

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA
MEETING OF JANUARY 18, 2024 @ 7:00 P.M.
www.stegesan.org • staff@stegesan.org

***** AGENDA *****

Items on the agenda may be taken out of order.

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

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

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

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

*Public comment can be sent remotely by delivering a physical copy to **7500 Schmidt Lane, El Cerrito, CA 94530** or via email to comments@stegesan.org with "Public Comment" in the subject line. To provide written comment on an item on the agenda or to address the Board during Public Comment, please note the agenda item number that you want to address or whether you intend for the comment to be included in Public Comment. Comments timely 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.*

Public Comment during the meeting is limited to in-person participants and those comments timely received at least 15 minutes before the starting time of the meeting. 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 a circumstance, 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.

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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)

IV. Approval of Minutes

Motion:

- A. Approval of December 7, 2023 Board Meeting Minutes
(The Board will review and consider approving the minutes)

Info:

V. Communications

- A. Oral/Written Communications
1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings

Info:

VI. Reports of Staff and Officers

- A. Attorney's Report
1. Review of Claims Process
B. Committee Reports
C. Manager's Report
1. Monthly Maintenance Summary Report
2. Monthly Report of Sewer Replacements and Repairs
3. San Pablo Avenue Specific Plan Status Report
4. Director's Contact Info
5. Board Training Summary
6. Form 700
7. 2024 California Association of Sanitation Agencies (CASA) Conferences

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA
MEETING OF JANUARY 18, 2024 @ 7:00 P.M.
www.stegesan.org • staff@stegesan.org

- January 24-26 – Winter Conference, Palm Springs, CA
 - February 26-27 – Washington DC Forum
 - July 31-August 2 – Annual Conference, Monterey, CA
8. 2024 California Special Districts Association (CSDA) Conference
- September 9-12 – Annual Conference, Indian Wells, CA

VII. Business

Info/Motion

- A. Sewer Rate and Connection Charge Study
(The Board will consider the study)

Info/Motion

- B. Draft Long Range Planning Agenda
(The Board will review the updated draft agenda)

VIII. Financial Statements

- A. Monthly Investment, Cash, Receivables Report
B. Monthly Operating Statement
C. Cash on Hand vs. Target Reserves Chart
D. Local Agency Investment Fund (LAIF) Quarterly Statement
E. California Employer’s Retiree Benefit Trust (CERBT) Quarterly Statement
F. Private Sewer Lateral (PSL) Replacement Loan Program Quarterly Report
G. Time Value Investments (TVI) Statement
(The Board will review the statements)

IX. Approval of Checks

Info/Motion:

- A. Checks for January 18, 2024 - Fund No. 3418 & 3423
(The Board will consider approving the checks)

Info:

X. Future Agenda Items

February 1, 2024

Actuarial Analysis of Retiree Health Benefits Report
Performance Report
District of Distinction
Service Rate Discussion
Long Range Planning Workshop Agenda

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING
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Board Training Summary
CASA Conference
CASA Conference – Attendee reports

February 15, 2024

Long Range Planning Workshop Agenda
Form 700

CLOSED SESSION

Conference with Legal Counsel—Anticipated Litigation

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of
Section 54956.9

Number of Potential Cases: 2

Ivry – Government Tort Claim filed: 9/5/2023

De Leon – Government Tort Claim filed: 8/21/2023

Public Employment Performance Evaluation

Gov. Code § 54957

Title: District Manager

XI. Adjournment

(The next meeting of the Stege Sanitary District Board of Directors is scheduled
to be held on February 1, 2024 at 7:00 P.M. at the District Board Room, 7500
Schmidt Lane, El Cerrito, CA.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF DECEMBER 8, 2022
 TIME OF MEETING: 2:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

*****MINUTES*****

I. Call to Order: President Christian-Smith called the meeting to order at 2:00 P.M.

II. Roll Call: Present: Beach, Gilbert-Snyder, Merrill, O’Keefe, Christian-Smith

Absent: None

Others Present: Rex Delizo, District Manager
 Kristopher Kokotaylo, District Counsel
 Paul Pham, Chavan and Associates*
 (for Item VII.A)

Kary Richardson, Administrative Supervisor*
 (for Items VII.A, VIII, and IX)

**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.

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

VII. Business

A. Fiscal Year 2022-2023 Financial Audit/Financial Reporting

Auditor, Paul Pham of Chavan and Associates, gave an overview of the financial audit of the District’s finances for Fiscal Year 2022-23, gave it a clean “unmodified” opinion, and answered several questions from the Board.

MOTION: By Merrill, seconded by O’Keefe, to accept the Fiscal Year 2022-23 Financial Audit Report, as amended

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
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 TIME OF MEETING: 2:00 P.M.
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VOTE: AYES: Beach, Gilbert-Snyder, O’Keefe, Merrill, Christian-Smith
 NOES: None
 ABSTAIN: None
 ABSENT: None

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

VIII. Financial Statements – November 2023

- A. Monthly Investment, Cash, Receivables Report
- B. Monthly Operating Statement
- C. Pension and Other Post-Employment Benefits (OPEB) Unfunded Actuarial Liability (UAL) Report

The Manager and Administrative Supervisor reviewed the financial statements with the Board. The Board asked to add options to pre-fund the Pension Unfunded Actuarial Liability to the Long Range Planning Workshop.

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

IX. Approval of Checks

- A. Checks for December 7, 2023 - Fund No. 3418 & 3423

MOTION: By Gilbert-Snyder, seconded by Beach, to pay the bills, Check Nos. 28451 through 28475 in the amount of \$132,434.48

VOTE: AYES: Beach, Gilbert-Snyder, O’Keefe, Christian-Smith
 NOES: Merrill
 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 DECEMBER 8, 2022
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IV. Approval of Minutes

A. Approval of November 9, 2023 Board Meeting Minutes

MOTION: By O’Keefe seconded by Gilbert-Snyder, to approve the minutes of the November 9, 2023 Board Meeting

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

V. Communications

A. Oral/Written Communications

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

There were no reports.

VI. Reports of Staff and Officers

A. Attorney’s Report:

Kokotaylo first reported on several employment law changes to the labor code.

1. Remote Conferencing Public Comment Discussion

Kokotaylo then provided background on how other agencies are handling remote conferencing public comment at public meetings and answered several questions. The Board asked Counsel to work with the Manager to add language to future agendas that would preclude remote conferencing public comment except as required by AB 2449.

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
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MOTION: By Gilbert-Snyder seconded by Beach, to add language to future agendas that would preclude remote conferencing public comment except as required by AB 2449

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

B. Committee Reports:

There were no items to report.

C. Manager’s Report:

1. Monthly Maintenance Summary Report

The Manager reported no significant issues with last month’s maintenance activities.

2. Monthly Report of Sewer Replacements and Repairs

The Manager will provide this report at the next meeting.

3. Consent Decree Quarterly Report

The Manager reported that the District has already achieved all Consent Decree annual minimum requirements.

4. Emergency Contact Update

The Manager requested Directors’ update their emergency contact information, if needed.

5. 2023 California Association of Sanitation Agencies (CASA) Conference

The Manager reported on the upcoming CASA conferences.

MOTION: By O’Keefe, seconded by Gilbert-Snyder, to authorize attendance at the upcoming CASA Conferences and/or Washington DC Forum for those Directors that choose to attend

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
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VOTE: AYES: Beach, Gilbert-Snyder, Merrill, O’Keefe, Christian-Smith
 NOES: None
 ABSTAIN: None
 ABSENT: None

6. 2023 California Special Districts Association (CSDA) Conference
 The Manager reported on the upcoming CSDA annual conference.

VII. Business

A. Fiscal Year 2022-23 Financial Audit Report

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

B. 2024 Board Meeting Calendar

The Board reviewed and adopted the Board Meeting Calendar for 2024.

MOTION: By Gilbert-Snyder, seconded by Christian-Smith, to adopt the Board Meeting Schedule for Calendar Year 2024

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

VIII. Monthly Financial Statements

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

IX. Approval of Checks

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
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X. Future Agenda Items

January 18, 2024

~~Board Governance Manual Review~~

Service Rate Discussion + *Connection Charge Review*

Long Range Planning Workshop Agenda

Director's Contact Info

Board Training Summary

CASA Conference

Quarterly Financial Statements

Form 700

CLOSED SESSION – Quarterly Claims Reports

CLOSED SESSION – Manager Performance Evaluation

+ *Claims Process*

February 1, 2024

Actuarial Analysis of Retiree Health Benefits Report

Performance Report

District of Distinction

Service Rate Discussion

Long Range Planning Workshop Agenda

Board Training Summary

CASA Conference

CASA Conference – Attendee reports

NOMINATION AND ELECTION OF OFFICERS

Nomination and Election of Officers - 2024

MOTION: By O'Keefe, seconded by Christian-Smith, to nominate and elect Director Gilbert-Snyder for President and Director O'Keefe for Vice President of the Stege Sanitary District Board of Directors for 2024

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
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VOTE: AYES: Beach, Gilbert-Snyder, Merrill, O’Keefe, Christian-Smith
NOES: None
ABSTAIN: None
ABSENT: None

XI. Adjournment

The meeting was adjourned at 3:40 P.M. The next regular meeting of the District Board of Directors will be held on Thursday, January 18, 2024 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary

Dear Homeowner –

The Stege Sanitary District (Stege), formed in 1912, is responsible for collecting wastewater from your property and conveying it through Stege sewer mains to the main sewer interceptor operated by the East Bay Municipal Utility District (EBMUD). Stege owns and maintains the sewer mains, but homeowners are responsible for the private sewer laterals (PSLs) that convey wastewater from their house to the Stege sewer main. Unfortunately, as the homes in our service area age, the PSLs also age and they may begin to crack, allowing stormwater to enter the sewer system during wet weather (a phenomenon referred to as inflow & infiltration, or I&I). I&I regularly occurs in our system during rain events, sometimes increasing flows by more than 1000%. The sewer mains and wastewater treatment plant are not designed for such high flows. As a result, wet weather overflows are sometimes discharged to the San Francisco Bay after being only partially treated. Such partially treated discharges adversely impact Bay water quality. Stege has been working diligently to reduce I&I and the associated discharges. However, we need your help!

Your home is located in a neighborhood that is experiencing particularly high I&I flows and we are reaching out to the owners of properties that do not hold a compliance certificate demonstrating their PSL's integrity. More than half of the properties in your neighborhood have already complied with the PSL requirements by either completing a test to demonstrate their PSL's integrity, or by replacing the PSL. PSL testing is required when a property transfer occurs, or as the result of other "trigger events," such as building permits involving work valued at more than \$100,000. However, our records indicate that your property has not undergone one of these "trigger events" and has not obtained a PSL compliance certificate.

You can help us reduce I&I, and associated discharges to the Bay, by replacing your PSL. To assist homeowners with PSL replacement, the Stege Board has established a no interest loan program. Through this program, you can borrow up to \$10,000 interest-free to replace your PSL. The loan is paid back through your annual property tax bill and the interest-free payments can be spread over ten years.

On behalf of the Sanitary District, I hope you will consider taking advantage of this program. We are focusing on your neighborhood because it has historically experienced excessive stormwater flows. By replacing old PSLs we can reduce I&I and eliminate the partially treated wastewater discharges to the Bay. I have enclosed an informational brochure about the program. If you are interested in the program or have any additional questions, please call Rex Delizo, Stege General Manager, at 510-524-4667, or follow this QR code for a link to our website.

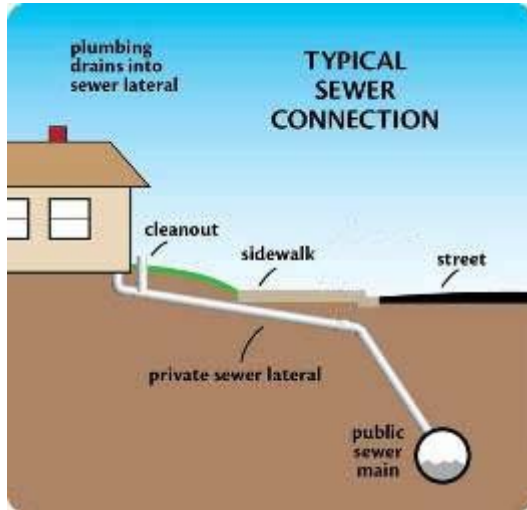
Sincerely,

Paul Gilbert-Snyder
Board President
Stege Sanitary District

FAQs

What is a Private Sewer Lateral (PSL)?

A PSL is an underground pipeline, historically made of clay and more recently of plastic, that connects a residence to the Stege sewer main, which usually runs in the street or, in some cases, a right-of-way adjacent to the property.



Who owns the PSL?

The private sewer lateral (PSL) is owned by the property owner.

Why do you think my PSL is a problem?

Many homes in your neighborhood are more than 40 years old. PSLs more than 20 to 30 years old rarely pass the pressure test required to demonstrate the PSL's integrity. These PSLs will allow stormwater to enter the system during winter rains.

I think my PSL was tested or replaced – how can I know for sure?

Contact the Stege office and we'll be able to tell you if there has been any recent permit to replace your PSL. If your PSL was tested or replaced in the past 20 (?) years we will be able to tell you.

Shouldn't Stege and/or EBMUD be responsible for treating all of the wastewater before it is discharged to the Bay?

Yes, Stege and EBMUD, your public agencies, are responsible for treating all wastewater. However, our infrastructure was not designed or intended to treat stormwater. Stormwater should not be entering our sewer system. To design and build wastewater facilities capable of treating the stormwater would cause your wastewater bill to increase significantly. The best solution is to invest in the elimination of I&I, and homeowners can be a part of the solution by replacing old PSLs.

