR Agency for Digital Newsletter Development and Grant Writing Services

MOTION: By Gilbert-Snyder, seconded by O'Keefe, to approve Resolution No. 2297-1026.

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

NOES: Merrill

ABSTAIN: None

ABSENT: None

11. Future Agenda Items:

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

12. General Manager Action Items:

The General Manager provided an overview of Board requested action items.

13. Adjournment:

The meeting adjourned at 9:48 PM.

Bobby Magee
General Manager
STEGE SANITARY DISTRICT



STEGE SANITARY DISTRICT

STAFF REPORT

Board of Directors Meeting Date: 10/15/2026

TO: Honorable Board of Directors

FROM: Dennis Wright, Maintenance Superintendent

SUBJECT: Superintendent's Reports

RECOMMENDATION

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

BACKGROUND AND DISCUSSION

Staff provides several monthly reports related to the District's operations. For the period ending October 15th, 2026 the following reports have been included:

- Verbal Maintenance Activities Report
- Monthly Maintenance Summary Report
- Monthly Service Call Report
- Safety Training Progress Update
- Safety Tailgate Meeting: 9/24/26
 - Topic: Battling Complacency
- Safety Tailgate Meeting: 10/8/26
 - Topic: Battery Handling

FISCAL IMPACT

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

ATTACHMENTS

Monthly Maintenance Summary Report
Monthly Service Call Report

STEGE SANITARY DISTRICT MONTHLY MAINTENANCE SUMMARY REPORT

September 2026

QUARTER 3

VEHICLE	DAYS	FOOTAGE (LF)
UNIT 10 COMBO	13	52,853
UNIT 11 RODDER	0	
UNIT 15 CCTV	3	3,556
UNIT 16 COMBO	2	10,377
TOTAL MONTH CLEANED		63,230
TOTAL MONTH CCTV'D		3,556

QUARTERLY SUB-TOTALS

YEAR	QTR	PLANNED TO CLEAN (LF)	TOTAL CLEANED (LF)	Q END NOT COMPLT'D	PLANNED TO CCTV (LF)	TOTAL CCTV'D (Plan)	Q END NOT COMPLT'D	TOTAL CCTV'D (Unplan)	TOTAL CCTV'D (LF)
2026	3	250,461	213,713	26,562	30,022	20,763	9,259	10,560	31,323
2026	2	248,778	222,523	31,636	38,545	37,090	1,455	8,432	45,522
2026	1	305,065	275,676	33,306	38,784	38,656	128	15,305	53,961
2025	4	252,627	199,051	41,777	28,724	27,299	1,425	12,437	39,736
2025	3	264,479	216,811	47,205	34,083	33,349	734	15,065	48,414
2025	2	225,530	226,378	0	14,607	14,607	0	21,579	36,186
2025	1	253,405	260,705	0	43,453	41,192	2,261	30,184	71,376

MONTHLY SERVICE CALLS

September-2026

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
9/1/2026 Tuesday 1:16 PM	151215 151214	8324 BUCKINGHAM DR. EL CERRITO, CA 94530	Main ☐ Lateral ☒ Other ☐	C / OF				CUSTOMER PROBLEM.
9/3/2026 Thursday 11:32 AM	285210 285209	8632 THORS BAY RD. EL CERRITO, CA 94530 <i>Last Call: 9/19/2024</i>	Main ☐ Lateral ☒ Other ☐	C / OF				CUSTOMER PROBLEM.
9/8/2026 Tuesday 8:38 AM	187225 187223	2500 EDWARDS AVE. EL CERRITO, CA 94530 <i>Last Call: 8/5/2020</i>	Main ☐ Lateral ☒ Other ☐	C				CUSTOMER PROBLEM.
9/10/2026 Thursday 8:23 AM	291116 291013	1105 RICHMOND ST. EL CERRITO, CA 94530	Main ☐ Lateral ☐ Other ☒	O				CUSTOMER PROBLEM.
9/17/2026 Thursday 9:51 AM	232305 232012	18 SAN CARLOS AVE. EL CERRITO, CA 94530	Main ☐ Lateral ☒ Other ☐	C				CUSTOMER PROBLEM.
9/28/2026 Monday 11:23 AM	232506 232502	233 COLUSA AVE. EL CERRITO, CA 94530 <i>Last Call: 7/1/2021</i>	Main ☐ Lateral ☐ Other ☒	C				CUSTOMER PROBLEM.
9/29/2026 Tuesday 11:20 AM	224120 224103	511 ALBEMARLE ST. EL CERRITO, CA 94530	Main ☐ Lateral ☐ Other ☒	C				CUSTOMER PROBLEM.

PROBLEM TYPE:		SPILL LOCATION:		SPILL CAUSE:	SPILL END LOCATION:	MAINLINE: 0
Water (A)	Odor (O)	Lamp/Manhole (MH)	Blockage (B)	Building (BLDG)	Creek (C)	LATERAL: 4
Broken Main (B)	Overflow (OF)	Mainline (ML)	Surcharge (S)	Strt/Pvmnt (ST)	Storm Drn (SD)	OTHER: 3
S/S Congestion (C)	PG+E (P)	Lateral (L)	Line Break (ML)	Yard (Y)	Other (O)	TOTAL SERVICE CALLS: 7
Debris in Main (D)	Roots (R)	Cleanout (CO)	Other (O)			MAINLINE OVERFLOW: 0
EBMUD (E)	Surcharge (S)	Building (BLDG)				MAINLINE SURCHARGE: 0
Soft Stoppage (F)	Storm Drain (SD)	Other (O)				
Grease (G)	Unknown (U)					
Lateral Cause (LC)	Other (T)					
Misc (M)	Wipes/Rags (W)					
MH Cover (MC)						



STEGE SANITARY DISTRICT

STAFF REPORT

Board of Directors Meeting Date: 10/15/2026

TO: Honorable Board of Directors
FROM: Bobby Magee, General Manager
SUBJECT: Verbal Report on Disaster Planning Efforts for the Burlingame Pump Station

RECOMMENDATION

It is recommended that the Board of Directors:

Receive and File the Verbal Report on Disaster Planning Efforts for the Burlingame Pump Station.

BACKGROUND AND DISCUSSION

During the October 1st, 2026 Board of Directors meeting, staff were directed to place an item on the Agenda related to worst-case scenarios during the rainy season at the Burlingame Pump Station. Staff had already begun reviewing the District's Disaster Response Plan and will provide a verbal report on planning efforts for the upcoming winter season.

FISCAL IMPACT

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



STEGE SANITARY DISTRICT

STAFF REPORT

Board of Directors Meeting Date: 10/15/2026

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

RECOMMENDATION

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

BACKGROUND AND DISCUSSION

Staff provides several monthly reports related to the District's operations. For the period ending October 15th, 2026 the following reports have been included:

- Verbal - Current Engineering Activities
- Consent Decree Progress Report

FISCAL IMPACT

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

ATTACHMENTS

Consent Decree Progress Report



STEGE SANITARY DISTRICT

Report Date: 10/1/2026

% FY Remain: 75.00%

BOARD OF DIRECTORS CONSENT DECREE PROGRESS REPORT

FY Start Date 7/1/2026

FY End Date 6/30/2027

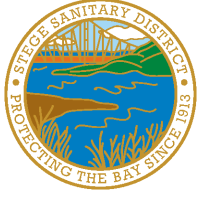
CD Start Date 9/22/2014

FY "Effective" Date 7/1/2013

CIP PROJECT 26201	COMPLETED	GOAL	PERCENTAGE
REPLACED since FY start	4,473 /	12,739	LF Yearly Objective Rate 35%
REPLACED since FY "Effective" Date	196,715 /	154,021	LF Cumulative Requirement 128%
update project #s @ _AR_FY_CIP_cumul que			
CLEANED since FY start	213,713 /	211,200	LF Minimum Requirement 101%
HOTSPOTS since FY start	60,378 /	100,000	LF Minimum Requirement 60%
CCTV since FY start	31,323 /	77,616	LF Yearly Objective Rate 40%
CCTV since CD start	2,516,297 /	1,047,816	LF Cumulative Reqmt. 240%
ROOT FOAMING this FY	0	/ 0	LF Minimum Requirement

IMPORTANT CONSENT DECREE DATES:

July 15, annually	Provide Replaced Sewer Main Footage 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: 10/15/2026

TO: Honorable Board of Directors

FROM: Paul Soo, Senior Engineer

SUBJECT: EBMUD Private Sewer Lateral (PSL) and EBMUD Fats, Oils & Grease (FOG) Annual Reports.

RECOMMENDATION

It is recommended that the Board of Directors Receive and File the EBMUD Private Sewer Lateral (PSL) and EBMUD Fats, Oils & Grease (FOG) Annual Reports.

BACKGROUND AND DISCUSSION

As part of the EPA Consent Decree (CD) requirements, EBMUD manages the PSL program and FOG program on behalf of the District. On an annual basis, the programs submit reports to the District, and the rest of the Agencies tributary to EBMUD and party to the CD.

FISCAL IMPACT

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

ATTACHMENTS

PSL Annual Report FY 2026
FOG Annual Report FY 2026

MEMO

September 14, 2026

To: Paul Soo, Stege Sanitary District (SSD)

From: Angelee Strawder, East Bay Municipal Utility District (EBMUD)

Cc: Bobby Magee, Stege Sanitary District

Subject: Regional Private Sewer Lateral Program Update - Stege Sanitary District

The Regional PSL Program requires property owners to obtain a Compliance Certificate from EBMUD which certifies that EBMUD inspectors witnessed a test that proves that their sewer lateral is free of leaks. The following Regional PSL Program highlights were taken from the EBMUD 2026 Annual Report (July 2025 – June 2026).

- Issued 3,547 PSL Compliance Certificates under the Regional PSL Program in FY26 and had a 95% compliance rate with the point-of-sale trigger.
- Compliance Certificate counts for all *other* Satellites (Albany, Alameda, Piedmont, Emeryville, Oakland) from July 2011 – June 2026: 66,430 compliance certificates.

Stege Sanitary District Compliance Certificate counts:

- FY22 (7/2021-6/2022) – 491 certificates issued
- FY23 (7/2022-6/2023) – 319 certificates issued
- FY24 (7/2023-6/2024) – 317 certificates issued
- FY25 (7/2024-6/2025) – 358 certificates issued
- FY26 (7/2025-6/2026) - 264 certificates issued
- July 2011 – June 2026 – 5,110 compliance certificates

Table 1: Compliance Certificates by Satellite

	Alameda	Albany	Emeryville	Oakland	Piedmont	Stege	TOTAL ¹
Last Period, FY25 ²	1,356	443	51	2,260	97	358	4,565
This Period, FY26	397	98	52	2,603	133	264	3,547
Cumulative, FY12-FY26	6,707	1,881	2,420	53,367	2,055	5,110	71,540
% Increase or Decrease Last Period to This Period	-71%	-78%	2%	15%	37%	-26%	-22%

¹ The totals reported here include certificates issued to parcels that were previously certified (“recertifications”). During the last period, FY25, 306 of the total 4,565 Compliance Certificates were recertifications. During this period, FY26, 287 of the total 3,547 Compliance Certificates were recertifications. Cumulatively, FY12-FY26, 1,369 of the total 71,540 Compliance Certificates were recertifications.

