

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF JULY 26, 2012

TIME OF MEETING: 7:00 P.M.

***** AGENDA *****

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.stegesd.dst.ca.us. 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

Conference with District Counsel -- Existing Litigation

(Government Code Section 54956.9(a))

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

Conference with District Counsel -- Existing Litigation

(Government Code Section 54956.9(a))

CITY OF EL CERRITO v. ROBERT CAMPBELL, ANA MATOSANTOS, STATE OF CALIFORNIA, et. al, Sacramento County Superior Court Case No. 34-2012-80001200

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF JULY 26, 2012

TIME OF MEETING: 7:00 P.M.

Conference with District Counsel – Liability Claims

(Government Code Section 54961)

Agency claimed against: Stege Sanitary District

Motion:

IV. Approval of Minutes

A. Approval of Minutes of July 12, 2012 Board Meeting

(The Board will be asked to approve the July 12, 2012 Board meeting minutes)

V. Communications

Info/Motion:

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. August 08-11, 2012 California Association of Sanitation Agencies (CASA) Conference – Attendance Confirmations

Info/Motion:

B. Written Communications:

1. July 9, 2012 Contra Costa Times editorial: Legislature must stop lavish health benefits for boards

VI. Reports of Staff and Officers

A. Attorney's Report:

B. Manager's Report:

1. Monthly Maintenance Summary Report – June 2012

2. Miscellaneous Items

a. General Manager Leadership Summit

b. Updated Sewer Service Charges Report

VII. Business

Info:

A. EBMUD/Richmond Wastewater Services

(The Board will hear a presentation by EBMUD)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

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TIME OF MEETING: 7:00 P.M.

Resolution/Motion: B. Resolution No. 1998-0712 Accepting Completion of the Work and Directing Filing of Notice of Completion for the Standard Pipe Bursting Project, Stege Sanitary District Project No. 10201

(The Board will be asked to approve the Resolution)

Info/Motion: C. Award of Contract – Standard Sewer Rehabilitation Project No. 12201 – July 2012

(The Board will be asked to approve award of the contract)

Resolution/Motion: D. Resolution No.1999-0712 Establishing Salary of District Manager

(The Board will be asked to approve the Resolution)

Motion: E. Cancellation of the August 16, 2012 Regular Board Meeting

(The Board will consider cancellation of an upcoming Board Meeting)

Motion: **VIII. Monthly Financial Statements – June 2012**

A. Monthly Investment, Cash, Receivables Report, June 2012

B. Monthly Operating Statement, June 2012

C. Local Agency Investment Fund (LAIF) Quarterly Statement

D. California Employers' Retiree Benefit Trust (CERBT) Quarterly Statement

(The Board will review the June 2012 reports and quarterly statements)

Motion: **IX. Approval of Checks**

A. Checks for July 2012 - Fund No. 3418 & 3423

(The Board will be asked to approve the July checks)

Info: **X. Future Agenda Items**

August 16, 2012

None

August 30, 2012

CLOSED SESSION – Existing Litigation

District Reserve Policy

Ordinance - Directors Meeting Compensation

CASA Conference – Director's Reports

Flexible Benefits Plan

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

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TIME OF MEETING: 7:00 P.M.

September 13, 2012

None

XI. Adjournment

The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on August 16, 2012. But if cancelled as proposed, the next meeting will be held on August 30, 2012 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California.

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF JULY 12, 2012

TIME OF MEETING: 7:00 P.M.

*****MINUTES*****

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

II. Roll Call: Present: Brand (arrived at 7:02 P.M.), Gilbert-Snyder,
Merrill, Miller
Absent: O'Keefe (provided prior notice of absence)
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: Merrill mentioned that he saw a cone on a catch basin at the corner of Norvell Ave. and Lincoln Ave. that had a sewer type smell.

CLOSED SESSION

Conference With Labor Negotiator (Government Code Section 54957.6)
Agency Designated Representative: Board President, Al Miller
Unrepresented Employee: District Manager, Rex Delizo

The Board entered into the closed session at 7:05 P.M. and returned to open session at 7:55 P.M. President Miller reported that the Board approved the District Manager salary of \$150,000 effective July 1, 2012. The board also requested additional information on both Oro Loma Sanitary District and Novato Sanitary District that includes whether they are collection, treatment or both, number of employees, and the current General Manager's salary and years of experience. The Board would also like a future agenda item to discuss appropriate comparable agencies for the manager position.