Paul & Tessa's ideas for promotion:

Neighborhood informational happy hour.

- Pastries and coffee – event at Jenny K? Weekend afternoon and/or weekday evening?
 - o Include invite and agenda with the attached letter.
 - o Agenda – 5–10-minute presentation by staff and 10-minute presentation by Save the Bay/Bay Keeper/SFEI, Q&A, socialize, food. Hour max.
- Table at EC city wide garage sale day
- Attend neighborhood meeting?
- Get to know the influencers on the block

Yard signs – “I replaced my PSL ☺ to help save the Bay”

MONTHLY SERVICE CALLS

December-2023

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
12/5/2023 Tuesday 12:59 PM	262118 262104	725 EVERETT ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	F				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
12/5/2023 Tuesday 2:23 PM	211006 211005	3334 BELMONT AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	O				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
12/7/2023 Thursday 6:36 AM	102112 102110	1465 MONTEREY ST. RICHMOND, CA 94804 <i>Last Call: 12/29/1998</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	F				WE FOUND THE SLOW DRAINAGE TO BE THE CUSTOMER'S PROBLEM, STEGE MAINLINE IS CLEAR.
12/8/2023 Friday 9:30 AM	186311 186310	2097 TAPSCOTT AVE. EL CERRITO, CA 94530 <i>Last Call: 5/26/2021</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
12/10/2023 Sunday 6:19 PM	232105 232103	307 RAMONA AVE. EL CERRITO, CA 94530 <i>Last Call: 2/19/2022</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.
12/11/2023 Monday 12:20 PM	189219 189218	2623 FRANCISCAN WAY EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	T				WE FOUND THE SLOW DRAIN TO BE THE CUSTOMER'S PROBLEM.
12/14/2023 Thursday 2:52 PM	274211 274210	180 PURDUE AVE. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, LC				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
12/14/2023 Thursday 3:28 PM	231502 231034	291 ARLINGTON AVE. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	A, O				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
12/17/2023 Sunday 12:20 PM	224104 224103	7121 CENTRAL AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, LC,OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
12/18/2023 Monday 9:10 AM	151250 151227	1345 BREWSTER DR. EL CERRITO, CA 94530 <i>Last Call: 4/30/2019</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.
12/18/2023 Monday 9:28 AM	271318 271212	93 FRANCISCAN WAY KENSINGTON, CA 94707 <i>Last Call: 2/18/2023</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	A				WE FOUND THE WATER TO BE THE CUSTOMER'S PROBLEM.
12/24/2023 Sunday 11:19 AM	282306 282305	6706 STOCKTON AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	A, E				WE FOUND THIS TO BE EBMUD'S PROBLEM.
12/26/2023 Tuesday 3:48 PM	202129 202128	3117 PIERCE ST. RICHMOND, CA 94804	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
12/28/2023 Thursday 12:50 PM	232105 232103	307 RAMONA AVE. EL CERRITO, CA 94530 <i>Last Call: 12/10/2023</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.
12/29/2023 Friday 9:43 AM	172202 172201	6795 SNOWDON AVE. EL CERRITO, CA 94530 <i>Last Call: 3/4/2021</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
12/29/2023 Friday 11:00 AM	172627 172625	1437 ARLINGTON AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C,LC				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
12/29/2023 Friday 3:09 PM	101335 101333	1676 SHASTA ST. RICHMOND, CA 94804	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.

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

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

SPILL

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

SPILL

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

SPILL END

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

MAINLINE:	0
LATERAL:	14
OTHER:	3
TOTAL SERVICE CALLS:	17
MAINLINE OVERFLOW:	0
MAINLINE SURCHARGE:	0

SANITARY SEWER OVERFLOWS (SSOs) LAST 12 MONTHS

January-2024

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS	CAT*	VOL	RCVR'D	NET
1/12/2023 Thursday 10:05 AM	234016 234015	620 COVENTRY RD. KENSINGTON, CA 94707	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	G, R, W	MH	B	SD,Y,ST	ARRIVED ON SITE FOUND MANHOLE OVERFLOWING. WE BROKE THE STOPPAGE AND CLEANED UP.	CAT 1	10,660 gallons	0 gallons	10,660 gallons
2/7/2023 Tuesday 11:53 AM	184102 184101	11755 SAN PABLO AVE. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B,D, P	ML	ML	ST, SD	PG&E BROKE DISTRICT LINE	CAT 4	5 gallons	5 gallons	0 gallons
2/15/2023 Wednesday 7:40 PM	265304 265303	838 SEA VIEW DR. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D, OF, T	MH	B	SD, Y	BROKEN MANHOLE.	CAT 4	34 gallons	34 gallons	0 gallons
5/1/2023 Monday 2:28 PM	186304 186004	2126 JUNCTION AVE. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B	ML, O	ML	Y	SSO WAS CAUSED BY SLIPLINE MORTAR NOT SEALED AT CONNECTION.	CAT 4	5 gallons	5 gallons	0 gallons
5/5/2023 Friday 8:07 AM	102203 102003	1438 CARLSON BLVD. RICHMOND, CA 94804	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D,OF,R, W	MH	B	ST, SD	DEBRIS, ROCKS, AND ROOTS CAUSED SSO.	CAT 3	78 gallons	78 gallons	0 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: 1

SSOs INTO BUILDINGS: 0

TOTAL SSO VOLUME (GALS): 10,782

TOTAL VOLUME RECOVERED (GALS): 122

TOTAL VOLUME UNRECOVERED (GALS): 10,660

*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 MONTHLY MAINTENANCE SUMMARY REPORT

December 2023

QUARTER 4

VEHICLE	DAYS	FOOTAGE (LF)
<i>UNIT 10 COMBO</i>	<i>10</i>	<i>49,881</i>
<i>UNIT 11 RODDER</i>	<i>0</i>	
<i>UNIT 15 CCTV</i>	<i>8</i>	<i>11,983</i>
<i>UNIT 16 COMBO</i>	<i>9</i>	<i>14,165</i>
TOTAL MONTH CLEANED		64,047
TOTAL MONTH CCTV'D		11,983

QUARTERLY SUB-TOTALS

YEAR	QUARTER	TOTAL CLEANED (LF)	PLANNED TO CLEAN (LF)	Q END NOT COMPLT'D (LF)	TOTAL CCTV'D (LF)	PLANNED TO CCTV (LF)	Q END NOT COMPLT'D (LF)
2023	4	228,862	184,938	0	48,625	50,930	23,849
2023	3	260,224	215,376	0	64,008	65,576	27,963
2023	2	245,563	202,070	0	52,033	60,081	38,937
2023	1	262,178	204,795	0	61,882	58,488	29,188

**STEGE SANITARY DISTRICT
MONTHLY REPLACEMENT AND REPAIR SUMMARY
November 2023**

I SEWER REPLACEMENT - FY 2023-2024			
A.	BUDGET ALLOCATION		\$3,473,000
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$451,598
C.	SEWER REPLACEMENTS PAID THIS MONTH (NO RETENTION)	<u>COST</u>	
SUBTOTAL FOR THIS MONTH			\$0
D.	TOTAL BUDGET EXPENDED (NO RETENTION)	12.35%	\$429,018
E.	TOTAL 5% RETENTION HELD		\$22,580
F.	BUDGET REMAINING	87.00%	\$3,021,402
G.	PERCENTAGE OF FISCAL YEAR REMAINING	58.33%	
H.	TOTAL REPLACEMENT FOOTAGE PAID TO DATE	2,200 (\$ 205.27 /LF)	
II SEWER REPAIRS - FY 2023-2024			
A.	BUDGET ALLOCATION		\$72,000
B.	PRIOR BUDGET EXPENDED		\$17,600
C.	SEWER REPAIRS PAID THIS MONTH	<u>REPAIR COST</u>	
	APB ENGINEERING	10245 SAN PABLO AVE	\$4,000
		2009 CARLSON AVE	\$2,700
		1911 CARLSON AVE	\$2,700
SUBTOTAL FOR THIS MONTH			\$9,400
SUBTOTAL FOR LAST MONTH			\$17,600
D.	TOTAL BUDGET EXPENDED	37.50%	\$27,000
E.	TOTAL RETENTION HELD	0.00%	\$0
F.	BUDGET REMAINING	62.50%	\$45,000
G.	PERCENTAGE OF FISCAL YEAR REMAINING	58.33%	
H.	TOTAL NUMBER OF REPAIRS PAID TO DATE	8 (\$3,375 /REPAIR)	

**STEGE SANITARY DISTRICT
MONTHLY REPLACEMENT AND REPAIR SUMMARY
November 2023**

III SAN PABLO AVE SPECIFIC PLAN AREA (SPASPA) UPGRADE - FY 2023-2024			
A.	BUDGET ALLOCATION		\$0
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$0
C.	SPASPA UPGRADES PAID THIS MONTH (NO RETENTION)		
SUBTOTAL FOR THIS MONTH			\$0
D.	TOTAL BUDGET EXPENDED (NO RETENTION)	0.00%	\$0
E.	TOTAL 5% RETENTION HELD	0.00%	\$0
F.	BUDGET REMAINING	100.00%	\$0
G.	PERCENTAGE OF FISCAL YEAR REMAINING	58.33%	
H.	TOTAL SPASPA UPGRADE FOOTAGE PAID TO DATE	(\$ - /LF)	

**STEGE SANITARY DISTRICT
MONTHLY REPLACEMENT AND REPAIR SUMMARY
December 2023**

I SEWER REPLACEMENT - FY 2023-2024			
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C.	SEWER REPAIRS PAID THIS MONTH	<u>REPAIR COST</u>	
SUBTOTAL FOR THIS MONTH			\$0
SUBTOTAL FOR LAST MONTH			\$27,000
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**STEGE SANITARY DISTRICT
MONTHLY REPLACEMENT AND REPAIR SUMMARY
December 2023**

III SAN PABLO AVE SPECIFIC PLAN AREA (SPASPA) UPGRADE - FY 2023-2024			
A.	BUDGET ALLOCATION		\$0
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$0
C.	SPASPA UPGRADES PAID THIS MONTH (NO RETENTION)		
SUBTOTAL FOR THIS MONTH			\$0
D.	TOTAL BUDGET EXPENDED (NO RETENTION)	0.00%	\$0
E.	TOTAL 5% RETENTION HELD	0.00%	\$0
F.	BUDGET REMAINING	100.00%	\$0
G.	PERCENTAGE OF FISCAL YEAR REMAINING	50.00%	
H.	TOTAL SPASPA UPGRADE FOOTAGE PAID TO DATE	(\$ - /LF)	

STEGE SANITARY DISTRICT

Last Revised: 1/10/2024

BOARD OF DIRECTORS SAN PABLO AVENUE SPECIFIC PLAN STATUS REPORT

PAID PROPERTIES

Date	Property Owner	#	Street	SPASP Fee (-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.	10963	SAN PABLO AVE.	\$ 129,644.55	51
8/20/2018	El Cerrito Apt (The Little Hill LLC.)	10300	SAN PABLO AVE.	\$ 142,717.95	32
1/22/2019	Li's America Investments LLC	10281	SAN PABLO AVE.	\$ 1,089.45	Comm.
2/6/2019	CINQUE TERRE (KEN & RONG MOU)	10530	SAN PABLO AVE.	\$ 18,738.54	5
3/22/2019	KOYOTO RAMEN & CURRY HOUSE	3050	EL CERRITO PLAZA	\$ 7,489.17	
12/18/2019	JAIMIE HITESHEW (MAYFAIR)	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.	\$ 1,627.14	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 LOVE AND SANDWICHES	350	EL CERRITO PLAZA	\$ 2,440.71	Comm.
9/15/2023	MARSHALLS	6000	EL CERRITO PLAZA	\$ 271.19	Comm.

\$ 1,088,533.78

SPASPA CONSTRUCTION SPENT \$ 842,889.00

BUDGET REMAINING \$ 245,644.78

PLAN CHECK PROPERTIES (WAITING PAYMENT)

Date	Property Owner	#	Street	Balance Due	Units
12/20/2023	MAYFAIR AFFORDABLE DEV.	11600	SAN PABLO AVE.	\$ 260,342.40	69
7/26/2023	THE CIVIC (BRIAN BANIQUED)	10290	SAN PABLO AVE.	\$ 229,155.55	54
5/30/2022	PLAYLAND 2 (ABBY WHITMAN)	10919	SAN PABLO AVE.	\$ 360,140.32	90
12/7/2017	Angelo Obertello (El Cerrito Chamber of Comm)	10290	SAN PABLO AVE.	\$ 56,651.40	14
	Charlie Oewell	921	Kearney St.	no plans yet	78
	Charlie Oewell (Near Burger King)	10167	San Pablo Ave.	no plans yet	83
	Charlie Oewell (Near Home Depot)	11950	San Pablo Ave.	no plans yet	146
				\$ 906,289.67	

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.

**SUMMARY OF BOARD OF DIRECTORS
TRAINING DUE DATES**

DUE DATES	Governance Training 6 hrs. every 5 years	AB 1234 Ethics Training 2 hrs. every 2 years	AB 1825 Harassment Prevention Training 2 hrs. every 2 years
Tessa Beach	8/2028	9/2024	9/2025
Juliet Christian-Smith	8/2025	9/2024	8/2023
Paul Gilbert-Snyder	8/2028	9/2024	9/2025
Dwight Merrill	3/2024	9/2024	9/2025
Bea O'Keefe	3/2024	9/2024	9/2025

**Highlighted dates are due now (or w/in 90 days)*

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Workshop: SDLA Governance Foundations



Presenter: Hilary Strauss

This course teaches the foundational knowledge and skills that identify and define the essential building blocks of a successful board, focusing on the critical elements of governance: effective trustees, board mindset, structure, process and protocols, individual/team standards, and the board's role and responsibilities.

