

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF MAY 24, 2018
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

***** **AGENDA** *****

(Items on the agenda may be taken out of order.)

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.

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)

CLOSED SESSION

Liability Claims

Gov. Code § 54956.95

Claimant: Elsbury

Agency Claimed Against: Stege Sanitary District

Conference with District Counsel – Existing Litigation

Gov. Code § 54956.9 (d)(1)

Name of Case: UNITED STATES OF AMERICA and PEOPLE OF THE STATE OF CALIFORNIA ex rel. CALIFORNIA STATE WATER RESOURCES CONTROL BOARD and CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD, SAN FRANCISCO BAY REGION, v. CITY OF ALAMEDA, ET. AL, us District Court, Northern District (San Francisco)
Case No. C 09-05684 RS

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Public Employee Performance Evaluation

Gov. Code § 54957

Title: District Counsel

IV. Approval of Minutes

Motion:

A. Approval of May 10, 2018 Board Meeting Minutes

(The Board will be asked to review and approve the minutes of the May 10, 2018 Board Meeting)

Info:

V. Communications

A. Oral Communications

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

a. City & Community Meetings

B. Written Communications

VI. Reports of Staff and Officers

Info:

A. Attorney's Report

B. Manager's Report

1. Monthly Maintenance Summary Report – May 2018

2. Monthly Report of Sewer Replacements and Repairs

3. Safety and Recognition Awards Luncheon – 6/13

4. 4th of July Fair

5. Draft Budget FY 2018-2019

6. California Association of Sanitation Agencies (CASA)

• August 8-10, 63rd Annual Conference, Monterey, CA

7. California Special District Association (CSDA)

• July 8-11, Special District Leadership Academy, Napa, CA

• September 24-27, Annual Conference, Indian Wells, CA

Info/Motion:

VII. Business

A. Resolution No. 2098-0518 Even-Year Board of Directors Election; Consolidation of Elections; and Specifications of the Election Order

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(The Board will be asked to approve the resolution)

- B. Resolution No. 2099-0518 To Execute a Professional Services Contract to Prepare Plans and Specifications to Locate, Replace Existing, and Construct Redundant Sanitary Sewer Force Mains at Two Locations Within the District

(The Board will be asked to approve the resolution)

- C. Consideration of Change of Date for the Thursday, July 12, 2018 Regular Board Meeting to Wednesday, July 11, 2018

(The Board will be consider the change)

Info/Motion **VIII. Financial Statements – May 2018**

- A. Monthly Investment, Cash, Receivables Report, May 2018

- B. Monthly Operating Statement, May 2018

(The Board will review the May 2018 reports and statements)

IX. Approval of Checks

Info/Motion:

- A. Checks for May 24, 2018 - Fund No. 3418 & 3423

(The Board will be asked to approve the May 2017 checks)

Info: **X. Future Agenda Items**

June 14, 2018

Draft Budget

Review Directors Meeting Compensation

July 4th Fair Discussion

Approve Salary Ranges for District Positions

June 28, 2018

CLOSED SESSION – Manager Performance Evaluation

Approve and Adopt Final Budget

Ordinance – Directors Meeting Compensation

Review and Approve Incentive Award

Adopt Employee Incentive Award Goals & Objectives

District Reserve Policy

July 4th Fair Discussion

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Consent Decree Quarterly Report

XI. Adjournment

(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on June 14, 2018 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF MAY 10, 2018
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500, SCHMIDT LANE, EL CERRITO, CA

***** **MINUTES** *****

I. Call To Order: President Dwight Merrill called the meeting to order at 7:00 P.M.

II. Roll Call: Present: Gilbert-Snyder, James, Miller, O'Keefe, Merrill
Absent: None
Others Present: Rex Delizo, District Manager

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

III. Public Comment: There was no public comment.

IV. Approval of Minutes

A. Approval of April 26, 2018 Board Meeting Minutes

MOTION: By James, seconded by Gilbert-Snyder, to approve the minutes of the April 26, 2018 Board Meeting, as amended

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

V. Communications

A. Oral Communications

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

a. City & Community Meetings

Miller gave a report on his attendance at the El Cerrito City Council Meeting held on May 1, 2018.

B. Written Communications

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF MAY 10, 2018

TIME OF MEETING: 7:00 P.M.

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

1. Contra Costa LAFCO – Call for Nominations to Appoint an Independent Special District Representative to the Countywide Redevelopment Agency Oversight Board

The Board reviewed the letter and did not to nominate a candidate.

2. Letter from Doug Humphrey RE: Retiree Medical Benefits

The Board reviewed the letter and asked staff to provide information on current CalPERS supplemental Medicare rates and the benefits provided by other agencies.

VI. Reports of Staff and Officers**A. Manager's Report**

1. 4th of July Fair Discussion

The Manager reported on the plans for the upcoming fair.

2. Board Training Summary

The Manager reported that all Directors are up to date on their training.

3. Staff Transition Procedure to be Followed in the Event of the Sudden Loss of Key Personnel (District Manager)

The Manager reported on the procedure and received input on minor revisions.

4. Draft Budget FY 2018-2019

The Manager reported on the draft budget. A second draft with revenue and expense summaries will be prepared for review at next month's Board meeting

VII. Business**A. Board Governanace Manual**

The Board reviewed and approved the revised manual with minor amendments.

MOTION: By Gilbert-Snyder, seconded by Miller, to approve the Board Governance Manual – May 2018, as amended

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF MAY 10, 2018

TIME OF MEETING: 7:00 P.M.

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

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

B. Self-Assessment of Governance Questions Review

The Board discussed the items from the self-evaluation questionnaire that was completed at the Long Range Planning Workshop held on March 10, 2018. The Board asked to have the District's strategic plan goals posted in the board room, to include consideration of establishing Board goals at a future board meeting, and to bring back the other items from the self-evaluation questionnaire for consideration individually at future board meetings.

VIII. Approval of Checks

A. Checks for May 2018 - Fund No. 3418 & 3423

MOTION: By Gilbert-Snyder, seconded by O'Keefe, to approve the payment of the bills, Check Nos. 25494 through 25508 in the amount of \$4,975.52

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

IX. Future Agenda Items

May 24, 2018

CLOSED SESSION – District Counsel Performance Evaluation

Draft Budget

July 4th Fair Discussion

June 14, 2018

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF MAY 10, 2018

TIME OF MEETING: 7:00 P.M.

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

Draft Budget

Review Directors Meeting Compensation

July 4th Fair Discussion

Approve Salary Ranges for District Positions

X. Adjournment

The meeting was adjourned at 9:16 P.M. The next meeting of the Stege Sanitary District Board of directors will be held on Saturday, May 24, 2018 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT

**STEGE SANITARY DISTRICT
MONTHLY MAINTENANCE SUMMARY REPORT
Apr-18**

1. ROUTINE PREVENTIVE MAINTENANCE ACTIVITES

There were 21 normal working days Days Feet

Unit #10 (rodder) operated: 0 0
 Unit #11 (rodder) operated: 0 0
 Unit #15 (video) operated: 14 26,510
 Unit #16 (combo) operated: 17 105,033

	Month (feet)		Quarter (feet)		
	Planned	Unplanned	Planned	Unplanned	Remaining
Total Cleaned	100,790	4,243	100,790	4,243	75,639
Total Video	20,231	6,279	20,231	6,279	18,576

2. MONTHLY SERVICE CALLS

After-hour service calls: 5 calls 5 out

STEGE SANITARY DISTRICT - SERVICE CALLS, OVERFLOWS AND BACKUPS

YEAR	MO	SERVICE CALLS		LATERAL PROBLEMS		STRUCTURAL MAINLINE FAILURES		MAINLINE OVERFLOWS INTO HOMES	
		CURRENT MONTH	12 MONTH AVERAGE	CURRENT MONTH	12 MONTH AVERAGE	CURRENT MONTH	TOTAL LAST 12-MOS	CURRENT MONTH	TOTAL LAST 12-MOS
2018	April	12	12.6	8	6.8	0	0	1	3
		CATEGORY 1 SSOs		OVERFLOWS CAUSED BY MAINLINE		OVERFLOWS RELATED TO WET WEATHER			
		CURRENT MONTH	TOTAL LAST 12-MONTHS	CURRENT MONTH	TOTAL LAST 12-MONTHS	CURRENT MONTH	TOTAL LAST 12-MONTHS		
		0	0	1	5	0	0		

3. SAFETY AND TRAINING

Safety and training meetings were conducted twice a month.

MONTHLY SERVICE CALLS

April-2018

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
4/2/2018 Monday 6:08 PM	200124 200123	501 KEARNEY ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	A				WE FOUND THIS TO BE AN EBMUD PROBLEM.
4/4/2018 Wednesday 8:18 AM	234007 231016	439 COVENTRY RD. KENSINGTON, CA 94707 <i>Last Call: 10/27/1992</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
4/7/2018 Saturday 9:18 PM	161711 161710	1522 LEXINGTON AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	A				WE FOUND THIS TO BE AN EBMUD PROBLEM.
4/9/2018 Monday 9:15 AM	261201 261011	744 ASHBURY AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
4/9/2018 Monday 9:48 AM	187315 187313	2511 MIRA VISTA DR. EL CERRITO, CA 94530 <i>Last Call: 1/2/2007</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
4/9/2018 Monday 4:03 PM	273412 273017	176 HIGHLAND BLVD. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	OF				WE HAD ALREADY TV'ED THIS LINE. WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
4/19/2018 Thursday 4:10 PM	234007 231016	436 COVENTRY RD. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				CUSTOMER HAD TOILET PAPER BY HER CLEANOUT. WE CHECKED THE MAINLINE AND FOUND IT TO BE CLEAR.
4/20/2018 Friday 9:13 AM	142307 142010	1236 NORVELL ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	E				WE FOUND THIS TO BE AN EBMUD PROBLEM.
4/23/2018 Monday 4:25 PM	171021 171020	7420 POTRERO AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
4/28/2018 Saturday 8:07 PM	251120 251119	496 BONNIE DR. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	OF, C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.THE OVERFLOW WAS AT 484 BONNIE DR.
4/29/2018 Sunday 12:57 PM	161913 161912	1433 NORVELL ST. EL CERRITO, CA 94530 <i>Last Call: 4/16/2016</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
4/30/2018 Monday 9:41 PM	274113 274112	266 TRINITY AVE. KENSINGTON, CA 94707	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D, OF	BLDG	B	BLDG, Y	A ROCK, 113 FT FROM DOWN STREAM MANHOLE, CAUSED SSO.

