



**Stege Sanitary District Board of Directors**

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

**Special Meeting Agenda – September 17, 2026**

Items on the agenda may be taken out of order.

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

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

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

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

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

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

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

***President Beach may participate via teleconference from 5151 San Francisco Road NE, Albuquerque, NM 87109***

**1. Call to Order**

**2. Roll Call**

**3. Agenda Items:**

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

**4. Public Comment:**

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

Motion:

**5. Approve Resolution No. 2295-0926 Consideration of Appointment to Fill Board of Directors Vacancy per Gov. Code §1780**

The Board will consider adopting a resolution appointing a Board Member to fill the remainder of the term of a vacant seat.

**6. Board Members Comments:**

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

Motion:

**7. Approval of Minutes:**

A. September 3, 2026 Meeting Minutes

Info:

**8. Staff & Officer Reports:**

A. General Manager's Verbal Report

B. District Legal Counsel's Verbal Report

Info:

**9. Superintendent's Reports:**

A. Verbal Maintenance Report

B. Monthly Maintenance Summary Report

C. Monthly Service Call Report

D. Sanitary Sewer Overflow Report

Info:

**10. Treasurer's Report**

Info:

**11. Engineer's Reports:**

A. Verbal Engineer's Report

B. Monthly Replacement and Repair Summary

C. SPASPA Status Report

D. Consent Decree Progress Report

Info: **12. Verbal Report on the Status of the 2026/27 Flow Monitoring Program**

Info: **13. District Investment Policy Review**

Info: **14. Long Range Planning: Session IV**

- A. Agenda Review
- B. Board Governance Self-Assessment Results
- C. Provide Direction Regarding Potential for On-Call, As-Needed Consulting Engineering Services
- D. Calendar Year 2027 Board Meeting Dates and Times

**15. Future Agenda Items:**

October 1, 2026

- A. AB 1600 Development Impact Fees Report

October 15, 2026

- A. Regional PSL Program Update
- B. Regional FOG Program Update
- C. Appointment of District Treasurer

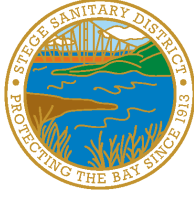
**16. General Manager Action Items**

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

**17. Adjournment**

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Bobby Magee  
General Manager  
STEGE SANITARY DISTRICT



# STEGE SANITARY DISTRICT

## STAFF REPORT

Board of Directors Meeting Date: 9/17/2026

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**TO:** Honorable Board of Directors

**FROM:** Bobby Magee, General Manager

**SUBJECT:** Consideration of Resolution 2295-0926 and Appointment to Fill Board of Directors Vacancy (Gov. Code §1780)

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### RECOMMENDATION

It is recommended that the Board of Directors:

1. Consider adopting a resolution appointing an individual to serve as Director of the Stege Sanitary District and fill the vacancy following the resignation of Director Juliet Christian-Smith, for the remainder of her term (expiring December 2026); and
2. Direct the District Secretary to administer the Oath of Office to the newly appointed Director and file the required Notice of Appointment with the Contra Costa County Registrar of Voters in accordance with California Government Code §1780.

### BACKGROUND AND DISCUSSION

Director Juliet Christian-Smith resigned from her position as a Director of the Stege Sanitary District (“District”), effective August 7, 2026. The seat held by Director Christian-Smith will be filled at the November 2026 election for another 4 year term.

Pursuant to California Government Code Section §1780 a vacancy on the board must be filled either by appointment within 60 days of the effective date or by a special election that is 130 or more days after the date the Board calls the election.

At its regular meeting on August 20, 2026, the Board discussed its available options under the statute regarding the process to address the vacancy. Finding the process of calling a special election infeasible due to the forthcoming expiration of the current term and the upcoming general election date, the Board evaluated two statutory options: (1) appointing a director to serve the remaining term of Director Christian-Smith’s seat, or (2) leaving the seat vacant until the winner of the regularly scheduled November 2026 election is sworn into office.

During the August 20<sup>th</sup> meeting, Alex Borys announced his interest in being appointed to the current Board vacancy. Ted Lam, who also stated his intent to run in the upcoming election, indicated his support for Alex Borys to be considered for the current Board vacancy.

Following discussion and evaluation, the Board directed staff to proceed with an appointment process and bring the item forward to a future meeting for formal board consideration and selection.

Staff posted the Notice of Vacancy on August 14, 2026 in compliance with statutory posting rules and posted notice on the District website.

To be eligible for appointment as Director of the Stege Sanitary District, an individual must be a registered voter residing within the jurisdictional boundaries of the Stege Sanitary District and not otherwise disqualified by law from holding public office. The individual appointed by the Board will serve for the remainder of former Director Juliet Christian-Smith's unexpired term. As of this meeting, staff have only received interest from Alex Borys.

The proposed resolution will formalize the Board's appointment and authorize the District Secretary to administer the oath and notify the County Elections Official as required by state law.

#### **FISCAL IMPACT**

There is no direct fiscal impact associated with this action.

RESOLUTION NO. 2295-0926

RESOLUTION OF STEGE SANITARY DISTRICT APPOINTING \_\_\_\_\_  
TO FILL THE VACANCY ON THE BOARD OF DIRECTORS

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

- A. Director Juliet Christian-Smith, having been duly elected on November 8, 2022, tendered her resignation from the Board of Directors of the Stege Sanitary District (“District”) effective August 7, 2026; and
- B. Health and Safety Code Section 6483 provides that vacancies in the membership of the board shall be filled pursuant to Section 1780 of the Government Code.
- C. Pursuant to Government Code Section 1780, a vacancy in any elective office on the governing board of a special district may be filled by appointment within sixty days after its existence; and
- D. Pursuant to Government Code Section 1780(d)(3), because the vacancy occurred in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office. More specifically here, the person appointed shall serve until such office shall be filled by the voters at the next general municipal election on November 3, 2026; and
- E. The District posted and published notice of the vacancy in accordance with Government Code Section 1780(b), inviting interested and qualified residents residing within the boundaries of the District to submit applications for appointment; and
- F. On September 17, 2026, the District Board considered candidates and voted to appoint [insert name here] to the Board of Directors; and
- G. [insert name here] is a qualified individual within the meaning of Health and Safety Code Section 6464 and Elections Code Section 321 and is eligible to fill the vacancy.

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

1. The foregoing recitals are true and correct and are hereby incorporated by reference.
2. [insert name here] is hereby appointed to fill the vacancy on the Board of Directors of the Stege Sanitary District created by the resignation of Director Juliet Christian-Smith.
3. Pursuant to Government Code Section 1780 (d)(3), [insert name here] shall hold office until the position is filled by the voters at the next general municipal election on November 3, 2026.
4. The appointment shall become effective upon [insert name here] taking and subscribing to the official Oath of Office as required by law.
5. The District Secretary is authorized and directed to notify the County Elections Official of this appointment within 15 days of the date hereof.