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve the District Manager salary of \$150,000 effective July 1, 2012.

VOTE: AYES: Brand, Gilbert-Snyder, Merrill, Miller
NOES: None
ABSTAIN: None

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TIME OF MEETING: 7:00 P.M.

ABSENT: O'Keefe

IV. Approval of Minutes

A. Approval of Minutes of June 28, 2012 Board Meeting

MOTION: By Gilbert-Snyder, seconded by Brand, to approve the minutes of the June 28, 2012 Board Meeting, as corrected.

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

B. Approval of Minutes of June 30, 2012 Board Meeting

MOTION: By Gilbert-Snyder, seconded by Brand, to approve the minutes of the June 30, 2012 Board Meeting.

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

V. Communications

A. Oral Communications:

1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings
 - a. Fourth of July Fair - Debriefing
 - b. City & Community Meetings

Overall, the Directors thought the fair went very well and wanted to acknowledge all the help the maintenance crew provided to help setup for the event. The Directors would have liked to have the updated sewer model for display but understand that it did not work out logistically due to its size but hope to find a way to accommodate it next year. The

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Directors also would like staff to look into making it more interactive with possibly some automation to make it more enticing to the public.

Miller reported that he attended the July 10, 2012 East Bay Municipal Utility District (EBMUD) board meeting to comment on the Joint Wastewater Services Implementation Study for the Richmond Wastewater Services Project.

B. Written Communications:

1. June 27, 2012 Email Attachments from California Special Districts Association (CSDA) - Chapter Affiliation Agreement: documents for Contra Costa County Chapter

The Board was provided a copy of the Board approved CSDA/Chapter Affiliation Agreement for consideration which included an FAQ sheet. The intent is for chapters, both established as well as new, to sign the agreement to establish the formal relationship with CSDA, allow access to the CSDA name, logo and resources, and clearly outline the level of liability for both parties.

MOTION: By Merrill, seconded by Gilbert-Snyder, to instruct the CSDA representative to vote affirmative on the CSDA/Chapter Affiliation Agreement

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

2. July 2, 2012 Email Attachment from Delta Diablo Sanitation District - Rate Setting Philosophy Survey Results

The Board was provided the summary report of the survey responses from Board Members of Wastewater Special Districts on rate setting philosophy. The majority of responding elected officials selected "setting rates to recover costs" as their primary rate-setting philosophy and

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identified “replacing or renewing aging infrastructure” as their utility’s greatest unmet funding need.

3. July 3, 2012 Memo – Board of Directors Training

The Board was provided a summary of the last date each completed ethics and governance foundation training.

VI. Reports of Staff and Officers

A. Manager’s Report:

1. CASA Conference August 08-11, 2012, Monterey, CA

Gilbert-Snyder, Merrill, and Miller all plan to attend the conference but will confirm hotel arrangements at the next meeting.

VII. Business

A. Resolution No. 1997-0712, Resolution Amending Resolution No. 1982-0711 and the Personnel Policies of the Stege Sanitary District Regarding Article II, Section 5 - Stand-By And Call Back Time, 2.5.3

The board requested the resolution be amended to add “This compensation will be reviewed each year as part of the annual compensation review.”

MOTION: By Gilbert-Snyder, seconded by Brand, to approve Resolution No. 1997-0712 and the Personnel Policies of the Stege Sanitary District Regarding Article II, Section 5 – Standby and Call Back Time, 2.5.3, as amended.

VOTE: AYES: Brand, Gilbert-Snyder, Merrill, Miller

NOES: None

ABSTAIN: None

ABSENT: O’Keefe

B. Ordinance No. 1998-0712 Approving Increase in Directors’ Fees.

The Public Hearing was conducted and there was no one from the public in attendance to comment. This item was tabled by unanimous consensus until the August 30, 2012 board meeting when all directors are schedule to be present.