PROBLEM TYPE:

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

SPILL

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

SPILL

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

SPILL END

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

MAINLINE: 1
LATERAL: 8
OTHER: 3
TOTAL SERVICE CALLS: 12
MAINLINE OVERFLOW: 1
MAINLINE SURCHARGE: 0

STEGE SANITARY DISTRICT
MONTHLY REPLACEMENT AND REPAIR SUMMARY
April 2018

I SEWER REPLACEMENT - FY 2017-18			
A.	BUDGET ALLOCATION		\$2,365,000
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$779,637
C.	SEWER REPLACEMENTS PAID THIS MONTH		
1.	911 Lexington Ave. & 8371 Terrace Dr.	\$16,594	
2.	Waldo Ln., Avis Dr. & Stockton Ave.	\$332,842	
3.	Lawson Rd., Highland Blvd. & Arlington Ave.	\$266,260	
	SUBTOTAL FOR THIS MONTH		\$615,696
D.	TOTAL BUDGET EXPENDED (NO RETENTION)	57.35%	\$1,356,351
E.	TOTAL RETENTION HELD	5.00%	\$71,387
F.	BUDGET REMAINING	39.63%	\$937,262
G.	PERCENTAGE OF FISCAL YEAR REMAINING	16.67%	
H.	TOTAL REPLACEMENT FOOTAGE PAID TO DATE	7,561 (\$ 188.83 /LF)	
II SEWER REPAIRS - FY 2017-18			
A.	BUDGET ALLOCATION		\$61,000
B.	PRIOR BUDGET EXPENDED		\$30,385
C.	SEWER REPAIRS PAID THIS MONTH		
1.	439 Coventry Rd. Kensington	\$4,850	
	SUBTOTAL FOR THIS MONTH		\$4,850
D.	TOTAL BUDGET EXPENDED	57.76%	\$35,235
E.	BUDGET REMAINING	42.24%	\$25,765
F.	PERCENTAGE OF FISCAL YEAR REMAINING	16.67%	
G.	TOTAL NUMBER OF REPAIRS PAID TO DATE	7 (\$ 5,033.56 /REPAIR)	

Safety & Recognition

Luncheon

Wednesday, June 13, 2018

12:00 Noon

Stege Sanitary District



Please RSVP by Thursday, May 24th

524-4668 or Cathy@stegesd.org

July 4th Event List

- (2) Canopies
- (5) Tables
- (2) Chairs
- Red, White & Blue Bunting
- Hammer
- Crowbar
- Sandbags
-
- Large SSD Banner
- CSRMA No Lost Time Accident Banner
- Canopy “window” banner
- Large District Map w/ map page blocks
- District Sewer Map book
- Root Foam Map book
- BPD Poster + *Examples*
- *Video Camera (old)*
- Park truck onsite - confirmation
- Bungee Cords
- Zip Ties
- Scissors
- Channel Lock Pliers
- Tissue
- Tape
- Garbage Can
- Bottled water for Directors
- *NEW* Fish Tank w/ Oil Display +extra batteries
- Grease Blockage Display
- (2) Root Blockage Displays
- Tools Display
- Toilet Paper vs. Wipes Interactive Display
- “Flushable” Wipes Banner/Poster
- Board Member Contact List (in each box)
- Post Schedule w/ Cell Phone
- Day before setup - confirmation

Informational Handouts & Giveaways

- Latest Newsletters
- Latest Registered Contractors List
- Plumbers Outreach Tri-fold
- Wipes Outreach Tri-fold/Poster
- BPD Outreach Tri-fold
- General Guidelines
- 100th Anniversary Book
- BPD Drawing
- Easement Ordinance
- SSD Pens/Magnets
- Misc. kid planes/duckies
- EBMUD Lateral Program
- EBMUD FOG Program
- EBMUD “Think Before You Flush”

Schedule

Setup	MILLER
10am-11:40	O’KEEFE
11:40-1:20	JAMES
1:20-3pm	GILBERT-SNYDER
3pm-4:30	MERRILL
4:30-6pm	MILLER
Tear down	MILLER & MERRILL

Core Messages

Do NOT flush wipes.

Call us first & after.

Install a BPD.

DRAFT BUDGET

EXHIBIT A

STEGE SANITARY DISTRICT REVENUE SUMMARY

FISCAL YEAR 2018-2019

ITEM	As of 5/04/18 REVENUE 2017-2018	REMAINING BUDGET 2017-2018	Fiscal Year 2017-2018 Budget	Fiscal Year 2018-2019 Budget	% Change
REVENUE					
I. SEWER OPERATION FUND (3418)					
Non Operating Income:					
Interest	\$ 12,397	3%	\$ 12,000	\$ 12,000	0%
Miscellaneous	46,504	121%	\$ 21,000	\$ 21,000	0%
Operating Income:					
Permit & Inspection Fees	8,195	-45%	\$ 15,000	\$ 15,000	0%
Sewer Service Charges	2,181,043	-10%	\$ 2,435,000	\$ 2,435,000	0%
Contracted Services	-	0%	\$ 30,000	\$ 30,000	0%
Subtotal	\$ 2,248,138	-11%	\$ 2,513,000	\$ 2,513,000	0%
II. CAPITAL FUND (3423)					
Non-Operating Income:					
Interest	\$ 3,123	-38%	\$ 5,000	\$ 5,000	0%
Operating Income:					
Property Tax	435,694	18%	\$ 369,000	\$ 400,000	8%
Capital Service Charges	2,181,043	-3%	\$ 2,242,000	\$ 2,242,000	0%
Connection Fees	109,839	-27%	\$ 150,000	\$ 150,000	0%
San Pablo Ave. Impact Fee	35,407	0%	\$ -	\$ 100,000	100%
Subtotal	\$ 2,765,105	0%	\$ 2,766,000	\$ 2,897,000	5%
TOTAL REVENUE	\$ 5,013,243	-5%	\$ 5,279,000	\$ 5,410,000	2%

DRAFT BUDGET

EXHIBIT B

STEGE SANITARY DISTRICT EXPENSE SUMMARY

FISCAL YEAR 2018-2019

ITEM	As of 3/14/18 EXPENSES 2017-2018	REMAINING BUDGET 2017-2018	Fiscal Year 2017-2018 Budget	Fiscal Year 2018-2019 Budget	% Change
EXPENSES					
I. OPERATING EXPENSES:					
Dept 41 - Maintenance/Engineering	\$ 1,223,880	29%	\$ 1,719,980	\$ 1,891,936	10%
Dept 41 - Pump Stations	\$ 16,235	13%	\$ 18,660	\$ 16,460	-12%
Dept 41 - Contracted Repairs	\$ 35,235	42%	\$ 61,000	\$ 62,000	2%
Dept 45 - General & Administration	\$ 592,779	14%	\$ 690,150	\$ 743,084	8%
SUBTOTAL OPERATING EXPENSES	\$ 1,868,128	25%	\$ 2,489,790	\$ 2,713,480	9%
II. CAPITAL EXPENSES:					
Dept 41 - Capital Equipment	\$ 7,239	84%	\$ 46,000	\$ 425,000	824%
Dept 41 - Debt Repayment (SRF)	\$ 148,220	0%	\$ 148,200	\$ 148,200	0%
Dept 41 - Sewer Rehabilitation	\$ 1,427,738	42%	\$ 2,456,000	\$ 2,623,000	7%
SUBTOTAL CAPITAL EXPENSES	\$ 1,583,197	40%	\$ 2,650,200	\$ 3,196,200	21%
TOTAL	\$ 3,451,325	33%	\$ 5,139,990	\$ 5,909,680	15%
OTHER EXPENSES:					
Transfer from Capital Fund	\$ -	0%	\$ -	\$ -	0%
Retiree Medical Fund	\$ -	0%	\$ -	\$ -	0%
SUBTOTAL OTHER EXPENSES	\$ -	0%	\$ -	\$ -	0%
TOTAL EXPENSES	\$ 3,451,325	33%	\$ 5,139,990	\$ 5,909,680	15%

STEGE SANITARY DISTRICT TRANSFER TO/(FROM) RESERVES

FISCAL YEAR 2018-2019

ITEM	Fiscal Year 2017-2018 Budget	Fiscal Year 2018-2019 Budget	% Change
REVENUE	\$ 5,279,000	\$ 5,410,000	2%
EXPENSES	\$ (5,139,990)	\$ (5,909,680)	15%
SUBTOTAL	\$ 139,010	\$ (499,680)	
TRANSFER TO/(FROM) RESERVES	\$ 139,010	\$ (499,680)	