\* \* \* \* \*

I HEREBY CERTIFY that the foregoing Resolution No. 2295-0926 was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting held on the 17<sup>th</sup> day of September 2026, by a \_\_\_ vote as follows:

|          |                |
|----------|----------------|
| AYES:    | BOARD MEMBERS: |
| NOES:    | BOARD MEMBERS: |
| ABSENT:  | BOARD MEMBERS: |
| ABSTAIN: | BOARD MEMBERS: |

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

ATTEST:

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BOBBY MAGEE, Secretary  
Stege Sanitary District



**Stege Sanitary District Board of Directors**  
**Meeting of September 3, 2026 at 7:00 PM**  
**District Board Room, 7500 Schmidt Lane, El Cerrito, CA 94530**  
**Meeting Minutes DRAFT**

**1. Call to Order:**

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

**2. Roll Call:**

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

Absent: None

Others: Kristopher Kokotaylo, District Counsel

Bobby Magee, General Manager

Paul Soo, Sr. Civil Engineer

Dennis Wright, Maintenance Superintendent

Kim Wendt, Administrative Specialist

**3. Agenda Items:**

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

**4. Public Comment:**

There were no public comments.

**5. Operations and Maintenance Consultant's Study:**

Consultants Sam Rose and Andy Morrison provided their assessment of Operations and Maintenance functions and provided recommendations for process improvements and implementation of best practices.

**6. Board Members Comments:**

Director Gilbert-Snyder noted that staff is receiving a large volume of tasks but that some items may be questions that can be answered by the Directors themselves. Director O'Keefe noted viewing an online discussion for a homeowner where they self-report sewer access on the backside of their property, which requires an easement, and she questioned this. Director O'Keefe asked for a future agenda item to discuss which annual events the Board may want to endorse, participate, or make policy on. Director O'Keefe reported that she received a recent credible looking phishing email.

**7. Approval of Minutes:**

Approval of August 20, 2026 Meeting Minutes.

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve the minutes of the August 20, 2026 Meeting Minutes with amendment.

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

NOES: None

ABSTAIN: None



**Stege Sanitary District Board of Directors**  
**Meeting of September 3, 2026 at 7:00 PM**  
**District Board Room, 7500 Schmidt Lane, El Cerrito, CA 94530**  
**Meeting Minutes DRAFT**

ABSENT: None

**8. Staff & Officer Reports:**

**A. General Manager's Verbal Report**

The Board received an operations update, including Assistant General Manager recruitment, implementing a Board member on-boarding program, and a recent thank you from a constituent was shared.

**B. District Legal Counsel's Verbal Report**

Counsel Kokotaylo provided a timeline and process for the Board vacancy.

**9. Superintendent's Reports:**

The Board received the reports and asked staff technical questions related to the data.

**10. Engineer's Reports:**

The Board received the reports and asked staff technical questions related to the data.

**11. Treasurer's Report:**

The Board received the report for the period ending 8/27/26.

**12. Approve Resolution No. 2292-0926 Donation of Historical Minutes to the Contra Costa County Historical Society.**

MOTION: By O'Keefe, seconded by Gilbert-Snyder, to approve Resolution No. 2292-0926.

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

**13. Approve Resolution No. 2293-0926 Special District Risk Management Authority Memorandum of Understanding Update.**

MOTION: By Gilbert-Snyder, seconded by O'Keefe, to approve Resolution No. 2293-0926.

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

**14. Approve Resolution No. 2294-0926 Approving Amendment No. 2 with Nerd Crossing for Website Services.**

MOTION: By Gilbert-Snyder, seconded by O'Keefe, to approve Resolution No. 2294-0926.

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



**Stege Sanitary District Board of Directors**  
**Meeting of September 3, 2026 at 7:00 PM**  
**District Board Room, 7500 Schmidt Lane, El Cerrito, CA 94530**  
**Meeting Minutes DRAFT**

NOES: None

ABSTAIN: None

ABSENT: None

**15. Approve Ordinance No. 2263-0926 Adoption of District Ordinance Code Section 2.11 Regulating the Use of the District Logo and District Seal.**

MOTION: By O'Keefe, seconded by Merrill, to approve Ordinance No. 2263-0926.

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

NOES: None

ABSTAIN: None

ABSENT: None

**16. Long Range Planning: Session III**

The Board received staff's draft Action Plan and participated in discussions over strategic planning, lateral replacements at District expense, and Consent Decree progress and planning.

**17. Future Agenda Items:**

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

**18. General Manager Action Items:**

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

**19. Adjournment:**

The meeting adjourned at 10:41 PM.

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Bobby Magee  
General Manager  
STEGE SANITARY DISTRICT



# STEGE SANITARY DISTRICT

## STAFF REPORT

Board of Directors Meeting Date: 9/17/2026

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**TO:** Honorable Board of Directors

**FROM:** Dennis Wright, Maintenance Superintendent

**SUBJECT:** Superintendent's Reports

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### RECOMMENDATION

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

### BACKGROUND AND DISCUSSION

Staff provides several monthly reports related to the District's operations. For the period ending September 17<sup>th</sup>, 2026 the following reports have been included:

- Verbal Maintenance Report
- Monthly Maintenance Summary Report
- Monthly Service Call Report
- Sanitary Sewer Overflow Report
- Safety Training Progress Update
- Safety Tailgate Meeting: 9/10/26
  - Topic: Rain Gear
- Current Challenges

### FISCAL IMPACT

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

# STEGE SANITARY DISTRICT MONTHLY MAINTENANCE SUMMARY REPORT

## August 2026

QUARTER 3

| VEHICLE             | DAYS | FOOTAGE (LF) |
|---------------------|------|--------------|
| UNIT 10 COMBO       | 14   | 45,045       |
| UNIT 11 RODDER      | 0    |              |
| UNIT 15 CCTV        | 11   | 18,113       |
| UNIT 16 COMBO       | 7    | 24,159       |
| TOTAL MONTH CLEANED |      | 69,205       |
| TOTAL MONTH CCTV'D  |      | 18,113       |

## QUARTERLY SUB-TOTALS

| YEAR | QTR | PLANNED<br>TO CLEAN<br>(LF) | TOTAL<br>CLEANED<br>(LF) | Q END NOT<br>COMPLT'D<br>(LF) | PLANNED<br>TO CCTV<br>(LF) | TOTAL<br>CCTV'D<br>(Plan) | Q END NOT<br>COMPLT'D<br>(LF) | TOTAL<br>CCTV'D<br>(Unplan) | TOTAL<br>CCTV'D<br>(LF) |
|------|-----|-----------------------------|--------------------------|-------------------------------|----------------------------|---------------------------|-------------------------------|-----------------------------|-------------------------|
| 2026 | 3   | 250,461                     | 150,483                  | 87,281                        | 30,022                     | 17,754                    | 12,268                        | 10,013                      | 27,767                  |
| 2026 | 2   | 248,778                     | 222,523                  | 31,636                        | 38,545                     | 37,090                    | 1,455                         | 8,432                       | 45,522                  |
| 2026 | 1   | 305,065                     | 275,676                  | 33,306                        | 38,784                     | 38,656                    | 128                           | 15,305                      | 53,961                  |
| 2025 | 4   | 252,627                     | 199,051                  | 41,777                        | 28,724                     | 27,299                    | 1,425                         | 12,437                      | 39,736                  |
| 2025 | 3   | 264,479                     | 216,811                  | 47,205                        | 34,083                     | 33,349                    | 734                           | 15,065                      | 48,414                  |
| 2025 | 2   | 225,530                     | 226,378                  | 0                             | 14,607                     | 14,607                    | 0                             | 21,579                      | 36,186                  |
| 2025 | 1   | 253,405                     | 260,705                  | 0                             | 43,453                     | 41,192                    | 2,261                         | 30,184                      | 71,376                  |