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C. District Investment Policy

The Board conducted the annual review of investment policies. The District investment policy is a typical policy that identifies safety, liquidity and yield as the goals of investments. The Directors found no changes necessary at this time but did ask that it be forwarded to District Counsel for review.

VIII. Approval of Checks

A. Checks for July 2012 - Fund No. 3418 & 3423

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve the payment of the bills, Check Nos. 21894 through 21928 in the amount of \$40,389.60

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

IX. Future Agenda Items

July 26, 2012

CLOSED SESSION – Existing Litigation

CLOSED SESSION – Quarterly Claims Report

Quarterly Financial Statements

CASA Conference – Confirm Attendance

EBMUD/Richmond Wastewater Services

Flexible Benefits Plan

Notice of Completion/Award of Contract

Resolution Establishing Salary of District Manager

August 16, 2012

None

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF JULY 12, 2012

TIME OF MEETING: 7:00 P.M.

Due to light agendas for the next several meetings and the upcoming CASA conference, the Directors agreed to cancel the August 16, 2012 Board meeting and move the two agenda items to the Board meeting on August 30, 2012.

X. Adjournment

The meeting was adjourned at 9:11 P.M. The next meeting of the Stege Sanitary District Board of Directors will be held on Thursday, July 26, 2012 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California

DRAFT

Contra Costa Times editorial: Legislature must stop lavish health benefits for boards

Contra Costa Times editorial © Copyright 2011, Bay Area News Group Contra Costa Times

Posted:

ContraCostaTimes.com

The personal greed of Concord City Councilman Ron Leone should offend anyone who cares about responsible expenditures of public money.

Leone, a former director of the Mt. Diablo Health Care District, exemplifies why elected officials, especially for small agencies, should not be allowed to collect pensions and retiree health care benefits.

If one wants to serve on a local government board and receive a small stipend to cover expenses, that's fair. In fact, it is noble. But parlaying that service into a taxpayer-funded benefit worth more than half-a-million dollars is unconscionable. Yet that's what Leone has done.

He and current district Director Grace Ellis refuse to give up their claims to lifetime health care benefits for them and their families. They can collect the benefits under a board policy that provided coverage for any director who served at least 12 years.

An actuary last year estimated the current value of the future benefits at \$714,000. Most of the liability is for Leone because, at age 61, he will probably live much longer than Ellis, who is 85.

That's in addition to \$455,144 the district spent between 2000 and 2011 on medical and dental premiums for Ellis and Leone. Think about it: A total of about \$1.2 million for health care benefits for two directors of a small health care district. Rather than serve the public, Ellis and Leone are gouging the taxpayers.

It's this sort of wasteful spending that has led to the upcoming disbanding of the health care board and the takeover of the district, including its assets and tax revenues, by the Concord City Council. (Leone, in his role as a member of the council, has not been involved with the takeover discussions.)

For months, negotiations for the takeover, which has not operated a hospital since 1996, have hung up over these benefits. The city has backed down from its demand that the district first set aside money to cover the future liability.

That hasn't happened, and probably never will. The district has recklessly spent its money elsewhere, and Leone refuses to give up his claim to the lifetime coverage. While he currently collects most of his health care benefits from the city of Concord (an outrage of its own), he retains the ability to collect them again from the health care district.

He thinks he earned those benefits and is entitled to them. Voters who elected him to the City Council should remember this if he runs for re-election in 2014.

Meanwhile, once Concord controls the district, it should immediately set aside sufficient funds to cover the entire future liability. If that means halting all other district expenditures until sufficient tax revenues are collected, so be it. This debt must be retired first.

The whole sordid affair should prompt the Legislature to act to end such benefits for elected officials. While, for example, there are legal limits on the salaries council members in general law cities can collect, they are free to award themselves the same health care and retirement benefits that city employees receive.

Leone's case shows how costly that can be.

