

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
REGULAR MEETING OF MAY 20, 2021  
TIME OF MEETING: 7:00 P.M.  
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

\*\*\*\*\* AGENDA \*\*\*\*\*

Items on the agenda may be taken out of order.

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

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

*Public comment can be sent remotely by delivering to **7500 Schmidt Lane, El Cerrito, CA 94530** or via email to [comments@stegesan.org](mailto:comments@stegesan.org) with "Public Comment" in the subject line. To provide written comment on an item on the agenda or to address the Board during Public Comment, please note the agenda item number that you want to address or whether you intend for the comment to be included in Public Comment. Comments timely received 15 minutes before the starting time of the meeting will either be provided as written comment or be read into the record, with a maximum allowance of 3 minutes per individual comment read into the record, subject to the Board President's discretion. Copies of all timely received written comments will be provided to the Board and will be added to the official record.*

*Pursuant to Executive Order N-29-20, Board Members Christian-Smith, Gilbert-Snyder, Merrill, Miller, and O'Keefe may be attending this meeting via remote conferencing. In the event that any Board Member elects to attend remotely, all votes conducted during the remote conferencing session will be conducted by roll call vote.*

**I. Call To Order**

**II. Roll Call**

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

**III. Public Comment**

(Members of the public are invited to address the Board concerning topics that are **not** on the agenda)

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**IV. Approval of Minutes**

- Motion: A. Approval of May 6, 2021 Board Meeting Minutes  
(The Board will be asked to review and approve the minutes of the May 6, 2021 Board Meeting)

Info: **V. Communications**

- A. Oral Communications
1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings
    - a. City & Community Meetings
- B. Written Communications

**VI. Reports of Staff and Officers**

- Info: A. Attorney's Report
- B. Manager's Report
1. Monthly Maintenance Summary Report
  2. Monthly Report of Sewer Replacements and Repairs
  3. Draft Budget
  4. Pump Station Charge – Oro Loma Sanitary District and Marina Coast Water District

Info/Motion: **VII. Business**

- A. Connection Charge Calculation Report  
(The Board will review the report and consider changes to the connection charge)
- B. Resolution No. 2158-0521 Approving and Authorizing Consulting Services Agreement between the Stege Sanitary District on Behalf of the Collection System Technical Advisory Committee and Humphrey Consulting  
(The Board will consider approval of the resolution)

Info/Motion **VIII. Financial Statements – May 2021**

- A. Monthly Investment, Cash, Receivables Report
- B. Monthly Operating Statement

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(The Board will review the reports and statements)

**IX. Approval of Checks**

Info/Motion:

A. Checks for May 20, 2021 - Fund No. 3418 & 3423

(The Board will be asked to approve the May 20, 2021 checks)

**CLOSED SESSION**

**Public Employment Performance Evaluation**

Gov. Code § 54957

Title: District Manager

**Conference with Labor Negotiator**

Gov. Code § 54957.6

Agency Designated Representative: Board President O'Keefe

Unrepresented Employee: District Manager

Info:

**X. Future Agenda Items**

**June 3, 2021**

Draft Budget

Review Directors Meeting Compensation

District Working Capital and Reserve Policy

Approve Project Plans and Specifications (+CEQA)

CASA Conference

Diversity, Equity, and Inclusion

**June 17, 2021**

CLOSED SESSION – Counsel Performance Evaluation

Approve Employee Salary Ranges

Approve and Adopt Final Budget

Review and Approve Incentive Award

Adopt Employee Incentive Award Goals & Objectives

Consent Decree Quarterly Report

CASA Conference

Ordinance – Directors Meeting Compensation

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
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Notice of Completion

**XI. Adjournment**

(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on June 3, 2021 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF MAY 6, 2021  
 TIME OF MEETING: 7:00 P.M.  
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

\*\*\*\*\* MINUTES \*\*\*\*\*

- I. Call To Order:** President O’Keefe called the meeting to order at 7:00 P.M.
- II. Roll Call:** Present: Christian-Smith\*, Gilbert-Snyder\*, Merrill, Miller\*, O’Keefe\*
- Absent: None
- Others Present: Rex Delizo, District Manager  
 Jay James\*, Resident (for Item VII.B)  
 Annette McCoubrey\*, Resident (for Item VII.B)  
*\*via video-conference*

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

- III. Public Comment:** There was no public comment.

**IV. Approval of Minutes**

A. Approval of April 15, 2021 Board Meeting Minutes

MOTION: By Gilbert-Snyder, seconded by Christian-Smith, to approve the minutes of the April 15, 2021 Board Meeting, as amended

VOTE: AYES: Christian-Smith, Gilbert-Snyder, Merrill, Miller  
 O’Keefe

NOES: None

ABSTAIN: None

ABSENT: None

**V. Communications**

A. Oral Communications

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF MAY 6, 2021  
 TIME OF MEETING: 7:00 P.M.  
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1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings

A. City & Community Meetings

Miller gave a report on his attendance at a recent El Cerrito City Council Meeting.

Item VII.B was taken out of order at this time in the meeting.

**VII. Business**

B. Pump Station Surcharge

Resident Jay James gave public comment remotely via Zoom opposing a pump station surcharge. Resident Annette McCoubrey submitted written comments via email and gave public comment remotely via Zoom questioning the surcharge. The Board discussed the possible surcharge to offset the costs associated with operating, maintaining, and rehabilitating the District pump stations but decided to take no action. The Board asked staff to report back with additional information on existing surcharges of other agencies and have District Counsel report on the legality of adding a new surcharge for costs associated with the existing District pump stations.

MOTION: By Merrill, seconded by O’Keefe, to take no action, have staff report back with additional information on existing surcharges of other agencies, and have District Counsel report on the legality of adding a new surcharge for costs associated with the existing District pump stations

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

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

## STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF MAY 6, 2021

TIME OF MEETING: 7:00 P.M.

DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

**V. Communications****B. Written Communications****1. KIDS for the BAY Watershed Action Program 2020 – 2021 School Year Interim Report**

The Board received the interim report and asked staff to ask for feedback from teachers that participated in the program.

**VI. Reports of Staff and Officers****A. Manager's Report****1. Draft Budget FY 2021 - 2022**

The Manager reported on the latest draft of the budget.

**2. Employee Benefits Package**

The Manager reported on the employee benefit considerations.

**3. Draft Newsletter**

The Manager reported on the draft newsletter and received feedback from the Board.

**VII. Business****A. Consideration of Professional Auditing Services**

The Board discussed and approved continuing with the professional auditing services of Chavan & Associates, LLP for another year, with option years for 2022 and 2023.

MOTION: By Christian-Smith, seconded by Merrill, to authorize the Manager to proceed with professional auditing services by Chavan & Associates, LLP for the fiscal year ending June 30, 2021 for the all-inclusive maximum fee of \$12,500, with option years for 2022 and 2023 at the same rate

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

NOES: None

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ABSTAIN: None

ABSENT: None

B. Pump Station Surcharge

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

C. Diversity, Equity, and Inclusion

The Board continued their Diversity, Equity, and Inclusion (DEI) discussions and decided to bring back a draft DEI policy of values that they would like to implement for consideration at a future meeting.

D. Appointment of Labor Negotiator – Board President

The Board appointed the Board President as labor negotiator for the purpose of negotiations with the District Manager.

MOTION: By Christian-Smith, seconded by Merrill, to appoint the Board President as labor negotiator for the purpose of negotiations with the District Manager

VOTE: AYES: Christian-Smith, Gilbert-Snyder, Merrill, Miller,  
O’Keefe

NOES: None

ABSTAIN: None

ABSENT: None

**CLOSED SESSION**

**Conference with Labor Negotiator**

Gov. Code § 54957.6

Agency Designated Representative: Board President

Unrepresented Employee: District Manager



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The Board entered into closed session at 8:35 P.M. and returned to open session at 9:00 P.M. President O’Keefe announced the Board had taken no reportable actions.

**VIII. Approval of Checks**

A. Checks for May 6, 2021 - Fund No. 3418 & 3423

MOTION: Merrill, seconded by Christian-Smith, to approve the payment of the bills, Check Nos. 27077 through 27088 in the amount of \$43,855.31

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

**IX. Future Agenda Items**

**May 20, 2021**

CLOSED SESSION – Manager Performance Evaluation  
 CLOSED SESSION – Conference with Labor Negotiator  
 Connection Charge Review  
 Draft Budget  
 +CSTAC Facilitation Agreement (*Humphrey*)

**June 3, 2021**

Draft Budget  
 Review Directors Meeting Compensation  
 District Working Capital and Reserve Policy  
 Approve Project Plans and Specifications (+CEQA)  
 CASA Conference  
 Diversity, Equity, and Inclusion

**X. Adjournment**

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF MAY 6, 2021

TIME OF MEETING: 7:00 P.M.

DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

The meeting was adjourned at 9:05 P.M. The next regular meeting of the District Board of Directors will be held on Thursday, May 20, 2020 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

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Rex Delizo  
STEGE SANITARY DISTRICT  
Secretary

DRAFT

**STEGE SANITARY DISTRICT  
MONTHLY MAINTENANCE SUMMARY REPORT  
Apr-21**

**1. ROUTINE PREVENTIVE MAINTENANCE ACTIVITIES**

There were 23 normal working days	Days	Feet
Unit #10 (combo) operated:	0	0
Unit #11 (rodder) operated:	2	2,455
Unit #15 (video) operated:	13	20,624
Unit #16 (combo) operated:	16	88,213

	Month (feet)		Quarter (feet)		
	Planned	Unplanned	Planned	Unplanned	Remaining
Total Cleaned	75,118	15,550	75,118	15,550	124,205
Total Video	13,966	6,658	13,966	6,658	30,812

**2. MONTHLY SERVICE CALLS**

After-hour service calls: 1 call 1 out

**STEGE SANITARY DISTRICT - SERVICE CALLS, OVERFLOWS AND BACKUPS**

YEAR	MO	SERVICE CALLS		LATERAL PROBLEMS		STRUCTURAL MAINLINE FAILURES		MAINLINE OVERFLOWS INTO HOMES	
		CURRENT MONTH	12 MONTH AVERAGE	CURRENT MONTH	12 MONTH AVERAGE	CURRENT MONTH	TOTAL LAST 12-MOS	CURRENT MONTH	TOTAL LAST 12-MOS
2021	Apr	11	14.0	8	7.9	1	2	0	1
CATEGORY 1 SSOs		OVERFLOWS CAUSED BY MAINLINE				OVERFLOWS RELATED TO WET WEATHER			
CURRENT MONTH	TOTAL LAST 12-MONTHS	CURRENT MONTH	TOTAL LAST 12-MONTHS	CURRENT MONTH	TOTAL LAST 12-MONTHS	CURRENT MONTH	TOTAL LAST 12-MONTHS	CURRENT MONTH	TOTAL LAST 12-MONTHS
0	1	0	3	0	0	0	0	0	0

**3. SAFETY AND TRAINING**

Safety and training meetings were conducted twice a month.

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# MONTHLY SERVICE CALLS

# April-2021

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
4/2/2021 Friday 8:14 AM	261204 261013	744 POMONA AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T, LC				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
4/6/2021 Tuesday 9:17 AM	182108 182101	11780 SAN PABLO AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
4/6/2021 Tuesday 11:30 AM	161021 161020	11481 SAN PABLO AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
4/7/2021 Wednesday 3:33 PM	265601 265029	8355 TERRACE DR. EL CERRITO, CA 94530 <i>Last Call: 10/18/2005</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
4/13/2021 Tuesday 12:37 PM	251310 251309	532 SEA VIEW DR. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
4/22/2021 Thursday 9:44 AM	161226 161223	1724 MANOR CIR. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
4/22/2021 Thursday 12:50 PM	231507 231524	227 AMHERST AVE. KENSINGTON, CA 94707 <i>Last Call: 5/22/2014</i>	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B				SINK HOLE CAUSED BY SEWER. GAVE TO ENGINEERING TO REPAIR.
4/25/2021 Sunday 8:25 AM	185115 185114	6430 HAGEN BLVD. EL CERRITO, CA 94530 <i>Last Call: 9/15/2016</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
4/27/2021 Tuesday 3:33 PM	231704 231703	426 BELOIT AVE. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
4/29/2021 Thursday 1:51 PM	282004 282003	10530 SAN PABLO AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
4/30/2021 Friday 8:34 AM	285209 285208	8627 THORS BAY RD. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	O				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.

**PROBLEM TYPE:**

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

**SPILL**

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

**SPILL**

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

**SPILL END**

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

**MAINLINE: 1**

**LATERAL: 8**

**OTHER: 2**

**TOTAL SERVICE CALLS: 11**

MAINLINE OVERFLOW: 0

MAINLINE SURCHARGE: 0

# SANITARY SEWER OVERFLOWS (SSOs) LAST 12 MONTHS

May-2021

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS	CAT*	VOL	RCVR'D	NET
7/15/2020 Wednesday 11:56 AM	231906 231901	329 RUGBY AVE. KENSINGTON, CA 94707	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B	ML	ML	SD, C	BROKEN MAIN	CAT 1	117 gallons	12 gallons	105 gallons
12/13/2020 Sunday 4:37 PM	262118 262104	703 EVERETT ST. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	OF, T	BLDG	B	BLDG	WE FOUND A PLASTIC SOFTBALL IN SEWER LINE.	CAT 3	36 gallons	36 gallons	0 gallons
12/22/2020 Tuesday 8:36 PM	212115 212154	5735 COLUMBIA AVE. RICHMOND, CA 94804	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D, W	MH	B	ST	FOUND DEBRIS AND BABY WIPES IN MAINLINE.	CAT 3	6 gallons	6 gallons	0 gallons

**PROBLEM TYPE:**

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

**SPILL**

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

**SPILL**

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

**SPILL END**

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

TOTAL MAINLINE SSOs: 3  
 MAINLINE BREAK SSOs: 1  
 MAINLINE SURCHARGE SSOs: 0  
 CATEGORY 1 SSOs: 1  
 SSOs INTO BUILDINGS: 1

TOTAL SSO VOLUME (GALS): 159  
 TOTAL VOLUME RECOVERED (GALS): 54  
 TOTAL VOLUME UNRECOVERED (GALS): 105

\*CATEGORY 1 SSO: Discharges of untreated or partially treated wastewater of any volume resulting from an enrollees sanitary sewer system failure or flow condition that: Reach surface water and/or reach a drainage channel tributary to a surface water; or Reach a municipal separate storm sewer system and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the municipal separate storm sewer system is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or ground water infiltration basin (e.g., infiltration pit, percolation pond).