DRAFT BUDGET

EXHIBIT C

STEGE SANITARY DISTRICT BUDGET - COMPOSITE

FISCAL YEAR 2018-2019

ITEM	FISCAL YEAR 2018-2019 BUDGET	OPERATIONS	GENERAL & ADMIN.
OPERATING EXPENSES:			
010 Salaries & Wages	\$ 1,145,210	\$ 959,110	\$ 186,100
020 Employee Benefits	\$ 615,060	\$ 494,476	\$ 120,584
030 Directors' Expenses	\$ 39,000	\$ -	\$ 39,000
040 Election Expense	\$ 30,000	\$ -	\$ 30,000
060 Gasoline, Oil, Fuel	\$ 22,000	\$ 22,000	\$ -
070 Insurance	\$ 113,800	\$ 15,000	\$ 98,800
080 Memberships	\$ 18,100	\$ 3,000	\$ 15,100
090 Office Expense	\$ 10,100	\$ -	\$ 10,100
100 Operating Supplies	\$ 40,000	\$ 40,000	\$ -
110 Contractual Services	\$ 96,900	\$ 96,900	\$ -
120 Professional Services	\$ 222,600	\$ 129,000	\$ 93,600
130 Printing & Publications	\$ 29,000	\$ -	\$ 29,000
140 Rents & Leases	\$ 1,800	\$ 1,000	\$ 800
150 Repairs & Maintenance	\$ 104,300	\$ 91,700	\$ 12,600
160 Revenue Collection Expenses	\$ 14,600	\$ -	\$ 14,600
170 Travel & Meetings	\$ 18,500	\$ 14,000	\$ 4,500
190 Utilities	\$ 34,200	\$ 7,000	\$ 27,200
200 Other Expenses	\$ 61,100	\$ -	\$ 61,100
203 First Aid Supplies	\$ 500	\$ 500	\$ -
204 Safety Equipment and Gloves	\$ 4,500	\$ 4,500	\$ -
205 Uniforms and Boots	\$ 12,500	\$ 12,500	\$ -
206 Safety Incentive Program	\$ 1,250	\$ 1,250	\$ -
207 Contracted Repairs	\$ 62,000	\$ 62,000	\$ -
410 Pump Stations	\$ 16,460	\$ 16,460	\$ -
TOTAL OPERATING EXPENSES	\$ 2,713,480	\$ 1,970,396	\$ 743,084
CAPITAL EXPENSES:			
650 DEBT REPAYMENT	\$ 148,200	\$ 148,200	\$ -
300 CAPITAL EQUIPMENT	\$ 425,000	\$ 425,000	\$ -
400 CONSTRUCTION	\$ 2,623,000	\$ 2,623,000	\$ -
TOTAL CAPITAL EXPENSES	\$ 3,196,200	\$ 3,196,200	\$ -
TRANSFER TO CAPITAL FUND	\$ -	\$ -	\$ -
TOTAL BUDGET	\$ 5,909,680	\$ 5,166,596	\$ 743,084

DRAFT BUDGET

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DRAFT BUDGET

DETAIL SHEET

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

FISCAL YEAR 2018-2019

ITEM	As of 5/04/18 EXPENDITURES 2017-2018	REMAINING BUDGET 2017-2018	Fiscal Year 2017-2018 Budget	Fiscal Year 2018-2019 Budget	% Change
010 SALARIES AND WAGES					
011 Engineering Salaries	\$ 328,448	24%	\$ 432,100	\$ 453,700	5%
011.6 Cell Phone (3)	1,620	25%	2,160	2,160	0%
012 Collection System Salaries	303,888	26%	411,000	431,600	5%
012.6 Cell Phone (5)	2,700	25%	3,600	3,600	0%
013 Overtime - Service Calls	6,875	55%	15,400	15,400	0%
014 Overtime - Engineering/Inspection	-	100%	500	500	0%
015 Standby	38,616	4%	40,150	40,150	0%
017 Performance Incentive	-	100%	12,000	12,000	0%
TOTAL SALARIES AND WAGES	\$ 682,147	26%	\$ 916,910	\$ 959,110	5%
020 EMPLOYEE BENEFITS					
021 Retirement	\$ 167,373	21%	\$ 212,460	\$ 223,100	5%
021a Deferred Comp Match	20,480	16%	24,480	25,440	4%
Cafeteria Plan					
'022 Health Care Admin Fees	420	13%	480	480	0%
'027 Cash, Dependent Care & Medical	120,042	23%	156,000	179,136	15%
023 Life Insurance/Dental/LTD	12,450	34%	18,800	15,120	-20%
024 Workers' Compensation Insurance	-	100%	15,800	16,600	5%
025 Unemployment Insurance	2,866	39%	4,700	4,900	4%
026 Medicare	11,103	38%	17,900	18,400	3%
Retiree Medical & ARC					
'028 Retiree Medical (AnnReq'dContrib ARC)	-		-	-	0%
'029 Retiree Health Care Premium	12,988	5%	13,700	10,300	-25%
030 Social Security (On Call Maintenance)	2,493	-149%	1,000	1,000	0%
TOTAL EMPLOYEE BENEFITS	\$ 350,215	25%	\$ 465,320	\$ 494,476	6%
MAINTENANCE					
060 GAS, OIL AND FUEL	\$ 13,282	40%	\$ 22,000	\$ 22,000	0%
070 CLAIMS	1,920	87%	15,000	15,000	0%
080 MEMBERSHIPS	1,338	55%	3,000	3,000	0%
100 OPERATING SUPPLIES					
101 Rods and Augers	479	97%	18,000	10,000	-44%
102 Chemicals	531	47%	1,000	1,000	0%
104 Hose and Nozzles	9,815	18%	12,000	20,000	67%
105 Emergency Readiness	-	100%	500	500	0%
107 Engineering and Inspection Supplies	-	100%	2,000	2,000	0%
108 Computer/Supplies	620	90%	6,500	6,500	0%
Forward totals to next page	27,985	65%	80,000	80,000	0%

DRAFT BUDGET

DETAIL SHEET

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

FISCAL YEAR 2018-2019

ITEM	As of 5/04/18 EXPENDITURES 2017-2018	REMAINING BUDGET 2017-2018	Fiscal Year 2017-2018 Budget	Fiscal Year 2018-2019 Budget	% Change
Totals from previous page	\$ 27,985	65%	\$ 80,000	\$ 80,000	0%
110 CONTRACTUAL SERVICES					
111 Phone Service (Answering Service)	\$ 1,306	13%	\$ 1,500	\$ 1,500	0%
112 Manhole Level Monitors	-	100%	2,500	2,500	0%
115 Sewer Root Foaming	65,273	13%	75,000	75,000	0%
116 Radio and Test Equipment Maintenance	119	76%	500	500	0%
117 Utility Marking Service	1,398	-55%	900	1,500	67%
118 DOT Regulatory Compliance	631	30%	900	900	0%
119 Collection System JPA	-	100%	15,000	15,000	0%
120 PROFESSIONAL SERVICES					
121 Technical/Legal Support	\$ 16,138	-8%	\$ 15,000	\$ 107,000	613%
122 Safety Consultant	-	100%	1,000	1,000	0%
123 Flow Monitoring Modeling	-	100%	15,000	15,000	0%
124 Enforcement	-	100%	6,000	6,000	0%
140 RENTS AND LEASES	\$ -	100%	1,000	1,000	0%
150 REPAIRS AND MAINTENANCE					
151 Vehicle Maintenance	\$ 31,902	-6%	\$ 30,000	\$ 35,000	17%
152 Equipment and Shop Maintenance	3,487	61%	9,000	9,000	0%
153 Sewer Materials					
a. Pipe and Fittings	586	85%	4,000	4,000	0%
b. Manholes	-	100%	4,500	4,500	0%
c. Castings	-	100%	1,000	1,000	0%
154 Emergency Sewer Replacement	-	100%	12,500	12,500	0%
156 Building Maintenance	1,305	28%	1,800	1,800	0%
157 Janitorial Services	2,950	34%	4,500	4,500	0%
158 Yard Maintenance	1,800	25%	2,400	2,400	0%
159 Refuse Service	3,660	8%	4,000	4,000	0%
159a Refuse Service-Vactor	-	100%	3,000	3,000	0%
160 Video Inspection Equipment Repair	6,225	38%	10,000	10,000	0%
170 TRAVEL AND MEETINGS					
171 Training and Testing	\$ 1,200	60%	\$ 3,000	\$ 3,000	0%
173 Travel Reimbursement	1,845	69%	6,000	6,000	0%
174 Meetings and Conference	3,796	5%	4,000	5,000	25%
Forward totals to next page	\$ 171,605	45%	\$ 314,000	\$ 412,600	31%

DRAFT BUDGET

DETAIL SHEET

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

FISCAL YEAR 2018-2019

ITEM	As of 5/04/18 EXPENDITURES 2017-2018	REMAINING BUDGET 2017-2018	Fiscal Year 2017-2018 Budget	Fiscal Year 2018-2019 Budget	% Change
Totals from previous page	\$ 171,605	45%	\$ 314,000	\$ 412,600	31%
193 WATER - HYDRO FLUSHER	\$ 4,290	22%	\$ 5,500	\$ 7,000	27%
203 FIRST AID SUPPLIES	-	100%	500	500	0%
204 SAFETY EQUIPMENT AND GLOVES	1,143	75%	4,500	4,500	0%
205 UNIFORMS AND BOOTS	14,480	-21%	12,000	12,500	4%
206 SAFETY INCENTIVE PROGRAM	-	100%	1,250	1,250	0%
TOTAL MAINTENANCE/ENGINEERING	\$ 191,518	43%	\$ 337,750	\$ 438,350	30%
41.2 BURLINGAME PUMP STATION					
150 Repairs (Contracted)	7,946	-109%	\$ 3,800	\$ 4,000	5%
150a Annual Inspection	464	87%	3,500	2,500	-29%
151 Electricity	719	20%	900	900	0%
152 Telemetry	-	100%	900	350	-61%
153 Maintenance and Landscaping	720	25%	960	960	0%
41.4 CANON PUMP STATION					
150 Repairs (Contracted)	4,130	4%	4,300	4,000	-7%
150a Annual Inspection	464	81%	2,500	2,500	0%
151 Electricity	553	39%	900	900	0%
152 Telephone/Telemetry	1,239	-38%	900	350	-61%
TOTAL PUMP STATIONS	\$ 16,235	13%	\$ 18,660	\$ 16,460	-12%
207 CONTRACTED REPAIRS	\$ 35,235	42%	61,000	62,000	2%
TOTAL - MAINT/ENG EMPLOYEE SALARIES	\$ 682,147	26%	\$ 916,910	\$ 959,110	5%
TOTAL - MAINT/ENG EMPLOYEE BENEFITS	350,215	25%	465,320	494,476	6%
TOTAL OTHER MAINTENANCE/ENGINEERING	191,518	43%	337,750	438,350	30%
TOTAL - PUMP STATIONS	16,235	13%	18,660	16,460	-12%
TOTAL CONTRACTED REPAIRS	35,235	42%	61,000	62,000	2%
TOTAL OPERATIONS	\$ 1,275,349	29%	\$ 1,799,640	\$ 1,970,396	9%

