

# CROCKETT COMMUNITY SERVICES DISTRICT

Regular Business Meeting  
AGENDA FOR WEDNESDAY, SEPTEMBER 25, 2019

TIME: 7:00 PM  
PLACE: 850 Pomona Avenue, Crockett

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1. CALL TO ORDER – 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. REPORTS FROM COMMISSIONERS:  
*(This item is typically for exchange of information only. No action will be taken at this time.)*
5. PUBLIC HEARINGS:
  - a. Consider adoption of Ordinance No. 19-2 superseding Ordinance No. 09-1, amending Chapter 9 of the District Code in order to clarify the rights and responsibilities of condominium property owners and homeowners associations with respect to the inspection and timely replacement of existing private building sewers.
  - b. Consider adoption of Ordinance No. 19-3 superseding Ordinance No. 09-4, adding Title 7 to the District Code regulating the use of parks and recreation facilities.
  - c. Consider adoption of Ordinance No. 19-4 superseding Ordinance No. 09-5, revising private and building sewer fees.
  - d. Consider adoption of Ordinance No. 19-5 superseding Ordinance No. 10-1, adding Chapter 1.14 to the District Code related to administrative enforcement.
  - e. Consider adoption of Ordinance No. 19-6 superseding Ordinance No. 18-1, amending Chapter 9 of the District Code and adopting the revised Standard Specifications for the design, construction, and use of sanitary sewers in Crockett and Port Costa.
  - f. Consider adoption of Ordinance No. 19-7 superseding Ordinance No. 19-1, establishing informal bidding procedures under the Uniform Public Construction Cost Accounting Act.
6. REPORT OF DISTRICT COUNSEL:
7. MANAGERS' REPORTS: *(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.

8. **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 August 28, 2019.
  - b. Approve payment of District bills.
  - c. Receive Minutes of Commissions and Committees.
  - d. Receive cc letter from Supervisor Glover to State Lands Commission re: 501 Port St.
  - e. Receive cc response letter from State Lands Commission re: 501 Port St and its future.

9. **ADMINISTRATIVE:**
- a. Consider consent Items removed from Consent Calendar.
  - b. Consider establishing a Health Benefits Program, as recommended by the Personnel Committee, authorizing the General Manager to draft appropriate resolution(s) and enter into agreement with selected provider.
  - c. Consider adopting No Tip Policy for District employees and directing General Manger to incorporate into Personnel Policy & Procedures Manual.
  - d. Identify real property, APN 354-203-002 located at 1 Rolph Park Drive and known locally as Hosselkus Chapel, which the District is interested in purchasing and identify negotiator to be granted authority to conduct real property negotiations which includes the power to finalize any agreement so negotiated with Paul Elliott of Carriage Services, Inc., owner of the property.
  - e. Consider Resolution No. 19/20-10 re-appointing Tom Cusack, John Mann and Anne Scheer to the Port Costa Sanitary Commission for two years.

10. **BUDGET AND FINANCE:**
- a. Consider monthly Summary Worksheets and Investment Reports and staff report on financial matters.
  - b. Annual Capacity Charge Accounting and Reporting (Gov't Code Sec. 66013/AB 1600).
  - c. Annual review of investment policy of the District (Gov't Code Sec. 53646).

11. **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, Sutton and Wilson
  - b. Budget & Finance Committee – Members Mackenzie and Peterson
  - c. Ad Hoc Committees:
  - d. Inter-agency meetings:

12. **CLOSED SESSION – REAL ESTATE NEGOTIATIONS:** Pursuant to Government Code Section 54956.8 – meet with negotiator concerning the purchase of Hosselkus Chapel property.

13. CLOSED SESSION - PERSONNEL: Pursuant to Government Code Section 54957 – Public Employee Performance Evaluation of General Manager McDonald.
14. OPENS SESSION: Announcement of actions, if any, taken in closed session.
15. FUTURE AGENDA ITEMS:
  - Introduce District Code codification Ordinance (Oct).
  - Annual long-term strategy workshop (Oct/Nov).
  - Consider adoption of Adopt District Code Codification Ordinance (Nov).
  - Introduce Capacity Charge Accessory Dwelling Unit (ADU) Ordinance (Dec).
  - Review and adopt ADA compliance plan.
  - Adopt purchasing procedures and spending limits.
  - Adopt policy for use of private devices and e-accounts.
  - Develop policy on proposals for new programs without established funding.
16. BOARD COMMENTS:
17. ADJOURNMENT to October 23, 2019

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 on the picturesque Carquinez Strait of the San Francisco Bay.

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 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.*

**ORDINANCE NO. 19-2**

**AN ORDINANCE OF THE CROCKETT COMMUNITY SERVICES DISTRICT  
AMENDING CHAPTER 9 OF THE DISTRICT CODE IN ORDER TO CLARIFY THE  
RIGHTS AND RESPONSIBILITIES OF CONDOMINIUM PROPERTY OWNERS AND  
HOMEOWNERS ASSOCIATIONS WITH RESPECT TO THE INSPECTION AND  
TIMELY REPLACEMENT OF EXISTING PRIVATE BUILDING SEWERS**

**WHEREAS**, the Crockett Community Services District (“District”) Board of Directors considered and approved Ordinance 09-1 pertaining to the rights and responsibilities of condominium property owners and homeowners associations with respect to the inspection and timely replacement of existing private and building sewers and adding Chapter 9 to the District Code on May 27, 2009; and

**WHEREAS**, in preparation for a repeal and recodification of the Crockett Community Services District Code (“District Code”), the Board now wishes to readopt certain ordinances that were approved since the prior codification of the District Code; and

**WHEREAS**, one such ordinance is Ordinance 09-1, attached hereto as Exhibit A; and

**WHEREAS**, the text of Ordinance 09-1, as stated in Exhibit A, is unmodified from that considered and approved by the Board on May 27, 2009, except Section 3, the certification by the Secretary of the Board, and the attestation by the President of the Board shall be disregarded; and

**WHEREAS**, the full text of Ordinance 09-1, as stated in Exhibit A, is incorporated into this Ordinance 19-2 as if set forth fully herein; and

**WHEREAS**, with respect to other ordinances similarly readopted, if any of the provisions were intended to modify that of a prior ordinance, precedence shall be given to the ordinance that was more recently considered and approved by the Board at the time the ordinance was first considered and approved.

**NOW, THEREFORE**, the Board of Directors of the Crockett Community Services District (“District”) does ordain as follows:

1. Ordinance 09-1, adopted on May 27, 2009, is hereby superseded.
2. The provisions of Ordinance 09-1, as stated in Exhibit A—except the disregarded section, certification, and attestation described in Section 3, below—are adopted pursuant to the authority of the District granted by Title 6, Division 3, Part 2, Chapter 5, Section 6160, subdivision (a) of the Government Code, and the procedures established by Article 7 (commencing with Section 25120) of Chapter 1 of Part 2 of Division 2 of Title 3 of the Government Code.
3. Section 3, the certification by the Secretary of the Board, and the attestation by the President of the Board, each of Exhibit A, shall be disregarded.

4. **Precedence of Readopted Ordinances.** If any provision of this ordinance or any other similarly superseded and readopted ordinance was intended, at the time it was originally considered and approved by the Board, to modify a provision of a prior ordinance or provision of the District Code, precedence shall be given to the ordinance that was more recently considered and approved by the Board at the time the ordinance was first considered and approved.

5. **Reference to Specific Ordinances.** The provisions of this ordinance shall not in any manner affect matters of record which refer to, or are otherwise connected with ordinances which are therein specifically designated by number or otherwise, but such reference shall be construed to apply to the corresponding provisions contained within any readopted ordinance. Any reference to a prior ordinance shall refer to the respective readopted ordinance.

6. **Effect of Ordinance on Past Actions and Obligations.** The adoption of this Ordinance shall not in any manner affect the prosecution for violations of ordinances, which violations were committed prior to the effective date hereof, nor be construed as a waiver of any license, fee, or penalty at said effective date due and unpaid under such ordinances relating to the collection of any such license, fee, or penalty, or the penal validity of any bond or cash deposit in lieu thereof required to be posted, filed or deposited pursuant to any ordinances and all rights and obligations thereunder appertaining shall continue in full force and effect.

7. **Severability.** The provisions of this Ordinance are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Ordinance or their applicatory to other persons or circumstances.

8. **CEQA.** In accordance with the California Environmental Quality Act Public Resources Code Sec. 21000 et seq. ("CEQA") and the regulations promulgated pursuant to CEQA ("the State Guidelines"), the District Board of Directors finds and determines that with respect to the Board's approval and adoption of this Ordinance that it is not a "project" within the meaning of CEQA or the State Guidelines, as it merely represents a restatement of existing policies and procedures of the District with regard to the matters addressed in this Ordinance and, therefore to that extent, neither this Ordinance itself nor its adoption constitutes a "project" as that term is defined under CEQA; and neither this Ordinance nor any part of it, nor its adoption by the District's Board of Directors, nor its operation and enforcement by the District is likely to have a significant effect on the environment.

9. **Effective Date.** Upon adoption, this Ordinance shall be entered in the minutes of the Board and a summary thereof shall be published in the West County Times promptly following its passage and adoption, and this Ordinance shall take effect and be in force and effect immediately after the 30th day following adoption, as prescribed by Government Code Section 25123.

**I HEREBY CERTIFY** that the foregoing Ordinance was duly and regularly adopted by the Board of Directors of the Crockett Community Services District, at a regular meeting thereof, held on the 25th day of September 2019, by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

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Kent Peterson  
President of the Board of Directors,  
Crockett Community Services District,  
County of Contra Costa,  
State of California

**COUNTERSIGNED:**

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Dale McDonald, Secretary  
Crockett Community Services District

Approved as to Form: \_\_\_\_\_  
Rachel Hundley  
District Counsel

3337866.1

# EXHIBIT A

## ORDINANCE NO. 09-1

### ORDINANCE AMENDING CHAPTER 9 OF THE DISTRICT CODE IN ORDER TO CLARIFY THE RIGHTS AND RESPONSIBILITIES OF CONDOMINIUM PROPERTY OWNERS AND HOMEOWNERS ASSOCIATIONS WITH RESPECT TO THE INSPECTION AND TIMELY REPLACEMENT OF EXISTING PRIVATE BUILDING SEWERS

IT IS ORDAINED by the Board of Directors of Crockett Community Services District ("District") as follows:

1. **Definitions.** For the purposes of this Ordinance, the following terms have the meanings specified below.

1.1 "Building sewer" means the privately owned and maintained sewer line that links the sanitary or waste plumbing (building drain) of a house or other building with the main sewer. The building sewer begins at its point of connection (including the connection) with the main sewer and terminates at its point of connection to the building drain. The point of connection to the building drain shall be two (2) feet or less from the building foundation at the point where the plumbing first extends outside the foundation. (normally 4 or 6 inches in diameter.)

1.2 "Lateral sewer" means "building sewer" or "side sewer."

1.3 "Side sewer" means "building sewer" or "lateral sewer."

1.4 "Main sewer" means a public sewer that has been constructed to accommodate one or more side sewers. (normally 6, 8 or 10 inches in diameter.)

2. **Chapter 9** of the Crockett Community Services District Code is hereby amended by the addition of Section 9.10.025 as set forth below.

#### **Section 9.10.025 Condominium Owners and Homeowners Associations**

Owners of individual condominium units shall not be subject to Section 9.10.020 "Certificate of Compliance requirement" as individuals. Where building sewers are owned as common property of a homeowners association, that homeowners association shall be required to obtain a Certificate of Compliance for all building sewers and site collector sewers, commonly known as the site collector system, of the condominium properties.

A. Requirement for testing. Within one (1) year of the final passage of this section, the homeowners' association of any condominium buildings constructed before January 1, 1994 shall obtain a Certificate of Compliance from the District for the site collector system serving its buildings. Thereafter, the homeowners' association shall obtain new Certificates of Compliance from the District for the site collector system at ten (10) year intervals.

Exceptions: This paragraph shall not apply to any condominiums where the District determines that installation or total replacement of the site collector system has been performed to District standards within the last fifteen (15) years.

B. Testing procedure and requirements. All condominium buildings will be required to comply with the testing procedures outlined in Chapter 9 of the District Code

3. Effective Date. Upon adoption, this Ordinance shall be entered in the minutes of the Board and shall be published in the West County Times promptly following its passage and adoption, and this Ordinance shall take effect and be in force and effect immediately after the 30th day following adoption.

STATE OF CALIFORNIA)  
COUNTY OF CONTRA COSTA)

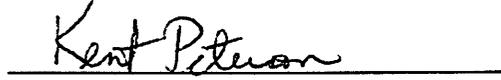
I HEREBY CERTIFY that the foregoing Ordinance was duly and regularly adopted by the Board of Directors of the Crockett Community Services District, at a regular meeting thereof, held on the 27<sup>th</sup> day of MAY, 2009, by the following vote:

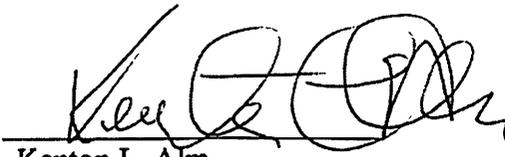
**AYES:** Burlison, Glover, MacKenzie, Petty, Loveseth  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** None



Steve Loveseth  
President of the Board of Directors,  
Crockett Community Services District,  
County of Contra Costa,  
State of California

COUNTERSIGNED:

  
Kent G. Peterson, Secretary  
Crockett Community Services District

Approved as to Form:   
Kenton L. Alm  
General Counsel

1221077.1

**ORDINANCE NO. 19-3**

**AN ORDINANCE OF THE CROCKETT COMMUNITY SERVICES DISTRICT  
ADDING TITLE 7 TO THE DISTRICT CODE REGULATING  
THE USE OF PARKS AND RECREATION FACILITIES**

**WHEREAS**, the Crockett Community Services District (“District”) Board of Directors considered and approved Ordinance 09-4 pertaining to regulating the use of parks and recreation facilities and adding Title 7 to the District Code on November 18, 2009; and

**WHEREAS**, in preparation for a repeal and recodification of the Crockett Community Services District Code (“District Code”), the Board now wishes to readopt certain ordinances that were approved since the prior codification of the District Code; and

**WHEREAS**, one such ordinance is Ordinance 09-4, attached hereto as Exhibit A; and

**WHEREAS**, the text of Ordinance 09-4, as stated in Exhibit A, is unmodified from that considered and approved by the Board on November 18, 2009, except sections 2 and 3, the certification by the Secretary of the Board, and the attestation by the President of the Board shall be disregarded; and

**WHEREAS**, the full text of Ordinance 09-4, as stated in Exhibit A, is incorporated into this Ordinance 19-3 as if set forth fully herein; and

**WHEREAS**, with respect to other ordinances similarly readopted, if any of the provisions were intended to modify that of a prior ordinance, precedence shall be given to the ordinance that was more recently considered and approved by the Board at the time the ordinance was first considered and approved; and

**WHEREAS**, as stated in the attached Ordinance 09-4, the District has authority to manage and control parks and recreation facilities and may enact and enforce such regulations and rules that are necessary or appropriate to promote park and recreation purposes and to ensure the public's health, safety and welfare in the usage of their parks and recreational facilities; and

**WHEREAS**, as also stated in the attached Ordinance 09-4, the District Board of Crockett Community Services District desires to set forth regulations governing the use of public parks and recreation facilities to ensure the safety and enjoyment of park and recreation facility users.

**NOW, THEREFORE**, the Board of Directors of the Crockett Community Services District (“District”) does ordain as follows:

1. Ordinance 09-4, adopted on November 18, 2009, is hereby superseded.
2. The provisions of Ordinance 09-4, as stated in Exhibit A—except the disregarded statement, certification, and attestation described in Section 3, below—are adopted pursuant to the authority of the District granted by Title 6, Division 3, Part 2, Chapter 5, Section 6160,

subdivision (a) of the Government Code, and the procedures established by Article 7 (commencing with Section 25120) of Chapter 1 of Part 2 of Division 2 of Title 3 of the Government Code.

3. Sections 2 and 3, the certification by the Secretary of the Board, and the attestation by the President of the Board, each of Exhibit A, shall be disregarded.

4. **Precedence of Readopted Ordinances.** If any provision of this ordinance or any other similarly superseded and readopted ordinance was intended, at the time it was originally considered and approved by the Board, to modify a provision of a prior ordinance or provision of the District Code, precedence shall be given to the ordinance that was more recently considered and approved by the Board at the time the ordinance was first considered and approved.

5. **Reference to Specific Ordinances.** The provisions of this ordinance shall not in any manner affect matters of record which refer to, or are otherwise connected with ordinances which are therein specifically designated by number or otherwise, but such reference shall be construed to apply to the corresponding provisions contained within any readopted ordinance. Any reference to a prior ordinance shall refer to the respective readopted ordinance.

6. **Effect of Ordinance on Past Actions and Obligations.** The adoption of this Ordinance shall not in any manner affect the prosecution for violations of ordinances, which violations were committed prior to the effective date hereof, nor be construed as a waiver of any license, fee, or penalty at said effective date due and unpaid under such ordinances relating to the collection of any such license, fee, or penalty, or the penal validity of any bond or cash deposit in lieu thereof required to be posted, filed or deposited pursuant to any ordinances and all rights and obligations thereunder appertaining shall continue in full force and effect.

7. **Severability.** The provisions of this Ordinance are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Ordinance or their applicatory to other persons or circumstances.

8. **CEQA.** In accordance with the California Environmental Quality Act Public Resources Code Sec. 21000 et seq. ("CEQA") and the regulations promulgated pursuant to CEQA ("the State Guidelines"), the District Board of Directors finds and determines that with respect to the Board's approval and adoption of this Ordinance that it is not a "project" within the meaning of CEQA or the State Guidelines, as it merely represents a restatement of existing policies and procedures of the District with regard to the matters addressed in this Ordinance and, therefore to that extent, neither this Ordinance itself nor its adoption constitutes a "project" as that term is defined under CEQA; and neither this Ordinance nor any part of it, nor its adoption by the District's Board of Directors, nor its operation and enforcement by the District is likely to have a significant effect on the environment.

9. ***Effective Date.*** Upon adoption, this Ordinance shall be entered in the minutes of the Board and a summary thereof shall be published in the West County Times promptly following its passage and adoption, and this Ordinance shall take effect and be in force and effect immediately after the 30th day following adoption, as prescribed by Government Code Section 25123.

**I HEREBY CERTIFY** that the foregoing Ordinance was duly and regularly adopted by the Board of Directors of the Crockett Community Services District, at a regular meeting thereof, held on the 25th day of September 2019, by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

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Kent Peterson  
President of the Board of Directors,  
Crockett Community Services District,  
County of Contra Costa,  
State of California

COUNTERSIGNED:

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Dale McDonald, Secretary  
Crockett Community Services District

Approved as to Form: \_\_\_\_\_  
Rachel Hundley  
District Counsel

**EXHIBIT A**

**ORDINANCE NO. 09-4**

**AN ORDINANCE OF THE CROCKETT COMMUNITY SERVICES DISTRICT  
ADDING TITLE 7 TO THE DISTRICT CODE  
REGULATING THE USE OF PARKS  
AND RECREATION FACILITIES**

**RECITALS**

**WHEREAS**, Crockett Community Services District has authority to manage and control parks and recreation facilities and may enact and enforce such regulations and rules that are necessary or appropriate to promote park and recreation purposes and to ensure the public's health, safety and welfare in the usage of their parks and recreational facilities; and

**WHEREAS**, the District Board of Crockett Community Services District desires to set forth regulations governing the use of public parks and recreation facilities to ensure the safety and enjoyment of park and recreation facility users.

