

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING  
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA  
MEETING OF OCTOBER 17, 2024 @ 7:00 P.M.  
www.stegesan.org • staff@stegesan.org

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

Items on the agenda may be taken out of order.

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

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

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

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

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

*Public Comment during the meeting is limited to in-person participants and those comments timely received at least 15 minutes before the starting time of the meeting. Members of the public will not have the ability to comment via Zoom unless the Board of Directors is required to provide that opportunity due to a Director participating pursuant to AB 2449. In such a circumstance, the Chair will make an announcement at the beginning of the meeting. Those interested in commenting (if required per AB 2449) should raise their virtual hands to notify the host during the relevant agenda item.*

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING  
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA  
MEETING OF OCTOBER 17, 2024 @ 7:00 P.M.  
www.stegesan.org • staff@stegesan.org

**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)

Motion:

**IV. Approval of Minutes**

- A. Approval of September 19, 2024 Regular Board Meeting Minutes  
(The Board will be asked to review and approve the minutes)
- B. Approval of September 26, 2024 Special Board Meeting Minutes  
(The Board will be asked to review and approve the minutes)
- C. Approval of October 1, 2024 Special Board Meeting Minutes  
(The Board will be asked to review and approve the minutes)

Info:

**V. Communications**

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

Info:

**VI. Reports of Staff and Officers**

- A. Attorney's Report
- B. Committee Reports
- C. Manager's Report
  - 1. Monthly Maintenance Summary Report
  - 2. Monthly Report of Sewer Replacements and Repairs
  - 3. San Pablo Avenue Specific Plan Area (SPASPA) Status Report
  - 4. 2025 California Association of Sanitation Agencies (CASA) Conferences
    - January 29-31 – Winter Conference, Palm Springs, CA

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING  
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- February 24-25 – Washington DC Forum
- August 13-15 – Annual Conference, San Diego, CA
- 5. 2025 California Special Districts Association (CSDA) Conference
  - August 25-28 – Annual Conference, Monterey, CA

**VII. Business**

(none)

Info: **VIII. Monthly Financial Statements**

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

**IX. Approval of Checks**

- Info/Motion: A. Checks for October 17, 2024 - Fund No. 3418 & 3423  
(The Board will be consider approving the checks)

Info: **X. Future Agenda Items**

**November 7, 2024**

Proposed Meeting Calendar  
Board Officer Succession Plan  
CASA Conference

**December 12, 2024 – 2:00PM**

Fiscal Year Financial Audit  
Connection Charge Review  
Emergency Contact Update  
Meeting Calendar

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING  
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA  
MEETING OF OCTOBER 17, 2024 @ 7:00 P.M.  
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Consent Decree Quarterly Report  
CASA/CSDA Conference  
Pension + OPEB UAL Reports  
Nomination & Election of Officers

**CLOSED SESSION**

**Public Employment**

Gov. Code § 54957

Title: District Manager

**Conference with Legal Counsel—Anticipated Litigation**

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

Number of Potential Cases: 4

Wolter – Government Tort Claim filed: 2/25/2024

Brooks-Hutton and Peticolas – Government Tort Claim filed: 3/13/2024

Shalaby – Government Tort Claim filed: 6/26/2024

City of El Cerrito – Government Tort Claim filed: 7/8/2024

**XI. Adjournment**

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF SEPTEMBER 19, 2024  
 TIME OF MEETING: 7:00 P.M.  
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

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

**I. Call To Order:** President Gilbert-Snyder called the meeting to order at 7:00 P.M.

**II. Roll Call:** Present: Beach, Christian-Smith, Merrill, O’Keefe, Gilbert-Snyder  
 Absent: None  
 Others Present: Rex Delizo, District Manager  
 Kristopher Kokotaylo, District Counsel  
 Pamela Derby\*, CPS HR Consulting (for Closed Session)

*\*via video-conference*

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

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

Closed Session was taken out of order at this time in the meeting.

**CLOSED SESSION**

**Public Employment**

Gov. Code § 54957

Title: District Manager

The Board entered into the closed session at 7:01 P.M. and returned to open session at 8:26 P.M. President Gilbert-Snyder announced the Board had taken no reportable actions.

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

**IV. Approval of Minutes**

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF SEPTEMBER 19, 2024  
 TIME OF MEETING: 7:00 P.M.  
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

A. Approval of August 22, 2024 Special Board Meeting Minutes

MOTION: By O’Keefe, seconded by Christian-Smith, to approve the minutes of the August 22, 2024 Special Board Meeting

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

B. Approval of August 22, 2024 Regular Board Meeting Minutes

MOTION: By O’Keefe, seconded by Christian-Smith, to approve the minutes of the August 22, 2024 Regular Board Meeting

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

**V. Communications**

A. Oral/Written Communications

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

There were no items to report.

**VI. Reports of Staff and Officers**

A. Attorney’s Report

Kokotaylo reported on SB 1243 regarding campaign contributions.

B. Committee Reports

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
MEETING OF SEPTEMBER 19, 2024  
TIME OF MEETING: 7:00 P.M.  
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

There were no items to report.

C. Manager's Report

1. Monthly Maintenance Summary Report

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

2. Monthly Report of Sewer Replacements and Repairs

The Manager reported on a revised June 2024 report to finalize last fiscal year, and that no invoices were paid last month.

3. Consent Decree Quarterly Report

The Manager reported on the status of the Consent Decree annual requirements.

4. CalPERS 2025 Health Care Premiums

The Manager reported on the upcoming 2025 health care premium increases.

5. Board Governance Manual - Policy Prohibiting Acceptance of Gratuities

The Manager reported on the District's Policy Prohibiting Acceptance of Gratuities as stated in the Board Governance Manual.

**VII. Business**

A. District Manager Position Recruitment

The Board considered this item in Closed Session (see above).

B. Cancellation of the October 3, 2024 Board Meeting

The Board decided to not cancel the meeting at this time.

**VIII. Monthly Financial Statements**

A. Monthly Investment, Cash, Receivables Report

B. Monthly Operating Statement

C. Local Agency Investment Fund (LAIF) Quarterly Statement

The financial items were reviewed by the Board.

**IX. Approval of Checks**

A. Checks for September 19, 2024 - Fund No. 3418 & 3423

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
MEETING OF SEPTEMBER 19, 2024  
TIME OF MEETING: 7:00 P.M.  
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

MOTION: By Merrill, seconded by Beach, to pay the bills, Check Nos. 1197 through 1237 in the amount of \$140,897.81

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

**X. Future Agenda Items**

**October 3, 2024**

+*CLOSED SESSION – Public Employment*

**October 17, 2024**

Regional PSL Program Update

Regional FOG Program Update

Quarterly Financial Statements

San Pablo Avenue Specific Plan Area Status Report

CLOSED SESSION – Quarterly Claims Report

+*CLOSED SESSION – Public Employment*

**CLOSED SESSION**

**Public Employment**

Gov. Code § 54957

Title: District Manager

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

**XI. Adjournment**



STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF SEPTEMBER 19, 2024

TIME OF MEETING: 7:00 P.M.