² The total number of Compliance Certificates for FY25 reported here is higher than the number reported in the FY25 Annual Report due to retroactive issuance of Compliance Certificates.

Stege Sanitary District Construction and Remodel Permits:

In FY26, EBMUD and SSD continued to discuss ways to improve compliance, stayed in close contact with permitting authorities about active permits, and continued enforcement for noncompliant permits. In FY26, compliance remained at almost 80%. EBMUD continues to issue enforcement notices to property owners who meet the Construction/Remodel trigger.

Table 2: Construction/Remodel Permits Closed and Compliance Certificates Issued

	Number of Permits Closed	Number in Compliance	Number Noncompliant	Percent Noncompliant
Alameda				
FY22	79	74	5	6%
FY23	84	75	9	11%
FY24	83	76	7	8%
FY25	90	85	5	6%
FY26	75	71	4	5%
Albany				
FY22	27	22	5	19%
FY23	30	29	1	3%
FY24	23	20	3	13%
FY25	42	39	3	7%
FY26	51	48	3	6%
Emeryville				
FY22	62	58	4	6%
FY23	54	46	8	15%
FY24	64	62	2	3%
FY25	48	48	0	0%
FY26	40	39	1	3%
Oakland				
FY22	237	236	1	0%
FY23	448	447	1	0%
FY24	533	527	6	1%
FY25	487	476	11	2%
FY26	411	407	4	1%
Piedmont				
FY22	6	6	0	0%
FY23	44	43	1	2%
FY24	58	53	5	9%
FY25	61	59	2	3%

FY26	57	55	2	4%
Stege				
FY22	31	16	15	48%
FY23	71	36	35	49%
FY24	92	45	47	51%
FY25	52	40	12	23%
FY26	62	48	14	23%
FY22 Total	442	412	30	7%
FY23 Total	731	676	55	8%
FY24 Total	853	783	70	8%
FY25 Total	780	747	33	4%
FY26 Total	696	668	28	4%

Enforcement Statistics and Efforts:

The “point-of-sale” trigger is responsible for approximately 92% of all triggering actions and generates the most Compliance Certificates. During this reporting period, EBMUD continued its enforcement process for non-compliant properties in accordance with the legal authority provided by the Regional Ordinance. EBMUD begins the enforcement process by issuing a Notice of Enforcement Action to alert the property owner that EBMUD records indicate that the property met the title transfer trigger and was therefore required to obtain a Compliance Certificate. If the property is still out of compliance 30 days from the date of the first notice, EBMUD issues a Second Notice of Enforcement Action. If the property continues to remain out of compliance, EBMUD then issues a Notice of Violation and Order and an initial noncompliance fee.

Table 3 shows property sales and compliance rate data for the PSL Program during this reporting period and the preceding six months. From January 2025 through December 2025, the most recent available sales months since at least six months have passed, the average compliance rate is 95 percent. Evaluating compliance rates for at least six months following the initial title transfer allows time to measure the impact of enforcement activities. Enforcement activities for title transfers occurring during this period improved compliance by an average of 9 percentage points from an average initial compliance rate of 86 percent.

Table 3: Sales and Compliance Rates by Month

Month	Total Property Sales Subject to Ordinance ¹	Noncompliant Properties	Noncompliance Rate ²
Jan 2025	218	8	4%
Feb 2025	266	13	5%
Mar 2025	376	13	3%
Apr 2025	380	13	3%
May 2025	341	14	4%
Jun 2025	357	21	6%

Jul 2025	313	15	5%
Aug 2025	313	23	7%
Sep 2025	330	24	7%
Oct 2025	394	14	4%
Nov 2025	317	15	5%
Dec 2025	348	26	7%
Jan 2026	203	n/a	n/a
Feb 2026	246	n/a	n/a
Mar 2026	319	n/a	n/a
Apr 2026	362	n/a	n/a
May 2026	336	n/a	n/a
Jun 2026	384	n/a	n/a
Total (CY 2025)	3,953	199	5%
Total (FY26)	3,873	n/a	n/a

¹ To be more inclusive of all property sales subject to Ordinance requirements, starting with sales that occurred in November 2022, EBMUD has included parcels within HOAs where the property owner has responsibility for their upper and/or lower private sewer lateral. This table will continue to exclude parcels within HOAs that have submitted a statement of responsibility documenting that the HOA has responsibility for all private sewer laterals.

² Noncompliance rate is calculated for parcels for which six months or more have passed since the sales date as of the end of this reporting period.

Outreach to Homeowner Associations (HOAs):

The Regional Ordinance recognizes the right of an HOA and its property owner members to allocate responsibility for the maintenance of shared infrastructure, including PSLs, in any manner they choose. HOAs that are responsible for maintaining PSLs within a Common Interest Development are not subject to trigger-based compliance but instead were required to obtain Compliance Certificate(s) for such PSLs by July 12, 2021. The Regional Ordinance was amended in May 2019 to better address the unique circumstances and enforcement challenges for HOAs. The amendments included a requirement for HOAs to submit a Statement of Responsibility describing the maintenance responsibility allocation for PSLs.

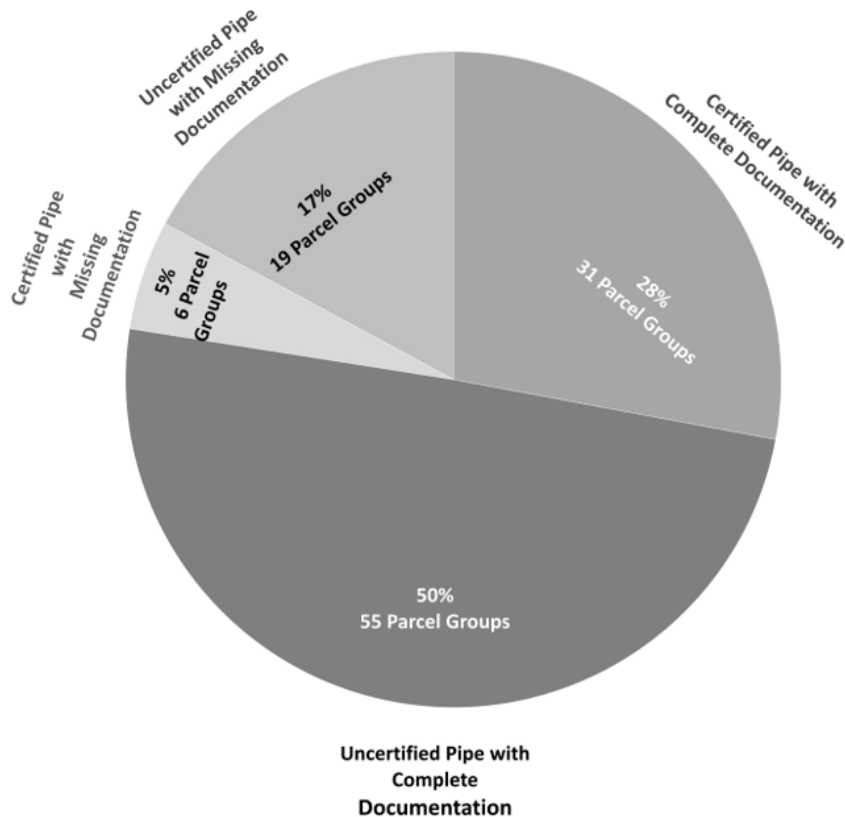
Of the 635 HOAs in the PSL Program service area required to comply with the July 12, 2021 deadline to certify all portions of PSL under their maintenance responsibility, 608 HOAs have completed inspections to confirm all PSLs are leak-free (96%). Within the Stege service area there are 11 HOAs subject to compliance. Nine within Stege have completed inspections and are confirmed leak-free (82%).

EBMUD continued issuing enforcement notices to HOAs that were not responsive to past outreach efforts. Enforcement on noncompliant HOAs will continue during the next fiscal year. An additional 56 HOAs have PSLs exceeding 1,000 feet and have a later deadline as described below.

Parcel or Parcel Groups with PSLs Exceeding 1,000 Feet

The requirements set forth in the Regional Ordinance require property owners of parcels or parcel groups with greater than 1,000 feet of PSLs to submit a Condition Assessment Plan (CAP) by July 12, 2016, and a Corrective Action Work Plan (CAWP) by July 12, 2021. The amended Regional Ordinance establishes firm deadlines for these property owners to complete the work identified in their CAWP and ensure that laterals are leak-free. For most properties with PSLs greater than 1,000 feet, all laterals must be certified by July 12, 2026. For those parcels or parcel groups with either greater than 5,000 feet of PSLs or more than 50 percent of their PSLs requiring replacement, laterals must be certified by July 12, 2029. EBMUD may consider extensions on a case-by-case basis for the most complex situations, based on established criteria. Property owners may comply with PSL Program requirements any time prior to the deadlines. Figure 6 4 summarizes the compliance status of known parcels or parcel groups subject to the requirements described in this section.

Figure 1: Compliance for Parcels or Parcel Groups with PSLs Exceeding 1,000 Feet



A total of 111 parcel or parcel groups in this category have been identified in the PSL Program service area. Currently, 86 properties in this category are in full compliance by having obtained a Compliance Certificate (31 parcel or parcel groups) or by having submitted the

required CAP and/or CAWP (55 parcel or parcel groups). Twenty-five parcels or parcel groups in this category are not in compliance (have not obtained a Compliance Certificate or the CAP/CAWP is incomplete or has not been submitted).

In FY26, EBMUD issued one First Notice of Enforcement Action, nine Second Notices of Enforcement Action, and two Notices of Violation and Order to noncompliant parcels or parcel groups. Enforcement on noncompliant parcels or parcel groups will continue during the next fiscal year.

Other Program Updates:

The PSL software application, which maintains the inspection scheduling and manages PSL Program data, has been prioritized for upgrades to meet the current performance needs. The current PSL application is over ten years old and is not robust enough to handle the more complicated aspects of managing the PSL Program and parcel compliance. Previously, EBMUD awarded a contract for a new software service, and another contract to a consultant to configure the software. During this reporting period, EBMUD configured workflows, documented automation and report needs, connected a payment processor, refined mobile inspection checklists, and evaluated options for ensuring the software has up-to-date parcel information. EBMUD anticipates moving all PSL Program activities to the new platform in FY27. Additional changes implemented during this reporting period include:

- Refined inspection scheduling process and availability due to increase in inspection requests for parcel groups with more than 1,000 feet of sewer lateral and large HOAs.
- Updated internal PSL inspection procedure to cover a wider variety of inspection related topics and scenarios.
- Re-evaluated circumstances eligible for Compliance Agreements and broadened eligibility to cover additional scenarios.
- Enhanced overall coordination with Satellite Agencies within the SD-1 service area.