**NOW, THEREFORE**, the District Board of the Crockett Community Services District does hereby ordain as follows:

**Section 1.** Title 7 of the District Code is added as follows:

**TITLE 7      PARKS AND RECREATION FACILITIES**

**Chapter 7.04. General Provisions.**

**7.04.010 Purpose.** The purpose of this chapter is to regulate the use of parks and recreation facilities of the District for the optimum use and enjoyment of the residents of Crockett and Port Costa; to establish standards to prevent the misuse and destruction of the facilities; and to establish regulations to promote the safety and comfort of users of the facilities as well as persons residing or owning property in the vicinity of the facilities.

**7.04.020 Definitions.** For the purpose of this chapter, the following terms, phrases, words, abbreviations and their derivations shall have the meaning given herein:

“Commission” means the Recreation Commission of Crockett Community Services District.

“District” means the Crockett Community Services District.

**“General Manager”** means the District General Manager or his/her authorized representative.

**“Park”** means and includes all grounds, buildings, improvements and areas dedicated by the District for use by the public for outdoor recreation or open space purposes, and any part, portion or area thereof, whether developed or undeveloped or over which the District has acquired right of use for such purposes.

**“Person”** means any person, firm, partnership, association, corporation, company, or organization of any kind.

**“Plaza”** means the landscaped plaza located at Second & Pomona, Crockett.

**“Pool”** means the fence-enclosed aquatics center, with its swimming pool, wading pool, indoor and outdoor spaces.

**“Recreation facilities”** means and includes all grounds, buildings, improvements and areas dedicated by the District for use by the public for indoor or outdoor recreation.

**“Vehicle”** means any wheeled conveyance, whether motor powered, animal-drawn, or self-propelled. The term shall include any trailer in tow of any size, kind or description. Exception is made for baby carriages, strollers, and wheelchairs, and for vehicles in the service of the District.

**7.04.025 Posted park rules.** The General Manager may post rules and regulations for specific parks in some conspicuous place in the parks to which they apply. Such rules and regulations shall be consistent with this chapter, and for the purpose of protecting users of the parks, park property, and the public health, safety and welfare. Violation of these posted rules and regulations is an infraction, provided that such rules and regulations have been approved by resolution of the Recreation Commission.

**7.04.030 Compliance with rules required.** Any person entering, being in or remaining in or upon any park or recreation facility of the District shall comply with the provisions of this chapter, all other related provisions of this Code, and any posted park rules.

**7.04.040 Emergency closures.** The General Manager shall have the authority to close any part or portion of any park or recreation facility and require the exit of all persons therein when it is determined that conditions exist in said park or portion thereof which present hazard to the park or to public safety.

**7.04.050 Scheduling.** The General Manager shall have authority to schedule and regulate the time, place and manner of recreational, maintenance and/or construction activities in or upon any park or recreation facility, in order to prevent congestion and to secure the maximum use thereof for the comfort and convenience of all.

## **Chapter 7.08 Use permits.**

**7.08.010 Temporary exclusive use permit—Issuance conditions.** Park and recreation facilities designated by the General Manager shall be made available for the temporary exclusive use of persons subject to the issuance of a permit by the General Manager and subject to any reasonable conditions relating to the use thereof and/or the payment of any reasonable fees therefore as may be hereafter adopted by the District. Exclusive use permits may take the form of rental agreements, special event permits, or reservations. Any user who has made a reservation has priority over a user who has not made a reservation.

**7.08.020 Rental agreements--Community Center--Rules and regulations.** The Crockett Community Center is a historic building available for rental events. Detailed "Rules and Regulations for Use" of this facility have been published and are incorporated herein by reference, as they may be revised from time to time by resolution of the Commission.

**7.08.030 Special event permits--Aquatics Center--Rules and regulations.** The Aquatics Center is available for rental events when not otherwise open for public use. Rules and regulations for private use of this facility have been published and are incorporated herein by reference, as they may be revised from time to time by resolution of the Commission.

**7.08.040 Special event permits--Downtown Plaza--Rules and regulations.** Crockett's downtown Plaza is a landscaped facility for informal public use that is operated and maintained by the Crockett Improvement Association. It may be available from time to time for special events, as permitted by the Crockett Improvement Association. Rules and regulations for permitted special events have been published and are incorporated herein by reference, as they may be revised from time to time by decision of the Crockett Improvement Association.

**7.08.050 Temporary exclusive use permit—Rules compliance—Liability—Transferability.** A permittee shall comply with all recreation facility rules and regulations, and all applicable ordinances and laws. A permittee shall be liable to the District for any and all damage to facilities owned by the District that results from the activity of the permittee. No permit for temporary exclusive use of any facilities shall be transferred without the consent in writing of the General Manager.

**7.08.060 Temporary exclusive use permit—Insurance.** The General Manager may require a permittee to provide public liability and property damage insurance and indemnification provisions as may be appropriate to protect the park and recreation facilities and the public using such areas and facilities.

## **Chapter 7.12 Prohibited acts**

**7.12.010 Merchandising, advertising and signs—Prohibited acts.** Unless expressly authorized by the General Manager, no person, while in any park shall:

- A. Sell, vend, peddle, expose, offer for sale, teach, offer to instruct, sponsor a program or service for a fee, except any permitted community organization of Crockett or Port Costa, permitted vendor, regularly licensed concessionaire or independent contractor acting by and under the authority and regulation of the General Manager;
- B. Announce, advertise or call the public attention in any way to any article or service for sale or hire; or
- C. Paste, glue, tack or otherwise post any sign, placard, advertisement, or inscription whatever; nor shall any person erect or cause to be erected any sign whatever in any park. An exception is made with respect to signs advertising the events of Crockett and Port Costa community organizations, which shall be allowed under the following guidelines:
  - 1. Signs must be professionally made;
  - 2. Signs may not be posted more than 4 weeks before the event;
  - 3. Signs must be removed within 24 hours after the event;
  - 4. Signs may be posted only on the fence at the corner of Rolph & Pomona;
  - 5. Signs must be attached only by ties that will not harm the fence paint;
  - 6. Any sign not meeting the requirements of this section will be removed.

**7.12.020 Hours.** All parks and recreation facilities therein, including parking lots serving said areas, shall be closed to the public one (1) hour after sunset and shall remain closed until sunrise the following day with the following exceptions:

- A. Such areas may remain open during any program conducted or authorized by the District and for one (1) hour after the completion thereof;
- B. Lighted courts will be closed as posted;
- C. Students are prohibited from using parks during school hours.

**7.12.030 Activities in parks—Prohibited acts.** Unless expressly authorized by the General Manager, no person, while in any park shall:

- A. Practice, play or in any way engage in the sport of archery;
- B. Play or engage in active sports or games except on areas suitable and set apart for such use, and with suitable equipment and performed in a manner as to provide for reasonable protection to both individuals and property;
- C. Operate powered or line-attached model crafts of any kind or description except in areas provided for such specific activities;

- D. **Camp, lodge or remain overnight;**
- E. **Bring, land or cause to descend any aircraft, balloon, parachute, hang glider or other apparatus used for aviation purposes;**
- F. **Play, practice or in any way engage in the game of golf except in areas provided for such specific purposes;**
- G. **Interfere with the permitted use and enjoyment of a user who has a temporary exclusive use permit;**
- H. **Picnic or lunch in a place where notice has been placed prohibiting the consumption of food;**
- I. **Consume, possess, sell, serve, or cause to be served, any alcoholic beverage of any kind in any park area or facility without the appropriate liquor license and the appropriate permit fees and insurance fees paid to the District;**
- J. **Give, present or engage in any exhibition, show, play, performance, dance or concert for money, checks, credit or representative of value that is redeemable in money without the appropriate permit fees paid to the District;**
- K. **Use electrical amplifying equipment. Authorized use shall be subject to the following conditions: the number of loudspeakers, their volume, location, direction, power output and the hours during which they may be used shall be subject to written approval of the General Manager;**
- L. **Operate a portable gas or solar-powered generator to power any electrical equipment unless as a condition attached to a temporary exclusive use permit issued pursuant to Chapter 7.08;**
- M. **Use any restroom, washroom or dressing facility not provided for his/her sex, other than a child under the age of six (6) years accompanied by a parent or a disabled person accompanied by an attendant;**
- N. **Fire, possess, sell, display or discharge any firecracker, torpedo or similar fireworks (including safe and sane fireworks);**
- O. **Possess, shoot, discharge or otherwise operate any firearm, pellet gun, bb gun, paintball marker or paint gun, airsoft gun or any other weapon or projectile device that is propelled by explosives, spring, compressed air or gas, or electric device;**
- P. **Possess other dangerous weapons potentially putting persons or animals at risk, including but not limited to slingshots, hunting knives, machetes, daggers, swords, axes, hatchets, or martial arts weaponry;**
- Q. **Throw rocks or other projectiles likely to cause injury or damage to any person, animal or property;**

- R. Erect an inflatable jump house, inflatable slide or other temporary play structure;  
or
- S. Fire or discharge any type of rocket.

Authorization by the General Manager shall not relieve any person so authorized from complying with all applicable ordinances and laws and securing all necessary permits otherwise required.

**7.12.040 Activities in downtown plaza—Prohibited acts.** Unless expressly authorized by the Crockett Improvement Association, as the builder and designated operator of Crockett's downtown Plaza, no person while in the Plaza shall:

- A. Sell, vend, peddle, expose, offer for sale, teach, offer to instruct, sponsor a program or service for a fee, except any permitted community organization of Crockett or Port Costa, permitted vendor, regularly licensed concessionaire or independent contractor acting by and under the authority and regulation of the Crockett Improvement Association;
- B. Consume, sell or distribute alcohol;
- C. Use barricades or other methods to exclude the public from use of the Plaza;
- D. Ride a bicycle, skates, skateboard or any motorized vehicle;
- E. Play music at a volume that disturbs the quiet enjoyment of the Plaza or its residential neighbors;
- F. Operate lighting after 10:00 PM;
- G. Swim, bathe or wade in the Plaza water feature;
- H. Remain in the Plaza between 10:00 PM and 6:00 AM.

**7.12.050 Activities in aquatics center—Prohibited acts.** In order to prevent injury, illness or death to users of the aquatics center, no person (including employees), while in the aquatics center of the District, shall:

- A. Disobey the commands of District lifeguards or District management staff;
- B. Disobey the rules and regulations posted in the aquatics center;
- C. Engage in risky behavior or misbehavior, including but not limited to, running, rough and boisterous play, use of profanities, misusing the diving board, diving onto swimmers, or holding others under water;
- D. Engage in smoking;
- E. Be in possession of, or under the influence of, alcohol or controlled substances;

- F. Be in possession of glass bottles or other glass items;
- G. Be in possession of sunflower seeds or other such food items that will clog pool filters;
- H. Have refreshments or edibles outside the designated eating area;
- I. Have or be suspected of having any type of communicable disease;
- J. Have any infection, cough, cold or sores, or bandages;
- K. Use floatation devices or artificial swimming devices except as authorized by a lifeguard; or
- L. Play music at a volume that disturbs the quiet enjoyment of the aquatics center or its neighborhood.

**7.12.060 Activities in tennis courts—Prohibited acts.** Courts are to be used for tennis only and are to be used on a first-come first-served basis. Any other type of equipment is strictly prohibited. No person, while on the tennis courts of the District, shall:

- A. Wear footwear other than soft rubber-soled shoes;
- B. Bring a bicycle, skates, skateboard or other vehicle onto the courts;
- C. Occupy a court for longer than one (1) hour if others are waiting to play;
- D. Hold a court while waiting for a partner to arrive if others are waiting to play; or
- E. Bring any animal onto the courts.

**7.12.070 Injury or misuse of park—Prohibited acts.** No person while in any park shall:

- A. Possess, use, dump, deposit, place or leave any glass containers, including bottles, and broken glass;
- B. Dump, deposit, place or leave any ashes, paper, boxes, cans, dirt, rubbish, waste, garbage, dead animals, refuse or other trash except in the proper receptacles where these are provided; where receptacles are not provided, all such rubbish or waste shall be carried away from the park by the person responsible for its presence;
- C. Throw, discharge or otherwise deposit or cause or permit to be placed into the waters of any fountain, storm sewer, sanitary sewer or drain flowing into waters of the State, any substance, matter or thing, liquid, solid or gas, which materially impairs the usefulness of such water for persons or the habitability of such water for any animal, bird, fish or reptile that drinks, swims in or otherwise uses such water;

- D. Cut, trim, prune, break, dig up, pluck, remove or take away or in any manner injure or destroy any turf, tree, bush, shrub, flower or plant;
- E. Destroy, deface, mark or write upon, paint upon, or otherwise mar or injure any park property, including paved surfaces, buildings or structures;
- F. Make any campfire or bonfire;
- G. Use barbecue equipment in any place other than in areas provided for that purpose. Barbeques may not be left unattended. Used coals and ashes should be left in place and may not be disposed of anywhere else in parks;
- H. Use or attempt to use or interfere with the use of any table, space or facility within said park which at that time is reserved for any other person or group, which has received a permit from the General Manager therefore; or
- I. Spill, drop, or otherwise leave any paintballs, paint, or stain, even if temporary.

**7.12.080 Animals in parks—Prohibited acts.** Unless expressly authorized by the General Manager, no person while in any park shall:

- A. Capture, hunt, molest, injure, frighten, trap, kill, tease or hurt, throw or otherwise project objects at any wild or domestic fowl, animal, reptile, fish or bird;
- B. Except as provided in 7.12.080C below, let loose or permit to run at large, lead or otherwise bring any horse or other animal, reptile, bird or fowl of any kind; nor bring any living thing that constitutes a safety hazard or a public nuisance as defined in Section 3479 of the California Civil Code;
- C. Permit a dog in any park unless such dog is under complete control of its owner or custodian at all times and led by a leash of suitable strength not more than six (6) feet in length. Dogs, even leashed dogs, are prohibited in all children's play areas;
- D. Leave any animal in any place without provision for its proper care;
- E. Abandon any animal, bird, fish or reptile in any park; or
- F. Permit any animal to defecate upon a park unless the person immediately removes the feces and properly disposes of it.

**7.12.090 Operation of bicycles, skates, skateboards, non-motorized scooters and motorized vehicles—Prohibited acts.** To provide for reasonable protection to both individuals and property, no person while in any park shall:

- A. Ride a bicycle, skates, skateboard or other vehicle. Notwithstanding the above, a bicyclist shall be permitted to wheel or push a bicycle by hand over any grassy area or paved area reserved for pedestrian use;

- B. Leave a bicycle in a place other than a bicycle rack when such is provided and there is a space available;
- C. Park any motorized vehicle in a District park or recreational area or facility;
- D. Bring any motorized vehicle into a District park or recreational area or facility;
- E. Bring a bicycle, skates, skateboard or other vehicle onto the tennis courts.

**7.12.100 Consumption of alcoholic beverages prohibited—Exceptions.** Unless expressly authorized by the General Manager, it shall be unlawful for any person to consume any alcoholic beverage in parks and recreation facilities, except inside the Crockett Community Center.

### **Chapter 7.16 Enforcement and penalties**

**7.16.010 Violation—Penalty.** Pursuant to the authority in Government Code Section 61064, violations of the requirements of this chapter, including the terms of any permit issued pursuant thereof, will be deemed infractions; except that second and subsequent violations within a one-year period may be charged as misdemeanors. Infractions and misdemeanors may result in eviction or banishment from District property, confiscation of unpermitted or illegal items, fines, or arrest.

**7.16.020 Restitution.** In addition to, and not in lieu of, any other penalties that may apply to violations of this Chapter, the District may seek a court order of restitution in small claims court or pursuant to California Penal Code Section 1202.4 or other applicable law. Subject to applicable law, the District may seek restitution in an amount sufficient to fully reimburse the District for every economic loss incurred as a result of a violation of this Chapter. Such amounts may include, but are not limited to, amounts necessary to cover the cost of replacing or repairing damage to District property including staff time, interest, and attorney's fees incurred to collect restitution.

**7.16.030 Fines.** A schedule of fines for various infractions has been published and is incorporated herein by reference, as it may be revised from time to time by decision of the Recreation Commission.

**7.16.040 Appeals.** Any person aggrieved by a District staff determination of a violation may request consideration of this decision by the Commission, in accordance with the procedures set forth in District Code Chapter 1.16. A person aggrieved by the final decision of the Commission may further appeal to the District Board in the same manner.

**Section 2. Severability.** The provisions of this Ordinance are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Ordinance or their applicability to other persons or circumstances.

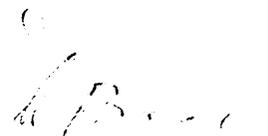
**Section 3. Effective Date.** Upon adoption, this Ordinance shall be entered in the minutes of the District Board and a summary shall be published in the West County Times within 15 days after adoption, and this Ordinance shall take effect and be in force and effect immediately after the 30th day following adoption.

PASSED, APPROVED AND ADOPTED this 18<sup>th</sup> day of November, 2009.

AYES: Burlison, MacKenzie, Petty

NOES: None

ABSENT: Loveseth , Glover



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Bud Burlison, Vice-President

ATTEST:



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Kent Peterson  
District Secretary

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**ORDINANCE NO. 19-4**

**AN ORDINANCE OF THE CROCKETT COMMUNITY SERVICES DISTRICT  
AMENDING ORDINANCE NO. 93-1 AND  
REVISING PRIVATE AND BUILDING SEWER PERMIT FEES**

**WHEREAS**, the Crockett Community Services District (“District”) Board of Directors considered and approved Ordinance 09-5 pertaining to private and building sewer permit fees on December 16, 2009; and

**WHEREAS**, in preparation for a repeal and recodification of the Crockett Community Services District Code (“District Code”), the Board now wishes to readopt certain ordinances that were approved since the prior codification of the District Code; and

**WHEREAS**, one such ordinance is Ordinance 09-5, attached hereto as Exhibit A; and

**WHEREAS**, as stated in the attached Ordinance 09-5, Ordinance 93-1 of the Crockett-Valona Sanitary District was adopted on May 19, 1993, setting private and building sewer permit fees and public sewer review and inspection fees; and

**WHEREAS**, as also stated in the attached Ordinance 09-5, a properly noticed public hearing for discussion of revised Private and Building Sewer Permit Fees has been held on December 16, 2009;

**WHEREAS**, on December 16, 2009 the District Board of Directors approved an amendment to Ordinance 93-1, as illustrated in Exhibit A;

**WHEREAS**, the text of the amendment to *Section 1 – Private of Building Sewer Permit Fee* of Ordinance 93-1, as stated in Exhibit A, is unmodified from that considered and approved by the Board on December 16, 2009 and is incorporated into this Ordinance 19-4 as if set forth fully herein; and

**WHEREAS**, this Ordinance 19-4 does not establish or modify any fee but instead restates the amendment to Ordinance 93-1 discussed and approved by the District Board of Directors on December 16, 2009; and

**WHEREAS**, with respect to other ordinances similarly readopted, if any of the provisions were intended to modify that of a prior ordinance, precedence shall be given to the ordinance that was more recently considered and approved by the Board at the time the ordinance was first considered and approved.

**NOW, THEREFORE**, the Board of Directors of the Crockett Community Services District (“District”) does ordain as follows:

1. *Section 1 – Private of Building Sewer Permit Fee* of Ordinance 93-1 is restated as approved by the District Board of Directors on December 16, 2009 and as depicted in Exhibit A.

2. This Ordinance 19-4 is adopted pursuant to the authority of the District granted by Title 6, Division 3, Part 2, Chapter 5, Section 6160, subdivision (a) of the Government Code, and the procedures established by Article 7 (commencing with Section 25120) of Chapter 1 of Part 2 of Division 2 of Title 3 of the Government Code.

3. This Ordinance does not establish or modify any fee but instead restates the amendment to Ordinance 93-1 discussed and approved by the District Board of Directors on December 16, 2009.

4. **Precedence of Readopted Ordinances.** If any provision of this ordinance or any other similarly superseded and readopted ordinance was intended, at the time it was originally considered and approved by the Board, to modify a provision of a prior ordinance or provision of the District Code, precedence shall be given to the ordinance that was more recently considered and approved by the Board at the time the ordinance was first considered and approved.