3/26/2024

11:00 AM - 3:45 PM

Hilton Sacramento Arden West
2200 Harvard Street
Sacramento, CA 95815
UNITED STATES

\$150 CSDA Member (includes lunch)

Virtual Workshop: SDLA Module 1 - Gov Foundations



Presenter: Hilary Straus, Citrus Heights Water District

This course teaches the foundational knowledge and skills that identify and define the essential building blocks of a successful board, focusing on the critical elements of governance: effective trustees, board mindset, structure, process and protocols, individual/team standards, board's role and responsibilities.

2/21/2024 - 2/22/2024

9:00 a.m. - 12:00 p.m. each day

\$230 CSDA Member
\$345 Non-member

Webinar: Sexual Harassment Prevention for Supervisors



Presenter: Victoria Danna Best Best & Krieger LLP

This two-hour presentation will comply with the requirements of AB 1825 and AB 1661 and will cover: what constitutes sexual harassment and discrimination in the workplace, how to recognize and avoid harassment, what procedures to follow if you witness harassment or are harassed yourself, the potential consequences - including personal liability - of harassment, what constitutes abusive conduct in the workplace in compliance with AB 2053, and orientation, gender identity and gender expression in compliance with SB396.

2/20/2024 10:00 AM - 12:00 PM

Free CSDA Member

\$110 Non-member

CSDA webinars are offered at no charge to all Members in part through the generous support of the Special District Risk Management Authority (SDRMA).

2024 Sexual Harassment Prevention Training for Supervisors

On-Demand Webinar



Presenter: Cassandra Lo, Richards Watson Gershon

This two-hour presentation will comply with the requirements of AB 1825 and AB 1661 and will cover: what constitutes sexual harassment and discrimination in the workplace, how to recognize and avoid harassment, what procedures to follow if you witness harassment or are harassed yourself, the potential consequences - including personal liability - of harassment, what constitutes abusive conduct in the workplace in compliance with AB 2053, and orientation, gender identity and gender expression in compliance with SB 396.

Duration: 2 hours

Non-member price: 100.00

Your price: 0.00

FORM 700

Quick Start Guide

Detailed instructions begin on page 3.

WHEN IS THE ANNUAL STATEMENT DUE?

- March 1 – Elected State Officers, Judges and Court Commissioners, State Board and Commission members listed in Government Code Section 87200
- April 2 – Most other filers

WHERE DO I FILE?

Most people file the Form 700 with their agency. If you're not sure where to file your Form 700, contact your filing officer or the person who asked you to complete it.

ITEMS TO NOTE!

- The Form 700 is a public document.
- Only filers serving in active military duty may receive an extension on the filing deadline.
- You must also report interests held by your spouse or registered domestic partner.
- Your agency's conflict of interest code will help you to complete the Form 700. You are encouraged to get your conflict of interest code from the person who asked you to complete the Form 700.

NOTHING TO REPORT?

Mark the "No reportable interests" box on Part 4 of the Cover Page, and submit only the signed Cover Page. Please review each schedule carefully!

Schedule	Common Reportable Interests	Common Non-Reportable Interests
A-1: Investments	Stocks, including those held in an IRA or 401K. Each stock must be listed.	Insurance policies, government bonds, diversified mutual funds, funds similar to diversified mutual funds.
A-2: Business Entities/Trusts	Business entities, sole proprietorships, partnerships, LLCs, corporations and trusts. (e.g., Form 1099 filers).	Savings and checking accounts, cryptocurrency, and annuities.
B: Real Property	Rental property in filer's jurisdiction, or within two miles of the boundaries of the jurisdiction.	A residence used exclusively as a personal residence (such as a home or vacation property).
C: Income	Non-governmental salaries. Note that filers are required to report only half of their spouse's or partner's salary.	Governmental salary (from school district, for example).
D: Gifts	Gifts from businesses, vendors, or other contractors (meals, tickets, etc.).	Gifts from family members.
E: Travel Payments	Travel payments from third parties (not your employer).	Travel paid by your government agency.

Note: Like reportable interests, non-reportable interests may also create conflicts of interest and could be grounds for disqualification from certain decisions.

QUESTIONS?

- advice@fppc.ca.gov
- (866) 275-3772 Mon-Thurs, 9-11:30 a.m.

E-FILING ISSUES?

- If using your agency's system, please contact technical support at your agency.
- If using FPPC's e-filing system, write to form700@fppc.ca.gov.

What's New

Gift Limit Increase

The gift limit increased to **\$590** for calendar years **2023** and **2024**. The gift limit was \$520 for calendar years 2021 and 2022.

Who must file:

- Elected and appointed officials and candidates listed in Government Code Section 87200
- Employees, appointed officials, and consultants filing pursuant to a conflict of interest code ("code filers"). **Obtain your disclosure categories, which describe the interests you must report, from your agency;** they are not part of the Form 700
- Candidates running for local elective offices that are designated in a conflict of interest code (e.g., county sheriffs, city clerks, school board trustees, and water board members)

Exception:

- Candidates for a county central committee are not required to file the Form 700
- Employees in newly created positions of existing agencies

For more information, see Reference Pamphlet, page 3, at www.fppc.ca.gov.

Where to file:

87200 Filers

State offices	⇒	Your agency
Judicial offices	⇒	The clerk of your court
Retired Judges	⇒	Directly with FPPC
County offices	⇒	Your county filing official
City offices	⇒	Your city clerk
Multi-County offices	⇒	Your agency

Code Filers — State and Local Officials, Employees, and Consultants Designated in a Conflict of Interest

Code: File with your agency, board, or commission unless otherwise specified in your agency's code (e.g., Legislative staff files directly with FPPC). In most cases, the agency, board, or commission will retain the statements.

Members of Newly Created Boards and Commissions: File with your agency or with your agency's code reviewing body pursuant to Regulation 18754.

Employees in Newly Created Positions of Existing Agencies:

File with your agency or with your agency's code reviewing body. (See Reference Pamphlet, page 3.)

Candidates file as follow:

State offices, Judicial offices and multi-county offices	⇒	County elections official with whom you file your declaration of candidacy
County offices	⇒	County elections official
City offices	⇒	City Clerk
Public Employee's Retirement System (CalPERS)	⇒	CalPERS
State Teacher's Retirement Board (CalSTRS)	⇒	CalSTRS

How to file:

The Form 700 is available at www.fppc.ca.gov. Form 700 schedules are also available in Excel format. Each Statement must have a handwritten "wet" signature or "secure electronic signature," meaning either (1) a signature submitted using an approved electronic filing system or (2) if permitted by the filing officer, a digital signature submitted via the filer's agency email address. (See Regulations 18104 and 18757.) Companies such as Adobe and DocuSign offer digital signature services. All statements are signed under the penalty of perjury and must be verified by the filer. See Regulation 18723.1(c) for filing instructions for copies of expanded statements.

When to file:

Annual Statements

⇒ March 1, 2024

- Elected State Officers
- Judges and Court Commissioners
- State Board and State Commission Members listed in Government Code Section 87200

⇒ April 2, 2024

- Most other filers

Individuals filing under conflict of interest codes in city and county jurisdictions should verify the annual filing date with their filing official or filing officer.

Statements postmarked by the filing deadline are considered filed on time.

Statements of 30 pages or less may be emailed or faxed by the deadline as long as the originally signed paper version is sent by first class mail to the filing official within 24 hours.

Assuming Office and Leaving Office Statements

Most filers file within 30 days of assuming or leaving office or within 30 days of the effective date of a newly adopted or amended conflict of interest code.

Exception:

If you assumed office between October 1, 2023, and December 31, 2023, and filed an assuming office statement, you are not required to file an annual statement until March 1, 2025, or April 1, 2025, whichever is applicable. The annual statement will cover the day after you assumed office through December 31, 2024. (See Reference Pamphlet, page 6, for additional exceptions.)

Candidate Statements

File no later than the final filing date for the declaration of candidacy or nomination documents. A candidate statement is not required if you filed an assuming office or annual statement for the same jurisdiction within 60 days before filing a declaration of candidacy or other nomination documents.

Late Statements

There is no provision for filing deadline extensions unless the filer is serving in active military duty. (See page 19 for information on penalties and fines.)

Amendments

Statements may be amended at any time. You are only required to amend the schedule that needs to be revised. It is not necessary to amend the entire filed form. The amended schedule(s) is attached to your original filed statement. Obtain amendment schedules at www.fppc.ca.gov.

SEWER RATE AND CONNECTION CHARGE STUDY

ISSUE:

The Board will consider a presentation of the draft Sewer Rate and Connection Charge Study by Alison Lechowicz of Lechowicz & Tseng Municipal Consultants.

FISCAL IMPACT:

The fiscal impact of the Sewer Rate and Connection Charge Study will be detailed in the report.

STRATEGIC PLAN:

GOAL 3: Ensure Financial Stability and Efficiency

WORK PLAN ITEM "a": Annually review the Sewer Service Charge and conduct a Financial Plan and Rate Study at least every five (5) years

BACKGROUND:

Alison Lechowicz of Lechowicz & Tseng Municipal Consultants is ready to give a presentation of the draft Sewer Rate and Connection Charge Study for the Board's consideration and discussion.

RECOMMENDATION:

Consider and approve finalizing the study.

ALTERNATIVES:

1. Make amendments and approve, as amended.
2. Make amendments and ask to bring back the item for approval at a future Board meeting.
3. Take no action, and keep all rates and charges the same until next year's scheduled review.

ATTACHMENTS:

Presentation Handout

STEGE SANITARY DISTRICT

Sewer Rate and Capacity Fee Study



Board Meeting
January 18, 2024



Alison Lechowicz
Project Manager



Agenda

- Review rate study goals
 - Fund the cost of operations
 - Conduct pipeline replacements for compliance with the Consent Decree
 - Maintain appropriate reserves
- Revised definition of an EDU (equivalent dwelling unit)
- Capacity fee methodology and options

2



Background and Current Rates

- Last rate study was conducted in 2019
- \$429/year for single family residential service
- \$297/year for multi-family residential service
- \$9.02/1,000 gallons for commercial service
- Rates must cover the cost of service
 - Operations – maintenance, engineering, repairs, general and admin
 - Capital – pipeline replacements, pump station rehab, interceptor cleaning, manhole adjustments, and vehicles
 - Debt service (fully paid off by FY2026)
 - Adequate reserves

3



Customer Trends

Year	Single Family Revenue	Rate \$/dwelling	# of Dwellings
FY2019	\$2,739,721	\$242.00	11,321
FY2020	\$3,058,699	\$271.00	11,287
FY2021	\$3,428,351	\$304.00	11,277
FY2022	\$3,840,205	\$341.00	11,262
FY2023	\$4,352,231	\$383.00	11,364
FY2024	\$4,883,539	\$429.00	11,384

Year	MultiFamily Revenue	Rate \$/dwelling	# of Dwellings
FY2019	\$1,040,726	\$242.00	4,301
FY2020	\$1,105,693	\$252.00	4,388
FY2021	\$1,192,658	\$263.00	4,535
FY2022	\$1,310,727	\$274.00	4,784
FY2023	\$1,366,994	\$285.00	4,796
FY2024	\$1,436,935	\$297.00	4,838

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Customer Trends Continued

Year	Non-Residential		1,000 gallons of flow	EDUs
	Revenue	\$/1,000 gallons		
FY2019	\$2,739,721	\$4.97	166,307	3,415
FY2020	\$3,058,699	\$5.59	173,029	3,572
FY2021	\$3,428,351	\$6.30	168,104	3,486
FY2022	\$3,840,205	\$7.10	141,338	2,944
FY2023	\$4,352,231	\$8.01	134,227	2,809
FY2024	\$4,883,539	\$9.02	133,160	2,799

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Proposition 218

- Governs how property-related charges are adopted
 - Covers rates over a maximum 5-year period
 - Rates must be based on the reasonable cost of service and proportionally recover costs based on how customers take service
- Procedural requirements:
 - Conduct a rate study
 - Mail a notice to property owners
 - Hold a public hearing a minimum of 45 days after notice is mailed
 - Rates cannot be adopted if more than 50% of property owners submit written protests

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Reserves

- Estimated total current reserves of \$10.4M as of June 30, 2023
- Operations
 - Current reserves of \$2.5M
 - Target is 60% of annual expenses
- Capital
 - Current reserves of \$7.9M
 - Target is 3-year rolling average of annual capital improvement cost plus annual debt service reserve
 - Primarily used as a safety net for the Consent Decree work but can be used to fund any emergency repair or cash flow shortfall

7



Operations

- The Operations portion of the sewer rates is \$191 per EDU and generates about \$3.35M
- Other miscellaneous revenue sources generate about \$81,000
- Total operating revenues are about \$3.43M
- Operating costs total about \$3.47M and include
 - Maintenance and engineering
 - Pump stations
 - Contracted repairs
 - General and administration
- Expected slight operating deficit in FY2024 of about \$40,000
- Costs are projected to increase +3% annually
- More than adequate reserves of \$2.5M (target is 60% of O&M)
- Recommended Operations rate increase of +\$7/EDU annually

8



Capital

- The Capital portion of the sewer rates is \$238 per EDU and generates about \$4.17M
- Other miscellaneous revenue sources generate about \$0.6M
- Total capital revenues are about \$4.78M
- Typical capital costs are estimated at about \$3.8M annually
- Costs are projected to increase +3% annually
- This year has unusually high capital costs due to pump station rehab, flow meters, and vehicle replacements (total of \$5.7M)
- Expected draw upon reserves this year of about \$903,000
- More than adequate reserves of \$7.9M (3 year average of costs)
- No recommended increase to the Capital rate