Regional Fats, Oils and Grease (FOG) Control Program

FY2026 Annual Report July 1, 2025 to June 30, 2026

**Prepared By
East Bay Municipal Utility District
For Participating Collection System Agencies:**

**City of Alameda
City of Albany
City of Berkeley
City of Emeryville
City of Piedmont
Stege Sanitary District**

Table of Contents

1.	Program Background	3
2.	Food Service Establishments	3
3.	Hotspot Investigations.....	4
4.	Grease Control Device Requirements	7
5.	Enforcement Support	7
6.	Grease Control Device Variances	8
7.	Hotspot Reporting.....	9
8.	FOG Control Database	9
9.	FOG Outreach	9
10.	FOG Disposal	12

Tables

Table 1	Number of FSEs per Agency
Table 2	Number of FSEs Notified of Grease Control Device (GCD) Installation and Maintenance Requirements
Table 3	FSEs Applied for GCD Installation Conditional Variances for Facility Grease Generating Capability

Charts

Chart 1	Hotspot Totals Reported in FY2026
Chart 2	Total Number of Inspections Performed in FY2026
Chart 3	Total Number of Inspections Performed FY2022 - FY2026
Chart 4	Residential FOG Collection FY2021-2026

Attachments

Attachment 1	Scope of Services
Attachment 2	FOG Program Hotspot Reporting Form
Attachment 3	Sample GCD Installation Requirement Letter
Attachment 4	Grease Control Device Review Form
Attachment 5	Sample GCD Maintenance Requirement Letter
Attachment 6	Sample Non-Compliance Notice to FSE with GCD Installation Requirement
Attachment 7	Sample Non-Compliance Notice to FSE with Grease Interceptors
Attachment 8	GCD Installation Conditional Variance for Facility Grease Generating Capability

Exhibits

Exhibit A	Community of Harbor Bay Isle Owners' Association 50ish Celebration: August 2, 2025
Exhibit B	Solano Stroll: September 14, 2025
Exhibit C	Healthy Living Festival: September 25, 2025
Exhibit D	Berkeley Bay Festival: May 2, 2026

1. Program Background

The East Bay Municipal Utility District (EBMUD) conveys and treats wastewater generated by seven collection system Satellites: the Cities of Alameda, Albany, Berkeley, Emeryville, Oakland and Piedmont located in Alameda County, and the Stege Sanitary District, which serves the City of El Cerrito, a portion of the City of Richmond and the unincorporated community of Kensington in Contra Costa County. These Satellites (the “Satellites”) own and operate their own sanitary sewer systems that collect wastewater generated from homes and businesses in these communities and convey the flows to EBMUD’s large diameter interceptor. The interceptor sewers transport wastewater to EBMUD’s Main Wastewater Treatment Plant (MWWTP) near the eastern anchorage of the Bay Bridge.

This Regional FOG Control Program was developed to control grease discharges from residents and food service establishments (FSEs) that discharge to the Satellites’ collection systems. The program aims to reduce FOG related SSOs and blockages and consists of FOG hotspot reporting and investigations, FSE and grease interceptor (GI) inspections, enforcement support, database management, and pollution prevention outreach. The EBMUD interceptor system has not had any fats, oils and grease (FOG) related sanitary sewer overflows (SSOs) due to the large diameter of its pipes.

During the course of FY2026, the program operated under a Scope of Services (Attachment 1). This report summarizes the program activities implemented during the course of FY2026.

2. Food Service Establishments

An FSE is any facility preparing and/or serving food for commercial use or sale. This includes restaurants, cafes, lunch counters, cafeterias, hotels, hospitals, convalescent homes, factory or school kitchens, catering kitchens, bakeries, grocery stores with food preparation and packaging, meat packing facilities and other facilities not listed above where FOG may be introduced into the community sewer system. To support effective FOG hotspot investigations, FSE listings are periodically updated to ensure the most current available information. Detailed information about FSE listing updates is provided in Section 8. Table 1 shows the numbers of FSEs within each Satellite at the time this report was written.

Table 1: Number of FSEs per Agency

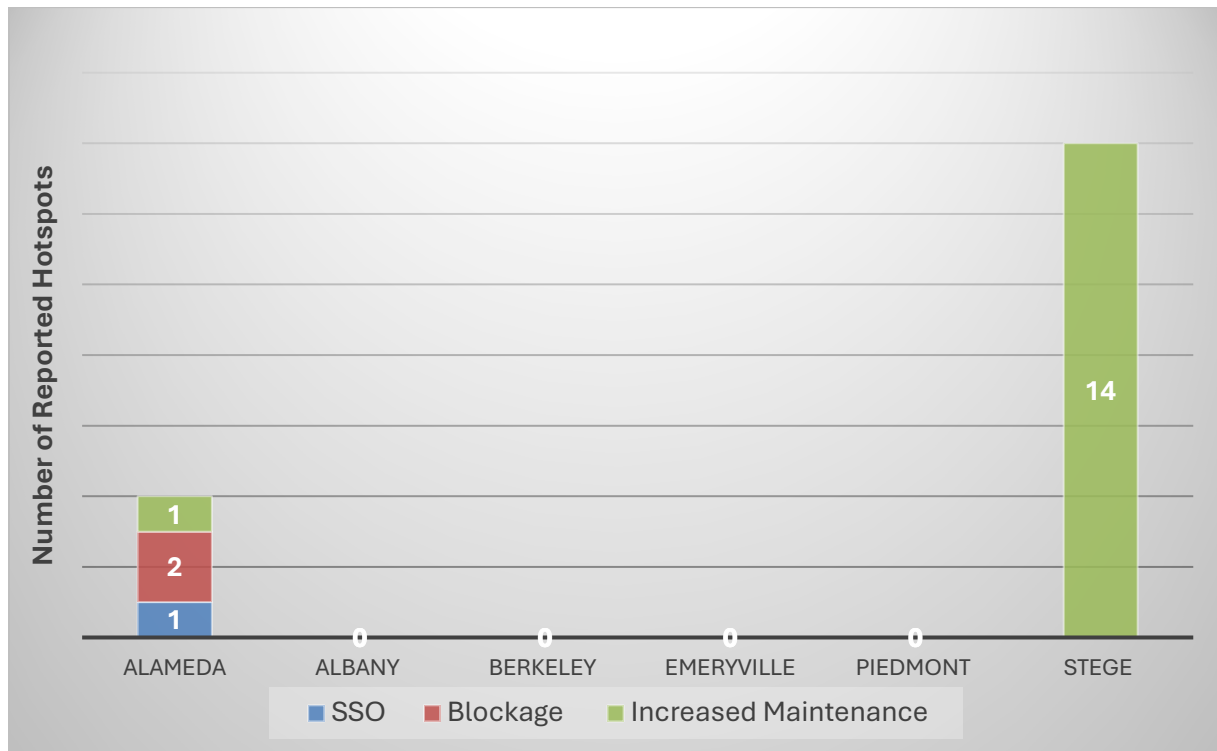
Agency	Number of FSEs
Alameda	363
Albany	98
Berkeley	934
Emeryville	138
Piedmont	3
Stege Sanitary District	186
TOTAL	1,722

3. Hotspot Investigations

FSEs and residential sites are potential sources of grease-related blockages, SSOs, or increased maintenance in the Satellites sanitary sewer collection systems. The collection system Satellites report locations of grease-related blockages, SSOs, or areas in need of increased maintenance to EBMUD due to grease build up. These are referred to as FOG Hotspots. Satellites complete FOG Reporting Forms for areas in which the agency wants EBMUD to conduct Hotspot investigations. Each hotspot investigation is initiated with the submittal of the FOG Reporting Forms by an agency. A sample FOG Program Hotspot Reporting Form is enclosed in Attachment 2.

For FY2026, the Satellites reported a total of 18 FOG-related hotspots to EBMUD as illustrated in Chart 1 below, three of which were FSE related. As part of EBMUD’s response to these hotspots, 198 outreach letters were mailed accompanied with the “Do not flush” and “Residential FOG” brochures, as well as a FOG scraper.

Chart 1: Hotspot Totals Reported in FY2026



In FY2026, EBMUD performed 49 inspections as illustrated on Chart 2 and historically on Chart 3. EBMUD performs FSE inspections in response to hotspot notifications (note, there are usually several FSEs near any given hotspot). EBMUD conducts two different types of inspections:

FSE Inspection: Performed to assess an FSE's grease generating capability, FOG handling procedures and Grease Control Devices (GCDs) in place. FSE inspections are performed in identified hotspot areas only. The overall goal is to determine if an FSE, due to its grease generating capability, has the potential to cause or contribute to sanitary sewer blockage, SSO or increased sewer maintenance.

Grease Interceptor (GI) Inspection: Performed at FSEs with grease interceptors to determine their operating conditions and the adequacy of their maintenance schedule. EBMUD will require more frequent servicing/maintenance and repairs on behalf of the Satellites, if determined to be necessary.