5. **Reference to Specific Ordinances.** The provisions of this ordinance shall not in any manner affect matters of record which refer to, or are otherwise connected with ordinances which are therein specifically designated by number or otherwise, but such reference shall be construed to apply to the corresponding provisions contained within any readopted ordinance. Any reference to a prior ordinance shall refer to the respective readopted ordinance.

6. **Effect of Ordinance on Past Actions and Obligations.** The adoption of this Ordinance shall not in any manner affect the prosecution for violations of ordinances, which violations were committed prior to the effective date hereof, nor be construed as a waiver of any license, fee, or penalty at said effective date due and unpaid under such ordinances relating to the collection of any such license, fee, or penalty, or the penal validity of any bond or cash deposit in lieu thereof required to be posted, filed or deposited pursuant to any ordinances and all rights and obligations there under appertaining shall continue in full force and effect.

7. **Severability.** The provisions of this Ordinance are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Ordinance or their applicatory to other persons or circumstances.

8. **CEQA.** In accordance with the California Environmental Quality Act Public Resources Code Sec. 21000 et seq. (“CEQA”) and the regulations promulgated pursuant to CEQA (“the State Guidelines”), the District Board of Directors finds and determines that with respect to the Board's approval and adoption of this Ordinance that it is not a “project” within the meaning of CEQA or the State Guidelines, as it merely represents a restatement of existing policies and procedures of the District with regard to the matters addressed in this Ordinance and, therefore to that extent, neither this Ordinance itself nor its adoption constitutes a “project” as that term is

defined under CEQA; and neither this Ordinance nor any part of it, nor its adoption by the District's Board of Directors, nor its operation and enforcement by the District is likely to have a significant effect on the environment.

9. **Effective Date.** Upon adoption, this Ordinance shall be entered in the minutes of the Board and a summary thereof shall be published in the West County Times promptly following its passage and adoption, and this Ordinance shall take effect and be in force and effect immediately after the 30th day following adoption, as prescribed by Government Code Section 25123.

**I HEREBY CERTIFY** that the foregoing Ordinance was duly and regularly adopted by the Board of Directors of the Crockett Community Services District, at a regular meeting thereof, held on the 25th day of September 2019, by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

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Kent Peterson  
President of the Board of Directors,  
Crockett Community Services District,  
County of Contra Costa,  
State of California

**COUNTERSIGNED:**

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Dale McDonald, Secretary  
Crockett Community Services District

Approved as to Form: \_\_\_\_\_  
Rachel Hundley  
District Counsel

**EXHIBIT A**

**ORDINANCE NO. 09-5**

**ORDINANCE OF THE CROCKETT COMMUNITY SERVICES DISTRICT  
AMENDING ORDINANCE NO. 93-1 AND  
REVISING PRIVATE AND BUILDING SEWER PERMIT FEES**

**WHEREAS**, the Crockett Community Services District was officially formed on July 13, 2006, as successor to the concurrently dissolved Crockett-Valona Sanitary District; and

**WHEREAS**, Resolution No. 04-22 of the Contra Costa Local Agency Formation Commission stipulated that "All existing codes, ordinances, rules, regulations, specifications, resolutions, fee schedules and policies of the dissolved agencies shall remain in effect until modified by the Board of Directors of the Crockett Community Services District"; and

**WHEREAS**, Ordinance No. 93-1 of the Crockett-Valona Sanitary District was adopted on May 19, 1993, setting private and building sewer permit fees and public sewer review and inspection fees; and

**WHEREAS**, District staff has analyzed the cost of providing operation and maintenance services, such as costs for issuing permits for new construction and/or repair of private sewers, as well as costs associated with inspection of permitted work; and

**WHEREAS**, a properly noticed public hearing for discussion of revised Private and Building Sewer Permit Fees has been held on December 16, 2009.

**NOW, THEREFORE** , the Board of Directors of the Crockett Community Services District does ordain that Ordinance No. 93-1 be amended as follows:

**Section 1 - Private or Building Sewer Permit Fee**

- A. Each person shall obtain a Private or Building Sewer Permit prior to beginning construction of any new building sewer, private sewer, side sewer or lateral, whether such construction is new construction, replacement or relaying of an existing sewer, provided the private or building sewer connects to the sewerage system of the District. A Sewer Permit Fee for such construction or replacement of a private sewer will be set by resolution of the Board of Directors. The fee is payable prior to the date for initiation of construction. Services provided for this fee will include no more than two inspection visits to the construction site.
- B. Each person shall obtain a Private or Building Sewer Permit prior to beginning repair of any building sewer, private sewer, side sewer or lateral, provided the private or building sewer connects to the sewerage system of the District. This includes point repairs and/or replacement of less than half the length of a building sewer. A Private or Building Sewer Repair Permit Fee for such construction will be set by resolution of the Board of Directors. The fee is payable prior to the date for initiation of construction. Services provided for this fee will include no more than one inspection visit to the construction site.

C. When inspection visits to a construction site are required in excess of the number allowed within the permit fee paid, an "Additional Inspection Fee" will be charged for each additional inspection visit to the construction site. An Additional Inspection Fee will be set by resolution of the Board of Directors. The fee is payable at the time of additional inspection.

I HEREBY CERTIFY that the foregoing Ordinance was duly and regularly adopted by the Board of Directors of the Crockett Community Services District, at a regular meeting thereof, held on the 16<sup>th</sup> day of December 2009, by the following vote:

**AYES:** Burlison, Glover, Loveseth, MacKenzie, Petty

**NOES:** None

**ABSENT:** None



Steve Loveseth, President

COUNTERSIGNED:



Kent Peterson  
District Secretary

**ORDINANCE NO. 19-5**

**AN ORDINANCE OF THE CROCKETT COMMUNITY SERVICES DISTRICT  
ADDING CHAPTER 1.14 TO THE DISTRICT CODE RELATED TO  
ADMINISTRATIVE ENFORCEMENT**

**WHEREAS**, the Crockett Community Services District (“District”) Board of Directors considered and approved Ordinance 10-1 pertaining to administrative enforcement on April 28, 2010; and

**WHEREAS**, in preparation for a repeal and recodification of the Crockett Community Services District Code (“District Code”), the Board now wishes to readopt certain ordinances that were approved since the prior codification of the District Code; and

**WHEREAS**, one such ordinance is Ordinance 10-1, attached hereto as Exhibit A; and

**WHEREAS**, the text of Ordinance 10-1, as stated in Exhibit A, is unmodified from that considered and approved by the Board on April 28, 2010, except sections 2 and 3, the certification by the Secretary of the Board, and the attestation by the President of the Board shall be disregarded; and

**WHEREAS**, the full text of Ordinance 10-1, as stated in Exhibit A, is incorporated into this Ordinance 19-5 as if set forth fully herein; and

**WHEREAS**, with respect to other ordinances similarly readopted, if any of the provisions were intended to modify that of a prior ordinance, precedence shall be given to the ordinance that was more recently considered and approved by the Board at the time the ordinance was first considered and approved; and

**WHEREAS**, as stated in the attached Ordinance 10-1, the District has the authority to make violations of its ordinances, including nuisances, subject to an administrative fine or penalty under Government Code Section 53069.4; and

**WHEREAS**, setting procedures for the imposition of administrative citations will allow the District to easily and quickly resolve many ongoing public nuisances administratively rather than pursuing criminal remedies; and

**WHEREAS**, the District wishes to provide for a system of administrative citations, which would be in addition to all other legal remedies, criminal or civil, which the District may pursue to address a violation of its regulations. Use of this section is at the sole discretion of the District.

**NOW, THEREFORE**, the Board of Directors of the Crockett Community Services District (“District”) does ordain as follows:

1. Ordinance 10-1, adopted on April 28, 2010, is hereby superseded.

2. The provisions of Ordinance 10-1, as stated in Exhibit A—except the disregarded statement, certification, and attestation described in Section 3, below—are adopted pursuant to the authority of the District granted by Title 6, Division 3, Part 2, Chapter 5, Section 6160, subdivision (a) of the Government Code, and the procedures established by Article 7 (commencing with Section 25120) of Chapter 1 of Part 2 of Division 2 of Title 3 of the Government Code.

3. Sections 2 and 3, the certification by the Secretary of the Board, and the attestation by the President of the Board, each of Exhibit A, shall be disregarded.

4. **Precedence of Readopted Ordinances.** If any provision of this ordinance or any other similarly superseded and readopted ordinance was intended, at the time it was originally considered and approved by the Board, to modify a provision of a prior ordinance or provision of the District Code, precedence shall be given to the ordinance that was more recently considered and approved by the Board at the time the ordinance was first considered and approved.

5. **Reference to Specific Ordinances.** The provisions of this ordinance shall not in any manner affect matters of record which refer to, or are otherwise connected with ordinances which are therein specifically designated by number or otherwise, but such reference shall be construed to apply to the corresponding provisions contained within any readopted ordinance. Any reference to a prior ordinance shall refer to the respective readopted ordinance.

6. **Effect of Ordinance on Past Actions and Obligations.** The adoption of this Ordinance shall not in any manner affect the prosecution for violations of ordinances, which violations were committed prior to the effective date hereof, nor be construed as a waiver of any license, fee, or penalty at said effective date due and unpaid under such ordinances relating to the collection of any such license, fee, or penalty, or the penal validity of any bond or cash deposit in lieu thereof required to be posted, filed or deposited pursuant to any ordinances and all rights and obligations thereunder appertaining shall continue in full force and effect.

7. **Severability.** The provisions of this Ordinance are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Ordinance or their applicatory to other persons or circumstances.

8. **CEQA.** In accordance with the California Environmental Quality Act Public Resources Code Sec. 21000 et seq. (“CEQA”) and the regulations promulgated pursuant to CEQA (“the State Guidelines”), the District Board of Directors finds and determines that with respect to the Board's approval and adoption of this Ordinance that it is not a “project” within the meaning of CEQA or the State Guidelines, as it merely represents a restatement of existing policies and procedures of the District with regard to the matters addressed in this Ordinance and, therefore to that extent, neither this Ordinance itself nor its adoption constitutes a “project” as that term is defined under CEQA; and neither this Ordinance nor any part of it, nor its adoption by the District’s Board of Directors, nor its operation and enforcement by the District is likely to have a significant effect on the environment.

9. ***Effective Date.*** Upon adoption, this Ordinance shall be entered in the minutes of the Board and a summary thereof shall be published in the West County Times promptly following its passage and adoption, and this Ordinance shall take effect and be in force and effect immediately after the 30th day following adoption, as prescribed by Government Code Section 25123.

**I HEREBY CERTIFY** that the foregoing Ordinance was duly and regularly adopted by the Board of Directors of the Crockett Community Services District, at a regular meeting thereof, held on the 25th day of September 2019, by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

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Kent Peterson  
President of the Board of Directors,  
Crockett Community Services District,  
County of Contra Costa,  
State of California

**COUNTERSIGNED:**

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Dale McDonald, Secretary  
Crockett Community Services District

Approved as to Form: 

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Rachel Hundley  
District Counsel

3337858.1

# EXHIBIT A

## ORDINANCE NO. 10-1

### AN ORDINANCE OF THE CROCKETT COMMUNITY SERVICES DISTRICT ADDING CHAPTER 1.14 TO THE DISTRICT CODE RELATED TO ADMINISTRATIVE ENFORCEMENT

#### RECITALS

WHEREAS, the District has the authority to make violations of its ordinances, including nuisances, subject to an administrative fine or penalty under Government Code Section 53069.4; and

WHEREAS, setting procedures for the imposition of administrative citations will allow the District to easily and quickly resolve many ongoing public nuisances administratively rather than pursuing criminal remedies.

WHEREAS, the District wishes to provide for a system of administrative citations, which would be in addition to all other legal remedies, criminal or civil, which the District may pursue to address a violation of its regulations. Use of this section is at the sole discretion of the District.

NOW, THEREFORE, the District Board of the Crockett Community Services District does hereby ordain as follows:

Section 1. Chapter 1.14 of the District Code is added as follows:

#### CHAPTER 1.14 ADMINISTRATIVE ENFORCEMENT

##### 1.14.010 Application of ordinance.

The provisions of this ordinance govern (1) the abatement of nuisances and violations of District regulations, and (2) the imposition of fines or penalties for violations of District regulations.

##### 1.14.020 Authority of enforcement officer.

An enforcement officer shall have the authority to gain compliance with the District's Code and its ordinances, including the power to issue a notice of violation ("NOV") as described below, the power to inspect public and private property, the power to record a

notice of violation against any property related to the violation, and the power to carry out the provisions of an abatement order.

#### **1.14.030 Authority to inspect property**

Pursuant to Government Code section 61069, the District may request an inspection warrant pursuant to Title 13 (commencing with Section 1822.50) of Part 3 of the Code of Civil Procedure. The warrant shall state the location which it covers and shall state its purposes. A warrant may authorize District employees to enter property only to do one or more of the following: (1) Inspect to determine the presence of public nuisances that the District has the authority to abate (2) Abate public nuisances, either directly or by giving notice to the property owner to abate the public nuisance. (3) Determine if a notice to abate a public nuisance has been complied with.

(b) Where there is no reasonable expectation of privacy and subject to the limitations of the United States Constitution and the California Constitution, District employees may enter any property within the District for any of the following purposes: (1) Inspect the property to determine the presence of public nuisances that the district has the authority to abate. (2) Abate public nuisances, either directly or by giving notice to the property owner to abate the public nuisance. (3) Determine if a notice to abate a public nuisance has been complied with.

#### **1.14.040 Notice of violation.**

A. Whenever an enforcement officer finds that a provision of this Code has been violated, including but not limited to a failure to comply with a term or condition imposed by any agreement, entitlement, permit, license or environmental document issued or approved by or on behalf of the District or a failure to comply with any other laws the violation of which constitutes a nuisance condition, and such officer elects to pursue administrative enforcement, he or she may issue the responsible party an NOV, except that an NOV is not required if the enforcement officer determines that summary abatement is required. Such NOV shall be served on the responsible party in the manner described in subsection B of this section. The enforcement officer shall include the following information in the NOV:

1. The date and location of the violation, including the address or other description of the location where the violation occurred or is occurring and a brief description of the conditions observed that constitute a violation;
2. The name(s) of the responsible party(ies), if known;
3. The code section(s) being violated and a description of the section(s);
4. Actions required to correct, abate or mitigate the nuisance condition or code violation, and a period of time during which action(s) shall be commenced and completed, considering the factors listed in Section 1.14.060;
5. An order prohibiting the continuation or repeated occurrence of a nuisance condition or violation of this code described in the NOV;
6. Except when the enforcement officer orders the responsible party to appear at a hearing to show cause pursuant to Section 1.14.050, a statement that the person upon whom the NOV is served may appeal the determination that there is/are violation(s) as alleged, that the person who was served with the NOV is the responsible party, or that the amount of any administrative fine imposed is warranted. The NOV will

instruct the person being served as to the proper procedure and time frame for submitting an appeal;

7. If applicable, notice that failure to correct or abate the listed violations in the NOV within the time specified will subject the responsible party to a penalty pursuant to Section 1.14.070. If a penalty will be imposed, the NOV shall include the amount of the penalty;

8. The signature of the citing enforcement officer and District contact information (address, telephone number) for additional information.

B. The NOV shall be served upon the responsible party or owner personally or by United States mail, first-class postage prepaid, and if by such mail, it shall be sent to the last known address listed on the most recent tax assessor's records. In the case of personal service, service shall be deemed complete at the time of such delivery. In the case of service by first-class mail, service shall be deemed complete at the time of deposit into the United States mail. Where service is by first-class mail, a copy of the NOV shall be conspicuously posted at the affected property when reasonably practicable for a period of not less than three calendar days prior to the first date that commencement of corrective action or abatement is to be undertaken. The failure to receive an NOV sent via first-class mail shall not affect the validity of the enforcement proceedings.

C. Proof of service shall be certified by a written declaration under penalty of perjury executed by the person effecting service, declaring the date, time, and manner of service, and the date and place of posting, if applicable. The declaration shall be affixed to a copy of the NOV and retained by the enforcement officer.

D. The failure of an NOV to satisfy all of the requirements of this provision shall not affect the validity of any other enforcement proceedings under this code.

#### **1.14.050 Order to show cause hearing.**

An NOV issued by an enforcement officer may include an order requiring the responsible party to appear at a hearing to show cause why such nuisance condition or other code violation should not be abated by the District at the responsible party's expense. Such hearing shall be referred to as an order to show cause hearing, or OSC hearing. All OSC hearings shall be conducted pursuant to the procedures set forth in Sections 1.14.100 and 1.14.110 and the other provisions of this ordinance.

#### **1.14.060 Time allowed for abatement.**

In any NOV or abatement order issued, the time allowed for abatement shall be a "reasonable time" based upon the circumstances of the particular violation, taking into consideration the means required to abate the violation, the period of time that the violation has existed, and the potential threat to public health and safety created by the violation. If the violation pertains to sewage or sanitary issues but does not pose an imminent or immediate threat of harm to persons or property, or to public health, welfare or safety, the responsible party shall be provided not less than fifteen days in which to abate or otherwise remedy the violation. The determination of timely compliance, abatement, mitigation or elimination of the violation shall be made by the enforcement officer, hearing officer, or other authorized District official.

#### **1.14.070 Imposition of penalties.**

Any nuisance condition which the District has the power to abate, or violation of any provision of this code, including a failure to comply with a term or condition imposed by any agreement, entitlement, permit, license or environmental document issued or approved by or on behalf of the District, may subject the responsible party to a penalty imposed pursuant to Government Code Section 53069.4. Whether to impose a penalty shall be within the discretion of the enforcement officer.

A. The amount of any penalty that may be imposed for a violation that would otherwise be an infraction shall not exceed the amounts set forth in Government Code Section 36900(b), as amended from time to time. The amount of any penalty that may be imposed for all other violations (i.e., violations that would otherwise be misdemeanors) shall not exceed one thousand dollars. Each date in which any such violation continues may be deemed a separate offense. In determining the amount of a penalty, the following factors should be taken into consideration:

1. Duration of the violation;
2. Frequency, reoccurrence, or number of violations by the same person;
3. Seriousness of the violation and/or its impact on the community and/or the degree of culpability of the responsible party;
4. Justification, if any, for the existence, or continuance, of the violation;
5. Whether the violation is susceptible to restoration or other mitigation;
6. Good faith efforts to mitigate the violation or to come into compliance, pursuant to the terms of the NOV or abatement order;
7. Sensitivity of any affected resource;
8. Any profits or other economic benefit realized by the responsible party resulting, directly or indirectly, from the violation;
9. The District's or Department's schedule of administrative penalties; and
10. Such other factors as justice may require.

B. Each and every day during any portion of which a nuisance condition or ordinance violation exists or continues may be deemed a separate and distinct violation for purposes of setting the amount of penalty to be imposed. Any penalty imposed will accrue on a daily basis from the date the penalty becomes effective until the violation is corrected.

C. Any penalty amount is a debt owed to the District. In addition to all other means of enforcement, a penalty may be enforced as a personal obligation of the responsible party.

D. The hearing officer, in his/her discretion, may suspend the imposition of any applicable penalty for a period of time not to exceed sixty days during which the responsible party has demonstrated a willingness to correct the violations listed in the NOV or comply with an abatement order, or has applied for permits required to achieve compliance and such permit applications are actively pending before, or have already been issued by, the county, the state, or other appropriate governmental agency, or under any other circumstances that would justify a suspension of the penalty.

#### **1.14.080 Appeal of NOV.**

A. A person or entity named as the responsible party in an NOV may appeal the determination that there is/are violation(s) as alleged in the NOV, that the person or entity who was served with the NOV is the responsible party, that a penalty or the

amount of a penalty is warranted, or any other terms of an NOV. If an OSC hearing has been scheduled pursuant to Section 1.14.050, the OSC hearing shall serve as the appeal hearing authorized by this section.

