

# CROCKETT COMMUNITY SERVICES DISTRICT

## Regular Business Meeting AGENDA FOR WEDNESDAY, JANUARY 27, 2021

TIME: 7:00 PM

PLACE: \*\* TELECONFERENCE - SEE BELOW \*\*

### IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:

Based on the mandates by the Governor in *Executive Order 33-20* and the County Public Health Officer to shelter in place and the guidance from the CDC, to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District offices are not open to the public at this time. (See *Resolution No. 19/20-18*)
- The meeting will be conducted via tele conference using Zoom.
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner described below. See end of agenda for information on How to Submit Public Comments.

### HOW TO OBSERVE THE MEETING:

**Telephone:** Listen to the meeting live by calling Zoom at +1 669 900 9128.

Enter the Meeting ID# 844 6176 5566 followed by the pound (#) key.

More phone numbers can be found on Zoom's website at <https://zoom.us/u/aeON0A5qL>.

**Computer:** Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/84461765566> using a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)

**Mobile:** Login through the Zoom mobile app on a smartphone and enter Meeting ID# 844 6176 5566.

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1. CALL TO ORDER AND INSTALLATION OF OFFICERS – ROLL CALL
  2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
  3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:  
(The Board is prohibited from discussing items not on this agenda. Matters brought up that are not on the agenda may be referred to staff for action or calendared on a future agenda.)
  4. PUBLIC HEARING: (Public comments limited to two minutes for each person with full discussion limited to twenty minutes unless extended by Board President.)
  5. UPDATE BY DIRECTORS:

Update District Board on actions taken by Director Barassi and Director Peterson.

6. **MANAGERS' REPORTS/REPORTS FROM COMMISSIONERS:** *(These items are typically for exchange of information only. No action will be taken at this time.)*
  - a. Recreation Department.
  - b. Maintenance Department.
  - c. Port Costa Sanitary Department.
  - d. Crockett Sanitary Department.
  - e. Governmental matters.
  - f. Announcements and discussion.
  
7. **CONSENT CALENDAR:** Consideration of a motion to approve the following items:  
*(Items are subject to removal from Consent Calendar by request of any Board Member on request for discussion by a member of the public. Items removed from the Consent Calendar will be considered with the Administrative Items.)*
  - a. Approve Minutes of December 16, 2020.
  - b. Approve payment of District bills.
  - c. Receive Minutes of Commissions and Committees.
  - d. Receive Status Reports on outstanding items.
  
8. **ADMINISTRATIVE:**
  - a. Consider consent Items removed from Consent Calendar.
  - b. Consider Resolution No. 20/21-12 adopting CEQA findings.
  - c. Standing Committee appointments; Budget & Finance, Personnel.
  - d. Reauthorization, and establishment or dissolution of Ad-Hoc Committees, Advisory Committees, and Standing Committees, and appointments thereto.
  - e. Discuss and approve Action Plans for 2021.
  
9. **BUDGET AND FINANCE:**

Consider monthly Summary Worksheets and Investment Reports and staff report on financial matters.
  
10. **REPORTS FROM BOARD MEMBERS:**  
*(These items are typically for exchange of information only. No action will be taken at this time.)*
  - a. Personnel Committee – Members Barassi, Bartlebaugh, Cusack and Wilson
  - b. Budget & Finance Committee – Members Mackenzie and Peterson
  - c. Ad Hoc Committees: Strategic Planning, New Offices, Staff Management
  - d. Inter-agency meetings:
  
11. **CLOSED SESSION:**
  - a. **CONFERENCE WITH LABOR NEGOTIATOR(S):** Agency Designated Representative(s) to confer with Crockett Community Services District Board regarding Acting General Manager, Administrative Services Manager, District Engineer and District Secretary positions, Pursuant to Government Code Section 54957.6.

**OPEN SESSION:**

12. ANNOUNCEMENT OF ACTIONS TAKEN DURING CLOSED SESSION:

13. FUTURE AGENDA ITEMS:

- Receive audit of District FY 19/20 performed by David Farnsworth, CPA (Feb.).
- Discuss policy on delegation of authority to Commissions.
- Adopt capital asset depreciation schedule.
- Adopt capacity charge ordinance on Accessory Dwelling Units.
- Review and adopt ADA compliance plan.
- Adopt policy for use of private devices and e-accounts.
- Develop policy on proposals for new programs without established funding.

14. BOARD COMMENTS:

15. ADJOURNMENT to February 24, 2021

**HOW TO SUBMIT PUBLIC COMMENTS:**

**Written/ Read Aloud:** Please email your comments to [manager@town.crockett.ca.us](mailto:manager@town.crockett.ca.us), write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (*not to exceed three minutes at staff's cadence*), prominently write "Read Aloud at Meeting" at the top of the email. All comments received before 3:00 PM the day of the meeting will be included as an agenda supplement on the District's website under the relevant meeting date and provided to the Directors at the meeting. Comments received after this time will be treated as telephonic/electronic comments.

**Telephonic / Electronic Comments:** During the meeting, the Board President or designee will announce the opportunity to make public comments and identify the cut off time for submission. The public can speak up at that time or use the Zoom chat feature to indicate they want to make a public comment. If needed, a short recess (generally less than 10 minutes) will take place during the time public comment is open to allow the comments to be collected. Use Zoom chat or email your comments to [manager@town.crockett.ca.us](mailto:manager@town.crockett.ca.us), write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. Once the public comment period is closed, all submitted comments timely received will be read aloud. Comments received after the close of the public comment period will be added to the record after the meeting.

You will find the Minutes of this meeting posted on our website at [www.town.crockett.ca.us](http://www.town.crockett.ca.us) Visit our website for more information on meetings and activities of the Crockett Community Services District and the towns of Crockett and Port Costa.

In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in a District meeting, or if you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, please contact the General Manager at (510) 787-2992. Notification of at least 48 hours prior to the meeting or time when services are needed will assist District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

*In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item, and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection. The Board has designated the District's website located at <https://www.town.crockett.ca.us/meetings> as the place for making those public records available for inspection. The documents may also be obtained by calling the District Manager, at the Crockett Community Services District Office in Crockett. If, however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda. The office address is 850 Pomona Street, Crockett, California 94525.*

# CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

e-mail: [manager@town.crockett.ca.us](mailto:manager@town.crockett.ca.us)

website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

TO: Commissioners / Board of Directors  
FROM: Sanitary Department Manager  
SUBJECT: Crockett Sanitary Department Managers Report  
DATE: January 13, 2021

The Crockett Sanitary Department Managers Report highlights items of interest that occurred between December 4, 2020 January 7, 2021. The District offices remains closed to the public due to Coronavirus (COVID-19) orders. Social distancing and other safe practices recommended by the CDC and County Health Officer are being followed.

## Operation and Maintenance

- There were no Sanitary Sewer Overflows (SSO) in December.
- There were two incidents regarding flowing water in December. On December 22, Cogen staff reported seeing water spouting on the North (water) side of the UPRR tracks near the dock house. On December 29, water was seen flowing down Cooke Ave gutter. The source was a blocked storm drain on Atherton Ave.
- There were no reported issues at Crockett Main Pump Station.
- There were no reported issues at Loring Pump Station.

## Capital Improvements / Projects

- No projects were performed during December. Staff is analyzing footage captured during 2020 CCTV project. Certain priority defects have been noted, plans for repairs will follow.

## Administrative/Financial:

- Barnhill spent 78% of his time towards Crockett Sanitary Department operations. The rest of his time, 22%, was spent on Port Costa business. He worked a total of 105 hours in December. (total hours include Holiday/Vac/Sick)

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# CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525  
850 Pomona Street  
Telephone (510) 787-2992  
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e-mail: [manager@town.crockett.ca.us](mailto:manager@town.crockett.ca.us)  
website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

## MINUTES OF REGULAR MEETING, DECEMBER 16, 2020

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by President Kirker. Present were Board Members Barassi, Bartlebaugh, Mackenzie and Peterson, along with Recreation Department Manager Wilson, Department Manager Barnhill, District Engineer Murdock and Administrative Services Manager Gunkelman. Also present were Sanitary Commissioners Cusack and Wais.
2. AGENDA ORDER: Tom Cusack asked that item 13.a. be moved after item 6. Director Kirker asked that item 9.b. be moved after item 12.
3. PUBLIC COMMENTS: None
4. REPORTS FROM COMMISSIONERS: None
5. PUBLIC HEARING: None
6. UPDATE BY DIRECTORS: Director Kirker reported he received an application today for the Acting General Manager position. He had a conversation with our attorney and she informed him that the Kensington Fire District General Manager position has been filled and she suggested talking with the interim general manager to fill the position with the Crockett Community Services District. Director Kirker said he has not had time to reach out to her yet.
- 13.a. PERSONNEL COMMITTEE REPORT: Commissioner Cusack reported the Personnel Committee met on December 15. He said the committee discussed the Responsibility Reorganization Chart and the committee thought it would be very beneficial if we could have a joint meeting with the District Board to discuss this document. He said it is obvious there has been a tremendous amount of work that went into creating this document. Director Barassi said it would be useful to get it synched up to the actual salary scales and job positions, because it is still a work in progress. He said it's a very good conceptual document and transferring it over to an organizational chart would be the next step in terms of who's been hired and who is going to be accomplishing those functions. Director Bartlebaugh said one other item would be the translation from the names and the responsibility chart over to the wage schedule making that connection clear because the Personnel Committee was not able to figure out exactly who was who or what roles fell under the job classifications. Director Barassi said the chart is to be used as a guiding document for what the different job duties and needs of the district are, but also assign the job functions to the actual positions that are being filled. Director Kirker said he emailed an updated version of the chart and the job salary structures with some changes to you today. He said they are working documents and he will try to get that more solidified. He asked that changes or comments be emailed to him directly. Director Peterson said he created the first iteration of the chart simply to assist Director Kirker and himself in communicating. He said it has helped our communication to describe the job duties and to have new positions created. He said the only version that would be of benefit to all of you would be the one that you're discussing, which is the actual employees by name and

title, and how they fit together. Commissioner Cusack said he would personally like to thank everyone for their work trying to get these items taken care of and he really appreciates it. Director Kirker said it is everyone; i.e., Ron Wilson, James Barnhill, Gaunt Murdock, Vaughn Gunkelman and Susan Witschi has been taking on more responsibilities during COVID with the district. Director Barassi said the Personnel Committee also received the review and recommended an Employment Agreement Extension for Recreation Dept. Manager Wilson for three years.