Chart 2: Total Number of Inspections Performed in FY2026

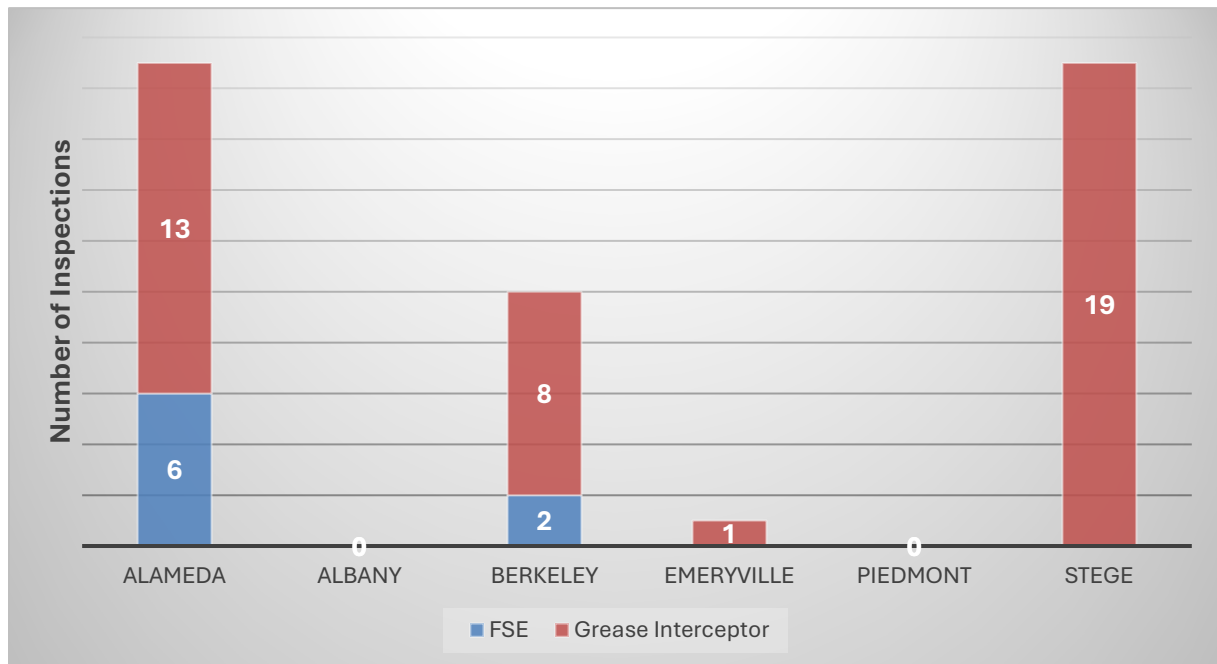
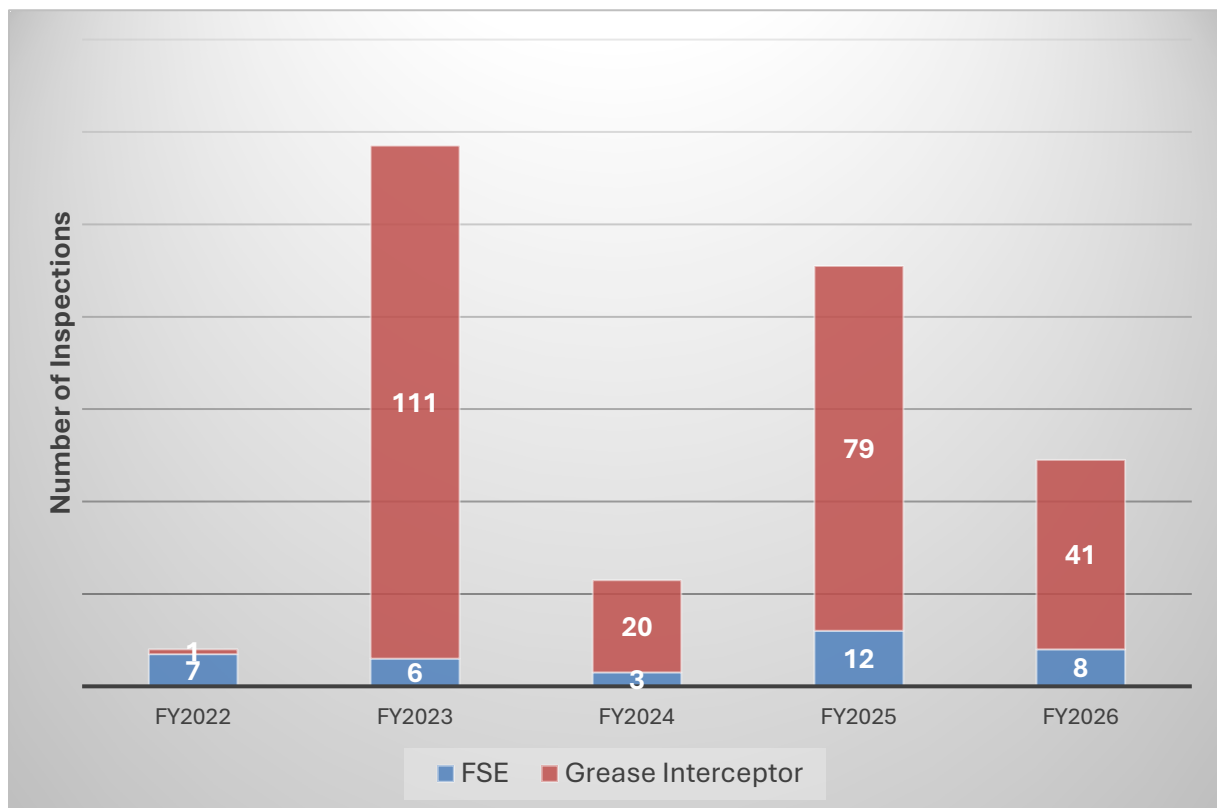


Chart 3: Total Number of Inspections Performed in FY2022 – FY2026



4. Grease Control Device (GCD) Requirements

FSEs that generate grease may cause or contribute to a blockage, SSO, or increased maintenance in the collection system and are required to install GCDs.

A sample of the GCD installation requirement letter is included in Attachment 3. The process of GCD requirement, selection and approval is as follows:

- After receiving a GCD installation requirement letter, the FSE selects a GCD and confirms the GCD installation schedule with EBMUD within 60 calendar days of the receipt of the GCD requirement letter.
- The FSE's owner/operator works with the Satellite collection system agency to obtain any necessary permits and installs the selected GCD in accordance with the agency's plumbing code and plan check procedures. The FSE should complete the installation within six months from the receipt of the GCD requirement letter.
- After a GCD is installed, EBMUD performs a follow up inspection and collects any relevant information about the GCD maintenance schedule.

FSEs are required to maintain GCDs according to the manufacturer's recommended frequency, or more often as necessary to control the discharge of FOG. A sample GCD Maintenance Requirement Letter is included in Attachment 5.

During the course of FY2026, EBMUD provided a total of 155 GCD maintenance requirement notices to FSEs located in hotspots. A summary of number of FSEs with GCD Installation and Maintenance Requirements by agency is presented in Table 2 below.

Table 2: Number of FSEs Notified of GCD Installation and Maintenance Requirements

Agency	Number of FSEs with GCD Installation Requirements	Number of FSEs with GCD Maintenance Requirements
Albany	0	0
Alameda	0	3
Berkeley	0	0
Emeryville	0	0
Piedmont	0	0
Stege Sanitary District	0	2
TOTAL	0	5

5. Enforcement Support

FSEs that receive GCD installation requirements and do not respond and/or do not complete the GCD installation within six months may be subject to enforcement. If the FSE continues to be non-responsive to the GCD requirement, EBMUD sends a Non-Compliance

Notice to the FSE and refers their case to the relevant Satellite for enforcement. A sample Non-Compliance Notice is included in Attachment 6.

EBMUD developed a GI Notice of Non-Compliance, which intends to document the GI Maintenance Requirements for FSEs with chronic issues that do not respond to email or phone requests. The goal is to document enforcement activities and strengthen the GI maintenance requirements for these FSEs. EBMUD provides copies of these notices to Satellites. A sample copy of this notice is included in Attachment 7.

6. Grease Control Device Variances

A GCD may not be required if an FSE can demonstrate that food preparation and service do not generate FOG due to the menu and kitchen equipment. EBMUD staff evaluates FSE's menu, equipment and food preparation practices on a case by case basis and provides recommendations to Satellites as to whether or not to grant a GCD Installation Conditional Variance for Facility Grease Generating Capability (Attachment 8). Selected examples of FSEs that may be granted a variance include the following:

- a) FSEs without Type I hoods, deep fryers or other kitchen equipment indicating that grease is being used.
- b) FSEs serving only beverages (tea/wine bars).
- c) FSEs serving beverages and/or ready to eat, packaged or unpackaged items (with or without food warming).
- d) FSEs serving precooked foods (meats, fish) defrosted in microwave or oven.
- e) Snack bar with no food preparation other than food warming.
- f) Bakeries with no food preparation other than food warming.
- g) FSEs constructing and baking pizzas with precooked meats and toppings.
- h) Other FSEs serving only pre-made foods with or without food warming.

When a variance is granted, EBMUD staff provides a GCD Installation Conditional Variance for Facility Grease Generating Capability Form to FSEs and to Satellites staff for their reference. However, this facility will be required to install an approved GCD to adequately handle the grease load, if:

- The FSE's menu/equipment (including food preparation operation) change to include grease generating items, and/or
- City/EBMUD determine that the FSE causes or contributes to grease related increased maintenance requirements in the sanitary sewer collection system, or grease related collection system blockage and/or sanitary sewer overflow.

GCD Installation Conditional Variances for Facility Grease Generating Capability are not transferrable and can be revoked by the Satellites, if deemed necessary.

 FY2026, no FSEs applied for GCD Installation Conditional Variance for Facility Grease Generating Capabilities.

7. Hotspot Reporting

EBMUD provides the collection system Satellites with quarterly FOG hotspot investigation reports. These reports list the number of hotspots reported and inspections performed, FSEs identified to cause or contribute to FOG related blockages/SSOs, GCD installation status, and a summary of residential outreach materials distributed during a given quarter.

8. FOG Control Database

EBMUD maintains a database to track and manage Regional FOG Program information including: FSE's grease generating capability, inspections, FOG hotspots, GCD requirements and agency enforcement information. Residential outreach letters distributed to customers are also tracked in the database.

The FOG database is updated to ensure the most accurate data, which can then be used for FOG hotspot investigations.

9. FOG Outreach

Public education and outreach that promotes proper handling and disposal of FOG is an ongoing effort through various methods and media. As part of the hotspot response, EBMUD conducts outreach to FSEs and residents in identified hotspot areas. The following sections summarize activities associated with commercial and residential FOG outreach.

9.1 Commercial FOG Outreach

EBMUD provides education and outreach materials to FSEs in multiple languages as a component of the overall program. These materials are listed below and are available on EBMUD's website at <http://www.ebmud.com/fog>.

- a) Sample Grease Trap Maintenance Log
- b) Discharge Prohibition Poster
- c) Grease Interceptor Maintenance Flyer
- d) FOG Best Management Practices

EBMUD staff conducts targeted outreach to commercial FSEs, per Satellites request to educate and prevent FOG impacts to the community sewer.

9.2 Residential FOG Outreach

EBMUD educates residents on how to properly dispose of household cooking oil. This outreach effort includes hotspot response as well as non-hotspot related pollution prevention activities on local and regional levels.

Hotspot Response

EBMUD provides targeted outreach for residential customers where a FOG hotspot was reported by the Satellite. Each residential outreach packet includes informative residential FOG brochures. Residential FOG outreach materials are available on EBMUD's website at <http://www.ebmud.com/fog> and include:

- a) Free FOG scraper
- b) Residential FOG Brochure "Avoid a Clog - Keep Grease Out of Your Drain"

Additional outreach information for businesses and residents, including residential grease drop off locations, are also available on EBMUD's website.

Pollution Prevention (P2)

As part of the Regional FOG Control Program, EBMUD provides resources to conduct pollution prevention activities to educate customers on proper FOG disposal and other related best practices. In FY2026, EBMUD continued residential FOG outreach efforts by engaging with the general public at community events, reaching out to multi-tenant residences, and collaborating with Satellites/non-governmental organizations. Details of these activities are provided below.

Community Events

Community of Harbor Bay Isle Owners' Association 50ish Celebration: August 2, 2025

EBMUD staff participated in the Community of Harbor Bay Isle Owners' Association 50ish Celebration event to provide outreach to Alameda residents on our various Pollution Prevention programs, including unwanted medications and proper disposal of FOG (Exhibit A).

Solano Stroll: September 14, 2025

EBMUD staff participated in the Solano Stroll event to provide outreach to Albany and Berkeley residents and business owners on our various Pollution Prevention programs, including unwanted medications and proper disposal of FOG (Exhibit B).

Healthy Living Festival: September 25, 2025

EBMUD staff participated in the Healthy Living Festival event to provide outreach to Alameda County residents and business owners on our various Pollution Prevention programs, including unwanted medications and proper disposal of FOG (Exhibit C).

Berkeley Bay Festival: May 2, 2026

EBMUD staff participated in the Berkeley Bay Festival event to provide outreach to Alameda residents and business owners on our various Pollution Prevention programs, including unwanted medications and proper disposal of FOG (Exhibit D).