# MONTHLY SERVICE CALLS

## August-2026

| DATE                                     | MH UP/DN           | ADDRESS                                                                   | PRBLM IN                                                                                                       | TYPE          | LOC          | CAUSE  | END     | COMMENTS                                                                                          |
|------------------------------------------|--------------------|---------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|---------------|--------------|--------|---------|---------------------------------------------------------------------------------------------------|
| <b>8/5/2026</b><br>Wednesday<br>3:50 PM  | 227102<br>227101   | 508 KEARNEY ST.<br>EL CERRITO, CA 94530                                   | Main <input type="checkbox"/><br>Lateral <input checked="" type="checkbox"/><br>Other <input type="checkbox"/> | C / LC        |              |        |         | CUSTOMER PROBLEM.                                                                                 |
| <b>8/7/2026</b><br>Friday<br>8:05 AM     | 101433<br>101432   | 1650 SAN BENITO ST.<br>EL CERRITO, CA 94530                               | Main <input type="checkbox"/><br>Lateral <input type="checkbox"/><br>Other <input checked="" type="checkbox"/> | T             |              |        |         | TOILET PROBLEM, SLOW DRAIN. CUSTOMER PROBLEM.                                                     |
| <b>8/10/2026</b><br>Monday<br>8:21 AM    | 142301<br>142008-2 | 1314 RICHMOND ST.<br>EL CERRITO, CA 94530                                 | Main <input type="checkbox"/><br>Lateral <input checked="" type="checkbox"/><br>Other <input type="checkbox"/> | C             |              |        |         | CUSTOMER PROBLEM.                                                                                 |
| <b>8/10/2026</b><br>Monday<br>10:31 AM   | 275408<br>275407   | 11 KENSINGTON CT.<br>KENSINGTON, CA 94707                                 | Main <input type="checkbox"/><br>Lateral <input type="checkbox"/><br>Other <input checked="" type="checkbox"/> | O / T         |              |        |         | CUSTOMER PROBLEM. SMELL.                                                                          |
| <b>8/13/2026</b><br>Thursday<br>2:57 PM  | 191252<br>191209   | 2527 ARLINGTON AVE.<br>EL CERRITO, CA 94530                               | Main <input type="checkbox"/><br>Lateral <input checked="" type="checkbox"/><br>Other <input type="checkbox"/> | C / LC        |              |        |         | CUSTOMER PROBLEM.                                                                                 |
| <b>8/24/2026</b><br>Monday<br>9:12 AM    | 265001<br>261008   | 720 ALBEMARLE ST.<br>EL CERRITO, CA 94530<br><i>Last Call: 2/5/2025</i>   | Main <input type="checkbox"/><br>Lateral <input checked="" type="checkbox"/><br>Other <input type="checkbox"/> | T             |              |        |         | RAT DROPPINGS IN SEWER. CALLED VECTOR CONTROL.                                                    |
| <b>8/24/2026</b><br>Monday<br>10:16 AM   | 171204<br>171203   | 1605 ROGER CT.<br>EL CERRITO, CA 94530                                    | Main <input type="checkbox"/><br>Lateral <input type="checkbox"/><br>Other <input checked="" type="checkbox"/> | O             |              |        |         | CUSTOMER PROBLEM.                                                                                 |
| <b>8/24/2026</b><br>Monday<br>11:28 AM   | 203109<br>203108   | 5611 CENTRAL AVE.<br>EL CERRITO, CA 94530<br><i>Last Call: 7/20/2026</i>  | Main <input type="checkbox"/><br>Lateral <input type="checkbox"/><br>Other <input checked="" type="checkbox"/> |               |              |        |         | DID NOT SMELL ANY ODOR.                                                                           |
| <b>8/27/2026</b><br>Thursday<br>6:38 PM  | 224118<br>224117   | 423 NORVELL ST.<br>EL CERRITO, CA 94530<br><i>Last Call: 7/5/1994</i>     | Main <input type="checkbox"/><br>Lateral <input checked="" type="checkbox"/><br>Other <input type="checkbox"/> | LC / C        |              |        |         | CUSTOMER PROBLEM.                                                                                 |
| <b>8/29/2026</b><br>Saturday<br>7:12 PM  | 292315<br>292314   | 7500 SCHMIDT LN.<br>EL CERRITO, CA 94530                                  | Main <input type="checkbox"/><br>Lateral <input type="checkbox"/><br>Other <input checked="" type="checkbox"/> | T             |              |        |         | POWER OUTAGE ALARM AT SHOP. CHECKED SHOP AND BOTH STATIONS, MADE SURE IT WAS NOT LOCATION MIX UP. |
| <b>8/29/2026</b><br>Saturday<br>11:05 PM | 171014<br>171013   | 1625 NAVELLIER ST.<br>EL CERRITO, CA 94530<br><i>Last Call: 9/28/2023</i> | Main <input checked="" type="checkbox"/><br>Lateral <input type="checkbox"/><br>Other <input type="checkbox"/> | D / E /<br>OF | MH /<br>BLDG | ML / B | ST / SD | SEWAGE BACKUP INTO TOILET, BATHTUB, STREET.                                                       |
| <b>8/31/2026</b><br>Monday<br>7:52 AM    | 251317<br>251302   | 509 VILLAGE DR.<br>EL CERRITO, CA 94530<br><i>Last Call: 11/13/2000</i>   | Main <input type="checkbox"/><br>Lateral <input type="checkbox"/><br>Other <input checked="" type="checkbox"/> | C             |              |        |         | CUSTOMER PROBLEM.                                                                                 |
| <b>8/31/2026</b><br>Monday<br>7:54 AM    | 189305<br>189303   | 460 CARLSTON ST.<br>EL CERRITO, CA 94530                                  | Main <input type="checkbox"/><br>Lateral <input type="checkbox"/><br>Other <input checked="" type="checkbox"/> | A             |              |        |         | WATER IN YARD. CUSTOMER PROBLEM.                                                                  |