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

The meeting was adjourned at 8:46 P.M. The next meeting of the District Board of Directors will be held on Thursday, October 3, 2024 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California.

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Rex Delizo  
STEGE SANITARY DISTRICT  
Secretary

DRAFT

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
SPECIAL MEETING OF SEPTEMBER 26, 2024  
TIME OF SPECIAL MEETING: 7:00 P.M.  
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

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

I. **Call To Order:** President Gilbert-Snyder called the meeting to order at 7:00 P.M.

II. **Roll Call:** Present: Beach, Christian-Smith, Merrill, O’Keefe, Gilbert-Snyder  
Absent: None  
Others Present: Paul Soo, Senior Civil Engineer

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

**CLOSED SESSION**

**Public Employment**

Gov. Code § 54957

Title: District Manager

The Board entered into the closed session at 7:01 P.M. and returned to open session at 8:30 P.M. President Gilbert-Snyder announced the Board had taken no reportable actions.

III. **Adjournment**

The meeting was adjourned at 8:30 P.M.

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Rex Delizo  
STEGE SANITARY DISTRICT  
Secretary

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 SPECIAL MEETING OF OCTOBER 1, 2024  
 TIME OF SPECIAL MEETING: 11:30 A.M.  
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

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

- I. Call To Order:** President Gilbert-Snyder called the meeting to order at 11:30 A.M.
- II. Roll Call:** Present: Beach (arrived @ 12:00 P.M.), Christian-Smith,  
 Merrill, O’Keefe, Gilbert-Snyder  
 Absent: None  
 Others Present: Paul Soo, Senior Civil Engineer  
 Pamela Derby, CPS HR Consulting  
 Scheduled Candidates for the Manager Position

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

**CLOSED SESSION**

**Public Employment**

Gov. Code § 54957

Title: District Manager

The Board entered into the closed session at 11:31 A.M. and returned to open session at 5:00 P.M. President Gilbert-Snyder announced the Board had taken no reportable actions.

**V. Adjournment**

The meeting was adjourned at 5:00 P.M.

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Rex Delizo  
 STEGE SANITARY DISTRICT  
 Secretary

# STEGE SANITARY DISTRICT MONTHLY MAINTENANCE SUMMARY REPORT

## September 2024

### QUARTER 3

VEHICLE	DAYS	FOOTAGE (LF)
<i>UNIT 10 COMBO</i>	<i>17</i>	<i>118,936</i>
<i>UNIT 11 RODDER</i>	<i>0</i>	
<i>UNIT 15 CCTV</i>	<i>12</i>	<i>19,047</i>
<i>UNIT 16 COMBO</i>	<i>0</i>	
<b>TOTAL MONTH CLEANED</b>		<b>118,936</b>
<b>TOTAL MONTH CCTV'D</b>		<b>19,047</b>

### QUARTERLY SUB-TOTALS

YEAR	QUARTER	TOTAL CLEANED (LF)	PLANNED TO CLEAN (LF)	Q END NOT COMPLT'D (LF)	TOTAL CCTV'D (LF)	PLANNED TO CCTV (LF)	Q END NOT COMPLT'D (LF)
<b>2024</b>	<b>3</b>	290,797	224,401	0	58,188	59,119	22,561
<b>2024</b>	<b>2</b>	241,082	188,935	0	58,662	64,948	33,962
<b>2024</b>	<b>1</b>	289,011	226,685	0	52,450	54,605	24,296
<b>2023</b>	<b>4</b>	228,862	184,938	0	48,625	50,930	23,849
<b>2023</b>	<b>3</b>	260,224	215,376	0	64,008	65,576	27,963
<b>2023</b>	<b>2</b>	245,563	202,070	0	52,033	60,081	38,937
<b>2023</b>	<b>1</b>	262,178	204,795	0	61,882	58,488	29,188

# MONTHLY SERVICE CALLS

# September-2024

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
9/4/2024 Wednesday 3:55 PM	188401 188007	5715 BARRETT AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	A, E				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
9/5/2024 Thursday 10:30 AM	161409 161408	7115 POTRERO AVE. EL CERRITO, CA 94530 <i>Last Call: 10/4/2017</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				CUSTOMER HAD A SLOW DRAINING SINK.
9/7/2024 Saturday 7:40 AM	231616 231614	320 YALE AVE. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				WE FOUND THE CLOGGED TOILET TO BE THE CUSTOMER'S PROBLEM.
9/13/2024 Friday 9:40 AM	272510 272509	281 LOS ALTOS DR. KENSINGTON, CA 94707 <i>Last Call: 11/10/2020</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
9/14/2024 Saturday 11:28 AM	186107 186106	2313 EDITH ST. EL CERRITO, CA 94530 <i>Last Call: 8/10/2023</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	A				WE FOUND THIS TO BE AN EBMUD PROBLEM.
9/16/2024 Monday 9:30 AM	151120 151119	1516 DOUGLAS DR. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
9/17/2024 Tuesday 12:00 PM	161623 161622	2001 HARPER ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				WE FOUND THE CLOGGED SHOWER TO BE THE CUSTOMER'S PROBLEM.
9/19/2024 Thursday 10:15 AM	283112 283111	1034 RICHMOND 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.
9/19/2024 Thursday 2:55 PM	285210 285209	8632 THORS BAY RD. EL CERRITO, CA 94530 <i>Last Call: 1/5/2018</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
9/22/2024 Sunday 1:07 PM	187010 187009	5703 JORDAN AVE. EL CERRITO, CA 94530 <i>Last Call: 6/12/1997</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, LC				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
9/23/2024 Monday 9:18 AM	275224 275011	32 KERR AVE. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
9/30/2024 Monday 2:01 PM	232213 232221	142 CARMEL AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				SINK HOLE

**PROBLEM TYPE:**

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

**SPILL**

**LOCATION:**

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

**SPILL**

**CAUSE:**

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

**SPILL END**

**LOCATION:**

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

<b>MAINLINE:</b>	<b>0</b>
<b>LATERAL:</b>	<b>5</b>
<b>OTHER:</b>	<b>7</b>
<b>TOTAL SERVICE CALLS:</b>	<b>12</b>
<b>MAINLINE OVERFLOW:</b>	<b>0</b>
<b>MAINLINE SURCHARGE:</b>	<b>0</b>

# SANITARY SEWER OVERFLOWS (SSOs) LAST 12 MONTHS

October-2024

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS	CAT*	VOL	RCVR'D	NET
3/8/2024 Friday 10:53 AM	265304 265303	838 SEA VIEW DR. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B,D,OF	MH	ML	SD	DEBRIS IN MAIN CAUSED SSO.	CAT 1	765 gallons	34 gallons	731 gallons
4/15/2024 Monday 9:50 AM	283101_1 283106	941 LIBERTY ST. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B,D,OF, SD	BLDG	ML,B	BLDG	SSO CAUSED BY STORM DRAIN MATERIAL INSIDE DISTRICT MAIN.	CAT 3	171 gallons	0 gallons	171 gallons
7/21/2024 Sunday 3:25 PM	161221 131216	1700 MANOR CIR. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B, D,E,OF	CO	ML	ST, Y	EBMUD- WATER MAIN BREAK DAMAGED STEGE MAIN LINE.	CAT 3	210 gallons	210 gallons	0 gallons