CATEGORY 2 SSO: Discharges of untreated or partially treated wastewater of 1,000 gallons or greater resulting from an enrollee's sanitary sewer system failure or flow condition that do not reach surface water, a drainage channel, or a municipal separate storm sewer system unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.

CATEGORY 3 SSO: All other discharges of untreated or partially treated wastewater resulting from an enrollees sanitary sewer system failure or flow condition.

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

**April 2021**

**I SEWER REPLACEMENT - FY 2020-21**

A. BUDGET ALLOCATION		\$2,867,000
B. PRIOR BUDGET EXPENDED (WITH RETENTION)		\$636,314
C. SEWER REPLACEMENTS PAID THIS MONTH		
1    Mosto Construction Project 20203		\$73,580

	SUBTOTAL FOR THIS MONTH	\$73,580
D. TOTAL BUDGET EXPENDED (NO RETENTION)	23.65%	\$678,079
E. TOTAL 5% RETENTION HELD		\$35,688
F. BUDGET REMAINING	75.10%	\$2,153,233
G. PERCENTAGE OF FISCAL YEAR REMAINING	16.67%	
H. TOTAL REPLACEMENT FOOTAGE PAID TO DATE	3,754 ( \$ 190.14 /LF)	

**II SEWER REPAIRS - FY 2020-20**

A. BUDGET ALLOCATION		\$66,000
B. PRIOR BUDGET EXPENDED		\$53,694
C. SEWER REPAIRS PAID THIS MONTH		\$0

	SUBTOTAL FOR THIS MONTH	\$0
	SUBTOTAL FOR LAST MONTH	\$53,694
D. TOTAL BUDGET EXPENDED	81.35%	\$53,694
E. TOTAL RETENTION HELD	0.00%	\$0
F. BUDGET REMAINING	18.65%	\$12,306
G. PERCENTAGE OF FISCAL YEAR REMAINING	16.67%	
H. TOTAL NUMBER OF REPAIRS PAID TO DATE	11	\$ 4,881.27 /REPAIR)

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

**April 2021**

**III SAN PABLO AVE SPECIFIC PLAN AREA (SPASPA) UPGRADE - FY 2020-21**

A. BUDGET ALLOCATION		\$1,000,000
B. PRIOR BUDGET EXPENDED		\$0
C. SPASPA UPGRADES PAID THIS MONTH		
1 None		
SUBTOTAL FOR THIS MONTH		\$0
SUBTOTAL FOR LAST MONTH		\$0
D. TOTAL BUDGET EXPENDED	0.00%	\$0
E. TOTAL 5% RETENTION HELD	0.00%	\$0
F. BUDGET REMAINING	100.00%	\$1,000,000
G. PERCENTAGE OF FISCAL YEAR REMAINING	16.67%	
H. TOTAL SPASPA UPGRADE FOOTAGE PAID TO DATE	0 ( \$ - /LF)	



# DRAFT BUDGET

## EXHIBIT A

### STEGE SANITARY DISTRICT REVENUE SUMMARY

FISCAL YEAR 2021-2022

ITEM	as of 05/11/21 REVENUE 2020-2021	REMAINING BUDGET 2020-2021	Fiscal Year 2020-2021 Budget	Fiscal Year 2021-2022 Budget	% Change
<b>REVENUE</b>					
<b>I. SEWER OPERATION FUND (3418)</b>					
Non Operating Income:					
Interest	\$ 37,712	-46%	\$ 70,000	\$ 50,000	-29%
Miscellaneous	2,603	-88%	\$ 21,000	\$ 21,000	0%
Operating Income:					
Permit & Inspection Fees	7,295	-51%	\$ 15,000	\$ 12,000	-20%
Sewer Service Charges	2,698,357	-3%	\$ 2,789,000	\$ 3,149,000	13%
Contracted Services	-	0%	\$ 30,000	\$ 30,000	0%
Subtotal	<b>\$ 2,745,967</b>	<b>-6%</b>	<b>\$ 2,925,000</b>	<b>\$ 3,262,000</b>	<b>12%</b>
<b>II. CAPITAL FUND (3423)</b>					
Non-Operating Income:					
Interest	\$ 4,908	-67%	\$ 15,000	\$ 15,000	0%
Operating Income:					
Property Tax	509,091	27%	\$ 400,000	\$ 400,000	0%
Capital Service Charges	2,698,357	-7%	\$ 2,901,000	\$ 3,149,000	9%
Connection Fees	49,094	-67%	\$ 150,000	\$ 150,000	0%
San Pablo Ave. Impact Fee	4,958	-98%	\$ 250,000	\$ 250,000	0%
Subtotal	<b>\$ 3,266,406</b>	<b>-12%</b>	<b>\$ 3,716,000</b>	<b>\$ 3,964,000</b>	<b>7%</b>
<b>TOTAL REVENUE</b>	<b>\$ 6,012,373</b>	<b>-9%</b>	<b>\$ 6,641,000</b>	<b>\$ 7,226,000</b>	<b>9%</b>

# DRAFT BUDGET

## EXHIBIT B

### STEGE SANITARY DISTRICT EXPENSE SUMMARY

FISCAL YEAR 2021-2022

ITEM	as of 05/11/21 EXPENSES 2020-2021	REMAINING BUDGET 2020-2021	Fiscal Year 2020-2021 Budget	Fiscal Year 2021-2022 Budget	% Change
<b>EXPENSES</b>					
I. OPERATING EXPENSES:					
Dept 41 - Maintenance/Engineering	\$ 1,531,478	26%	\$ 2,078,676	\$ 2,159,348	4%
Dept 41 - Pump Stations	\$ 11,806	28%	\$ 16,460	\$ 16,460	0%
Dept 41 - Contracted Repairs	\$ 53,694	19%	\$ 66,000	\$ 68,000	3%
Dept 45 - General & Administration	\$ 632,764	27%	\$ 870,675	\$ 894,828	3%
<b>SUBTOTAL OPERATING EXPENSES</b>	<b>\$ 2,229,742</b>	<b>26%</b>	<b>\$ 3,031,811</b>	<b>\$ 3,138,636</b>	<b>4%</b>
II. CAPITAL EXPENSES:					
Dept 41 - Capital Equipment	\$ 140,737	55%	\$ 314,000	\$ 500,000	59%
Dept 41 - Debt Repayment (SRF)	\$ 148,220	0%	\$ 148,200	\$ 148,200	0%
Dept 41 - Sewer Rehabilitation	\$ 783,367	84%	\$ 4,977,000	\$ 5,667,000	14%
<b>SUBTOTAL CAPITAL EXPENSES</b>	<b>\$ 1,072,324</b>	<b>80%</b>	<b>\$ 5,439,200</b>	<b>\$ 6,315,200</b>	<b>16%</b>
<b>TOTAL</b>	<b>\$ 3,302,065</b>	<b>61%</b>	<b>\$ 8,471,011</b>	<b>\$ 9,453,836</b>	<b>12%</b>
OTHER EXPENSES:					
Transfer from Capital Fund	\$ -	0%	\$ -	\$ -	0%
Retiree Medical Fund	\$ -	0%	\$ -	\$ -	0%
<b>SUBTOTAL OTHER EXPENSES</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 3,302,065</b>	<b>61%</b>	<b>\$ 8,471,011</b>	<b>\$ 9,453,836</b>	<b>12%</b>

### STEGE SANITARY DISTRICT TRANSFER TO/(FROM) RESERVES

FISCAL YEAR 2021-2022

ITEM	Fiscal Year 2020-2021 Budget	Fiscal Year 2021-2022 Budget	% Change
REVENUE	\$ 6,641,000	\$ 7,226,000	9%
EXPENSES	\$ (8,471,011)	\$ (9,453,836)	12%
<b>SUBTOTAL</b>	<b>\$ (1,830,011)</b>	<b>\$ (2,227,836)</b>	
<b>TRANSFER TO/(FROM) RESERVES</b>	<b>\$ (1,830,011)</b>	<b>\$ (2,227,836)</b>	

# DRAFT BUDGET

## EXHIBIT C

### STEGE SANITARY DISTRICT BUDGET - COMPOSITE

FISCAL YEAR 2021-2022

ITEM	FISCAL YEAR 2021-2022 BUDGET	OPERATIONS	GENERAL & ADMIN.
<b>OPERATING EXPENSES:</b>			
010 Salaries & Wages	\$ 1,429,460	\$ 1,189,460	\$ 240,000
020 Employee Benefits	\$ 668,561	\$ 517,521	\$ 151,040
030 Directors' Expenses	\$ 39,888	\$ -	\$ 39,888
040 Election Expense	\$ -	\$ -	\$ -
060 Gasoline, Oil, Fuel	\$ 22,000	\$ 22,000	\$ -
070 Insurance	\$ 219,900	\$ 15,000	\$ 204,900
080 Memberships	\$ 18,100	\$ 3,000	\$ 15,100
090 Office Expense	\$ 10,100	\$ -	\$ 10,100
100 Operating Supplies	\$ 40,000	\$ 40,000	\$ -
110 Contractual Services	\$ 98,100	\$ 98,100	\$ -
120 Professional Services	\$ 202,600	\$ 129,000	\$ 73,600
130 Printing & Publications	\$ 29,000	\$ -	\$ 29,000
140 Rents & Leases	\$ 1,800	\$ 1,000	\$ 800
150 Repairs & Maintenance	\$ 116,700	\$ 101,700	\$ 15,000
160 Revenue Collection Expenses	\$ 14,600	\$ -	\$ 14,600
170 Travel & Meetings	\$ 18,500	\$ 14,000	\$ 4,500
190 Utilities	\$ 41,200	\$ 7,000	\$ 34,200
200 Other Expenses	\$ 62,100	\$ -	\$ 62,100
203 First Aid Supplies	\$ 500	\$ 500	\$ -
204 Safety Equipment and Gloves	\$ 4,500	\$ 4,500	\$ -
205 Uniforms and Boots	\$ 15,317	\$ 15,317	\$ -
206 Safety Incentive Program	\$ 1,250	\$ 1,250	\$ -
207 Contracted Repairs	\$ 68,000	\$ 68,000	\$ -
410 Pump Stations	\$ 16,460	\$ 16,460	\$ -
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 3,138,636</b>	<b>\$ 2,243,808</b>	<b>\$ 894,828</b>
<b>CAPITAL EXPENSES:</b>			
650 DEBT REPAYMENT	\$ 148,200	\$ 148,200	\$ -
300 CAPITAL EQUIPMENT	\$ 500,000	\$ 500,000	\$ -
400 CONSTRUCTION	\$ 5,667,000	\$ 5,667,000	\$ -
<b>TOTAL CAPITAL EXPENSES</b>	<b>\$ 6,315,200</b>	<b>\$ 6,315,200</b>	<b>\$ -</b>
TRANSFER TO CAPITAL FUND	\$ -	\$ -	\$ -
<b>TOTAL BUDGET</b>	<b>\$ 9,453,836</b>	<b>\$ 8,559,008</b>	<b>\$ 894,828</b>

# DRAFT BUDGET

## DETAIL SHEET

**STEGE SANITARY DISTRICT  
ACCOUNT NO. 41 - OPERATIONS**

**FISCAL YEAR 2021-2022**

ITEM	as of 05/11/21 EXPENDITURES 2020-2021	REMAINING BUDGET 2020-2021	Fiscal Year 2020-2021 Budget	Fiscal Year 2021-2022 Budget	% Change
<b>010 SALARIES AND WAGES</b>					
011 Engineering Salaries	\$ 428,904	10%	\$ 476,400	\$ 553,900	16%
011.6 Cell Phone (3)	1,800	17%	2,160	2,160	0%
012 Collection System Salaries	396,452	13%	453,200	541,900	20%
012.6 Cell Phone (5)	2,820	22%	3,600	3,600	0%
013 Overtime - Service Calls	4,938	68%	15,400	15,400	0%
014 Overtime - Engineering/Inspection	430	14%	500	500	0%
015 Standby	46,716	8%	51,000	60,000	18%
017 Performance Incentive	-	100%	12,000	12,000	0%
<b>TOTAL SALARIES AND WAGES</b>	<b>\$ 882,060</b>	<b>13%</b>	<b>\$ 1,014,260</b>	<b>\$ 1,189,460</b>	<b>17%</b>
<b>020 EMPLOYEE BENEFITS</b>					
021 Retirement	\$ 217,401	36%	\$ 341,290	\$ 321,350	-6%
021a Deferred Comp Match	19,700	23%	25,440	25,440	0%
<del>Cafeteria Plan</del>					
022 Health Care Premiums & Admin Fees	28,058	-5745%	480	72,581	15021%
023 Life Insurance/Dental/LTD	11,412	18%	13,920	15,840	14%
024 Workers' Compensation Insurance	10,895	40%	18,300	19,200	5%
025 Unemployment Insurance	13,839	-156%	5,400	5,700	6%
026 Medicare	14,159	28%	19,600	20,200	3%
027 Cash in Lieu (Dependent Care & Medical)	82,909	54%	179,136	24,000	-87%
Retiree Medical & ARC					
'028 Retiree Medical (AnnReq'dContrib ARC)		#DIV/0!	-	-	0%
'029 Retiree Health Care Premium	9,294	10%	10,300	11,900	16%
030 Social Security (On Call Maintenance)	2,728	-173%	1,000	1,310	31%
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>\$ 410,395</b>	<b>33%</b>	<b>\$ 614,866</b>	<b>\$ 517,521</b>	<b>-16%</b>
<b>MAINTENANCE</b>					
<b>060 GAS, OIL AND FUEL</b>	\$ 18,773	15%	\$ 22,000	\$ 22,000	0%
<b>070 CLAIMS</b>	2,720	82%	15,000	15,000	0%
<b>080 MEMBERSHIPS</b>	1,044	65%	3,000	3,000	0%
<b>100 OPERATING SUPPLIES</b>					
101 Rods and Augers	-	100%	5,000	5,000	0%
102 Chemicals	-	100%	1,000	1,000	0%
104 Hose and Nozzles	14,235	43%	25,000	25,000	0%
105 Emergency Readiness		100%	500	500	0%
107 Engineering and Inspection Supplies	279	86%	2,000	2,000	0%
108 Computer/Supplies	1,737	73%	6,500	6,500	0%
<b>Forward totals to next page</b>	<b>38,787</b>	<b>52%</b>	<b>80,000</b>	<b>80,000</b>	<b>0%</b>