### PROBLEM TYPE:

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

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

### SPILL

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

### SPILL

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

### SPILL END

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

**MAINLINE: 1**

**LATERAL: 5**

**OTHER: 7**

**TOTAL SERVICE CALLS: 13**

**MAINLINE OVERFLOW: 1**

**MAINLINE SURCHARGE: 0**

# SANITARY SEWER OVERFLOWS (SSOs) LAST 12 MONTHS

## September-2026

| DATE                                     | MH UP/DN         | ADDRESS                                    | PRBLM IN                                                                                                       | TYPE          | LOC          | CAUSE  | END      | COMMENTS                                       | CAT*  | VOL            | RCVR'D         | NET            |
|------------------------------------------|------------------|--------------------------------------------|----------------------------------------------------------------------------------------------------------------|---------------|--------------|--------|----------|------------------------------------------------|-------|----------------|----------------|----------------|
| <b>10/21/2025</b><br>Tuesday<br>9:43 AM  | 151005<br>151004 | 1440 NAVELLIER ST.<br>EL CERRITO, CA 94530 | Main <input checked="" type="checkbox"/><br>Lateral <input type="checkbox"/><br>Other <input type="checkbox"/> | D,OF,R        | MH           | B      | O        | ROOTS AND STICKS CAUSED SSO ON NAVELLIER TRAIL | CAT 3 | 835<br>gallons | 835<br>gallons | 0<br>gallons   |
| <b>4/13/2026</b><br>Monday<br>8:56 AM    | 103303<br>103302 | 2323 COLUMBIA AVE.<br>RICHMOND, CA 94804   | Main <input checked="" type="checkbox"/><br>Lateral <input type="checkbox"/><br>Other <input type="checkbox"/> | D, OF         | MH           | B      | ST       | CONCRETE AND STEEL WOOL IN LINE CAUSED SSO     | CAT 3 | 355<br>gallons | 106<br>gallons | 249<br>gallons |
| <b>6/18/2026</b><br>Thursday<br>3:45 PM  | 142110<br>142109 | 1431 RICHMOND ST.<br>EL CERRITO, CA 94530  | Main <input checked="" type="checkbox"/><br>Lateral <input type="checkbox"/><br>Other <input type="checkbox"/> | OF / W        | O /<br>BLDG  | ML / B | BLDG / O | WIPES IN MAIN. CAUSE SSO.                      | CAT 3 | 129<br>gallons | 0<br>gallons   | 129<br>gallons |
| <b>7/26/2026</b><br>Sunday<br>4:00 PM    | 234035<br>234030 | 5 EDGE CROFT RD.<br>KENSINGTON, CA 94707   | Main <input checked="" type="checkbox"/><br>Lateral <input type="checkbox"/><br>Other <input type="checkbox"/> | D / F/<br>OF  | CO           | B      | Y        | DEBRIS IN MAINLINE.                            | CAT 4 | 2<br>gallons   | 0<br>gallons   | 2<br>gallons   |
| <b>8/29/2026</b><br>Saturday<br>11:05 PM | 171014<br>171013 | 1625 NAVELLIER ST.<br>EL CERRITO, CA 94530 | Main <input checked="" type="checkbox"/><br>Lateral <input type="checkbox"/><br>Other <input type="checkbox"/> | D / E /<br>OF | MH /<br>BLDG | ML / B | ST / SD  | SEWAGE BACKUP INTO TOILET, BATHTUB, STREET.    | CAT 4 | 25<br>gallons  | 25<br>gallons  | 0<br>gallons   |

### 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)

TOTAL MAINLINE SSOs: 5

MAINLINE BREAK SSOs: 2

MAINLINE SURCHARGE SSOs: 0

CATEGORY 1 SSOs: 0

SSOs INTO BUILDINGS: 1

TOTAL SSO VOLUME (GALS): 1,346

TOTAL VOLUME RECOVERED (GALS): 966

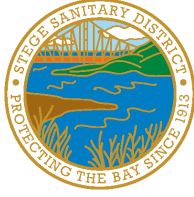
TOTAL VOLUME UNRECOVERED (GALS): 380

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

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

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

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



# STEGE SANITARY DISTRICT

## STAFF REPORT

Board of Directors Meeting Date: 9/17/2026

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**TO:** Honorable Board of Directors

**FROM:** Bobby Magee, General Manager / District Treasurer

**SUBJECT:** Treasurer's Report

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### RECOMMENDATION

It is recommended that the Board of Directors:

Receive and File the Treasurer's Report containing Estimated Bank Balances, Report of Revenues, and Disbursements Report for the period 8/28/27 - 9/10/26.

### BACKGROUND AND DISCUSSION

The attached group of disbursements represents the District's outgoing payments for the period of August 28 – September 10, 2026.

#### Current Estimated Bank Balances:

| Account                | Balance               |
|------------------------|-----------------------|
| Five Star Checking     | \$250,000.00          |
| Five Star Savings      | \$709,994.95          |
| LAIF                   | \$6,685,443.79        |
| Time Value Investments | \$2,148,449.13        |
| <b>Total</b>           | <b>\$9,793,887.87</b> |

#### Revenues Received:

| Revenue         | Amount            |
|-----------------|-------------------|
| Connection Fees | \$5,012.02        |
| Plan Check Fees | \$10              |
| Inspection Fees | \$500             |
| <b>Total</b>    | <b>\$5,522.02</b> |

### FISCAL IMPACT

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

| <b>Stege Sanitary District</b>    |                                    |                                     |                  |             |
|-----------------------------------|------------------------------------|-------------------------------------|------------------|-------------|
| <b>Board Check Register</b>       |                                    |                                     |                  |             |
| <b>From 8/28/2026 to 9/3/2026</b> |                                    |                                     |                  |             |
| <b>Check #</b>                    | <b>Payee</b>                       | <b>Transaction Description</b>      | <b>Amount</b>    | <b>Date</b> |
| 2299                              | Nerd Crossing                      | Monthly IT Support - September      | 5,000.00         | 9/3/2026    |
| 2300                              | Regional Government Services       | RGS - MIP Cloud Accounting Expense  | 5,809.46         | 9/3/2026    |
| 2301                              | California Diesel & Power          | Vehicle - Preventive Maintenance    | 615.40           | 9/3/2026    |
| 2302                              | TPx Communications                 | Phone and Internet Service          | 1,398.63         | 9/3/2026    |
| 2303                              | Vestis                             | Uniform and Laundry - 9-1-26        | 108.00           | 9/3/2026    |
| 2304                              | U.S. Bank Corporate Payment System | US Bank Purchasing Card - July 2026 | 5,469.28         | 9/3/2026    |
| 2305                              | PG&E - #6675831511-4               | Electricity Charges - Schmidt       | 1,406.56         | 9/3/2026    |
| 2306                              | PG&E - #0103467151-9               | Electricity Charges - Burlingame    | 155.83           | 9/3/2026    |
|                                   |                                    |                                     |                  |             |
|                                   |                                    | <b>Report Total</b>                 | <b>19,963.16</b> |             |