**PROBLEM TYPE:**

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

**SPILL**

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

**SPILL**

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

**SPILL END**

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

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

TOTAL SSO VOLUME (GALS):	1,146
TOTAL VOLUME RECOVERED (GALS):	244
TOTAL VOLUME UNRECOVERED (GALS):	902

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

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

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

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

**STEGE SANITARY DISTRICT**  
**MONTHLY REPLACEMENT AND REPAIR SUMMARY**  
**September 2024**

<b>I SEWER REPLACEMENT - FY 2024-2025</b>			
A.	BUDGET ALLOCATION		\$3,593,000
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$0
C.	SEWER REPLACEMENTS PAID THIS MONTH (NO RETENTION)	<u>COST</u>	
SUBTOTAL FOR THIS MONTH			\$0
D.	TOTAL BUDGET EXPENDED (NO RETENTION)	0.00%	\$0
E.	TOTAL 5% RETENTION HELD		\$0
F.	BUDGET REMAINING	100.00%	\$3,593,000
G.	PERCENTAGE OF FISCAL YEAR REMAINING	75.00%	
H.	TOTAL REPLACEMENT FOOTAGE PAID TO DATE	( \$ - /LF)	

<b>II SEWER REPAIRS - FY 2024-2025</b>			
A.	BUDGET ALLOCATION		\$74,000
B.	PRIOR BUDGET EXPENDED		\$3,700
C.	SEWER REPAIRS PAID THIS MONTH	<u>REPAIR COST</u>	
SUBTOTAL FOR THIS MONTH			\$0
SUBTOTAL FOR LAST MONTH			\$3,700
D.	TOTAL BUDGET EXPENDED	5.00%	\$3,700
E.	TOTAL RETENTION HELD	0.00%	\$0
F.	BUDGET REMAINING	95.00%	\$70,300
G.	PERCENTAGE OF FISCAL YEAR REMAINING	75.00%	
H.	TOTAL NUMBER OF REPAIRS PAID TO DATE	1 ( \$3,700 /REPAIR)	

# STEGE SANITARY DISTRICT

Last Revised: 10/11/2024

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

### PAID PROPERTIES

Date	Property Owner	#	Street	SPASP Fee (-Credits)	Units
11/15/2017	Mr. Pickles	10810	SAN PABLO AVE.	\$ 653.67	Comm.
1/2/2018	24 Hour Fitness	10794	SAN PABLO AVE.	\$ 16,668.58	Comm.
1/29/2018	Na Na Dessert	10172	SAN PABLO AVE.	\$ 3,922.02	Comm.
2/1/2018	Burgerim	170	EL CERRITO PLAZA	\$ 11,983.95	Comm.
2/8/2018	Budget Inn (Joseph)	10621	SAN PABLO AVE.	\$ 1,089.45	Toilet addn.
2/14/2018	Safeway Shop (Tom)	11450	SAN PABLO AVE.	\$ 1,089.45	Toilet addn.
4/24/2018	Temp Senior Center	10940	SAN PABLO AVE.	\$ 2,840.58	Comm.
7/17/2018	Wang Brothers Invstm.	10963	SAN PABLO AVE.	\$ 129,644.55	51
8/20/2018	El Cerrito Apt (The Little Hill LLC.)	10300	SAN PABLO AVE.	\$ 142,717.95	32
1/22/2019	Li's America Investments LLC	10281	SAN PABLO AVE.	\$ 1,089.45	Comm.
2/6/2019	CINQUE TERRE (KEN & RONG MOU)	10530	SAN PABLO AVE.	\$ 18,738.54	5
3/22/2019	KOYOTO RAMEN & CURRY HOUSE	3050	EL CERRITO PLAZA	\$ 7,489.17	
12/18/2019	JAIMIE HITESHEW (MAYFAIR)	11600	SAN PABLO AVE.	\$ 644,503.60	156
11/20/2020	PETCO - EL CERRITO	420	EL CERRITO PLAZA	\$ 2,902.08	Comm.
3/11/2021	FOOT LOCKER	430	EL CERRITO PLAZA	\$ 2,055.64	Comm.
10/12/2021	SUPER SLICE PIZZA	10180	SAN PABLO AVE.	\$ 774.80	Comm.
3/1/2022	BANTER WINES	10368	SAN PABLO AVE.	\$ 1,627.14	Comm.
4/19/2022	PRE-SCHOOL	729	KEARNEY ST.	\$ 14,644.26	Comm.
8/9/2022	CERRITO VISTA	10963	SAN PABLO AVE.	\$ 16,301.40	4
2/24/2023	VILLAGE TOWN CTR	6530	SCHMIDT LN.	\$ 8,135.70	2
2/24/2023	VILLAGE TOWN CTR	6530	SCHMIDT LN.	\$ 4,067.85	1
2/24/2023	VILLAGE TOWN CTR	6420	SCHMIDT LN.	\$ 8,135.70	2
2/24/2023	VILLAGE TOWN CTR	6415	SCHMIDT LN.	\$ 28,474.95	7
2/24/2023	VILLAGE TOWN CTR	10810	SAN PABLO AVE.	\$ 16,271.40	4
6/7/2023	IKE'S LOVE AND SANDWICHES	350	EL CERRITO PLAZA	\$ 2,440.71	Comm.
9/15/2023	MARSHALLS	6000	EL CERRITO PLAZA	\$ 271.19	Comm.
2/28/2024	MAYFAIR MARKET	11600	SAN PABLO AVE.	\$ 8,673.28	Comm.
6/6/2024	MAYFAIR AFFORDABLE DEVT	11600	SAN PABLO AVE.	\$ 260,342.40	Comm.
7/17/2024	Margaret Kanchong	11670	SAN PABLO AVE.	13318.31	Comm.
9/17/2024	AUTOZONE (prev. CVS)	10650	SAN PABLO AVE.	419.72	Comm.