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Customer Definitions

- EDU = equivalent dwelling unit (i.e., the flow of a typical single family customer)
- EDUs are the basis of design
- Single Family Residential
 - Current assumed flow is 47,574 gallons per year (established in 2019 Rate Study)
 - Based on 2018-2022 data, flow is 45,448 gallons per year (4.5% reduction)
 - 26 fixture units
- Multi-Family Residential
 - Current assumed flow is 32,924 gallons per year (established in 2019 Rate Study)
 - Based on 2018-2022 data, flow is 30,303 gallons per year (8.0% reduction)
 - 17 fixture units

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Customer Definitions

	Current	Proposed	Units	% Change
Single Family Flow	47,574	45,448	gallons per year	-4.5%
Multi-Family Flow	32,924	30,303	gallons per year	-8.0%
Single Family	11,384	11,384	EDUs	0.0%
Multi-Family	3,349	3,226	EDUs	-3.7%
Commercial	<u>2,799</u>	<u>2,930</u>	EDUs	<u>4.7%</u>
Total	17,532	17,539		0.0%

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Proposed Single Family Rates

SINGLE FAMILY			
Fiscal Year	\$/dwelling/yr	\$/dwelling/month	% Change
2024	\$429	\$35.75	
2025	\$436	\$36.33	1.6%
2026	\$443	\$36.92	1.6%
2027	\$450	\$37.50	1.6%
2028	\$457	\$38.08	1.6%
2029	\$464	\$38.67	1.5%

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Proposed Multi-Family Rates

MULTI-FAMILY			
Fiscal Year	\$/dwelling/yr	\$/dwelling/month	% Change
2024	\$297	\$24.74	
2025	\$300	\$24.97	0.9%
2026	\$302	\$25.18	0.9%
2027	\$305	\$25.39	0.8%
2028	\$307	\$25.59	0.8%
2029	\$309	\$25.78	0.7%

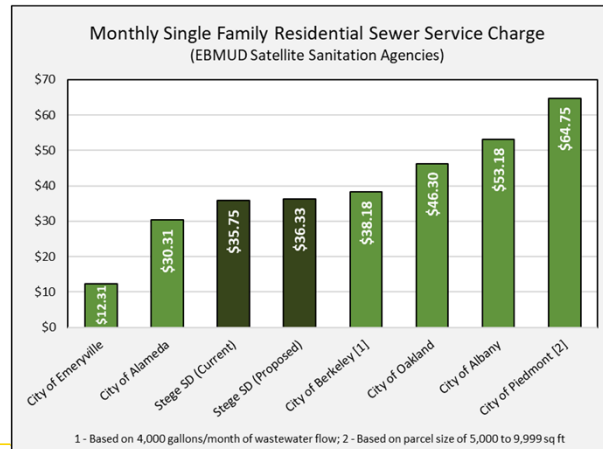


Proposed Commercial Rates

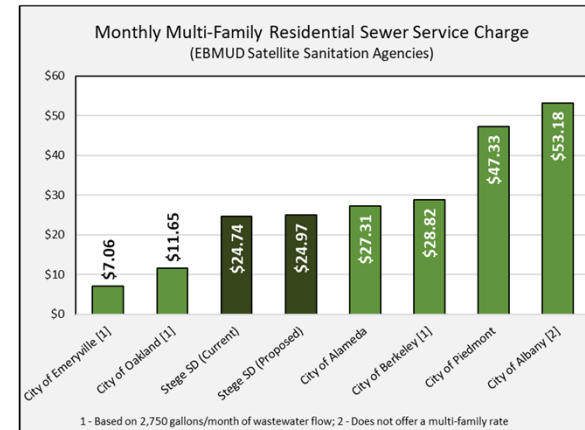
COMMERCIAL		
Fiscal Year	\$/1,000 gallons	% Change
2024	\$9.02	
2025	\$9.25	2.5%
2026	\$9.48	2.5%
2027	\$9.72	2.5%
2028	\$9.96	2.5%
2029	\$10.21	2.5%



Single Family Rate Survey

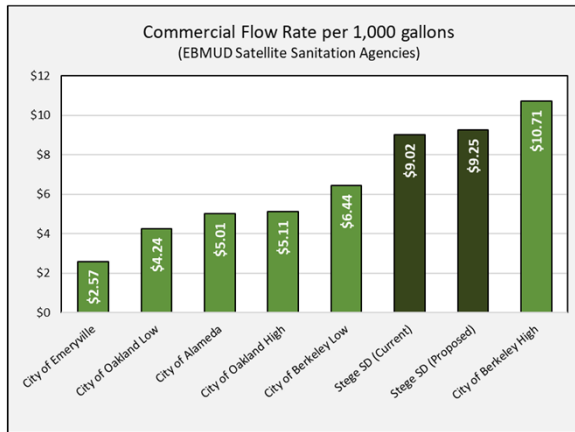


Multi-Family Rate Survey





Commercial Rate Survey



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Capacity Fee Description

- Districtwide fee**
 - Applies to ALL development in Stege SD including development in SPASPA
 - Nets out pipelines that will be covered in the San Pablo Ave Fee
 - Buy-in cost based on replacement cost new less depreciation (RCNLD) for general district facilities that benefit the entire service area
 - The RCNLD cost is allocated to growth based on % capacity used at buildout
 - Fees are charged based on dwelling units for residential connections and plumbing fixtures for non-residential connections
- San Pablo Avenue Specific Plan Area (SPASPA) Impact Fee**
 - Only applies to new development in the SPASPA area
 - Recovers SPASPA specific project costs
 - Fees are charged based on plumbing fixture units

18



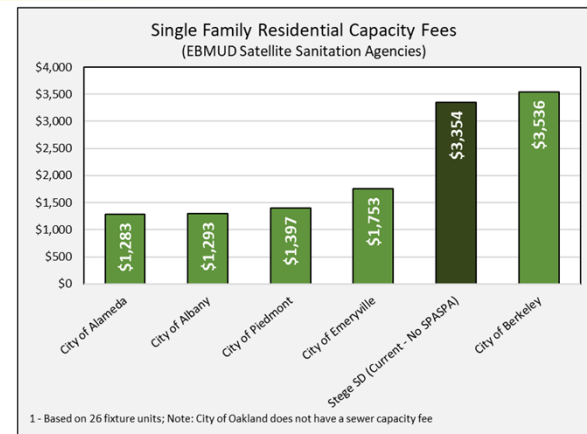
Current Capacity Fees

Land Use	Equivalent Fixture Units per Dwelling Unit	Average Gallons per Day per Equivalent Fixture Unit	Cost per Equivalent Fixture Unit	Sewer Capacity Charge	Unit
Single Family Residential	26	5	\$129.01	\$3,354	per dwelling unit
Multi-Family Residential	17	5	\$129.01	\$2,193	per dwelling unit
Non-Residential	NA	5	\$129.01	\$129.01	per fixture unit
San Pablo Avenue Specific Plan Area					
All Development			\$271.19	\$271.19	per fixture unit
Accessory Dwelling Units					
Attached Accessory Dwelling Unit			\$0.00	\$0.00	
Detached Accessory Dwelling Unit			\$129.01	\$129.01	per fixture unit

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Connection Fee Survey



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Capacity Fee Next Steps

- Districtwide fee next steps
 - Review current fixed asset list and updated pipeline replacement values
 - Net out assets that are proposed to be replaced
 - Review recent development records and confirm typical # of plumbing fixture units for single family and multifamily dwellings
- San Pablo Avenue Specific Plan Area (SPASPA) Impact Fee
 - Confirm development projection and project costs

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Capacity Fee Options for Districtwide Fee

- Buy-in cost could be based on original cost, i.e. the value the District originally invested into expanding capacity
- No buy-in cost. Future connections could only pay the cost of upcoming capital improvements that are related to maintaining or expanding capacity
- Combination of buy-in and future projects
 - Fee includes cost of future projects that maintain or expand capacity (portion of upcoming pipeline replacement?)
 - Plus, buy-in to non-pipeline existing assets

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Discussion



23

DRAFT LONG RANGE PLANNING WORKSHOP AGENDA

ISSUE:

The Board will consider the draft long range planning workshop agenda.

FISCAL IMPACT:

The fiscal impact to review the agenda is minimal.

STRATEGIC PLAN:

GOAL 2: Maintain and Improve Infrastructure

GOAL 3: Ensure Financial Stability and Efficiency

BACKGROUND:

The Board has a Long Range Planning Workshop scheduled for March 2, 2024. The draft agenda for the workshop is ready for review and input from the Board.

RECOMMENDATION:

Review the agenda and suggest changes and/or additions.

ALTERNATIVES:

1. Postpone the review of the agenda for changes and/or additions until the next meeting.
2. Cancel the Long Range Planning Workshop and incorporate topics into future regular Board Meeting agendas.

ATTACHMENTS:

Draft Long Range Planning Agenda

Stege Sanitary District
DRAFT Long Range Planning Workshop Agenda
 Saturday, March 2, 2024 @9:00am

TIME	TOPIC
9:00 AM	<i>Review of Agenda & Last Action Plan</i>
9:15 AM	Past 5 Years Expenditures Review [0.5 hr.]
9:30 AM	The Board will review and discuss trends from the past 5 years.
9:45 AM	Prefunding Pension Liabilities [0.75 hr.]
10:00 AM	The Board will consider prefunding pension liabilities.
10:15 AM	
10:30 AM	<i>Break</i>
10:45 AM	USEPA Consent Decree Progress and Planning [0.75 hr.]
11:00 AM	The Board will review and discuss the progress
11:15 AM	and planning of the USEPA Consent Decree.
11:30 AM	Self Assessment of Governance Questionnaire [0.25 hr.]
11:45 AM	
12:00 PM	<i>Lunch</i>
12:15 PM	Self Assessment of Governance
12:30 PM	Review & Discussion [0.50 hr.]
12:45 PM	Future Board Meetings [0.75 hr.]
1:00 PM	The Board will consider having less meetings and/or Counsel attend more meetings.
1:15 PM	
1:30 PM	<i>Break</i>
1:45 PM	Environmentally Preferable Procurement Policy [0.75 hr.]
2:00 PM	The Board will review and discuss changes to the District's current policy.
2:15 PM	
2:30 PM	Strategic Plan [0.75 hr.]
2:45 PM	The Board will review and discuss the plan.
3:00 PM	
3:15 PM	<i>Wrap Up, Review, Action Items</i>

STEGE SANITARY DISTRICT

Operating Statement

01/16/2024

December 2023

50.41% of Fiscal year Completed

	July - December 2023	Annual Budget	% of Annual Budget
Income			
31 - OPERATING REVENUE			
31010 - Sewer Service Charges	2,068,342	3,443,000	60%
31020 - Permit & Insp. Fees	5,010	12,000	42%
31030 - Connection Fees	19,176	50,000	38%
31040 - San Pablo Impact Fee	-	50,000	0%
31080 - Contracted Services	-	33,000	0%
31010a - Capital Service Charges	2,068,342	4,290,000	48%
Total 31 - OPERATING REVENUE	4,160,871	7,878,000	53%
32 - NON-OPERATING REVENUE			
32050 - Interest - 3418	75,109	15,000	501%
32052 - Interest - 3423	10,331	5,000	207%
32080 - Property Taxes	338,280	500,000	68%
32085 - Insurance Dividend	-	-	0%
32090 - Miscellaneous	120	21,000	1%
Total 32 - NON-OPERATING REVENUE	423,839	541,000	78%
Transfer (to)/from Reserves	-	764,961	0%
Total Income	4,584,710	9,183,961	50%
Expense			
OPERATING EXPENSES			
Administration/General			
45-010 - Salaries & Wages	128,520	265,600	48%
45-020 - Employee Benefits	83,997	144,566	58%
45-029 - Retiree Health	5,611	13,600	41%
45-030 - Directors Expenses	10,482	45,478	23%
45-070 - Insurance	102,050	305,000	33%
Administration - Other	108,831	283,500	38%
Total Administration	439,491	1,057,744	42%
Maintenance/Engineering			
41-010 - Salaries & Wages	650,799	1,308,560	50%
41-020 - Employee Benefits	254,082	543,924	47%
41-029 - Retiree Health	5,462	13,356	41%
41-100 - Operating Supplies	1,053	40,000	3%
41-110 - Contractual Services	69,764	102,300	68%
41-207 - Contracted Repairs	27,000	72,000	38%
Maintenance- Other	77,667	332,777	23%
Total Maintenance/Engineering	1,085,828	2,372,897	46%
Pump Stations	4,979	40,020	12%
Total OPERATING EXPENSES	1,530,297	3,470,661	44%
CAPITAL			
41-650 - Debt Repayment (SRF Loans)	43,939	43,900	100%
Construction Projects	481,113	4,884,400	10%
Outlay(Maintenance/Engineering)	103,271	785,000	13%
Total CAPITAL	628,322	5,713,300	11%
Total Expense	2,158,620	9,183,961	24%
Net	2,426,090	0	

STEGE SANITARY DISTRICT
Investment, Cash & Receivables Report
As of December 30, 2023