B. Any person appealing an NOV must do so in writing to the District Secretary.

#### **1.14.090 Enforcement stayed during appeal.**

Enforcement of an NOV or penalty shall be stayed during the pendency of an appeal therefrom which is properly and timely filed, unless the District obtains an order from a court of competent jurisdiction requiring or authorizing the abatement of the condition that is the subject of the District's enforcement efforts, or unless the nuisance or violation is one that creates an immediate threat to health or safety.

#### **1.14.100 Appeal hearings.**

A. An appeal hearing based on a request for hearing shall be set for a date not less than three days nor more than forty-five days from the date the request for hearing is received unless the enforcement officer determines that the matter is urgent or that good cause exists for an extension of time, in which case the hearing date may be shortened or extended, as warranted by the circumstances.

B. A hearing under authority of this section shall be conducted according to the procedures set forth herein. The failure of the responsible party or other interested party to appear at the hearing following proper notice shall constitute a waiver of the right to be heard and a failure by such party to exhaust his/her administrative remedies.

1. When a request for hearing is received, the District Secretary shall set the time and place for hearing pursuant to subsection A of this section, and shall serve a notice of hearing either personally or by U.S. mail, first-class postage prepaid, to the appellant at the address provided in the request for hearing form. The time for such hearing shall be no sooner than ten days from the date of service of the notice of hearing. If the code enforcement officer submits a written report concerning the NOV to the hearing officer for consideration at the hearing, then a copy of the report shall be served on the person requesting the hearing at least five (5) days before the hearing.

2. At the place and time set forth in the notice of hearing, the hearing officer or hearing body shall conduct a hearing on the alleged violations. Any responsible party or other interested person(s) may appear and offer evidence as to whether a violation has occurred and/or whether the violation continues to exist, whether the person cited in the NOV is the responsible party for any such violation, whether a penalty or the amount of a penalty is warranted, or any other matter pertaining thereto. Evidence presented by the enforcement officer or other official of the District tending to show that a violation occurred and that the person named on the NOV is the responsible party shall establish a prima facie case that a violation, as charged, actually existed and that the person named in the NOV is the responsible party for the violation. The burden of proof shall then be on the responsible party to refute such evidence. The standard to be applied for meeting such burden shall be a preponderance of evidence.

3. The hearing officer or hearing body shall consider written or oral testimony or other evidence regarding the violation presented by the responsible party, the owner, the occupant, any officer, employee, or agent of the District, and any other interested party. Evidence offered during a hearing must be credible and relevant in the estimation

of the hearing officer, but formal rules governing the presentation and consideration of evidence shall not apply.

4. The hearing officer or hearing body shall conduct the hearing, order the presentation of evidence, and make any rulings necessary to address procedural issues presented during the course of the hearing.

5. After receiving all of the evidence presented, the hearing officer or hearing body may then deliberate and consider what action, if any, should be taken, or may adjourn the hearing and take the matter under consideration.

#### **1.14.110 Decision of the hearing officer or hearing body and abatement order.**

A. Within ten days following the conclusion of the hearing, the hearing officer or hearing body shall make a decision regarding the issues presented during the course of the hearing, and the decision shall be based on a preponderance of the evidence. After making a decision, the hearing officer or hearing body may issue an abatement order, ordering abatement, or a penalty order, ordering the imposition of a penalty. If the hearing officer or hearing body finds that no violation occurred, that the violation was corrected within the specified time period, or that the person cited is not the responsible party, the hearing officer or hearing body may issue an administrative order to reflect those facts.

B. The responsible party and any interested party requesting a copy of an abatement order, penalty order or administrative order shall be served with a copy of said order in the same manner as used for service of a notice of hearing as described in Section 1.14.040(B). Proof of service of the abatement order, penalty order or administrative order shall be certified by a written declaration under penalty of perjury executed by the person effecting service, declaring the date, time, and manner that service was made.

C. Abatement orders and penalty orders shall become effective and enforceable immediately after announcement or service of such order unless the order includes a later effective date. It shall include a statement of the right to have the order judicially reviewed in the manner and in the time frames specified in Section 1.14.140.

D. An abatement order may include any combination of the following remedies:

1. Impose or uphold a penalty, subject to Government Code Section 53069.4.
2. Issue a "cease and desist" order requiring the responsible party, or any agent, representative, employee, or contractor of the responsible party, to immediately stop any act, conduct, or condition that is a violation of this code. A cease and desist order issued pursuant to this section shall be effective upon issuance and shall be served on the responsible party in the manner specified in Section 1.14.040(B).

3. Require the responsible party to correct or eliminate any violation, including a proposed schedule for correction or elimination of said violation within a reasonable time. If a violation pertains to sewage or sanitary issues and the violation does not create an immediate threat to health or safety, the responsible party shall be provided at least fifteen calendar days to correct, abate, or otherwise remedy the violation.

4. Require the responsible party, or authorize the District or Department, to restore a site or location that has been damaged or disturbed as a result of a violation of this code to a previolation condition. Any order authorizing the District to undertake restoration efforts shall include provisions for the District to recover all restoration costs and expenses, including administrative costs, from the responsible party.

5. Require the responsible party, or authorize the District or Department, to mitigate any damage or disturbance to protected or environmentally sensitive areas as a result of any violation, including without limitation off-site replacement of damaged or destroyed natural resources where on-site restoration or mitigation is not feasible, as determined by the District. Any order authorizing the District to undertake mitigation efforts shall include provisions for the District to recover all costs of abatement, including mitigation costs and expenses, from the responsible party.

6. Authorize the District to abate or cause the abatement of a nuisance condition where the responsible party has refused or has otherwise neglected to take steps to correct or eliminate said conditions. The abatement order shall specify that if the District undertakes to abate or eliminate any nuisance condition, the District shall be entitled to recover its costs of abatement, including reasonable attorneys' fees, incurred in performing such work. Such costs may be recovered by the District as a personal obligation and/or through a lien or a special assessment on the affected property as provided in Section 1.14.140.

7. Sustain, modify, or overrule an NOV issued by an enforcement officer.

8. Any other order or remedy that serves the interests of justice.

E. The District may seek to enforce any abatement order by confirmation from a court of competent jurisdiction. Any abatement order that is judicially confirmed may be enforced through all applicable judicial enforcement measures, including without limitation, contempt proceedings upon a subsequent violation of such order.

F. A penalty order imposes or upholds a penalty, subject to Government Code Section 53069.4.

#### **1.14.120 Payment and collection of penalty.**

A. If a penalty is imposed and the responsible party fails to appeal the penalty as specified in Section 1.14.030, or if a penalty order is issued, the responsible party shall pay the amount of the penalty within thirty days of the effective date of the penalty, unless an extension of time is requested by the party against whom the penalty is imposed and the request is granted by the District. Any penalty imposed shall be payable to the District.

B. The amount of any unpaid penalty may be collected by commencement of a civil action to collect such penalty, or in any other manner provided by law for the collection of debts, including assignment of the debt to a collection agency. Amounts assigned for collection are subject to collection agency rules, regulations and policies.

C. The payment of a penalty by or on behalf of any responsible party shall not relieve such party from the responsibility of correcting, removing or abating the nuisance condition, or performing restoration where required, nor prevent further proceedings, or any other authority to achieve the correction, removal or abatement of the nuisance, or any required restoration.

#### **1.14.130 Appeal to the District Board.**

A person or entity named as the responsible party in an NOV may appeal the determination of the hearing officer or hearing body in the same manner as set forth in

Section 1.14.090. Any such appeal will be heard by the District Board, whose determination shall be final.

**1.14.140 Judicial review of penalties.**

A. Any responsible party against whom a penalty has been imposed and who has exhausted the administrative remedies provided in this code or other applicable law may obtain judicial review of said penalty pursuant to Government Code Section 53069.4 by filing an appeal to the Contra Costa County superior court, subject to the time limits described therein. Any such appeal shall be filed as a limited civil case. Written notice of the subject time limits shall be given to all responsible parties against whom a penalty is imposed in substantially the following form:

"The time within which judicial review of the penalty imposed by this order must be sought is governed by Government Code Section 53069.4. Judicial review must be sought not later than twenty days after service of the order imposing or confirming such penalty."

B. This section shall not be deemed to revive any cause of action or grounds for relief through a special proceeding that is barred by law or equity.

**1.14.150. Judicial review of abatement orders.**

A. Any responsible party who is aggrieved by a decision of a hearing officer, or of a board, commission, department, agency, or person authorized to render such a decision on behalf of the District, and who has exhausted the administrative remedies provided in this Code, or any other applicable law, shall have the right to seek judicial review of such decision by filing a petition for writ of mandate in accordance with Code of Civil Procedure Section 1094.5. A petition for writ of mandate must be filed within ninety days after the administrative decision becomes final (as determined in Code of Civil Procedure Section 1094.6).

B. Written notice of the time limitation in which a party may seek judicial review of an abatement order shall be given to all responsible parties in the matter by the District in substantially the following form:

"Judicial review of this decision may be sought by following the procedure outlined in Code of Civil Procedure Section 1094.5. Judicial review must be sought not later than the ninetieth day following the date on which this decision becomes final, except that where a shorter time is provided by any state or federal law, such shorter time limit shall apply."

C. This section shall not be deemed to revive any cause of action or grounds for relief through a special proceeding that is barred by law or equity.

D. All costs of preparing an administrative record that may be recovered by a local agency pursuant to Code of Civil Procedure section 1094.5(a) or successor statute shall be paid by the petitioner prior to delivery of the record to petitioner.

**1.14.160 Recovery of costs of abatement.**

A. The District may elect to recover its costs to abate nuisance conditions or other code violations, including without limitation the costs of any appeals hearing or OSC hearing (including staff time necessary to prepare for and attend an appeals hearing or OSC hearing), any reinspections required to determine or confirm that compliance has

been achieved, production of all staff reports, environmental tests or measurements that are deemed necessary or appropriate by the enforcement officer or as deemed necessary by the District, and reasonable attorneys' fees.

B. The cost or expenses associated with the abatement of a nuisance condition, and any penalties, whether imposed or levied judicially or administratively, may be enforced by adding the cost of correction to any sewer service charge payable by the person violating the ordinance or the owner or tenant of the property upon which the violation occurred.

C. Notice of the recovery of costs pursuant to this section shall be given to the owner by certified mail, and shall contain the relevant information.

#### **1.14.170 Cost accounts.**

A. If any order authorizes the District to abate a nuisance condition, the District official responsible for such abatement shall keep an accounting of the cost of abatement along with any other recoverable costs, and shall render a written report ("the cost report") to the District Board showing the cost of removing and/or abating the nuisance condition and describing the work performed. The cost report shall be agendaized as a "public hearing" item by the District Secretary at a subsequent District Board meeting following the required notice periods.

B. At least ten days prior to the submission of the cost report to the District Board, the District Secretary, or his/her designee, shall cause a copy of the cost report to be mailed to the responsible party and/or to the owner of the property where the nuisance condition existed. If the nuisance concerns real property, a copy of the cost report shall be mailed to the owner(s) at the address shown for such owner(s) on the last tax roll. The District Secretary, or his/her designee, shall also cause a notice of hearing to be mailed to the same person(s) or entity receiving a copy of the cost report. The notice of hearing shall set forth the date, time and location of the District Board meeting at which the cost report shall be submitted to the District Board.

C. At the time and place fixed for receiving and considering the cost report, the District Board shall hear a summary of the cost report and any objections by the responsible party or property owner against whom such costs are being charged or against whose property an abatement lien or special assessment may be imposed. After considering the cost report and any objections thereto, the District Board may make such modifications to the cost report as it deems appropriate, after which the report may be confirmed by order of the District Board.

D. A copy of a Board order confirming costs against the responsible party shall be served on the responsible party within ten days of such order in the manner described in Section 1.14.040(B). Any responsible party against whom costs of abatement and any other costs are awarded by Board order shall have the right to seek judicial review of such order by filing a petition for writ of mandate in accordance with Code of Civil Procedure Section 1094.5.

#### **1.14.180 Remedies cumulative.**

The remedies provided for in this chapter shall be cumulative and not exclusive, and shall be in addition to any and all other remedies available to the District.

**1.14.190 Summary abatement procedure.**

Notwithstanding any other provision of this code, whenever, in the reasonable judgment of the enforcement officer, the existence or continuance of any violation of this code or any nuisance condition poses an imminent or immediate threat of harm to persons or property, or to public health, welfare or safety, an enforcement officer may act immediately and without prior notice or hearing to abate such violation or condition. The expense or cost resulting from such summary abatement shall be enforceable as a personal obligation of the responsible party and may be recovered by adding the cost of collection to the sewer service charge, as described in Section 1.14.160.

**1.14.200 Conflict**

To the extent that there is any conflict between the provisions of this chapter and other provisions of the District Code, the provisions of this chapter shall govern.

**Section 2. Severability.** The provisions of this Ordinance are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Ordinance or their applicability to other persons or circumstances.

**Section 3. Effective Date.** Upon adoption, this Ordinance shall be entered in the minutes of the District Board and a summary shall be published in the West County Times within 15 days after adoption, and this Ordinance shall take effect and be in force and effect immediately after the 30th day following adoption.

**PASSED, APPROVED AND ADOPTED** this 28<sup>th</sup> day of April, 2010.

**AYES:** Burlison, Glover, MacKenzie, Petty

**NOES:** None

**ABSENT:** Loveseth

  
Pat Glover, President

**ATTEST:**

  
District Secretary

BOARD OF DIRECTORS, CROCKETT COMMUNITY SERVICES DISTRICT,  
STATE OF CALIFORNIA

ADOPTION OF ORDINANCE NO. 10-1

ORDINANCE SUMMARY

AN ORDINANCE ADDING CHAPTER 1.14 TO THE CROCKETT  
COMMUNITY SERVICES DISTRICT CODE REGARDING  
ADMINISTRATIVE ENFORCEMENT

---

The Crockett Community Services District has adopted an ordinance regarding the use of administrative citations ("Notice of Violation" or "NOV") in code enforcement and cost recovery for said citations.

Ordinance No. 10-1 provides District enforcement officers with the full range of administrative enforcement and cost recovery options for handling public nuisances or other code violations. Maximum penalty amounts for NOV's set forth by Government Code Section 36900 are codified in the ordinance, and code enforcement officers are given specific criteria to consider in determining penalty amounts, such as duration and frequency of the violation(s), seriousness of the violation(s), justifications, etc. If penalties are not paid within thirty days of the date due and have not been successfully challenged by administrative appeal or in court, the penalty amount may be collected in any manner provided by law. In addition, penalties and costs to the District to abate nuisance conditions may be added to the sewer service charge payable by the person violating the ordinance or the owner or tenant of property where the violation occurred.

Ordinance No. 10-1 describes an administrative hearing procedure for any person who receives a Notice of Violation. State law provisions permitting parties aggrieved by the decision of a hearing officer or department to seek judicial review of such a decision are also codified in the ordinance.

Ordinance No. 10-1 was adopted on April 28, 2010, by the following vote:

AYES: Burlison, Glover, MacKenzie, Petty

NOES: None

ABSENT: Loveseth

This Ordinance Summary was prepared pursuant to Government Code section 25124. The District ordered preparation of this Ordinance Summary by the District Counsel.

DATED: May 10, 2010

/s/ Kent Peterson  
District Secretary

## BID SCHEDULE

ITEM	QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1.	--	LS.	MOBILIZATION, COMPLETE IN PLACE, FOR THE LUMP SUM OF		\$ _____
2.	212	LF	FURNISH AND INSTALL 8"Ø VITRIFIED CLAY PIPE, INCLUDING EXCAVATION, LINE PLACEMENT, 4 LATERAL RECONNECTIONS, BEDDING, BACKFILL, COMPACTION, AND SURFACE RESTORATION, COMPLETE IN PLACE, PER LINEAR FOOT AT	\$ _____	\$ _____
3.	1	EA	REINFORCED CONCRETE MANHOLE STRUCTURE, COMPLETE IN PLACE, EACH AT	_____	_____
4.	1	EA	RODDING INLET, 8"Ø, COMPLETE IN PLACE, EACH AT	\$ _____	\$ _____
5.	--	LS	ABANDON LAMPHOLE AND 190 LF 8"Ø PIPING AS PER SPECIAL CONDITION S1.22, FOR THE LUMP SUM OF	\$ _____	\$ _____
6.	--	LS	INSTALL FLOW CHANNEL INSIDE EXISTING MANHOLE, COMPLETE IN PLACE, FOR THE LUMP SUM OF	\$ _____	\$ _____
7.	--	LS	TRENCH EXCAVATION SAFETY PLAN	\$ _____	\$ _____
8.	--	LS	SHEETING AND SHORING, COMPLETE IN PLACE, FOR THE LUMP SUM OF	\$ _____	\$ _____
<b>TOTAL AMOUNT BID:</b>					\$ _____
_____					_____
(DOLLARS IN WORDS)					(\$ IN FIGURES)
A.	--	LS	ADDITIONAL PRICE TO FURNISH AND INSTALL 8"Ø HDPE SDR17 IN PLACE OF VCP, INCLUDING SLURRY CEMENT BEDDING, AS PER TECHNICAL CONDITIONS SECTION 2B	\$ _____	

# West County Times

4301 Lakeside Drive  
Richmond, CA 94806  
(510) 262-2740

Crockett Community Service District  
P.O. Box 578  
Crockett CA 94525-0578

## PROOF OF PUBLICATION

FILE NO. Ordinance 10-1

In the matter of

West County Times

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter.

I am the Principal Legal Clerk of the West County Times, a newspaper of general circulation, printed and published at 2640 Shadelands Drive in the City of Walnut Creek, County of Contra Costa, 94598

and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Contra Costa, State of California, under the date of August 29, 1978. Case Number 188884.

The notice, of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

5/13/2010

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Executed at Walnut Creek, California.  
On this 13th day of May, 2010.

Signature

Legal No.

0003495661

BOARD OF DIRECTORS,  
CROCKETT COMMUNITY  
SERVICES DISTRICT,  
STATE OF CALIFORNIA

ADOPTION OF  
ORDINANCE NO. 10-1

### ORDINANCE SUMMARY

AN ORDINANCE ADDING  
CHAPTER 114 TO THE  
CROCKETT COMMUNITY  
SERVICES DISTRICT  
CODE REGARDING  
ADMINISTRATIVE  
ENFORCEMENT

The Crockett Community Services District has adopted an ordinance regarding the use of administrative citations ("Notice of Violation" or "NOV") in code enforcement and cost recovery for said citations.

Ordinance No. 10-1 provides District enforcement officers with the full range of administrative enforcement and cost recovery options for handling public nuisances or other code violations. Maximum penalty amounts for NOV's set forth by Government Code Section 36900 are codified in the ordinance, and code enforcement officers are given specific criteria to consider in determining penalty amounts, such as duration and frequency of the violation(s), seriousness of the violation(s), justifications, etc. If penalties are not paid within thirty days of the date due and have not been successfully challenged by administrative appeal or in court, the penalty amount may be collected in any manner provided by law. In addition, penalties and costs to the District to abate nuisance conditions may be added to the sewer service charge payable by the person violating the ordinance or the owner or tenant of property where the violation occurred.

Ordinance No. 10-1 describes an administrative hearing procedure for any person who receives a Notice of Violation. State law provisions permitting parties aggrieved by the decision of a hearing officer or department to seek judicial review of such a decision are also codified in the ordinance.

Ordinance No. 10-1 was adopted on April 28, 2010, by the following vote:  
AYES: Burlison, Glover, MacKenzie, Petty  
NOES: None  
ABSENT: Loveseth

This Ordinance Summary was prepared pursuant to Government Code section 25124. The District ordered preparation of this Ordinance Summary by the District Counsel.

DATED: May 10, 2010

/s/ Kent Peterson  
District Secretary  
WCT 3495661  
May 13, 2010

BOARD OF DIRECTORS, CROCKETT COMMUNITY SERVICES DISTRICT,  
STATE OF CALIFORNIA

ORDINANCE SUMMARY

AN ORDINANCE ADDING CHAPTER 1.14 TO THE CROCKETT  
COMMUNITY SERVICES DISTRICT CODE REGARDING  
ADMINISTRATIVE ENFORCEMENT

---

1. SUMMARY

The Crockett Community Services District proposes to introduce and adopt an ordinance regarding the use of administrative citations ("Notice of Violation" or "NOV") in code enforcement and cost recovery for said citations.