**13.b. BUDGET & FINANCE COMMITTEE REPORT:** None

**13.c. AD HOC COMMITTEE REPORTS:** Director Mackenzie reported that P.W. Stephens Environmental and another company called Coastwide came out to the new office building to give us a quote on abatement. He said P.W. Stephens Environmental was really close to Synergy's number just a little bit more within \$200. He has not heard back from Coastwide yet. He said that P.W. Stephens Environmental is scheduling about a month out and Synergy is about a week out. Director Mackenzie said he was supposed to meet with Kel-aire about the HVAC system but they never called him so they met with Director Kirker. He has another company that is coming on Thursday to give us a quote on the HVAC system. Director Barassi asked if Synergy or P.W. Stephens Environmental has done any work for the district before and had any experience with change orders. Director Mackenzie said Synergy did the abatement at Memorial Hall and he believes there were no change orders. Director Kirker gave the Board an update on the walk-through with Kel-aire. He said the units in the apartment and chapel are in pretty good shape but the unit in the office space probably needs a pretty heavy rebuild with a cost of \$5K. He said there are four units on the roof and the unit in the embalming room can be removed.

**13.d. INTER-AGENCY MEETINGS:** None

**7.a. RECREATION DEPT. REPORT:** The Board had received the Minutes of November 2. Mr. Wilson reported he met with Recreation Commissioners Scheer and Valentini to develop a project for the Per Capita Grant Program. He said we are going to put that project together and submit the project. Once we reconfigure the park it will allow us to accommodate the volume of picnics that we have every year. Right now it just doesn't meet those needs and we need to make some ADA accessible improvements in the park and in the pool area. Mr. Wilson reported he ordered the new pool covers and hopefully we get them next month. He said he heard on the news yesterday that on or about January 20 they are going to allow low contact sports to resume. Swimming would be allowed and schools would be allowed to have swim teams. After this last round of restrictions, the county allowed the playgrounds to reopen with a 30-minute time limit.

**7.b. MAINTENANCE DEPARTMENT:** No report.

**7.c. PORT COSTA SANITARY DEPT.:** Mr. Barnhill reported there were no spills or exceedances in November. He said smoke testing at Port Costa has been completed, the entire town was tested. Staff is going through the report and will notify the homeowners. It looks like there were multiple points of smoke appearing in the main line in Port Costa and it was along the creek side where we were seeing smoke. Director Barassi asked when you say seeing smoke, do you mean migrating out of the ground or out of that storm culvert. Mr. Barnhill said what we were seeing was along the intersection where Prospect turns off of Canyon Lake Drive. He said smoke appeared at a storm drain grate near 70 Canyon Lake. Mr. Barnhill

said there was another property at 78 Canyon Lake Drive where smoke was coming out of the main line. Director Mackenzie asked what is the next step after you determine the homes with lateral issues. Mr. Barnhill said staff will notify the property owners by letter. The owner would need to hire a contractor to see what is going on with their lateral. Staff will review the video and write up a deficiency report and notify the property owner. Mr. Barnhill said another step in that process would be dye testing down the lateral cleanout or through their toilet and visually see what is going on. He said there is only one tied-in gutter roof drain that showed smoke. Director Mackenzie asked if a homeowner receives a letter from the District is this a mandatory requirement or a courtesy notice. Mr. Barnhill said it wouldn't be a courtesy notice. He said if they have an issue it needs to be addressed because at this point, if smoke is coming out water is going in, and that's contributing to our inflow and infiltration. Director Mackenzie asked if this is considered a violation. Mr. Barnhill said yes. He said especially a roof drain which means everything from the roof and through the gutters is going into the sewer. Director Barassi said he noticed at least two buildings with roof drains and the owner went in and cut and capped them. Would that be sufficient or would you require a plumber to come out and certify the work. Mr. Barnhill said we do not have jurisdiction over building roof drains but we do over the lateral itself. Staff would want to see where it ties in. He said in these circumstances, we would communicate with the owner and maybe a site visit. Staff would simply send out a letter to the homeowner to get the process moving. Director Peterson said we want a correction that is permanent.

7.d. CROCKETT SANITARY DEPT.: The Board had received the Minutes of October 21 and November 10. Mr. Barnhill reported there were two Category 3 sewer overflows in November and they did not touch drainage to the waters. They were approximately 5-gallon and 25-gallon volume and both were cleared by hydrojetting. One of the lines we found was on Second Street and it was added to the CCTV project for 2020. We found that a section in the middle of that segment of pipe reduces from six inches on either side to a four inch chunk of pipe, so that's an obvious repair that is going to have to be approached. He said there are only a couple connections upstream. Director Peterson said that has been in the inventory for a long time and it's not a critical repair. Director Kirker said it is causing overflows now. Mr. Barnhill said in November we had an overflow and I believe another one in September at the same point, so it is a problem that needs to be looked into. There was no obvious reason for the second spill that happened.

7.e. STAFF REPORT ON GOVERNMENTAL MATTERS: None

7.f. STAFF ANNOUNCEMENTS: None

8. CONSENT CALENDAR: The consent items were approved unanimously (lb/jm):

- a. Approve Minutes of November 18, 2020.
- b. Approve payment of District bills (warrants Rec. 8978-8993; PCSan, 1281-12852; CVSan 6290-6304).
- c. Receive Minutes of Commissions and Committees.
- d. Receive annual report on use of Recreation Taxes (Gov. Code Sec. 50075.3).
- e. Receive annual report on compliance with identity theft regulations (FACTA program).
- f. Approve Payroll Schedule for 2021.

9.a. CONSENT ITEMS REMOVED: None

**9.c. REAPPOINT COMMISSIONERS:** A motion to approve Resolution 20/21-11 reappointing Louise Choquette to the Crockett Recreation Commission and Howard Adams and Mark Manzione to the Crockett Sanitary Commission for two years carried unanimously (kp/sb).

**9.d. RESIGNATION FROM CROCKETT SANITARY:** A motion to approve resignation from Scott Bartlebaugh from the Crockett Sanitary Commission carried with 4 Ayes and 1 Abstention (lb/jm).

**10.a. FINANCIAL REPORT:** The monthly statements of District finances and reports on investments were examined by the Board. Director Peterson reported he worked with Susan on the monthly worksheets. He said Port Costa Sanitary Department has made a payment of \$93,563.29 on loan number two to the Crockett Sanitary Department. Director Kirker said invoices for sewer service off the tax rolls for Crockett and Port Costa were mailed out earlier this month.

**10.b. MINIMUM WAGE INCREASE:** Director Kirker reported he emailed to you today the updated Pay Schedule of Wages. Director Peterson asked what the minimum wage will be on January 1, 2021. Director Kirker said \$14.00 an hour. Mr. Wilson said please do not approve this yet because all of the Recreation hourly rates are incorrect. He said the increase was carried all the way through the various levels. This item was continued to the December 22 meeting.

**10.c. DISTRICT AUDIT:** Director Kirker reported he spoke with the auditor David Farnsworth and the audit is not complete. He said the auditor has had major concerns about the District's oversight. This item will be put back on the agenda once the audit has been completed.

**11. CLOSED SESSION:** The Board went into closed session at 8:05 pm.

a. **CONFERENCE WITH LABOR NEGOTIATOR(S):** Agency Designated Representative(s) to confer with Crockett Community Services District Board regarding Acting General Manager, Administrative Operations Manager, District Engineer and District Secretary positions, Pursuant to Government Code Section 54957.6.

**OPEN SESSION:** The Board resumed in open session at 9:11 pm.

**12. ANNOUNCEMENT OF ACTIONS TAKEN DURING CLOSED SESSION:** Director Kirker said there were no reportable items to report while in closed session.

**9.b. ELECTION OF OFFICERS:** A motion to nominate Director Barassi as President and Director Bartlebaugh as Vice-President carried unanimously (mk/jm).

**14. FUTURE AGENDA ITEMS:**

Standing Committee appointments; Budget & Finance, Personnel (Jan.).  
Discuss and approve Action Plans for 2021 (Jan.).  
Discuss policy on delegation of authority to Commissions.  
Adopt capital asset depreciation schedule.  
Adopt capacity charge ordinance on Accessory Dwelling Units.  
Review and adopt ADA compliance plan.



Adopt policy for use of private devices and e-accounts.  
Develop policy on proposals for new programs without established funding.