12:44:38 PM
01/16/2024

	<u>December 31, 2023</u>	<u>November 30, 2023</u>	<u>\$ Change</u>	<u>Deposits</u>	<u>Checks</u>	<u>Transfers</u>
ASSETS						
Current Assets						
Checking/Savings						
TVI & LAIF Investment Accts						
11012 · Sewer Operations- 3418	5,792,811	6,006,703	-213,891	75,109	0	-289,000
11014 · System Rehab- 3423	1,050,107	1,039,777	10,331	10,331	0	0
11020 · TVI Investments	1,500,000	1,500,000	0	0	0	0
Total TVI & LAIF Investment Accts	<u>8,342,918</u>	<u>8,546,479</u>	<u>-203,561</u>	<u>85,439</u>	<u>0</u>	<u>-289,000</u>
Checking Accts						
100 · Mechanics Bank	4,538,213	9,280	4,528,932	4,456,512	-216,580	289,000
100 · County Cash Acct #3418	-9,420	-9,420	0 *	0 *	0	0
Total Checking Accts	<u>4,528,793</u>	<u>-140</u>	<u>4,528,932</u>	<u>4,456,512</u>	<u>-216,580</u>	<u>289,000</u>
11021 · Petty Cash	250	250	0	0	0	0
Total Checking/Savings	<u>12,871,961</u>	<u>8,546,590</u>	<u>4,325,371</u>	<u>4,541,951</u>	<u>-216,580</u>	<u>0</u>
301 · Ca Employer's Retiree Benefit Trust	294,176	265,834	28,343	28,343	0	0
Total CA Employer's Retiree Benefit Trust	<u>294,176</u>	<u>265,834</u>	<u>28,343</u>	<u>0</u>	<u>0</u>	<u>0</u>
Accounts Receivable						
11072 · Accounts Receivable/Notes Payable	220,638	229,861	-9,223			
Total Accounts Receivable	<u>220,638</u>	<u>229,861</u>	<u>-9,223</u>			

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

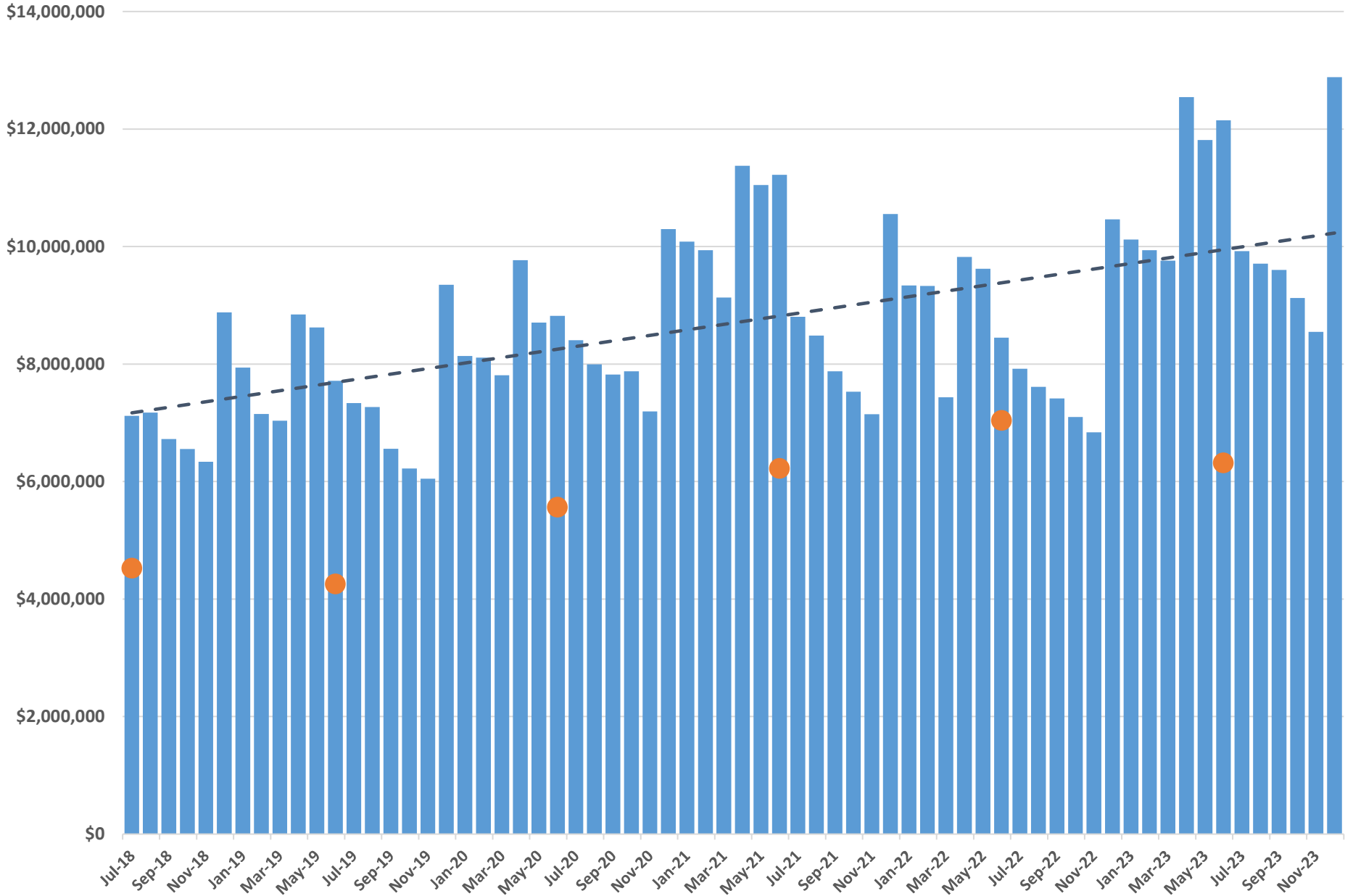
I hereby certify that the invested funds of the Stege Sanitary District are in compliance with the investment policies of the Stege Sanitary District and provide sufficient liquidity to meet budgeted expenses for the next six month period.

Rex Delizo, District Manager

Date

Monthly Cash on Hand vs. Target Balance

Unrestricted Cash On Hand Target Balance - - - Cash On Hand Trendline





MALIA M. COHEN

California State Controller

LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE

Agency Name	STEGE SANITARY DISTRICT
Account Number	70-07-002

As of 01/12/2024, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 12/31/2023.

Earnings Ratio		.00010932476863589
Interest Rate		4.00%
Dollar Day Total	\$	702,011,215.84
Quarter End Principal Balance	\$	6,847,918.33
Quarterly Interest Earned	\$	76,747.21



Market Value Summary:

	QTD Current Period	Fiscal Year to Date
Beginning Balance	\$265,833.64	\$276,659.69
Contribution	0.00	2,852.08
Disbursement	0.00	0.00
Transfer In	0.00	0.00
Transfer Out	0.00	0.00
Investment Earnings	28,401.15	17,634.07
Administrative Expenses	(33.73)	(67.79)
Investment Expense	(24.65)	(49.56)
Other	0.00	0.00
Ending Balance	\$294,176.41	\$297,028.49
FY End Contrib per GASB 74 Para 22	0.00	(2,852.08)
FY End Disbursement Accrual	0.00	0.00
Grand Total	\$294,176.41	\$294,176.41

Unit Value Summary:

	QTD Current Period	Fiscal Year to Date
Beginning Units	13,521.649	13,382.297
Unit Purchases from Contributions	0.000	139.352
Unit Sales for Withdrawals	0.000	0.000
Unit Transfer In	0.000	0.000
Unit Transfer Out	0.000	0.000
Ending Units	13,521.649	13,521.649
Period Beginning Unit Value	19.659870	20.460451
Period Ending Unit Value	21.755976	21.755976

Please note the Grand Total is your actual fund account balance at the end of the period, including all contributions per GASB 74 paragraph 22 and accrued disbursements. Please review your statement promptly. All information contained in your statement will be considered true and accurate unless you contact us within 30 days of receipt of this statement. If you have questions about the validity of this information, please contact CERBT4U@calpers.ca.gov.

Statement of Transaction Detail for the Quarter Ending 12/31/2023

Stege Sanitary District

Entity #: SKB0-2595946637



Date	Description	Amount	Unit Value	Units	Check/Wire	Notes
------	-------------	--------	------------	-------	------------	-------

Client Contact:
CERBT4U@CalPERS.ca.gov

Private Sewer Lateral (PSL) Replacement Loan Program Quarterly Report

<u>DATE</u>	<u>ADDRESS</u>	<u>CITY</u>	<u>AMOUNT</u>	<u>YEARS</u>	<u>RATE</u>	<u>PAYMENT</u>	<u>FIRST</u>	<u>LAST</u>	<u>PAID IN FULL</u>
3/18/2022	5435 ROSALIND AVE.	EL CERRITO, CA 94530	\$6,950	10	0.0%	\$695.00	2022	2031	<input type="checkbox"/>
4/30/2022	5821 BURLINGAME AVE.	RICHMOND, CA 94804	\$3,900	10	0.0%	\$390.00	2022	2031	<input type="checkbox"/>
6/13/2022	422 COLUSA AVE.	KENSINGTON, CA 94707	\$10,000	10	0.0%	\$1,000.00	2022	2031	<input type="checkbox"/>
6/17/2022	1121 BREWSTER DR.	EL CERRITO, CA 94530	\$5,350	10	0.0%	\$535.00	2022	2031	<input type="checkbox"/>
6/17/2022	12 ANSON WAY	KENSINGTON, CA 94707	\$5,500	10	0.0%	\$550.00	2022	2031	<input type="checkbox"/>
6/20/2022	5355 POINSETT AVE.	EL CERRITO, CA 94530	\$5,800	10	0.0%	\$580.00	2022	2031	<input type="checkbox"/>
6/23/2022	39 HIGHGATE RD.	KENSINGTON, CA 94707	\$6,200	10	0.0%	\$620.00	2022	2031	<input type="checkbox"/>
6/24/2022	2321 MIRA VISTA DR.	EL CERRITO, CA 94530	\$6,500	10	0.0%	\$650.00	2022	2031	<input type="checkbox"/>
6/27/2022	1436 SAN JOAQUIN ST.	RICHMOND, CA 94804	\$7,100	10	0.0%	\$710.00	2022	2031	<input type="checkbox"/>
7/18/2022	850 LEXINGTON AVE.	EL CERRITO, CA 94530	\$8,500	10	0.0%	\$850.00	2022	2031	<input type="checkbox"/>
8/2/2022	7221 CUTTING BLVD.	EL CERRITO, CA 94530	\$7,900	10	0.0%	\$790.00	2022	2031	<input type="checkbox"/>
8/4/2022	712 NORVELL ST.	EL CERRITO, CA 94530	\$7,500	10	0.0%	\$750.00	2023	2032	<input type="checkbox"/>
9/20/2022	1312 NOBLE CT.	EL CERRITO, CA 94530	\$5,000	10	0.0%	\$500.00	2023	2032	<input type="checkbox"/>
9/21/2022	1531 ELM ST.	EL CERRITO, CA 94530	\$7,500	10	0.0%	\$750.00	2023	2032	<input type="checkbox"/>
9/23/2022	8355 KENT CT.	EL CERRITO, CA 94530	\$7,000	10	0.0%	\$700.00	2023	2032	<input type="checkbox"/>
10/21/2022	521 BALRA DR.	EL CERRITO, CA 94530	\$5,500	10	0.0%	\$550.00	2023	2032	<input type="checkbox"/>
10/26/2022	317 RUGBY AVE.	KENSINGTON, CA 94707	\$6,500	10	0.0%	\$650.00	2023	2032	<input type="checkbox"/>
11/5/2022	1018 EVERETT ST.	EL CERRITO, CA 94530	\$7,300	10	0.0%	\$730.00	2023	2032	<input type="checkbox"/>
11/18/2022	7927 TERRACE DR.	EL CERRITO, CA 94530	\$6,600	10	0.0%	\$660.00	2023	2032	<input type="checkbox"/>
11/29/2022	868 BATES AVE.	EL CERRITO, CA 94530	\$8,000	10	0.0%	\$800.00	2023	2032	<input type="checkbox"/>
12/12/2022	10 KENSINGTON CT.	KENSINGTON, CA 94707	\$6,300	10	0.0%	\$630.00	2023	2032	<input type="checkbox"/>
12/16/2022	262 LOS ALTOS DR.	KENSINGTON, CA 94707	\$6,000	10	0.0%	\$600.00	2023	2032	<input type="checkbox"/>
1/6/2023	1440 MARIPOSA ST.	RICHMOND, CA 94804	\$3,500	10	0.0%	\$350.00	2023	2032	<input type="checkbox"/>
1/17/2023	6615 HAGEN BLVD.	EL CERRITO, CA 94530	\$7,300	10	0.0%	\$730.00	2023	2032	<input type="checkbox"/>

<u>DATE</u>	<u>ADDRESS</u>	<u>CITY</u>	<u>AMOUNT</u>	<u>YEARS</u>	<u>RATE</u>	<u>PAYMENT</u>	<u>FIRST</u>	<u>LAST</u>	<u>PAID IN FULL</u>
2/15/2023	7003 POTRERO AVE.	EL CERRITO, CA 94530	\$8,900	10	0.0%	\$890.00	2023	2032	<input type="checkbox"/>
2/20/2023	511 OAK ST.	EL CERRITO, CA 94530	\$10,000	10	0.0%	\$1,000.00	2023	2032	<input type="checkbox"/>
3/22/2023	6114 HUNTINGTON AVE.	RICHMOND, CA 94804	\$7,000	10	0.0%	\$700.00	2023	2032	<input checked="" type="checkbox"/>
3/27/2023	101 WINDSOR AVE.	KENSINGTON, CA 94707	\$5,500	10	0.0%	\$550.00	2023	2032	<input type="checkbox"/>
5/24/2023	7109 B ST.	EL CERRITO, CA 94530	\$5,000	10	0.0%	\$500.00	2023	2032	<input type="checkbox"/>
7/26/2023	754 POMONA AVE.	EL CERRITO, CA 94530	\$7,315	10	0.0%	\$731.53	2024	2033	<input type="checkbox"/>
9/5/2023	1347 NAVELLIER ST.	EL CERRITO, CA 94530	\$8,700	10	0.0%	\$870.00	2024	2033	<input type="checkbox"/>
9/12/2023	1734 MENDOCINO ST.	RICHMOND, CA 94804	\$6,800	10	0.0%	\$680.00	2024	2033	<input type="checkbox"/>
9/27/2023	1438 EVERETT ST.	EL CERRITO, CA 94530	\$6,500	10	0.0%	\$650.00	2024	2033	<input type="checkbox"/>

21 IN EL CERRITO
7 IN KENSINGTON
5 IN RICHMOND

Total Number of Loans: 33
Total Amount of Loans: \$223,415
Average Loan Amount: \$6,770

STEGE SANITARY DISTRICT
ATTN KARY RICHARDSON
7500 SCHMIDT LN
EL CERRITO CA 94530-2401

December 1, 2023 - December 31, 2023
Account Number: 5EQ-944865

Your Investment Representative:
AARON BONCK
(206) 365-3003

Portfolio at a Glance

	This Period
BEGINNING ACCOUNT VALUE	\$1,019,737.57
Deposits (Cash & Securities)	1,000.00
Dividends, Interest and Other Income	4,765.35
Net Change in Portfolio ¹	2,581.68
ENDING ACCOUNT VALUE	\$1,028,084.60
Estimated Annual Income	\$44,762.49

¹ Net Change in Portfolio is the difference between the ending account value and beginning account value after activity.