**STEGE SANITARY DISTRICT
MONTHLY MAINTENANCE SUMMARY REPORT
Jun-12**

1. ROUTINE PREVENTIVE MAINTENANCE ACTIVITIES

There were 15 normal working days	Days	Feet
Unit #5 (hydro) operated:	3	13,106
Unit #10 (rodder) operated:	10	27,291
Unit #11 (rodder) operated:	2	3,378
Unit #15 (video) operated:	4	4,293

	Month (feet)		Quarter (feet)	
	Planned	Unplanned	Planned	Unplanned
Total Cleaned	43,504	271	241,017	518
Total Video	1,092	3,201	34,648	4,863

Quarterly Planned Maintenance

Total (feet)	Completed (feet)	Remaining (feet)
208,015	207,934	81

2. MONTHLY SERVICE CALLS

Service calls:	2
*After-hour phone calls:	0 call 0 out

STEGE SANITARY DISTRICT - SERVICE CALLS, OVERFLOWS AND BACKUPS

YEAR	MO	SERVICE CALLS		LATERAL PROBLEMS		MAINLINE FAILURES		MAINLINE OVERFLOWS INTO HOMES	
		MONTHLY	12 MONTH AVERAGE	MONTHLY	12 MONTH AVERAGE	MONTHLY	TOTAL LAST 12-MOS	MONTHLY	TOTAL LAST 12-MOS
2012	June	2	11.5	1	3.8	0	6	0	0
MAINLINE OVERFLOWS INTO WATERS		OVERFLOWS CAUSED BY MAINLINE				OVERFLOWS RELATED TO WET WEATHER			
TOTAL MONTHLY	TOTAL LAST 12-MONTHS	TOTAL MONTHLY	TOTAL LAST 12-MONTHS	TOTAL MONTHLY	TOTAL LAST 12-MONTHS	TOTAL MONTHLY	TOTAL LAST 12-MONTHS	TOTAL MONTHLY	TOTAL LAST 12-MONTHS
0	2	0	15	0	0	0	0	0	0

3. SAFETY AND TRAINING

Safety and training meetings were conducted bi-monthly.

MONTLHY SERVICE CALLS

June-2012

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
6/15/2012 Friday 3:15 PM	188206 188207	5519 ZARA ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	A				WE DID A DYE TEST AND FOUND OUR LINE TO BE CLEAR, IT'S A PRIVATE LATERAL PROBLEM
6/18/2012 Monday 11:50 AM	271313 271312	89 FRANCISCAN WAY KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				SINK HOLE IN DRIVE WAY OF HOME, THIS IS THE HOME OWNERS PROBLEM

PROBLEM TYPE:

Water (A) MH Cover (MC)
 Broken Main (B) Odor (O)
 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)

SPILL

LOCATION:
 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:	1
OTHER:	1
TOTAL SERVICE CALLS:	2
MAINLINE OVERFLOW:	0
MAINLINE SURCHARGE:	0

**RESOLUTION NO. 1998-0712, ACCEPTING COMPLETION OF WORK AND DIRECTING
FILING NOTICE OF COMPLETION FOR THE STANDARD PIPE BURSTING PROJECT,
STEGE SANITARY DISTRICT PROJECT #10201**

ISSUE:

Notices of completion for construction projects must be filed with the County Recorder to initiate the formal process for subcontractors and suppliers to file liens on general contractors.

FISCAL IMPACT:

The cost of filing is about \$20 (if imposed by the County) and about 2 hours of staff time for preparation and travel.

BACKGROUND:

The District is required to complete notices of completion on its public works projects. This project is now complete and the notice should be filed with the County Recorder's office.

RECOMMENDATION:

Approve the Resolution.

ATTACHMENTS:

Resolution No. 1998-0712

RESOLUTION NO. 1998-0712

RESOLUTION ACCEPTING COMPLETION OF WORK AND DIRECTING FILING
NOTICE OF COMPLETION FOR THE STANDARD PIPE BUSTING PROJECT,
STEGER SANITARY DISTRICT PROJECT NO. 10201

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

- A. The District engaged D'Arcy & Harty Construction, on the 16th day of August 2010, to perform the work of standard pipe bursting in the Steger Sanitary District, Project No. 10201, and
- B. Work under the noted contract is fully completed, as provided in the contract and the contract's plans and specifications.