DRAFT BUDGET

DETAIL SHEET

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

FISCAL YEAR 2018-2019

ITEM	As of 5/04/18 EXPENDITURES 2017-2018	REMAINING BUDGET 2017-2018	Fiscal Year 2017-2018 Budget	Fiscal Year 2018-2019 Budget	% Change
010 SALARIES AND WAGES					
011 Administration Salaries	\$ 166,895	9%	\$ 182,600	\$ 182,600	0%
011.7 Scanning Support Salaries	-	100%	15,120	-	-100%
017 Performance Incentive	-	100%	3,500	3,500	0%
TOTAL - SALARIES & WAGES	\$ 166,895	17%	\$ 201,220	\$ 186,100	-8%
020 EMPLOYEE BENEFITS					
021 Retirement	\$ 42,053	9%	\$ 46,020	\$ 46,020	0%
021a Deferred Comp Match Cafeteria Plan	5,790	-1%	5,760	6,000	4%
'022 Health Care Admin Fees	150	58%	360	360	0%
'027 Cash, Dependent Care & Medical	37,919	3%	39,000	44,784	15%
023 Life Insurance/Dental/LTD	2,877	34%	4,350	2,040	-53%
024 Workers' Compensation Insurance	-	100%	3,400	3,600	6%
025 Unemployment Insurance	-	100%	500	500	0%
026 Medicare	2,765	43%	4,890	5,480	12%
Retiree Medical					
'028 Retiree Medical (AnnReq'dContrib(ARC))	-		-	-	0%
'029 Retiree Health Care Premiums	6,213	9%	6,800	10,300	51%
029a Social Security	-	100%	2,400	1,500	-38%
TOTAL - EMPLOYEE BENEFITS	\$ 97,767	14%	\$ 113,480	\$ 120,584	6%
GENERAL EXPENSES					
030 DIRECTORS' EXPENSES					
031 Board Meeting Compensation	\$ 10,600	48%	\$ 20,500	\$ 21,500	5%
032 Travel Reimbursement	3,347	67%	10,000	10,000	0%
033 Meetings & Conference	1,918	70%	6,500	6,500	0%
034 Training	-	100%	1,000	1,000	0%
TOTAL - DIRECTORS' EXPENSES	\$ 15,865	58%	\$ 38,000	\$ 39,000	3%
040 ELECTION EXPENSES	\$ -	0%	\$ -	\$ 30,000	100%
070 INSURANCE					
071 Liability and Property Insurance	\$ 145,543	-26%	\$ 115,500	\$ 121,300	5%
072 Dividends (CREDIT)	-	100%	(22,500)	(22,500)	0%
080 MEMBERSHIPS					
081 Memberships	\$ 12,917	14%	\$ 15,000	\$ 15,000	0%
082 Memberships - Board	-	100%	100	100	0%
Forward totals to next page	174,324	-19%	146,100	182,900	25%

DRAFT BUDGET

DETAIL SHEET

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

FISCAL YEAR 2018-2019

ITEM	As of 5/04/18 EXPENDITURES 2017-2018	REMAINING BUDGET 2017-2018	Fiscal Year 2017-2018 Budget	Fiscal Year 2018-2019 Budget	% Change
Totals from previous page	\$ 174,324	19%	\$ 146,100	\$ 182,900	25%
090 OFFICE EXPENSES					
091 Stationery, Postage, Supplies	\$ 1,034	74%	\$ 4,000	\$ 4,000	0%
092 Subscriptions	4,267	15%	5,000	5,000	0%
094 Public Notice Postage	-	100%	400	400	0%
096 Bank Charges	91	87%	700	700	0%
120 PROFESSIONAL SERVICES					
121 Legal Services	\$ 31,519	4%	\$ 33,000	\$ 35,000	6%
123 Audit and Special Reports	13,923	24%	18,200	40,000	120%
124 Resources Consultant	2,700	46%	5,000	5,000	0%
125 Administrative Support	4,750	-19%	4,000	2,500	-38%
126 Labor Relations/HR Training	-	100%	100	100	0%
127 Litigation Expenses	-	100%	5,000	5,000	0%
129 ADP Payroll Expenses	4,231	29%	6,000	6,000	0%
130 PRINTING AND PUBLICATIONS					
131 Meetings and Hearings Notices	\$ 305	96%	\$ 7,500	\$ 1,000	-87%
132 Newsletters	7,458	63%	20,000	20,000	0%
133 Publications (Ordinances & Notices)	7,662	-666%	1,000	7,500	650%
134 Job Advertising	-	100%	500	500	0%
140 RENTS AND LEASES					
	\$ 407	49%	\$ 800	\$ 800	0%
150 BUILDING REPAIRS AND MAINTENANCE					
151 Administration Offices	\$ 15,487	-72%	\$ 9,000	\$ 9,000	0%
155 Office Equipment	3,183	12%	3,600	3,600	0%
Forward totals to next page	271,341	-1%	269,900	329,000	22%

DRAFT BUDGET

DETAIL SHEET

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

FISCAL YEAR 2018-2019

ITEM	As of 5/04/18 EXPENDITURES 2017-2018	REMAINING BUDGET 2017-2018	Fiscal Year 2017-2018 Budget	Fiscal Year 2018-2019 Budget	% Change
Totals from previous page	\$ 271,341	1%	\$ 269,900	\$ 329,000	22%
160 REVENUE COLLECTION EXPENSES					
161 EBMUD	\$ 189	69%	\$ 600	\$ 600	0%
162 CCC Assessment Collection Fees	10,339	26%	14,000	14,000	0%
170 TRAVEL AND MEETINGS					
173 Travel Reimbursement	\$ 1,027	32%	\$ 1,500	\$ 1,500	0%
174 Meetings and Conferences	3,089	-87%	1,650	3,000	82%
190 UTILITIES					
191 Gas and Electricity	\$ 7,991	20%	\$ 10,000	\$ 10,000	0%
192 Telephone & Computer Internet	8,666	21%	11,000	11,000	0%
193 Water	3,176	24%	4,200	4,200	0%
194 Security System	1,742	13%	2,000	2,000	0%
200 OTHER EXPENSES					
201 Miscellaneous	\$ 5,435	-9%	\$ 5,000	\$ 5,000	0%
202 Property Taxes	64	36%	100	100	0%
203 LAFCO Net Cost Apportionment	3,058	-22%	2,500	3,000	20%
204 Public Outreach	12,000	33%	18,000	18,000	0%
205 Penalties & Fines	-	100%	35,000	35,000	0%
TOTAL - GENERAL EXPENSES	\$ 328,117	13%	\$ 375,450	\$ 436,400	16%
TOTAL - ADMIN. EMPLOYEE SALARIES	\$ 166,895	17%	\$ 201,220	\$ 186,100	-8%
TOTAL - ADMIN. EMPLOYEE BENEFITS	\$ 97,767	14%	\$ 113,480	\$ 120,584	6%
TOTAL - ADMINISTRATION & GENERAL	\$ 592,779	14%	\$ 690,150	\$ 743,084	8%
TOTAL OPERATIONS & ADMIN. (3418)	\$ 1,868,128	25%	\$ 2,489,790	\$ 2,713,480	9%

DRAFT BUDGET

DETAIL SHEET

STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - CAPITAL EQUIPMENT EXPENSES

FISCAL YEAR 2018-2019

ITEM	As of 5/04/18 EXPENDITURES 2017-2018	REMAINING BUDGET 2017-2018	Fiscal Year 2017-2018 Budget	Fiscal Year 2018-2019 Budget	% Change
CAPITAL EQUIPMENT EXPENSES					
300 CAPITAL OPERATIONS (3421)					
315 Flow Meters	-	100%	\$ 25,000	\$ -	-100.0%
319 Manhole Level Monitors	-	100%	10,000	-	-100.0%
324 Vehicle Replacement	-	0%	-	425,000	0.0%
327 Downhole Winch	7,239	34%	11,000	-	-100%
Sub-Total Capital Operations	\$ 7,239	84%	\$ 46,000	\$ 425,000	824%
TOTAL - CAPITAL EQUIPMENT EXPENSES (3421)	\$ 7,239	84%	\$ 46,000	\$ 425,000	824%

DRAFT BUDGET

DETAIL SHEET

**STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - CAPITAL EXPENSES**

FISCAL YEAR 2018-2019

ITEM	As of 5/04/18 EXPENDITURES 2017-2018	REMAINING BUDGET 2017-2018	Fiscal Year 2017-2018 Budget	Fiscal Year 2018-2019 Budget	% Change
411 MANHOLES					
Manhole Adjustments	\$ -	100%	\$ 25,000	\$ 25,000	0%
428 RENEWAL & REPLACEMENT					
a. Interceptor Cleaning	\$ -	100%	\$ 50,000	\$ 50,000	0%
b. Pump Station Rehab	-	100%	16,000	25,000	56%
SUB TOTAL (428)	\$ -	100%	\$ 66,000	\$ 75,000	14%
434 STANDARD SEWER REHABILITATION (3423)					
a. Construction Costs	\$ 1,427,738	40%	\$ 2,365,000	\$ 2,523,000	7%
SUB-TOTAL (434)	\$ 1,427,738	40%	\$ 2,365,000	\$ 2,523,000	7%
TOTAL CONSTRUCTION COSTS (400s)	\$ 1,427,738	42%	\$ 2,456,000	\$ 2,623,000	7%
650 DEBT REPAYMENT (SRF LOANS)					
a. Repayment Project 99201	104,281	0%	104,300	104,300	0%
b. Repayment Project 02203	43,939	0%	43,900	43,900	0%
TOTAL DEBT REPAYMENT (650)	\$ 148,220	0%	\$ 148,200	\$ 148,200	0%
TOTAL CAPITAL EXPENSES (400-650)	\$ 1,575,958	41%	\$ 2,650,200	\$ 3,196,200	21%

California Association of Sanitation Agencies (CASA)
63rd Annual Conference
August 8-10, 2018
Monterey, CA

Marriott Monterey
Hotel Reservations

	<u>Arrival Date</u>	<u>Departure Date</u>	<u>CSRMA</u>
Paul Gilbert-Snyder	TBD		
Jay Z. James	<i>(Will Make Own Hotel Arrangements)</i>		Yes
Al Miller	Wednesday, 8/8	Friday, 8/10	Yes
Beatrice O'Keefe	Tuesday, 8/7	Friday, 8/10	Yes
Dwight Merrill	Wednesday, 8/8	Friday, 8/10	No

Hotel Cancellation Deadline: **July 17, 2018**

ACHIEVING DISTRICT GOALS... TOGETHER.