# DRAFT BUDGET

## DETAIL SHEET

**STEGE SANITARY DISTRICT  
ACCOUNT NO. 41 - OPERATIONS**

**FISCAL YEAR 2021-2022**

ITEM	as of 05/11/21 EXPENDITURES 2020-2021	REMAINING BUDGET 2020-2021	Fiscal Year 2020-2021 Budget	Fiscal Year 2021-2022 Budget	% Change
<b>Totals from previous page</b>	\$ 38,787	52%	\$ 80,000	\$ 80,000	0%
<b>110 CONTRACTUAL SERVICES</b>					
111 Phone Service (Answering Service)	\$ 993	17%	\$ 1,200	\$ 1,200	0%
112 Manhole Level Monitors	2,619	-5%	2,500	2,500	0%
115 Sewer Root Foaming	67,641	10%	75,000	75,000	0%
116 Radio and Test Equipment Maintenance	171	66%	500	500	0%
117 Utility Marking Service	4,495	-50%	3,000	3,000	0%
118 DOT Regulatory Compliance	497	45%	900	900	0%
119 Collection System JPA	-	100%	15,000	15,000	0%
<b>120 PROFESSIONAL SERVICES</b>					
121 Technical/Legal Support	\$ 31,813	70%	\$ 107,000	\$ 107,000	0%
122 Safety Consultant	-	100%	1,000	1,000	0%
123 Flow Monitoring Modeling	-	100%	15,000	15,000	0%
124 Enforcement	-	100%	6,000	6,000	0%
<b>140 RENTS AND LEASES</b>	\$ -	100%	1,000	1,000	0%
<b>150 REPAIRS AND MAINTENANCE</b>					
151 Vehicle Maintenance	\$ 43,582	-9%	\$ 40,000	\$ 40,000	0%
152 Equipment and Shop Maintenance	5,230	42%	9,000	9,000	0%
153 Sewer Materials					
a. Pipe and Fittings	-	100%	4,000	4,000	0%
b. Manholes	-	100%	4,500	4,500	0%
c. Castings	-	100%	1,000	1,000	0%
154 Emergency Sewer Replacement	-	100%	12,500	12,500	0%
156 Building Maintenance	1,420	21%	1,800	1,800	0%
157 Janitorial Services	3,690	18%	4,500	4,500	0%
158 Yard Maintenance	2,100	13%	2,400	2,400	0%
159 Refuse Service	4,685	1%	4,750	4,750	0%
159a Refuse Service-Vactor	1,979	12%	2,250	2,250	0%
160 Video Inspection Equipment Repair	8,502	43%	15,000	15,000	0%
<b>170 TRAVEL AND MEETINGS</b>					
171 Training and Testing	\$ 80	97%	\$ 3,000	\$ 3,000	0%
173 Travel Reimbursement	175	97%	6,000	6,000	0%
174 Meetings and Conference	515	90%	5,000	5,000	0%
<b>Forward totals to next page</b>	\$ 218,974	48%	\$ 423,800	\$ 423,800	0%

# DRAFT BUDGET

## DETAIL SHEET

STEGE SANITARY DISTRICT  
ACCOUNT NO. 41 - OPERATIONS

FISCAL YEAR 2021-2022

ITEM	as of 05/11/21 EXPENDITURES 2020-2021	REMAINING BUDGET 2020-2021	Fiscal Year 2020-2021 Budget	Fiscal Year 2021-2022 Budget	% Change
<b>Totals from previous page</b>	\$ 218,974	48%	\$ 423,800	\$ 423,800	0%
<b>193 WATER - HYDRO FLUSHER</b>	\$ 6,798	3%	\$ 7,000	\$ 7,000	0%
<b>203 FIRST AID SUPPLIES</b>	-	100%	500	500	0%
<b>204 SAFETY EQUIPMENT AND GLOVES</b>	1,500	67%	4,500	4,500	0%
<b>205 UNIFORMS AND BOOTS</b>	11,751	6%	12,500	15,317	23%
<b>206 SAFETY INCENTIVE PROGRAM</b>	-	100%	1,250	1,250	0%
<b>TOTAL MAINTENANCE/ENGINEERING</b>	<b>\$ 239,023</b>	<b>47%</b>	<b>\$ 449,550</b>	<b>\$ 452,367</b>	<b>1%</b>
<b>41.2 BURLINGAME PUMP STATION</b>					
150 Repairs (Contracted)	3,018	25%	\$ 4,000	\$ 4,000	0%
150a Annual Inspection	-	100%	2,500	2,500	0%
151 Electricity	862	4%	900	900	0%
152 Telemetry	-	100%	350	350	0%
153 Maintenance and Landscaping	800	17%	960	960	0%
<b>41.4 CANON PUMP STATION</b>					
150 Repairs (Contracted)	6,000	-50%	4,000	4,000	0%
150a Annual Inspection	-	100%	2,500	2,500	0%
151 Electricity	1,126	-25%	900	900	0%
152 Telephone/Telemetry	-	100%	350	350	0%
<b>TOTAL PUMP STATIONS</b>	<b>\$ 11,806</b>	<b>28%</b>	<b>\$ 16,460</b>	<b>\$ 16,460</b>	<b>0%</b>
<b>207 CONTRACTED REPAIRS</b>	\$ 53,694	19%	66,000	68,000	3%
<b>TOTAL - MAINT/ENG EMPLOYEE SALARIES</b>	<b>\$ 882,060</b>	<b>13%</b>	<b>\$ 1,014,260</b>	<b>\$ 1,189,460</b>	<b>17%</b>
<b>TOTAL - MAINT/ENG EMPLOYEE BENEFITS</b>	<b>410,395</b>	<b>33%</b>	<b>614,866</b>	<b>517,521</b>	<b>-16%</b>
<b>TOTAL OTHER MAINTENANCE/ENGINEERING</b>	<b>239,023</b>	<b>47%</b>	<b>449,550</b>	<b>452,367</b>	<b>1%</b>
<b>TOTAL - PUMP STATIONS</b>	<b>11,806</b>	<b>28%</b>	<b>16,460</b>	<b>16,460</b>	<b>0%</b>
<b>TOTAL CONTRACTED REPAIRS</b>	<b>53,694</b>	<b>19%</b>	<b>66,000</b>	<b>68,000</b>	<b>3%</b>
<b>TOTAL OPERATIONS</b>	<b>\$ 1,596,977</b>	<b>26%</b>	<b>\$ 2,161,136</b>	<b>\$ 2,243,808</b>	<b>4%</b>

# DRAFT BUDGET

## DETAIL SHEET

STEGE SANITARY DISTRICT  
ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL

FISCAL YEAR 2021-2022

ITEM	as of 05/11/21 EXPENDITURES 2020-2021	REMAINING BUDGET 2020-2021	Fiscal Year 2020-2021 Budget	Fiscal Year 2021-2022 Budget	% Change
<b>010 SALARIES AND WAGES</b>					
011 Administration Salaries	\$ 174,779	12%	\$ 197,500	\$ 236,500	20%
017 Performance Incentive	-	100%	3,500	3,500	0%
<b>TOTAL - SALARIES &amp; WAGES</b>	<b>\$ 174,779</b>	<b>13%</b>	<b>\$ 201,000</b>	<b>\$ 240,000</b>	<b>19%</b>
<b>020 EMPLOYEE BENEFITS</b>					
021 Retirement	\$ 84,282	16%	\$ 99,770	\$ 97,300	-2%
021a Deferred Comp Match	5,000	17%	6,000	6,000	0%
<del>Cafeteria Plan</del>					
022 Health Care Premiums & Admin Fees	8,370	-2225%	360	19,800	5400%
023 Life Insurance/Dental/LTD	1,697	14%	1,980	2,160	9%
024 Workers' Compensation Insurance	6,374	-59%	4,000	4,200	5%
025 Unemployment Insurance	-	100%	500	500	0%
026 Medicare	2,944	56%	6,750	7,480	11%
027 Cash in Lieu (Dependent Care & Medical)	22,392	50%	44,784	-	-100%
Retiree Medical					
'028 Retiree Medical (AnnReq'dContrib(ARC))	-	#DIV/0!	-	-	0%
'029 Retiree Health Care Premiums	9,280	10%	10,300	11,900	16%
029a Social Security	-	100%	1,500	1,700	13%
<b>TOTAL - EMPLOYEE BENEFITS</b>	<b>\$ 140,339</b>	<b>20%</b>	<b>\$ 175,944</b>	<b>\$ 151,040</b>	<b>-14%</b>
<b>GENERAL EXPENSES</b>					
<b>030 DIRECTORS' EXPENSES</b>					
031 Board Meeting Compensation	\$ 14,521	35%	\$ 22,231	\$ 22,388	1%
032 Travel Reimbursement	-	100%	10,000	10,000	0%
033 Meetings & Conference	580	91%	6,500	6,500	0%
034 Training	-	100%	1,000	1,000	0%
<b>TOTAL - DIRECTORS' EXPENSES</b>	<b>\$ 15,101</b>	<b>62%</b>	<b>\$ 39,731</b>	<b>\$ 39,888</b>	<b>0%</b>
<b>040 ELECTION EXPENSES</b>	\$ 300	99%	\$ 30,000	\$ -	-100%
<b>070 INSURANCE</b>					
071 Liability and Property Insurance	\$ 155,101	18%	\$ 189,500	\$ 227,400	20%
072 Dividends (CREDIT)		100%	(22,500)	(22,500)	0%
<b>080 MEMBERSHIPS</b>					
081 Memberships	\$ 14,080	6%	\$ 15,000	\$ 15,000	0%
082 Memberships - Board	100	0%	100	100	0%
<b>Forward totals to next page</b>	<b>184,681</b>	<b>27%</b>	<b>251,831</b>	<b>259,888</b>	<b>3%</b>

# DRAFT BUDGET

## DETAIL SHEET

**STEGE SANITARY DISTRICT  
ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL**

**FISCAL YEAR 2021-2022**

ITEM	as of 05/11/21 EXPENDITURES 2020-2021	REMAINING BUDGET 2020-2021	Fiscal Year 2020-2021 Budget	Fiscal Year 2021-2022 Budget	% Change
<b>Totals from previous page</b>	\$ 184,681	27%	\$ 251,831	\$ 259,888	3%
<b>090 OFFICE EXPENSES</b>					
091 Stationery, Postage, Supplies	\$ 1,979	51%	\$ 4,000	\$ 4,000	0%
092 Subscriptions	2,258	55%	5,000	5,000	0%
094 Public Notice Postage	-	100%	400	400	0%
096 Bank Charges	147	79%	700	700	0%
<b>120 PROFESSIONAL SERVICES</b>					
121 Legal Services	\$ 27,305	22%	\$ 35,000	\$ 35,000	0%
123 Audit and Special Reports	12,250	39%	20,000	20,000	0%
124 Resources Consultant	4,230	15%	5,000	5,000	0%
125 Administrative Support	-	100%	2,500	2,500	0%
126 Labor Relations/HR Training	-	100%	100	100	0%
127 Litigation Expenses	-	100%	5,000	5,000	0%
129 ADP Payroll Expenses	2,418	60%	6,000	6,000	0%
<b>130 PRINTING AND PUBLICATIONS</b>					
131 Meetings and Hearings Notices	\$ -	100%	\$ 1,000	\$ 1,000	0%
132 Newsletters	7,764	61%	20,000	20,000	0%
133 Publications (Ordinances & Notices)	1,204	84%	7,500	7,500	0%
134 Job Advertising	-	100%	500	500	0%
<b>140 RENTS AND LEASES</b>					
	\$ 256	68%	\$ 800	\$ 800	0%
<b>150 BUILDING REPAIRS AND MAINTENANCE</b>					
151 Administration Offices	\$ 10,250	-14%	\$ 9,000	\$ 9,000	0%
155 Office Equipment	3,276	45%	6,000	6,000	0%
<b>Forward totals to next page</b>	258,018	32%	380,331	388,388	2%