15. BOARD COMMENTS: None

16. ADJOURNMENT: The meeting was adjourned at 9:17 PM until January 27, 2021.

Respectfully submitted,

*Susan Witschi*

Susan Witschi  
January 6, 2021

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**  
Auditor's Date: 12/18/20 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3426 - CV SANITARY - O&amp;M</b>				
12/18/2020	- GAUNT A. MURDOCK	Payroll 12/01/20 - 12/15/20	2,054.21	6305
12/18/2020	✓ VAUGHN P. GUNKELMAN	Payroll 12/01/20 - 12/15/20	1,905.29	6306
12/18/2020	✓ Milkman Creations	Work Shirts	235.44	6307
12/18/2020	✓ L.R. PAULSELL CONSULTING	Sewer Maintenance from Novem...	4,053.75	6308
12/18/2020	✓ Postmaster	Post Office Box	138.00	6309
12/18/2020	✓ Regional Government Services	Contract Services for October	920.00	6310
12/18/2020	✓ LINCOLN FINANCIAL GROUP	CCSVD-BL-1564438	48.15	6311
12/18/2020	✓ STATE COMPENSATION INS...	Workers Comp 219383	421.77	6312
12/18/2020	U.S. BANK	Various 4127134555573937	2,759.91	6313
Total FUND 3426 - CV SANITARY - O&M			12,536.52	
<b>TOTAL</b>			<b><u>12,536.52</u></b>	

(MK)

CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: 12/18/20 Fund: 342500 Account: 0830

Date	Name	Memo	Credit	Num
<b>FUND 3425 - PC SANITARY - O&amp;M</b>				
12/18/2020	L.R. PAULSELL CONSULTING	Scheduled Sewer Cleaning, November 20...	235.00	1286
12/18/2020	Valley Operators, LLC	Monthly Service - December 2020	4,400.00	1287
12/18/2020	U.S. BANK	Various 4127134555573937	618.05	1288
Total FUND 3425 - PC SANITARY - O&M			5,253.05	
<b>TOTAL</b>			<b>5,253.05</b>	

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**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**  
 Auditor's Date: 12/10/20 Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3241 - RECREATION</b>				
12/18/2020	LESLIE'S POOL SUPPLIES	Pool Chemicals	146.36	8994
12/18/2020	Milkman Creations	Uniforms	251.92	8995
12/18/2020	PG&E	Gas and Electric - 2501517473-0	289.28	8996
12/18/2020	Susan Witschi	Mileage Reimbursement - NOV & ...	25.30	8997
12/18/2020	ASHER H. LABINSKI	Payroll 12/1/20 - 12/15/20	126.84	8998
12/18/2020	SUSAN G. WITSCHI	Payroll 12/1/20 - 12/15/20	2,083.12	8999
12/18/2020	TREVOR B. DEES	Payroll 12/1/20 - 12/15/20	91.73	9000
12/18/2020	LINCOLN FINANCIAL GROUP	CCSVD-BL-1564438	69.19	9001
12/18/2020	STATE COMPENSATION INSU...	Workers Comp 219383	442.23	9002
12/18/2020	U.S. BANK	Various 412713455573937	905.26	9003
Total FUND 3241 - RECREATION			<u>4,431.23</u>	
<b>TOTAL</b>			<u><b>4,431.23</b></u>	

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**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**

Auditor's Date: 4/6/21 Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3241 - RECREATION</b>				
01/07/2021	TERRACARE ASSOCIATES	Landscaping services	2,171.00	9004
01/07/2021	LESLIE'S POOL SUPPLIES	Alka Up 5#, 10#, 50#, Leaf Bagger...	261.03	9005
01/07/2021	LINCOLN AQUATICS	Hand Grips	78.91	9006
01/07/2021	PG&E	Gas & Electric - #6757445809-0, #...	1,960.75	9007
01/07/2021	TERMINIX	Pest Control	146.00	9008
01/07/2021	AT&T	Phone - 510-787-2414	158.89	9009
01/07/2021	MEYERS NAVE	General Advice	610.95	9010
01/07/2021	DENALECT ALARM CO.	Replaced Motion Detector	358.25	9011
01/07/2021	RONALD D. WILSON	Mileage Reimbursement	130.53	9012
01/07/2021	EMPLOYMENT DEVELOPMEN...	698-1442-4	164.96	9013
01/07/2021	UNITED STATES TREASURY (...)	68-0114159	1,647.46	9014
01/07/2021	RONALD D. WILSON	Payroll 12/1/20 - 12/31/20	2,572.36	9015
01/07/2021	ASHER H. LABINSKI	Payroll 12/16/2020 - 12/31/2020	77.35	9016
01/07/2021	SUSAN G. WITSCHI	Payroll 12/16/20 - 12/31/2020	2,428.57	9017
01/07/2021	TREVOR B. DEES	Payroll 12/16/20 - 12/31/2020	41.12	9018
01/07/2021	CalPERS Public Employees Ret...	Retir. 1946207465	1,016.33	9019
Total FUND 3241 - RECREATION			13,824.46	
<b>TOTAL</b>			<b>13,824.46</b>	

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**

Auditor's Date: 1/6/21 Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3425 - PC SANITARY - O&amp;M</b>				
01/07/2021	PG&E	Electric - #2704121327-6	351.12	1289
01/07/2021	TELSTAR INSTRUMENTS, INC.	Replace PLC CPU 2020 & Troubleshoot U...	3,459.25	1290
01/07/2021	L.R. PAULSELL CONSULTING	Sewer Cleaning on 12/16/20, Sewer Inspe...	1,645.00	1291
01/07/2021	MEYERS NAVE	General Advice	127.95	1292
01/07/2021	Eurofins Calscience LLC	Lab testing	630.00	1293
01/07/2021	Valley Operators, LLC	Monthly Service - January 2021	4,400.00	1294
Total FUND 3425 - PC SANITARY - O&M			10,613.32	
<b>TOTAL</b>			<b>10,613.32</b>	

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**  
Auditor's Date: 1/6/21 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3426 - CV SANITARY - O&amp;M</b>				
01/07/2021	L.R. PAULSELL CONSULTING	Sewer Maintenance from Novem...	29,087.10	6314
01/07/2021	AT&T	District Phone and Pump Station ...	200.15	6315
01/07/2021	County of Contra Costa	Data Processing for August 2020	43.81	6316
01/07/2021	MEYERS NAVE	General Advice	1,587.96	6317
01/07/2021	PG&E	Gas and Electric. - # 619385406...	2,133.43	6318
01/07/2021	Regional Government Services	Contract Services for November	2,185.00	6319
01/07/2021	EBMUD	Water - #86466230369	84.20	6320
01/07/2021	WEST COUNTY WASTEWAT...	Maintenance invoices 3877, 3881...	9,200.81	6321
01/07/2021	EMPLOYMENT DEVELOPME...	698-1442-4	631.92	6322
01/07/2021	UNITED STATES TREASURY...	68-0114159	2,746.02	6323
01/07/2021	JAMES G. BARNHILL	Payroll 12/1/20 - 12/31/20	4,386.40	6324
01/07/2021	GAUNT A. MURDOCK	Payroll 12/16/2020 - 12/31/2020	2,250.68	6325
01/07/2021	VAUGHN P. GUNKELMAN	Payroll 12/16/020 - 12/31/2020	1,595.38	6326
01/07/2021	SDRMA	Mem. #5505	986.74	6327
01/07/2021	CalPERS Public Employees R...	Retire. 1946207465	854.70	6328
Total FUND 3426 - CV SANITARY - O&M			57,974.30	
<b>TOTAL</b>			<b>57,974.30</b>	

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**

Auditor's Date: 1-19-21 Fund: 324100 Account: 0830

Date	Name	Memo	Credit	Num
<b>FUND 3241 - RECREATION</b>				
01/20/2021	LESLIE'S POOL SUPPLIES	Alka Up & Hardness Plus	249.74	9020
01/20/2021	Kaur Amandeep	Cancelled Event	2,060.00	9021
01/20/2021	Lorena Ventura	Cancelled Event	3,682.00	9022
01/20/2021	Devonna Hernandez	Cancelled Event	200.00	9023
01/20/2021	LINCOLN AQUATICS	Pool Covers, Hardware and Speed...	9,777.16	9024
01/20/2021	EBMUD	Account # 30385200001 & 303851...	822.04	9025
01/20/2021	Crockett Award & Trophy	Gavel for outgoing President	7.33	9026
01/20/2021	CSRMA	Liability Insurance Term 1/1/21-12/...	17,323.20	9027
01/20/2021	Streamline	Web hosting 6-months Invoice 80...	291.00	9028
01/20/2021	LINCOLN FINANCIAL GROUP	CCSVD-BL-1564438	69.19	9029
01/20/2021	STATE COMPENSATION INSU...	Workers Comp 219383	392.26	9030
01/20/2021	U.S. BANK	Various 4127134555573937	475.27	9031
01/20/2021	ASHER H. LABINSKI	Payroll 1/1/2021 - 1/15/2021	96.40	9032
01/20/2021	SUSAN G. WITSCHI	Payroll 1/1/2021 - 1/15/2021	2,236.93	9033
01/20/2021	TREVOR B. DEES	Payroll Jan 1-15	98.43	9034
Total FUND 3241 - RECREATION			<u>37,780.95</u>	
<b>TOTAL</b>			<u><b>37,780.95</b></u>	

*mk*



CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: 1-19-21 Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3425 - PC SANITARY - O&amp;M</b>				
01/20/2021	TELSTAR INSTRUMENTS, INC.	Troubleshoot PLC, Invoice #106349	721.00	1295
01/20/2021	L.R. PAULSELL CONSULTING	Sewer Cleaning and pipeline inspection o...	600.00	1296
01/20/2021	Crockett Award & Trophy	Gavel for 2020 outgoing president	6.06	1297
01/20/2021	CSRMA	Liability Insurance 1/1/21-12/31/21	4,514.19	1298
01/20/2021	Streamline	Web hosting 6-months Invoice 80ABA79B...	241.20	1299
01/20/2021	U.S. BANK	Various 4127134555573937	114.97	1300
Total FUND 3425 - PC SANITARY - O&M			6,197.42	
<b>TOTAL</b>			<u>6,197.42</u>	