CSDA's 2018
Special District
Leadership Academy Conference

A Comprehensive Governance Leadership Conference for Elected and Appointed Directors/Trustees.



why Attend

Participate in the **Special District Leadership Academy Conference** and complete all four modules of the Academy during the course of two and a half days.

This conference content is based on CSDA's Special District Leadership Academy (SDLA) groundbreaking, curriculum-based continuing education program, which recognizes the necessity for the board and general manager to work closely toward a common goal. SDLA provides the knowledge base to perform essential governance responsibilities and is designed for both new and experienced special district board members.

Local boards are the reason why local control is local. Special district boards are the voices of the community and they are also a large reason why special districts exist.

The truth is that every elected or appointed public official needs to worry about governance; governance is what boards do. It's what they bring to the table.



Three locations throughout the state.



Early bird discount!



SDLA Conference is presented by CSDA and co-sponsored by SDRMA.



**February 4 – 7, 2018
Embassy Suites La Quinta**

55-777 Santa Rosa Plaza
La Quinta, CA 92253

ROOM RESERVATIONS

Room reservations are available at CSDA rate of \$169 plus tax, single or double occupancy by calling 760-777-1711 and using the group code CSD. This location also offers complimentary self-parking. The room reservation cut-off is January 14, 2018, however, space is limited and may sell out before this date.



EARLY BIRD DISCOUNT

The early bird discount for this location requires

registration on or before Friday, January 5, 2018.

*Cancellations must be in writing and received by CSDA no later than January 22, 2018 at 5:00 p.m. Substitutions are acceptable and must be done in writing no later than February 1, 2018 at 5:00 p.m.**



**April 15 – 18, 2018
Embassy Suites Monterey – Seaside**

1441 Canyon Del Rey
Seaside, CA 93955

ROOM RESERVATIONS

Room reservations are available at CSDA rate of \$169 plus tax, single or double occupancy by calling 1-800-EMBASSY and using the group code CS8. The room reservation cut-off is March 16, 2018, however, space is limited and may sell out before this date.



EARLY BIRD DISCOUNT

The early bird discount for this location requires

registration on or before Friday, March 16, 2018.

*Cancellations must be in writing and received by CSDA no later than April 3, 2018 at 5:00 p.m. Substitutions are acceptable and must be done in writing no later than April 12, 2018 at 5:00 p.m.**



**July 8 – 11, 2018
Embassy Suites Napa Valley**

1075 California Blvd.
Napa, CA 94559

ROOM RESERVATIONS

Room reservations are available at CSDA rate of \$184 plus tax, single or double occupancy by calling 1-800-HILTONS and using the group code CPD. The room reservation cut-off is June 8, 2018, however, space is limited and may sell out before this date.



EARLY BIRD DISCOUNT

The early bird discount for this location requires

registration on or before Friday, June 8, 2018.

*Cancellations must be in writing and received by CSDA no later than June 25, 2018 at 5:00 p.m. Substitutions are acceptable and must be done in writing no later than July 5, 2018 at 5:00 p.m.**



Returning Attendee track only at this location!



SDRMA Credit Incentive Points

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points can be earned based on an agency's attendance at the Special District Leadership Academy Conference reducing SDRMA member's annual contribution amount.

***Important Cancellation Information**

All cancellations received by the date indicated for that particular conference and location will be refunded less a \$75 cancellation fee. There will be no refunds or cancellations made after the date as specified per location. Please submit any cancellation notice or substitution requests to meganh@cgsda.net or fax to 916-520-2465.



FIRST TIME ATTENDEE SCHEDULE - Available at all three locations.

Sunday

5:30 – 7:00 p.m.

REGISTRATION AND NETWORKING RECEPTION

Take a moment to network with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.



Monday

8:30 a.m. – 12:30 p.m.

(Break from 10:00 - 10:30 a.m.)

BUILDING A FOUNDATION FOR GOOD GOVERNANCE

This session covers Module 1 of the SDLA: Governance Foundations.

In this informational session, the instructor will lay the ground work for good governance in your district.

Attendees will discover:

- Why good governance is so important to the overall well-being of the district.
- The traits of effective board members.
- What good governance means and how to effectively put it into practice.
- How to move your board from “I” to “we,” including how to become an effective team, establish team standards, and essential conditions for team building.

12:30 – 1:30 p.m.

LUNCH PROVIDED *(all attendees)*

1:45 – 4:30 p.m.

(Break from 3:00 - 3:30 p.m.)

FULFILLING YOUR DISTRICT’S MISSION: CHARTING THE COURSE

This session covers Module 2 of the

SDLA: Setting Direction/Community Leadership.

This session will highlight the importance of setting the direction for your district. Learn the critical components of direction setting for your district along with how to avoid planning pitfalls. Attendees will walk through the steps of establishing and fulfilling your district’s mission, vision, values and strategic goals and how to communicate those objectives to your constituents.



5:30 – 7:00 p.m.

SIP AND SAVOR EVENING RECEPTION



Sponsored by the Special District Risk Management Authority (SDRMA)

Join us for an evening of networking and refreshments.

Tuesday

8:30 a.m. – 12:00 p.m.

(Break from 10:00 - 10:30 a.m.)

DEFINING BOARD/STAFF ROLES AND RELATIONSHIPS

This session covers Module 4 of the

SDLA: Board’s Role in Human Resources

This conference session will teach participants how to determine the Human Resource health of their district and what areas to focus on as a board and individual governing official including:

- Identifying the board’s role in human resources.
- Recognizing HR red flags and positive indicators.
- Developing and maintaining essential HR policies.
- Covering confidentiality and legal liabilities.
- Evaluating the general manager.

12:00 – 1:00 p.m.

LUNCH PROVIDED *(all attendees)*

1:15 – 4:00 p.m.

(Break from 2:45 - 3:00 p.m.)

GET THE WORD OUT! BEST PRACTICES FOR COMMUNICATION AND OUTREACH

This session covers Module 2 of the

SDLA: Setting Direction/Community Leadership.

This session looks at common communication breakdowns and areas for improvement in public agency communications. It will discuss proper and effective communication methods to be aware of as a governing official including:

- Identifying audiences.
- Responding to public input.
- Media relations.
- Legislative outreach and advocacy.

OPEN EVENING

Wednesday

8:30 a.m. – 12:00 p.m.

(Break from 10:00 - 10:15 a.m.)

SHOW ME THE MONEY! WHAT DO BOARD MEMBERS NEED TO KNOW ABOUT DISTRICT FINANCES?

This session covers Module 3 of the

SDLA: Board’s Role in Finance and Fiscal Accountability.

This session will provide a review and insight of important financial concepts, reports, and policies specific to public agencies including special districts. Attendees will learn:

- How to ask the right questions.
- How to link the finance process to the district mission and goals.
- Budget process, budget assessment, and communicating budget information to the public.
- How to develop and analyze capital improvement plans and reserve guidelines.

12:00 – 12:30 p.m.

GRADUATION CERTIFICATE DISTRIBUTION

First Time Attendees must attend all sessions in order to receive their certificate at the conclusion of the conference.



Don't miss the Sip and Savor evening reception on Monday night. Sponsored by SDRMA.



Two evening receptions are offered as great networking opportunities.

“The workshop on Setting Direction/Community Leadership was outstanding. The Leadership Academy should be a requirement for all new board members.”

– Dave Kulchin, Board Member, Leucadia Wastewater District

you'll **Learn**



WORKING AS A TEAM: THE ROLES OF THE BOARD AND STAFF IN YOUR DISTRICT.

ATTRIBUTES AND CHARACTERISTICS OF HIGHLY EFFECTIVE BOARDS.

HOW CULTURE, NORMS, VALUES, AND OPERATING STYLES INFLUENCE THE DISTRICT.

SPECIFIC JOBS THAT THE BOARD MUST PERFORM.

HOW INDIVIDUAL VALUES, SKILLS, AND KNOWLEDGE HELP TO SHAPE HOW EFFECTIVE BOARDS OPERATE.

THE IMPORTANCE OF MOVING FROM “I” TO “WE” AS THE GOVERNANCE TEAM.

THE BOARD’S ROLE IN SETTING DIRECTION FOR THE DISTRICT.

THE BOARD’S ROLE IN FINANCE AND FISCAL ACCOUNTABILITY.

AND MUCH MORE!





Sunday - April 15, 2018

5:30 – 7:00 p.m.

REGISTRATION AND NETWORKING RECEPTION

Take a moment to network with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.



Monday - April 16, 2018

8:30 – 10:00 a.m.

THE INTRICACIES OF RUNNING A PUBLIC MEETING: DEEP DIVE INTO THE BROWN ACT

Anne Collins, Lozano Smith

Conducting the district’s business in public can be convoluted and tricky. It requires district staff, general managers, and board members to strictly adhere to ever-changing laws, impacting meetings, communications, timelines and use of technology. This workshop will use entertaining hypotheticals to engage participants, letting them dive deep into the Brown Act – all designed to help attendees stay in compliance and effectively run board meetings. Newly elected and experienced board members alike will be equipped with the tools needed to avoid falling into Brown Act traps. Key focus areas: closed sessions, public comments, serial meetings, agendas, voting and quorums, e-communications, and public records.

10:00 – 10:30 a.m.

BREAK (all attendees)

10:30 a.m. – 12:30 p.m.