In consideration of the foregoing findings and determinations, IT IS RESOLVED by the District Board as follows:

That the Board of Directors accepts the work of the contract for the sewer repair project as complete and orders the filing of the Notice of Completion with the Contra Costa County Recorder's office.

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Resolution No. 1998-0712 was duly and regularly adopted by the Board of Directors of the Steger Sanitary District, at its regular meeting thereof, held on the 26th of July 2012 by the following vote:

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

ABSTAIN: BOARD MEMBERS:

ALAN MILLER, President
STEGE SANITARY DISTRICT
Contra Costa County, California

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District

AWARD OF CONTRACT– STANDARD SEWER REHABILITATION PROJECT,
NO. 12201 – JULY 2012

ISSUE:

Staff opened bids on July 24th and has a recommendation for award of the contract.

FISCAL IMPACT:

There is little expense involved with this review at a regular Board meeting.

BACKGROUND:

Staff will present to the Board the results of the project bid opening on July 24. Staff recommends award of bid to the lowest responsible, responsive bidder.

RECOMMENDATION:

Award contract to the lowest responsible, responsive bidder.

ATTACHMENTS:

- ◆ Bid Results (to be provided at the Board Meeting)

RESOLUTION NO.1999-0712 ESTABLISHING SALARY OF DISTRICT MANAGER

ISSUE:

The Manager's salary is established early in each fiscal year following a review by the Board of the Manager's performance.

FISCAL IMPACT:

The Board approved an increase from \$145,000 to \$150,000 per year at its July 12, 2012 meeting.

BACKGROUND:

The salary increase approved by the Board should be established by resolution of the Board.

RECOMMENDATION:

Approve the Resolution

ATTACHMENTS:

Resolution No. 1999-0712

RESOLUTION NO. 1999-0712

RESOLUTION ESTABLISHING SALARY OF THE
DISTRICT MANAGER/ENGINEER

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

- A. The position of District Manager/Engineer has been filled by Rex Delizo, P.E. since July 1, 2011, and
- B. A periodic performance evaluation has been conducted by the District Board of Directors on the position of District Manager/Engineer, and
- C. The said performance evaluation has resulted in a recommendation for a salary increase to \$150,000 per year.

In consideration of the foregoing findings and determinations,

IT IS RESOLVED as follows:

- 1. Resolution No. 1989-0911 is amended by amending Paragraph 5 of that resolution to establish the base annual compensation of the District Manager/Engineer at \$150,000 per year effective July 1, 2012.
- 2. Other conditions of employment shall remain as those outlined in Resolution No. 1989-0911.

* * * * *

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Resolution No. 1999-0712 was duly and regularly adopted by the Board of Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 26th day of July 2012 by the following vote:

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

ALAN MILLER, President
Stege Sanitary District
Contra Costa County, California

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District

CANCELLATION OF THE AUGUST 16, 2012 REGULAR BOARD MEETING

ISSUE:

At the Board Meeting on July 12, 2012, the Directors agreed by unanimous consensus to cancel the August 16, 2012 meeting and move two agenda items to the meeting on August 30, 2012.

FISCAL IMPACT:

The District will save from paying the five Directors' meeting compensation fee total of \$980.

BACKGROUND:

The upcoming meetings have very light agendas. The August 16, 2012 meeting originally had only two agenda items that are not time sensitive and were easily moved to the following meeting on August 30, 2012. The August 16, 2012 meeting is also right after the California Association of Sanitation Agencies (CASA) conference that the majority of Directors are scheduled to attend.

RECOMMENDATION:

Approve the cancellation of the August 16, 2012 regular Board Meeting and have staff post a Notice of Meeting Cancellation on the District website and bulletin board outside the District office.

ATTACHMENTS:

Notice of Meeting Cancellation

STEGE SANITARY DISTRICT

**NOTICE OF MEETING
CANCELLATION**

NOTICE IS HEREBY GIVEN as follows:

The regular board meeting of the Stege Sanitary District Board of Directors scheduled for August 16, 2012 has been cancelled.

The next meeting of the Stege Sanitary District Board of Directors will be held on August 30, 2012 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California.