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**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**  
Auditor's Date: 1-19-21 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3426 - CV SANITARY - O&amp;M</b>				
01/20/2021	GAUNT A. MURDOCK	Payroll Jan 1-15	1,990.95	6329
01/20/2021	VAUGHN P. GUNKELMAN	Payroll Jan 1-15	1,803.74	6330
01/20/2021	C&H SUGAR CO.	Waste Treatment Plant for Nov 2...	73,424.30	6331
01/20/2021	BAAQMD	Air permit - Invoice Number 4JL64	968.00	6332
01/20/2021	L.R. PAULSELL CONSULTING	Invoice CVSD 21-1	5,220.00	6333
01/20/2021	Specialized Electrical Contract...	Videofied Basic Monitoring. Invoi...	855.00	6334
01/20/2021	Crockett Award & Trophy	Gavel for outgoing president	16.81	6335
01/20/2021	CSRMA	Liability Insurance Term 1/1/21-1...	34,589.98	6336
01/20/2021	Streamline	Web hosting 6-months Invoice 80...	667.80	6337
01/20/2021	LINCOLN FINANCIAL GROUP	CCSVD-BL-1564438	48.15	6338
01/20/2021	U.S. BANK	Various 412713455573937	788.88	6339
01/20/2021	STATE COMPENSATION INS...	Workers Comp 219383	471.74	6340
Total FUND 3426 - CV SANITARY - O&M			<u>120,845.35</u>	
<b>TOTAL</b>			<u><b>120,845.35</b></u>	

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**  
Auditor's Date: 1-20-21 Fund: 324200 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3242 - MAINTENANCE</b>				
01/20/2021	Crockett Community Foundation	Pass thru from Walk of Honor fun...	15,000.00	430
Total FUND 3242 - MAINTENANCE			15,000.00	
<b>TOTAL</b>			<b>15,000.00</b>	

# CROCKETT RECREATION COMMISSION

of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525

Telephone (510) 787-2414

Fax (510) 787-3049

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website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

## MINUTES OF REGULAR MEETING, DECEMBER 7, 2020

1. CALL TO ORDER: The meeting was called to order at 6:00 PM by Chairperson Cusack. Present were Commissioners Scheer and Valentini, along with Department Manager Wilson and Facilities Manager/Asst. Secretary Witschi. Also present was Director Kirker. Commissioners Airoidi and Choquette were absent.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. CONSENT CALENDAR: The following consent item was approved unanimously (jv/as):
  - a. Approve Minutes of November 2, 2020.
5. RECREATION: No Report.
- 6.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. Wilson reported a fund balance of \$467,183 and a cash balance of \$73,535.
- 6.b. ANNUAL REPORT ON RECREATION TAXES: Mr. Wilson reported an annual report on the use of special taxes is required how the Recreation Assessment was spent. He said the total direct cost of operating and maintaining the Crockett Community Center between January 1 and December 1 was \$184,761 which is over the \$136,140 collected in special taxes.
- 7.a. DISTRICT BOARD ACTIONS: Mr. Wilson reported on the actions taken by the District Board in November. He said the Board hired a District Engineer and an Administrative Services Manager and still working on hiring a part-time General Manager. Director Kirker said the Board would like to have a representative from each Commission attend the Board meeting each month to address any concerns and voice their opinions.
- 7.b. APPROVE MEETING SCHEDULE FOR 2021: A motion to approve the meeting schedule for 2021 carried by consensus.
- 7.c. ELECTION OF OFFICERS: A motion to appoint Tom Cusack as Chairperson and Jeff Airoidi as Vice-Chair carried unanimously (jv/as).
8. REPORT OF DEPT. MANAGER: Mr. Wilson reported there are new restrictions in effect by the County due to COVID-19. He said the playground in Alexander Park is closed until January 2, 2021. Mr. Wilson reported David Botta's bench is going to be delivered on Wednesday, December 9. He said the Christmas lights were put on the tree at Alexander Park on November 21. Mr. Wilson reported Ms. Witschi prepared a resolution for the Per Capita Grant program and it has been reviewed and signed by the District Board. He said we

still need to come up with a project. It was agreed to meet at Alexander Park on December 14 at 1:00 pm to decide on a project.

9. COMMISSIONERS: No report.

10. FUTURE AGENDA ITEMS:

11. COMMISSIONER COMMENTS: No reports.

12. ADJOURNMENT: The meeting was adjourned at 6:34 PM until January 4, 2021.

Respectfully submitted,

*Susan Witschi*

Susan Witschi  
December 8, 2020

# PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525  
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## MINUTES OF REGULAR MEETING, NOVEMBER 4, 2020

1. CALL TO ORDER: The meeting was called to order at 7:08 PM by Chairperson Surges. Present were Commissioners Cusack and Scheer, along with Dept. Manager Barnhill and Assistant Secretary Witschi. Also present was Director Kirker. Commissioner List arrived later and Commissioner Klaiber was absent.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
- 5.a. SELF-MONITORING REPORT: Mr. Barnhill reported no exceedances in September 2020.
- 5.b. DISTRICT BOARD ACTIONS: No report.
- 5.c. NOTICE TO PROPERTY OWNERS: Mr. Barnhill presented a Notice of Violation (NOV) door notice for unresolved sewer lateral issues. He said this would be used in addition to the NOV mailed to the property owner. He said there are a couple dozen properties in Port Costa that have unresolved issues. A motion to approve the door Notice to be posted on properties as a supplement to the Notice of Violation carried by consensus.
- 5.d. MEETING SCHEDULE FOR 2021: A motion to approve the meeting schedule for 2021 carried unanimously (as/tc).
- 5.e. APPOINT OFFICERS FOR 2021: A motion to nominate Joe Surges as Chairperson and Tom Cusack as Vice-Chairperson carried unanimously (as/tc).
6. FINANCIAL REPORT: The monthly statement of Department finances was examined by the Commission. No further report.
7. SMOKE TESTING PROPOSAL: Mr. Barnhill reported the daily rate for smoke testing is \$3,960.00. He said L.R. Paulsell might be able to do more testing the same day depending on the conditions. Commissioner List arrived at 7:31 pm. Commissioner Scheer asked staff if this is a part of the system you have already TV'd. Mr. Barnhill said this section of the system has not been TV'd. He said the portion up Erskine is newer pipe and could be a potential for inflow. He said this will also show illegal connections and if owners have bad plumbing inside their home. Commissioner Scheer asked how will we know who is being smoke tested on that line. Mr. Barnhill said properties that are affected will receive a letter in the mail as well as a door notice. Commissioner Scheer asked if staff could place a description of homes affected and post on the bulletin board in town. She thinks it's a good idea so everyone knows what's going on. Mr. Barnhill also said the contractor will notify the Fire Department.

8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported there was a power outage at the Treatment Plant last week and the Programmable Logic Controller (PLC) failed. He said the generator was running but the PLC was not controlling the pumps. Telstar was out today and brought the PLC back up online and they were able to recover data. Mr. Barnhill said he is still waiting to speak with Valley Operators. Commissioner List asked if Telstar is the company that replaced the battery. Mr. Barnhill said Telstar is one of the only companies available to do instrumentation logic panels. Commissioner List said when Rudy and he went down to the plant he diagnosed the dead battery and why things wouldn't start. He said he could see it was a dead battery when he put voltage meters on it but in case something has to be reset he was going to defer because there was so much electronic equipment attached to it. He asked if it had been tested and demonstrated operational after they put the battery in it. Mr. Barnhill said they replaced the generator and then they test it. Nick from Valley Operators said there might be an issue with their battery backup. Mr. Barnhill said he asked Nick to replace it and not to have Telstar replace the battery because they will markup the price. Director Kirker said Telstar bills in four hour increments and staff has never found anyone else who can do this type of work.

8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

8.c. STAFF ANNOUNCEMENTS: None

9. REPORTS FROM COMMISSIONERS: Commissioner Scheer said Mr. Kirker and Commissioner Cusack met at the Port Costa School last week with Mr. Wagner to dye test the line. She said it didn't show much because nothing appeared in the sewer. Mr. Wilson from the Port Costa Conservation Society was also in attendance and he has contacted Fernando at Sewer Works who worked on the line. Fernando is going to TV and trace the lines coming out of the school and try to figure out where everything is going. Director Kirker said they did see when Mr. Wagner flushed his toilet. It did come to the cleanout and it stayed there. He said there was no other movement from the school. They ran the water for over an hour and pulled the manhole cover at the intersection and it never hit the manhole. Commissioner Scheer will contact everyone when Fernando from Sewer Works will be out in Port Costa.

10. CONSENT CALENDAR: The consent items were approved unanimously (as/tl):

- a. Approve Minutes of October 14, 2020.
- b. Receive Status Report on outstanding issues.

11. FUTURE AGENDA ITEM:

Discuss Port Costa school sewer system.

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 7:52 PM until December 2, 2020.