Asset Summary



Asset Type	Last Period	This Period
Cash, Money Funds, and Bank Deposits	25,976.77	279,742.12
Fixed Income	993,760.80	748,342.48
Account Total (Pie Chart)	\$1,019,737.57	\$1,028,084.60

Please review your allocation periodically with your Investment Representative.

Client Service Information

Your Investment Representative: J2Y
AARON BONCK
9725 3RD AVE NE
SUITE 610
SEATTLE WA 98115

Contact Information
Business: (206) 365-3003
Fax: (206) 417-6000

Your Account Information

TAX LOT DEFAULT DISPOSITION METHOD

Default Method for Mutual Funds:	Average Cost (Using First In First Out)
Default Method for Stocks in a Dividend Reinvestment Plan:	Average Cost (Using First In First Out)
Default Method for all Other Securities:	First In First Out

BOND AMORTIZATION ELECTIONS

Amortize premium on taxable bonds based on Constant Yield Method:	Yes
Accrual market discount method for all other bond types:	Constant Yield Method
Include market discount in income annually:	No

ELECTRONIC DELIVERY

Your electronic delivery selections for account communications are listed below:

Enrolled	Not Enrolled
Statements and Reports	Tax Documents
Trade Confirmations	
Notifications	
Prospectus*	
Proxy/Shareholder Communications*	

E-mail notifications are delivered to the following e-mail address(es):

k###@stegesan.org
r###@stegesan.org

*r###@stegesan.org is on file for these documents

The above e-mail address is partially masked for your security. Please log in to your account to review the full e-mail address.

Please log in to your account or contact your Investment Representative to make any changes to your electronic delivery preferences.

Messages

Although a money market mutual fund (money fund) seeks to preserve the value of your investment at \$1 per share, it is possible to lose money by investing in a money fund. Shares of a money fund or the balance of a bank deposit product held in your brokerage account may be liquidated upon request with the proceeds credited to your brokerage account. Please see the money fund's prospectus or the bank deposit product's disclosure document or contact your advisor for additional information. Pursuant to SEC Rule 10b-10(b)(1) confirmations are not sent for purchases into money funds processed on the sweep platform. Pursuant to applicable regulation, account statements will be produced monthly or quarterly. Balances in Federal Deposit Insurance Corporation (FDIC)-insured bank deposit sweep products are not protected by Securities Investor Protection Corporation (SIPC).

Transition to Trade Date plus One (T1) Settlements

The U.S. will adopt a shortened settlement timeframe beginning with trade date May 28, 2024, for equities, corporate, municipal bonds and unit investment trusts. Moving from a T2 to a T1 settlement cycle will provide faster access to sale proceeds, but it also means that funds will be due on purchase transactions earlier.

eDelivery

Eliminate paper and save natural resources with digital adoption. Electronic delivery (eDelivery) is faster, convenient and more secure. We offer eDelivery for account statements, prospectus documents, proxy or shareholder communications, tax documents, trade confirmations and more.

To enroll, log in to your brokerage account and look for the one-click eDelivery pop-up or simply select 'Go Paperless' at the top of any page and follow the on-screen prompts for set-up your preferences. Enrollment can be activated as quickly as the day you register, and you will be notified when documents are available in an online, password-protected portal.

Contact your financial professional if you have any questions about any of our digital tools.

Messages (continued)

Concourse Financial Group Securities, Inc. ("CFGs") is a municipal advisor registered with the U.S. Securities and Exchange Commission ("SEC") and the Municipal Securities Rulemaking Board ("MSRB"). As such, CFGs is subject to the regulations and rules on municipal advisory activities established by the SEC and MSRB. For more information about the Municipal Securities Rulemaking Board please visit their website at www.msrb.org. Additionally, customers may access the MSRB Investor Brochure, which describes the protections that may be provided by the Municipal Securities Rulemaking Board rules and how to file a complaint with an appropriate regulatory authority, by accessing the following web page: <http://msrb.org/msrb/pdfs/MSRB-Investor-Brochure.pdf>

Activity Summary (All amounts shown are in base currency)

	Credits This Period	Debits This Period	Net This Period	Credits Year-to-Date	Debits Year-to-Date	Net Year-to-Date
Securities						
Securities Bought	0.00	0.00	0.00	0.00	-992,000.00	-992,000.00
Total Securities	\$0.00	\$0.00	\$0.00	\$0.00	-\$992,000.00	-\$992,000.00
Dividends and Interest	\$4,765.35	\$0.00	\$4,765.35	\$22,742.12	\$0.00	\$22,742.12
Distributions	\$248,000.00	\$0.00	\$248,000.00	\$248,000.00	\$0.00	\$248,000.00
Cash						
Deposits	1,000.00	0.00	1,000.00	1,001,000.00	0.00	1,001,000.00
Total Cash	\$1,000.00	\$0.00	\$1,000.00	\$1,001,000.00	\$0.00	\$1,001,000.00
Totals	\$253,765.35	\$0.00	\$253,765.35	\$1,271,742.12	-\$992,000.00	\$279,742.12

Transactions in Date Sequence

Process/ Settlement Date	Activity Type	Description	Quantity	Price	Accrued Interest	Amount	Currency
12/01/23	BOND INTEREST RECEIVED 12574EAD2	248000 CME FCU COLUMBUS OHIO SH CTF 5.600% 09/29/25 DTD 09/27/23 RD 11/30 PD 12/01/23				1,141.48	USD
12/19/23	BOND INTEREST RECEIVED 09644EAL6	248000 BLUPEAK CR UN SAN DIEGO CALIF SH CTF 5.750% 09/19/24 DTD 09/19/23 RD 12/18 PD 12/19/23				1,172.05	USD
12/27/23	FEDERAL FUNDS RECEIVED USD999997	MECHANICS BANK FDF2312272633000				1,000.00	USD
12/28/23	BOND INTEREST RECEIVED 474067CG8	248000 JEFFERSON FINL FCU METAIRIE LA SH CTF 5.450% 06/28/24 DTD 06/28/23 RD 12/27 PD 12/28/23				1,110.90	USD

Transactions in Date Sequence (continued)

Process/ Settlement Date	Activity Type	Description	Quantity	Price	Accrued Interest	Amount	Currency
12/28/23	BOND INTEREST RECEIVED 87235DAW5	248000 T C T FED CR UN BALLSTON SPA NY SH CTF 5.500% 12/28/23 B/E DTD 06/28/23 RD 12/27 PD 12/28/23				1,121.10	USD
12/28/23	SECURITY REDEEMED 87235DAW5	T C T FED CR UN BALLSTON SPA NY SH CTF 5.500% 12/28/23 B/E DTD 06/28/23 ACCOUNT REDEMPTION	-248,000.0000			248,000.00	USD
12/29/23	MONEY MARKET FUND INCOME RECEIVED PER999775	DREYFUS GOVT CASH MT				219.82	USD
Total Value of Transactions						\$0.00	\$253,765.35 USD

The price and quantity displayed may have been rounded.

Cash Not Yet Received

Security	Record Date	Payable Date	Quantity Held	Rate	Dividend Option	Amount of Payment
Interest CME FCU COLUMBUS OHIO SH CTF 5.600% 09/29/25	12/29/23	01/01/24	248,000.0000	4.756164	Cash	1,179.53
Total Cash Not Yet Received						\$1,179.53

Assets shown here are not reflected in your account. This information has been received from sources we believe to be reliable. Pershing does not guarantee the accuracy of the information.

Income and Expense Summary

	Current Period		Year-to-Date	
	Taxable	Non Taxable	Taxable	Non Taxable
Dividend Income				
Money Market	219.82	0.00	3,098.49	0.00
Interest Income				
Bond Interest	4,545.53	0.00	19,643.63	0.00
Total Income	\$4,765.35	\$0.00	\$22,742.12	\$0.00

Money Market Fund Detail

Date	Activity Type	Description	Amount	Balance
Sweep Money Market Fund				
DREYFUS GOVT CASH MNGT INV SH				
Current Yield: 4.99% Activity Ending: 12/29/23				
12/01/23	Opening Balance		25,976.77	25,976.77
12/04/23	Deposit	MONEY FUND PURCHASE	1,141.48	27,118.25
12/20/23	Deposit	MONEY FUND PURCHASE	1,172.05	28,290.30
12/28/23	Deposit	MONEY FUND PURCHASE	1,000.00	29,290.30
12/29/23	Deposit	MONEY FUND PURCHASE	250,232.00	279,522.30
12/29/23	Deposit	INCOME REINVEST	219.82	279,742.12
12/29/23	Closing Balance			\$279,742.12
Total All Money Market Funds				\$279,742.12

Portfolio Holdings

Description	Quantity	Opening Balance	Closing Balance	Accrued Income	Income This Year	30-Day Yield
CASH, MONEY FUNDS AND BANK DEPOSITS 27.00% of Portfolio						
Money Market						
DREYFUS GOVT CASH MNGT INV SH	279,742.1200	25,976.77	279,742.12	0.00	3,098.49	4.98%
Total Money Market		\$25,976.77	\$279,742.12	\$0.00	\$3,098.49	
TOTAL CASH, MONEY FUNDS AND BANK DEPOSITS		\$25,976.77	\$279,742.12	\$0.00	\$3,098.49	
Description	Quantity	Market Price	Market Value	Accrued Interest	Estimated Annual Income	Estimated Yield
FIXED INCOME 73.00% of Portfolio (In CUSIP Sequence)						
Certificates of Deposit						
BLUPEAK CR UN SAN DIEGO CALIF SH CTF 5.750% 09/19/24 DTD 09/19/23	248,000.0000	100.4050	249,004.40	468.82	14,260.00	5.72%
Security Identifier: 09644EAL6						
CME FCU COLUMBUS OHIO SH CTF 5.600% 09/29/25 DTD 09/27/23	248,000.0000	101.2190	251,023.12	1,141.48	13,888.00	5.53%
Security Identifier: 12574EAD2						
JEFFERSON FINL FCU METAIRIE LA SH CTF 5.450% 06/28/24 DTD 06/28/23	248,000.0000	100.1270	248,314.96	111.09	13,516.00	5.44%
Security Identifier: 474067CG8						
Total Certificates of Deposit	744,000.0000		\$748,342.48	\$1,721.39	\$41,664.00	

Portfolio Holdings (continued)

Description	Quantity	Market Price	Market Value	Accrued Interest	Estimated Annual Income	Estimated Yield
FIXED INCOME (continued)						
TOTAL FIXED INCOME	744,000.0000		\$748,342.48	\$1,721.39	\$41,664.00	
			Market Value	Accrued Interest	Estimated Annual Income	
Total Portfolio Holdings			\$1,028,084.60	\$1,721.39	\$44,762.49	

Portfolio Holdings Disclosures

Pricing

This section includes the net market value of the securities in your account on a settlement date basis, including short positions, at the close of the statement period. The market prices, unless otherwise noted, have been obtained from independent vendor services, which we believe to be reliable. In some cases the pricing vendor may provide prices quoted by a single broker or market maker. Market prices do not constitute a bid or an offer, and may differ from the actual sale price. Securities for which a price is not available are marked "N/A" and are omitted from the Total.

THE AS OF PRICE DATE ONLY APPEARS WHEN THE PRICE DATE DOES NOT EQUAL THE STATEMENT DATE.

Estimated Annual Figures

The estimated annual income (EAI) and estimated annual yield (EAY) figures are estimates and for informational purposes only. These figures are not considered to be a forecast or guarantee of future results. These figures are computed using information from providers believed to be reliable; however, no assurance can be made as to the accuracy. Since interest and dividend rates are subject to change at any time, and may be affected by current and future economic, political, and business conditions, they should not be relied on for making investment, trading, or tax decisions. These figures assume that the position quantities, interest and dividend rates, and prices remain constant. A capital gain or return of principal may be included in the figures for certain securities, thereby overstating them. Refer to www.pershing.com/disclosures for specific details as to formulas used to calculate the figures. Accrued interest represents interest earned but not yet received.

Reinvestment

The dollar amount of Mutual Fund distributions, Money Market Fund dividend income, Bank Deposit interest income, or dividends for other securities shown on your statement may have been reinvested. You will not receive confirmation of these reinvestments. Upon written request to your financial institution, information pertaining to these transactions, including the time of execution and the name of the person from whom your security was purchased, may be obtained. In dividend reinvestment transactions, Pershing acts as your agent and receives payment for order flow.