The proposed ordinance provides District enforcement officers with the full range of administrative enforcement and cost recovery options for handling public nuisances or other code violations. Maximum penalty amounts for NOV's set forth by Government Code Section 36900 are codified in the ordinance, and code enforcement officers are given specific criteria to consider in determining penalty amounts, such as duration and frequency of the violation(s), seriousness of the violation(s), justifications, etc. If penalties are not paid within thirty days of the date due and have not been successfully challenged by administrative appeal or in court, the penalty amount may be collected in any manner provided by law. In addition, penalties and costs to the District to abate nuisance conditions may be added to the sewer service charge payable by the person violating the ordinance or the owner or tenant of property where the violation occurred.

The ordinance describes an administrative hearing procedure for any person who receives a Notice of Violation. State law provisions permitting parties aggrieved by the decision of a hearing officer or department to seek judicial review of such a decision are also codified in the ordinance.

2. This Ordinance Summary was prepared pursuant to Government Code section 25124. The District ordered preparation of this Ordinance Summary by the District Counsel.

DATED: \_\_\_\_\_

April 16, 2010

Kent Peterson  
District Secretary

# West County Times

4301 Lakeside Drive  
Walnut Creek, CA 94806  
(925) 262-2740

Crockett Community Service District  
P.O. Box 578  
Crockett CA 94525-0578

## PROOF OF PUBLICATION FILE NO. Admin. Enforcement

In the matter of

West County Times

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter.

I am the Principal Legal Clerk of the West County Times, a newspaper of general circulation, printed and published at 2640 Shadelands Drive in the City of Walnut Creek, County of Contra Costa, 94598

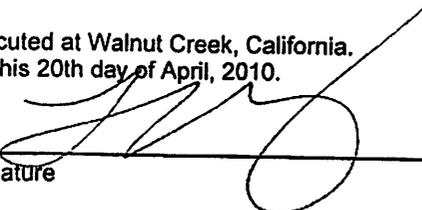
which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Contra Costa, State of California, under the date of August 29, 1978. Case Number 188884.

The notice, of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

4/20/2010

certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Executed at Walnut Creek, California,  
this 20th day of April, 2010.

  
\_\_\_\_\_  
Signature

Legal No. 0003464863

DISTRICT  
**BOARD OF DIRECTORS,  
CROCKETT COMMUNITY  
SERVICES DISTRICT,  
STATE OF CALIFORNIA**

### ORDINANCE SUMMARY

AN ORDINANCE ADDING CHAPTER 1.14 TO THE CROCKETT COMMUNITY SERVICES DISTRICT CODE REGARDING ADMINISTRATIVE ENFORCEMENT

The Crockett Community Services District proposes to introduce and adopt an ordinance regarding the use of administrative citations ("Notice of Violation" or "NOV") in code enforcement and cost recovery for said citations.

The proposed ordinance provides District enforcement officers with the full range of administrative enforcement and cost recovery options for handling public nuisances or other code violations. Maximum penalty amounts for NOV's set forth by Government Code Section 36900 are codified in the ordinance, and code enforcement officers are given specific criteria to consider in determining penalty amounts, such as duration and frequency of the violation(s), seriousness of the violation(s), justifications, etc. If penalties are not paid within thirty days of the date due and have not been successfully challenged by administrative appeal or in court, the penalty amount may be collected in any manner provided by law. In addition, penalties and costs to the District to abate nuisance conditions may be added to the sewer service charge payable by the person violating the ordinance or the owner or tenant of property where the violation occurred.

The ordinance describes an administrative hearing procedure for any person who receives a Notice of Violation. State law provisions permitting parties aggrieved by the decision of a hearing officer or department to seek judicial review of such a decision are also codified in the ordinance.

This Ordinance Summary was prepared pursuant to Government Code section 25124. The District ordered preparation of this Ordinance Summary by the District Counsel.

DATED: April 15, 2010

/s/ Kent Peterson  
District Secretary  
WCT 3464863  
April 20, 2010

CERTIFICATION

1. Prior to Adoption.

I, Kent Peterson, Secretary of the Crockett Community Services District, CERTIFY that on the 20th, day of April 2010, at least five days prior to the District Board meeting set for the 28th day of April 2010 when this Ordinance was scheduled for adoption (1) the Summary was published and circulated in West County Times, and (2) a certified copy of the full text of this Ordinance was posted in my office, all in accordance with Government Code Section 25124.

DATED: April 20, 2010

Kent Peterson

2. After Adoption.

I, Kent Peterson Secretary of the Crockett Community Services District, CERTIFY that this Ordinance was adopted on the 28th day of April 2010. Fifteen days thereafter (1) the Summary of this Ordinance, a copy of which is attached, was published in the "West County Times," a newspaper of general circulation published and circulated in the District, and (2) a certified copy of this Ordinance, with the names of those District Board members voting for or against this Ordinance, or otherwise voting, was posted in my office, all in accordance with Government Code Section 25124.

DATED: May 13, 2010

Kent Peterson

3. CERTIFICATION AND POSTING PRIOR TO ADOPTION

A certified copy of the full text of this Ordinance is posted in the Office of the Crockett Community Services District, 628 Second Avenue, Room 206, Crockett, California. The Ordinance was read for the first time on the 24th day of May 2010, and is scheduled for second reading and adoption on the 28th day of April 2010.

DATED: April 16, 2010

Kent Peterson

4. CERTIFICATION AND POSTING AFTER ADOPTION

This Ordinance was adopted on the 28<sup>th</sup> day of April 2010, and a certified copy of the full text, together with the names of the District Board members voting for and against the Ordinance or otherwise voting, is posted in Office of the Crockett Community Services District, 628 Second Avenue, Room 206, Crockett, California.

The vote was recorded as follows:

FOR: BURLISON, GLOVER, MACKENZIE, PETTY

AGAINST: NONE

ABSTAIN: NONE

ABSENT: LOVESETH

**ORDINANCE NO. 19-6**

**AN ORDINANCE OF THE CROCKETT COMMUNITY SERVICES DISTRICT  
AMENDING CHAPTER 9 OF THE CROCKETT COMMUNITY  
SERVICES DISTRICT CODE AND ADOPTING THE REVISED STANDARD  
SPECIFICATIONS FOR THE DESIGN, CONSTRUCTION, AND USE OF SANITARY  
SEWERS IN CROCKETT AND PORT COSTA, CALIFORNIA**

**WHEREAS**, the Crockett Community Services District (“District”) Board of Directors considered and approved Ordinance 18-1 pertaining to the amendment of Chapter 9 of the Crockett Community Services District Code (“District Code”) and adopting the revised standard specifications for the design, construction, and use of sanitary sewers in Crockett and Port Costa, California on March 28, 2019; and

**WHEREAS**, in preparation for a repeal and recodification of the District Code, the Board now wishes to readopt certain ordinances that were approved since the prior codification of the District Code; and

**WHEREAS**, one such ordinance is Ordinance 18-1, attached hereto as Exhibit A; and

**WHEREAS**, the text of Ordinance 18-1, as stated in Exhibit A, is unmodified from that considered and approved by the Board on March 28, 2019, except sections 4 through 7, the certification by the Secretary of the Board, and the attestation by the President of the Board shall be disregarded; and

**WHEREAS**, the full text of Ordinance 18-1, as stated in Exhibit A, is incorporated into this Ordinance 19-6 as if set forth fully herein; and

**WHEREAS**, with respect to other ordinances similarly readopted, if any of the provisions were intended to modify that of a prior ordinance, precedence shall be given to the ordinance that was more recently considered and approved by the Board at the time the ordinance was first considered and approved; and

**WHEREAS**, as stated in the attached Ordinance 18-1, the District has identified the need to amend Chapter 9 as it relates to sewers in the Code and update the Standard Specifications for the design, construction and use of sanitary sewers in Crockett and Port Costa, California.

**NOW, THEREFORE**, the Board of Directors of the Crockett Community Services District (“District”) does ordain as follows:

1. Ordinance 18-1, adopted on April 24, 2019, is hereby superseded.
2. The provisions of Ordinance 18-1, as stated in Exhibit A—except the disregarded statement, certification, and attestation described in Section 3, below—are adopted pursuant to the authority of the District granted by Title 6, Division 3, Part 2, Chapter 5, Section 6160, subdivision (a) of the Government Code, and the procedures established by Article 7

(commencing with Section 25120) of Chapter 1 of Part 2 of Division 2 of Title 3 of the Government Code.

3. Sections 4 through 7, the certification by the Secretary of the Board, and the attestation by the President of the Board, each in Exhibit A, shall be disregarded.

4. **Precedence of Readopted Ordinances.** If any provision of this ordinance or any other similarly superseded and readopted ordinance was intended, at the time it was originally considered and approved by the Board, to modify a provision of a prior ordinance or provision of the District Code, precedence shall be given to the ordinance that was more recently considered and approved by the Board at the time the ordinance was first considered and approved.

5. **Reference to Specific Ordinances.** The provisions of this ordinance shall not in any manner affect matters of record which refer to, or are otherwise connected with ordinances which are therein specifically designated by number or otherwise, but such reference shall be construed to apply to the corresponding provisions contained within any readopted ordinance. Any reference to a prior ordinance shall refer to the respective readopted ordinance.

6. **Effect of Ordinance on Past Actions and Obligations.** The adoption of this Ordinance shall not in any manner affect the prosecution for violations of ordinances, which violations were committed prior to the effective date hereof, nor be construed as a waiver of any license, fee, or penalty at said effective date due and unpaid under such ordinances relating to the collection of any such license, fee, or penalty, or the penal validity of any bond or cash deposit in lieu thereof required to be posted, filed or deposited pursuant to any ordinances and all rights and obligations thereunder appertaining shall continue in full force and effect.

7. **Severability.** The provisions of this Ordinance are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Ordinance or their applicatory to other persons or circumstances.

8. **CEQA.** In accordance with the California Environmental Quality Act Public Resources Code Sec. 21000 et seq. (“CEQA”) and the regulations promulgated pursuant to CEQA (“the State Guidelines”), the District Board of Directors finds and determines that with respect to the Board's approval and adoption of this Ordinance that it is not a “project” within the meaning of CEQA or the State Guidelines, as it merely represents a restatement of existing policies and procedures of the District with regard to the matters addressed in this Ordinance and, therefore to that extent, neither this Ordinance itself nor its adoption constitutes a “project” as that term is defined under CEQA; and neither this Ordinance nor any part of it, nor its adoption by the District’s Board of Directors, nor its operation and enforcement by the District is likely to have a significant effect on the environment.

9. **Effective Date.** Upon adoption, this Ordinance shall be entered in the minutes of the Board and a summary thereof shall be published in the West County Times promptly following

its passage and adoption, and this Ordinance shall take effect and be in force and effect immediately after the 30th day following adoption, as prescribed by Government Code Section 25123.

**I HEREBY CERTIFY** that the foregoing Ordinance was duly and regularly adopted by the Board of Directors of the Crockett Community Services District, at a regular meeting thereof, held on the 25th day of September 2019, by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

\_\_\_\_\_  
Kent Peterson  
President of the Board of Directors,  
Crockett Community Services District,  
County of Contra Costa,  
State of California

**COUNTERSIGNED:**

\_\_\_\_\_  
Dale McDonald, Secretary  
Crockett Community Services District

Approved as to Form: \_\_\_\_\_  
Rachel Hundley  
District Counsel

3337847.1

# EXHIBIT A

## ORDINANCE NO. 18-1

### ORDINANCE AMENDING CHAPTER 9 OF THE CROCKETT COMMUNITY SERVICES DISTRICT CODE AND ADOPTING THE REVISED STANDARD SPECIFICATIONS FOR THE DESIGN, CONSTRUCTION, AND USE OF SANITARY SEWERS IN CROCKETT AND PORT COSTA, CALIFORNIA

**WHEREAS**, the Crockett Community Services District Code ("Code") and Standard Specifications for the Design, Construction, and Use of Sanitary Sewers in Crockett, California ("Standard Specifications") was adopted by Ordinance No. 05-1 on January 19, 2005 pursuant to the provisions of Government Code Sections § 50022.1 to 50022.8, 50022.10 and Health and Safety Code § 6491.2; and

**WHEREAS**, the Crockett Community Services District ("District") has the authority to designate any ordinance adding to, amending, correcting or repealing all or any part or portion thereof as an addition to, amendment to, correction or repeal of the Code.

**WHEREAS**, the District has identified the need to amend Chapter 9 as it relates to sewers in the Code and update the Standard Specifications for the design, construction and use of sanitary sewers in Crockett and Port Costa, California; and

**WHEREAS**, one copy of revised document titled "Standard Specifications for The Design, Construction and Use of Sanitary Sewers in Crockett and Port Costa, California " is on file in the Office of the Secretary of the District and has been available for review for a period of more than 15 days.

**IT IS ORDAINED** by the Board of Directors of Crockett Community Services District as follows:

1. **Title 9 Sewers** of the Crockett Community Services District Code applies to all sewer facilities within the jurisdiction of the Crockett Community Services District of Contra Costa County, California.
2. **Chapter 9.08** of the Crockett Community Services District Code is hereby amended by the addition of Section 9.08.005 and 9.08.060 as set forth below.

**9.08.005 Standard Specifications.**

The Standard Specifications for sewerage shall govern requirements, design, and all work in connection with sewer construction and/or projects financed by private individuals within the jurisdiction of the Crockett Community Services District of Contra Costa County, California. The jurisdiction of the District includes the entire sewerage system and its appurtenances from the point of connection with the building plumbing to the discharge terminus of the treatment plant outfall.

**9.08.060 Addenda and Revisions to Standard Specifications.**

Addenda to the Standard Specifications may be issued periodically and will be made available to the Public and Contractors at the District office. Substantial additions, amendments, corrections, or repeals of all or any part or portion of the Standard Specifications may be made by Resolution adopted by the District Board. Users of the Standard Specifications are urged to review the latest addenda to apprise themselves of changes put into effect.

3. **Revised Standard Specifications** for Design, Construction and Use of Sanitary Sewers in Crockett and Port Costa, California within the jurisdiction of the Crockett Community Services District as on file with the Office of the Secretary of the District is hereby adopted.
4. **Severability.** The provisions of this Ordinance are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Ordinance or their applicatory to other persons or circumstances.
5. **Superseding Effect.** This Ordinance supersedes all previous and currently existing regulations that are in conflict with its provisions, and all such regulations are rescinded and repealed as of the date of this Ordinance becomes effective.
6. **CEQA.** In accordance with the California Environmental Quality Act Public Resources Code Sec. 21000 et seq. ("CEQA") and the regulations promulgated pursuant to CEQA ("the State Guidelines"), the Board of Directors finds that this Ordinance is not a "project" within the meaning of CEQA or the State Guidelines.
7. **Effective Date.** Upon adoption, this Ordinance shall be entered in the minutes of the Board and shall be published in the West County Times promptly following its passage and adoption, and this Ordinance shall take effect and be in force and effect immediately after the 30th day following adoption, as prescribed by California Health and Safety § 6490.

I HEREBY CERTIFY that the foregoing Ordinance was duly and regularly adopted by the Board of Directors of the Crockett Community Services District, at a regular meeting thereof, held on the 28 day of MARCH, 2018, by the following vote:

AYES: BARASSI, CLERICI, JOHNSON, PETERSON

NOES: Ø

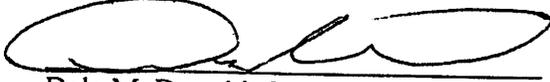
ABSTAIN: Ø

ABSENT: MACKENZIE



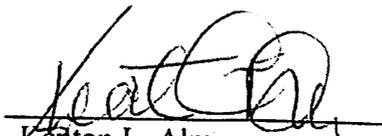
Luigi Barassi  
President of the Board of Directors,  
Crockett Community Services District,  
County of Contra Costa,  
State of California

COUNTERSIGNED:



Dale McDonald, Secretary  
Crockett Community Services District

Approved as to Form:



Kenton L. Alm  
District Counsel

**ORDINANCE NO. 19-7**

**AN ORDINANCE OF THE CROCKETT COMMUNITY SERVICES DISTRICT  
ESTABLISHING INFORMAL BIDDING PROCEDURES UNDER  
THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT**

**WHEREAS**, the Crockett Community Services District (“District”) Board of Directors considered and approved Ordinance 19-1 pertaining to the establishing informal bidding procedures under the Uniform Public Construction Cost Accounting Act on April 24, 2019; and

**WHEREAS**, in preparation for a repeal and recodification of the Crockett Community Services District Code (“District Code”), the Board now wishes to readopt certain ordinances that were approved since the prior codification of the District Code; and

**WHEREAS**, one such ordinance is Ordinance 19-1, attached hereto as Exhibit A; and

**WHEREAS**, the text of Ordinance 19-1, as stated in Exhibit A, is unmodified from that considered and approved by the Board on April 24, 2019, except the statement regarding publishing, the certification by the Secretary of the Board, and the attestation by the President of the Board shall be disregarded; and

**WHEREAS**, the full text of Ordinance 19-1, as stated in Exhibit A, is incorporated into this Ordinance 19-7 as if set forth fully herein; and

**WHEREAS**, with respect to other ordinances similarly readopted, if any of the provisions were intended to modify that of a prior ordinance, precedence shall be given to the ordinance that was more recently considered and approved by the Board at the time the ordinance was first considered and approved; and

**WHEREAS**, as stated in the attached Ordinance 19-1, the Uniform Public Construction Cost Accounting Act (“Act”) provides for informal bidding procedures for construction projects that have the potential to significantly reduce the administrative costs of bidding and allow for faster project completion, while still retaining a competitive process and containing project costs; and

**WHEREAS**, as also stated in the attached Ordinance 19-1, the District has elected to become subject to the uniform public construction cost accounting procedures under the Act, thereby allowing it to adopt informal bidding procedures for certain construction projects with values under specified dollar limits.

**NOW, THEREFORE**, the Board of Directors of the Crockett Community Services District (“District”) does ordain as follows:

1. Ordinance 19-1, adopted on April 24, 2019, is hereby superseded.
2. The provisions of Ordinance 19-1, as stated in Exhibit A—except the disregarded

statement, certification, and attestation described in Section 3, below—are adopted pursuant to the authority of the District granted by Title 6, Division 3, Part 2, Chapter 5, Section 6160, subdivision (a) of the Government Code, and the procedures established by Article 7 (commencing with Section 25120) of Chapter 1 of Part 2 of Division 2 of Title 3 of the Government Code.

3. The statement regarding publishing, the certification by the Secretary of the Board, and the attestation by the President of the Board in Exhibit A shall be disregarded.

4. **Precedence of Readopted Ordinances.** If any provision of this ordinance or any other similarly superseded and readopted ordinance was intended, at the time it was originally considered and approved by the Board, to modify a provision of a prior ordinance or provision of the District Code, precedence shall be given to the ordinance that was more recently considered and approved by the Board at the time the ordinance was first considered and approved.

5. **Reference to Specific Ordinances.** The provisions of this ordinance shall not in any manner affect matters of record which refer to, or are otherwise connected with ordinances which are therein specifically designated by number or otherwise, but such reference shall be construed to apply to the corresponding provisions contained within any readopted ordinance. Any reference to a prior ordinance shall refer to the respective readopted ordinance.

6. **Effect of Ordinance on Past Actions and Obligations.** The adoption of this Ordinance shall not in any manner affect the prosecution for violations of ordinances, which violations were committed prior to the effective date hereof, nor be construed as a waiver of any license, fee, or penalty at said effective date due and unpaid under such ordinances relating to the collection of any such license, fee, or penalty, or the penal validity of any bond or cash deposit in lieu thereof required to be posted, filed or deposited pursuant to any ordinances and all rights and obligations thereunder appertaining shall continue in full force and effect.