**\$ 1,371,287.49**

**SPASPA CONSTRUCTION SPENT \$ 842,889.00**  
**BUDGET REMAINING \$ 528,398.49**



### PLAN CHECK PROPERTIES (WAITING PAYMENT)

Date	Property Owner	#	Street	Balance Due	Units
10/4/2024	LITTLE LAMB PRESCHOOL	729	KEARNEY ST.	\$ 8,406.89	Comm.
10/4/2024	PEET'S COFFEE	9895	SAN PABLO AVE.	\$ 1,627.14	Comm.
8/7/2024	LIVE WORK / ART STUDIO	444	KEARNEY ST.	\$ 2,169.52	Comm.
5/10/2024	SAWADEE THAI RESTAURANT	11670	SAN PABLO AVE.	\$ 13,288.31	Comm.
7/26/2023	THE CIVIC (BRIAN BANIQUED)	10290	SAN PABLO AVE.	\$ 229,155.55	54
5/30/2022	PLAYLAND 2 (ABBY WHITMAN)	10919	SAN PABLO AVE.	\$ 360,140.32	90
12/7/2017	Angelo Obertello (El Cerrito Chamber of Comm)	10290	SAN PABLO AVE.	\$ 56,651.40	14
	Charlie Oewell	921	Kearney St.	no plans yet	78
	Charlie Oewell (Near Burger King)	10167	San Pablo Ave.	no plans yet	83
	Charlie Oewell (Near Home Depot)	11950	San Pablo Ave.	no plans yet	146
				<b>\$ 671,439.13</b>	

### SAN PABLO AVENUE SPECIFIC PLAN REVIEW PROCEDURE

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

**NOTE:**

Both the **Local Agency Investment Fund (LAIF) Quarterly Statement** and the **California Employer's Retiree Benefit Trust (CERBT) Quarterly Statement** are not yet ready for review but will be provided, if available, at the board meeting.

# Private Sewer Lateral (PSL) Replacement Loan Program Quarterly Report

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

<u>DATE</u>	<u>ADDRESS</u>	<u>CITY</u>	<u>AMOUNT</u>	<u>YEARS</u>	<u>RATE</u>	<u>PAYMENT</u>	<u>FIRST</u>	<u>LAST</u>	<u>PAID IN FULL</u>
2/15/2023	7003 POTRERO AVE.	EL CERRITO, CA 94530	\$8,900	10	0.0%	\$890.00	2023	2032	<input type="checkbox"/>
2/20/2023	511 OAK ST.	EL CERRITO, CA 94530	\$10,000	10	0.0%	\$1,000.00	2023	2032	<input type="checkbox"/>
3/22/2023	6114 HUNTINGTON AVE.	RICHMOND, CA 94804	\$7,500	10	0.0%	\$750.00	2023	2032	<input checked="" type="checkbox"/>
3/27/2023	101 WINDSOR AVE.	KENSINGTON, CA 94707	\$5,500	10	0.0%	\$550.00	2023	2032	<input type="checkbox"/>
5/24/2023	7109 B ST.	EL CERRITO, CA 94530	\$5,000	10	0.0%	\$500.00	2023	2032	<input type="checkbox"/>
7/26/2023	754 POMONA AVE.	EL CERRITO, CA 94530	\$7,315	10	0.0%	\$731.53	2024	2033	<input type="checkbox"/>
9/5/2023	1347 NAVELLIER ST.	EL CERRITO, CA 94530	\$8,700	10	0.0%	\$870.00	2024	2033	<input type="checkbox"/>
9/12/2023	1734 MENDOCINO ST.	RICHMOND, CA 94804	\$6,800	10	0.0%	\$680.00	2024	2033	<input type="checkbox"/>
9/27/2023	1438 EVERETT ST.	EL CERRITO, CA 94530	\$6,500	10	0.0%	\$650.00	2024	2033	<input type="checkbox"/>
1/3/2024	1733 LEXINGTON AVE.	EL CERRITO, CA 94530	\$7,815	10	0.0%	\$781.50	2024	2033	<input checked="" type="checkbox"/>
1/22/2024	233 CAMBRIDGE AVE.	KENSINGTON, CA 94707	\$3,860	10	0.0%	\$386.00	2024	2033	<input type="checkbox"/>
3/20/2024	635 ALBEMARLE ST.	EL CERRITO, CA 94530	\$9,000	10	0.0%	\$900.00	2024	2033	<input type="checkbox"/>
3/25/2024	255 COLUSA AVE.	KENSINGTON, CA 94707	\$6,300	10	0.0%	\$630.00	2024	2033	<input type="checkbox"/>
6/13/2024	69 KINGSTON RD.	KENSINGTON, CA 94707	\$6,500	10	0.0%	\$650.00	2024	2033	<input type="checkbox"/>
6/27/2024	735 SEA VIEW DR.	EL CERRITO, CA 94530	\$6,800	10	0.0%	\$680.00	2025	2034	<input type="checkbox"/>
7/9/2024	2251 MIRA VISTA DR.	EL CERRITO, CA 94530	\$8,500	10	0.0%	\$850.00	2025	2034	<input type="checkbox"/>
8/15/2024	316 ASHBURY AVE.	EL CERRITO, CA 94530	\$4,900	10	0.0%	\$490.00	2025	2034	<input type="checkbox"/>
8/26/2024	2009 TAMALPAIS AVE.	EL CERRITO, CA 94530	\$7,900	10	0.0%	\$790.00	2025	2034	<input type="checkbox"/>
8/28/2024	1025 RANCHITO CT.	EL CERRITO, CA 94530	\$6,800	10	0.0%	\$680.00	2025	2034	<input type="checkbox"/>

**28 IN EL CERRITO**  
**10 IN KENSINGTON**  
**5 IN RICHMOND**

**Total Number of Loans: 43**  
**Total Amount of Loans: \$292,290**  
**Average Loan Amount: \$6,797**  
**Total Amount Paid Back: \$23,340**  
**Total Amount Outstanding: \$268,950**

**STEGE SANITARY DISTRICT**  
**Investment, Cash & Receivables Report**  
As of September 30, 2024

11:50:52 AM  
10/14/2024

	<u>September 30, 2024</u>	<u>August 31, 2024</u>	<u>\$ Change</u>	<u>Deposits</u>	<u>Checks</u>	<u>Transfers</u>
<b>ASSETS</b>						
<b>Current Assets</b>						
<b>Checking/Savings</b>						
<b>TVI &amp; LAIF Investment Accts</b>						
11012 · Sewer Operations- 3418	6,585,410	6,585,410	0	0	0	0
11014 · System Rehab- 3423	1,087,043	1,087,043	0	0	0	0
11017 · Five Star Money Market	1,016,991	1,012,682	0	0	0	0
11020 · TVI Investments	2,003,413	2,003,413	0	0	0	0
<b>Total TVI &amp; LAIF Investment Accts</b>	<u>10,692,857</u>	<u>10,688,547</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Checking Accts</b>						
100 · Mechanics Bank	6,063	6,013	50	50	0	0
101a · Five Star Bank	601,193	816,351	-215,157	44,125	-259,283	0
100 · County Cash Acct #3418	-6,754	105,112	-111,867 *	0 *	0	0
<b>Total Checking Accts</b>	<u>600,502</u>	<u>927,476</u>	<u>-326,974</u>	<u>44,175</u>	<u>-259,283</u>	<u>0</u>
11021 · Petty Cash	250	250	0	0	0	0
<b>Total Checking/Savings</b>	<u>11,293,609</u>	<u>11,616,273</u>	<u>-326,974</u>	<u>44,175</u>	<u>-259,283</u>	<u>0</u>
301 · Ca Employer's Retiree Benefit Trust	306,896	306,896	0	0	0	0
<b>Total CA Employer's Retiree Benefit Trust</b>	<u>306,896</u>	<u>306,896</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Accounts Receivable</b>						
11072 · Accounts Receivable/Notes Payable	264,014	225,029	38,984			
<b>Total Accounts Receivable</b>	<u>264,014</u>	<u>225,029</u>	<u>38,984</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