Respectfully submitted,

*Susan Witschi*

Susan Witschi  
November 20, 2020

# CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

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## MINUTES OF REGULAR MEETING, DECEMBER 9, 2020

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Manzione. Present were Commissioners Adams, Wais and Wolthuis, along with Asst. Dept. Manager Barnhill, District Engineer Murdock, and Administrative Services Manager Gunkelman. Also present were Directors Bartlebaugh and Kirker.
2. AGENDA ORDER: Director Kirker asked that item 6.a. be moved up after item 3.
3. PUBLIC COMMENTS: Mark Manzione said Scott Bartlebaugh has been appointed to the District Board as Director and due to the rules he has offered his resignation to the Crockett Sanitary Commission.
- 6.a. DISTRICT BOARD ACTIONS: Director Kirker reported on the actions taken by the District Board in November. He said Mr. Bartlebaugh emailed the Reorganization Chart to the Sanitary Commission today and said it should of been called the Responsibility Reorganization Chart because it focused more on the responsibilities of the District. He said the District hired Gaunt Murdock as the Sanitary District Engineer. He is a very hands on type of person that wants to be involved. The consensus of the Board is to do more in-house and spend less on consultants, such as capital projects. Director Kirker said we are looking to rearrange some things so we can accomplish more. Mr. Bartlebaugh said all of the positions that were posted have not been filled yet so you still do not have final costs. Once all positions have been filled you could project the costs and the sanitary commission would be interested in what the new costs are compared to what they had been. Director Kirker said Director Peterson did the cost analysis. He said Vaughn Gunkelman did not have the experience for the Administrative Services Manager position so he was hired at a lower rate. The new hires are on probation for six months and their salary will be negotiated after the probationary period. Gaunt Murdock introduced himself to the commission. Commissioner Manzione thanked Mr. Bartlebaugh for his service on the Sanitary Commission.
4. PUBLIC HEARING: None
5. CONSENT CALENDAR: The consent items were approved unanimously (jw/mw):
  - a. Approve Minutes of October 21, 2020 and November 10, 2020.
  - b. Consider Status Report on outstanding issues.
- 6.b. APPOINT NEW VICE-CHAIR: A motion to appoint Mary Wais as Vice-Chair to the Crockett Sanitary Commission carried unanimously (mm/ha).
- 6.c. COMMITTEE APPOINTMENTS: Commissioner Manzione appointed Commissioners Adams and Wolthuis to the Budget & Finance Committee and Commissioners Manzione and Wais to the Wastewater Committee.



6.d. ANNOUNCEMENT OF VACANCY: This item was continued to next month.

7.a. ENFORCEMENT ACTIONS: Mr. Barnhill reported eight properties are no longer in violation of the District's building lateral sewer inspection requirement and received a Certificate of Compliance.

7.b. WATER USE ADJUSTMENT: Mr. Barnhill reported Mr. Barnhill reported the sewer use charge (SUC) that was entered this year for 625 Second Avenue (Toot's Tavern) was \$7,782 based on water use. He said the owner provided proof that EBMUD's water lateral was broken on the property sidewalk. The owner provided documentation that EBMUD lowered the meter use. Mr. Barnhill said he made an adjustment based on the meter. He adjusted the bill from \$7,782 to \$5,111. The owner will still have to pay their property tax bill on time otherwise they will be delinquent. Once staff has seen proof of payment staff would need to cut a check back to the owner. The owner was concerned that the \$5,111 was still higher than expected. Mr. Barnhill reported that over the past five years on average the SUC has been \$3,811. Director Kirker said he spoke with the owner and the neighbor. He said it does look like there has been a repair done to the sidewalk. He said we need to keep an eye on both payments that have been made by the owner on the tax roll before giving them a rebate. Commissioner Manzione would like to have an agenda item in January for any further discussion on the SUC for 625 Second Avenue.

8. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. No further discussion.

9.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported two sanitary sewer overflows in November. On November 4, a five-gallon spill occurred at the South end of Second Avenue that was reported to the Commission at the November 10 meeting. On November 27, a 25-gallon spill was reported near the address of 1435 Pomona.

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

9.c. STAFF ANNOUNCEMENTS: None

10.a. WASTEWATER COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. INTER-AGENCY MEETINGS: None

11. FUTURE AGENDA ITEMS:

- Progress reports as appropriate for new District offices.
- Capacity Charge Accessory Dwelling Unit (ADU) Ordinance.
- Video outreach for FOG and no wipes down drain.
- Recommend award of contract(s).
- Recommend payment for sewer project(s).

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 8:12 PM until January 13, 2021.

Respectfully submitted,

*Susan Witschi*

Susan Witschi  
December 28, 2020

# CSD STATUS REPORT

# JANUARY

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
Ongoing		<b>Financial Accounting &amp; Budget</b>	Adopted FY 20/21 Budget	Audit of FY 19/20 with David Farnsworth CPA
Ongoing		<b>ADA Compliance Plan Review</b> - District needs to update its ADA plan. Consider outsourcing study and develop budget to implement changes to meet ADA plan requirements.	ON HOLD	Contract inspection
Ongoing		<b>Inventory of capital assets</b> - recommended by auditor to match with QuickBooks value of assets. Begin with insurance appraisal list and expand to include assets above capital threshold. Consider increasing capital threshold policy from \$1,000.	BACKLOGGED	Create and then update list annually
Ongoing		<b>Local Hazard Mitigation Plan (LHMP)</b> - Strategic Planning Committee along with management staff to review and update based on currently identified and future hazards. Consider consultant to create work product.	BACKLOGGED	Develop current
1/17	C-31	<b>Waiver of Subrogation</b> - initial inquiry requested by Board member over concern with contract language.	District does not have	Alliant to quote additional insurance cost.
1/17	C-30	<b>Establishment of By-Laws</b> - Commissions and Committees currently do not have their own by-laws to provide guidance on responsibilities. Must develop with feedback from Commissions and Board.	BACKLOGGED	Staff to Draft
10/17	C-29	<b>Meeting Cancellation Policy</b> - currently cancellation of meetings can be requested by chairpersons and management. Request to development policy for what constitutes non-pressing matter cancellations.	BACKLOGGED	Policy needs to be written.
1/18	C-28	<b>Second Signer Policy</b> - develop policy on when a second signer can sign documents when the primary signer is not available.	BACKLOGGED	Staff to Draft

\*Items marked COMPLETED will be removed from the Status Report the following month.

**7.d.**

5/18	C-27	<b>Lateral Issues Report</b> - report to Board on sanitary departments policies and enforcement of private lateral sewers issues. Address non-conforming laterals installed in Port Costa prior to District ownership in 2008.	BACKLOGGED	Staff to Draft
7/17	C-25	<b>Dog Park at Bridgehead</b> - Resolution No. 17/18-09 supporting development and to determine feasibility. Independent Dog Park Committee pursuing with Caltrans. New restrictions such as bathroom on site raised by Caltrans. Dog Park funds held under the Maintenance Department.	Suspended Work	Awaiting Caltrans final lease
5/17	C-24	<b>Personal Accounts and Devices</b> - complying with recent public records act decision regarding emails and text messages. Policy needs to be developed. Legal review is required.	BACKLOGGED	All Directors, Commissioners, and staff following law by saving District records.
1/16	C-23	<b>Social Media</b> - Facebook, Twitter, and web page. Used only to post information about District events, no debate online. Direction by Board to consolidate to one Facebook page. In changing climate Board should reconsider it use of social media for engagement with community.	ON HOLD	Board directed to limit to District posts. Funding required for additional social media engagement.
12/14	C-21	<b>Emergency Operations Center (EOC)</b> - Crockett Community Center to serve as EOC for the District per Resolution No. 14/15-10. Staff directed to attend SEMS training. Consider resolution rescinding EOC at Community Center.	SUSPENDED WORK	Support EOC at Loring Fire Station, center to serve as public meeting place, draft resolution.
3/14	C-20	<b>Safety &amp; Wellness Program</b> - program for employees adopted by Resolution No. 13/14-17 but implementation postponed until funding can be identified.	ABANDONED PROGRAM	Program abandoned due to lack of funding.
10/12	C-12	<b>Revise internal chart of accounts</b> - recommended by auditor. Move to class based accounting and simplification of chart of accounts recommended.	Planned for FY 20/21	Consult CPA to assist

\*Items marked COMPLETED will be removed from the Status Report the following month.

1/11	C-17	<b>Sewer map</b> - update printed map of sewers and adopt resolution to define our responsibility.	Capital projects to date need to be updated into ICOM system.	RedZone ICOM to create new PDF map. Once drafted staff to verify format and accuracy.
8/06	C-1.5	<b>WCWD Service Agreement</b> - current agreement is from 1990, new agreement would better define the scope of services and needs of our District.	ON HOLD	Develop needs - CVSan Wastewater Comm.
9/18	C-26	<b>Workshop for Directors on Public Contracting</b> - request to better understand Board responsibility and liability in regards to CUPPA	Identify	Schedule workshop
12/19	C-32	<b>IT Support</b> - contract for assistance with networking and PC troubleshooting as necessary	Find willing partner	Complete network migration to AT&T Fiber

\*Items marked COMPLETED will be removed from the Status Report the following month.

# PERSONNEL STATUS REPORT

DATE	REF.	TASK	STATUS	NEXT STEP
4/14	P-1	<b>Review Job Descriptions</b> - update as needed, compare to WC Comp Codes.	Provided to Staffing Ad Hoc Committee	To Personnel Committee for review and comment.
11/16	P-2	<b>Injury &amp; Illness Prevention Plan</b> - review, update, and develop additional training material as needed. Additional requirements in 2020 and OSHA COVID-19 directive require review and update.	BACKLOGGED	Staff or outside contractor needs to draft revisions then to Personnel then Board for approval by Resolution
11/16	P-3	<b>Floater Holidays</b> - written definition and guideline on use of floating holidays. Floater Holidays are extra holidays outside of District observed holidays which are included in management contracts with no restrictions on use.	BACKLOGGED	Provide to Personnel Committee
06/17	P-5	<b>Harassment Training</b> - class for all employees, directors, and commissioners. AB 1661 / SB 1343	RGS trained in 2019, currently providing online training for new hires.	Training required every 2 years. Next training for directors and commissioners by May 2021.
06/17	P-6	<b>Non-Employee Conduct</b> - develop simple policy that staff can follow on how to escalate complaints against Commissioners and/or volunteers.	BACKLOGGED	Policy to include interview with at least two people
12/17	P-10	<b>Hiring Procedures</b> - consolidate and train staff	BACKLOGGED	Summarize written procedures - Personnel Committee

\*\* Larger project tasks are included on the Status Report. Smaller incidental and regular ongoing tasks are excluded from this report.