Collaboration with Satellites on Outreach Efforts

Per the requests of Satellite agencies, EBMUD continues to provide FOG outreach materials for the Satellites to distribute at their local events. Public education and outreach that promotes proper handling and disposal of FOG is an ongoing effort through various methods and media which include partnerships with regional non-governmental organizations and local retail outlets. During the course of FY2026, EBMUD:

- Maintained the EBMUD-FOG residential disposal webpage, <http://www.ebmud.com/fog> with added link on resources page to www.baywise.org website for regional FOG disposal information.
- Continued to conduct FOG outreach at the local events for residents and restaurants through independent retailers of turkey fryers, oil jugs and EBMUD's website. During the 2025 holiday season (October – December 2025) in partnership with Baykeeper, a total of 11 local stores participated in the annual holiday FOG Outreach campaign.
- Continued to distribute FOG scrapers to residents upon request at no charge to the customer.

FOG Outreach at EBMUD's Main Wastewater Treatment Plant Tours

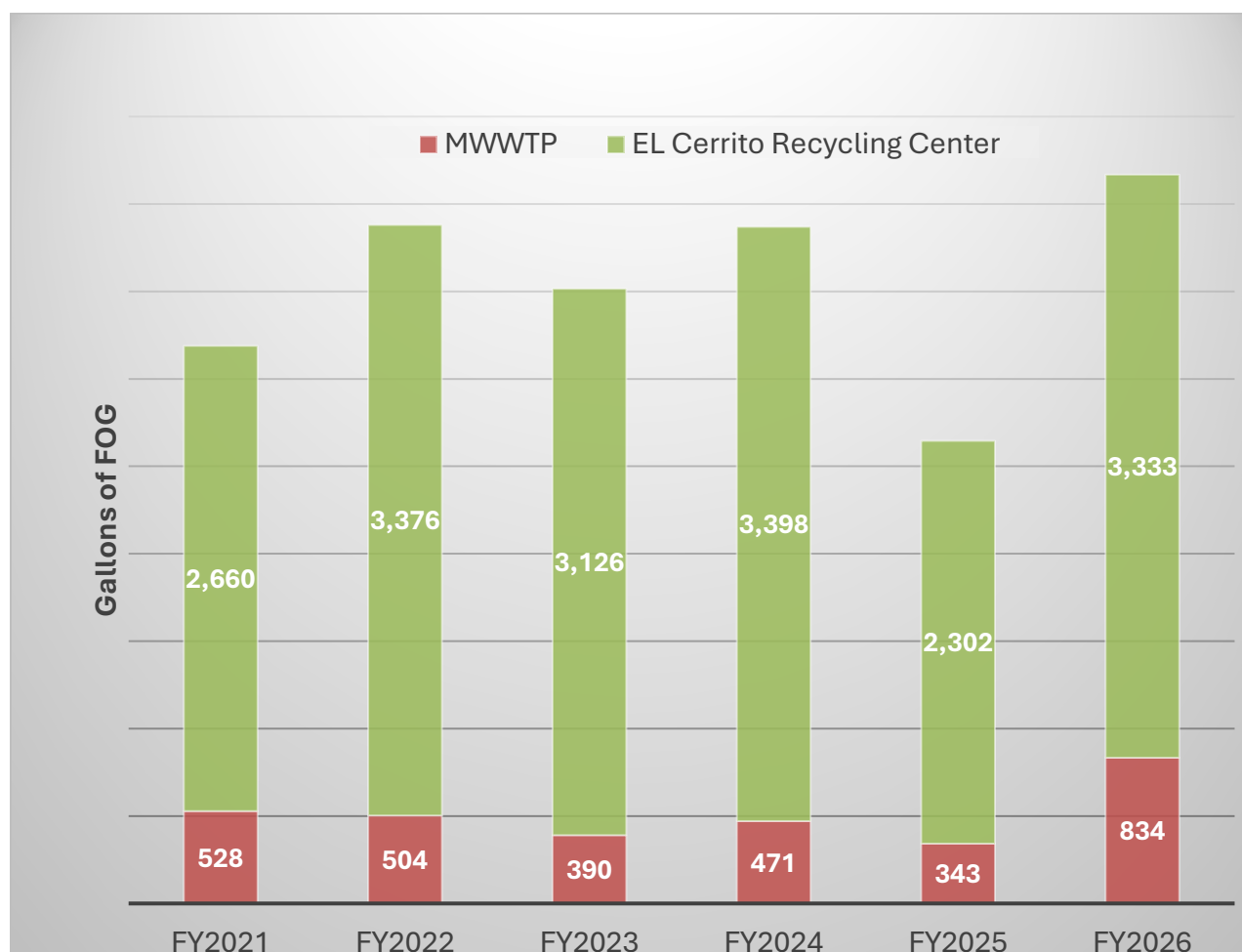
In FY2026, EBMUD continued its Main Wastewater Treatment Plant (MWWTP) Tour Program. Approximately 52 tours were given to nearly 1,200 visitors. The goal is to educate and engage interested stakeholders and members of our community on our vital wastewater treatment process. Throughout the tour, visitors learn how we treat millions of gallons of wastewater each day and how they can play a role in helping to protect EBMUD's treatment facilities, its workers and the San Francisco Bay. Experienced tour leads engage visitors in discussion about pollution prevention topics, including FOG. Detailed information about the MWWTP Tour Program can be found at: <http://www.ebmud.com/wastewater/collection-treatment/wastewater-treatment-plant-tours/>.

10. FOG Disposal

EBMUD has established residential cooking oil and grease drop-off locations available to residential customers to dispose of their FOG. A complete list of on-going drop-off locations is provided on EBMUD's website: <https://www.ebmud.com/wastewater/bay-friendly-waste-disposal/fats-oils-and-grease/residential-cooking-oil-and-grease-drop/>

Chart 4 below shows the gallons of cooking oil that was collected at EBMUD's MWWTP and the El Cerrito Recycling Center. Both facilities recycle the cooking oil into a biofuel.

Chart 4: Residential FOG Collection FY2022-2026



This page left blank intentionally.

List of Attachments

Attachment 1	Scope of Services
Attachment 2	FOG Program Hotspot Reporting Form
Attachment 3	Sample GCD Installation Requirement Letter
Attachment 4	Grease Control Device Review Form
Attachment 5	Sample GCD Maintenance Requirement Letter
Attachment 6	Sample Non-Compliance Notice to FSE with GCD Installation Requirement
Attachment 7	Sample Non-Compliance Notice to FSE with Grease Interceptors
Attachment 8	GCD Installation Conditional Variance for Facility Grease Generating Capability

This page left blank intentionally.

ATTACHMENT 1: SCOPE OF SERVICES

Scope of Services

The purpose of this Scope of Services is to continue ongoing FOG control activities to help reduce FOG related SSOs in the agencies' community sewer system. This Scope of Services clarifies the roles and responsibilities of EBMUD and the agencies in this collaborative effort and identifies the tasks to be conducted by each party.

The agencies authorize EBMUD to implement a regional FOG control program as described in this Scope of Services. To facilitate implementation of FOG control activities outlined in the scope of services, agencies will continue to provide EBMUD with the following information:

- a) Completed grease SSO and blockage reporting forms for areas in which the agency wants EBMUD to conduct hotspot investigations;
- b) Electronic and/or hard copies of community sewer maps that include manhole identification numbers and their locations, sewer pipes size, and flow direction.
- c) Residential addresses, including apartment numbers, for hotspot areas in which the agency wishes FOG information to be delivered.

Each agency is responsible for the costs of implementing the FOG control program in its service area as established in the FOG Control Program Budget which is approved as part of the CSTAC annual budgeting process.

Termination

Any of the Parties may terminate its obligations under this Scope of Services by giving all other parties at least ninety (90) days written notice.

EBMUD's Scope of Services

EBMUD is the technical service provider for the agencies' FOG program requirements. EBMUD also leads inter-agency coordination for the regional FOG control program to maximize consistency and efficiency. EBMUD is responsible for the following activities:

1. FOG HOTSPOT INVESTIGATIONS

- (a) EBMUD will initiate an investigation after receiving a completed grease SSO and blockage reporting form from the agency. The investigation will:
 - 1) Identify the sewer drainage basin contributing to the location of the blockage, SSO, or increased sewer maintenance (FOG hotspot area).
 - 2) Determine if the FOG hotspot area is in a residential, commercial, or combined residential/commercial drainage basin.
 - 3) Identify commercial FSEs that discharge in the sewer drainage basin.
 - 4) If FSEs are identified in the sewer drainage basin, the following field activities may be performed to identify FSEs that caused or contributed to the SSO, blockage, or increased sewer maintenance:
 - Field inspection of the FSEs
 - Grease interceptor inspection

2. GREASE INTERCEPTOR INSPECTIONS

EBMUD will perform periodic grease interceptor inspections for FSEs in hotspots as well as for FSEs that are not in hotspots. EBMUD will also inspect newly installed grease interceptors upon notification from Satellite agencies.

3. RESIDENTIAL HOTSPOT RESPONSE

EBMUD will provide targeted outreach in identified residential FOG hotspots. Residential outreach information will be distributed based on the residential addresses, including apartment numbers, in identified hot spot areas based on agency's requests.

4. ENFORCEMENT SUPPORT

- (a) EBMUD will send grease interceptor maintenance and grease control device installation requirement letters to FSEs where a correction is identified after completion of an EBMUD inspection.
- (b) EBMUD will send other notifications to FSEs based on agency-specific requirements. These notifications may include requirement letters, notices of non-compliance and other follow-up documents.
- (c) EBMUD will support agencies in any enforcement actions and proceedings taken by agencies (e.g. if agency initiates hearing, EBMUD will present findings of hotspot investigation).

5. REPORTING

- (a) EBMUD will submit to agencies quarterly FOG hotspot investigation summary reports. These reports include:
 - 1) A summary of all FOG hotspots that were investigated during the quarter describing the activities performed and the FOG hotspot status at the end of the quarter.
 - 2) The number of inspections performed, FSEs identified to cause or contribute FOG related blockages/SSOs, GCDs confirmed to have been installed, and a summary of residential outreach materials distributed during the quarter.

6. FOG CONTROL DATABASE

- (a) EBMUD will develop and maintain a FOG control database that includes:
 - 1) FOG Hotspots identified by the agencies
 - 2) FSEs identified in each FOG hotspot and grease control device/ grease interceptor information for each FSE in the FOG hotspots
 - 3) FSE, grease interceptor inspections performed at FSEs and FOG hotspots

7. RESIDENTIAL AND COMMERCIAL OUTREACH

EBMUD will maintain commercial and residential outreach and public education program activities, which may include bill inserts, billboards, outreach events, website development, and periodic direct communication with FSEs.