10/14/2024

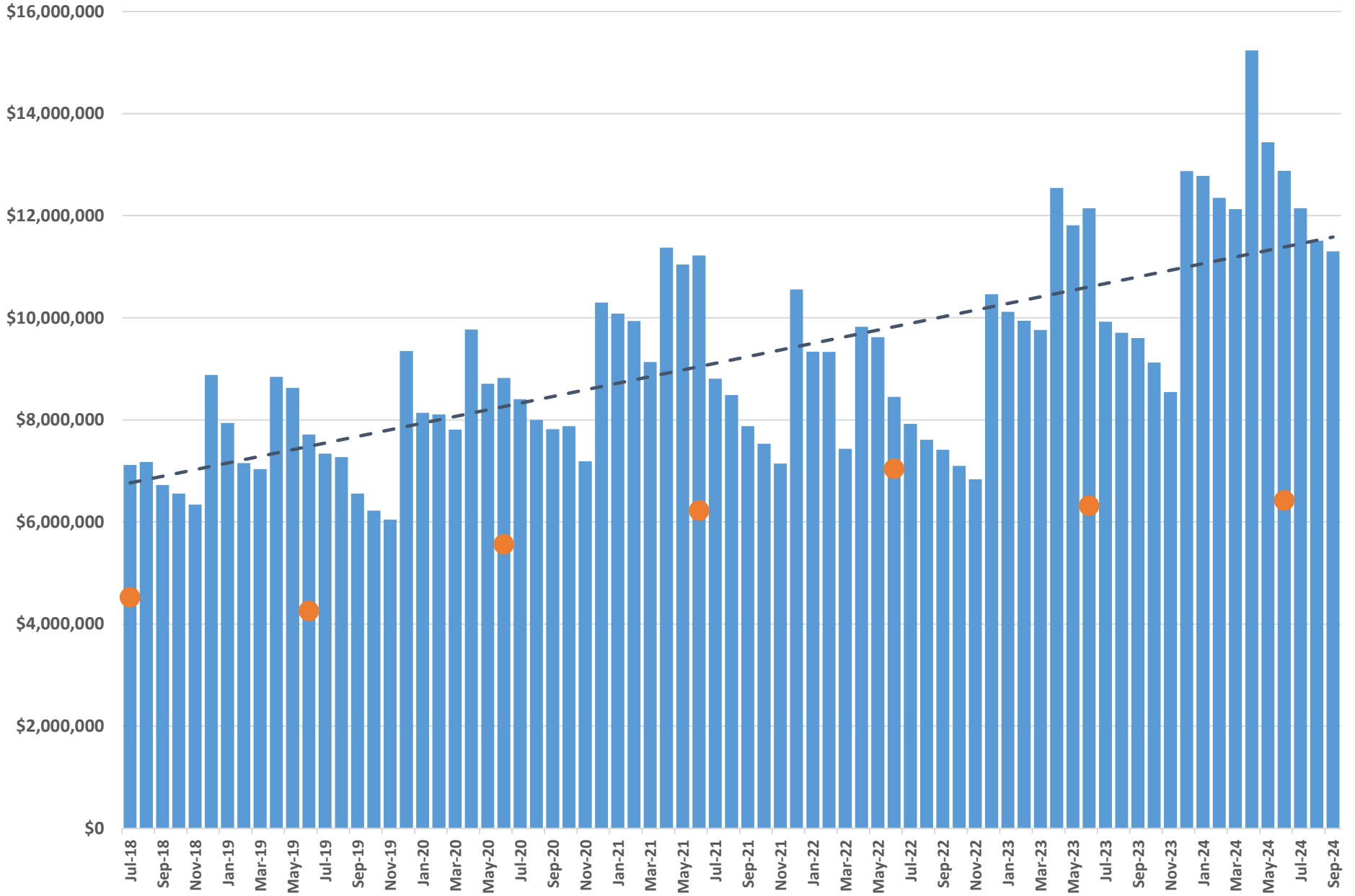
September 2024

25.14% of Fiscal year Completed

	<u>July-August 2024</u>	<u>Annual Budget</u>	<u>% of Annual Budget</u>
<b>Income</b>			
<b>31 - OPERATING REVENUE</b>			
31010 - Sewer Service Charges	-	3,209,000	0%
31020 - Permit & Insp. Fees	2,330	12,000	19%
31030 - Connection Fees	14,965	100,000	15%
31040 - San Pablo Impact Fee	13,288	100,000	13%
31080 - Contracted Services	-	33,000	0%
31010a - Capital Service Charges	-	3,775,000	0%
<b>Total 31 - OPERATING REVENUE</b>	<u>30,583</u>	<u>7,229,000</u>	<u>0%</u>
<b>32 - NON-OPERATING REVENUE</b>			
32050 - Interest - 3418	-	110,000	0%
32052 - Interest - 3423	-	16,000	0%
32057 - TVI Interest	36,750	-	#DIV/0!
32058 - 5 Star Money Market	8,600	-	#DIV/0!
32080 - Property Taxes	-	585,500	0%
32085 - Insurance Dividend	-	-	0%
32090 - Miscellaneous	134	30,000	0%
<b>Total 32 - NON-OPERATING REVENUE</b>	<u>45,484</u>	<u>741,500</u>	<u>6%</u>
Transfer (to)/from Reserves	-	1,551,263	0%
<b>Total Income</b>	<u>76,067</u>	<u>9,521,763</u>	<u>1%</u>
<b>Expense</b>			
<b>OPERATING EXPENSES</b>			
<b>Administration/General</b>			
45-010 - Salaries & Wages	67,005	276,440	24%
45-020 - Employee Benefits	80,457	152,935	53%
45-029 - Retiree Health	2,930	13,700	21%
45-030 - Directors Expenses	4,017	37,449	11%
45-070 - Insurance	103,429	370,500	28%
Administration - Other	49,966	311,801	16%
<b>Total Administration</b>	<u>307,803</u>	<u>1,162,825</u>	<u>26%</u>
<b>Maintenance/Engineering</b>			
41-010 - Salaries & Wages	369,468	1,359,260	27%
41-020 - Employee Benefits	192,981	587,841	33%
41-029 - Retiree Health	3,579	14,900	24%
41-100 - Operating Supplies	6,906	40,000	17%
41-110 - Contractual Services	85,122	105,300	81%
41-207 - Contracted Repairs	6,200	74,000	8%
Maintenance- Other	46,174	344,927	13%
<b>Total Maintenance/Engineering</b>	<u>710,430</u>	<u>2,486,208</u>	<u>29%</u>
Pump Stations	3,383	40,020	8%
<b>Total OPERATING EXPENSES</b>	<u>1,021,616</u>	<u>3,689,053</u>	<u>28%</u>
<b>CAPITAL</b>			
41-650 - Debt Repayment (SRF Loans)	-	43,900	0%
Construction Projects	34,900	5,188,810	1%
Outlay(Maintenance/Engineering)	609,281	600,000	102%
<b>Total CAPITAL</b>	<u>644,181</u>	<u>5,832,710</u>	<u>11%</u>
<b>Total Expense</b>	<u>1,665,798</u>	<u>9,521,763</u>	<u>17%</u>
<b>Net</b>	<u>(1,589,730)</u>	<u>0</u>	