HARASSMENT PREVENTION FOR BOARD MEMBERS

Kelly Trainer and Traci Park, Burke, Williams & Sorensen, LLP

AB 1661 makes sexual harassment prevention training mandatory for officials receiving any compensation. This legislation requires employers to ensure that all officials receive at least two hours of sexual harassment prevention training every two years. Receive your AB 1661 compliance training for special districts with this breakout.

12:30 – 1:30 p.m.

LUNCH PROVIDED (all attendees)

1:45 – 3:00 p.m.

HOW YOUR BOARD CAN SET CLEAR DIRECTION AND BUILD YOUR DISTRICT’S FUTURE AROUND ITS CORE PRIORITIES

Martin Rauch, Rauch Communication Consultants

Whether you call it identifying priorities, building consensus or strategic planning, every board should map out clear direction around the district’s core priorities. Setting direction and clear priorities is a core board responsibility that will guide your district to resolve key challenges and take advantage of important opportunities. This session will provide examples and tips on how the best districts develop and implement core priorities. There will be opportunities for questions, answers and engagement among the participants and the seminar leader.

3:00 – 3:30 p.m.

BREAK (all attendees)

3:30 – 4:30 p.m.

GOVERNANCE BEST PRACTICES

Dennis Timoney, Special District Risk Management Authority (SDRMA)

This session will discuss the board’s role in the governance of a special district. Using California Community Services District Law as a template we will examine the “duties” of the board and provide a job description. Samples of various public agency board member manuals will be presented to discuss how the issues and responsibilities of governance and operations are defined. The presenter will also examine Brown Act and ethics related issues that have been identified in various Grand Jury reports recently released to the public.

5:30 – 7:00 p.m.

SIP AND SAVOR EVENING RECEPTION

Sponsored by the Special District Risk Management Authority (SDRMA)

Join us for an evening of networking and refreshments.





Tuesday - April 17, 2018

8:30 – 10:00 a.m.

SAY WHAT?!? SPEAKING PLAINLY THROUGH POLICY

Brent Ives, BHI Management Consulting

This session outlines the critical nature and importance of making long-lasting and meaningful policy as a board. Good policy is the most professional expression of a great board and agency. Yet special districts struggle with what policy means and how to make and use them. Brent Ives, recognized organizational consultant to special districts in California on policy and planning, will bring his years of experience as a consultant and his long tenure as Mayor and Council member of the City of Tracy to this critically important topic. In Brent's words, "Making good policy moves our board to the highest level of performance"

10:00 – 10:30 a.m.

BREAK (all attendees)

10:30 a.m. – 12:00 p.m.

CONDUCTING EFFECTIVE GENERAL MANAGER EVALUATIONS: KEYS TO SUCCESS

Richard Pio Roda, Meyers Nave

The general manager's performance is critical to the success of every special district. The selection, development, and retention of the right GM charged with leading the organization toward its strategic goals is of primary importance to the board. Every governing body has among its primary responsibilities a thorough and professional evaluation of its GM through the use of effective tools that enable honest feedback and incorporate performance objectives and measures. The performance review process can be most effective when it goes beyond measuring performance and incorporates goal-setting, sets expectations, provides for open dialogue, and has in place defined accountability standards. This session will give participants the tools to conduct effective general manager evaluations that will help ensure that both the board and the GM are aligned on the direction and goals of their organization.

12:00 – 1:00 p.m.

LUNCH PROVIDED (all attendees)

1:15 – 2:45 p.m.

LEVERAGING YOUR STATE AND FEDERAL RELATIONSHIPS

Christopher Townsend, Townsend Public Affairs

The course will provide members with an overview on how to best leverage federal and state advocacy trips to Washington, DC and Sacramento. The focus will be on proper preparation, building and maintaining relationships, creation of advocacy materials and leveraging follow up from the advocacy trips. The course will educate board members on the importance of interfacing with their representatives so that they can better promote and advance their legislative platforms and funding agendas. This will include a discussion on how to: schedule meetings with relevant legislators, strategize on the talking points and agendas of the meetings, prepare the offices before the meetings take place, effectively advocate during the sessions with legislators, and handle all follow up generated by the meetings. The instructor will provide guidance on how to best select trip dates and how to handle each step of the advocacy trip process. The instructor will also provide an outline on how to best leverage these trips so that relationships are developed and sustained well beyond the meetings.

2:45 – 3:00 p.m.

BREAK (all attendees)

3:00 – 4:00 p.m.

FRAUD DETECTION AND PREVENTION FOR BOARD MEMBERS

Justin Williams, Mann, Urrutia, Nelson, CPAs and Associates, LLP

Discovering fraud in your organization can be devastating. It can cost your organization time, money and loss of public trust. We will review common fraud schemes and demonstrate how to develop procedures to prevent and detect fraud. This presentation will give you the tools to help you ensure you have the proper controls and processes in place to help mitigate fraud risk in your organization.

4:00 p.m.

CONFERENCE ENDS FOR RETURNING ATTENDEES



2018 Registration Form

Special District Leadership Academy Conference

Three Ways to Register

- **Register online** by visiting the Special District Leadership Academy Conference website at leadershipacademy.csda.net.
- **Fax number:** 916-520-2465. All faxed registration forms must include credit card payment.
- **Mail:** CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form and payment. Checks should be made payable to: California Special Districts Association.

Not sure if you are a member?

Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the many benefits of CSDA membership, contact Member Services Director Cathrine Lemaire at cathrine1@csda.net or call toll-free at the number listed above.



Name/Title:		
District:		
Address:		
City:	State:	Zip:
Phone:	Fax:	
<input type="checkbox"/> Member <input type="checkbox"/> Non-Member	Email:	
Emergency Contact - Name & Phone:		

WHICH CONFERENCE WILL YOU BE ATTENDING?

FEBRUARY 4-7, 2018 - LA QUINTA EARLY BIRD DISCOUNT: JANUARY 5 <input type="checkbox"/> CSDA Member \$600 <input type="checkbox"/> Non-Member \$900 AFTER JANUARY 5 <input type="checkbox"/> CSDA Member \$650 <input type="checkbox"/> Non-Member \$975	APRIL 15-18, 2018 - MONTEREY EARLY BIRD DISCOUNT: MARCH 16 <input type="checkbox"/> CSDA Member \$600 <input type="checkbox"/> Non-Member \$900 AFTER MARCH 16 <input type="checkbox"/> CSDA Member \$650 <input type="checkbox"/> Non-Member \$975 <hr style="border-top: 1px dotted #ccc;"/> <input type="checkbox"/> First Time Attendee <input type="checkbox"/> Returning Attendee	JULY 8-11, 2018 - NAPA EARLY BIRD DISCOUNT: JUNE 8 <input type="checkbox"/> CSDA Member \$600 <input type="checkbox"/> Non-Member \$900 AFTER JUNE 8 <input type="checkbox"/> CSDA Member \$650 <input type="checkbox"/> Non-Member \$975
--	--	--

SEND MORE - SAVE MORE! -- SPECIAL DISCOUNTED PRICING!

ADDITIONAL ATTENDEE FROM THE SAME DISTRICT BEFORE EARLY BIRD DISCOUNT <input type="checkbox"/> CSDA Member \$400 <input type="checkbox"/> Non-Member \$600	ADDITIONAL ATTENDEE FROM THE SAME DISTRICT AFTER EARLY BIRD DISCOUNT <input type="checkbox"/> CSDA Member \$450 <input type="checkbox"/> Non-Member \$675
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Payment

Check Visa MasterCard Discover American Express

Acct. Name:	Acct. Number:
Expiration Date:	Authorized Signature:

Special needs

Vegetarian Other:



Risk management requires a well-balanced team.

For over 30 years, our goal has been to serve as an extension of your staff. We provide full-service risk management programs to California public agencies including Property/Liability, Workers' Compensation and Health Benefits coverages. We've built up member programs that surpass anything else on the market and we do it in a way that forms a sturdy foundation for all your coverage and risk management needs.

Learn more about what we do and how we can protect your agency at www.sdrma.org or **800.537.7790**.

SHOW YOUR COMMITMENT AND DEDICATION TO SERVING YOUR COMMUNITY.



The Recognition in Special District Governance was designed to acknowledge special district board members and trustees who have taken extra steps to become better educated in core areas of governance.

Complete the Special District Leadership Academy + 10 additional professional development hours and receive this recognition.



**Available for
only \$15.00* at the
SDLA Conferences.**

This manual includes an overview of the Brown Act as well as guidelines and tips for complying with various meeting agenda, notice, public participation, and public reporting requirements.

Order online at csda.net.

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SDLA

CSDA's 2018
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Leadership Academy

*A Comprehensive Governance Conference
for Elected and Appointed Directors/Trustees.*

*“Another enjoyable
CSDA experience.”*
– P. Dorey, Director, Vista Irrigation District

**RESOLUTION NO. 2098-0518, EVEN-YEAR BOARD OF DIRECTORS ELECTION;
CONSOLIDATION OF ELECTIONS; AND SPECIFICATIONS OF THE ELECTION ORDER**

ISSUE:

The District has three Director positions (James, Merrill, and Miller) that are subject to selection by election this November. The District typically chooses to consolidate its election with the general election which will be on November 6, 2018.

FISCAL IMPACT:

The number of registered voters in the District is about 20,000. If it goes to the ballot, the cost of the election is estimated to be \$1.50 per registered voter for a total cost of about \$30,000. The "Not Gone to Ballot" fee is about \$300 plus publication costs.

STRATEGIC PLAN:

GOAL 3: Ensure Financial Stability and Efficiency

GOAL 5: Maintain and Improve Community Outreach and Communication

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

BACKGROUND:

The District has taken advantage of the opportunity to consolidate its election with Contra Costa County and should continue to do so again this year.

The candidate filing period for the General Election is 25 days from July 16, 2018 to August 10, 2018. If nomination papers for an incumbent elective officer are not filed by the filing deadline, the filing period for that office is extended 5 calendar days for non-incumbents only from August 11, 2018 to August 15, 2018. There shall be no extended filing period for candidates where the incumbent cannot file due to term limits or for offices that are vacant.

RECOMMENDATION:

Approve the Resolution.