Option Disclosure

Information with respect to commissions and other charges incurred in connection with the execution of option transactions has been included in confirmations previously furnished to you. A summary of this information is available to you promptly upon your written request directed to your introducing firm. In order to assist your introducing firm in maintaining current background and financial information concerning your option accounts, please promptly advise them in writing of any material change in your investment objectives or financial situation. Expiring options which are valuable are exercised automatically pursuant to the exercise by exception procedure of the Options Clearing Corporation. Additional information regarding this procedure is available upon written request to your introducing firm.

Certificates of Deposit

Certificates of Deposit acquired through the Certificate of Deposit Account Registry Service ("CDARS") and held in your brokerage account are subject to Securities Investor Protection Corporation (SIPC) coverage. Please see additional information about SIPC under Important Information and Disclosures on this statement.

Please be advised that the secondary market for CDs is generally illiquid; the actual value of CDs may be different from their purchase price; and a significant loss of principal could result if your CDs are sold prior to maturity. In the event that the CDs listed above do not indicate a market valuation, an accurate market value could not be determined. In the event that a price is listed above for your CDs, Pershing has obtained a price from sources deemed to be reliable or has priced your CDs using a matrix formula. Prices are estimates and the

Portfolio Holdings Disclosures (continued)

Certificates of Deposit (continued)

actual value you may obtain for your CD may be different if you elect to sell your CD in the secondary market.

Foreign Currency Transactions

Pershing will execute foreign currency transactions as principal for your account. Pershing may automatically convert foreign currency to or from U.S. dollars for dividends and similar corporate action transactions unless you instruct your financial organization otherwise. Pershing's currency conversion rate will not exceed the highest interbank conversion rate identified from customary banking sources on the conversion date or the prior business day, increased by up to 1%, unless a particular rate is required by applicable law. Your financial organization may also increase the currency conversion rate. This conversion rate may differ from rates in effect on the date you executed a transaction, incurred a charge, or received a credit. Transactions converted by agents (such as depositories) will be billed at the rates such agents use.

Proxy Vote

Securities not fully paid for in your margin account may be lent by Pershing to itself or others in accordance with the terms outlined in the Margin Agreement. The right to vote your shares held on margin may be reduced by the amount of shares on loan. The Proxy Voting Instruction Form sent to you may reflect a smaller number of shares entitled to vote than the number of shares in your margin account.

Variable Rate Securities

Interest rate data for certain complex and/or variable rate securities is provided to Pershing by third-party data service providers pursuant to contractual arrangements. Although we seek to use reliable sources of information, the accuracy, reliability, timeliness, and completeness of interest rate data may vary sometimes, particularly for complex and/or variable rate securities and those with limited or no secondary market. As a result, we can offer no assurance as to the accuracy, reliability, timeliness, or completeness of interest rate data for such securities. Pershing may also occasionally make interest rate updates and adjustments based on its reasonable efforts to obtain accurate, reliable, timely, and/or complete interest rate data from other data sources, but we can similarly provide no assurance that those rates or adjustments will be accurate, reliable, timely, or complete.

When updated interest rate data is received from a third-party data service provider or adjusted by Pershing, the updated data will be reflected in various sources where interest rate data is used or viewed, including both paper and electronic communications and data sources. Prior use or communication of interest rate-related data will not be revised. Since variable interest rates may be subject to change at any time and are only as accurate as the data received from third-party data service providers or otherwise obtained by Pershing, interest rate data should not be relied on for making investment, trading, or tax decisions. All interest rate data and other information derived from and/or calculated using interest rates are not warranted as to accuracy, reliability, timeliness, or completeness and are subject to change without notice. Pershing disclaims any responsibility or liability to the fullest extent permitted by applicable law for any loss or damage arising from any reliance on or use of the interest rate data or other information derived from and/or calculated using interest rates in any way. You should request a current valuation for your securities from your financial adviser or broker prior to making a financial decision or placing an order or requesting a transaction in these securities.

Important Information and Disclosures

The Role of Pershing

- Pershing LLC, member FINRA, NYSE, carries your account as clearing broker pursuant to a clearing agreement with your financial institution. Pershing is not responsible or liable for any acts or omissions of your financial institution or its employees and it does not supervise them. Pershing provides no investment advice nor does it assess the suitability of any transaction or order. Pershing acts as the agent of your financial institution and you agree that you will not hold Pershing or any person controlling or under common control with it liable for any investment losses incurred by you.
- Pershing performs several key functions at the direction of your financial institution. It acts as custodian for funds and securities you may deposit with it directly or through your

The Role of Pershing (continued)

financial institution or that it receives as the result of securities transactions it processes.

- Your financial institution is responsible for adherence to the securities laws, regulations and rules which apply to it regarding its own operations and the supervision of your account, its sales representatives and other personnel. Your financial institution is also responsible for approving the opening of accounts and obtaining account documents; the acceptance and, in certain instances, execution of securities orders; the assessment of the suitability of those transactions, where applicable; the rendering of investment advice, if any, to you and in general, for the ongoing relationship that it has with you.
- Inquiries concerning the positions and balances in your account may be directed to the Pershing Customer Service Department at (201) 413-3333. All other inquiries regarding your account or activity should be directed to your financial institution. Your financial organization's contact information can be found on the first page of this statement.
- For a description of other functions performed by Pershing please consult the Disclosure Statement provided to you upon the opening of your account. This notice is not meant as a definitive enumeration of every possible circumstance, but as a general disclosure. If you have any questions regarding this notice or if you would like additional copies of the Disclosure Statement, please contact your financial institution.
- Pershing is a member of the Securities Investor Protection Corporation (SIPC®). Please note that SIPC does not protect against loss due to market fluctuation. In addition to SIPC protection, Pershing provides coverage in excess of SIPC limits. For more detailed information please visit: www.pershing.com/about/strength-and-stability.
- This statement will be deemed conclusive. You are advised to report any inaccuracy or discrepancy (including unauthorized trading) promptly, but no later than ten days after receipt of this statement, to your financial organization and Pershing. Please be advised that any oral communication should be re-confirmed in writing to further protect your rights, including your rights under the Securities Investor Protection Act.
- Your financial organization's contact information can be found on the first page of this statement. Pershing's contact information is as follows: Pershing LLC, Legal Department, One Pershing Plaza, Jersey City, New Jersey 07399; (201) 413-3330. Errors and Omissions excepted.

Important Arbitration Disclosures

- All parties to this agreement are giving up the right to sue each other in court, including the right to a trial by jury, except as provided by the rules of the arbitration forum in which a claim is filed.
- Arbitration awards are generally final and binding; a party's ability to have a court reverse or modify an arbitration award is very limited.
- The ability of the parties to obtain documents, witness statements and other discovery is generally more limited in arbitration than in court proceedings.
- The arbitrators do not have to explain the reason(s) for their award, unless, in an eligible case, a joint request for an explained decision has been submitted by all parties to the panel at least 20 days prior to the first scheduled hearing date.
- The panel of arbitrators will typically include a minority of arbitrators who were or are affiliated with the securities industry.
- The rules of some arbitration forums may impose time limits for bringing a claim in arbitration. In some cases, a claim that is ineligible for arbitration may be brought in court.
- The rules of the arbitration forum in which the claim is filed, and any amendments thereto, shall be incorporated into this agreement.

Important Arbitration Agreement

Any controversy between you and Pershing LLC shall be submitted to arbitration before the Financial Industry Regulatory Authority. No person shall bring a putative or certified class action to arbitration, nor seek to enforce any predispute arbitration agreement against any person who has initiated in court a putative class action, who is a member of a putative class who has not opted out of the class with respect to any claims encompassed by the putative class action until: (I) the class certification is denied; (II) the class is decertified; or (III) the client is excluded from the class by the court. Such forbearance to enforce an agreement to arbitrate shall not constitute a waiver of any rights under this agreement except to the extent stated herein. The laws of the State of New York govern.

Pershing's contact information is as follows: Pershing LLC, Legal Department, One Pershing Plaza, Jersey City, New Jersey 07399; (201) 413-3330.

TERMS AND CONDITIONS

TRANSACTIONS

- ALL ORDERS AND TRANSACTIONS SHALL BE SOLELY FOR YOUR ACCOUNT AND RISK SHALL BE SUBJECT TO THE CONSTITUTION, RULES, REGULATIONS, CUSTOMS, USAGES, RULINGS AND INTERPRETATIONS OF THE EXCHANGE OR MARKET AND THE CLEARING FACILITY, IF ANY, WHERE THE TRANSACTIONS ARE EXECUTED AND/OR SETTLED, OR IF APPLICABLE, OF THE FINANCIAL INDUSTRY REGULATORY AUTHORITY AND TO ALL APPLICABLE LAWS AND REGULATIONS.
- TITLE TO SECURITIES SOLD TO YOU, WHERE PERSHING HAS ACTED AS PRINCIPAL, SHALL REMAIN WITH PERSHING UNTIL THE ENTIRE PURCHASE PRICE IS RECEIVED OR UNTIL THE SETTLEMENT DATE, WHICHEVER IS LATER.
- YOU MAY HAVE RECEIVED CONFIRMATIONS FOR TRANSACTIONS WHICH DO NOT APPEAR ON YOUR STATEMENT. IF SO, THE TRANSACTIONS WILL APPEAR ON YOUR NEXT PERIODIC STATEMENT. SUCH TRANSACTIONS MUST BE CONSIDERED BY YOU WHEN COMPUTING THE VALUE OF YOUR ACCOUNT. THIS IS ESPECIALLY TRUE IF YOU HAVE WRITTEN OPTIONS WHICH HAVE BEEN EXERCISED.

FREE CREDIT BALANCES: ANY FREE CREDIT BALANCE CARRIED FOR YOUR ACCOUNT REPRESENTS FUNDS PAYABLE UPON DEMAND WHICH, ALTHOUGH PROPERLY ACCOUNTED FOR ON PERSHING'S BOOKS OF RECORD, ARE NOT SEGREGATED AND MAY BE USED IN THE CONDUCT OF ITS BUSINESS.

DEBIT BALANCES: INTEREST CHARGED ON DEBIT BALANCES IN YOUR ACCOUNT APPEARS ON THE STATEMENT. THE RATE OF INTEREST AND PERIOD COVERED ARE INDICATED. THE RATE MAY CHANGE FROM TIME TO TIME DUE TO FLUCTUATIONS IN MONEY RATES OR OTHER REASONS. INTEREST IS COMPUTED AS DESCRIBED IN MATERIAL PREVIOUSLY FURNISHED TO YOU. PLEASE CONTACT YOUR FINANCIAL INSTITUTION IF YOU DESIRE ADDITIONAL COPIES.

MARGIN INFORMATION: IF YOU MAINTAIN A MARGIN ACCOUNT, THIS IS A COMBINED STATEMENT OF YOUR GENERAL ACCOUNT AND A SPECIAL MEMORANDUM ACCOUNT MAINTAINED FOR YOU UNDER REGULATION T OF THE BOARD OF GOVERNORS OF THE FEDERAL RESERVE SYSTEM. THE PERMANENT RECORD OF THE SEPARATE ACCOUNT AS REQUIRED BY REGULATION T IS AVAILABLE FOR YOUR INSPECTION UPON REQUEST.

TAX INFORMATION

- AFTER YEAR END, PERSHING IS REQUIRED TO PROVIDE TAX INFORMATION TO THE INTERNAL REVENUE SERVICE AND OTHER GOVERNMENTAL AUTHORITIES. AT THAT TIME PERSHING WILL PROVIDE THAT INFORMATION ON THE ANNUAL TAX INFORMATION STATEMENT TO YOU; USE THAT STATEMENT TO PREPARE YOUR TAX FILINGS. THE TAX STATEMENT ALSO INCLUDES OTHER USEFUL INFORMATION TO ASSIST IN ACCUMULATING THE DATA TO PREPARE YOUR TAX RETURNS.
- DIVIDENDS, INTEREST AND OTHER DISTRIBUTIONS SHOWN ON THIS STATEMENT WERE CLASSIFIED AS TAXABLE OR NONTAXABLE BASED ON CERTAIN INFORMATION KNOWN AS OF THE DISTRIBUTION DATE. THIS CLASSIFICATION IS SUBJECT TO CHANGE AND IS SOLELY INTENDED FOR USE AS GENERAL INFORMATION.
- PERSHING DOES NOT PROVIDE TAX, INVESTMENT OR LEGAL ADVISORY SERVICES AND NO ONE ASSOCIATED WITH PERSHING IS AUTHORIZED TO RENDER SUCH ADVICE. DO NOT RELY UPON ANY SUCH ADVICE. IF GIVEN, INVESTORS ARE ENCOURAGED TO CONSULT THEIR TAX ADVISORS TO DETERMINE THE APPROPRIATE TAX TREATMENT OF THEIR BUSINESS.

GENERAL INFORMATION

- WHENEVER YOU ARE INDEBTED TO PERSHING LLC ("PERSHING") FOR ANY AMOUNT, ALL SECURITIES HELD BY IT FOR YOU IN ANY ACCOUNT IN WHICH YOU HAVE ANY INTEREST SHALL SECURE ALL YOUR LIABILITIES TO PERSHING, AND PERSHING MAY IN ITS DISCRETION AT ANY TIME, WITHOUT TENDER, DEMAND OR NOTICE TO YOU, CLOSE OR REDUCE ANY OR ALL OF YOUR ACCOUNTS BY PUBLIC OR PRIVATE SALE OR PURCHASE OR BOTH OF ALL OR ANY SECURITIES CARRIED IN SUCH ACCOUNTS; ANY BALANCE REMAINING DUE PERSHING TO BE PROMPTLY PAID BY YOU.
- WHENEVER YOU ARE INDEBTED TO PERSHING FOR ANY AMOUNT, ALL SECURITIES CARRIED FOR YOUR ACCOUNT ARE OR MAY BE, WITHOUT FURTHER NOTICE TO YOU, LOANED OR PLEDGED BY PERSHING, EITHER SEPARATELY OR UNDER CIRCUMSTANCES WHICH WILL PERMIT THE COMMINGLING THEREOF,

WITH OTHER SECURITIES FOR ANY AMOUNT LESS THAN, EQUAL TO OR GREATER THAN YOUR LIABILITIES TO PERSHING, BUT NOT UNDER CIRCUMSTANCES FOR AN AMOUNT PROHIBITED BY LAW.