# Monthly Cash on Hand vs. Target Balance

Cash On Hand Target Balance - - Cash On Hand Trendline



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

September 1, 2024 - September 30, 2024  
Account Number: 5EQ-944865

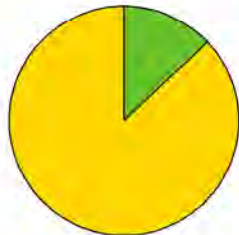
Your Investment Representative:  
AARON BONCK  
(206) 365-3003

Portfolio at a Glance

	This Period
BEGINNING ACCOUNT VALUE	\$2,003,413.28
Dividends, Interest and Other Income	6,698.51
Net Change in Portfolio <sup>1</sup>	5,138.83
<b>ENDING ACCOUNT VALUE</b>	<b>\$2,015,250.62</b>
Estimated Annual Income	\$87,800.18

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

Asset Summary



Percent	Asset Type	Last Period	This Period
13%	Cash, Money Funds, and Bank Deposits	13,852.20	268,550.71
87%	Fixed Income	1,989,561.08	1,746,699.91
100%	Account Total (Pie Chart)	\$2,003,413.28	\$2,015,250.62

Please review your allocation periodically with your Investment Representative.

Client Service Information

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

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



## Your Account Information

### TAX LOT DEFAULT DISPOSITION METHOD

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

### BOND AMORTIZATION ELECTIONS

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

### ELECTRONIC DELIVERY

Your electronic delivery selections for account communications are listed below:

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

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

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

k###@stegesan.org

r###@stegesan.org

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

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

## Messages

Pursuant to the Securities Exchange Act of 1934, Pershing LLC (Pershing), a BNY Mellon company, provides individual investors with certain financial information on a semi-annual basis. Pershing's June Statement of Financial Condition is now available. On June 30, 2024, Pershing's net capital of \$2.6 billion was 17.09% of aggregate debit balances and exceeded the minimum requirements by \$2.3 billion.

Pershing is also required to provide the most recent financial information as of this statement mailing. In accordance with this requirement, note that on July 31, 2024, Pershing's net capital of \$2.6 billion was 17.18% of aggregate debit balances and exceeded the minimum requirement by \$2.3 billion. A copy of the June 30, 2024, Statement of Financial Condition is available at [www.pershing.com/us/en/statement-of-financial-condition.html](http://www.pershing.com/us/en/statement-of-financial-condition.html). You may also request a free, printed copy by calling (888)860-8510 or (201) 413-3333, option 1.

The Estimated Annual Income, Estimated Yield and Accrued Interest columns in your Portfolio Holdings section will not display values for variable rate securities. The optional Estimated Annual Income and Accrued Interest fields in the Portfolio at a Glance section of your statement will not include values for these securities.

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

Go Paperless by Selecting eDelivery

Messages (continued)

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

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

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

Concourse Financial Group Securities, Inc. ("CFGs") is a municipal advisor registered with the U.S. Securities and Exchange Commission ("SEC") and the Municipal Securities Rulemaking Board ("MSRB"). As such, CFGs is subject to the regulations and rules on municipal advisory activities established by the SEC and MSRB. For more information about the Municipal Securities Rulemaking Board please visit their website at [www.msrb.org](http://www.msrb.org). Additionally, customers may access the MSRB Investor Brochure, which describes the protections that may be provided by the Municipal Securities Rulemaking Board rules and how to file a complaint with an appropriate regulatory authority, by accessing the following web page: <http://msrb.org/msrb1/pdfs/MSRB-Investor-Brochure.pdf>

Activity Summary (All amounts shown are in base currency)

	Credits This Period	Debits This Period	Net This Period	Credits Year-to-Date	Debits Year-to-Date	Net Year-to-Date
<b>Securities</b>						
Securities Bought	0.00	0.00	0.00	0.00	-1,484,000.00	-1,484,000.00
<b>Total Securities</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>-\$1,484,000.00</b>	<b>-\$1,484,000.00</b>
<b>Dividends and Interest</b>	<b>\$6,698.51</b>	<b>\$0.00</b>	<b>\$6,698.51</b>	<b>\$67,808.59</b>	<b>\$0.00</b>	<b>\$67,808.59</b>
<b>Distributions</b>	<b>\$248,000.00</b>	<b>\$0.00</b>	<b>\$248,000.00</b>	<b>\$496,000.00</b>	<b>\$0.00</b>	<b>\$496,000.00</b>
<b>Cash</b>						
Withdrawals	0.00	0.00	0.00	0.00	-90,000.00	-90,000.00
Deposits	0.00	0.00	0.00	999,000.00	0.00	999,000.00
<b>Total Cash</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$999,000.00</b>	<b>-\$90,000.00</b>	<b>\$909,000.00</b>
<b>Totals</b>	<b>\$254,698.51</b>	<b>\$0.00</b>	<b>\$254,698.51</b>	<b>\$1,562,808.59</b>	<b>-\$1,574,000.00</b>	<b>-\$11,191.41</b>



## Transactions in Date Sequence

Process/ Settlement Date	Activity Type	Description	Quantity	Price	Accrued Interest	Amount	Currency
09/03/24	BOND INTEREST RECEIVED 12574EAD2	248000 CME FCU COLUMBUS OHIO SH CTF 5.600% 09/29/25 DTD 09/27/23 RD 08/30 PD 09/01/24				1,179.53	USD
09/03/24	BOND INTEREST RECEIVED 87868YAU7	249000 TECHNOLOGY CR UN SAN JOSE CALIF SH CTF 5.000% 02/10/25 DTD 02/09/24 RD 08/30 PD 09/01/24				1,057.40	USD
09/16/24	BOND INTEREST RECEIVED 577234CT2	249000 MAUCH CHUNK TR CO JIM THORPE PA CTF DEP 4.350% 05/15/26 DTD 02/15/24 RD 09/13 PD 09/15/24				919.94	USD
09/19/24	BOND INTEREST RECEIVED 09644EAL6	248000 BLUPEAK CR UN SAN DIEGO CALIF SH CTF 5.750% 09/19/24 B/E DTD 09/19/23 RD 09/18 PD 09/19/24				1,211.12	USD
09/19/24	SECURITY REDEEMED 09644EAL6	BLUPEAK CR UN SAN DIEGO CALIF SH CTF 5.750% 09/19/24 B/E DTD 09/19/23 ACCOUNT REDEMPTION	-248,000.0000			248,000.00	USD
09/26/24	BOND INTEREST RECEIVED 369674CN4	249000 GENERAL ELEC CR UN CINCINATI OHIO SH CTF 4.500% 01/26/26 DTD 01/26/24 RD 09/25 PD 09/26/24				951.66	USD
09/30/24	MONEY MARKET FUND INCOME RECEIVED PER999775	DREYFUS GOVT CASH MT				406.05	USD
09/30/24	BOND INTEREST RECEIVED 444425AK8	249000 HUGHES FED CR UN TUCSON ARIZ SH CTF 4.600% 01/29/26 DTD 01/29/24 RD 09/27 PD 09/29/24				972.81	USD
<b>Total Value of Transactions</b>						\$0.00	\$254,698.51 USD

The price and quantity displayed may have been rounded.