# DRAFT BUDGET

## DETAIL SHEET

**STEGE SANITARY DISTRICT  
ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL**

**FISCAL YEAR 2021-2022**

ITEM	as of 05/11/21 EXPENDITURES 2020-2021	REMAINING BUDGET 2020-2021	Fiscal Year 2020-2021 Budget	Fiscal Year 2021-2022 Budget	% Change
<b>Totals from previous page</b>	\$ 258,018	32%	\$ 380,331	\$ 388,388	2%
<b>160 REVENUE COLLECTION EXPENSES</b>					
161 EBMUD	\$ -	100%	\$ 600	\$ 600	0%
162 CCC Assessment Collection Fees	10,322	26%	14,000	14,000	0%
<b>170 TRAVEL AND MEETINGS</b>					
173 Travel Reimbursement	\$ -	100%	\$ 1,500	\$ 1,500	0%
174 Meetings and Conferences	-	100%	3,000	3,000	0%
<b>190 UTILITIES</b>					
191 Gas and Electricity	\$ 10,913	16%	\$ 13,000	\$ 13,000	0%
192 Telephone & Computer Internet	11,262	10%	12,500	12,500	0%
193 Water	3,629	14%	4,200	4,200	0%
194 Security System	3,800	-52%	2,500	4,500	80%
<b>200 OTHER EXPENSES</b>					
201 Miscellaneous	\$ 4,504	10%	\$ 5,000	\$ 5,000	0%
202 Property Taxes	64	36%	100	100	0%
203 LAFCO Net Cost Apportionment	2,983	25%	4,000	4,000	0%
204 Public Outreach	12,152	32%	18,000	18,000	0%
205 Penalties & Fines	-	100%	35,000	35,000	0%
<b>TOTAL - GENERAL EXPENSES</b>	<b>\$ 317,646</b>	<b>36%</b>	<b>\$ 493,731</b>	<b>\$ 503,788</b>	<b>2%</b>
<b>TOTAL - ADMIN. EMPLOYEE SALARIES</b>	<b>\$ 174,779</b>	<b>13%</b>	<b>\$ 201,000</b>	<b>\$ 240,000</b>	<b>19%</b>
<b>TOTAL - ADMIN. EMPLOYEE BENEFITS</b>	<b>\$ 140,339</b>	<b>20%</b>	<b>\$ 175,944</b>	<b>\$ 151,040</b>	<b>-14%</b>
<b>TOTAL - ADMINISTRATION &amp; GENERAL</b>	<b>\$ 632,764</b>	<b>27%</b>	<b>\$ 870,675</b>	<b>\$ 894,828</b>	<b>3%</b>
<b>TOTAL OPERATIONS &amp; ADMIN. (3418)</b>	<b>\$ 2,229,742</b>	<b>26%</b>	<b>\$ 3,031,811</b>	<b>\$ 3,138,636</b>	<b>4%</b>

# DRAFT BUDGET

## DETAIL SHEET

STEGE SANITARY DISTRICT  
ACCOUNT NO. 41 - CAPITAL EQUIPMENT EXPENSES

FISCAL YEAR 2021-2022

ITEM	as of 05/11/21 EXPENDITURES 2020-2021	REMAINING BUDGET 2020-2021	Fiscal Year 2020-2021 Budget	Fiscal Year 2021-2022 Budget	% Change
<b>CAPITAL EQUIPMENT EXPENSES</b>					
<b>300 CAPITAL OPERATIONS (3421)</b>					
315 Flow Meters	53,525	64%	\$ 150,000	\$ 150,000	0%
319 Manhole Level Monitors	6,902	54%	15,000	-	-100%
324 Vehicle Replacement	-	#DIV/0!	-	350,000	100%
328 Generator	47,125	6%	50,000	-	-100%
329 Security Fence Burlingame PS	33,185	2%	34,000	-	-100%
330 Fuel Tank	-	100%	65,000	-	-100%
<b>Sub-Total Capital Operations</b>	<b>\$ 140,737</b>	<b>55%</b>	<b>\$ 314,000</b>	<b>\$ 500,000</b>	<b>59%</b>
<b>TOTAL - CAPITAL EQUIPMENT EXPENSES (3421)</b>	<b>\$ 140,737</b>	<b>55%</b>	<b>\$ 314,000</b>	<b>\$ 500,000</b>	<b>59%</b>

# DRAFT BUDGET

## DETAIL SHEET

STEGE SANITARY DISTRICT  
ACCOUNT NO. 41 - CAPITAL EXPENSES

FISCAL YEAR 2021-2022

ITEM	as of 05/11/21 EXPENDITURES 2020-2021	REMAINING BUDGET 2020-2021	Fiscal Year 2020-2021 Budget	Fiscal Year 2021-2022 Budget	% Change
<b>411 MANHOLES</b>					
Manhole Adjustments	\$ 19,550	61%	\$ 50,000	\$ 50,000	0%
<b>428 RENEWAL &amp; REPLACEMENT</b>					
a. Interceptor Cleaning	\$ 50,000	0%	\$ 50,000	\$ 50,000	0%
b. Pump Station Rehab	-	#DIV/0!	-	-	0%
c. Admin Building	-	100%	10,000	10,000	0%
<b>SUB TOTAL (428)</b>	<b>\$ 50,000</b>	<b>17%</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>0%</b>
<b>434 STANDARD SEWER REHABILITATION (3423)</b>					
a. Construction Costs	\$ 713,817	75%	\$ 2,867,000	\$ 3,057,000	7%
d. San Pablo Ave. Specific Plan Upgrades	-	100%	1,000,000	1,000,000	0%
e. Pumpstation Forcemains	-	100%	1,000,000	1,000,000	0%
f. Targeted I/I Reduction Construction Costs				500,000	0%
<b>SUB-TOTAL (434)</b>	<b>\$ 713,817</b>	<b>85%</b>	<b>\$ 4,867,000</b>	<b>\$ 5,557,000</b>	<b>14%</b>
<b>436 STANDARD SEWER REHABILITATION (3423)</b>					
a. Grant Program					
<b>TOTAL CONSTRUCTION COSTS (400s)</b>	<b>\$ 783,367</b>	<b>84%</b>	<b>\$ 4,977,000</b>	<b>\$ 5,667,000</b>	<b>14%</b>
<b>650 DEBT REPAYMENT (SRF LOANS)</b>					
a. Repayment Project 99201	104,281	0%	104,300	104,300	0%
b. Repayment Project 02203	43,939	0%	43,900	43,900	0%
<b>TOTAL DEBT REPAYMENT (650)</b>	<b>\$ 148,220</b>	<b>0%</b>	<b>\$ 148,200</b>	<b>\$ 148,200</b>	<b>0%</b>
<b>TOTAL CAPITAL EXPENSES (400-650)</b>	<b>\$ 931,586</b>	<b>83%</b>	<b>\$ 5,439,200</b>	<b>\$ 6,315,200</b>	<b>16%</b>

# DRAFT BUDGET

## EXHIBIT D

### STEGE SANITARY DISTRICT FISCAL YEAR 2021-2022 RECONCILIATION OF FUND BALANCES

	FISCAL YEAR 2021-2022 BUDGET	3418 OPERATIONS FUND	3423 CAPITAL FUND
<b>Total Fund Balances As of 6/30/2021 (est.)</b>	<b>\$ 8,655,079</b>	<b>\$ 1,804,766</b>	<b>\$ 6,850,313</b>
<b>OPERATING FUND</b>			
<b>REVENUE</b>			
Contracted Services	\$ 30,000	\$ 30,000	
Interest Income	\$ 50,000	\$ 50,000	
Permit, Inspection Fees	\$ 12,000	\$ 12,000	
Sewer Service Charges	\$ 3,149,000	\$ 3,149,000	
Miscellaneous	\$ 21,000	\$ 21,000	
Subtotal	\$ 3,262,000	\$ 3,262,000	
<b>EXPENSES</b>			
General & Administration	\$ (894,828)	\$ (894,828)	
Operating/Pump Stations	\$ (2,243,808)	\$ (2,243,808)	
Subtotal	\$ (3,138,636)	\$ (3,138,636)	
<b>Net Gain (Loss)*</b>	<b>\$ 123,364</b>	<b>\$ 123,364</b>	
<b>CAPITAL FUND</b>			
<b>REVENUE</b>			
Property Tax Collection	\$ 400,000		\$ 400,000
Capital Service Charges	\$ 3,149,000		\$ 3,149,000
San Pablo Impact Fee	\$ 250,000		\$ 250,000
Interest Income	\$ 15,000		\$ 15,000
Connection Fees	\$ 150,000		\$ 150,000
Subtotal	\$ 3,964,000		\$ 3,964,000
<b>EXPENSES</b>			
Capital Equipment	\$ (500,000)		\$ (500,000)
Construction	\$ (5,667,000)		\$ (5,667,000)
Debt Repayment (SRF Loan)	\$ (148,200)		\$ (148,200)
Subtotal	\$ (6,315,200)		\$ (6,315,200)
<b>Net Gain (Loss)*</b>	<b>\$ (2,351,200)</b>		<b>\$ (2,351,200)</b>
<b>Fund Balances</b>			
<b>Before transfers</b>	\$ 6,427,243	\$ 1,928,130	\$ 4,499,113
<b>Transfers between Reserves</b>		\$ (44,948)	\$ 44,948
*Used from Reserves			
<b>Fund Balances As of 6/30/2022 (est.)</b>	<b>\$ 6,427,243</b>	<b>\$ 1,883,182</b>	<b>\$ 4,544,061</b>
<b>TARGET BALANCE</b>	<b>\$ 6,130,243</b>	<b>\$ 1,883,182</b>	<b>\$ 4,247,061</b>

(60% of annual O&M)      (3Yr Avg. of Capital Costs)

## **PUMP STATION CHARGES**

### ORO LOMA SANITARY DISTRICT

Users of the District's sewerage system serviced by lift stations constructed after January 1, 1995, shall pay an additional annual charge as determined by District to cover renewal and replacement and operation and maintenance costs of the lift station. Charges for residential customers shall be a flat fee regardless of type of unit. Charges for commercial customers shall be based on flow volume.

<https://oroloma.org/sewer-service-charges/>

*Senior Civil Engineer, Paul Soo, talked to Arlene Wong, Finance Manager.*

According to Arlene, property owners tributary to Lift Station 13, 14 & 15 pay different fees because they are NEW DEVELOPMENTS with increased costs that was not shared by the rest of the ratepayers.

Property owners in these areas have paid this fee from day 1 and do so by agreement.

There was no retroactive action to force any Property owners to this system.

### MARINA COAST WATER DISTRICT

*Senior Civil Engineer, Paul Soo, also talked to Kelly from Marina Coast Water District (MCWD).* MCWD charges a different sewer service charge to their Marina customers (original) and Fort Ord customers. Apparently, the reason they charge Fort Ord more is because Fort Ord was "acquired", after the fact, separate from its original Marina customers. (Fort Ord apparently has more lift stations, which could be one factor in the higher maintenance costs.) This would be similar to if City of Albany asked Stege to maintain their system for them, and thus we would charge Albany a different fee, by agreement.

The original Marina residents did not want to subsidize the cost of maintaining Fort Ord. This was the reason for the difference in price. This was documented in an agreement before service was provided to Fort Ord.

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**SCHOOL CUSTOMERS**

Sewer service charges for this class of customer is \$2.406 (2016), \$2.586 (2017), \$2.780 (2018), \$2.989 (2019), \$3.213 (2020) per actual water use, measured in hundred cubic feet (ccf).

**SIGNIFICANT INDUSTRIAL USERS**

Sewer service charges for this class of customer shall be prepared based upon actual flow and loadings, times the unit costs as follows, with a minimum annual charge to be collected in the amount of \$181.00 (2016), \$194.00 (2017), \$209.00 (2018), \$224.00 (2019), \$241.00 (2020).

	Effective 07/01/2016	Effective 07/01/2017	Effective 07/01/2018	Effective 07/01/2019	Effective 07/01/2020
Flow, per ccf water	2.144	2.305	2.478	2.664	2.864
BOD, per pound	0.417	0.448	0.482	0.518	0.557
SS, per pound	0.477	0.513	0.551	0.592	0.636

**PUMPED AREAS**

Users of the District’s sewerage system serviced by lift stations constructed after January 1, 1995, shall pay an additional annual charge as determined by District to cover renewal and replacement and operation and maintenance costs of the lift station. Charges for residential customers shall be a flat fee regardless of type of unit. Charges for commercial customers shall be based on flow volume.

A. Lift Station 13 (Blackstone Court) provides sewer service to most residents of Blackstone Court:

	Effective 07/01/2016	Effective 07/01/2017	Effective 07/01/2018	Effective 07/01/2019	Effective 07/01/2020
Residential	\$116.00	\$116.00	\$116.00	\$116.00	\$116.00
Commercial	None	None	None	None	None

B. Lift Station 14 (Canyon Drive) provides sewer service to Tract 6833 (Henry Lane) and residents of the Five Canyons Development generally east and west of Five Canyons Parkway, except Tract 6196. The parcels of Tract 6179, which are tributary to this lift station, are charged separately under Lift Station 15.

	Effective 07/01/2016	Effective 07/01/2017	Effective 07/01/2018	Effective 07/01/2019	Effective 07/01/2020
Residential	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00
Commercial	None	None	None	None	None

C. Lift Station 15 (Canyon Ridge) provides sewer service to the parcels of Tract 6179. In addition, these parcels are tributary to Lift Station 14, therefore, the total surcharge is shown:

	Effective 07/01/2016	Effective 07/01/2017	Effective 07/01/2018	Effective 07/01/2019	Effective 07/01/2020
Residential	\$116.00	\$116.00	\$116.00	\$116.00	\$116.00
Commercial	None	None	None	None	None

**D. New Lift Stations:** Should the District, after the effective date of this Ordinance, desire to approve construction of a new lift station intended to serve one or more new customers, the annual user charge for connection to that station shall be set by the Board of Directors and approved by motion. Such charges specified in the motion will be incorporated into this Ordinance at an appropriate future date.

**SPECIAL SITUATIONS**

Certain District commercial customers have unique situations which require billing computations based on Equivalent Dwelling Units (EDUs). In these cases, District staff determines the appropriate annual charges which are memorialized in a written agreement between the parties and approved by Oro Loma Sanitary District Board action.