|                                    |                                                      |                                                             |                   |             |
|------------------------------------|------------------------------------------------------|-------------------------------------------------------------|-------------------|-------------|
| <b>Stege Sanitary District</b>     |                                                      |                                                             |                   |             |
| <b>Board Check Register</b>        |                                                      |                                                             |                   |             |
| <b>From 9/04/2026 to 9/10/2026</b> |                                                      |                                                             |                   |             |
|                                    |                                                      |                                                             |                   |             |
| <b>Check #</b>                     | <b>Payee</b>                                         | <b>Transaction Description</b>                              | <b>Amount</b>     | <b>Date</b> |
|                                    |                                                      |                                                             |                   |             |
|                                    |                                                      |                                                             |                   |             |
| <b>VOIDED CHECK</b>                |                                                      |                                                             |                   |             |
| 2307                               | Vestis                                               | VOIDED - Check Printed Landscape                            | 0.00              | 9/10/2026   |
|                                    |                                                      |                                                             |                   |             |
| <b>ISSUED CHECKS</b>               |                                                      |                                                             |                   |             |
| 2308                               | Vestis                                               | Laundry and Uniform -9-08-2026                              | 108.00            | 9/10/2026   |
| 2309                               | Vestis                                               | Laundry and Uniform -7-28-2026                              | 107.88            | 9/10/2026   |
| 2309                               | Vestis                                               | Laundry and Uniform -8-25-2026                              | 107.88            | 9/10/2026   |
| 2309                               | Vestis                                               | Uniform and Laundry -8-18-2026                              | 107.88            | 9/10/2026   |
| 2310                               | Shape Incorporated                                   | Annual Maintenance - Canon and Burlingame                   | 2,100.00          | 9/10/2026   |
| 2311                               | Nakano Landscape, Inc.                               | Landscaping - Burlingame Pump Station                       | 290.00            | 9/10/2026   |
| 2312                               | Universal Building Services                          | Janitorial Services - August 2026                           | 484.00            | 9/10/2026   |
| 2313                               | Sam Rose Consulting                                  | O&M Review Project                                          | 22,069.00         | 9/10/2026   |
| 2314                               | APB Engineering                                      | Invoice for Stege-Project 1 25201                           | 347,956.35        | 9/10/2026   |
| 2315                               | East Bay Sanitary Co., Inc.                          | Waste Management - September 2026                           | 1,040.44          | 9/10/2026   |
| 2316                               | East Bay Municipal Utility District - Payment Center | Water - 75085 Hydrant Permit                                | 1,208.24          | 9/10/2026   |
| 2316                               | East Bay Municipal Utility District - Payment Center | Water Charges - 16652 Hydrant Permit                        | 1,144.75          | 9/10/2026   |
| 2317                               | New Horizon Communications                           | Phone and Internet - August 2026                            | 394.55            | 9/10/2026   |
| 2318                               | Bryce Consulting Incorporated                        | Data Collection                                             | 6,800.00          | 9/10/2026   |
|                                    |                                                      |                                                             |                   |             |
|                                    |                                                      | <b>Total Issued Checks 9-10-26</b>                          | <b>383,918.97</b> |             |
| <b>EFT Payments</b>                |                                                      |                                                             |                   |             |
| ACH Payment                        | VPD Strategies                                       | HR Services - Invoices# 3404                                | 1,706.25          | 9/8/2026    |
| ACH Payment                        | Municipal Resource Group                             | Account Services - Invoice No. 260871- August 2026 Services | 29,953.60         | 9/8/2026    |
|                                    |                                                      | <b>Total EFT Payments</b>                                   | <b>31,659.85</b>  |             |
|                                    |                                                      |                                                             |                   |             |
|                                    |                                                      | <b>Total Payments 9-4-26 to 9-10-26</b>                     | <b>415,578.82</b> |             |

|                                                      |             |                          |                               |               |                     |
|------------------------------------------------------|-------------|--------------------------|-------------------------------|---------------|---------------------|
| <b>STEGE SANITARY DISTRICT</b>                       |             |                          |                               |               |                     |
| <b>Check Report - EFT (Electronic Fund Transfer)</b> |             |                          |                               |               |                     |
| <b>August 1 through August 31 , 2026</b>             |             |                          |                               |               |                     |
|                                                      |             |                          |                               |               |                     |
|                                                      | <b>Date</b> | <b>Vendor</b>            | <b>Description</b>            | <b>Amount</b> |                     |
| <b>EFTs</b>                                          |             |                          |                               |               |                     |
| <b><u>August 1st - August 31st</u></b>               |             |                          |                               |               |                     |
|                                                      |             |                          |                               |               |                     |
|                                                      |             |                          |                               |               |                     |
|                                                      | 08/02/26    | Merchant Account Billing | Credit Card Fees              | \$            | (325.75)            |
|                                                      | 08/05/26    | CalPERS                  | Extra Pension Payment for UAL | \$            | (20,063.33)         |
|                                                      | 08/06/26    | ADP Tax                  | ADP Tax                       | \$            | (1,858.91)          |
|                                                      | 08/06/26    | ADP Wage Payable         | ADP Wage Payable              | \$            | (8,927.52)          |
|                                                      | 08/11/26    | CalPERS                  | CalPERS                       | \$            | (14,030.06)         |
|                                                      | 08/11/26    | CalPERS                  | CalPERS                       | \$            | (20,098.37)         |
|                                                      | 08/13/26    | ADP Tax                  | ADP Tax                       | \$            | (1,059.13)          |
|                                                      | 08/13/26    | ADP Wage Payable         | Mid Month Payroll 30%         | \$            | (38,790.29)         |
|                                                      | 08/14/26    | Nationwide Payments      | Deferred Compensation         | \$            | (12,329.48)         |
|                                                      | 08/19/26    | ADP Payroll Fees         | ADP Payroll Fees - July       | \$            | (749.70)            |
|                                                      | 08/19/26    | ADP Payroll Fees         | ADP Payroll Fees - June       | \$            | (1,148.75)          |
|                                                      | 08/27/26    | ADP Tax                  | ADP Tax                       | \$            | (32,558.74)         |
|                                                      | 08/30/26    | ADP Wage Payable         | End of Month - 70% payroll    | \$            | (50,829.23)         |
|                                                      |             |                          |                               |               |                     |
|                                                      |             |                          | <b>Total August 2026 EFTs</b> | <b>\$</b>     | <b>(202,769.26)</b> |
|                                                      |             |                          |                               |               |                     |



# STEGE SANITARY DISTRICT

## STAFF REPORT

Board of Directors Meeting Date: 9/17/2026

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

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### RECOMMENDATION

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

### BACKGROUND AND DISCUSSION

Staff provides several monthly reports related to the District's operations. For the period ending September 17<sup>th</sup>, 2026 the following reports have been included:

- Verbal Engineering Report
- Consent Decree Progress Report
- Monthly Replacement and Repair Summary
- SPASPA Status Report
- Current Challenges

### FISCAL IMPACT

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

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

| <b>I SEWER REPLACEMENT - FY 2026-2027</b>            |         |                    |             |
|------------------------------------------------------|---------|--------------------|-------------|
| A. BUDGET ALLOCATION                                 |         |                    | \$4,000,000 |
| B. PRIOR BUDGET EXPENDED (WITH RETENTION)            |         |                    | \$1,025,011 |
| C. SEWER REPLACEMENTS PAID THIS MONTH (NO RETENTION) |         | <u>COST</u>        |             |
|                                                      |         |                    |             |
| SUBTOTAL FOR THIS MONTH                              |         |                    | \$0         |
| D. TOTAL BUDGET EXPENDED (NO RETENTION)              | 24.34%  |                    | \$973,760   |
| E. TOTAL 5% RETENTION HELD                           |         |                    | \$51,251    |
| F. BUDGET REMAINING                                  | 74.37%  |                    | \$2,974,989 |
| G. PERCENTAGE OF FISCAL YEAR REMAINING               | 83.33%  |                    |             |
|                                                      |         |                    |             |
| H. TOTAL REPLACEMENT FOOTAGE PAID TO DATE            | 4,473   | ( \$ 229.16 /LF)   |             |
| <b>II SEWER REPAIRS - FY 2026-2027</b>               |         |                    |             |
| A. BUDGET ALLOCATION                                 |         |                    | \$74,000    |
| B. PRIOR BUDGET EXPENDED                             |         |                    | \$0         |
| C. SEWER REPAIRS PAID THIS MONTH                     |         | <u>REPAIR COST</u> |             |
|                                                      |         |                    |             |
| SUBTOTAL FOR THIS MONTH                              |         |                    | \$0         |
| SUBTOTAL FOR LAST MONTH                              |         |                    | \$0         |
| D. TOTAL BUDGET EXPENDED                             | 0.00%   |                    | \$0         |
| E. TOTAL RETENTION HELD                              | 0.00%   |                    | \$0         |
| F. BUDGET REMAINING                                  | 100.00% |                    | \$74,000    |
| G. PERCENTAGE OF FISCAL YEAR REMAINING               | 83.33%  |                    |             |
|                                                      |         |                    |             |
| H. TOTAL NUMBER OF REPAIRS PAID TO DATE              | 0       | ( \$0 /REPAIR)     |             |