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\*Items marked COMPLETED will be removed from the Status Report the following month.

# MAINT. DEPT. STATUS REPORT

# JANUARY

<u>DATE</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
Ongoing	Plaza maint. thru CIA	on schedule	continue per MOU
Ongoing	Veterans Memorial Hall Seismic Retrofit	Engineer review of concrete pier	Memorial hall to meet
Ongoing	Veterans Memorial Fundraising		
Ongoing	Hillside Maintenance	Fire on hillside	CALFIRE called for removal, no return call yet
Ongoing	Bridgehead maintenance	Limited maintenance	Identify resources, plan of action
1/19	M-13 Parcel tax for maintenance	CIA researching	Report from CIA
9/18	M-11 GeoTechnical Engineering Alternative Push Pier Design for Memorial Hall	Received drawings and calculations	Committee to determine if alternate seismic work is feasible
8/17	M-12 Investigate acquisition of corner bridgeview lot	No movement	KP investigating
7/17	M-9 Dog park at Bridgehead - lease or MOU	SUSPEND WORK	Waiting for Caltrans final lease
8/07	M-3 Caltrans property - Bridgehead	permit rec'd 3/12	Waiting on Caltrans for new encroachment permit or abandon

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\*Items marked COMPLETED will be removed from the Status Report the following month.

# REC. DEPT. STATUS REPORT

# JANUARY

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
Ongoing		<b>Facility maintenance</b> - Community Center, pool, and park.	All safety issues corrected	
Ongoing		<b>Financial accounting &amp; budget</b>	FY 20/21 Budget Adopted	Ongoing COVID-19 impact
Ongoing		<b>Prop 68 Park &amp; Water Bond</b>	Resolution submitted	Submit project to OGALS
Ongoing		Hazardous Material Training	Trained seasonal staff	Update Injury & Illness Prevention Plan

## MAINTENANCE ISSUES

4/13	M-8	<b>Hillside Maintenance</b> - long-term hillside cleaning plan needs to be developed.	Grass Cut	CalFire or other to clear hillside of dead trees
2/19	M-9	<b>Signage for the Park</b> - post rules	Pending	Get new signs - trash

## CAPITAL IMPROVEMENTS

3/14	C-1	West side covered deck Project	postponed until 2021	Identify funding. Do project in phases
12/18	C-2	Fire suppression alarm system for Center	pending	Waiting on addtl.quotes
2/20	C-3	Memorial bench for David Botta	Bench/Plaque Received	Concrete Pad to be Installed

## ADMINISTRATIVE MATTERS

9/10	A-21	<b>Signs - no skateboards or bikes</b>	Sec. 7.12.090 prohibits	add to signage for park rules
11/08	A-20	<b>Rec Policies &amp; Procedures Manual</b> - both the community center and aquatics center.	BACKLOGGED	
2/20	A-36	100-year plaque at Community Center	Pending	Order plaque

\*\* Larger project tasks are included on the Status Report. Smaller incidental and regular ongoing tasks are excluded from this report.

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# PORT COSTA SAN. DEPT. STATUS REPORT

# JANUARY

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>	<u>RESPONSIBLE</u>
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## ADMINISTRATIVE MATTERS

Ongoing		Review/revise O&M manual	Reviewed	Annual review	Staff
Ongoing		Revise sewer system management plan	Audit complete	Audit Feb 2022	Staff
Ongoing		System rehabilitation program	Smoke tested entire CS Nov 19,2020	Analyze smoke testing results. Send deficiency letters. (see E-8)	Staff
Ongoing		Property database	Current thru 12/2019	Received assessor report from county. Backlogged	Asst District Secretary
Ongoing		Financial accounting & budget	Identify funding		GM
4/15	A-4	Sludge disposal procedure document	Review with operators		Staff
2/19	A-5	Delayed payment of loan #2	Scheduled FY 20/21	Pay in October. Authorized by Commission	Asst District Secretary/ Commission
8/15	A-6	Encroachment 70 CLD. Property is listed, replacement of sewer main, if needed, is owners responsibility	Backlogged	owner to comply	Staff
8/15	A-7	Small Community Grant	Postponed	Revisit State grant options	Commission

## ENGINEERING MATTERS

1/13	E-3	Install high water alarm in sump. This will ensure notification if sump pump fails or if flooding occurs	Operator to seek proposal/aquire/install float switch. Telstar to link to PLC	Receive/approve estimate (commission).	Staff
6/08	E-7	#4 filter condition. Investigation to identify location of leak	ON HOLD	Excavate content of filler bed 4	Operator
3/16		Railroad crossing. Needed for health & safety purposes and equipment access	ON HOLD	will approach this if equipment access to WWTP is needed for emergency or maintenance.	Commission / Board
1/17		Install backup Watson Marlo chem pump	Valley to send for diagnosis/est/repair	Authorize repair	Operator
6/17		Constant Level Gate. The constant level gate does not hold position without being held down by a pole. If not held down the gate will lift allowing mass volume to transfer from splitter box into wet well.	Pending assessment		Operator

\*Items marked COMPLETED will be removed from the Status Report the following month.

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>	<u>RESPONSIBLE</u>
5/18		Upgrade PLC. Valley recommends upgrading PLC due to age of system, warns that issues will begin to crop up as time passes	Contact vendor for estimate		Operator
12/19	E-8	CCTV Inspection Project	Scheduled for late 2020	Obtain bids	Staff/Commission
1/20	E-11	Polycoat septic tank wall. Engineers found that concrete is degrading at the water air interface.	Consider in 2025	Obtain bids	Commission to direct staff to seek proposals + decide on timing and contract. Contract Operators to oversee work

### MAINTENANCE MATTERS

		Monitor sludge level - WWTP Septic Tank	Valley - ongoing. Operator to advise when it is necessary to remove	Operator to seek bids. Commission to review and accept pumping proposal. Operator to schedule work, manage project	Operator
		Monitor scum level - WWTP Septic Tank	Valley - ongoing. Scum in chamber #1 removed Sept 2020. Prior cleaned Jan 2020 full maintenance	Staff to contact WCWD to vac material. Operator to oversee and accept work	Operator/staff
8/17		Repair/replace #3 dosing siphon in dosing structure. Siphon is broken and has been removed.	Pending Valley verification of specs. Valley is verifying specs on replacement (\$535 per unit)	Seek installation proposal once part is verified. Commission to accept proposal	Operator
8/18	M-7	Install signage at WWTP. Property warning signs should be installed within the fenceline rather than on the fence to help prevent sign and property vandalism	Commission volunteered	Pending	Commission
2/17	M-6	Remove shrubbery. Plants and roots are causing major damage to wwtp	Commission volunteered	Pending	Commission
		Transplant sand into filter bed #3. Filter bed 3 is low on sand material, level needs to be brought up. Plan was to transfer sifted sand from waste pile or from abandoned bed #4.	Suspended following bio assay failures. Unverified if transferred sand was the specific cause but the failures coincided with transfer. Unverified risk of metal and other contaminants collecting in static sand due to proximity to the railroad.		Operator

\*Items marked COMPLETED will be removed from the Status Report the following month.

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>	<u>RESPONSIBLE</u>
10/16		Annual load bank/fluid svc on genset. Preventative maintenance	Last service Aug 2020	Next due- Aug 2021	Licensed Service - overseen by operator
1/13	M-1	Raise manhole elevations. Will address as needed if county informs us of paving & manhole elevation issues	Obtain quote as needed		Staff
7/12	M-3	Clean/paint plumbing. Pump room is a moist environment. Pipes and pumps develop rust, it must be removed and equipment must be coated.	Mitigate rust, replace as needed / paint		Operator / Commission
7/12	M-4	Repair eroded wet well stopper valve	Define scope of work	Receive add'l quotes for work	Operator
7/12	M-5	Reset siphon valve #3	Drain north side/buy parts/ gate valve open	Drain/close valve/ reset valve height	Operator. Verify that this is ongoing operation rather than project status

**\*\* Larger project tasks are included on the Status Report. Smaller incidental and regular ongoing tasks are excluded from this report.**

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**\*Items marked COMPLETED will be removed from the Status Report the following month.**

# CROCKETT SAN. DEPT. STATUS REPORT

JAN

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>	<u>RESPONSIBLE</u>
Ongoing		<b>Flow data analysis</b> - gather meter data regularly, process flow data, print and archive, update dry weather and wet weather worksheets.	Hydraulic study underway on capacity of collection systems.	Meter calibrations in 2021	JB
Ongoing		<b>Sewer database &amp; repair records</b> - permanent paper and digital records of construction projects.	Paper files through 2018, ICOM maintenance scheduled updates, map and line segment data current thru 6/13.	Catalog and archive paper records. Update ICOM3 data records, create new wall map based on changes.	JB
Ongoing		<b>Financial accounting &amp; budget</b>	Adopted FY 20/21	Mid-Year FY 20/21 report in December	GM
Ongoing		<b>JTP cost allocation adjustment</b> - annual review done in April to adjust treatment plant costs based on actual flow.	Allocation complete for April 2019-March 2020	Review in April 2021	JB
Ongoing		<b>C&amp;H diversion analysis</b> - data gathered monthly and records stored with flow data.	current thru 4/20	Verify diversions reported by review of flow data, complete in March 2021.	JB
Ongoing		<b>Creek pollution monitoring</b> - SSMP requires monitoring of large spills that reach the waters of the state. WCWC to perform these services as needed. Insufficient staff to be proactive for collection of baseline data.	BACKLOGGED		WCWD
Ongoing		<b>Manhole maintenance</b> - annual maintenance to site visit known trouble spots to clear brush and debris.	brush & debris cleared	Review Summer 2020	JB