**SCHEDULE OF FEES FOR MONITORING AND WASTEWATER DISCHARGE PERMITS FOR FISCAL YEARS 2016/17 – 2020/21 (Regulated by Ordinance No. 39)**

<b><u>User Classification</u></b>	<b><u>Annual Permit Fee *</u></b>	<b><u>Annual Monitoring Service Fee **</u></b>
Significant Industrial User (Categorical)	\$741 (2016), \$797 (2017), \$857 (2018), \$921 (2019), \$990 (2020)	\$ 9,333 (2016), \$10,033 (2017), \$10,785 (2018), \$11,594 (2019), \$12,464 (2020)
Significant Industrial User (Non-Categorical)	\$741 (2016), \$797 (2017), \$857 (2018), \$921 (2019), \$990 (2020)	\$12,283 (2016), \$13,204 (2017), \$14,194 (2018), \$15,259 (2019), \$16,403 (2020)
Intermediate Users	\$741 (2016), \$797 (2017), \$857 (2018), \$921 (2019), \$990 (2020)	\$3,164 (2016), \$3,401 (2017), \$3,656 (2018), \$3,930 (2019), \$4,225 (2020)
Minor User	\$741 (2016), \$797 (2017), \$857 (2018), \$921 (2019), \$990 (2020)	Fees to be determined
<b><u>Special Discharge Permit</u></b>		
		<b><u>Volume Discharge Fee</u></b>
Groundwater	\$741 (2016), \$797 (2017), \$857 (2018), \$921 (2019), \$990 (2020)	\$2.863/ccf (2016), \$3.078/ccf (2017), \$3.309/ccf (2018), \$3.557/ccf (2019), \$3.824/ccf (2020)
Swimming Pools	\$186 (2016), \$200 (2017), \$215 (2018), \$231 (2019), \$248 (2020)	N/A
Other Discharges	\$ 87 (2016), \$ 94 (2017), \$101 (2018), \$109 (2019), \$117 (2020) (minimum)	Fees to be determined



## CONNECTION CHARGE CALCULATION REPORT

### **ISSUE:**

The connection charge amount is reviewed annually and revised by Ordinance when deemed necessary.

### **FISCAL IMPACT:**

The change in the Engineering News Record's Construction Cost Index (ENR-CCI) since November 2020 (NOV 2020 - MAY 2021) is +1.9%.

### **STRATEGIC PLAN:**

GOAL 3: Ensure Financial Stability and Efficiency

WORK PLAN ITEM "f": Annually review the District's Connection Charge by January of each year

WORK PLAN ITEM "n": Annually review the District's San Pablo Avenue Specific Plan Impact Fee by June of each year

### **BACKGROUND:**

In May 2019, the District retained Lechowicz & Tseng Municipal Consultants to conduct a Connection Charge and San Pablo Avenue Specific Plan Area (SPASPA) Impact Fee Study (Fee Study) to examine the District's capital costs of facilities needed to serve new development. In June 2019, the Board approved the recommended Fee Study rates and charges to accurately recover the capital costs of facilities needed to serve new development. The Fee Study recommends an annual review and potential update based on the change in the Engineering News Record's Construction Cost Index (ENR-CCI) over the prior year.

In May 2020, the Board considered the 3.9% increase of the ENR-CCI over the prior year (MAY 2019 – MAY 2020), but due to the uncertainty of the COVID-19 pandemic on the economy for the near future, the Board decided to table the discussion and revisit the item in December.

In December 2020, the Board revisited the item and approved a connection charge update based on a 6.8% increase of the ENR-CCI up to November 2020 (MAY 2019 – NOV 2020).

The ENR-CCI for San Francisco is 13,171.76 for November 2020 and 13,425.35 for May 2021 which is an increase of 1.9%. An increase of 1.9% to the Connection Charge and SPASPA Impact Fee would be as follows:

### Sewer Connection/Capacity Charge – District-Wide

LAND USE	EXISTING (NOV 2020)	ENR-CCI MAY 2021 UPDATED AMOUNT (+1.9%)	CHANGE
Single Family Residential	\$3,048 per dwelling unit	<i>\$3,107 per dwelling unit</i>	+\$59
Multi-Family Residential	\$1,993 per dwelling unit	<i>\$2,031 per dwelling unit</i>	+\$38
Non-Residential	\$117.24 per eq. fixture unit	<i>\$119.50 per eq. fixture unit</i>	+\$2.26

### Sewer Connection/Capacity Charge – Accessory Dwelling Units

LAND USE	EXISTING (NOV 2020)	ENR-CCI MAY 2021 UPDATED AMOUNT (+X%)	CHANGE
“Attached” Accessory Dwelling Unit/“Junior” Accessory Dwelling Unit	\$0.00 per eq. fixture unit	\$0.00 per eq. fixture unit	+\$0.00
“Detached” Accessory Dwelling Unit	\$117.24 per eq. fixture unit	<i>\$119.50 per eq. fixture unit</i>	+\$2.26

“Accessory Dwelling Unit” provides complete independent living facilities including permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family dwelling.

“Attached Accessory Dwelling Unit” is constructed and contained within the existing space of the single-family residence or accessory structure and has an independent exterior access from the existing residence.

“Detached Accessory Dwelling Unit” is constructed either to expand the envelope of the existing single-family residence or accessory structure, or to be a new accessory structure on the parcel.

“Junior Accessory Dwelling Unit” does not exceed 500 square feet in size and is contained within an existing single-family structure.

### Sewer Connection/Capacity Charge – San Pablo Avenue Specific Plan Area

LAND USE	EXISTING (NOV 2020)	ENR-CCI MAY 2021 UPDATED AMOUNT (+X%)	CHANGE
Residential	\$258.28 per eq. fixture unit	<i>\$263.25 per eq. fixture unit</i>	+\$4.97
Non-Residential	\$258.28 per eq. fixture unit	<i>\$263.25 per eq. fixture unit</i>	+\$4.97

#### RECOMMENDATION:

Approve the preparation of an Ordinance updating the connection charge based on a 1.9% increase of the ENR-CCI since November 2020 (NOV 2020 – MAY 2021).

#### ALTERNATIVES:

1. Revisit the item in December 2021.
2. Take no action and keep the same rates until the next review in May 2022.

#### ATTACHMENTS:

- None

RESOLUTION NO. 2158-0521 APPROVING AND AUTHORIZING CONSULTING SERVICES AGREEMENT BETWEEN THE STEGE SANITARY DISTRICT ON BEHALF OF THE COLLECTION SYSTEM TECHNICAL ADVISORY COMMITTEE AND HUMPHREY CONSULTING

**ISSUE:**

The Board will consider approving the resolution approving and authorizing the agreement with Humphrey Consulting (Doug Humphrey) for professional services on behalf of Collection System Technical Advisory Committee (CSTAC).

**FISCAL IMPACT:**

The agreement amount is not to exceed \$22,500 per fiscal year which is split evenly amongst the CSTAC agencies.

**STRATEGIC PLAN:**

GOAL 1: Comply with State and Federal Regulations

GOAL 2: Maintain and Improve Infrastructure

GOAL 5: Maintain and Improve Community Outreach and Communication

WORK PLAN ITEM "g": Work cooperatively with other agencies within and around our service area

**BACKGROUND:**

The Collection System Technical Advisory Committee (CSTAC), currently comprised of the Cities of Albany, Alameda, Emeryville, Piedmont, East Bay Municipal Utility District (EBMUD), and the Stege Sanitary District, has determined the need for professional administration and facilitation to coordinate and guide their activities.

Stege Sanitary District agreed to assume the role of the Administrative Agency with EBMUD assuming the role of the Financial Agent on behalf of CSTAC. The CSTAC budget includes the professional administration and facilitation services anticipated in the Consulting Services Agreement.

Humphrey Consulting has the necessary skills and abilities to provide the required services as evidenced by his unique personal competence, experience, and specialized personal knowledge and as evidenced by his previous selection by the Agencies to provide these professional services.

The 2 year term of this Agreement shall begin on July 1, 2021 (Effective Date) and shall end on June 30, 2023.

**RECOMMENDATION:**

Approve the resolution.

**ALTERNATIVES:**

1. Take no action and provide staff further direction.

**ATTACHMENTS:**

- RESOLUTION NO. 2158-0521
- Consulting Services Agreement between the Stege Sanitary District on Behalf of the Collection System Technical Advisory Committee and Humphrey Consulting

RESOLUTION NO. 2158-0521

RESOLUTION APPROVING AND AUTHORIZING  
CONSULTING SERVICES AGREEMENT BETWEEN THE STEGE SANITARY  
DISTRICT ON BEHALF OF THE COLLECTION SYSTEM TECHNICAL  
ADVISORY COMMITTEE AND HUMPHREY CONSULTING

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

- A. The Collection System Technical Advisory Committee (CSTAC), currently comprised of the Cities of Albany, Alameda, Emeryville, Piedmont, East Bay Municipal Utility District (EBMUD), and the Stege Sanitary District, has determined the need for continued professional administration and facilitation to coordinate and guide their activities.
- B. Stege Sanitary District agreed to assume the role of the Administrative Agency with EBMUD assuming the role of the Financial Agent on behalf of CSTAC.
- C. The CSTAC budget includes the professional administration and facilitation services anticipated in the Consulting Services Agreement.
- D. Humphrey Consulting has the necessary skills and abilities to provide the required services as evidenced by his unique personal competence, experience, and specialized personal knowledge and as evidenced by his previous selection by the Agencies to provide these professional services.

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

- 1. The Directors declare that the District Manager is authorized to execute a Consulting Services Agreement between the Stege Sanitary District on Behalf of the Collection System Technical Advisory Committee and Humphrey Consulting, in an amount not to exceed \$22,500 per fiscal year.

\*\*\*\*\*

STATE OF CALIFORNIA)

COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Resolution No. 2158-0521 was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 20<sup>th</sup> day of May 2021 by a X-X vote as follows:

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

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BEATRICE O'KEEFE, President  
Stege Sanitary District  
Contra Costa County, California

ATTEST:

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REX DELIZO, Secretary  
Stege Sanitary District

**CONSULTING SERVICES AGREEMENT BETWEEN THE  
STEGE SANITARY DISTRICT ON BEHALF OF THE  
COLLECTION SYSTEM TECHNICAL ADVISORY COMMITTEE  
AND  
HUMPHREY CONSULTING**

**RECITALS**

WHEREAS, the Cities of Albany, Alameda, Berkeley, Emeryville, Piedmont, Oakland and the Stege Sanitary District (“Agencies”) all operate and maintain sanitary sewer collection systems that are tributary to the East Bay Municipal Utility District (EBMUD) wastewater treatment plant where all sanitary sewage generated and discharged to these collection systems is treated and discharged to the San Francisco Bay by EBMUD; and

WHEREAS, at least five Agencies together with EBMUD, jointly hereinafter referred to as the Collection System Technical Advisory Committee (“CSTAC”) Agencies (“CSTAC Agencies”), entered into a Joint Exercise Powers Agreement effective April 17, 2019, for the purpose of providing the means for the CSTAC Agencies to do the following: (1) coordinate on engineering, consulting, and potentially legal services for the development, preparation and implementation of studies, reports and projects to address NPDES permit conditions for the CSTAC Agencies and additional legal or regulatory requirements applicable to the regional wastewater collection, transmission, and treatment system, and (2) jointly fund efforts related to the regional system for wastewater collection, transmission, and treatment, as may be agreed to by the CSTAC Agencies in accordance with this Agreement, which may include payment for Communities’ fats, oils and grease (FOG) services and agreed upon professional consultant services, and (3) facilitate the efficient flow of information among the parties and the filing of joint reports to appropriate recipients; and

WHEREAS, CSTAC has determined the need for professional administration and facilitation to coordinate and guide the activities of the CSTAC; and

WHEREAS, Stege Sanitary District has agreed to be the contracting agency for these professional services on behalf of the CSTAC; and

WHEREAS, the CSTAC Joint Exercise Powers Agreement provides for certain administrative support services and payment responsibilities to be provided by EBMUD on behalf of the shared expenses of the CSTAC Agencies and these services include the payment for certain professional services that are approved in the annual CSTAC budget, authorized by legally approved agreements with EBMUD or one of the participating agencies to CSTAC and have been authorized and approved by the Chair or Vice Chair of the CSTAC; and

WHEREAS, the CSTAC Budget includes the professional administration and facilitation services anticipated in this Consulting Services Agreement; and

WHEREAS, Consultant has the necessary skills and abilities to provide the required services as evidenced by his unique personal competence, experience, and specialized personal knowledge and as evidenced by his previous selection by the Agencies to provide these professional services.

NOW THEREFORE IN CONSIDERATION OF THE ABOVE, the Stege Sanitary District on behalf of CSTAC does hereby authorize and adopt the following Consulting Services Agreement and determines that the above recitals are true and correct as written.

THIS AGREEMENT for consulting services is made by and between the Stege Sanitary District ("Stege") and Humphrey Consulting. ("Consultant") (together referred to as the "Parties") as of **July 1, 2021** (the "Effective Date").

**Section 1. SERVICES.** Subject to the terms and conditions set forth in this Agreement, Consultant shall provide to Stege the services described in the Scope of Work attached as Exhibit A, and incorporated herein, at the time and place and in the manner specified therein. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A, the Agreement shall prevail.

- 1.1 **Term of Services.** The term of this Agreement shall begin on the Effective Date and shall end on June 30, **2023**. The time provided to Consultant to complete the services required by this Agreement shall not affect Stege's right to terminate the Agreement, as referenced in Section 8.
- 1.2 **Standard of Performance.** Consultant shall perform all services required pursuant to this Agreement according to the standards ordinarily observed by a competent practitioner of the profession in the same geographic vicinity in which Consultant practices its profession.
- 1.3 **Assignment of Personnel.** Consultant shall perform all services pursuant to this Agreement.
- 1.4 **Time.** Consultant shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance provided in Section 1.1 above and to satisfy Consultant's obligations hereunder.

**Section 2. COMPENSATION.** Stege hereby agrees to pay Consultant on an hourly basis in accordance with the attached price list, notwithstanding any contrary indications that may be contained in Consultant's proposal, for services to be performed and reimbursable costs incurred under this Agreement. In the event of a conflict between this Agreement and Consultant's proposal, attached as Exhibit A, regarding the amount of compensation, the Agreement shall prevail. Stege shall pay Consultant for services rendered pursuant to this Agreement at the time and in the manner set forth herein. The payments specified below shall be the only payments from Stege to Consultant for services rendered pursuant to this Agreement. Consultant shall submit all invoices to Stege in the manner specified herein. Except as specifically authorized by Stege in writing, Consultant shall not bill Stege for duplicate services performed by more than one person.



Consultant and Stege acknowledge and agree that compensation paid by Stege to Consultant under this Agreement is based upon Consultant's estimated costs of providing the services required hereunder, including salaries and benefits of employees and subcontractors of Consultant. Consequently, the parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities to which Consultant and its employees, agents, and subcontractors may be eligible. Stege therefore has no responsibility for such contributions beyond compensation required under this Agreement.