# STEGE SANITARY DISTRICT

Last Revised: 1/2/2026

## BOARD OF DIRECTORS SAN PABLO AVENUE SPECIFIC PLAN STATUS REPORT

### PAID PROPERTIES

| Date       | Property Owner                                     | #     | Street           | SPASP Fee<br>(-Credits) | Units        |
|------------|----------------------------------------------------|-------|------------------|-------------------------|--------------|
| 11/15/2017 | Mr. Pickles                                        | 10810 | SAN PABLO AVE.   | \$ 653.67               | Comm.        |
| 1/2/2018   | 24 Hour Fitness                                    | 10794 | SAN PABLO AVE.   | \$ 16,668.58            | Comm.        |
| 1/29/2018  | Na Na Dessert                                      | 10172 | SAN PABLO AVE.   | \$ 3,922.02             | Comm.        |
| 2/1/2018   | Burgerim                                           | 170   | EL CERRITO PLAZA | \$ 11,983.95            | Comm.        |
| 2/8/2018   | Budget Inn (Joseph)                                | 10621 | SAN PABLO AVE.   | \$ 1,089.45             | Toilet addn. |
| 2/14/2018  | Safeway Shop (Tom)                                 | 11450 | SAN PABLO AVE.   | \$ 1,089.45             | Toilet addn. |
| 4/24/2018  | Temp Senior Center                                 | 10940 | SAN PABLO AVE.   | \$ 2,840.58             | Comm.        |
| 7/17/2018  | Wang Brothers Invstmt.<br>(Playland Cerrito Vista) | 10963 | SAN PABLO AVE.   | \$ 129,644.55           | 51           |
| 8/20/2018  | El Cerrito Apt.                                    | 10300 | SAN PABLO AVE.   | \$ 142,717.95           | 32           |
| 1/22/2019  | Li's America Investments                           | 10281 | SAN PABLO AVE.   | \$ 1,089.45             | Comm.        |
| 2/6/2019   | CINQUE TERRE (KEN &<br>RONG MOU)                   | 10530 | SAN PABLO AVE.   | \$ 18,738.54            | 5            |
| 3/22/2019  | KYOTO RAMEN                                        | 3050  | EL CERRITO PLAZA | \$ 7,489.17             |              |
| 12/18/2019 | MAYFAIR APTS.                                      | 11600 | SAN PABLO AVE.   | \$ 644,503.60           | 156          |
| 11/20/2020 | PETCO - EL CERRITO                                 | 420   | EL CERRITO PLAZA | \$ 2,902.08             | Comm.        |
| 3/11/2021  | FOOT LOCKER                                        | 430   | EL CERRITO PLAZA | \$ 2,055.64             | Comm.        |
| 10/12/2021 | SUPER SLICE PIZZA                                  | 10180 | SAN PABLO AVE.   | \$ 774.80               | Comm.        |
| 3/1/2022   | BANTER WINES                                       | 10368 | SAN PABLO AVE.   | \$ 273.04               | Comm.        |
| 4/19/2022  | PRE-SCHOOL                                         | 729   | KEARNEY ST.      | \$ 14,644.26            | Comm.        |
| 8/9/2022   | CERRITO VISTA                                      | 10963 | SAN PABLO AVE.   | \$ 16,301.40            | 4            |
| 2/24/2023  | VILLAGE TOWN CTR                                   | 6530  | SCHMIDT LN.      | \$ 8,135.70             | 2            |
| 2/24/2023  | VILLAGE TOWN CTR                                   | 6530  | SCHMIDT LN.      | \$ 4,067.85             | 1            |
| 2/24/2023  | VILLAGE TOWN CTR                                   | 6420  | SCHMIDT LN.      | \$ 8,135.70             | 2            |
| 2/24/2023  | VILLAGE TOWN CTR                                   | 6415  | SCHMIDT LN.      | \$ 28,474.95            | 7            |
| 2/24/2023  | VILLAGE TOWN CTR                                   | 10810 | SAN PABLO AVE.   | \$ 16,271.40            | 4            |
| 6/7/2023   | IKE'S SANDWICHES                                   | 350   | EL CERRITO PLAZA | \$ 2,440.71             | Comm.        |
| 9/15/2023  | MARSHALLS                                          | 6000  | EL CERRITO PLAZA | \$ 271.19               | Comm.        |
| 2/28/2024  | MAYFAIR MARKET                                     | 11600 | SAN PABLO AVE.   | \$ 8,673.28             | Comm.        |
| 6/6/2024   | MAYFAIR AFFORDABLE                                 | 11600 | SAN PABLO AVE.   | \$ 260,342.40           | Comm.        |
| 7/17/2024  | Margaret Kanchong                                  | 11670 | SAN PABLO AVE.   | \$ 13,318.31            | Comm.        |
| 9/17/2024  | AUTOZONE (prev. CVS)                               | 10650 | SAN PABLO AVE.   | \$ 419.72               | Comm.        |
| 1/9/2025   | PRE-SCHOOL                                         | 729   | KEARNEY ST.      | \$ 8,406.89             | Comm.        |
| 2/20/2025  | New India Supermarket                              | 10289 | SAN PABLO AVE.   | \$ 813.57               | Comm.        |
| 6/26/2025  | PEET'S COFFEE                                      | 9895  | SAN PABLO AVE.   | \$ 1,627.14             | Comm.        |
| 11/24/2025 | ECP PARCEL A SOUTH<br>HOUSING PARTNERS             | 515   | RICHMOND ST.     | \$ 250,443.97           | 70           |
| 12/8/2025  | FRED DORTORT                                       | 444   | KEARNEY ST.      | \$ 2,199.25             | 1            |
| 12/9/2025  | TACO BELL                                          | 11575 | SAN PABLO AVE.   | \$ 6,902.41             | Comm.        |
|            |                                                    |       |                  | <b>\$ 1,640,326.62</b>  |              |

|                                  |                      |
|----------------------------------|----------------------|
| <b>SPASPA CONSTRUCTION SPENT</b> | <b>\$ 842,889.00</b> |
| <b>BUDGET REMAINING</b>          | <b>\$ 797,437.62</b> |