Dated: July 26, 2012

Rex Delizo
STEGE SANITARY DISTRICT
Secretary

STEGE SANITARY DISTRICT
Investment, Cash & Receivables Report

As of une 30, 2012

1:05 PM
 07/23/2012

	<u>June 30, 2012</u>	<u>May 31, 2012</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	1,411,022	1,695,022	-284,000	0	0	-284,000
11014 · System Rehab- 3423	1,129,502	1,129,502	0	0	0	0
13013 · Emergency- 3419	0	0	0	0	0	0
13015 · Equipment Replacement- 3421	0	0	0	0	0	0
13019 · Retiree Health Care Fund	0	0	0	0	0	0
Total LAIF Investment Accts	<u>2,540,524</u>	<u>2,824,524</u>	<u>-284,000</u>	<u>0</u>	<u>0</u>	<u>-284,000</u>
Checking Accts						
100 · Mechanics Bank	197,684	23,630	174,054	977	-110,923	284,000
100 · County Cash Acct #3418	-3,336	40,804	-44,140 *	0 *	0	0
Total Checking Accts	<u>194,349</u>	<u>64,434</u>	<u>129,915</u>	<u>977</u>	<u>-110,923</u>	<u>284,000</u>
11021 · Petty Cash	250	250	0	0	0	0
Total Checking/Savings	<u>2,735,123</u>	<u>2,889,208</u>	<u>-154,085</u>	<u>977</u>	<u>-110,923</u>	<u>0</u>
301 · Ca Employer's Retiree Benefit Trust	124,506	124,506	0	0	0	0
Total CA Employer's Retiree Benefit Trust	<u>124,506</u>	<u>124,506</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Accounts Receivable						
11072 · Accounts Receivable	48,380	46,140	2,239			
Total Accounts Receivable	<u>48,380</u>	<u>46,140</u>	<u>2,239</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

07/23/2012

June 2012

100.00% of Fiscal year Completed

	July 11 - June 12	Annual Budget	% of Annual Budget
Income			
31 - OPERATING REVENUE			
31010 - Sewer Service Charges	2,318,871	2,320,030	100%
31020 - Permit & Insp. Fees	9,392	25,000	38%
31030 - Connection Fees	9,420	5,000	188%
31080 - Contracted Services	18,692	15,000	125%
xxxxx - Capital Service Charges	937,970	937,980	100%
Total 31 - OPERATING REVENUE	3,294,345	3,303,010	100%
32 - NON-OPERATING REVENUE			
32050 - Interest - 3418	1,473	25,000	6%
32052 - Interest - 3423	3,950	25,000	16%
32056 - Interest CERBT	3,203	-	0%
32080 - Property Taxes	308,921	310,000	100%
32085 - Insurance Dividend	-	-	0%
32090 - Miscellaneous	9,210	21,000	44%
Total 32 - NON-OPERATING REVENUE	326,756	381,000	86%
Transfer from Reserves	-	76,238	0%
Total Income	3,621,102	3,760,248	96%
Expense			
OPERATING EXPENSES			
Administration/General			
45-010 - Salaries & Wages	152,843	145,340	105%
45-020 - Employee Benefits	62,286	72,375	86%
45-029 - Retiree Health	7,826	8,200	95%
45-030 - Directors Expenses	30,865	38,020	81%
45-070 - Insurance	57,360	87,500	66%
Administration - Other	129,437	172,440	75%
Total Administration	440,616	523,875	84%
Maintenance/Engineering			
41-010 - Salaries & Wage	705,858	735,640	96%
41-020 - Employee Benefits	297,377	319,690	93%
41-029 - Retiree Health	11,474	15,820	73%
41-100 - Operating Supplies	32,886	26,700	123%
41-110 - Contractual Services	115,718	116,110	100%
41-207 - Contracted Repairs	38,677	35,000	111%
Maintenance- Other	267,435	300,410	89%
Total Maintenance/Engineering	1,469,424	1,549,370	95%
Pump Stations	5,990	6,380	94%
Total OPERATING EXPENSES	1,916,030	2,079,625	92%
CAPITAL			
41-650 - Debt Repayment (SRF Loans)	308,623	308,623	100%
Construction Projects	785,320	1,215,000	65%
Outlay(Maintenance/Engineering)	75,533	157,000	48%
Total CAPITAL	1,169,475	1,680,623	70%
Total Expense	3,085,505	3,760,248	82%
Net	535,596	0	



JOHN CHIANG

California State Controller

**LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE**

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

As of 07/13/2012, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 06/30/2012.