**ATTACHMENT 2: FOG PROGRAM HOTSPOT REPORTING FORM
GREASE SSO AND BLOCKAGE REPORTING FORM**



EVENT NUMBER: _____ (EBMUD use)

COLLECTION SYSTEM INFORMATION

Date of Incident: _____ **Date of Report:** _____

☒ **Blockage** ☒ **SSO** ☒ **Increased Maintenance**

Contact Info

Agency Name: _____ Agency Contact: _____

Agency Contact Phone Number: _____

Site Info

Name: _____

Reporting Address: _____ Nearest Cross Street: _____

Hotspot Address (if different): _____

City: _____ Zip Code: _____

Upstream Structure Reference: _____ Downstream Structure Reference: _____

1. Does this location have a history of grease blockages? ☐ Yes ☐ No

If yes,

2. Date of last incident? _____

3. Is it a known residential only area? ☐ Yes ☐ No

If yes, is it mostly multi-family or single family? ☐ Multi-family ☐ Single Family ☐ Both

Additional info attached: ☐ Line History ☐ Work report ☐ CCTV footage

☐ City Main Line ☐ Privately owned service lateral

☐ Lower lateral (agency responsibility) ☐ Other _____

Additional info available:

Send notifications to:

Fax number: (510) 287-1530

E-mail: cleanbay@ebmud.com

EBMUD RESPONSE INFORMATION

Date received by EBMUD: _____ Received by: _____

Initial Review Response: ☒ Investigation ☒ Field Inspection

Response Details (Please attach additional detail sheets, if necessary)

Report submitted by: _____ Date: _____

**ATTACHMENT 3: SAMPLE GCD INSTALLATION REQUIREMENT LETTER
NOTICE OF GREASE CONTROL DEVICE INSTALLATION REQUIREMENT**

Date

Name

Address

City, CA Zip

Dear Facility Owner:

Re: Grease Control Device Installation Requirement

East Bay Municipal Utility District (EBMUD) and the Satellites in its wastewater service area, including the [City], developed a Regional Fats, Oils, and Grease (FOG) Control Program for commercial food facilities. This program was developed to decrease grease related sanitary sewer overflows and blockages that are associated with health risks and water quality impacts. The program requires installation of a grease control device at any grease generating food facility causing or contributing to a grease related collection system blockage requiring maintenance requirements and/or a sewage spill.

On [Date], EBMUD performed site inspection at [FSE Name]. The inspection confirmed that this food facility has grease generating capability and that grease discharges from this facility cause or contribute to grease related blockages in the [City] collection system. This letter serves as notice that [FSE Name], is required to install a grease control device (GCD) to control the discharge of grease from the restaurant. The next steps are described below.

Step 1: [FSE Name] shall select a type of GCD and confirm GCD installation process to the District within **60 calendar days** of the receipt of this letter. A guide on the program's grease control requirements and selected list of approved types of grease control devices are enclosed for your reference.

Step 2: [FSE Name] shall install the GCD in accordance with the [City] plumbing code and plan check procedures. For any questions regarding the [City] plumbing code and plan check procedures, please call (XXX) XXX-XXXX.

Steps 1 and 2 above shall be completed within **6 months** from the receipt of this letter. Failure to complete the GCD installation requirement by the due date may subject FSE Name to enforcement actions. Enclosed are outreach materials for restaurants including best management practices, a grease trap maintenance log, "Do Not Pour" poster and FOG brochure. Please contact John Roberts of EBMUD at (510) 287-1039 if you have any questions.

Sincerely,

Adam Kern
Supervisor of Source Control

ATTACHMENT 4: GREASE CONTROL DEVICE REVIEW FORM

Regional Fats, Oils and Grease (FOG) Control Program

Grease Control Device Review

I. Food Service Establishment Name:

II. Food Service Establishment Owner Name/Contact Phone Number:

III. Food Service Establishment Address:

IV. Selected Type of Grease Control Device:

NOTE: If your food service establishment (FSE) is determined to cause or contribute to grease related sanitary sewer overflow or blockage or any added maintenance in the collection system enforcement will be exercised in accordance with the local collection system's jurisdiction code. You will be required to implement additional controls including grease control devices with greater capacity to adequately handle the grease load.

V. EBMUD Review

Approved/Rejected By: _____ Date: _____
Print *Signature*

Comments: _____

VI. Collection System Agency Referral

The above FSE has selected the device identified in §IV (above). This device type meets the Regional Fats, Oils and Grease (FOG) Control Program Grease Control Device Requirements in §VII. Approval of the device type is hereby forwarded to:

VII. Grease Control Device Requirements

The Regional Fats, Oils and Grease Control Program provides for installation of grease control devices including grease interceptors and/or automatic grease removal devices at the food service establishments within EBMUD's wastewater service area. The definitions, installation and maintenance requirements are discussed below.

Definitions

- A grease interceptor (GI) is a device designed to intercept fats, oils and grease (FOG) from the wastewater discharge. GIs include, but are not limited to, gravity GIs and other types of GIs that require cleaning/servicing by a pumping company due to design or per manufacturer's specifications. All pumping shall be completed by an EBMUD approved grease hauler.
- An automatic grease removal device (AGRD) is designed to retain FOG from wastewater discharge. An AGRD automatically removes FOG from the wastewater stream and transfers it to an external container. AGRDs are typically installed inside and above ground.

Installation

- The food service establishment (FSE) shall receive approval from the appropriate collection system agency through the agency's plan check process for the design and sizing of the grease control device.
- All grease control devices shall be installed in accordance with the collection system agency's plumbing code and plan check procedures. All grease control devices shall be installed per manufacturer's instructions and specifications.
- The FSE shall provide the installation schedule to EBMUD and relevant collection system agency.

Maintenance

- All grease control devices shall be maintained per manufacturer's instructions and specifications or more frequently as necessary to ensure that the FSE's discharge does not cause or contribute to a grease related collection system blockage resulting in maintenance requirements and/or a sewage spill.
- GIs shall be maintained at a minimum frequency of once per three month period, or more frequently as necessary to ensure that the FSE discharge does not cause or contribute to a grease related collection system blockage resulting in maintenance requirements and/or a sewage spill. GIs require pumping by an EBMUD approved grease hauler to remove the captured FOG and solids.
- Emulsifiers are prohibited for wastewater that is discharged to grease control devices.

For more information about GCDs and/or the Regional FOG Control Program, please go to the following web site: www.ebmud.com/FOG or call EBMUD's Environmental Services at (510) 287-1651.

**ATTACHMENT 5: SAMPLE GCD MAINTENANCE REQUIREMENT LETTER
GREASE CONTROL DEVICE MAINTENANCE COMPLIANCE REQUIREMENT**

Date

Name

Address

City, CA Zip

Re: Grease Control Device Maintenance Compliance Requirement

Dear Facility Owner:

East Bay Municipal Utility District (EBMUD) and the Satellites in its wastewater service area, including the [City], developed a Regional Fats, Oils, and Grease (FOG) Control Program for food service establishments (FSEs). This program was developed to decrease grease related sanitary sewer overflows and blockages that are associated with health risks and water quality impacts.

On [Date], East Bay Municipal Utility District (EBMUD) performed an inspection at [FSE Name]. This inspection found that staff were unable to locate the grease control device maintenance records. **Please email the service records for your grease control device cleaning to FOG@ebmud.com for all services performed in [Year] and [Year]. Additionally, please provide copies of your grease recycling collection service receipts (if applicable).**

As a reminder, all FSEs are required to maintain their grease control devices to ensure that the facility's discharge does not cause or contribute to a grease-related collection system blockage or overflow. All food service establishments with grease control devices in place need to (a) ensure proper operations, maintenance and performance; and (b) retain the maintenance records on site and ensure that the records are available to EBMUD and the collection system agency upon request. For a reference, I have enclosed the Grease Interceptor Maintenance Flyer, best management practices, grease trap maintenance log, and "Do Not Pour" poster. More information can be found at the following web link: <http://www.ebmud.com/fog>.

Please contact John Roberts of EBMUD at (510) 287-1039 or at cleanbay@ebmud.com if you have any questions.

Sincerely,

Adam Kern
Supervisor of Source Control

**ATTACHMENT 6: SAMPLE NON-COMPLIANCE NOTICE TO
FSE WITH GCD INSTALLATION REQUIREMENT**

**NON-COMPLIANCE NOTICE
GREASE CONTROL DEVICE INSTALLATION REQUIREMENT**

Date

Name

Address

City, CA Zip

Dear Facility Owner:

RE: Non-Compliance of Grease Control Device Installation Requirement

On [Date], East Bay Municipal Utility District (EBMUD) and the [City] provided you with a grease control device (GCD) requirement letter for [FSE Name] located at [FSE Address]. A copy of this letter is enclosed for your reference. EBMUD repeatedly contacted [FSE Name] via phone to follow up regarding the GCD requirement. To date, no progress has been made towards meeting the requirement.

This letter serves as a **Non-Compliance Notice** to [FSE Name] with the requirement referenced above. The case has now been referred to the [City] for enforcement action.

If you have any questions, please contact [Name] [City] at (XXX) XXX-XXXX.

Sincerely,

Adam Kern

Supervisor of Source Control

Enclosures

**ATTACHMENT 7: SAMPLE NON-COMPLIANCE NOTICE TO
FSE WITH GREASE INTERCEPTORS
NOTICE OF NON-COMPLIANCE**

Date

FSE Name

Address

City, CA Zip

Re: Grease Interceptor at FSE NAME/ADDRESS

Dear Facility Owner:

East Bay Municipal Utility District (EBMUD) and the Satellites in its wastewater service area, including the [City], developed a Regional Fats, Oils, and Grease (FOG) Control Program for commercial food facilities. This program was developed to decrease grease related sanitary sewer overflows and blockages that are associated with health risks and water quality impacts. The program requires that all food service establishments with grease interceptors (GI) in place maintain the pumping frequency of their GI at least once every three months or more often to ensure that the facility's discharge does not cause or contribute to a grease-related collection system blockage or overflow. All food service establishments with GIs in place need to (a) ensure proper operations, maintenance and performance of the GIs; and (b) retain the GI maintenance records on site and ensure that the records are available to EBMUD and the collection system agency upon request.

On [Date], EBMUD performed an inspection at FSE [Name/Address]. This inspection was performed to check the condition of the GI and verify that the GI pumping frequency is adequate. The inspection found that the GI pumping frequency of once every three months is inadequate, because the combined thickness of the GI floating grease and the bottom solids exceeded 25 % of the total interceptor depth. On behalf of the City of Berkeley, EBMUD is providing this requirement letter to [FSE Name]. [FSE Name] is required to immediately increase the pumping frequency of the GI to **once every two months** to ensure that the facility's discharge does not cause or contribute to a grease-related collection system blockage or overflow. **Please provide the GI maintenance records and planned maintenance schedule to EBMUD's Environmental Services Division within 30 days of the receipt of this letter. EBMUD will perform a follow up inspection at [FSE Name/Address] to verify the GI pumping frequency and observe the conditions of the GI.**

Please be aware that if your facility has been found to cause or contribute to a grease related sanitary sewer overflow and if your facility failed to follow up with the above requirement, you may be found in violation of the Federal Clean Water Act and subject to fines up to \$10,000.00 per day. Enclosed are outreach materials for restaurants including best management practices, GI maintenance flyer, and "Do Not Pour" poster. For more information, please visit EBMUD's website at: www.ebmud.com/fog

Please contact John Roberts at (510) 287-1039 if you have any questions.