**PLAN CHECK PROPERTIES (WAITING PAYMENT)**

| Date      | Property Owner                       | #     | Street         | Balance Due          | Units |
|-----------|--------------------------------------|-------|----------------|----------------------|-------|
| 7/26/2023 | THE CIVIC (BRIAN BANIQUEU)           | 10290 | SAN PABLO AVE. | \$ 229,155.55        | 54    |
| 5/30/2022 | PLAYLAND 2 (ABBY WHITMAN)            | 10919 | SAN PABLO AVE. | \$ 360,140.32        | 90    |
|           | Charlie Oewell                       | 921   | Kearney St.    | no plans yet         | 78    |
|           | Charlie Oewell<br>(Near Burger King) | 10167 | San Pablo Ave. | no plans yet         | 83    |
|           | Charlie Oewell<br>(Near Home Depot)  | 11950 | San Pablo Ave. | no plans yet         | 146   |
|           |                                      |       |                | <b>\$ 589,295.87</b> |       |

**SAN PABLO AVENUE SPECIFIC PLAN REVIEW PROCEDURE**

1. City of El Cerrito Community Development Department Planning Division sends preliminary plans to Stege, for Request for Comment.
2. Stege reviews preliminary plans, determines if the project is located within the SPASP area.
3. The SPASP study allocates a set number of units/commercial space per parcel.  
Stege determines if the parcel has enough "allocation" for the proposed project.  
Stege keeps a running total of proposed projects and "encumbers/reserves" units for a parcel.  
Pre-encumbering prevents two competing projects from "double counting" on allocations.
4. Developer submits plans to Stege for Plan Check. Stege reviews plans and provides fee estimate. Separate fee estimates are provided for Standard connection (based on units connected or fixture), and SPASP Fee (based on fixture units).
5. Stege stamps plans only upon payment of all fees.



## STEGE SANITARY DISTRICT

Report Date: 9/1/2026

% FY Remain: 83.33%

### BOARD OF DIRECTORS CONSENT DECREE PROGRESS REPORT

FY Start Date 7/1/2026

FY End Date 6/30/2027

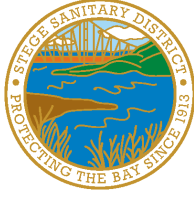
CD Start Date 9/22/2014

FY "Effective" Date 7/1/2013

| CIP PROJECT                        | 26201       | COMPLETED | GOAL                      | PERCENTAGE |
|------------------------------------|-------------|-----------|---------------------------|------------|
| REPLACED since FY start            | 4,473 /     | 12,739    | LF Yearly Objective Rate  | 35%        |
| REPLACED since FY "Effective" Date | 196,715 /   | 154,021   | LF Cumulative Requirement | 128%       |
| CLEANED since FY start             | 150,483 /   | 211,200   | LF Minimum Requirement    | 71%        |
| HOTSPOTS since FY start            | 40,171 /    | 100,000   | LF Minimum Requirement    | 40%        |
| CCTV since FY start                | 27,767 /    | 77,616    | LF Yearly Objective Rate  | 36%        |
| CCTV since CD start                | 2,512,741 / | 1,047,816 | LF Cumulative Requirement | 240%       |
| ROOT FOAMING this FY               | 0 /         | 0         | LF Minimum Requirement    |            |

### IMPORTANT CONSENT DECREE DATES:

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



# STEGE SANITARY DISTRICT

## STAFF REPORT

Board of Directors Meeting Date: 9/17/2026

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**TO:** Honorable Board of Directors  
**FROM:** Paul Soo, Senior Engineer  
**SUBJECT:** 2026/27 Flow Monitoring Program Update

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### RECOMMENDATION

It is recommended that the Board of Directors Receive and File the Verbal Engineer's Report on the 2026/27 Districtwide Flow Monitoring Program Efforts.

### BACKGROUND AND DISCUSSION

During the 2026/27 Budget hearings, the Board directed staff to include recommended funding for a Districtwide flow monitoring program. Staff has been exploring multiple options for contracting for these services, including a potential cooperative contract with the Collection Systems Technical Advisory Committee (CSTAC) or issuing a stand-alone Bidding Solicitation. At this evenings meeting, staff will provide an update on the efforts and seek feedback from the Board.

### FISCAL IMPACT

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



# STEGE SANITARY DISTRICT

## STAFF REPORT

Board of Directors Meeting Date: 9/17/2026

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**TO:** Honorable Board of Directors  
**FROM:** Bobby Magee, General Manager  
**SUBJECT:** Investment Policy

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### RECOMMENDATION

It is recommended that the Board of Directors:

Review and discuss the District Investment Policy and provide direction to staff on any changes.

### BACKGROUND AND DISCUSSION

On July 16, 2026 the Board reviewed the District's Investment Policy and then directed staff to update the Policy. (Resolution No. 2289-0726) Subsequently, the Board has expressed interest in providing staff additional updates to the Policy, and requested the item be placed on the September 17, 2026 Agenda. Resolution No. 2289-0726 is attached; staff is seeking guidance on any additional changes the Board wishes to make.

### FISCAL IMPACT

There is no direct fiscal impact associated with this action.

RESOLUTION NO. 2289-0726

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

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

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

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

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

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

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

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

- c. Investing in the State Local Agency Investment Fund (LAIF) and Five Star Bank Money Market constitute acceptable investment strategies to meet the above basic objectives of the District’s investment program.
  - d. The District may invest up to twenty percent (20%) of the investment portfolio in diversified broad-market index mutual funds or exchange traded funds designed to track a broad market index.
  - e. The District may invest up to \$2 million (initial investment) or 25 percent of its funds in FDIC-insured certificates of deposit for a maximum term of 5 years.
  - f. The General Manager, Treasurer, or their designee as approved by the Board is hereby authorized to invest and deposit for safekeeping, as far as possible, all money belonging to, or in the custody of the District, pursuant to Section 53635 et seq. of the Government Code of the State of California, and shall submit a quarterly report of investments to the Board of Directors.
  - g. Investments or securities so purchased with idle funds shall be kept in safe keeping in a depository in accordance with the provisions of Section 53608 of the Government Code of the State of California while they are the property of the District.
  - h. The Stege Sanitary District Board Governance Policy Manual limits the receipt of honoraria, gifts, and gratuities from persons with whom the District conducts business.
  - i. The policy shall be reviewed annually by the Board of Directors and revised as necessary.
2. The Treasurer of the District has provided an annual statement of the Investment Policy in compliance with Section 53600 et seq. of the Government Code of the State of California.
3. This Resolution shall be effective immediately upon adoption by the Board of Directors.

\* \* \* \* \*

STATE OF CALIFORNIA)

COUNTY OF CONTRA COSTA)

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

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

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

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TESSA BEACH, President

Stege Sanitary District

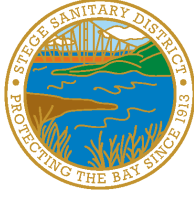
Contra Costa County, California

ATTEST:

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BOBBY MAGEE, Secretary

Stege Sanitary District



# STEGE SANITARY DISTRICT

## STAFF REPORT

Board of Directors Meeting Date: 9/17/2026

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**TO:** Honorable Board of Directors

**FROM:** Bobby Magee, General Manager

**SUBJECT:** Long Range Planning Workshop: Session IV

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### RECOMMENDATION

It is recommended that the Board of Directors:

1. Review the Agenda for the 2026 Long Range Planning Workshop; and,
2. Receive a Report on the Board Governance Self-Assessment Results; and,
3. Provide Staff with Direction Regarding Potential for On-Call, As-Needed Consulting Engineering Services; and,
4. Provide Staff with Direction for Calendar Year 2027 Board Meeting Dates and Times; and,
5. Provide Staff with Any Final Discussions and Conduct a Review of Long Range Planning Action Items.