7. **Severability.** The provisions of this Ordinance are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Ordinance or their applicatory to other persons or circumstances.

8. **CEQA.** In accordance with the California Environmental Quality Act Public Resources Code Sec. 21000 et seq. (“CEQA”) and the regulations promulgated pursuant to CEQA (“the State Guidelines”), the District Board of Directors finds and determines that with respect to the Board's approval and adoption of this Ordinance that it is not a “project” within the meaning of CEQA or the State Guidelines, as it merely represents a restatement of existing policies and procedures of the District with regard to the matters addressed in this Ordinance and, therefore to that extent, neither this Ordinance itself nor its adoption constitutes a “project” as that term is defined under CEQA; and neither this Ordinance nor any part of it, nor its adoption by the District’s Board of Directors, nor its operation and enforcement by the District is likely to have a significant effect on the environment.

9. **Effective Date.** Upon adoption, this Ordinance shall be entered in the minutes of the Board and a summary thereof shall be published in the West County Times promptly following its passage and adoption, and this Ordinance shall take effect and be in force and effect immediately after the 30th day following adoption, as prescribed by Government Code Section 25123.

**I HEREBY CERTIFY** that the foregoing Ordinance was duly and regularly adopted by the Board of Directors of the Crockett Community Services District, at a regular meeting thereof, held on the 25<sup>th</sup> day of September 2019, by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

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Kent Peterson  
President of the Board of Directors,  
Crockett Community Services District,  
County of Contra Costa,  
State of California

**COUNTERSIGNED:**

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Dale McDonald, Secretary  
Crockett Community Services District

Approved as to Form: \_\_\_\_\_  
Rachel Hundley  
District Counsel

3337831.1

# EXHIBIT A

## ORDINANCE NO. 19-1

### AN ORDINANCE OF THE CROCKETT COMMUNITY SERVICES DISTRICT ESTABLISHING INFORMAL BIDDING PROCEDURES UNDER THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT

WHEREAS, the Uniform Public Construction Cost Accounting Act ("Act") provides for informal bidding procedures for construction projects that have the potential to significantly reduce the administrative costs of bidding and allow for faster project completion, while still retaining a competitive process and containing project costs; and

WHEREAS, the District has elected to become subject to the uniform public construction cost accounting procedures under the Act, thereby allowing it to adopt informal bidding procedures for certain construction projects with values under specified dollar limits.

NOW, THEREFORE, the Board of Directors of the Crockett Community Services District ("District") does ordain as follows:

**Section 1.** The above recitals are true and correct and incorporated herein by reference.

**Section 2.** Create Chapter 2.34 Informal Bidding Policy under Title 2 of the District Code pursuant to the Uniform Public Construction Cost Accounting Act.

#### INFORMAL BIDDING POLICY

##### A. PURPOSE

To establish a Board Policy on informal bidding pursuant to the Uniform Public Construction Cost Accounting Act ("Act") (Public Contract Code §§ 22000-22045)

##### B. POLICY

1. District projects, as defined by the Act and in accordance with the limits listed in § 22032 of the Public Contract Code, may be let to contract by informal procedures as set forth in § 22032, et seq., of the Public Contract Code.
2. The District Board delegates the authority to award informal contracts to the General Manager or his designee upon acceptance by the respective Commission and approval by the District Board.

**C. UPCCAA BIDDING THRESHOLDS FOR DISTRICT PROJECTS**

1. District projects of sixty thousand dollars (\$60,000) or less, or the applicable limits under the Act as amended, may be performed by the employees of the District by force account, by negotiated contract, or by purchase order.
2. District projects of two hundred thousand dollars (\$200,000) or less, or the applicable limits under the Act as amended, may be let to contract by informal bidding procedures as set forth in the Act.
  - a. If a District project was let to contract by informal bidding under the UPCCAA procedures, then Board approval is required for a change order to the public project that would cause the total cost of the project to exceed two hundred thousand dollars (\$200,000) or the applicable limits under the Act as amended.
3. District projects of more than two hundred thousand dollars (\$200,000), or the applicable limits under the Act as amended, must be let to contract by formal bidding procedures.

**D. NOTICE TO CONTRACTORS INVITING INFORMAL BIDS**

1. The District will maintain a list of qualified contractors, identified by categories of work. Contractors on the list for the category of work being bid must be mailed, faxed, or emailed a notice inviting informal bids at least 10 calendar days before bids are due.
2. Alternatively, the District may elect to mail, fax, or email a notice inviting informal bids to the applicable construction trade journals specified in § 22036 of the Public Contract Code.
3. The notice inviting informal bids must describe the project in general terms and how to obtain more detailed information about the project, and state the time and place for the submission of bids.

**E. REJECTION OF BIDS**

1. In its discretion, the District may reject any bids by providing written notice pursuant to the terms of PCC § 22038.
2. If a contract is awarded, it must be awarded to the lowest responsible bidder. If two or more bids are the same and the lowest, the District may accept the one it chooses.

3. If no bids are received through the formal or informal procedure, the project may be performed by the employees of the District by force account, or negotiated contract without further complying with the Act.

**F. PROHIBITION ON SPLITTING PROJECTS TO EVADE BIDDING THRESHOLDS**

It is unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the provisions of the Act requiring work to be done by contract after competitive bidding.

This ordinance shall be a general regulation of the District and shall be published once in local newspapers of general circulation within the District, and shall be effective on the latter of either the eighth calendar day following such publication or May 8, 2019.

I CERTIFY that at a regular meeting on this 24th of April this ordinance was passed and adopted by the Board of Directors of Crockett Community Services District on the 24th day of April 2019, by the following vote:

AYES:	Members:	Barassi, Peterson, Sutton
NOES:	Members:	None
ABSTAIN:	Members:	Kirker, Mackenzie

  
\_\_\_\_\_  
Kent Peterson  
President of the Board of Directors  
Crockett Community Services District  
Crockett, California

  
\_\_\_\_\_  
Dale McDonald  
Secretary of the District  
Crockett Community Services District  
Crockett, California

Approved as to form:   
\_\_\_\_\_  
Rachel Hundley  
Counsel for the District

# 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: Board of Directors  
FROM: General Manager   
SUBJECT: Crockett Sanitary Department Managers Report  
DATE: September 18, 2019

The Crockett Sanitary Department Managers Report highlights items of interest that occurred between August 8, 2019 and September 17, 2019.

## Operation and Maintenance

- There were no Sanitary Sewer Overflows (SSO) reported August.
- Weeds cut at the Crockett Equalization (EQ) tank grounds for fire prevention.
- Pump 1 at the Crockett Pump Station has been taken out of service for repair. The motor was spinning but the pump was not working, most likely the coupler sheared.

## Capital Improvements / Projects

- John Swett High School sewer repair near the bleachers has been completed, contractor H&R Plumbing used grout injection repair method.
- Atherton/Cooke Project C-1002 published and let to bid.
- Pomona Street Project C-1004 drawings updated. Project to replace the public sewer under the sidewalk from Cooke Ave to Bishop Road put on hold. HDPE pipe burst project may damage sidewalk and nearby utilities. Staff is investigating alternatives.

## Administrative/Financial:

- PG&E was issued a conditional discharge permit to discharge groundwater at Port & Wanda project location. Analytical sampling methods and limits identified in permit.
- General Manager McDonald spent approximately 41% of his time towards Crockett Sanitary Department operations and 5% on Capital Projects in August, excluding vacation and sick leave. The rest of his time was spent on District business 40%, Recreation and PLC 12%, Maintenance 1%, and Port Costa 1%. He worked a total of 115 hours and took 63 hours of leave in August.
- Assistant Sanitary Department Manager Barnhill spent approximately 88% of his time on Crockett Sanitary Department operations. The rest of his time, 12%, was spent on Port Costa issues.

# CROCKETT COMMUNITY SERVICES DISTRICT

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P.O. Box 578 - Crockett, CA 94525  
850 Pomona Street  
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)

## MINUTES OF REGULAR MEETING, AUGUST 28, 2019

1. CALL TO ORDER: The meeting was called to order at 7:05 PM by President Peterson. Present were Board Members Barassi, Kirker, Mackenzie and Sutton, along with General Manager McDonald, Recreation Department Manager Wilson, and Assistant Sanitary Dept. Manager Barnhill. Also present were Sanitary Commissioners Bartlebaugh and Wais. Assistant Secretary Witschi was absent.
2. AGENDA ORDER: Mr. McDonald asked that item 13, the closed session for performance evaluation, be continued to a future meeting as the Personnel Committee asked for more time to gather evaluation forms. Mr. Peterson continued agenda item 13 to September 25.
3. PUBLIC COMMENTS: None.
4. REPORTS FROM COMMISSIONERS: None. Commissions did not meet in August.
- 5.a. thru 5.f. PUBLIC HEARINGS ON ORDINANCE INTRODUCTIONS: Mr. Peterson asked if items 5.a. thru 5.f. may be considered together under one motion. Mr. McDonald said that as long as members of the public have an opportunity to comment after the ordinances are introduced one motion can be considered. Mr. McDonald introduced all ordinances by reading off Ordinance numbers and titles as listed on the agenda and asked that the reading of the ordinances be waived. Mr. Peterson opened the public hearings and called for public comment. There were no comments from the public. Ms. Sutton asked if Ordinance No. 19-3, superseding Ordinance No. 09-4, should be re-examined for additional prohibited activities that could be added to protect the use of our parks and recreation facilities. Mr. McDonald said that Ordinance No. 09-4 was previously reviewed and accepted by the Recreation Commission. He would suggest considering adopting the ordinances as presented to facilitate codification and have the Recreation Commission review Title 7 of the District Code in its entirety and submit any suggested changes under a future ordinance. Mr. Kirker recommended accepting all the ordinances as presented. Mr. Peterson closed the hearings and called for a motion. A motion was made to introduce the following ordinances, waive the reading of the presented ordinances, and to direct staff to publish a combined summary for the following ordinances; Ordinance No. 19-2 superseding Ordinance No. 09-1, amending Chapter 9 of the District Code in order to clarify the rights and responsibilities of condominium property owners and homeowners associations with respect to the inspection and timely replacement of existing private building sewers; Ordinance No. 19-3 superseding Ordinance No. 09-4, adding Title 7 to the District Code regulating the use of parks and recreation facilities; Ordinance No. 19-4 superseding Ordinance No. 09-5, revising private and building sewer fees; Ordinance No. 19-5 superseding Ordinance No. 10-1, adding Chapter 1.14 to the District Code related to administrative enforcement; Ordinance No. 19-6 superseding Ordinance No. 18-1, amending Chapter 9 of the District Code and adopting the revised Standard Specifications for the design, construction, and use of sanitary sewers in Crockett and Port Costa; and Ordinance No. 19-7 superseding Ordinance No. 19-1, establishing informal bidding procedures under the Uniform Public Construction Cost Accounting Act,

carried unanimously (jm/mk). The ordinances will be presented to the District Board next month for considered adoption.

6. REPORT OF DISTRICT COUNSEL: None.

7.a. RECREATION DEPT. REPORT: Mr. Wilson reported that the tennis court resurfacing project was completed August 1. The starter motor burned out at the pool but luckily we keep one in stock and were able to quickly swap it out keeping the pool open. This is the last weekend that the pool will be open for the season. Bocce playoffs will be occurring through mid-September keeping it busy at the bocce courts. Mr. Peterson asked if the pool will be open after Labor Day. Mr. Wilson said there is one private rental but otherwise it will be closed to the public. Mr. Mackenzie asked why the pool closes after Labor Day. Mr. Wilson said historically the pool has been open in the summer from Memorial Day through Labor Day. He said lifeguards and pool staff are primarily high school and college students. He said schools continue to open earlier and earlier, some as early as mid-August, and the loss of staff to both school and end of summer vacation requests makes it difficult to keep the pool open toward the end of the pool season. The pool is open weekends only starting mid-August. He said in the past we have tried operating the pool for afternoon sessions, opening at 3:30 PM after school lets out, during the last weeks of August but it did not work out. Mr. Wilson said we need to bring in at least \$50 per hour to cover just the cost of the lifeguards. Mr. Mackenzie asked how much we would have to raise the rates to have full-time non-student lifeguards. Mr. Barassi asked if an active group were interested, such as the Zumba group, wanted to pre-pay to keep the pool open for their events is that something that can be looked at. Mr. Wilson said we currently subsidize the pool at a cost of \$19,000 annually as revenue generated does not cover expenses. It is his experience that towards the end of summer the public just does not show up. Keeping the pool open longer will only increase the subsidy required which could impact other recreation services.

7.b. MAINTENANCE DEPARTMENT: Mr. Peterson reported that there's been no activity related to Memorial Hall, the damaged decorative street lamps, or for projects and maintenance issues at the bridgehead. He said the Dog Park project has been circulated around various groups within Caltrans for a month which should have been enough time, in his opinion, for them to comment but we have not heard back. Mr. Peterson said he will find out where Caltrans is in the approval process. Mr. Wilson said that he received a call from California Foundation Repair regarding the Memorial Hall seismic retrofit but didn't respond as he had nothing really to tell them. He asked if the authorized expenditure for Holmes Culley to determine if the outside concrete supports can be used at Memorial Hall has been done. Mr. Peterson said he will follow up with Holmes Culley knowing the ball is in his court.

7.c. PORT COSTA SANITARY DEPT.: Mr. Barnhill said there were no sanitary sewer overflows in June or July. He reported that algae buildup over the containment tank continues to be observed and he's waiting to see if the solar fabric installed over the top of the tanks will help control the algae. Mr. Barassi said that he is concerned that the cleaning method planned for emptying the settling septic tank may be too costly. He said the last pump out was not as successful in removing sludge as it pumped mostly wastewater in the tanker trucks. He said sludge has to be mechanically lifted out and was just curious how this is going to happen. He said it sounds incredibly expensive. Mr. Barnhill said emptying into a Frac tank or Baker tank, letting the wastewater settle, and then pumping just the wastewater to the treatment plant is an option but the settling tank still would have to be mucked out and hauled away. The tank rental and bypass will be an extra cost and could be equally expensive. He said his concern is

if the settling tank were plugged with pumping done from the first manhole outside the tank that it would cause grease to back up into the collection system with a risk of a sewer spill from an upstream manhole. An alternative would be to dig a proper well with a lift or pump. Mr. Barassi felt it would be sensible to get the price for tanks and by pass pumping. Mr. Barassi thanked Mr. Barnhill for the extensive work he has been doing looking into various options to get the settling tank cleaned.

7.d. CROCKETT SANITARY DEPT.: Mr. McDonald drew the Directors attention to the written Crockett Sanitary Department Managers report. He's added that no SSOs have occurred to date in August. The Loring backup generator project has been sent to West County Wastewater District to coordinate ordering and installation of generator. John Swett High School cleared the dirt hill around our manhole behind the batting cages and the sewer repair project near the bleachers is complete. During the repair the manhole in the middle of the artificial turf field was uncovered and it was determined to be in good condition. The discharge permit to PG&E has been issued. A new emergency alarm auto dialer phone number is in use at the Crockett Pump Station. Mr. McDonald asked if they had any questions or comments on the written report. Mr. Peterson asked who was completing the State Compensation Insurance Fund (SCIF) audit mentioned under the administrative section of the report. Mr. McDonald said SCIF is doing an in-house audit of our employee payroll records which will be used to adjust our Worker's Compensation premium contribution, if needed, and to confirm that the right Worker's Compensation Classification Codes are being used. Mr. Kirker mentioned he saw the County is now allowing gray water permits to be issued. Mr. McDonald said that the District's sanitary departments are not involved in plumbing inside the house and have no objection to the use of permitted gray water discharge. He said it is actually beneficial to the District if less wastewater enters the collection system as it would lower our overall cost of treatment at the treatment plant. Staff has previously encountered laundry drains discharging on the ground and forced property owners to tie the building plumbing into their lateral sewer. Staff, when responding to reported sewer spills or when enforcement of our lateral inspection program, will check on whether property owners have been issued gray water permits. Mr. Peterson asked if the State Water Resources Control Board (SWRCB) Water Code Order on recycled water was given to C&H Sugar Company as they are responsible for managing the Joint Treatment Plant. Mr. McDonald said that only the Crockett CSD was listed and that he has a pending call to SWRQB to get clarification on the reporting requirement as well as to whom the order applies; it only lists the Crockett CSD and not the individual Crockett and Port Costa sanitary departments.

7.e. STAFF REPORT ON GOVERNMENTAL MATTERS: None.

7.f. STAFF ANNOUNCEMENTS: None.

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

- a. Approve Minutes of July 24, 2019.
- b. Approve payment of District bills (warrants Rec. 8222-8315; PCSan, 1130-1136; CVSan 5921-5936; Maintenance 420).
- c. Receive Status Report on outstanding items.

9.a. CONSENT ITEMS REMOVED: None

9.b. VALLEY OPERATORS CONTRACT: Mr. Barnhill presented a contract with Valley Operators, LLC. to continue to provide wastewater treatment plant operation and maintenance

services at the Port Costa Treatment Plant. The actual contract amount for the three-year term is \$165,600, not \$162,000, as listed on the agenda. It includes \$4,400 a month for operations and maintenance services and \$2,400 annually for incidentals beginning on October 1, 2019. The contract increased \$400 a month, or 10%, over the prior contract. The contract was reviewed and recommended for approval and award by the Port Costa Sanitary Commission. It is important to note that the contract rate since Valley Operators first began servicing Port Costa has not risen in almost 10 years. Mr. Barassi said this is a good deal and was glad the rates did not rise higher. Mr. Peterson asked if the contract has been reviewed by our attorneys. Mr. Barnhill said it's the same contract language that has been in use with previous contracts and only the term dates and pricing were modified. Mr. McDonald said the Port Costa Sanitary Commission did not feel it was necessary to pay for an attorney to review the contract that had been previously reviewed. Mr. Kirker noted that Exhibit A was missing from the board agenda packet and asked if there were any changes to Exhibit A. Mr. Barnhill said there were no changes to Exhibit A and it will be included as part of the contract when signed. A motion to award contract to Valley Operators, LLC. to provide wastewater treatment operations and maintenance services at the Port Costa waste water treatment plant in the amount of \$165,600 for a three-year term including adhering to requirements of the current Exhibit A carried unanimously (lb/jm).

**9.c. POTENTIAL PROPERTY ACQUISITION:** Mr. McDonald reported that the Ad Hoc Committee established to look into the acquisition of the Hosselkus Chapel property made a site visit to the property yesterday. He said that Wilson & Kratzer's parent company, Carriage Services Inc., will be selling the property. Mr. Barassi thinks it is an attractive property with a large building on flat property. Strategically it is good for the District and provides an opportunity for growth. An apartment above the building could provide a steady cash flow and pay for itself. The question that needs to be figured out is how much money we have to make the deal. He said we do have some advantage for negotiating the sale because as a public agency Carriage Services can avoid the requirement to reinvest the proceeds of the sale in a new property, through a 1031 Exchange or otherwise, and may be able to avoid paying capital gain taxes if the property transfer was for an involuntary conversion such as what a public agency can pursue through eminent domain. Mr. Mackenzie said it seems that it would serve the District well. He asked a representative of Wilson & Kratzer during the walk-through if an asbestos report exists for the building. Overall he thinks it would be a good thing for the community to remain available for public use. Mr. Wilson said the building has some potential if the chapel were made available for rentals, possibly bundling the rental of community center auditorium across the street for joint wedding/reception events. Mr. Barassi asked if there are investment accounts available that might be able to loan funds to the District. Mr. McDonald said he would be reaching out to Regional Government Services (RGS) and our legal counsel for their advice. Mr. Barassi suggested creating a finance corporation under the District, as he has heard San Francisco City College did, to get funding from the state. Mr. Kirker asked if we had cash on hand available for the purchase or should we reach out to the Crockett Community Foundation to see if we can get funding through them as they are a non-profit as well. It was the consensus of the Board to keep the process moving forward and staff was instructed to continue research into the issue of property acquisition.