Earnings Ratio		.00000976192855700
Interest Rate		0.36%
Dollar Day Total	\$	234,628,450.01
Quarter End Principal Balance	\$	2,540,523.99
Quarterly Interest Earned	\$	2,290.43

9:58 AM	STEGE SANITARY DISTRICT			
07/23/2012	Check Report			
Accrual Basis	July 26, 2012			
	Name	Memo	Amount	Num
Jul 26, 12				
	Adam Clark	Reimb Flex Plan 2012	-1,248.00	21929
	Paul Soo, Jr.	Reimb Flex Plan 2012	-16.60	21930
	3T Equipment Company, Inc.	Truck Maintenance & Reel Cable Repair	-495.62	21931
	Aramark Uniform Services	Uniform Service	-181.07	21932
	Cerrito Printing, Inc.	Laser Checks	-324.47	21933
	CSRMA	Property & Worker's Comp Insurance	-16,127.98	21934
	DATCO	Jul - Sep 2012	-136.50	21935
	Doug Humphrey	Prof. Services Jun 2012	-3,817.74	21936
	E2 Consulting Engineers	Flow Metering	-15.00	21937
	Fermin Sierra Construction, Inc	Point Repair 4 San Carlos Ave	-3,030.00	21938
	Pastime Hardware	Maintenance Supplies	-18.53	21939
	Rex W. Delizo	Reimb CSDA Conference 7/16-17/2012	-41.00	21940
	Staples Credit Plan	Office Supplies	-234.79	21941
Jul 26, 12			-25,687.30	

STEGE SANITARY DISTRICT

July 2012

JULY 2012	AUGUST 2012	SEPTEMBER 2012	OCTOBER 2012	NOVEMBER 2012	DECEMBER 2012
07/04 HOLIDAY 4 th of July Fair Booth	CASA Conference Monterey, CA AUG 8-11, 2012	09/03 HOLIDAY		11/22-23 HOLIDAY	12/13 – Christmas Luncheon 12/25 HOLIDAY
07/12/2012 – 7:00 P.M.	08/16/2012 – 7:00 P.M.	09/13/2012 – 7:00 P.M.	10/11/2012 – 7:00 P.M.	11/15/2012 – 7:00 P.M.	
Board of Directors Meeting o July 4 th Fair Debrief o CASA Conference o District Investment Policy	Board of Directors Meeting *Re-Scheduled from 8/09	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting *Re-Scheduled from 11/08 o Flexible Benefits Plan Review – Contribution Rates	
07/26/2012 – 7:00 P.M.	08/30/2012 – 7:00 P.M.	09/27/2012 – 7:00 P.M.	10/25/2012 – 7:00 P.M.	11/29//2012 – 7:00 P.M.	12/13/2012 – 2:00 P.M.
Board of Directors Meeting o CLOSED SESSION – Quarterly Claims Report o Quarterly Financial Statements o CASA Conference o CLOSED SESSION – Existing Litigation o EBMUD/Richmond Wastewater Services ◆ Notice of Completion/ Award of Contract ◆ Resolution Establishing Salary of District Manager	Board of Directors Meeting *Re-Scheduled from 8/23 o CLOSED SESSION – Existing Litigation o <i>District Reserve Policy</i> ◆ <i>Ordinance - Directors Meeting Compensation</i> o <i>CASA Conference – Director's Reports</i> o <i>Flexible Benefits Plan</i>	Board of Directors Meeting ◆ Adopt Employee Incentive Award Goals & Objectives for FY 2012/2013 o CLOSED SESSION – Existing Litigation	Board of Directors Meeting o CLOSED SESSION – Quarterly Claims Report o Quarterly Financial Statements o CLOSED SESSION – Existing Litigation	Board of Directors Meeting *Re-Scheduled from 11/22 ◆ Closed Session – District Counsel Performance Evaluation o CLOSED SESSION – Existing Litigation	Board of Directors Meeting ◆ Nomination & Election of Officers for 2013 ◆ Fiscal Year 2011-2012 Financial Audit o CLOSED SESSION – Existing Litigation o CASA Conference