ATTACHMENTS:

- Resolution No. 2098-0518

RESOLUTION NO. 2098-0518

RESOLUTION ORDERING EVEN-YEAR BOARD OF DIRECTORS
ELECTION; CONSOLIDATION OF ELECTIONS; AND SPECIFICATIONS
OF THE ELECTION ORDER – STEGE SANITARY DISTRICT

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

- A. The California Elections Code requires a general district election be held in each district to choose a successor for each elective officer whose term will expire on the first Friday in December following the election to be held on the second Tuesday in November in each even-numbered year.
- B. Other elections may be held in whole or in part of the territory of the District and it is to the advantage of the District to consolidate pursuant to Elections Code Section 10400.
- C. Elections Code Section 10520 requires each district involved in a general election to reimburse the county for the actual costs incurred by the county elections official in conducting the election for that district.
- D. Elections Code Section 13307 requires that before the nominating period opens, the District Board must determine whether a charge shall be levied against each candidate submitting a candidate's statement to be sent to the voters; determine the number of words, may estimate the cost; and determine whether the estimate must be paid in advance.
- E. Elections Code Section 12112 requires the election official of the principal county to publish a notice of the election once in a newspaper of general circulation in the District.

IT IS RESOLVED as follows:

That an election be held within the territory included in this District on the 6th day of November 2018, for the purpose of electing members to the Board of Directors of said District in accordance with the following specifications:

SPECIFICATIONS OF THE ELECTION ORDER

1. The election shall be held on Tuesday, the 6th day of November, 2016. The purpose of the election is to choose members of the Board of Directors for the following seats:

Three (3) members of the District Board of Directors, full term (4 years)

2. The District has determined that the candidate will pay for the Candidate's Statement. The Candidate's Statement will be limited to 250 words. As a condition of having the Candidate's Statement published, the candidate shall pay the estimated cost at the time of filing. The District hereby establishes the estimated cost for a candidate statement as \$350.
3. The District directs that the County Registrar of Voters of the principal county publish the Notice of Election in a newspaper of general circulation that is regularly circulated in the territory.
4. This District hereby requests and consents to the consolidation of this election with other elections which may be held in whole or in part of the territory of the District, pursuant to Elections Code 10400.
5. The District will reimburse the county for the actual cost incurred by the county elections official in conducting the general district election upon receipt of a bill stating the amount due as determined by the elections official.
6. The Secretary of this Board is ordered to deliver copies of this Resolution to the Registrar of Voters and the Board of Supervisors of Contra Costa County.

* * * * *

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

XXXX

I HEREBY CERTIFY that the foregoing Resolution was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 24th day of May 2018, by a X-X vote as follows:

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

DWIGHT MERRILL, President
Stege Sanitary District
Contra Costa County, California

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District

RESOLUTION NO. 2099-0518 AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT TO PREPARE PLANS AND SPECIFICATIONS TO LOCATE, REPLACE EXISTING, AND CONSTRUCT REDUNDANT SANITARY SEWER FORCE MAINS AT TWO LOCATIONS WITHIN THE DISTRICT

ISSUE:

The District’s two force mains are approximately 50 years old and need to be assessed, evaluated, and/or replaced.

FISCAL IMPACT:

The fiscal impact is \$81,310 with an optional additive bid item of \$6,760 for geotechnical services.

STRATEGIC PLAN:

GOAL 2: Maintain and Improve Infrastructure

WORK PLAN ITEM “b”: Update and implement sewer system master plan to prioritize sewer replacement, funding, and maintain a sewer system life cycle of 60+ years.

WORK PLAN ITEM “f”: Conduct risk assessments for pump stations, force mains, and siphon at least every five (5) years.

BACKGROUND:

The District maintains two separate sanitary sewer force mains: the Burlingame Ave. Pump Station Force Main located in the Richmond Annex (8” diameter and 800 LF long), and the Canon Dr. Pump Station Force Main located in Kensington (4” diameter and 800 LF long).

On May 8th the District received 3 submissions for its request for proposal (RFP) sent out a few months prior. The RFP solicited the services of qualified consultants to provide plans and specifications to locate existing sanitary sewer force mains, replace existing force mains, and construct redundant sanitary sewer force mains at two locations within the District. The summary of the submitted proposals is as follows:

PROPOSAL SUBMITTAL COMPARISON:

**Engineering Services
 Base Bid**

**Additive
 Services**

Company Name	Base Fee	Bid Assistance	Construction Services	TOTAL	Geotechnical
Stantec	\$64,600.00	\$16,710.00		\$81,310.00	\$6,760.00
Waterworks	\$77,685.00	\$2,321.00	\$6,930.00	\$86,936.00	n/a
Schaaf & Wheeler	\$82,985.00	\$1,380.00	\$13,250.00	\$97,615.00	\$26,995.00

The associate engineer has experience with all three consultants who submitted proposals and consider them all competent and responsible. Waterworks Engineers was awarded the professional engineering design services for the Burlingame Pump Station Rehabilitation Project. One of the engineers involved in the aforementioned project has since moved to Stantec.

It is staff's opinion that geotechnical investigation may not be required.

RECOMMENDATION:

Approve the resolution authorizing execution of a professional services agreement with Stantec in an amount not to exceed \$88,070.

ATTACHMENTS:

- Resolution No. 2099-0518

RESOLUTION NO.2099-0518

RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT TO PREPARE PLANS AND SPECIFICATIONS TO LOCATE, REPLACE EXISTING, AND CONSTRUCT REDUNDANT SANITARY SEWER FORCE MAINS AT TWO LOCATIONS WITHIN THE DISTRICT

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

- A. The District maintains two separate sanitary sewer force mains: the Burlingame Ave. Pump Station Force Main located in the Richmond Annex (8" diameter and 800 LF long), and the Canon Dr. Pump Station Force Main located in Kensington (4" diameter and 800 LF long).
- B. Force main failures are a leading cause for large volume sanitary sewer overflows.
- C. Both force mains are approximately 50 years old and need to be assessed, evaluated, and/or replaced.
- D. Based on the ranking, staff recommends authorizing execution of a professional services agreement for the preparation of plans and specifications to locate, replace existing, and construct redundant sanitary sewer force mains at two locations within the District with Stantec in an amount not to exceed \$88,070.

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

- 1. The Directors declare that the District Manager is authorized to execute a professional services agreement for the preparation of plans and specifications to locate, replace existing, and construct redundant sanitary sewer force mains at two locations within the District with Stantec, approved as to form by District Counsel, in an amount not to exceed \$88,070.

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Resolution No. 2099-0518 was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 24th day of May 2018 by a X-X vote as follows:

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

DWIGHT MERRILL, President
Stege Sanitary District
Contra Costa County, California

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District

CONSIDERATION OF CHANGE OF DATE FOR THE THURSDAY, JULY 12, 2018
REGULAR BOARD MEETING TO WEDNESDAY, JULY 11, 2018

ISSUE:

The Board will consider changing the date of the Thursday, July 12, 2018 Regular Board Meeting to Wednesday, July 11, 2018.

FISCAL IMPACT:

None.

STRATEGIC PLAN:

GOAL 4: Provide Safe and Rewarding Work Environment that Recognizes the Worth and Value of Employees

WORK PLAN ITEM "e": Provide a flexible work schedule as a benefit for employees to support employee morale, retention and recruitment

BACKGROUND:

Director James informed the Board that he will not be able to attend the Thursday, July 12, 2018 Regular Board Meeting and asked the Board to consider changing the date to Wednesday, July 11, 2018.

RECOMMENDATION:

If none of the other Board Members object, change the date of the Thursday, July 12, 2018 Regular Board Meeting to Wednesday, July 11, 2018.

ATTACHMENTS:

None.

STEGE SANITARY DISTRICT
Investment, Cash & Receivables Report

As of April 30, 2018

1:05 PM
 05/21/2018

	<u>April 30, 2018</u>	<u>March 31, 2018</u>	<u>\$ Change</u>	<u>Deposits</u>	<u>Checks</u>	<u>Transfers</u>
ASSETS						
Current Assets						
Checking/Savings						
LAIF Investment Accts						
11012 - Sewer Operations- 3418	5,609,118	5,609,118	0	0	0	0
11014 - System Rehab- 3423	950,169	950,169	0		0	0
Total LAIF Investment Accts	<u>6,559,287</u>	<u>6,559,287</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Checking Accts						
100 - Mechanics Bank	982,176	135,560	846,616	1,638,234	-791,618	0
100 - County Cash Acct #3418	132,317	-255,182	387,499 *	0 *	0	0
Total Checking Accts	<u>1,114,494</u>	<u>-119,622</u>	<u>1,234,115</u>	<u>1,638,234</u>	<u>-791,618</u>	<u>0</u>
11021 - Petty Cash	250	250	0	0	0	0
Total Checking/Savings	<u>7,674,031</u>	<u>6,439,915</u>	<u>1,234,115</u>	<u>1,638,234</u>	<u>-791,618</u>	<u>0</u>
301 - Ca Employer's Retiree Benefit Trust	209,591	209,591	0	0	0	0
Total CA Employer's Retiree Benefit Trust	<u>209,591</u>	<u>209,591</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Accounts Receivable						
11072 - Accounts Receivable	8,481	8,650	-169			
Total Accounts Receivable	<u>8,481</u>	<u>8,650</u>	<u>-169</u>			