Sincerely,

Adam Kern
Supervisor of Source Control

ATTACHMENT 8: GCD INSTALLATION CONDITIONAL VARIANCE FOR FACILITY GREASE GENERATING CAPABILITY



East Bay Municipal Utility District Environmental Services

P.O. Box 24055, MS 702

Oakland, CA 94623-1055

Telephone (510) 287-1651 Fax (510) 287-1530

**Grease Control Device Installation Conditional Variance for
Facility Grease Generating Capabilities**

I, _____
(Business Representative's Name Printed)

Representing _____
(Business Name and Address Printed)

certify that at no time shall any fats, oil, grease, or solids be discharged to the community sewer collection system in quantities that impair wastewater flow. I agree to contact EBMUD Environmental Services if operational changes occur that result in the increase of fats, oil, grease, or solids discharge to the community sewer collection system at the business named above. If at any time the business listed above changes menu/equipment/food preparation practices to include grease generating items, and/or is found to discharge fats, oil, grease, or solids in quantities that impair wastewater flow, I understand that I must install, within hundred eighty (180) days of receipt of notification from EBMUD, a grease control device of sufficient size and design to be acceptable to the collection system owner and the regulating Health Department.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. The grease control device installation conditional variance is not transferable. The person signing this variance warrants that it has or has obtained the necessary consent and authority to execute this variance and to make this variance binding upon itself.

SIGNED _____ DATE _____

CONTACT PHONE NUMBER _____

Supporting documentation including but not limited to menus, kitchen equipment, and kitchen practices to limit grease discharge to the sewer must be submitted with this application form.

Applicant Please Do Not Write Below This Line

APPROVED: _____

EBMUD REP

PRINT

SIGNATURE

DATE _____ CONTACT NO. _____

REASON FOR APPROVAL: _____

CITY/AGENCY REP _____ DATE _____

REJECTED: _____

EBMUD REP

PRINT

SIGNATURE

DATE _____ CONTACT NO. _____

REASON FOR REJECTION: _____

CITY/AGENCY REP _____ DATE _____

This page left blank intentionally.

List of Exhibits

- | | |
|-----------|---|
| Exhibit A | Community of Harbor Bay Isle Owners' Association 50ish Celebration:
August 2, 2025 |
| Exhibit B | Solano Stroll: September 14, 2025 |
| Exhibit C | Healthy Living Festival: September 25, 2025 |
| Exhibit D | Berkeley Bay Festival: May 2, 2026 |

Exhibit A
Community of Harbor Bay Isle Owners' Association 50ish Celebration
August 2, 2025



Exhibit B
Solano Stroll
September 14, 2025

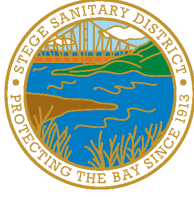


Exhibit C
Healthy Living Festival
September 25, 2025



Exhibit D
Berkeley Bay Festival
May 2, 2026





STEGE SANITARY DISTRICT

STAFF REPORT

Board of Directors Meeting Date: 10/15/2026

TO: Honorable Board of Directors

FROM: Bobby Magee, General Manager / District Treasurer

SUBJECT: Treasurer's Report

RECOMMENDATION

It is recommended that the Board of Directors:

Receive and File the Treasurer's Report containing Estimated Bank Balances, Report of Revenues, and Disbursements Report for the period 9/24/26 - 10/8/26.

BACKGROUND AND DISCUSSION

The attached group of disbursements represents the District's outgoing payments for the period of September 24 – October 8, 2026.

Bank Balances as of 10/8/26:

Account	Balance
Five Star Checking	\$247,704.49
Five Star Savings	\$2,049,387.02
LAIF	\$4,685,443.79
Time Value Investments	\$2,124,982.61
Total	\$9,107,517.91

Revenues Received:

Revenue	Amount
Connection Fees	\$4,063.80
Plan Check Fees	\$10.00
Inspection Fees	\$300.00
Disposition of Assets Sales	\$6,412.50
Total	\$10,786.30

FISCAL IMPACT

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

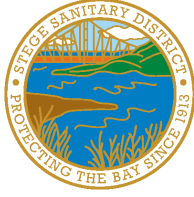
ATTACHMENTS

Check Registers 9/25/26 – 10/8/26

TVI September 2026 Statement

Stege Sanitary District				
Board Check Register				
From 9/25/2026 to 10/01/2026				
Check #	Payee	Transaction Description	Amount	Date
ISSUED CHECKS				
2339	Nerd Crossing	Monthly IT and Web Maintenance	5,600.00	10/1/2026
2340	Regional Government Services	Enterprise Technology Fee	900.00	10/1/2026
2341	POSM Soft, LLC	Workstation Software Support	750.00	10/1/2026
2342	Pastime Hardware	Maintenance Supplies	7.71	10/1/2026
2342	Pastime Hardware	Velcro, Duct Tape and Fastener	40.75	10/1/2026
2343	Contra Costa County Treasurer-Tax Collector	APN 508-170-016-2 00	32.00	10/1/2026
2343	Contra Costa County Treasurer-Tax Collector	APN 510-082-012-4 00	32.00	10/1/2026
2344	TPx Communications	Website - Phone Service	1,451.31	10/1/2026
2345	Vestis	Laundry and Uniform-09-29-26	108.91	10/1/2026
2346	Xerox Business Solutions	Contract Charge For Copier	1,418.05	10/1/2026
2347	SDRMA	Dental Insurance - October 2026	797.02	10/1/2026
2348	CSRMA	Property Insurance Program	21,021.03	10/1/2026
2349	U.S. Bank Corporate Payment System	US Bank Purchasing Card-9-22-26	3,987.02	10/1/2026
2350	Contra Costa Special Districts Association	CCSDA FY 26-27 Membership	150.00	10/1/2026
2351	PG&E - #6675831511-4	PG&E-District-Aug/Sept Electricity	1,348.60	10/1/2026
2352	PG&E - #0103467151-9	PG&E-Burlingame-Aug/Sept-Electricity	149.89	10/1/2026
2353	KIDS for the BAY	Sponsorship Program	15,288.00	10/1/2026
2354	Morgan, Lewis & Bocklus LLP	Legal-Employee Benefits & Tax	5,060.00	10/1/2026
2355	Everest Plumbing Inc.	PSL Loan-1902 Junction Ave	7,650.00	10/1/2026
		Total Issued Checks 10-01-26	65,792.29	
ACH Payment - NONE				
		Total ACH Payment 10-01-26	-	
EFT Payments				
	CalPERS	Retirement and Benefits	70.00	9/28/2026
	CalPERS	Retirement and Benefits	200.00	9/28/2026
	CalPERS	Retirement and Benefits	17,074.71	9/28/2026
	CalPERS	Retirement and Benefits	20,063.33	9/28/2026
	ADP	ADP Taxes	31,624.67	9/28/2026
	ADP	September 2026 Wages	48,967.35	9/28/2026
		Total ACH Payment 10-01-26	118,000.06	
		Total Payments 09-25-26 to 10-01-26	183,792.35	

Stege Sanitary District				
Board Check Register				
From 10/02/2026 to 10/08/2026				
Check #	Payee	Transaction Description	Amount	Date
ISSUED CHECKS				
2356	Exxonmobil WEX Bank	Fuel for Vehicle	308.84	10/8/2026
2357	Pastime Hardware	Duct Tape and Velcro	30.84	10/8/2026
2358	R & R Auto Services	Fuel For Vehicles	2,831.41	10/8/2026
2359	California Diesel & Power	Truck Maintenance	13.89	10/8/2026
2360	EBMUD	FY27 BACWA Membership and Special Program Fees	2,768.68	10/8/2026
2361	Vestis	Uniform and Laundry - 10-6-26	108.91	10/8/2026
2362	Peninsula Truck Repair, Inc.	Truck Repair and Maintenance	1,634.37	10/8/2026
2363	Nakano Landscape, Inc.	Landscaping - Burlingame Pump Station	290.00	10/8/2026
2364	Universal Building Services	Janitorial Services - September 2026	484.00	10/8/2026
2365	SDRMA	Dental Plan For Employees-November 2026	797.02	10/8/2026
2366	Shawn Noetzli	Early Winter Newsletter	5,700.00	10/8/2026
2367	CSRMA	CSRMA Claim Expense Deductible	94.80	10/8/2026
2368	Bay Area News Group - East Bay	Advertising Legal Classifieds	397.54	10/8/2026
2369	DATCO Services Corp.	Employee Drug Testing	193.50	10/8/2026
2370	New Horizon Communications	Internet and Telephone	263.25	10/8/2026
2371	Bryce Consulting Incorporated	Compensation Study	1,400.00	10/8/2026
2372	Kim Wendt	Reimburse Mileage For Bank Deposits	31.16	10/8/2026
		Total Issued Checks 10-08-26	17,348.21	
ACH Payment - NONE				
		Total ACH Payment 10-08-26	-	
EFT Payments - NONE				
	Nationwide	457 Plan Deferred Compensation - August	12,329.48	10/6/2026
	Nationwide	457 Plan Deferred Compensation - September	12,329.48	10/6/2026
		Total EFT Payment 10-08-26	24,658.96	
		Total Payments 10-01-26 to 10-08-26	42,007.17	



STEGE SANITARY DISTRICT

STAFF REPORT

Board of Directors Meeting Date: 10/15/2026

TO: Honorable Board of Directors

FROM: Bobby Magee, General Manager

SUBJECT: Resolution Appointing Adam Cox as District Treasurer

RECOMMENDATION

It is recommended that the Board of Directors:

Adopt Resolution No. 2298-1026 Appointing Assistant General Manager Adam Cox as District Treasurer and authorizing the deposit and investment of District funds pursuant to Government Code Section 53607.

BACKGROUND AND DISCUSSION

California Government Code Section 53607 provides that the legislative body of a local agency or special district may delegate its authority to invest or reinvest funds of the local agency, or to sell or exchange securities so purchased, to the treasurer of the local agency. Such delegation is limited to a maximum period of one (1) year and may be renewed annually by resolution.

Historically, the District has delegated this authority to the District Manager – who serves as District Treasurer – to maximize administrative efficiency and allow for rapid execution of investment transactions in line with the District's adopted Investment Policy.

On December 18, 2025 the Board appointed Bobby Magee as Interim General Manager, Interim Secretary of the Board, and Interim Treasurer. (Resolution 2266-1225) On July 2, 2026 the Board appointed Bobby Magee as the permanent General Manager, Secretary of the Board, and District Treasurer. (Resolution 2279-0726) The General Manager's designation as Treasurer was made at the time of appointment with the intent to delegate the role to the Assistant General Manager (AGM) in the future, as evidenced by the terms of the employment contract with Mr. Magee.

Primary duties of the Treasurer include depositing, investing, and safekeeping all District funds, in addition to issuing warrants on behalf of the District. While it is legally permissible for the General Manager to serve as Treasurer, it is not considered a best practice in governmental agencies. The General Manager is primarily responsible for executive leadership and policy implementation, where a finance executive's primary duty is to manage public funds. Combining these roles can blur the lines of authority and accountability, where separating them creates proper fiscal internal controls and separation of duties. As such, staff recommends appointment of the AGM as District Treasurer.

After a comprehensive recruitment process by A.J. Gallagher & Company, Adam Cox was selected to serve as AGM effective October 12, 2026. Mr. Cox is extremely well qualified for the recommended appointment to the Treasurer position, having extensive governmental finance experience as a Management Analyst in a mid-sized California County. He has previously served as a Special District General Manager, a City Manager, was elected to serve on the Merced City School District's Board of Education, and also served on the Merced County Mosquito Abatement District's Board of Trustees.