**10. FINANCIAL REPORT:** The monthly statements of District finances and reports on investments were examined by the Board. Mr. McDonald reported that an additional \$4,800 was recently donated by C&H Sugar for the Dog Park project which is not on the Maintenance Summary sheet. He also mentioned that the Maintenance Department's share the Walk of Honor fundraiser totaled \$17,000, not the original \$20,000 initially estimated, and that this will

be reflected on next month's monthly summary worksheet. It was pointed out that all cost centers under the Maintenance Department are carrying a positive balance forward with only the Plaza/Fence/Streetlight cost center carrying a negative balance.

11.a. PERSONNEL COMMITTEE REPORT: The Board had received the Minutes of August 27 earlier. Mr. Peterson asked that 11.a. be skipped.

11.b. BUDGET & FINANCE COMMITTEE REPORT: None

11.c. AD HOC COMMITTEE REPORTS: None

11.d. INTER-AGENCY MEETINGS: None

12. FUTURE AGENDA ITEMS:

Annual Capacity Charge Accounting and Reporting (Gov't Code Sec. 66013/AB 1600).  
Review and adopt ADA compliance plan.  
Adopt purchasing procedures and spending limits.  
Adopt policy for use of private devices and e-accounts.  
Develop policy on proposals for new programs without established funding.  
Consider Ad Hoc Committee on long range planning.

13. PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Rescheduled for September 25, 2019. Mr. McDonald handed out performance evaluation survey forms to the Board and asked that completed forms be returned to the District office, attention Personnel Committee Chairperson Cusack.

14. BOARD COMMENTS: Mr. Barassi asked about Proposition 68 Park Bond funds and wondered if they are available to upgrade the existing recreation facilities and/or be used for acquisition of property. Mr. Kirker asked if there is any project that we need to hone in on. Mr. Wilson said that the Crockett Community Center deck project, which got put on hold a few years ago, may be a candidate but that the type of projects that will be accepted will be better known towards the end of the year. Mr. Peterson believes that Prop 68 funds will primarily be for outdoor recreation projects, to encourage more people to get outside in a park setting. Mr. Wilson said that is his understanding as well. He said we should know more as we go through the grant process.

15. ADJOURNMENT: The meeting was adjourned at 8:12 PM until September 25, 2019.

Respectfully submitted,



Dale McDonald  
September 19, 2019

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**  
Auditor's Date: 9/5/19 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3426 - CV SANITARY - O&amp;M</b>				
09/06/2019	DALE A. McDONALD	Payroll August 2019	4,245.07	5937
09/06/2019	JAMES G. BARNHILL	Payroll August 2019	4,411.70	5938
09/06/2019	UNITED STATES TREASURY...	FedTax Payroll Liability	1,508.38	5939
09/06/2019	EMPLOYMENT DEVELOPME...	EDD State Payroll Tax Liability	443.96	5940
09/06/2019	CalPERS Administration	GASB-68 retirement report fee	428.96	5941
09/06/2019	CalPERS Public Employees R...	CalPERS 457 and Retirement	4,034.89	5942
09/06/2019	LINCOLN FINANCIAL GROUP	LTD Insurance	120.12	5943
09/06/2019	MacDonald Accounting Services	Audit prep and in-house review In...	289.15	5944
09/06/2019	MEYERS NAVE	General legal advice	1,557.04	5945
09/06/2019	H&R Plumbing and Drain Clea...	JSHS sewer repair - reimbursable	6,900.00	5946
09/06/2019	AT&T	Phone - District, fax, and ps alarm	364.07	5947
09/06/2019	C&H SUGAR CO.	July Shared Operating Costs	53,424.84	5948
09/06/2019	Larry Walker Associates	Engineer study PG&E Permit Dis...	847.50	5949
09/06/2019	PG&E	Electric	2,984.27	5950
09/06/2019	V.W. Housen & Associates	Enginnering - SSMP, Atherton, Fl...	8,148.00	5951
09/06/2019	WEST COUNTY WASTEWAT...	Contract Services - July	3,576.39	5952
Total FUND 3426 - CV SANITARY - O&M			<u>93,284.34</u>	
<b>TOTAL</b>			<u><b>93,284.34</b></u>	

*Kent G. Peterson*

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**  
Auditor's Date: 9/5/19 Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3241 - RECREATION</b>				
09/06/2019	RONALD D. WILSON	Payroll Aug 2019	2,490.99	8316
09/06/2019	DOLORES M. MORALES	Payroll Aug 16-31	722.48	8317
09/06/2019	KATELYNN M. CLEMONS	Payroll Aug 16-31 plus bonus	662.28	8318
09/06/2019	SUSAN G. WITSCHI	Payroll Aug 16-31	1,927.26	8319
09/06/2019	ANA B. GAMERO-HERRERA	Payroll Aug 16-31	125.97	8320
09/06/2019	ANDREW LOPEZ-PENA	Payroll Aug 16-31	22.16	8321
09/06/2019	ASHER H. LABINSKI	Payroll Aug 16-31	265.99	8322
09/06/2019	CASSANDRA D. CONTRER...	Payroll Aug 16-31	340.81	8323
09/06/2019	DENISSE V. CORREA	Payroll Aug 16-31 plus bonus	532.57	8324
09/06/2019	JOCELYN M. OSTI	Payroll Aug 16-31	93.32	8325
09/06/2019	JUSTIN T. CROW	Payroll Aug 16-31 plus bonus	689.98	8326
09/06/2019	KARA D. BROWN	Payroll Aug 16-31	437.62	8327
09/06/2019	MONICA A. MUNOZ	Payroll Aug 16-31	263.04	8328
09/06/2019	NATHAN B. ROCK	Payroll Aug 16-31	62.98	8329
09/06/2019	SOPHIA R. AYALA	Payroll Aug 16-31	250.03	8330
09/06/2019	STELLA T.E. MANNELL	Payroll Aug 16-31 plus bonus	286.12	8331
09/06/2019	HARIKESH SHRI-SHASHIT...	Bonus - excemplary commitment to...	184.70	8332
09/06/2019	MADISON A. KOZIER	Payroll Aug 16-31 plus bonus	338.69	8333
09/06/2019	HARLEY W. MANDICINO	Payroll Aug 16-31	130.39	8334
09/06/2019	TREVOR B. DEES	Payroll Aug 16-31	208.62	8335
09/06/2019	UNITED STATES TREASUR...	FedTax Payroll Liability	4,354.84	8336
09/06/2019	EMPLOYMENT DEVELOPM...	EDD State Payroll Tax Liability	487.85	8337
09/06/2019	CalPERS Administration	GASB-68 retirement report fee	216.86	8338
09/06/2019	CalPERS Public Employees ...	CalPERS 457 and Retirement	1,588.07	8339
09/06/2019	LINCOLN FINANCIAL GROUP	LTD & STD Private Insurance	69.19	8340
09/06/2019	MacDonald Accounting Servi...	Pre for audit and in-system review i...	163.20	8341
09/06/2019	MEYERS NAVE	General legal advice	878.81	8342
09/06/2019	Jeannine Viola	Aqua Zumba Classes	540.00	8343
09/06/2019	Sierra Chemical Company	Chemicals	1,441.57	8344
09/06/2019	OLIVERO PLUMBING CO.	Backflow Prevention Test	125.00	8345
09/06/2019	Alhambra & Sierra Springs	Concessions water	303.62	8346
09/06/2019	Construct Your Image	Uniforms	710.12	8347
09/06/2019	LESLIE'S POOL SUPPLIES	Pool Chemicals	151.40	8348
09/06/2019	PG&E	Gas & Electric	3,642.58	8349
09/06/2019	Ron Wilson	Mileage Expense	176.90	8350
09/06/2019	DOLORES M. MORALES	Spray Paint	13.61	8351
09/06/2019	TERRACARE ASSOCIATES	Landscaping services	3,119.00	8352
09/06/2019	AT&T	Phone & Fax	359.00	8353
09/06/2019	Fox Electric	Replace Starter at Pool	675.00	8354
09/06/2019	Maria Vargas	Cleaning & Damage Deposit Refund	282.50	8355
09/06/2019	Jacqueline Gutierrez	Cleaning & Damage Deposit Refund	430.00	8356
09/06/2019	Alejandra Velasquez	Cleaning & Damage Deposit Refund	300.00	8357
09/06/2019	Pat Wilson	Cleaning & Damage Deposit Refund	700.00	8358
Total FUND 3241 - RECREATION			30,765.12	
<b>TOTAL</b>			<b>30,765.12</b>	

*Kent Peterson*

CROCKETT COMMUNITY SERVICES DISTRICT  
Crockett Community Services District

Auditor's Date: 9/5/19 Fund: 342500 Account: 0830

Date	Name	Memo	Credit	Num
<b>FUND 3425 - PC SANITARY - O&amp;M</b>				
09/06/2019	PG&E	Electricity	292.88	1137
09/06/2019	MacDonald Accounting Services	Audit pre and in-system review invoice 1444	47.65	1138
09/06/2019	MEYERS NAVE	General legal advice	256.59	1139
09/06/2019	CalPERS Administration	GASB-68 retirement annual report Cust 1...	54.18	1140
Total FUND 3425 - PC SANITARY - O&M			651.30	
<b>TOTAL</b>			<u>651.30</u>	

*Kent Peterson*

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**  
Auditor's Date: 9/18/19 Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3241 - RECREATION</b>				
09/18/2019	DOLORES M. MORALES	Payroll Sept 1-15	666.10	8359
09/18/2019	KATELYNN M. CLEMONS	Payroll Sept 1-15	538.44	8360
09/18/2019	SUSAN G. WITSCHI	Payroll Sept 1-15	1,859.66	8361
09/18/2019	HARLEY W. MANDICINO	Payroll Sept 1-15	34.77	8362
09/18/2019	TREVOR B. DEES	Payroll Sept 1-15	75.34	8363
09/18/2019	ASHER H. LABINSKI	Payroll Sept 1-15	53.74	8364
09/18/2019	DENISSE V. CORREA	Payroll Sept 1-15	101.82	8365
09/18/2019	JUSTIN T. CROW	Payroll Sept 1-15	264.82	8366
09/18/2019	KARA D. BROWN	Payroll Sept 1-15	327.74	8367
09/18/2019	SOPHIA R. AYALA	Payroll Sept 1-15	65.06	8368
09/18/2019	ZOE H. LABINSKI	Payroll Sept 1-15	133.29	8369
09/18/2019	STATE COMPENSATION INS...	Workers Comp	1,235.75	8370
09/18/2019	LINCOLN FINANCIAL GROUP	LTD Insurance CCSVD-BL-1564...	69.19	8371
09/18/2019	Alhambra & Sierra Springs	Concessions water	119.79	8372
09/18/2019	EBMUD	Water	4,924.75	8373
09/18/2019	LESLIE'S POOL SUPPLIES	Pool Chemicals	299.07	8374
09/18/2019	PG&E	Gas & Electric	621.81	8375
09/18/2019	TERRACARE ASSOCIATES	Landscaping services	350.00	8376
09/18/2019	UNIVERSAL BUILDING SERV...	Monthly Janitorial Services	1,271.00	8377
09/18/2019	Julissa Cabrera	Cleaning & Damage Refund	625.00	8378
09/18/2019	David Peraza	Cleaning & Damage Refund	700.00	8379
09/18/2019	Shawna Johnson	Cleaning & Damage Refund	700.00	8380
09/18/2019	U.S. BANK	Various	2,718.60	8381
Total FUND 3241 - RECREATION			17,755.74	
<b>TOTAL</b>			<b>17,755.74</b>	

*Kent Peterson*

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**  
Auditor's Date: 9/18/19 Fund: 324200 Account : 0830

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Date	Name	Memo	Credit	Num
<b>FUND 3242 - MAINTENANCE</b>				
09/18/2019	Glenn Hummel	Rescinded donation for dog park	1,000.00	421
Total FUND 3242 - MAINTENANCE			<u>1,000.00</u>	
<b>TOTAL</b>			<u><u>1,000.00</u></u>	

*Kent Peterson*

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**  
Auditor's Date: 9/18/19 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3426 - CV SANITARY - O&amp;M</b>				
09/18/2019	STATE COMPENSATION IN...	Workers Comp premium	554.92	5953
09/18/2019	LINCOLN FINANCIAL GROUP	LTD Insurance CCSVD-BL-1564438	120.12	5954
09/18/2019	APB GENERAL ENGINEERI...	Emergency sewer repair on 7/19 V-00...	1,934.40	5955
09/18/2019	C&H SUGAR CO.	Share of JTP op costs August 2019	52,088.00	5956
09/18/2019	CUNHA ENGINEERING	Survey and Plans Pomona Project C-...	3,600.00	5957
09/18/2019	EBMUD	Water	197.47	5958
09/18/2019	L.R. PAULSELL CONSULTI...	CSO Cleaning and engineering for At...	8,555.00	5959
09/18/2019	USBank	Misc office and gas for truck	272.78	5960
Total FUND 3426 - CV SANITARY - O&M			67,322.69	
<b>TOTAL</b>			<b>67,322.69</b>	

*Kent Peterson*

CROCKETT COMMUNITY SERVICES DISTRICT  
Crockett Community Services District

Auditor's Date: 9/18/19 Fund: 342500 Account: 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
09/18/2019	L.R. PAULSELL CONSULTING	Sewer cleaning high pressure - PCSD 19-9	460.00	1141
09/18/2019	Valley Operators, LLC	Monthly ops treatment plant Invoice 1105	4,000.00	1142
09/18/2019	U.S. BANK	Phone alarm	37.76	1143
Total FUND 3425 - PC SANITARY - O&M			4,497.76	
TOTAL			<u>4,497.76</u>	

*Kent Peterson*

# CROCKETT POLICE LIAISON COMMITTEE

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)

## MINUTES OF REGULAR MEETING, JULY 1, 2019

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Angell. Present were Committee members Currington, Melero, Valentini and Wais.
2. AGENDA ORDER: No requests for items out of order.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: The Sugartown Festival is on July 21.
- 4.a. REPORT FROM DEPUTY NICKLESS: Deputy Spangler reported an RV was found by the Dead Fish and it was towed away. Another RV was found and they chose to leave it. RV's were found by Vista Point. Code Enforcement and Deputy Spangler went down the hill to Conoco Philips property checking on violations. Cal Trans posted signs for no parking between the hours of 6:00 pm – 6:00 am at Vista Point. Deputies are focusing on Vista Point. PG&E had items stolen down by Nantucket. Deputy Spangler found a male hanging out on the property of Nantucket and she sent him on his way. A question was asked on smoking pot in front of public places. Deputy replied an officer has to witness it and you cannot smoke weed in public.
- 4.b. REPORT FROM CHP ON TRAFFIC ISSUES: Officer Joyner reported towing cars now require the officer to take a picture of the tire. A possible sideshow was starting by Hilltop and officers stopped it before it got started.
- 4.c. NEIGHBORHOOD WATCH: No report.
5. AD HOC ILLEGAL SIDESHOW COMMITTEE REPORT: No report.
6. REPORTS FROM COMMITTEE MEMBERS:
7. CONSENT CALENDAR: The consent items were approved unanimously (mw/jv):
  - a. Approve Minutes of May 7, 2019
  - b. Approve Financial Report.
8. FUTURE AGENDA ITEMS:
  - Safe refuge bulb outs at Merchant and Pomona.
  - Consider zoning issues.
  - Consider survey to identify community priorities.
9. ADJOURNMENT: The meeting was adjourned at 7:18 PM until September 9, 2019.

Respectfully submitted,  
Sylvia Melero

**S.c.**

# PORT COSTA SANITARY COMMISSION

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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)

## MINUTES OF REGULAR MEETING, August 14, 2019

1. CALL TO ORDER: The meeting was called to order at 7:01 PM by Chairperson Surges. Present were Commissioners Scheer, and Cusack, along with Dept. Manager Barnhill. Mr. Mann and Mr. Beauchemin were absent excused. Mr. Barassi was in attendance as a member of the public.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None.
4. PUBLIC HEARING: None.
5. REPORT OF DISTRICT COUNSEL: None.
- 6.a. DISTRICT BOARD ACTIONS: None.
- 6.b. SELF-MONITORING REPORT: The Commission received the cover letters for May and June 2019 electronic Self-Monitoring Reports (eSMR). The reports were certified and submitted through the California Integrated Water Quality System (CIWQS). No violations occurred in May or June.
- 6.c. STATUS REPORT ON ENFORCEMENT ACTIONS: Mr. Barnhill reported that enforcement action is currently suspended so staff can maintain focus on Collection System, Wastewater Treatment Plant, and Septic Tank issues. He said the enforcement actions are not critical in relation to the sewer system system issues. Mr. Barassi said 2 Railroad Ave lateral extends South into East Bay Regional Park land, he said there is an easement and he considers the sewer line in that easement to be public and not the responsibility of 2 Railroad Ave. Mr. Barassi said that the District Standard Specifications do not mesh well with the existing sewer collection system in Port Costa. He said standard specifications, more specific to Port Costa should be considered to be drafted. Mr. Surges suggested that the Commission review the District Standard Specifications and discuss them at the next meeting. Mr. Barnhill said the Standard Specifications can be found on Crockett Community Services website and he will add the discussion to the next agenda.
- 7.a. FINANCIAL REPORT: The Commission received the monthly Summary Worksheet. No questions were raised.
- 7.b. INTERDEPARTMENT LOAN: Mr. Barnhill reported that the fourth annual invoice from Crockett Sanitary Department inter-department loan is \$47,787.26. There was a consensus of the Commission to approve payment.
- 7.c. CCTV BUDGETED FOR FY 19/20: Mr. Barnhill reported that \$10,000 has been budgeted to for CCTV inspection of the Port Costa sewer collection system. He requested authorization to perform the CCTV inspection. The Commission authorized capital project spending to obtain bid to perform CCTV inspection was unanimous (as/tc):

8. WASTEWATER: Mr. Barnhill said Mr. Mann installed the door louver on the wastewater treatment plant (WWTP) pump room door. He said solar fabric was installed above the contact basin to provide shade in order to slow algae growth.

9a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported that no Sanitary Sewer Overflows (SSO's) occurred in June or July.

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

9.c. STAFF ANNOUNCEMENTS: None.

10.a. BUDGET & FINANCE COMMITTEE REPORT: None

10.b. INTER-AGENCY MEETINGS: None.

11. CONSENT CALENDAR: The consent item was approved unanimously (ts/as):

a. Approve Minutes of June 12, 2019.

b. Receive Status Report for August.

12. FUTURE AGENDA ITEMS:

Engineering proposal to inspect and assess septic tank.

Receive proposal to pump septic tank and repair baffles.

13. COMMISSIONER COMMENTS: None

14. ADJOURNMENT: The meeting was adjourned at 7:24 PM until September 11, 2019.

Respectfully submitted,



James Barnhill  
August 28, 2019



**FEDERAL D. GLOVER** SUPERVISOR, DISTRICT V  
CONTRA COSTA COUNTY, BOARD OF SUPERVISORS

August 30, 2019

Antioch (North)  
Hercules  
Martinez  
Pinole (North)  
Pittsburg  
Alhambra Valley  
Bay Point  
Briones  
Clyde  
Crockett  
Mt. View  
Pacheco  
Port Costa  
Reliez Valley  
Rodeo  
Tormey  
Vine Hill

Executive Secretary Jennifer Lucchesi  
California State Lands Commission  
100 Howe Avenue, Suite 100-South  
Sacramento, CA 95825

**Subject: 501 Port Street, Crockett**

Dear Ms. Lucchesi,

I am writing to follow up on our conference call of July 22, in which my staff and I asked for you and your staff to provide:

- Formal written response to Contra Costa County's request of May 7, 2019 in the form of a letter approved by the entire Board of Supervisors, to repair and re-tenant 501 Port Street, Crockett,
- Introductions to and facilitation of a meeting with your contacts at Union Pacific to start addressing the issues around rail crossing to the state's property at 501 Port and adjacent structures;
- Dates for your staff to hold a town hall meeting in Crockett to engage the community in discussions about the SLC-managed land and buildings;
- Better security at the former Nantucket to prevent the ongoing code enforcement and crime in the area.