### BACKGROUND AND DISCUSSION

At the 2025 Long Range Planning Workshop the Board made a request of staff to eliminate the full-day weekend meeting, and break the items into smaller pieces that could be considered over multiple regularly-scheduled meetings. This item is intended to be the fourth of four to five planning sessions. At the first Planning Workshop the Board directed staff to return to each subsequent session with an updated Agenda, so that additional items could be considered for future agendas. The table below represents the current recommended Agenda for the full workshop.

| Agenda Item                                                                | Date                |
|----------------------------------------------------------------------------|---------------------|
| Review of Agenda and 2025 Action Plan                                      | August 6            |
| Review of the Past Five Years' Expenditures                                | August 6            |
| Board Attendance Policy                                                    | August 6            |
| <i>Review of Agenda</i>                                                    | <i>August 20</i>    |
| <i>Review of Pension Liabilities / GASB 75 OPEB Draft Actuarial Report</i> | <i>August 20</i>    |
| <i>Communication and Outreach Opportunities</i>                            | <i>August 20</i>    |
| <i>Board Self-Assessment of Governance</i>                                 | <i>August 20</i>    |
| Review of Agenda                                                           | September 3         |
| USEPA Consent Decree Progress                                              | September 3         |
| USEPA Consent Decree Planning                                              | September 3         |
| Strategic Planning Priorities Discussion                                   | September 3         |
| Lateral Replacements at District Expense                                   | September 3         |
| <i>Review of Agenda</i>                                                    | <i>September 17</i> |

|                                                                         |                     |
|-------------------------------------------------------------------------|---------------------|
| <i>Board Governance Self-Assessment Results</i>                         | <i>September 17</i> |
| <i>Potential for On-Call, As-Needed Consulting Engineering Services</i> | <i>September 17</i> |
| <i>Calendar Year 2027 Board Meeting Dates and Times</i>                 | <i>September 17</i> |
| <i>Final Discussions and Review of Action Items</i>                     | <i>September 17</i> |

For the September 17<sup>th</sup> Meeting one item has been added to the Long Range Planning Agenda based on multiple comments the General Manager has received from both Board Members and interested constituents. Historically the District has conducted its Board meetings on Thursday evenings, beginning at 7:00 PM. The District is unique in this regard; most local governmental agencies Statewide conduct their meetings on either Tuesday or Wednesday evenings. Staff has also received several comments about how late the meetings typically run. It is within the Board's discretion to adjust the start time of meetings for the 2027 Calendar year; the Board could choose to start at 6:30 PM, 6:00 PM, or even earlier if warranted. Alternatively, the Board could also direct staff to continue the current 7:00 PM start time for meetings, while scheduling any Closed Session items as a Special Meeting at an earlier time. Staff is seeking direction on the Board's desire to take one of the following actions:

1. Keep the 2027 Board meetings on Thursdays; or,
2. Move the Board meetings to either Tuesdays or Wednesdays, as is the common practice with most local governmental agencies in California; and,
3. Either keep the starting time of regularly scheduled meetings at 7:00 PM; or,
4. Adjust the starting time of regularly scheduled meetings to an early start time; or,
5. Adjust the starting time of Closed Session items, while providing direction on the start time of regularly scheduled meetings.

#### **FISCAL IMPACT**

There is no fiscal impact to reviewing the items on the Long Range Planning Workshop calendar.



# STEGE SANITARY DISTRICT

## DRAFT 2026 ACTION PLAN

The following are action items discussed at the Long-Range Planning (LRP) Workshops, conducted from August 6<sup>th</sup> – September 17<sup>th</sup>, 2026:

### **A. Review of Agenda and 2025 Action Plan (August 6)**

The Board reviewed the Agenda and the Action Plan for 2025. Board members expressed interest in seeing the Review of Agenda item at all future LRP meetings. A request was made to add an item on September 3<sup>rd</sup> for the Board to discuss the possibility of replacing some laterals at the District's expense in the future.

#### *Action Item:*

- When agendaizing the 2026 LRP for Board discussion, bring forward the Review of Agenda at each session so that the Board has an opportunity to add or delete items as the discussion continues.

### **B. Past 5 Years Expenditures Review (August 6)**

The Board reviewed and discussed trends from the past 5 years.

#### *Action Item:*

- None

### **C. Board Attendance Policy (August 6)**

The Board reviewed and briefly discussed the current Policy.

#### *Action Item:*

- None

### **D. Review Pension Liabilities (August 20)**

#### *Action Item:*

- Notify the Board in an off-Agenda memorandum when the 2025 Actuarial Reports are made available on the CalPERS website.

### **E. Communication and Outreach Opportunities (August 20)**

#### *Action Item:*

- Explore possible opportunities including:
  - College Interns of various disciplines that may be interested in a career in local government, special districts, sewer operations, engineering, finance / human

resources / information technology, environmental studies, public health, public service, auto shop, or other District functions.

- Outreach to local High Schools for Senior Career Day and items similar to college interns possibilities as listed above.
- Improve the District's display booth, including the development of a setup to use Closed Circuit Television (CCTV) footage at the 4<sup>th</sup> of July event in El Cerrito.
- Develop a Target Reserve Graph similar to the one that has been used in the past for the Board to distribute as necessary.

**F. Board Self-Assessment of Governance (August 20)**

*Action Item:*

- Return to the Board with compiled results.

**G. USEPA Consent Decree Progress (September 3)**

*Action Item:*

- Return to the Board with feedback on root foaming.

**H. USEPA Consent Decree Planning (September 3)**

*Action Items:*

- Develop a plan for ongoing Inflow & Infiltration (I&I) program effectiveness monitoring and reporting. The plan should include an ongoing Flow Monitoring program, along with estimated costs.
- Return to the Board with conceptual ideas on how staff will negotiate future Consent Decree items.

**I. Strategic Planning Priorities Discussion (September 3)**

*Action Item:*

- Develop a solicitation document that has a similar scope of work to the existing capital projects contract.
- Return to the Board with a plan for future 'spot repairs', potentially with a procurement 'panel' recommendation. This item is considered a priority for the Board.
- Consider opportunities for advancing the careers of existing staff through training and professional involvement in the California Water Environment Association, California Association of Sanitation Agencies, California Special Districts Association, and others.

**J. Lateral Replacements at District Expense (September 3)**

*Action Item:*

- Data and reports from the ongoing Flow Monitoring program will need to be completed prior to returning to the Board.

STEGE SANITARY DISTRICT  
DRAFT 2026 Action Plan

- A 'mini study' will need to be conducted as part of the Flow Monitoring program to determine if lateral replacements are helping to reduce Inflows & Infiltration (I&I).
- Staff will develop a plan for future consideration by the Board.
  - The plan will include consideration of an ongoing area of capital work where replacing a main in a high I&I area is a priority.

**K. Provide Direction Regarding Potential for On-Call, As-Needed Consulting Engineering Services (September 17)**

*Action Item:*

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**L. Calendar Year 2027 Board Meeting Dates and Times (September 17)**

*Action Item:*

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