## Cash Not Yet Received

Security	Record Date	Payable Date	Quantity Held	Rate	Dividend Option	Amount of Payment
<b>Interest</b>						
CME FCU COLUMBUS OHIO SH CTF 5.600% 09/29/25	09/30/24	10/01/24	248,000.0000	4.602739	Cash	1,141.48
TECHNOLOGY CR UN SAN JOSE CALIF SH CTF 5.000% 02/10/25	09/30/24	10/01/24	249,000.0000	4.109589	Cash	1,023.29
<b>Total Cash Not Yet Received</b>						\$2,164.77

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

### Income and Expense Summary

	Current Period		Year-to-Date	
	Taxable	Non Taxable	Taxable	Non Taxable
Dividend Income				
Money Market	406.05	0.00	5,645.68	0.00
Interest Income				
Bond Interest	6,292.46	0.00	62,162.91	0.00
<b>Total Income</b>	<b>\$6,698.51</b>	<b>\$0.00</b>	<b>\$67,808.59</b>	<b>\$0.00</b>

### Money Market Fund Detail

Date	Activity Type	Description	Amount	Balance
Sweep Money Market Fund				
DREYFUS GOVT CASH MNGT INV SH				
Current Yield: 4.55% Activity Ending: 09/30/24				
08/31/24	Opening Balance		13,852.20	13,852.20
09/04/24	Deposit	MONEY FUND PURCHASE	2,236.93	16,089.13
09/17/24	Deposit	MONEY FUND PURCHASE	919.94	17,009.07
09/20/24	Deposit	MONEY FUND PURCHASE	249,211.12	266,220.19
09/27/24	Deposit	MONEY FUND PURCHASE	951.66	267,171.85
09/30/24	Deposit	INCOME REINVEST	406.05	267,577.90
09/30/24	Closing Balance			\$267,577.90
<b>Total All Money Market Funds</b>				<b>\$267,577.90</b>

### Portfolio Holdings

Description	Quantity	Opening Balance	Closing Balance	Accrued Income	Income This Year	30-Day Yield
CASH, MONEY FUNDS AND BANK DEPOSITS 13.00% of Portfolio						
Cash Balance		0.00	972.81			
Money Market						
DREYFUS GOVT CASH MNGT INV SH	267,577.9000	13,852.20	267,577.90	0.00	5,645.68	4.77%
<b>Total Money Market</b>		<b>\$13,852.20</b>	<b>\$267,577.90</b>	<b>\$0.00</b>	<b>\$5,645.68</b>	
<b>TOTAL CASH, MONEY FUNDS AND BANK DEPOSITS</b>		<b>\$13,852.20</b>	<b>\$268,550.71</b>	<b>\$0.00</b>	<b>\$5,645.68</b>	



## Portfolio Holdings (continued)

Description	Quantity	Market Price	Market Value	Accrued Interest	Estimated Annual Income	Estimated Yield
<b>FIXED INCOME 87.00% of Portfolio (In CUSIP Sequence)</b>						
<b>Certificates of Deposit</b>						
CME FCU COLUMBUS OHIO SH CTF 5.600% 09/29/25 DTD 09/27/23 Security Identifier: 12574EAD2	248,000.0000	101.6080	251,987.84	1,103.43	13,888.00	5.51%
FLAGSTAR BK NATL ASSN HICKSVILLE NEW YORK CTF DEP 4.700% 07/17/25 DTD 01/17/24 ACT/365 1ST CPN DTE 07/17/24 CPN PMT SEMI ANNUAL ON JAN 17 AND JUL 17 Security Identifier: 33847GCF7	244,000.0000	100.3430	244,836.92	2,356.44	11,468.00	4.68%
GENERAL ELEC CR UN CINCINATI OHIO SH CTF 4.500% 01/26/26 DTD 01/26/24 Security Identifier: 369674CN4	249,000.0000	100.7700	250,917.30	122.79	11,205.00	4.46%
HUGHES FED CR UN TUCSON ARIZ SH CTF 4.600% 01/29/26 DTD 01/29/24 Security Identifier: 444425AK8	249,000.0000	100.9160	251,280.84	31.38	11,454.00	4.55%
MAUCH CHUNK TR CO JIM THORPE PA CTF DEP 4.350% 05/15/26 DTD 02/15/24 ACT/365 1ST CPN DTE 03/15/24 CPN PMT MONTHLY ON 15 Security Identifier: 577234CT2	249,000.0000	100.7760	250,932.24	445.13	10,831.50	4.31%
MORGAN STANLEY PRIVATE BK NATL ASSN PUR N Y CTF DEP 4.450% 02/08/27 DTD 08/07/24 ACT/365 1ST CPN DTE 02/07/25 CPN PMT SEMI ANNUAL ON FEB 07 AND AUG 07 Security Identifier: 61776NATO	244,000.0000	101.4480	247,533.12	1,606.39	10,858.00	4.38%
TECHNOLOGY CR UN SAN JOSE CALIF SH CTF 5.000% 02/10/25 DTD 02/09/24 Security Identifier: 87868YAU7	249,000.0000	100.0850	249,211.65	989.18	12,450.00	4.99%
<b>Total Certificates of Deposit</b>	<b>1,732,000.0000</b>		<b>\$1,746,699.91</b>	<b>\$6,654.74</b>	<b>\$82,154.50</b>	
<b>TOTAL FIXED INCOME</b>	<b>1,732,000.0000</b>		<b>\$1,746,699.91</b>	<b>\$6,654.74</b>	<b>\$82,154.50</b>	
<b>Total Portfolio Holdings</b>			<b>Market Value \$2,015,250.62</b>	<b>Accrued Interest \$6,654.74</b>	<b>Estimated Annual Income \$87,800.18</b>	

## Portfolio Holdings Disclosures

### Pricing

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

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



## Portfolio Holdings Disclosures (continued)

### Estimated Annual Figures

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

### Reinvestment

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

### Option Disclosure

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

### Certificates of Deposit

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

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

### Foreign Currency Transactions

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

### Proxy Vote

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



Proxy Vote (continued)

the number of shares in your margin account.