- PERSHING MAY TRADE FOR ITS OWN ACCOUNT AS A MARKET MAKER, SPECIALIST, ODD LOT DEALER, BLOCK POSITIONER, ARBITRAGEUR OR INVESTOR. CONSEQUENTLY, AT THE TIME OF ANY TRANSACTION YOU MAY MAKE, PERSHING MAY HAVE A POSITION IN SUCH SECURITIES, WHICH POSITION MAY BE PARTIALLY OR COMPLETELY HEDGED.
- IF AVERAGE PRICE TRANSACTION IS INDICATED ON THE FRONT OF THIS STATEMENT YOUR FINANCIAL INSTITUTION OR PERSHING MAY HAVE ACTED AS PRINCIPAL, AGENT OR BOTH. DETAILS AVAILABLE UPON REQUEST.
- A FINANCIAL STATEMENT OF PERSHING IS AVAILABLE FOR YOUR PERSONAL INSPECTION AT PERSHING'S OFFICES. A COPY OF IT WILL BE MAILED UPON YOUR WRITTEN REQUEST OR YOU CAN VIEW IT ONLINE AT WWW.PERSHING.COM.
- FOR BUSINESS CONTINUITY AND ADDITIONAL DISCLOSURES: WWW.PERSHING.COM/us/en/disclosures.html
- THIS STATEMENT SHOULD BE RETAINED FOR YOUR RECORDS.

PAYMENT FOR ORDER FLOW AND ORDER ROUTING POLICY DISCLOSURES (REGULATION NMS - RULE 607 (A) (1) - (2))

PERSHING SENDS EQUITY AND OPTION ORDERS TO EXCHANGES, OR BROKER-DEALERS AS MARKET MAKERS OR AUTOMATED TRADING SYSTEMS (ATSS). CERTAIN OF THESE VENUES PROVIDE PAYMENTS TO PERSHING OR CHARGE ACCESS FEES TO PERSHING DEPENDING UPON THE CHARACTERISTICS OF THE ORDER AND ANY SUBSEQUENT EXECUTION. THE DETAILS OF THESE PAYMENTS AND FEES ARE AVAILABLE UPON WRITTEN REQUEST. COMPENSATION IS GENERALLY IN THE FORM OF A PER SHARE OR PER OPTION CONTRACT CASH PAYMENT. IN ADDITION, PERSHING EXECUTES CERTAIN TRANSACTIONS IN EQUITY PREFERRED SECURITIES AND FRACTIONAL SHARES AS PRINCIPAL. PERSHING ALSO ROUTES CERTAIN EQUITY ORDERS TO ITS AFFILIATE, BNY MELLON CAPITAL MARKETS, LLC, FOR EXECUTION AS PRINCIPAL.

BEST EXECUTION: NOTWITHSTANDING THE PREVIOUS PARAGRAPH REGARDING PAYMENT FOR ORDER FLOW, PERSHING SELECTS CERTAIN MARKET CENTERS TO PROVIDE EXECUTION OF OVER-THE-COUNTER AND EXCHANGE-LISTED SECURITIES TRANSACTIONS WHICH AGREE TO ACCEPT ORDERS, TRANSMITTED ELECTRONICALLY UP TO A SPECIFIED SIZE, AND TO EXECUTE THEM AT OR BETTER THAN THE NATIONAL BEST BID OR OFFER (NBBO). IN CERTAIN SECURITIES THAT ARE NOT ELECTRONICALLY QUOTED, PERSHING DIRECTLY CONTACTS MARKET CENTERS TO OBTAIN AN EXECUTION. THE DESIGNATED MARKET CENTERS TO WHICH ORDERS ARE AUTOMATICALLY ROUTED ARE SELECTED BASED ON THE CONSISTENT HIGH QUALITY OF THEIR EXECUTIONS AND THEIR ABILITY TO PROVIDE OPPORTUNITIES FOR EXECUTIONS AT PRICES SUPERIOR TO THE NBBO. PERSHING ALSO REGULARLY REVIEWS REPORTS FOR QUALITY OF EXECUTION PURPOSES.

IF ANY OF THE ABOVE TERMS AND CONDITIONS ARE UNACCEPTABLE TO YOU, PLEASE NOTIFY PERSHING IMMEDIATELY IN WRITING BY CERTIFIED MAIL TO ONE PERSHING PLAZA, JERSEY CITY, NJ 07399, ATTN: LEGAL DEPT

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Account Number: 5EQ-944865
A010639203F30064-SD



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Corporation (BNY Mellon)
Pershing LLC, member FINRA, NYSE, SIPC

11:23 AM	STEGE SANITARY DISTRICT			
01/16/2024	Check Report			
Accrual Basis	January 18, 2024			
	Name	Memo	Amount	Num
Jan 18, 24				
	Aramark Uniform Services	Uniform Services	-289.31	28476
	Aries	Camera Repairs	-6,115.77	28477
	CASA	Winter Conference 1/24-26 Merrill	-675.00	28478
	CCP Industries	Gloves	-853.79	28479
	Chavan & Associates, LLP	2022-2023 Audit	-7,500.00	28480
	City of El Cerrito	Fire Inspection	-610.00	28481
	Cypress Video Surveillance Systems, Inc	Camera Upgrade	-2,400.00	28482
	DEK Electric	Canon Pump Station & Office Lights	-4,787.50	28483
	Direct Line	Office Phones 12/1-01/31/24	-277.36	28484
	Ditch Witch West	Camera Repair	-614.51	28485
	East Bay Sanitary Co., Inc.	Garbage Jan-Feb	-906.36	28486
	EBMUD 39830388387	Hydrant Meter	-1,448.22	28487
	EBMUD 92526846174	Hydrant Meter	-746.22	28488
	Exxonmobil	Gas	-273.12	28489
	Mission Communication, LLC	Manhole Monitor Floats	-113.70	28490
	MR Copy	Copy Supplies	-76.06	28491
	Nakano Landscape	Landscaping Dec 2023	-290.00	28492
	Pastime Hardware	Maintenance Supplies	-170.99	28493
	PG&E- #0103467151-9	Burlingame Pump Station	-145.52	28494
	PG&E- #0607499583-5	Canon Pump Station	-175.39	28495
	PG&E- #6675831511-4	Office/Shop	-2,039.81	28496
	Plaza Auto Service, Inc	Vehicle Maintenance	-37.57	28497
	Streamline	Website 1/1-31/24	-249.00	28498
	SWRCB	Annual Discharge Fee	-7,323.00	28499
	TelePacific Communications	Office Phones	-1,287.63	28500

	Name	Memo	Amount	Num
	Thomson Reuters West	California Safety Code	-1,345.10	28501
	Universal Building Services	Janitorial Service Dec	-449.00	28502
	WECO Industries, Inc.	Hose Swivel	-709.66	28503
	Xerox Financial Services	Copier Lease Payment 12/03-2/02	-606.06	28504
Jan 18, 24			-42,515.65	

STEGE SANITARY DISTRICT 2024 BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
1/1 & 1/15 HOLIDAY CASA Winter Conf. Jan 24-26, Palm Springs	2/19 HOLIDAY CASA Policy Forum Feb 26-27, Wash, DC			5/27 HOLIDAY	6/19 HOLIDAY
1/18/2024 – 7:00 P.M.	2/1/2024 – 7:00 P.M.	3/2/2024 – 9:00 A.M.	4/18/2024 – 7:00 P.M.	5/2/2024 – 7:00 P.M.	6/6/2024 – 7:00 P.M.
<ul style="list-style-type: none"> • Board Governance Manual Review • Service Rate Discussion • Long Range Planning Workshop Agenda • Director’s Contact Info • Board Training Summ. • CASA/CSDA Conf. • Quarterly Financial Statements • SPASPA Status Report • CLOSED SESSION – Quarterly Claims Rpt. – Manager Perf. Eval. 	<ul style="list-style-type: none"> • Actuarial Analysis of Retiree Health Benefits Report (even years) • Performance Report (every 3 years) • District of Distinction • Service Rate Discussion • Long Range Planning Workshop Agenda • Board Training Summ. • CASA/CSDA Conf. • CASA Conference Attendee Reports 	<p><u>9AM MEETING TIME</u></p> <ul style="list-style-type: none"> • Long Range Planning Workshop – Past 5 yrs. – Expenditures Review – Self-Assessment of Governance – Strategic Plan Review 	<ul style="list-style-type: none"> • Draft Budget • Employee Benefit Package Review • Service Rate Discussion/Approval (+ 30-day Notice) • July 4th Fair Discussion • Board Training Summ. • Quarterly Financial Statements • SPASPA Status Report • CLOSED SESSION – Quarterly Claims Rpt. – Conf. Labor Negot 	<ul style="list-style-type: none"> • Draft Budget • Board Training Summ. • July 4th Fair Discussion • Review of Comparable Agencies • Appoint Labor Negot. • CLOSED SESSION – Conf. Labor Negot. 	<ul style="list-style-type: none"> • Draft Budget • Review Directors’ Meeting Compensation • District Working Capital and Reserve Policy • Approve Project Plans and Specs (+CEQA) • July 4th Fair Discussion • CASA/CSDA Conf.
	2/15/2024 – 7:00 P.M.	3/21/2024 – 7:00 P.M.		5/16/2024 – 7:00 P.M.	6/20/2024 – 7:00 P.M.
	<ul style="list-style-type: none"> • Board Governance Manual Approval • Long Range Planning Workshop Agenda • Service Rate Discussion • Form 700 	<ul style="list-style-type: none"> • Auditor – RFP • California Employer’s Retiree Benefit Trust (CERBT) • Service Rate Discussion • Action Plan • Board Training Summ. • Consent Decree Quarterly Report • CASA Conference Attendee Reports • Form 700 		<ul style="list-style-type: none"> • Resolution Ordering Board Election (even years) • Draft Budget • July 4th Fair Discussion • Service Rate Discussion/Approval (+ 30-day Notice) • CLOSED SESSION – Manager Perf. Eval. – Conf. Labor Negot. 	<ul style="list-style-type: none"> • Resolution Salary of District Manager • Resolution Employee Salary Ranges • Resolution Approve/Adopt Budget • Review and Approve Incentive Award • Adopt Incentive Award Goals & Objectives • July 4th Fair Discussion • CD Quarterly Report • CASA/CSDA Conf. • CLOSED SESSION – Counsel Perf. Eval.

STEGE SANITARY DISTRICT

2024 BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
7/4 HOLIDAY 4 th of July Fair Booth CASA Annual Conf. Jul 31- Aug 2, Monterey		9/2 HOLIDAY CSDA Annual Conf. Sep 9-12, Indian Wells Board Training AB 1234 (even years) AB 1661 (odd years)		11/28-29 HOLIDAY	12/12 HOLIDAY LUNCHEON 12/25 HOLIDAY
7/18/2024 – 7:00 P.M.	8/8/2024 – 7:00 P.M.	9/5/2024 – 7:00 P.M.	10/3/2024 – 7:00 P.M.	11/7/2024 – 7:00 P.M.	12/12/2024 – 2:00 P.M.
<ul style="list-style-type: none"> • Hearing +Res./Ord. – Establish and Collect Sewer Service Charges – Director Meeting Compensation • Resolution Filing Notice of Completion • District Investment Policy • Reimb. Report per Gov. Code 53065.5 • Candidate filing period (even years) • CASA/CSDA Conf. • Form 470 • July 4th Fair Debrief • Quarterly Financial Statements • SPASPA Status Report • CLOSED SESSION – Quarterly Claims Rpt. 	<ul style="list-style-type: none"> • CASA Conf. Attendee Reports • CSDA Annual Conf. 	<ul style="list-style-type: none"> • CSDA Annual Conf. 	<ul style="list-style-type: none"> • Regional PSL Program Update • Regional FOG Program Update 	<ul style="list-style-type: none"> • Proposed Meeting Calendar • Board Officer Succession Plan • CASA/CSDA Conf. 	<p><u>2PM MEETING TIME</u></p> <ul style="list-style-type: none"> • Fiscal Year Financial Audit • Resolution Certifying Election Results (even years) • Connection Charge Review • Emergency Contact Update • Meeting Calendar • Consent Decree Quarterly Report • CASA/CSDA Conf. • Pension + OPEB UAL Reports • Nomination & Election of Officers
	8/22/2024 – 7:00 P.M.	9/19/2024 – 7:00 P.M.	10/17/2024 – 7:00 P.M.		
	<ul style="list-style-type: none"> • Select Actuary for Analysis of Retiree Health Benefits (odd years) • Quarterly (FY End) Financial Statements • Conn. Charge Report per Gov. Code 66013 • CSDA Annual Conf. 	<ul style="list-style-type: none"> • Health Care Benefits Review • Consent Decree Quarterly Report • CSDA Conf. Attendee Reports 	<ul style="list-style-type: none"> • Quarterly Financial Statements • SPASPA Status Report • CLOSED SESSION – Quarterly Claims Rpt. – Manager Perf. Eval. 		