- o INFORMATION ITEMS
 - ◆ ACTION ITEMS
- CHANGES IN ITALICS*

STEGE SANITARY DISTRICT

July 2012

JANUARY 2013	FEBRUARY 2013	MARCH 2013	APRIL 2013	MAY 2013	JUNE 2013
01/01 HOLIDAY 01/21 HOLIDAY CASA Conference Palm Springs, CA JAN 16-18, 2013	02/18 HOLIDAY		CASA Conference Newport Beach, CA APR 24-26, 2013	05/27 HOLIDAY	06/05 Safety Award Luncheon 06/30 Tour of District
01/10/2013 – 7:00 P.M.	02/14/2013 - 7:00 P.M.	03/14/2013 – 7:00 P.M.	04/11/2013 – 7:00 P.M.	05/09/2013 – 7:00 P.M.	06/13/2013 – 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"> ○ Board Governance Issues ○ District of Distinction ○ 100th Year Anniversary Planning ○ Service Rate Discussion ○ <i>District Manager Performance Evaluation</i> 	<ul style="list-style-type: none"> ○ Actuarial Analysis of Retiree Health Benefits ○ California Employer's Retiree Benefit Trust (CERBT) Contributions ○ Auditor – RFP ○ Service Rate Discussion 	<ul style="list-style-type: none"> ○ Long Range Planning Discussion of Topics ○ CASA Conference 	<ul style="list-style-type: none"> ◆ Long Range Planning Discussion of Topics 	<ul style="list-style-type: none"> ○ Draft Budget FY 2013/2014 ◆ 100th Anniversary – Discussion ◆ Long Range Planning Draft Action Plan 	<ul style="list-style-type: none"> ○ Draft Budget FY 2013/2014 ◆ Review Directors Meeting Compensation ○ July 4th Fair Discussion ◆ Approve Project Plans and Specs (+CEQA) ◆ Employee Benefits ◆ Form 470
01/24/2013 – 7:00 P.M.	02/28/2013 – 7:00 P.M.	03/28/2013 – 7:00 P.M.	04/25/2013 – 7:00 P.M.	05/23/2013 – 7:00 P.M.	06/27/2013 – 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"> ○ CLOSED SESSION – Quarterly Claims Report ○ Quarterly Financial Statements ○ CLOSED SESSION – Existing Litigation ◆ Accept Financial Audit ○ Service Rate Discussion ○ <i>CASA Conference – Director's Reports</i> 	<ul style="list-style-type: none"> ○ Board Governance Issues ○ CLOSED SESSION – Existing Litigation ○ Service Rate Discussion 	<ul style="list-style-type: none"> ◆ Long Range Planning Discussion of Topics ○ 100th Year Anniversary Planning ○ CLOSED SESSION – Existing Litigation 	<ul style="list-style-type: none"> ◆ Draft Budget for FY 2012/2013 ◆ Elections Resolution (odd years only) ○ CLOSED SESSION – Quarterly Claims Report ○ Quarterly Financial Statements ○ <i>CASA Conference – Director's Reports</i> 	<ul style="list-style-type: none"> ○ Draft Budget FY 2013/2014 ○ July 4th Fair Discussion ◆ Approve Salary Ranges for District Positions ○ CLOSED SESSION – Existing Litigation ◆ Draft Action Plan Approval ○ Kids for the Bay 	<ul style="list-style-type: none"> ◆ Approve and Adopt Final Budget ◆ Establish and Collect Sewer Service Charges ◆ Review and Approve Incentive Award ◆ Annual Review of Manager's Performance ○ CLOSED SESSION – Existing Litigation

- INFORMATION ITEMS
 - ◆ ACTION ITEMS
- CHANGES IN ITALICS*