Variable Rate Securities

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

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

Structured Products

Structured products in this section are complex products and may be subject to special risks, which may include, but are not limited to: loss of initial investment; issuer credit risk; limited or no appreciation; risks associated with the underlying reference asset(s); no periodic payments; call prior to maturity (a redemption could affect the yield represented); early redemption fees or other applicable fees; price volatility resulting from issuer's and/or guarantor's credit quality; lower interest rates and/or yield compared to conventional debt with a comparable maturity; unique tax implications; concentration risk of owning the related security; limited or no secondary market; restrictions on transferability; conflicts of interest; and limits on participation in appreciation of underlying asset(s). To review a complete list of risks, please refer to the offering documents for the structured product. For more information about the risks specific to your structured products, you should contact your financial institution or advisor. Certain structured products are designed to make periodic distributions to you and any such structured product distributions you receive will be listed in the Transactions section of your statement. Structured product distributions may be listed there as "Bond Interest Received"; however, this description is not intended to reflect a determination as to either the asset classification of the product or the U.S. tax treatment of such distributions.



**Fixed Income Analysis**

**Bond Quality**

Bond Quality	Market Value	% of Bond Market Value
Not Rated	1,746,699.91	100%
<b>Total</b>	<b>1,746,699.91</b>	<b>100%</b>

**Bond Maturity Schedule**



Bond Maturity	Market Value	% of Bond Market Value
1 to 6 months	249,211.65	15%
7 to 12 months	496,824.76	28%
1 to 5 years	1,000,663.50	57%
<b>Total</b>	<b>1,746,699.91</b>	<b>100%</b>

Percentages of bond market values are rounded to the nearest whole percentage.

Bond quality ratings reflect Moody's or Standard and Poor's ratings. Bonds may be rated by other services. Bonds that are in default are not included. Please refer to your Portfolio Holdings section.

You are 100% invested in bonds with a bond quality of Not Rated.

**Important Information and Disclosures**

**The Role of Pershing**

- Pershing LLC, member FINRA, NYSE, carries your account as clearing broker pursuant to a clearing agreement with your financial institution. Pershing is not responsible or liable for any acts or omissions of your financial institution or its employees and it does not supervise them. Pershing provides no investment advice nor does it assess the suitability of any transaction or order. Pershing acts as the agent of your financial institution and you agree that you will not hold Pershing or any person controlling or under common control with it liable for any investment losses incurred by you.
- Pershing performs several key functions at the direction of your financial institution. It acts as custodian for funds and securities you may deposit with it directly or through your financial institution or that it receives as the result of securities transactions it processes.
- Your financial institution is responsible for adherence to the securities laws, regulations and rules which apply to it regarding its own operations and the supervision of your account, its sales representatives and other personnel. Your financial institution is also responsible for approving the opening of accounts and obtaining account documents; the acceptance and, in certain instances, execution of securities orders; the assessment of the suitability of those transactions, where applicable; the rendering of investment advice, if any, to you and in general, for the ongoing relationship that it has with you.
- Inquiries concerning the positions and balances in your account may be directed to the Pershing Customer Service Department at (201) 413-3333. All other inquiries regarding your account or activity should be directed to your financial institution. Your financial organization's contact information can be found on the first page of this statement.
- For a description of other functions performed by Pershing please consult the Disclosure Statement provided to you upon the opening of your account. This notice is not meant as a definitive enumeration of every possible circumstance, but as a general disclosure. If you have any questions regarding this notice or if you would like additional copies of the Disclosure Statement, please contact your financial institution.
- Pershing is a member of the Securities Investor Protection Corporation (SIPC®). Please note that SIPC does not protect against loss due to market fluctuation. In addition to SIPC protection, Pershing provides coverage in excess of SIPC limits. For more detailed information please visit: [www.pershing.com/about/strength-and-stability](http://www.pershing.com/about/strength-and-stability).
- This statement will be deemed conclusive. You are advised to report any inaccuracy or discrepancy (including unauthorized trading) promptly, but no later than ten days after receipt of this statement, to your financial organization and Pershing. Please be advised that any oral communication should be re-confirmed in writing to further protect your rights, including your rights under the Securities Investor Protection Act.
- Your financial organization's contact information can be found on the first page of this statement. Pershing's contact information is as follows: Pershing LLC, Legal Department,



## Important Information and Disclosures (continued)

### The Role of Pershing (continued)

One Pershing Plaza, Jersey City, New Jersey 07399; (201) 413-3330. Errors and Omissions excepted.

### Important Arbitration Disclosures

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

### Important Arbitration Agreement

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

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

## TERMS AND CONDITIONS

### TRANSACTIONS

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

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

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

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

### TAX INFORMATION

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

### GENERAL INFORMATION

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

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

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

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

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

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

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



<b>11:35 AM</b>	<b>STEGE SANITARY DISTRICT</b>			
<b>10/14/2024</b>	<b>Check Report</b>			
<b>Accrual Basis</b>	<b>October 17, 2024</b>			
	<b>Name</b>	<b>Memo</b>	<b>Amount</b>	<b>Num</b>
<b>Oct 17, 24</b>				
	<b>Print Error Checks 1238-1249</b>			
	Bay Area News Group - East Bay	Ordinance	-623.71	1250
	Contra Costa County, Tax Collector	Property Tax	-64.00	1251
	DATCO	Oct-Dec 20204	-193.50	1252
	DEK Electric	Canon Pump station	-1,580.00	1253
	Don's Tire Service, Inc.	Tires	-75.00	1254
	Dormatech Mechanical Systems, INC	HVAC Maintenance	-951.81	1255
	East Bay Sanitary Co., Inc.	Dumpster	-486.74	1256
	EBMUD 39830388387	Hydrant Meter	-603.09	1257
	EBMUD 92526846174	Hydrant Meter	-603.09	1258
	Exxonmobil	Gas	-119.53	1259
	Fred Bondoc	Oct Retiree Medical	-324.43	1260
	Nakano Landscape	Aug & Sep Landscaping	-580.00	1261
	PG&E- #0103467151-9	Burlingame Pump Station	-131.61	1262
	PG&E- #0607499583-5	Canon Pump Station	-63.42	1263
	PG&E- #6675831511-4	Office/Shop	-1,580.54	1264
	Redwood Public Law, LLP	Legal Services	-2,813.90	1265
	Streamline	Website 10/1-11/1/24	-249.00	1266
	TelePacific Communications	Office Phones	-1,384.33	1267
	Underground Service Alert	Underground Service Tickets	-6,875.92	1268
	Universal Building Services	Janitorial Service Sep	-469.00	1269
	Vestis	Uniform Services	-294.85	1270
	WECO Industries, Inc.	Hose	-3,141.42	1271
	Xerox Financial Services	Copier Lease Payment 9/03-11/02	-544.12	1272
<b>Oct 17, 24</b>			<b>-23,753.01</b>	

## STEGE SANITARY DISTRICT 2024 BOARD OF DIRECTORS MEETING AGENDA CALENDAR

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

# STEGE SANITARY DISTRICT

## 2024 BOARD OF DIRECTORS MEETING AGENDA CALENDAR

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