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

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

 Rex Delizo, District Manager

 Date

STEGE SANITARY DISTRICT

Operating Statement

05/21/2018

April 2018

86.85% of Fiscal year Completed

	<u>July-April 2018</u>	<u>Annual Budget</u>	<u>% of Annual Budget</u>
Income			
31 - OPERATING REVENUE			
31010 - Sewer Service Charges	2,272,646	2,435,000	93%
31020 - Permit & Insp. Fees	8,195	15,000	55%
31030 - Connection Fees	109,839	150,000	73%
31040 - San Pablo Ave Impact Fee	35,407	-	0%
31080 - Contracted Services	-	30,000	0%
31010a - Capital Service Charges	2,089,439	2,242,000	93%
Total 31 - OPERATING REVENUE	<u>4,515,526</u>	<u>4,872,000</u>	<u>93%</u>
32 - NON-OPERATING REVENUE			
32050 - Interest - 3418	12,397	12,000	103%
32052 - Interest - 3423	3,123	5,000	62%
32080 - Property Taxes	435,694	369,000	118%
32085 - Insurance Dividend	-	-	0%
32090 - Miscellaneous	46,504	21,000	221%
Total 32 - NON-OPERATING REVENUE	<u>497,717</u>	<u>407,000</u>	<u>122%</u>
Transfer (to)/from Reserves	-	(139,010)	0%
Total Income	<u>5,013,243</u>	<u>5,139,990</u>	<u>98%</u>
Expense			
OPERATING EXPENSES			
Administration/General			
45-010 - Salaries & Wages	182,051	201,220	90%
45-020 - Employee Benefits	102,456	106,680	96%
45-029 - Retiree Health	5,648	6,800	83%
45-030 - Directors Expenses	18,585	38,000	49%
45-070 - Insurance	145,543	93,000	156%
Administration - Other	176,184	244,450	72%
Total Administration	<u>630,467</u>	<u>690,150</u>	<u>91%</u>
Maintenance/Engineering			
41-010 - Salaries & Wages	755,931	916,910	82%
41-020 - Employee Benefits	367,416	451,620	81%
41-029 - Retiree Health	11,858	13,700	87%
41-100 - Operating Supplies	11,454	40,000	29%
41-110 - Contractual Services	68,821	96,300	71%
41-207 - Contracted Repairs	45,195	61,000	74%
Maintenance- Other	117,385	201,450	58%
Total Maintenance/Engineering	<u>1,378,060</u>	<u>1,780,980</u>	<u>77%</u>
Pump Stations	16,681	18,660	89%
Total OPERATING EXPENSES	2,025,208	2,489,790	81%
CAPITAL			
41-650 - Debt Repayment (SRF Loans)	148,220	148,200	100%
Construction Projects	1,427,738	2,456,000	58%
Outlay(Maintenance/Engineering)	7,239	46,000	16%
Total CAPITAL	<u>1,583,197</u>	<u>2,650,200</u>	<u>60%</u>
Total Expense	<u>3,608,405</u>	<u>5,139,990</u>	<u>70%</u>
Net	<u>1,404,838</u>	<u>0</u>	

10:49 AM	STEGE SANITARY DISTRICT			
05/21/2018	Check Report			
Accrual Basis	May 24, 2018			
	Name	Memo	Amount	Num
May 24, 18				
	Aramark Uniform Services	Uniform Services	-740.18	25509
	Aries	Camera Repairs	-1,913.43	25510
	Direct Line	Answering Service 4/01-30/18	-95.00	25511
	EBMUD 92526846174	Hydrant Meter	-728.94	25512
	H&R Plumbing & Drain	Repairs 1433 Monterey & 101 Kingston	-9,960.00	25513
	Meyers Nave	Legal Services	-6,749.08	25514
	Oro Loma Sanitary District	First Aid/CPR Training	-450.00	25515
	Pastime Hardware	Maintenance Supplies	-36.37	25516
	Pitney Bowes Global Financial Srvcs, LLC	Copier 02/28/18-05/27/18	-154.81	25517
	Speed-Ox, Inc.	CO2 Tank Rental	-43.70	25518
	Staples Credit Plan	Office supplies	-97.60	25519
	U.S. Bank	Ear Plugs, Travel and Misc	-174.31	25520
May 24, 18			-21,143.42	

STEGE SANITARY DISTRICT

MAY 2018

MAY 2018	JUNE 2018	JULY 2018	AUGUST 2018	SEPTEMBER 2018	OCTOBER 2018
5/28 HOLIDAY AB 1661 Training (odd years)	6/13 Safety and Recognition Awards Luncheon	7/4 HOLIDAY 4 th of July Fair Booth	CASA Annual Conf. August 8-10 Monterey, CA	9/3 HOLIDAY CSDA Annual Conf. Sept 24-27 Monterey, CA	
5/10/2018 – 7:00 P.M.	6/14/2018 – 7:00 P.M.	7/12/2018 – 7:00 P.M.	8/16/2018 – 7:00 P.M.	9/13/2018 – 7:00 P.M.	10/11/2018 – 7:00 P.M.
Board of Directors Meeting ○ Board Training Summary ○ Draft Budget ○ July 4 th Fair Discussion	Board of Directors Meeting ○ Draft Budget ◆ Review Director Meeting Compensation ○ July 4 th Fair Discussion ◆ Approve Project Plans and Specs (+CEQA) ◆ Approve Salary Ranges for District Positions	Board of Directors Meeting ○ July 4 th Fair Debrief ○ District Investment Policy ○ CASA Conference ◆ Resolution Est. Salary of District Manager ◆ Form 470	Board of Directors Meeting ○ CASA Conference ○ CSDA Conference ○ Select Actuary for Analysis of Retiree Health Benefits (odd years) ○ Quarterly (FY End) Financial Statements ○ Conn. Charge Report per Gov. Code 66013	Board of Directors Meeting ○ CSDA Conference ○ CASA Conf. – Attendee Reports	Board of Directors Meeting
5/24/2018 – 7:00 P.M.	6/28/2018 – 7:00 P.M.	7/26/2018 – 7:00 P.M.		9/27/2018 – 7:00 P.M.	10/25/2018 – 7:00 P.M.
Board of Directors Meeting ○ CLOSED SESSION – District Counsel Performance Evaluation ○ Draft Budget ○ July 4 th Fair Discussion ○ Service Rate Discussion/Approval (& 30-day Notice) ◆ <i>Resolution Ordering Board Election (even years)</i>	Board of Directors Meeting ○ CLOSED SESSION – Manager Perf. Eval. ◆ Approve and Adopt Final Budget ◆ Ordinance – Director Meeting Compensation ◆ Review and Approve Incentive Award ◆ Adopt Incentive Award Goals & Objectives ○ District Reserve Policy ○ July 4 th Fair Discussion ○ Consent Decree Quarterly Report	Board of Directors Meeting ○ CLOSED SESSION – Quarterly Claims Rpt ○ CASA Conference ○ Reimb. Report per Gov. Code 53065.5 ○ Quarterly Financial Statements ○ Candidate filing period (even years) ◆ Establish and Collect Sewer Service Charges ◆ Notice of Completion/Award of Contract		Board of Directors Meeting ◆ Flexible Benefits Plan Contribution Review ◆ Deferred Compensation Matching Contribution Review ○ CSDA Conference – Attendee Reports ○ Consent Decree Quarterly Report	Board of Directors Meeting ○ CLOSED SESSION – Quarterly Claims Rpt ○ Quarterly Financial Statements ○ Regional Private Sewer Lateral Program Update

○ INFORMATIONAL ITEMS

◆ ACTION ITEMS

CHANGES IN ITALICS

STEGE SANITARY DISTRICT

MAY 2018

NOVEMBER 2018	DECEMBER 2018	JANUARY 2019	FEBRUARY 2019	MARCH 2019	APRIL 2019
11/22 HOLIDAY	12/13 Christmas Luncheon 12/25 HOLIDAY	1/1 & 1/14 HOLIDAY CASA Winter Conf.	2/18 HOLIDAY CASA Policy Forum Washington, DC	AB 1234 Training (even years)	CASA Public Policy Forum Sacramento, CA
11/8/2018 – 7:00 P.M.	12/13/2018 – 2:00 P.M.	1/10/2019 – 7:00 P.M.	2/14/2019 – 7:00 P.M.	3/9/2019 – 9:00 A.M.	4/9/2019 – 7:00 P.M.
Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting
<ul style="list-style-type: none"> ◆ Proposed Meeting Calendar ◆ Board Officer Succession Plan ◆ CASA Conference 	<p><i>2PM Meeting Time</i></p> <ul style="list-style-type: none"> ◆ Nomination & Election of Officers ◆ Fiscal Year Financial Audit ◆ Connection Charge Calculation Report ○ CASA Conference ◆ Meeting Calendar ◆ Consent Decree Quarterly Report 	<ul style="list-style-type: none"> ◆ Board Governance Review ◆ Connection Charge Ord. ◆ Service Rate Discussion ◆ District of Distinction (even years) ○ CASA Conference ○ Director's Contact Info ○ Board Training Summary ○ Long Range Planning Discussion of Topics 	<ul style="list-style-type: none"> ◆ Board Governance Approval ◆ Actuarial Analysis of Retiree Health Benefits Report (even years) ◆ Service Rate Discussion ○ CASA Conference ○ Board Training Summary ○ Form 700 ○ Long Range Planning Discussion of Topics 	<p><i>9AM Meeting Time</i></p> <ul style="list-style-type: none"> ○ Long Range Planning Workshop ○ Strategic Plan 	<ul style="list-style-type: none"> ○ Service Rate Discussion/Approval (& 30-day Notice) ○ Board Training Summary ○ CASA Conf. – Attendee Reports ◆ Long Range Planning Action Plan
		1/24/2019 – 7:00 P.M.		3/21/2019 7:00 P.M.	4/23/2018 – 7:00 P.M.
		Board of Directors Meeting		Board of Directors Meeting	Board of Directors Meeting
		<ul style="list-style-type: none"> ○ CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval. ◆ Resolution for Disposal of Surplus Property ○ Quarterly Financial Statements ○ CASA Conf. – Attendee Reports ○ Service Rate Discussion ○ Long Range Planning Discussion of Topics 		<ul style="list-style-type: none"> ◆ Auditor – RFP ◆ California Employer's Retiree Benefit Trust (CERBT) ○ Form 700 ○ Consent Decree Quarterly Report ○ Service Rate Discussion ○ CASA Conf. + Attendee Reports ○ Board Training Summary 	<ul style="list-style-type: none"> ○ CLOSED SESSION – Quarterly Claims Rpt ◆ Employee Benefits ○ Quarterly Financial Statements ◆ Draft Budget ◆ Service Rate Discussion/Approval (& 30-day Notice) ◆ July 4th Fair Discussion

○ INFORMATIONAL ITEMS

◆ ACTION ITEMS

CHANGES IN ITALICS