- 2.1 **Invoices.** Consultant shall submit invoices, not more often than once a month during the term of this Agreement, based on the cost for services performed and reimbursable costs incurred prior to the invoice date. Invoices shall contain the following information:
- Serial identifications of progress bills; i.e., Progress Bill No. 1 for the first invoice, etc.;
  - The beginning and ending dates of the billing period;
  - A Task Summary containing the original contract amount, the amount of prior billings, the total due this period, the balance available under the Agreement, and the percentage of completion;
  - At Stege's option, for each work item in each task, a copy of the applicable time entries or time sheets shall be submitted showing the name of the person doing the work, the hours spent by each person, a brief description of the work, and each reimbursable expense;
  - The total number of hours of work performed under the Agreement by Consultant and each employee, agent, and subcontractor of Consultant performing services hereunder; as well as a separate notice when the total number of hours of work by Consultant and any individual employee, agent, or subcontractor of Consultant reaches or exceeds 800 hours, which shall include an estimate of the time necessary to complete the work described in Exhibit A;
  - The Consultant's signature;
- 2.2 **Monthly Payment.** Stege shall make monthly payments, based on invoices received, for services satisfactorily performed, and for authorized reimbursable costs incurred. Stege shall have 30 days from the receipt of an invoice that complies with all of the requirements above to pay Consultant.
- 2.3 **Final Payment.** Stege shall pay the last 10% of the total sum due pursuant to this Agreement within 30 days after completion of the services and submittal to Stege of a final invoice, if all services required have been satisfactorily performed.
- 2.4 **Total Payment.** Stege shall pay for the services to be rendered by Consultant pursuant to this Agreement. Stege shall not pay any additional sum for any expense or cost whatsoever incurred by Consultant in rendering services pursuant to this Agreement. Stege shall make no payment for any extra, further, or additional service pursuant to this Agreement.

In no event shall Consultant submit any invoice for an amount in excess of the maximum amount of compensation provided above either for a task or for the entire Agreement, unless the Agreement is modified prior to the submission of such an invoice by a properly executed change order or amendment.

- 2.5 **Hourly Fees.** Fees for work performed by Consultant on an hourly basis shall not exceed the amounts shown on the compensation schedule attached hereto as Exhibit B.
- 2.6 **Reimbursable Expenses.** Reimbursable expenses are specified below in Exhibit D, and shall not exceed \$250. Expenses not listed below are not chargeable to Stege. Reimbursable expenses are included in the total amount of compensation provided under this Agreement that shall not be exceeded.
- 2.7 **Payment of Taxes.** Consultant is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes.
- 2.8 **Payment upon Termination.** In the event that Stege or Consultant terminates this Agreement pursuant to Section 8, Stege shall compensate the Consultant for all outstanding costs and reimbursable expenses incurred for work satisfactorily completed as of the date of written notice of termination and such expenses as the Consultant may reasonably incur to comply with Stege's termination notice. Consultant shall maintain adequate logs and timesheets to verify costs incurred to that date.
- 2.9 **Authorization to Perform Services.** The Consultant is not authorized to perform any services or incur any costs whatsoever under the terms of this Agreement until receipt of authorization from the Contract Administrator.

**Section 3. FACILITIES AND EQUIPMENT. N/A**

**Section 4. INSURANCE REQUIREMENTS.** Before beginning any work under this Agreement, Consultant, at its own cost and expense, unless otherwise specified below, shall procure the types and amounts of insurance listed below against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant and its agents, representatives, employees, and subcontractors. Consistent with the following provisions, Consultant shall provide proof satisfactory to Stege of such insurance that meets the requirements of this section and under forms of insurance satisfactory in all respects, and that such insurance is in effect prior to beginning work. Consultant shall maintain the insurance policies required by this section throughout the term of this Agreement. The cost of such insurance shall be included in the Consultant's bid. Consultant shall not allow any subcontractor to commence work on any subcontract until Consultant has obtained all insurance required herein for the subcontractor(s) and provided to Stege evidence that such insurance is in effect. Verification of the required insurance shall be submitted and made part of this Agreement prior to its execution. Consultant shall maintain all required insurance listed herein for the duration of this Agreement.

- 4.1 **Workers' Compensation.** Consultant shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any

and all persons employed directly or indirectly by Consultant. The Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than \$1,000,000 per accident. In the alternative, Consultant may rely on a self-insurance program to meet those requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code. Determination of whether a self-insurance program meets the standards of the Labor Code shall be solely in the discretion of the Contract Administrator. The insurer, if insurance is provided, or the Consultant, if a program of self-insurance is provided, shall waive all rights of subrogation against Stege and its officers, officials, employees, and volunteers for loss arising from work performed under this Agreement.

#### 4.2 **Commercial General and Automobile Liability Insurance.**

4.2.1 **General requirements.** Consultant, at its own cost and expense, shall maintain commercial general and automobile liability insurance for the term of this Agreement in an amount not less than \$1,000,000 per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. If a Commercial General Liability Insurance or an Automobile Liability form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this Agreement, including the use of owned and non-owned automobiles.

4.2.2 **Minimum scope of coverage.** Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 or GL 0002 (most recent editions), or equivalent form, covering comprehensive General Liability on an "occurrence" basis. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (most recent edition), Code 1 (any auto). No endorsement shall be attached limiting the coverage.

4.2.3 **Additional requirements.** Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:

- a. The Insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.
- b. Stege, its board members, officers, officials, employees, and volunteers are to be covered as additional insureds as respects: liability arising out of work or operations performed by or on behalf of the Consultant; or automobiles owned, leased, hired, or borrowed by the Consultant

- c. For any claims related to this Agreement or the work hereunder, the Consultant's insurance covered shall be primary insurance as respects Stege, its board members, officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by Stege, its board members, officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
- d. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after 30 days' prior written notice has been provided to Stege.

#### 4.3 **Professional Liability Insurance.**

4.3.1 **General requirements.** Consultant, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than \$1,000,000 covering the licensed professionals' negligent errors and omissions. Any deductible or self-insured retention shall not exceed \$150,000 per claim.

4.3.2 **Claims-made limitations.** The following provisions shall apply if the professional liability coverage is written on a claims-made form:

- a. The retroactive date of the policy must be shown and must be before the date of the Agreement.
- b. Insurance must be maintained and evidence of insurance must be provided for at least five years after completion of the Agreement or the work, so long as commercially available at reasonable rates.
- c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the date of this Agreement, Consultant must purchase an extended period coverage for a minimum of five years after completion of work under this Agreement so long as commercially available at reasonable rates.
- d. A copy of the claim reporting requirements must be submitted to Stege for review prior to the commencement of any work under this Agreement.

#### 4.4 **All Policies Requirements.**

4.4.1 **Acceptability of insurers.** All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A:VII.

4.4.2 **Verification of coverage.** Prior to beginning any work under this Agreement, Consultant shall furnish Stege with complete copies of all policies delivered to Consultant by the insurer, including complete copies of all endorsements attached to those policies. All copies of policies and endorsements shall show the signature of a person authorized by that insurer to bind coverage on its behalf. If Stege does not receive the required insurance documents prior to the Consultant beginning work, it shall not waive the Consultant's obligation to provide them. Stege reserves the right to require complete copies of all required insurance policies at any time.

4.4.3 **Deductibles and Self-Insured Retentions.** Consultant shall disclose to and obtain the written approval of Stege for the self-insured retentions and deductibles before beginning any of the services or work called for by any term of this Agreement. At the option of Stege, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects Stege, its board members, officers, employees, and volunteers; or the Consultant shall provide a financial guarantee satisfactory to Stege guaranteeing payment of losses and related investigations, claim administration and defense expenses.

4.4.4 **Waiver of Subrogation.** Consultant hereby agrees to waive subrogation which any insurer or contractor may require from vendor by virtue of the payment of any loss. Consultant agrees to obtain any endorsements that may be necessary to affect this waiver of subrogation.

The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the entity for all work performed by the consultant, its employees, agents, and subcontractors.

4.4.6 **Subcontractors.** Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

4.5 **Remedies.** In addition to any other remedies Stege may have if Consultant fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, Stege may, at its sole option exercise any of the following remedies, which are alternatives to other remedies Stege may have and are not the exclusive remedy for Consultant's breach:

- Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;
- Order Consultant to stop work under this Agreement or withhold any payment that becomes due to Consultant hereunder, or both stop work and withhold any payment, until Consultant demonstrates compliance with the requirements hereof; and/or

- Terminate this Agreement.

## **Section 5. INDEMNIFICATION AND CONSULTANT'S RESPONSIBILITIES.**

To the fullest extent permitted by law, Consultant shall indemnify, defend, with counsel reasonably selected by Stege, and hold harmless Stege and its board members, officers, officials, employees, and volunteers from and against any and all liability, loss, damage, expenses, and costs (including reasonable attorney's fees and costs and fees of litigation) (collectively, "Liability" that arise out of, pertain to, or relate to Consultant's actions under this Agreement. Consultant will bear all losses, costs, damages, expense and liability of every kind, nature and description that arise out of, pertain to, or relate to such claims, whether directly or indirectly ("Liabilities"). The foregoing obligation of Consultant shall not apply when (1) the injury, loss of life, damage to property, or violation of law arises wholly from the gross negligence or willful misconduct of Stege or its officers, employees, agents, or volunteers and (2) the actions of Consultant or its employees, subcontractor, or agents have contributed in no part to the injury, loss of life, damage to property, or violation of law.

It is understood that the duty of Consultant to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code. Acceptance by Stege of insurance certificates and endorsements required under this Agreement does not relieve Consultant from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply. By execution of this Agreement, Consultant acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.

In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of Stege, Consultant shall indemnify, defend, and hold harmless Stege for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of Stege.

## **Section 6. STATUS OF CONSULTANT.**

- 6.1 **Independent Contractor.** At all times during the term of this Agreement, Consultant shall be an independent contractor and shall not be an employee of Stege. Stege shall have the right to control Consultant only insofar as the results of Consultant's services rendered pursuant to this Agreement and assignment of personnel pursuant to Subparagraph 1.3; however, otherwise Stege shall not have the right to control the means by which Consultant accomplishes services rendered pursuant to this Agreement. Notwithstanding any other Stege, city, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment

by Stege, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of Stege and entitlement to any contribution to be paid by Stege for employer contributions and/or employee contributions for PERS benefits.

- 6.2 **Consultant Not an Agent.** Except as Stege may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of Stege in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind Stege to any obligation whatsoever.

## **Section 7. LEGAL REQUIREMENTS.**

- 7.1 **Governing Law.** The laws of the State of California shall govern this Agreement.
- 7.2 **Compliance with Applicable Laws.** Consultant and any subcontractors shall comply with all laws applicable to the performance of the work hereunder.
- 7.3 **Other Governmental Regulations.** To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Consultant and any subcontractors shall comply with all applicable rules and regulations to which Stege is bound by the terms of such fiscal assistance program.
- 7.4 **Licenses and Permits.** Consultant represents and warrants to Stege that Consultant and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions. Consultant represents and warrants to Stege that Consultant and its employees, agents, any subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions
- 7.5 **Nondiscrimination and Equal Opportunity.** Consultant shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Consultant under this Agreement. Consultant shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement, including but not limited to the satisfaction of any positive obligations required of Consultant thereby.

Consultant shall include the provisions of this Subsection in any subcontract approved by the Contract Administrator or this Agreement.

## **Section 8. TERMINATION AND MODIFICATION.**

- 8.1 **Termination.** Stege may cancel this Agreement at any time and without cause upon written notification to Consultant.

Consultant may cancel this Agreement upon 30 days' written notice to Stege and shall include in such notice the reasons for cancellation.

In the event of termination, Consultant shall be entitled to compensation for services performed to the effective date of termination; Stege, however, may condition payment of such compensation upon Consultant delivering to Stege any or all documents, photographs, computer software, video and audio tapes, and other materials provided to Consultant or prepared by or for Consultant or Stege in connection with this Agreement.

- 8.2 **Extension.** Stege may, in its sole and exclusive discretion, extend the end date of this Agreement beyond that provided for in Subsection 1.1. Any such extension shall require a written amendment to this Agreement, as provided for herein. Consultant understands and agrees that, if Stege grants such an extension, Stege shall have no obligation to provide Consultant with compensation beyond the maximum amount provided for in this Agreement. Similarly, unless authorized by the Contract Administrator, Stege shall have no obligation to reimburse Consultant for any otherwise reimbursable expenses incurred during the extension period.

- 8.3 **Amendments.** The parties may amend this Agreement only in writing signed by all the parties.

- 8.4 **Assignment and Subcontracting.** Stege and Consultant recognize and agree that this Agreement contemplates personal performance by Consultant and is based upon a determination of Consultant's unique personal competence, experience, and specialized personal knowledge. Moreover, a substantial inducement to Stege for entering into this Agreement was and is the professional reputation and competence of Consultant. Consultant may not assign this Agreement or any interest therein without the prior written approval of the Contract Administrator. Consultant shall not subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors noted in the proposal, without prior written approval of the Contract Administrator.

- 8.5 **Survival.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between Stege and Consultant shall survive the termination of this Agreement.

- 8.6 **Options upon Breach by Consultant.** If Consultant materially breaches any of the terms of this Agreement, Stege's remedies shall included, but not be limited to, the following:

8.6.1 Immediately terminate the Agreement;



- 8.6.2 Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Consultant pursuant to this Agreement;
- 8.6.3 Retain a different consultant to complete the work described in Exhibit A not finished by Consultant; or
- 8.6.4 Charge Consultant the difference between the cost to complete the work described in Exhibit A that is unfinished at the time of breach and the amount that Stege would have paid Consultant pursuant to Section 2 if Consultant had completed the work.