Staff recommends that the Board appoint Adam Cox as District Treasurer, designate the Assistant General Manager position as the District Treasurer moving forward, and authorize the deposit and investment of District funds pursuant to Government Code Section 53607.

ALTERNATIVES

- Reject the staff recommendation and direct the General Manager to continue to serve as Treasurer until an alternate replacement has been found; or,
- Direct staff to find a member of the community, or a local firm, that may be interested in serving in the capacity of the Treasurer; or,
- Direct staff to return to the Board with a recommendation to appoint an individual Board member as the Treasurer.

FISCAL IMPACT

Adopting the resolution will appoint Adam Cox to the position of District Treasurer; there is no fiscal impact associated with this action.

RESOLUTION NO. 2298-1026

RESOLUTION OF THE BOARD OF DIRECTORS OF
THE STEGE SANITARY DISTRICT
APPOINTING THE ASSISTANT GENERAL MANAGER AS DISTRICT TREASURER AND
AUTHORIZING THE DEPOSIT AND INVESTMENT OF DISTRICT FUNDS

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

- A. Whereas, the Stege Sanitary District (“District”) is a public agency and sanitary district organized and existing under and pursuant to the Sanitary District Act of 1923 (California Health and Safety Code § 6400 et seq); and
- B. Whereas, under California Health & Safety Code § 4739, the District may employ and appoint such professionals, specialists and other persons as are needed to carry into effect the powers and duties of the District; and
- C. Whereas, Assistant General Manager Adam Cox is qualified to provide financial record keeping and other monetary services, including the acceptance and disbursement of funds; and
- D. Whereas, the Board of Directors of the Stege Sanitary District (the “Board”) desires to designate the Assistant General Manager to serve as the Treasurer of the District; and
- E. Whereas, California Government Code Section 53607 provides that the legislative body of a special district may delegate its authority to invest or reinvest funds of the local agency, or to sell or exchange securities so purchased, to the treasurer of the local agency for a period of one year; and
- F. Whereas, the Board desires to delegate such investment authority to the District Treasurer to ensure efficient and timely management of the District's financial assets and investments; and
- G. Whereas, Government Code Section 53607 requires that the treasurer assume full responsibility for those transactions until the authority is revoked or expires, and make a monthly report of those transactions to the legislative body; and

H. Whereas, such delegation of authority may be renewed annually by the Board by resolution.

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

Section 1. Appointment of District Treasurer. The Board hereby appoints Adam Cox as District Treasurer, effective immediately, in addition to any other duties and responsibilities he may have to the District in his capacity as Assistant General Manager. Continued service as District Treasurer shall be at the pleasure of the Board of Directors.

Section 2. Delegation of Authority.

1. **Delegation.** Pursuant to California Government Code Section 53607, the Board hereby delegates its authority to invest or reinvest funds of the District, or to sell or exchange securities so purchased, to the District Treasurer.
2. **Term.** The delegation of investment authority granted under this Resolution shall be effective for a period of one (1) year, commencing on October 15, 2026 and expiring on October 15, 2027, unless earlier revoked by the Board.
3. **Scope of Responsibility.** The District Treasurer shall assume full responsibility for all investment, reinvestment, sale, and exchange transactions made on behalf of the District during the term of this delegation, and shall execute all such transactions in strict compliance with the District's Investment Policy and applicable California law.
4. **Reporting Requirements.** Pursuant to Government Code Section 53607, the District Treasurer shall prepare and submit a monthly report to the Board of Directors detailing all investment transactions completed under this delegated authority during the preceding month.
5. **Review and Renewal.** The Board may review and renew this delegation of investment authority annually by subsequent resolution in accordance with state law.
6. **Effective Date.** This Resolution shall take effect immediately upon adoption.

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 15th day of October 2026, by a X-X vote as follows:

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

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

ATTEST:

BOBBY MAGEE, Secretary
Stege Sanitary District



STEGE SANITARY DISTRICT

STAFF REPORT

Board of Directors Meeting Date: 10/15/2026

TO: Honorable Board of Directors

FROM: Bobby Magee, General Manager

SUBJECT: Annual Review of Investment Policy and Working Capital & Reserve Fund Policy

RECOMMENDATION

It is recommended that the Board of Directors:

Review the District's Investment Policy and Adopt Resolution 2299-1026 Revising the Policy as Presented.

BACKGROUND AND DISCUSSION

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

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

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

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

Based on this review, Board reaffirmed the policies and further directed revisions to the policy on July 16th, 2026. (Resolution 2289-0726) Subsequently, on September 3rd the Board directed staff to place the item on a future Agenda for additional discussion. On September 17th, the Board considered the item and directed staff to return with a revision to the policy that would allow for the District Treasurer to consider United States Treasury Securities as part of the District's overall investment portfolio. Resolution 2299-1026 adds that option to the policy, and also clarifies certain other requirements under California Government Code.

FISCAL IMPACT

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

ATTACHMENTS

Resolution 2299-1026 Reaffirming and/or Revising the Investment Policy of the Stege Sanitary District (Clean)

Resolution 2299-1026 Reaffirming and/or Revising the Investment Policy of the Stege Sanitary District (Redline)

Resolution 2289-0726 Reaffirming and/or Revising the Investment Policy of the Stege Sanitary District

RESOLUTION NO. 2299-1026

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

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

- A. The Stege Sanitary District established an Investment Policy as authorized by California Government Code Section 53600 et seq.
- B. California Government Code Section 53600 et seq. provides for the annual rendering and public consideration of a local agency's Statement of Investment Policy, and the District reviews its Investment Policy annually as a matter of District policy.
- C. The Investment Policy is intended to outline the policies for maximizing the efficiency of the District's Cash Management System and for prudent investment of District funds, and to provide guidelines for suitable investments.
- D. The Board of Directors of the Stege Sanitary District have reviewed the updated Investment Policy.

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

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

Investment safety – The preservation of invested capital shall be a primary concern. Risk due to interest rate fluctuations shall also be controlled by limiting the term of U.S. Treasury securities and other fixed-yield investments to not greater than three years, except that certificates of deposit may have a maximum term of five years as expressly authorized by this policy.

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

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

- c. Investing in the State Local Agency Investment Fund (LAIF) and Five Star Bank Money Market constitute acceptable investment strategies to meet the above basic objectives of the District's investment program.
- d. The District may invest in United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the full faith and credit of the United States is pledged for the payment of principal and interest, as authorized by California Government Code Section 53601(b), subject to the maturity limitations established by this policy.
- e. The District may invest up to twenty percent (20%) of the investment portfolio in shares of mutual funds and money market mutual funds authorized under California Government Code Section 53601(l), subject to the limitations and requirements established therein.
- f. The District may invest up to \$2 million (initial investment) or 25 percent of its funds in FDIC-insured certificates of deposit for a maximum term of 5 years.
- g. The General Manager, Treasurer, or their designee as approved by the Board is hereby authorized to invest and deposit for safekeeping, as far as possible, all money belonging to, or in the custody of the District, pursuant to Section 53635 et seq. of the Government Code of the State of California, and shall submit a quarterly report of investments to the Board of Directors.
- h. Investments or securities so purchased with idle funds shall be kept in safe keeping in a depository in accordance with the provisions of Section 53608 of the Government Code of the State of California while they are the property of the District.

- i. The Stege Sanitary District Board Governance Policy Manual limits the receipt of honoraria, gifts, and gratuities from persons with whom the District conducts business.
 - j. The policy shall be reviewed annually by the Board of Directors and revised as necessary.
2. The Treasurer of the District has provided an annual statement of the Investment Policy in compliance with Section 53600 et seq. of the Government Code of the State of California.
3. This Resolution shall be effective immediately upon adoption by the Board of Directors.

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 15th day of October 2026, by a X-X vote as follows:

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

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

ATTEST:

BOBBY MAGEE, Secretary
Stege Sanitary District

RESOLUTION NO. 2299-1026

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

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

- A. The Stege Sanitary District established an Investment Policy as authorized by California Government Code Section 53600 et seq.
- B. California Government Code Section 53600 et seq. provides for the annual rendering and public consideration of a local agency's Statement of Investment Policy, and the District reviews its Investment Policy annually as a matter of District policy.
- C. The Investment Policy is intended to outline the policies for maximizing the efficiency of the District's Cash Management System and for prudent investment of District funds, and to provide guidelines for suitable investments.
- D. The Board of Directors of the Stege Sanitary District have reviewed the updated Investment Policy.

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

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

Investment safety – The preservation of invested capital shall be a primary concern. Risk due to interest rate fluctuations shall also be controlled by limiting the term of U.S. Treasury securities and other fixed-yield investments to not greater than three years, except that certificates of deposit may have a maximum term of five years as expressly authorized by this policy.

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

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

- c. Investing in the State Local Agency Investment Fund (LAIF) and Five Star Bank Money Market constitute acceptable investment strategies to meet the above basic objectives of the District's investment program.
- d. The District may invest in United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the full faith and credit of the United States is pledged for the payment of principal and interest, as authorized by California Government Code Section 53601(b), subject to the maturity limitations established by this policy.
- e. The District may invest up to twenty percent (20%) of the investment portfolio in shares of mutual funds and money market mutual funds authorized under California Government Code Section 53601(l), subject to the limitations and requirements established therein.
- f. The District may invest up to \$2 million (initial investment) or 25 percent of its funds in FDIC-insured certificates of deposit for a maximum term of 5 years.
- g. The General Manager, Treasurer, or their designee as approved by the Board is hereby authorized to invest and deposit for safekeeping, as far as possible, all money belonging to, or in the custody of the District, pursuant to Section 53635 et seq. of the Government Code of the State of California, and shall submit a quarterly report of investments to the Board of Directors.
- h. Investments or securities so purchased with idle funds shall be kept in safe keeping in a depository in accordance with the provisions of Section 53608 of the Government Code of the State of California while they are the property of the District.

- i. The Stege Sanitary District Board Governance Policy Manual limits the receipt of honoraria, gifts, and gratuities from persons with whom the District conducts business.
 - j. The policy shall be reviewed annually by the Board of Directors and revised as necessary.
2. The Treasurer of the District has provided an annual statement of the Investment Policy in compliance with Section 53600 et seq. of the Government Code of the State of California.
3. This Resolution shall be effective immediately upon adoption by the Board of Directors.

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 15th day of October 2026, by a X-X vote as follows:

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

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

ATTEST:

BOBBY MAGEE, Secretary

Stege Sanitary District

RESOLUTION NO. 2289-0726

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

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

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

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

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

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

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

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

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

- i. The policy shall be reviewed annually by the Board of Directors and revised as necessary.
2. The Treasurer of the District has provided an annual statement of the Investment Policy in compliance with Section 53600 et seq. of the Government Code of the State of California.
3. This Resolution shall be effective immediately upon adoption by the Board of Directors.

* * * * *

STATE OF CALIFORNIA)

COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Resolution was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting held on the 16th day of July 2026, by a 5-0 vote as follows:

AYES: BOARD MEMBERS: Merrill, O’Keefe, Gilbert-Snyder, Beach, Christian-Smith

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

TESSA BEACH, President

Stege Sanitary District

Contra Costa County, California

ATTEST:

BOBBY MAGEE, Secretary

Stege Sanitary District