## FINANCIAL MATTERS

4/18	F-23	10-year revenue program	updated in 2018	BACKLOGGED	GM
3/18	F-22	Climate change impacts	POSTPONED	Strategic planning in fall	Comm/Board
3/18	F-21	Advance planning renegotiate JUA	POSTPONED	Review JUA in winter	Comm/Board
3/18	F-20	Advance planning for flow reduction C&H	POSTPONED	To Wastewater Committee	WWC

## ENGINEERING MATTERS

5/18	E-27	Flyght SCADA with MCC	engineer investigating	To bid October 2020	VW Housen
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<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>	<u>RESPONSIBLE</u>
12/12	E-26	Protect pump station from floods	POSTPONED	remove bricks by Feb 2021	CIA
5/12	E-25	6" sewer behind Third/Wanda	BACKLOGGED	install access point	Constr. Mgr.
10/10	E-24	Loring pump station alt. power backup	WCWD Power	install generator	WCWD / JB
7/07	E-21	Mercury TMDL	BACKLOGGED	review / research	WWC
4/07	E-20	Pool discharge permitting	BACKLOGGED	create permit	GM / Legal
3/05	E-10	EQ tank rehabilitation	cleaned 9/14	engineers study required	VW Housen & other engin.
6/04	E-9.5	Sewer replacement schedule	2% per year	Wastewater to review 2021	GM / WWC
10/01	E-4	Easement agreement (405 Alhambra)	BACKLOGGED	hire surveyor	GM
8/01	E-3	Edwards Creek tunnel project	COMPLETED	record grant of easement	GM
7/17	E-28	Update contacts with DIR	BACKLOGGED	Contractors must be registered	Constr. Mgr.

### **ADMINISTRATIVE MATTERS**

1/18	A-32	Easement Protection Program	BACKLOGGED	revisit enforcement priority	GM / Board
6/17	A-31	Access & Repair Agreement Program	BACKLOGGED	develop formal program	GM / Board
4/17	A-30	Abandon sewer easement 550 Alhambra	Attorney for language	record abandonment	GM
10/15	A-29	Order protection of easement 515 Winslow	BACKLOGGED	draft letter and request payment of abatement costs	GM
8/15	A-33	Enforcement Procedures - rewrite	BACKLOGGED	Draft and legal review	GM / Legal
9/14	A-34	Grant Easement Transfer 330 Alhambra	BACKLOGGED	draft and record	GM
9/12	A-28	Capacity charge payment plan	POSTPONED	revise fee ordinance	GM / Legal
3/12	A-27	Common lateral ordinance	DELAYED	review ordinance	GM / Legal
2/10	A-26	Capacity charge ordinance	POSTPONED	revise by ordinance	GM / Legal
11/09	A-25	Double permit fees for no permit	drafted	adopt ordinance	GM / Legal
3/08	N-11	Penalties for lateral SSO negligence	BACKLOGGED	develop fines	GM / Board
4/07	A-20.5	Lateral replacement	ON HOLD		GM / Board
11/06	A-19	Safety training requirements	Identify	annual training	JB
3/04	A-16	C&H access requirements	BACKLOGGED	abandon sewers	GM / Legal

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>	<u>RESPONSIBLE</u>
8/03	A-15.9	Grease trap inspection control program	BACKLOGGED	develop procedures	JB
8/03	A-15.7	Grease traps/FOG	BACKLOGGED	notify commercial kitchens	JB
3/03	A-15	N-00-29 sewer easement	Docs updated	parties to sign	GM / Prop. Owner
3/02	A-14	Encroachment permit (9 Crolona Hgts)	BACKLOGGED	send agreement	JB
2/01	A-11	Sewer main acceptance records	BACKLOGGED	disavow by resolution	GM / Legal
2/99	A-8	West County contract review	ON HOLD	continue with existing	GM / Comm.
5/98	A-4	Emergency binder	BACKLOGGED	Update and revise	GM
6/20	A-33	Letter to railroad re crossing	BACKLOGGED	Protect access to outfall	GM / Legal
1/20	A-34	Outfall lease SLC #25959	Incomplete	Address outstanding items	GM

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**RESOLUTION NO. 20/21-12**

**A RESOLUTION ADOPTING CEQA FINDINGS**

**WHEREAS**, the District Board has adopted Resolution No. 20/21-08 in application to the State Department of Parks and Recreation Per Capita Grant Program.

**WHEREAS**, the District Board intends that such grant funds be used for Alexander Park improvements.

**NOW, THEREFORE, BE IT RESOLVED** that the District Board of the Crockett Community Services District hereby finds that the action is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15032(c) of the State CEQA Guidelines.

**AND, BE IT FURTHER RESOLVED** that the Acting General Manager is authorized to file a Notice of Exemption with the Contra Costa County Clerk.

**THE FOREGOING RESOLUTION** was adopted at the District's Regular Meeting held on January 27, 2021.

**AYES:**

**NOES:**

**ABSENT:**

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Luigi Barassi, President

**ATTEST:**

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Kent Peterson  
Board Secretary

# Crockett Community Services District

## ACTION PLAN 2021

GUIDING DOCUMENT FOR STAFF

*To Be Adopted at the  
District Board Meeting  
on  
January 27, 2021*



# District Office ACTION PLAN 2021

## 2021 TOP PRIORITY ACTIONS

- |    |   |        |
|----|---|--------|
| 1. | Ordinance on Capacity Charge and Accessory Dwelling Units, Amends Title 5 and 6 of District Code                          | SPRING |
| 2. | Develop Architectural Plans for District Office   | SUMMER |
| 3. | Draft and Publish Policies and Statements for Reserve Funds use for all Departments                                       | WINTER |
| 4. | Long-Range Financial Planning   | WINTER |
| 5. | Plan for Climate Change Impact w/Public Engagement<br><i>(Strategic Planning - Leverage Regional and State Resources)</i> | FUTURE |

# Maintenance Department ACTION PLAN 2021

## 2021 TOP PRIORITY ACTIONS

- |  |         |
|--|---------|
| 1. Veterans Memorial Rehabilitation                | ONGOING |
| 2. Dog Park at Bridgehead                          | SPRING  |
| 3. Study Property Tax Assessment                   | SUMMER  |
| 4. Remove Diseased and Damaged Trees from Hillside | FALL    |

# Crockett Recreation Department ACTION PLAN 2021

## 2021 TOP PRIORITY ACTIONS

- |    |   |             |
|----|---|-------------|
| 1. | Update Rules Signage in Alexander Park              | SPRING      |
| 2. | Replace Pool Building Doors                         | SPRING      |
| 3. | Venue Management Software Program                   | SUMMER      |
| 4. | Pomona Steps / Retaining Wall Along Pomona          | SUMMER/FALL |
| 5. | Update ADA Compliance Plan                          | FALL        |
| 6. | Obtain Funding for Deck Project at Community Center | WINTER      |

# Port Costa Sanitary Department ACTION PLAN 2021

## 2021 TOP PRIORITY ACTIONS

- |    |   |        |
|----|---|--------|
| 1. | Remove Branches from Power Lines Serving the WWTP   | WINTER |
| 2. | CCTV Collection System                              | SPRING |
| 3. | Remove Shrubs and Trees from WWTP                   | SUMMER |
| 4. | Emergency Generator (Annual Service/Fuel Treatment) | FALL   |
| 5. | Plan Inspection of Filter Bed #1 Gunite             | WINTER |

# Crockett Sanitary Department ACTION PLAN 2021

## TOP PRIORITY ACTIONS

- |    |   |         |
|----|---|---------|
| 1. | Capital Sewer Collection System Replacements  | ONGOING |
| 2. | Safety Training for Injury & Illness Prevention   | SPRING  |
| 3. | MCC Panel Upgrade at Pump Station   | SUMMER  |
| 4. | Update Emergency Binder and Response Plans  | SUMMER  |
| 5. | Sewer Use Charge Rate Study   | FALL    |
| 6. | Update Operations Manual  | FALL    |
| 7. | Plan for New C&H Sewer Service Agreement<br><i>(Current Agreement Ends June 30, 2021)</i>                     | WINTER  |
| 8. | Begin Planning for Joint Use Agreement Renegotiation<br><i>(Agreement with C&amp;H Expires July 31, 2024)</i> | WINTER  |

# CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525

850 Pomona Street

Telephone (510) 787-2992

Fax (510) 787-2459

## MONTHLY SUMMARY WORKSHEET

e-mail: [manager@town.crockett.ca.us](mailto:manager@town.crockett.ca.us)

website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

PREPARED FOR BD. MTG: 1-27-21

LATEST FUND REPORT: 1-13-21

CCSD FUND 3240	CCSD FUND 3240
<hr/>	
CASH CARRIED FORWARD: <u>REC DEPT:</u> \$11,291.12	CASH CARRIED FORWARD: <u>CVSAN DEPT:</u> \$37,501.07
ACTIVITY:	ACTIVITY:
Prop Tax Split Adj \$ 184.23	Prop Tax Split Adj \$ 20.77
Property Tax Split \$176.07	Property Tax Split \$898.75
Cash Conversion \$32,854.13	Cash Conversion \$167,705.29
<hr/>	
CASH BALANCE (Rec): \$44,505.54	CASH BALANCE (CVSan): \$206,125.88
<hr/>	
ADV ON TAXES (Rec): \$30,784.81	ADV ON TAXES (CVSan): \$157,161.76
060 Adv beginning bal \$55,647.03	060 Adv beginning bal \$323,290.78
Property Tax Split \$16.68	Property Tax Split \$85.15
Cash Conversion (\$32,854.13)	Cash Conversion (\$167,705.29)
Ending Balance \$30,680.89	Ending Balance \$156,558.04
Prop Tax Split Adj \$7,871.31	Prop Tax Split Adj \$887.41
160 Supplmt begin bal \$74.22	160 Supplmt begin bal \$431.22
PY Prop Tax \$29.70	PY Prop Tax \$172.50
Ending Balance \$103.92	Ending Balance \$603.72
<hr/>	
FUND BALANCE (Rec): \$75,290.35	FUND BALANCE (CVSan): \$363,287.64
<hr/>	
	MAINT DEPT PROPERTY TAXES ALLOC:
	Cash Carried Forward \$381.48
	Property Tax Split \$20.82
	Cash Conversion \$3,884.43
	Prop Tax Split Adj \$ (205.27)
	Cash Balance (Maint) \$4,081.46
	Prop Tax Split Adj
	060 Adv Beginning Bal \$16,277.19
	Cash Conversion (\$3,884.43)
	Prop Tax Split Adj \$ (8,758.45)
	Property Tax Split \$1.97
	Ending Balance \$3,636.29
	160 Supplmt begin bal \$0.00
	Adjustment
	Ending Balance \$0.00
	<hr/>
	FUND BALANCE (Maint): \$7,717.75
	<hr/>
	TOTAL CSD 3240 BALANCE: \$446,295.74

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# CROCKETT MAINTENANCE DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

e-mail: [manager@town.crockett.ca.us](mailto:manager@town.crockett.ca.us)

website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

## MONTHLY SUMMARY WORKSHEET

PREPARED FOR BD. MTG:	1-27-21	LATEST FUND REPORT	1-13-21
OPERATING FUND 3242		BALANCES BY CLASS	
CASH CARRIED FORWARD:	\$11,170.62	MEMORIAL HALL	
ACTIVITY:		Walk Honor & P66	\$243,500.00
CHECKS and PAYMENTS		Arch. Phase1	(\$15,427.99)
Warrants	\$0.00	Engnr. Phase1	(\$33,934.00)
Payroll recovery	(\$151.51)	Other CapX	(\$4,605.65)
Loan Payment to RE	\$ (8,000.00)	WofH P66 Balance	\$189,532.36
DEPOSITS		Other MH O&M Bal	\$8,609.44
Property Ins Adjust	\$0.00	BRIDGEHEAD	\$1,174.34
		PLAZA/FENCES/LIGHT:	(\$876.68)
		DOGPARK COST CENTE	\$844.14
CASH BALANCE:	\$3,019.11	ACCRUED DEBT:	
INVESTED (MH) BEG. BAL	\$188,472.78	PY due REC Dept.	\$8,000.00
Invest Interest	\$0.00	PCADVISORY due MH	\$1,170.20
INVESTED (MH) END. BAL	\$188,472.78		
FUND BALANCE:	\$191,491.89	TAXES held in 3240	\$7,717.75

# CROCKETT RECREATION DEPARTMENT

of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525

Telephone (510) 787-2414

Fax (510) 787-3049

e-mail: recreation@town.crockett.ca.us

website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG 1-27-21

LATEST FUND REPORT: 1-13-21

OPERATING FUND 3241			
CASH CARRIED FORWARD:	\$42,705.23	INVESTED BALANCE:	\$257,458.84
ACTIVITY:		Invest Interest	\$0.00
<u>CHECKS AND PAYMENTS</u>		NET INVESTED:	\$257,458.84
Warrants (8994-9019)	(\$18,255.69)	\$50,222.82	c/d deposits
Wells Fargo CC Fees	\$0.00	\$207,236.02	avail. funds
Payroll recovery	(\$2,513.60)		
Invest Fees	\$0.00	FUND BALANCE:	\$426,566.53
<u>DEPOSITS AND CREDITS</u>		*** Below held in cash account ***	
Comm Center Booking	\$0.00	C/D BEGINNING BALANCE:	\$50,222.82
Fed Tax Refund	\$0.00	c/d deposit receipts	\$0.00
Cost Recovery Bocce	\$0.00	c/d deposit refunds	\$0.00
Donation	\$2,000.00	Trnsfr recovery	\$0.00
Tennis keys	\$0.00	NET C/D ENDING BALANCE	\$50,222.82
Transfer from Invest	\$0.00	CAP / RESTRICTED BAL:	\$4,639.60
Cash Conversion	\$73,865.00	Donations	\$0.00
United Way Pass-thru	\$332.82		\$0.00
		NET CAPITAL REPL. BAL:	\$4,639.60
Parking fines	\$0.00	POLICE LIAISON BALANCE	\$8,253.92
Payroll recov CV-PC	\$548.93	Parking revenue	\$0.00
Mem. Hall Loan	\$8,000.00	Payroll/Expenses	\$0.00
		NET PLC ENDING BALANCE	\$8,253.92
CASH BALANCE:	\$106,682.69	XTMAS LIGHT BEG BALANCE	\$496.57
		No activity	\$0.00
ADV ON TAXES :	\$136,290.00	XTMAS LIGHT END BALANCE	\$496.57
Cash Conversion	(\$73,865.00)	CERT ACTIVITY: None	\$0.00
NET ADV ON TAXES:	\$62,425.00	CERT Ending Balance:	\$0.00
		PETTY CASH BALANCE:	\$60.00
		TAXES held in 3240:	\$ 75,290.35
		CO.charges in 3240:	\$ -
		ACCRUED CREDIT:	
		PY due from MAINT Dep	\$ 8,000.00
		Debt Retired	\$ (8,000.00)
		NET DUE to REC:	\$ -

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Commissioners: Jeff Airoldi, Louise Choquette, Tom Cusack, Anne Scheer, John Valentini



# PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

e-mail: [manager@town.crockett.ca.us](mailto:manager@town.crockett.ca.us)

website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

## MONTHLY SUMMARY WORKSHEET

PREPARED FOR MTG.:	1/27/21	LATEST FUND REPORT	1/13/21
-----			
OPERATING FUND 3425			
-----			
CASH CARRIED FORWARD:	(\$67,400.85)	ACCRUED DEBT:	
ACTIVITY:			
Warrants (1286-1294)	(\$15,866.37)	PYs due CVSan Dep	\$24,233.49
Payroll recov to CVS	(\$6,763.83)	Loan#2 due CVSan	\$203,986.49
Investment Services	\$0.00	Loan#3 due CVSan	\$150,000.00
Property Tax	136,740.68		
Melton SUC	2,245.00		
-----			
CASH BALANCE:	\$48,954.63	ACCRUED DEBT:	\$378,219.98
-----			
ADV ON SUC BEG. BALANC	\$300,174.36		
Cash Conversion	(\$136,740.68)		
Ending Balance	\$163,433.68		
-----			
INVESTED BEGIN. BALANC	\$223.70		
Interest	\$0.00		
Ending Balance	\$223.70		
-----			
FUND BALANCE:	\$212,612.01	\\san\pc\bud&fin\wrksht	

# CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525  
 Telephone (510) 787-2992  
 Fax (510) 787-2459  
 e-mail: manager@town.crockett.ca.us  
 website: www.town.crockett.ca.us

## MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTC	1/27/21	LATEST FUND REPORT:	1-13-21
OPERATING FUND 3426		CONSTRUCTION FUND 3427	
CASH CARRIED FORWARD:	\$407,813.99	CASH CARRIED FORWARD:	\$60,029.28
ACTIVITY:		ACTIVITY:	
Warrants (6305-6328)	(\$70,510.82)	Invest Scvs	\$0.00
Payroll recov From PC	\$8,880.01		
Invest Svcs 1st Qtr	\$0.00		
Permits 20-33,20-34, 20-35,20-36,20-37, 21-1	\$3,360.00	CASH BALANCE:	\$60,029.28
AT&T SUC	\$659.00	INVESTED BEGIN BAL.	\$899,464.02
Wells Fargo Fees	(\$7.76)	Invest Interest	\$0.00
Cost Recovery - shirt	\$95.92		
Cash Conversion	\$761,605.01		
		INVESTED BALANCE:	\$899,464.02
CASH BALANCE:	\$1,111,895.35	FUND 3427 BALANCE:	\$959,493.30
ADV ON TAXES:	\$ 602,624.90		
060 Prop tax Beginnir	\$ 1,360,112.02		
Cash Conversion	(\$761,605.01)		
Ending Balance	\$ 598,507.01	CAPITAL RESERVE FUND 3429	
160 Adv Supp Prop tax	\$4,117.89	CASH CARRIED FORWARD	\$262.00
No activity	\$0.00	ACTIVITY:	
Ending Balance	\$4,117.89	Invest Scvs	\$0.00
INVESTED BEG. BALANCE:	\$2,171,907.12	CASH BALANCE:	\$262.00
Invest Interest	\$0.00	INVESTED BEGIN BAL.	\$71,214.78
Ending Balance:	\$2,171,907.12	Invest Interest	\$0.00
FUND 3426 BALANCE:	\$3,886,427.37	INVESTED BALANCE:	\$71,214.78
TAXES held in 3240:	\$363,287.64	FUND 3429 BALANCE:	\$71,476.78
CO.charges in 3240:	\$0.00		
ACCURED DEBT OWED TO CVAN:		CONTRACTOR BONDS ON FILE:	
PCSAN DEPT.	\$378,219.98	35 contractors	\$34,500.00
MAINT DEPT.	\$0.00		