**Section 9. KEEPING AND STATUS OF RECORDS.**

- 9.1 **Records Created as Part of Consultant's Performance.** All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Consultant prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of Stege. Consultant hereby agrees to deliver those documents to Stege upon termination of the Agreement. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for Stege and are not necessarily suitable for any future or other use. Stege and Consultant agree that, until final approval by Stege, all data, plans, specifications, reports and other documents are confidential and will not be released to third parties without prior written consent of both parties.
- 9.2 **Consultant's Books and Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to Stege under this Agreement for a minimum of 3 years, or for any longer period required by law, from the date of final payment to the Consultant to this Agreement.
- 9.3 **Inspection and Audit of Records.** Any records or documents that Section 9.2 of this Agreement requires Consultant to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of Stege. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds \$10,000.00, the Agreement shall be subject to the examination and audit of the State Auditor, at the request of Stege or as part of any audit of Stege, for a period of 3 years after final payment under the Agreement.

**Section 10 MISCELLANEOUS PROVISIONS.**

- 10.1 **Attorneys' Fees.** If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which

that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.

- 10.2 **Venue.** In the event that either party brings any action against the other under this Agreement, the parties agree that trial of such action shall be vested exclusively in the state courts of California in the County of Contra Costa or in the United States District Court for the Northern District of California.
- 10.3 **Severability.** If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.
- 10.4 **No Implied Waiver of Breach.** The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.
- 10.5 **Successors and Assigns.** The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the parties.
- 10.6 **Use of Recycled Products.** Consultant shall prepare and submit all reports, written studies and other printed material on recycled paper to the extent it is available at equal or less cost than virgin paper.
- 10.7 **Conflict of Interest.** Consultant may serve other clients, but none whose activities within the boundaries of the CSTAC Agencies or whose business, regardless of location, would place Consultant in a "conflict of interest," as that term is defined in the Political Reform Act, codified at California Government Code Section 81000 *et seq.*

Consultant shall not employ any Stege official in the work performed pursuant to this Agreement. No officer or employee of Stege shall have any financial interest in this Agreement that would violate California Government Code Sections 1090 *et seq.*

Consultant hereby warrants that it is not now, nor has it been in the previous 12 months, an employee, agent, appointee, or official of Stege. If Consultant was an employee, agent, appointee, or official of Stege in the previous twelve months, Consultant warrants that it did not participate in any manner in the forming of this Agreement. Consultant understands that, if this Agreement is made in violation of Government Code § 1090 *et seq.*, the entire Agreement is void and Consultant will not be entitled to any compensation for services performed pursuant to this Agreement, including reimbursement of expenses, and Consultant will be required to reimburse Stege for any sums paid to the Consultant. Consultant understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of Government Code § 1090 and, if applicable, will be disqualified from holding public office in the State of California.

- 10.8 **Solicitation.** Consultant agrees not to solicit business at any meeting, focus group, or interview related to this Agreement, either orally or through any written materials.
- 10.9 **Contract Administration.** This Agreement shall be administered by Rex Delizo ("Contract Administrator"). All correspondence shall be directed to or through the Contract Administrator or his or her designee.

10.10 **Notices.**

Any written notice to Consultant shall be sent to:

Douglas Humphrey  
Humphrey Consulting  
1507 Wellington Street  
Oakland, Ca. 94602

Any written notice to Stege shall be sent to:

Rex Delizo, District Manager  
Stege Sanitary District  
7500 Schmidt Lane  
El Cerrito, CA

10.11 **Professional Seal.** N/A

- 10.12 **Integration.** This Agreement, including the scope of work attached hereto and incorporated herein as Exhibits A, B, C and D represents the entire and integrated agreement between Stege and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral.

<u>Exhibit A</u>	Scope of Services
<u>Exhibit B</u>	Compensation Schedule
<u>Exhibit C</u>	Provisions Required For Public Works Contracts Pursuant To California Labor Code Section 1720 et seq.
<u>Exhibit D</u>	Reimbursable Expenses

- 10.13 **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

[SIGNATURES ON FOLLOWING PAGE]

The Parties have executed this Agreement as of the Effective Date.

STEGE SANITARY DISTRICT

HUMPHREY CONSULTING

\_\_\_\_\_  
Rex Delizo,  
District Manager

\_\_\_\_\_  
Douglas Humphrey  
Owner

Approved as to Form:

\_\_\_\_\_  
Kristopher Kokotaylo  
District Counsel

## EXHIBIT A

### SCOPE OF SERVICES CSTAC FACILITATION SERVICES

The Collection System Technical Advisory Committee ("CSTAC") is comprised of East Bay Municipal Utility District (EBMUD) and at least five collection system agencies that are satellites to the EBMUD wastewater interceptor system and Main Wastewater Treatment Plant. The CSTAC agencies meet periodically to discuss collection system issues and to work on items such as the development of regional design standards. CSTAC needs professional and management services to assist it in the conduct of its meetings and business issues

Consultant will provide professional facilitation, management and support services to CSTAC as described below.

#### Scope of Work:

1. Facilitation of monthly meetings, including preparation of agendas, monitoring attendance and utilization of designated alternates for voting purposes, tracking votes by participating agency including those submitted via email, and issuing meeting minutes.
2. Coordination of miscellaneous CSTAC issues. This may involve the coordination of CSTAC involvement and responses to issues relevant to CSTAC, including Regional Standards, and will be provided on an "as- needed" basis, when and if requested.

#### Deliverables:

Preparation of minutes ("meeting notes") and agendas for scheduled CSTAC meetings. These items will be prepared as meetings are scheduled and conducted.

Transmittal to the administrative agency in July of received and recorded voting records for the previous fiscal year.

#### Assumptions:

1. Agencies will respond to requests for information and supply documents in a timely manner.
2. Agency representatives will also make themselves available to meet.
3. All work to be completed and delivered by July 15th for work performed through the end of the fiscal year (June 30).

Estimated Time: 100 hours per FY

EXHIBIT B  
COMPENSATION SCHEDULE

Fee Not to Exceed: \$22,500 per FY

All time at \$200/hour.  
Expenses charged at cost.

## EXHIBIT C

### PROVISIONS REQUIRED FOR PUBLIC WORKS CONTRACTS PURSUANT TO CALIFORNIA LABOR CODE SECTION 1720 *ET SEQ.*

#### HOURS OF WORK:

- A. In accordance with California Labor Code Section 1810, 8 hours of labor in performance of the services described in Exhibit A shall constitute a legal day's work under this contract.
- B. In accordance with California Labor Code Section 1811, the time of service of any worker employed in performance of the services described in Exhibit A is limited to eight hours during any one calendar day, and forty hours during any one calendar week, except in accordance with California Labor Code Section 1815, which provides that work in excess of eight hours during any one calendar day and forty hours during any one calendar week is permitted upon compensation for all hours worked in excess of eight hours during any one calendar day and forty hours during any one calendar week at not less than one-and-one-half times the basic rate of pay.
- C. The Consultant and its subcontractors shall forfeit as a penalty to Stege \$25 for each worker employed in the performance of the services described in Exhibit A for each calendar day during which the worker is required or permitted to work more than 8 hours in any one calendar day, or more than 40 hours in any one calendar week, in violation of the provisions of California Labor Code Section 1810 and following.

#### WAGES:

- A. In accordance with California Labor Code Section 1773.2, Stege has determined the general prevailing wages in the locality in which the services described in Exhibit A are to be performed for each craft or type of work needed to be as published by the State of California Department of Industrial Relations, Division of Labor Statistics and Research t. The Consultant and subcontractors engaged in the performance of the services described in Exhibit A shall pay no less than these rates to all persons engaged in performance of the services described in Exhibit A.
- B. In accordance with Labor Code Section 1775, the Consultant and any subcontractors engaged in performance of the services described in Exhibit A shall comply Labor Code Section 1775, which establishes a penalty of up to \$50 per day for each worker engaged in the performance of the services described in Exhibit A that the Consultant or any subcontractor pays less than the specified prevailing wage. The amount of such penalty shall be determined by the Labor Commissioner and shall be based on consideration of the mistake, inadvertence, or neglect of the Consultant or subcontractor in failing to pay the correct rate of prevailing wages, or the previous record of the Consultant or subcontractor in meeting applicable prevailing wage

obligations, or the willful failure by the Consultant or subcontractor to pay the correct rates of prevailing wages. A mistake, inadvertence, or neglect in failing to pay the correct rate of prevailing wages is not excusable if the Consultant or subcontractor had knowledge of their obligations under the California Labor Code. The Consultant or subcontractor shall pay the difference between the prevailing wage rates and the amount paid to each worker for each calendar day or portion thereof for which each worker was paid less than the prevailing wage rate. If a subcontractor worker engaged in performance of the services described in Exhibit A is not paid the general prevailing per diem wages by the subcontractor, the Consultant is not liable for any penalties therefore unless the Consultant had knowledge of that failure or unless the Consultant fails to comply with all of the following requirements:

1. The contract executed between the Consultant and the subcontractor for the performance of part of the services described in Exhibit A shall include a copy of the provisions of California Labor Code Sections 1771, 1775, 1776, 1777.5, 1813, and 1815.
  2. The Consultant shall monitor payment of the specified general prevailing rate of per diem wages by the subcontractor by periodic review of the subcontractor's certified payroll records.
  3. Upon becoming aware of a subcontractor's failure to pay the specified prevailing rate of wages, the Consultant shall diligently take corrective action to halt or rectify the failure, including, but not limited to, retaining sufficient funds due the subcontractor for performance of the services described in Exhibit A.
  4. Prior to making final payment to the subcontractor, the Consultant shall obtain an affidavit signed under penalty of perjury from the subcontractor that the subcontractor has paid the specified general prevailing rate of per diem wages for employees engaged in the performance of the services described in Exhibit A and any amounts due pursuant to California Labor Code Section 1813.
- C. In accordance with California Labor Code Section 1776, the Consultant and each subcontractor engaged in performance of the services described in Exhibit A shall keep accurate payroll records showing the name, address, social security number, work, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed in performance of the services described in Exhibit A. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following:
1. The information contained in the payroll record is true and correct.
  2. The employer has complied with the requirements of Sections 1771, 1811, and 1815 for any work performed by the employer's employees on the public works project.



The payroll records required pursuant to California Labor Code Section 1776 shall be certified and shall be available for inspection by the Owner and its authorized representatives, the Division of Labor Standards Enforcement, the Division of Apprenticeship Standards of the Department of Industrial Relations and shall otherwise be available for inspection in accordance with California Labor Code Section 1776.

- D. In accordance with California Labor Code Section 1777.5, the Consultant, on behalf of the Consultant and any subcontractors engaged in performance of the services described in Exhibit A, shall be responsible for ensuring compliance with California Labor Code Section 1777.5 governing employment and payment of apprentices on public works contracts.
- E. In case it becomes necessary for the Consultant or any subcontractor engaged in performance of the services described in Exhibit A to employ for the services described in Exhibit A any person in a trade or occupation (except executive, supervisory, administrative, clerical, or other non manual workers as such) for which no minimum wage rate has been determined by the Director of the Department of Industrial Relations, the Contractor shall pay the minimum rate of wages specified therein for the classification which most nearly corresponds to services described in Exhibit A to be performed by that person. The minimum rate thus furnished shall be applicable as a minimum for such trade or occupation from the time of the initial employment of the person affected and during the continuance of such employment.

**EXHIBIT D**  
**REIMBURSABLE EXPENSES**

Reproduction of documents, mileage (IRS rate), parking, and transportation related to CSTAC meetings.

## PRIVATE SEWER LATERAL PROGRAMS

### **ISSUE:**

The Board will learn about Ross Valley Sanitary District's private sewer lateral programs from General Manager, Steve Moore.

### **FISCAL IMPACT:**

The fiscal impact would be determined by the programs established by the Board, if any.

### **STRATEGIC PLAN:**

GOAL 1: Comply with State and Federal Regulations

GOAL 2: Maintain and Improve Infrastructure

GOAL 3: Ensure Financial Stability and Efficiency

### **BACKGROUND:**

The Stege Sanitary District is currently part of the East Bay Regional Private Sewer Lateral (PSL) Program ([eastbaypsl.com](http://eastbaypsl.com)) that requires a certificate demonstrating PSLs are without leaks and have proper connections in order to prevent the infiltration of rainwater, which can overwhelm wastewater pipes and treatment facilities, and can cause partially treated wastewater to be released into the Bay. This requirement applies when buying or selling a property, building or remodeling in excess of \$100,000, or changing the size of the water meter.

The Board would like to take a proactive approach to I/I reduction and would like to consider other programs, such as PSL grants and loans, to further accelerate private sewer lateral replacements.

The Board will learn about Ross Valley Sanitary District's private sewer lateral programs from General Manager, Steve Moore.

### **RECOMMENDATION:**

Discuss and consider private sewer lateral programs and direct staff accordingly.

### **ALTERNATIVES:**

1. Take no action.
2. Provide staff further direction.

### **ATTACHMENTS:**

None.

**STEGE SANITARY DISTRICT**  
**Investment, Cash & Receivables Report**

**1:05 PM**  
**05/17/2021**

As of April 30, 2021

	<u>April 30, 2021</u>	<u>March 31, 2021</u>	<u>\$ Change</u>	<u>Deposits</u>	<u>Checks</u>	<u>Transfers</u>
<b>ASSETS</b>						
<b>Current Assets</b>						
<b>Checking/Savings</b>						
<b>LAIF Investment Accts</b>						
11012 · Sewer Operations- 3418	10,168,263	8,068,617	2,099,646	9,646	0	2,090,000
11014 · System Rehab- 3423	1,010,796	1,009,589	1,207	1,207	0	0
<b>Total LAIF Investment Accts</b>	<u>11,179,060</u>	<u>9,078,207</u>	<u>2,100,853</u>	<u>10,853</u>	<u>0</u>	<u>2,090,000</u>
<b>Checking Accts</b>						
100 · Mechanics Bank	193,802	52,269	141,533	2,470,715	-239,182	-2,090,000
100 · County Cash Acct #3418	-131,770	-131,770	0 *	0 *	0	0
<b>Total Checking Accts</b>	<u>62,032</u>	<u>-79,501</u>	<u>141,533</u>	<u>2,470,715</u>	<u>-239,182</u>	<u>-2,090,000</u>
11021 · Petty Cash	250	250	0	0	0	0
<b>Total Checking/Savings</b>	<u>11,241,342</u>	<u>8,998,956</u>	<u>2,242,386</u>	<u>2,481,568</u>	<u>-239,182</u>	<u>0</u>
301 · Ca Employer's Retiree Benefit Trust	232,647	232,647	0	0	0	0
<b>Total CA Employer's Retiree Benefit Trust</b>	<u>232,647</u>	<u>232,647</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Accounts Receivable</b>						
11072 · Accounts Receivable	4,094	4,433	-338			
<b>Total Accounts Receivable</b>	<u>4,094</u>	<u>4,433</u>	<u>-338</u>			

Note: \* Reduction or Increase is based on property tax estimate.

I hereby certify that the invested funds of the Stege Sanitary District are in compliance with the investment policies of the Stege Sanitary District and provide sufficient liquidity to meet budgeted expenses for the next six month period.

\_\_\_\_\_  
Rex Delizo, District Manager

\_\_\_\_\_  
Date

STEGE SANITARY DISTRICT

Operating Statement

05/17/2021

April 2021

86.03% of Fiscal year Completed

	<u>July-April 2021</u>	<u>Annual Budget</u>	<u>% of Annual Budget</u>
<b>Income</b>			
<b>31 - OPERATING REVENUE</b>			
31010 - Sewer Service Charges	2,660,580	2,789,000	95%
31020 - Permit & Insp. Fees	7,295	15,000	49%
31030 - Connection Fees	49,094	150,000	33%
31040 - San Pablo Impact Fee	4,958	250,000	2%
31080 - Contracted Services	-	30,000	0%
31010a - Capital Service Charges	2,736,134	2,901,000	94%
<b>Total 31 - OPERATING REVENUE</b>	<u>5,458,060</u>	<u>6,135,000</u>	<u>89%</u>
<b>32 - NON-OPERATING REVENUE</b>			
32050 - Interest - 3418	37,712	70,000	54%
32052 - Interest - 3423	4,908	15,000	33%
32080 - Property Taxes	509,091	400,000	127%
32085 - Insurance Dividend	-	-	0%
32090 - Miscellaneous	2,603	21,000	12%
<b>Total 32 - NON-OPERATING REVENUE</b>	<u>554,313</u>	<u>506,000</u>	<u>110%</u>
Transfer (to)/from Reserves	-	1,861,911	0%
<b>Total Income</b>	<u>6,012,373</u>	<u>8,502,911</u>	<u>71%</u>
<b>Expense</b>			
<b>OPERATING EXPENSES</b>			
<b>Administration/General</b>			
45-010 - Salaries & Wages	174,779	201,000	87%
45-020 - Employee Benefits	131,899	165,644	80%
45-029 - Retiree Health	8,440	10,300	82%
45-030 - Directors Expenses	15,401	39,731	39%
45-070 - Insurance	155,101	167,000	93%
Administration - Other	148,543	287,000	52%
<b>Total Administration</b>	<u>634,162</u>	<u>870,675</u>	<u>73%</u>
<b>Maintenance/Engineering</b>			
41-010 - Salaries & Wages	882,060	1,046,160	84%
41-020 - Employee Benefits	401,946	604,566	66%
41-029 - Retiree Health	8,449	10,300	82%
41-100 - Operating Supplies	16,366	40,000	41%
41-110 - Contractual Services	76,417	98,100	78%
41-207 - Contracted Repairs	53,694	66,000	81%
Maintenance- Other	147,313	311,450	47%
<b>Total Maintenance/Engineering</b>	<u>1,586,244</u>	<u>2,176,576</u>	<u>73%</u>
Pump Stations	11,806	16,460	72%
<b>Total OPERATING EXPENSES</b>	<u>2,232,212</u>	<u>3,063,711</u>	<u>73%</u>
<b>CAPITAL</b>			
41-650 - Debt Repayment (SRF Loans)	148,220	148,200	100%
Construction Projects	783,367	4,977,000	16%
Outlay(Maintenance/Engineering)	140,737	314,000	45%
<b>Total CAPITAL</b>	<u>1,072,324</u>	<u>5,439,200</u>	<u>20%</u>
<b>Total Expense</b>	<u>3,304,535</u>	<u>8,502,911</u>	<u>39%</u>
<b>Net</b>	<u>2,707,838</u>	<u>0</u>	

11:01 AM	STEGE SANITARY DISTRICT			
05/17/2021	Check Report			
Accrual Basis	May 20, 2021			
	Name	Memo	Amount	Num
<b>May 20, 21</b>				
	Aramark Uniform Services	Uniform Services	-540.20	27089
	Bay Area News Group - East Bay	Project 21202	-145.80	27090
	Direct Line	Answering Service 04/01-30/21	-105.00	27091
	Don's Tire Service, Inc.	Vactor Tires	-1,539.06	27092
	East Bay Sanitary Co., Inc.	Garbage May-Jun	-947.32	27093
	EBMUD 39830388387	Hydrant Meter	-956.16	27094
	EBMUD 92526846174	Hydrant Meter	-791.30	27095
	Mosto Construction	Proj 20203	-131,194.78	27096
	Pastime Hardware	Maintenance Supplies	-70.48	27097
	PG&E- #0103467151-9	Burlingame Pump Station	-88.16	27098
	PG&E- #0607499583-5	Canon Pump Station	-113.28	27099
	PG&E- #6675831511-4	Office/Shop	-1,180.72	27100
	U.S. Bank	Computer, Maintenance, Office Supplies	-210.38	27101
	Universal Building Services	Janitorial April	-393.00	27102
<b>May 20, 21</b>			<b>-138,275.64</b>	

# STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JANUARY 2021	FEBRUARY 2021	MARCH 2021	APRIL 2021	MAY 2021	JUNE 2021
1/1 & 1/18 HOLIDAY  CASA Winter Conf. Jan 27-28, Virtual Event	2/15 HOLIDAY  <del>CASA Policy Forum Feb ???, Wash, DC</del>	AB 1234 Training (even years)		5/31 HOLIDAY  AB 1661 Training (odd years)	6/9 Safety and Recognition Awards Luncheon
1/7/2021 – 7:00 P.M.	2/11/2021 – 7:00 P.M.	3/6/2021 – <b>9:00 A.M.</b>	4/1/2021 – 7:00 P.M.	5/6/2021 – 7:00 P.M.	6/3/2021 – 7:00 P.M.
<ul style="list-style-type: none"> <li>• Board Governance Manual Review</li> <li>• Long Range Planning Workshop Agenda</li> <li>• Service Rate Discussion</li> <li>• District of Distinction (even years)</li> <li>• Board Training Summ.</li> <li>• Director’s Contact Info</li> <li>• CASA Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Actuarial Analysis of Retiree Health Benefits Report (even years)</li> <li>• Long Range Planning Workshop Agenda</li> <li>• Service Rate Discussion</li> <li>• Performance Report</li> <li>• Board Training Summ.</li> <li>• CASA Conf. + Attendee Reports</li> <li>• Form 700</li> </ul>	<u>9AM Meeting Time</u> <ul style="list-style-type: none"> <li>• Long Range Planning Workshop <ul style="list-style-type: none"> <li>– Past 5 yrs. Expenditures Review</li> <li>– Self-Assessment of Governance</li> <li>– Strategic Plan Review</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Service Rate Discussion/ Approval (&amp; 30-day Notice)</li> <li>• Board Training Summ.</li> <li>• Diversity, Equity, and Inclusion</li> </ul>	<ul style="list-style-type: none"> <li>• Draft Budget</li> <li>• Board Training Summ.</li> <li>• July 4<sup>th</sup> Fair Discussion</li> <li>• Review of Comparable Agencies</li> <li>• Diversity, Equity, and Inclusion</li> </ul>	<ul style="list-style-type: none"> <li>• Draft Budget</li> <li>• Review Directors’ Meeting Compensation</li> <li>• District Working Capital and Reserve Policy</li> <li>• Approve Project Plans and Specs (+CEQA)</li> <li>• July 4<sup>th</sup> Fair Discussion</li> <li>• CASA Conference</li> <li>• Diversity, Equity, and Inclusion</li> </ul>
1/21/2021 – 7:00 P.M.		3/18/2021 – 7:00 P.M.	4/15/2021 – 7:00 P.M.	5/20/2021 – 7:00 P.M.	6/17/2021 – 7:00 P.M.
<ul style="list-style-type: none"> <li>• CLOSED SESSION <ul style="list-style-type: none"> <li>– Quarterly Claims Rpt</li> <li>– Manager Perf. Eval.</li> </ul> </li> <li>• Board Governance Manual Approval</li> <li>• Resolution for Disposal of Surplus Property</li> <li>• Quarterly Financial Statements</li> <li>• Long Range Planning Workshop Agenda</li> <li>• Service Rate Discussion</li> <li>• CASA Conference</li> <li>• SPASPA Status Report</li> </ul>		<ul style="list-style-type: none"> <li>• Auditor – RFP</li> <li>• California Employer’s Retiree Benefit Trust (CERBT)</li> <li>• Consent Decree Quarterly Report</li> <li>• Service Rate Discussion</li> <li>• Board Training Summ.</li> <li>• Form 700</li> </ul>	<ul style="list-style-type: none"> <li>• CLOSED SESSION <ul style="list-style-type: none"> <li>– Quarterly Claims Rpt</li> </ul> </li> <li>• Employee Benefit Package</li> <li>• Quarterly Financial Statements</li> <li>• Draft Budget</li> <li>• Service Rate Discussion/Approval (+ 30-day Notice)</li> <li>• July 4<sup>th</sup> Fair Discussion</li> <li>• SPASPA Status Report</li> </ul>	<ul style="list-style-type: none"> <li>• CLOSED SESSION <ul style="list-style-type: none"> <li>– Manager Perf. Eval.</li> <li>– Conf. Labor Negot.</li> </ul> </li> <li>• Resolution Ordering Board Election (even years)</li> <li>• Connection Charge</li> <li>• Draft Budget</li> <li>• July 4<sup>th</sup> Fair Discussion</li> <li>• Service Rate Discussion/Approval (+ 30-day Notice)</li> </ul>	<ul style="list-style-type: none"> <li>• CLOSED SESSION <ul style="list-style-type: none"> <li>– Counsel Perf. Eval.</li> </ul> </li> <li>• Resolution Approve/Adopt Budget</li> <li>• Resolution Salary of District Manager</li> <li>• Resolution Employee Salary Ranges</li> <li>• Review and Approve Incentive Award</li> <li>• Adopt Incentive Award Goals &amp; Objectives</li> <li>• July 4<sup>th</sup> Fair Discussion</li> <li>• CD Quarterly Report</li> <li>• CASA Conference</li> </ul>

# STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JULY 2021	AUGUST 2021	SEPTEMBER 2021	OCTOBER 2021	NOVEMBER 2021	DECEMBER 2021
7/5 HOLIDAY 4 <sup>th</sup> of July Fair Booth	CASA Annual Conf. Aug 11-13, San Diego  CSDA Annual Conf. Aug 30-Sep 1, Monterey	9/6 HOLIDAY		11/25-26 HOLIDAY	12/9 HOLIDAY LUNCHEON  12/24 & 12/31 HOLIDAY
7/8/2021 – 7:00 P.M.	8/19/2021 – 7:00 P.M.	9/9/2021 – 7:00 P.M.	10/7/2021 – 7:00 P.M.	11/11/2021 – 7:00 P.M.	12/9/2021 – <b>2:00 P.M.</b>
<ul style="list-style-type: none"> <li>• July 4<sup>th</sup> Fair Debrief</li> <li>• CASA Conference</li> <li>• CSDA Conference</li> <li>• Form 470</li> <li>• Diversity, Equity, and Inclusion</li> </ul>	<ul style="list-style-type: none"> <li>• Select Actuary for Analysis of Retiree Health Benefits (odd years)</li> <li>• Quarterly (FY End) Financial Statements</li> <li>• Conn. Charge Report per Gov. Code 66013</li> <li>• CASA Conference – Attendee Reports</li> <li>• CSDA Conference</li> </ul>	<ul style="list-style-type: none"> <li>• CSDA Conference – Attendee Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Regional PSL Program Update</li> <li>• Regional FOG Program Update</li> </ul>	<ul style="list-style-type: none"> <li>• Proposed Meeting Calendar</li> <li>• Board Officer Succession Plan</li> <li>• CASA Conference</li> </ul>	<u>2PM Meeting Time</u> <ul style="list-style-type: none"> <li>• Fiscal Year Financial Audit</li> <li>• Resolution Certifying Election Results (even years)</li> <li>• Emergency Contact Update</li> <li>• Meeting Calendar</li> <li>• Consent Decree Quarterly Report</li> <li>• CASA Conference</li> <li>• Pension + OPEB UAL Reports</li> <li>• Nomination &amp; Election of Officers</li> </ul>
7/29/2021 – 7:00 P.M.		9/23/2021 – 7:00 P.M.	10/21/2021 – 7:00 P.M.		
<ul style="list-style-type: none"> <li>• CLOSED SESSION – Quarterly Claims Rpt</li> <li>• Hearing +Res./Ord. – Establish and Collect Sewer Service Charges – Director Meeting Compensation</li> <li>• Resolution Filing Notice of Completion</li> <li>• District Investment Policy</li> <li>• Reimb. Report per Gov. Code 53065.5</li> <li>• Quarterly Financial Statements</li> <li>• Candidate filing period (even years)</li> <li>• SPASPA Status Report</li> <li>• CASA Conference</li> <li>• CSDA Conference</li> <li>• Form 470</li> </ul>		<ul style="list-style-type: none"> <li>• Health Care Premiums Review</li> <li>• Consent Decree Quarterly Report</li> </ul>	<ul style="list-style-type: none"> <li>• CLOSED SESSION – Quarterly Claims Rpt</li> <li>• SPASPA Status Report</li> <li>• Quarterly Financial Statements</li> </ul>		