We have not received the written response nor seen the other items come through. As the SLC staff is aware, the main structure at this site was in use as a restaurant for more than 50 years. With the recent cessation of business there, the restaurant is boarded up and a new source of blight. Its current status also eliminates safe, legal public access to the bay for miles in either direction. I look forward to hearing about progress on this situation through the Department of Conservation and Development.

Sincerely,

Federal D. Glover  
Supervisor, District 5

Ph: 925-608-4200  
510-942-4200

Fx: 925-608-4209  
510-942-4210

cc: Dale McDonald, General Manager, Crockett Community Services  
District  
John Kopchik, Director, Department of Conservation and Development  
190 East 4th Street Pittsburg, CA 94565

**CALIFORNIA STATE  
LANDS COMMISSION****EXECUTIVE OFFICE**  
100 Howe Avenue, Suite 100-South  
Sacramento, CA 95825-8202**JENNIFER LUCCHESI, Executive Officer**  
(916) 574-1800 Fax (916) 574-1810  
California Relay Service TDD Phone 1-800-735-2929  
Voice Phone 1-800-735-2922

September 12, 2019

File Ref: PRC 2546.1

Honorable John Gioia  
Supervisor, District 1  
Contra Costa County Board of Supervisors  
651 Pine Street, Room 106  
Martinez, CA 94553

Dear Supervisor Gioia:

Thank you for your letter, dated May 7, 2019, expressing the County's collective support for the Crockett waterfront. I am also thankful for the conference call we had with Supervisor Federal D. Glover, John Kopchik, and Amalia Cunningham on July 22, 2019. We share the County's concern for the current condition of the property at 501 Port Street, Crockett and its future.

As you are aware, the community benefited from the Commission's prior Lessee, Crockett Marine Service, Inc. (CMS), operations for many years. However, since the 1990's, the Commission had to work with a struggling CMS to keep the Nantucket Restaurant and adjacent marina viable. CMS continued to struggle and in 2011, the Commission found CMS to be in trespass and authorized staff and the Office of the Attorney General to take all action necessary to collect back rent and restore the lease premises. In an ongoing effort to keep the Restaurant and Marina an asset to the community and the State, the Commission entered into mediation and subsequently agreed to a Release and Settlement Agreement (2013), which was followed by a new Lease with CMS in 2014. The years that followed saw minor improvements followed by significant breaches of the Release and Settlement Agreement and new Lease. Ultimately, CMS was unable to fulfill their obligations to maintain the improvements which has led to the current condition of the site. The Commission terminated the Lease at its December 3, 2018 meeting.

In June 2017, independent of the Lease with CMS, the Commission partnered with CalRecycle to clean up the parking lot area landward of the railroad right-of-way. This project was very successful. Leading up to the parking lot clean up, and through today, the County Code Enforcement Officers and Sheriff's Deputies have been key partners in keeping the site as clean and safe as it is. With that said, a lot of clean-up is still needed.

**S.e.**

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We understand the Crockett community wants to see a restaurant on the waterfront. We have spoken to quite a few interested parties and have stressed that interested parties should act quickly. Only one application has been received from Rod Dixon and Destinee Dixon (Applicant). Staff sent an incomplete letter to the Applicant on March 18, 2019. It is staff's understanding that the Applicant is working to complete their application.

As you know, an important part of the Applicant completing their application is obtaining a right to access the facilities on state-owned land from Union Pacific Railroad due to the railroad crossing at this location. Staff understands this to be an expensive and time-consuming process. The railroad and Public Utilities Commission have specific standards which must be met to open and maintain a railroad crossing. The Commission does not have the staff or fiscal resources to pursue or maintain a public railroad crossing itself.

As we discussed with County staff and Supervisor Glover on July 22<sup>nd</sup>, the Commission's leasing jurisdiction only extends to the railroad's right-of-way. It is the railroad that leased not only the crossing, but also the land under a significant portion of the restaurant structures and boat repair building. Any plan to demolish or reuse the structures would necessarily involve Union Pacific Railroad.

Staff has a responsibility to pursue all options to address the existing facilities in the best interests of the State. One such option is to demolish the existing structures and return the site to a natural state, thereby reducing risk and liability to the citizens of the State. This is an expensive proposal, for which funds are not currently available. Staff has and continues to seek partnerships and funding mechanisms to remove all hazards and sources of blight. Should the partnerships and funding come together staff would present a proposal to restore the site to the Commission for its consideration at a properly noticed public meeting. While we have received authorization to conduct removal activities in the water at this site, staff is not authorized to pursue such removal of the restaurant and other structures on the upland without specific authorization from the Commission.

As staff, we commit to processing all applications submitted and working with those applicants in good faith. We also commit to continue to seek partnerships and funding to improve the conditions at the site. We deeply appreciate the County's ongoing support. In the near-term, Commission staff plans to continue working with the Applicant, seek partnerships and funding, and develop a plan for the removal of the sunken vessels within the Marina.

Please continue to refer potential applicants to Nicholas Lavoie and if you have any questions about applications received or our process, you can also contact the

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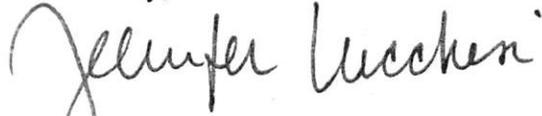
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Supervisor John Gioia  
September 12, 2019  
Page 3

Commission's Central California Public Land Manager Nicholas Lavoie, at (916) 574-0452. Please also feel free to contact me with any questions or concerns.

Sincerely,



JENNIFER LUCCHESI  
Executive Officer

cc: Supervisor Federal D. Glover, District 5  
John Kopchik, Director, Department of Conservation and Development  
Larry Goldzband, Executive Director, BCDC  
Dale McDonald, General Manager, Crockett Community Services District  
Amalia Cunningham, AICP, Economic Development Manager, Department of  
Conservation and Development  
Brian Bugsch, State Lands Commission  
Nicholas Lavoie, State Lands Commission

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# CROCKETT COMMUNITY SERVICES DISTRICT

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P.O. Box 578 - Crockett, CA 94525  
850 Pomona Street  
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: Personnel Committee / Board of Directors  
FROM: General Manager   
SUBJECT: Health Benefit Program  
DATE: September 17, 2019

The Crockett Community Services District used to offer health benefits through CalPERS but elected to terminate participation in the Public Employees' Medical and Hospital Care Act in 2009. In July 2017, the Personnel Committee began discussions on offering health benefits to its employees. When reviewing previous benefits studies and in conversations with other similar agencies in Contra Costa staff was unable to find any agency that did not offer health insurance benefits of some sort to its employees.

Various benefit programs including re-enrollment in CalPERS Health, enrollment in Special District Risk Management Authority's (SDRMA) Medical Benefits Program, pursuing group medical insurance in the individual insurance market through Alliant and Cal Choice, and researching Qualified Small Employer Health Reimbursement Arrangement (QSEHRA) were looked at.

## SDRMA Medical Benefits Program

Special District Risk Management Authority's (SDRMA) Health Benefits Program came out as the top choice for our District. SDRMA has been providing public agencies risk management solutions and coverage protection for over 30 years. Their *2020 Health Benefits Program Overview and Medical Benefits Summary* is included with this memo for review. SDRMA also offers Ancillary Coverages including dental, vision, life, long term disability and an employee assistance program however they are not included in the proposed health benefits package being considered.

### PROS

- Small group pool, historically low rate increases
- Lower monthly premiums compared to CalPERS
- SDRMA Administration and account management
- Ancillary coverages available (*if desired later*)
- Can offer coverage to retirees but not required

### CONS

- Must have two active employees to enroll
- Must have 75% eligible employees enroll (*initially*)
- Limited plan choices; 2 plans + 1 Kaiser
- Subject to underwriting approval

After approval by the underwriter, to join, the District Board will need to approve a Resolution and MOU. The District may join the program at any time; however, SDRMA must receive the MOU and Resolution 45 days before the requested effective date. It will take approximately 45 days to process enrollment forms, issue benefit packets and insurance cards from the time that the enrollment forms are received.

It is in the Resolution that the District will state the rules for eligibility and define that health benefits are only offered to full-time employees. Part-time employees not eligible for health benefits through the District would still be able to obtain health insurance through Covered California individually and can still apply for subsidies based on their income.

For the purposes of the medical benefits program, an "active" full time employee is an employee who works a minimum of 34 hours per week. Coverage would be available as long as the group maintains at

minimum 2 eligible employees, which means the District must have at least 2 full time employees (whether or not enrolled) in order to continue offering the SDRMA Health Benefits program.

**Funding**

Funding for a Health Benefits Program was included in the FY 19/20 budget. Changes were made to the Property Tax allocation formulas which helped provide funding for all full-time employees regardless of which department they work for. Property tax revenue has been increasing year-over-year between 5% and 9% annually and looks to be a steady source of revenue, growing faster than health benefit premiums over the same period. A total of \$18,480 has been allocated for health benefits for the six months between January 1, 2020 and June 30, 2020.

**STAFF RECOMMENDATION:**

Staff supports enrolling in the SDRMA Medical Benefits Program and recommends setting the employee and District rates based on a percentage of the Kaiser HMO premium.

As part of the review staff was asked to consider the following:

- Find Funding – *identified increasing funding source and allocated funds in budget.*
- Employee Costs - *keep employee share near or below their current contributions.*
- Succession Planning – *develop health program that is comparable to nearby Districts.*
- Cash-in-lieu of Medical Benefits – *low priority, optional exclusion pay not pursued.*

Based on above staff recommends offering Blue Shield PPO (Gold and Silver) and Kaiser HMO 20 plans. Rates are based on employee paying 90% of the premium for Kaiser Self, 80% on Self plus One, and 70% on Self plus family with PPO plans adjusted accordingly for parity of benefits received.

<b>Crockett Community Services District Proposed Medical Benefits Rates 2020</b>		
	<b>Monthly</b>	
	<b>District Share</b>	<b>Employee Share</b>
Blue Shield Gold PPO Self Only	\$736.24	\$156.26
Blue Shield Gold PPO Self plus One	\$1,292.54	\$490.42
Blue Shield Gold PPO Self and Family	\$1,466.56	\$852.92
Blue Shield Silver PPO Self Only	\$639.54	\$0.00
Blue Shield Silver PPO Self plus One	\$1,282.14	\$0.00
Blue Shield Silver PPO Self and Family	\$1,466.56	\$198.08
Kaiser HMO 20 Self Only	\$736.24	\$81.80
Kaiser HMO 20 Self plus One	\$1,292.54	\$323.14
Kaiser HMO 20 Self plus Family	\$1,466.56	\$628.52

**ACTION:**

The Personnel Committee should discuss and formulate opinions and recommendations to the Board including defining the employer contribution amount percentages (90/80/70 or other).

The District Board should consider the recommendations from the Personnel Committee and direct staff accordingly, including but not limited drafting of Resolution and Memorandum-of-Understanding with details of Health Benefits Program.

\*\*\*\*\*



## SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

**S**pecial District Risk Management Authority is a public agency formed under California Government Code Section 6500 et seq. to provide a full-service risk management program for California's local governments including property, liability and workers' compensation coverages. In addition, we offer a Health Benefits Program in conjunction with the California State Association of Counties Excess Insurance Authority (CSAC-EIA Health).

The Health Benefits Program consists of Medical Benefits and Ancillary Coverages. Medical Benefits include health plans by Blue Shield, Anthem-Blue Cross and Kaiser. Blue Shield and Anthem-Blue Cross plans have prescription drug programs provided by Express Scripts. Ancillary Coverages include Delta Dental, VSP Vision, VOYA FINANCIAL Life and Long Term Disability and MHN Employee Assistance Program. Public agencies can select which programs they would like to join subject to underwriting approval.

We realize selecting a health plan for your agency and your employees is just one of the key decisions you are faced with on an ongoing basis. This important decision involves not only the cost of various providers and plans, but also access to doctors and hospitals, prescription drug services, and other additional programs and services. The combination of health plans and providers that is right for your agency depends on a variety of factors, such as your preference for a Health Maintenance Organization (HMO) or Preferred Provider Organization (PPO); your premium and out-of-pocket costs; and the need for access to specific doctors and hospitals.

We understand that comparing health plan benefits, features and costs can be complicated. This brochure provides information that will help simplify your decision making process. Our enrollment process is easy and only requires a few simple steps.

For more information, please contact us at **800.537.7790**. We are ready to serve you!

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### IMPORTANT TERMS TO KNOW

You may see and hear some unfamiliar terms as you begin to use your health plan. It's important that you understand these terms so you can get the most out of your coverage.

**Premium** • This is the amount you pay every month to SDRMA to maintain your health insurance coverage.

**Copay** • This is a fixed amount you pay for certain covered services, like doctor's visits.

**Calendar Year Deductible** • This is the fixed amount some plans require you to pay before the plan begins to pay its share for covered benefits.

**Coinsurance** • Once you have paid your full deductible this is the percentage owed by you to pay for accessed services. This can fluctuate based on the cost the provider is charging and/or what has been agreed to between the Medical carrier and the Provider. Coinsurance is unlike Copay which is always a flat dollar amount.

**Maximum Medical Out of Pocket** • This is the maximum you'll pay per year for medical services before your health plan begins to pay for 100% of services, protecting you and your family from catastrophic medical expenses. Most of your copayments, deductibles and coinsurance payments will be counted toward this limit.



# Medical Benefits Summary

PLAN SUMMARY – BLUE SHIELD \*See page 27, note 14 for Plan Selections and Combination Guidelines

DEDUCTIBLES/CO-INSURANCE	Gold PPO		Platinum PPO	
	Participating Providers (You Pay)	Non-Participating Providers (You Pay)	Participating Providers (You Pay)	Non-Participating Providers (You Pay)
Calendar Year Deductible(s) (Individual/Family)	\$500 / \$1,000		\$300 / \$600	
Maximum Medical Out of Pocket (Individual/Family)	\$2,000 / \$4,000		\$1,300 / \$3,600	
Medicare Medical Maximum Out of Pocket	\$1,500 / \$3,000		\$1,000 / \$3,000	
Services/Coverages	Participating Providers (You Pay)	Non-Participating Providers (You Pay)	Participating Providers (You Pay)	Non-Participating Providers (You Pay)
Inpatient Hospital Room, Board & Support Services (prior authorization required)	20%	50% up to \$600 per day	10%	50% up to \$600 per day
Ambulatory Surgery Center	Deductible Waived; 10% Coinsurance	50% up to \$350 per day	Deductible Waived; No Charge	50% up to \$350 per day
Emergency Room				
Visit Results in Admission as Inpatient		20%		10%
Visit Does Not Result in Admission		20%, \$100 co-pay		10%, \$100 co-pay
Physician Benefits (office visits)	\$20 co-pay	50%	\$20 co-pay	50%
Preventative Care	No Charge	Not Covered	No Charge	Not Covered
Rehabilitation Service (in an office location)	20%	50% up to \$350 per day	10%	50% up to \$350 per day
Acupuncture (26 visits per calendar year/combined with Chiropractic)		20%		10%
Durable Medical Equipment	20%	Not Covered	10%	Not Covered
Hospice	20%	Not Covered without prior authorization	10%	Not Covered without prior authorization
Ambulance		20%		10%
Home Health Care 100 visits/year (prior authorization required)	20%	Not Covered without prior authorization	10%	Not Covered without prior authorization
Chiropractic Services (26 visits per calendar year/combined with Acupuncture)	20% up to \$50 per visit	50% up to \$25 per visit	10% up to \$50 per visit	50% up to \$25 per visit
Prescription Drugs <i>Active/Early Retiree Plans Only</i>	Express Scripts*		Express Scripts*	
Prescription Maximum Out of Pocket	\$4,600 / \$9,200		\$5,300 / \$9,600	
(At Participating Pharmacies only)	Generic / Brand / Non-Formulary / Specialty		Generic / Brand / Non-Formulary / Specialty	
Retail - 30 day supply	\$5 / \$30 / \$45 / 30% (max co-pay \$150)		\$5 / \$30 / \$45 / 30% (max co-pay \$150)	
Mail Order - 90 day supply	\$10 / \$75 / \$112.50 / 30% (max co-pay \$300)		\$10 / \$75 / \$112.50 / 30% (max co-pay \$300)	
Brand / Non-Formulary / Specialty Deductible (Individual / Family)	None		None	

THIS SUMMARY IS INTENDED TO COMPARE COVERAGE BENEFITS ONLY. THE ACTUAL PLAN CONTRACT SHOULD BE CONSULTED FOR A DETAILED DESCRIPTION OF COVERAGE BENEFITS AND LIMITATIONS.

NON-PARTICIPATING PROVIDER MEMBER COST MAY NOT APPLY TO MAXIMUM OUT OF POCKET COSTS.

\*See Rx benefits for Medicare on page 13 under the "EGWP" pharmacy co-pay structure.



**MEDICAL BENEFIT RATES FOR 2020 – GUARANTEED UNTIL JANUARY 1, 2021**

**AREA I - Northern CA:  
Bay Area**

Alameda, Amador, Contra Costa,  
Marin, Napa, Nevada,  
San Francisco, San Joaquin,  
San Mateo, Santa Clara,  
Santa Cruz, Solano, Sonoma,  
Sutter, Yolo, Yuba

PLAN	Employee	Employee + 1	Employee + 2 or More
Gold PPO	\$892.50	\$1,782.96	\$2,319.48
Platinum PPO	\$975.12	\$1,949.22	\$2,535.72
Silver PPO	\$639.54	\$1,282.14	\$1,664.64
EPO	\$1,072.02	\$2,144.04	\$2,786.64
HDHP 10%	\$732.36	\$1,464.72	\$1,903.32
HDHP 20%	\$631.38	\$1,261.74	\$1,640.16
Access+ HMO 15	\$994.50	\$1,989.00	\$2,586.72
Access+ HMO 20	\$924.12	\$1,849.26	\$2,403.12
Kaiser HMO 15	\$848.64	\$1,676.88	\$2,173.62
Kaiser HMO 20	\$818.04	\$1,615.68	\$2,095.08

**AREA II - Northern CA:  
Other Counties**

Alpine, Butte, Calaveras, Colusa,  
Del Norte, Glenn, Humboldt,  
Lake, Lassen, Mariposa,  
Mendocino, Merced, Modoc,  
Mono, Monterey, Plumas,  
San Benito, Shasta, Sierra,  
Siskiyou, Stanislaus, Tehama,  
Trinity, Tuolumne

PLAN	Employee	Employee + 1	Employee + 2 or More
Gold PPO	\$867.00	\$1,736.04	\$2,254.20
Platinum PPO	\$929.22	\$1,857.42	\$2,414.34
Silver PPO	\$622.20	\$1,244.40	\$1,616.70
EPO	\$1,037.34	\$2,077.74	\$2,703.00
HDHP 10%	\$722.16	\$1,448.40	\$1,881.90
HDHP 20%	\$596.70	\$1,191.36	\$1,551.42
Access+ HMO 15	\$1,004.70	\$2,007.36	\$2,610.18
Access+ HMO 20	\$935.34	\$1,870.68	\$2,428.62
Kaiser HMO 15	\$848.64	\$1,676.88	\$2,173.62
Kaiser HMO 20	\$818.04	\$1,615.68	\$2,095.08

**AREA III - Southern CA:  
Los Angeles Area**

Los Angeles, San Bernardino,  
Ventura

PLAN	Employee	Employee + 1	Employee + 2 or More
Gold PPO	\$737.46	\$1,469.82	\$1,911.48
Platinum PPO	\$805.80	\$1,608.54	\$2,089.98
Silver PPO	\$532.44	\$1,056.72	\$1,372.92
EPO	\$861.90	\$1,718.70	\$2,232.78
HDHP 10%	\$645.66	\$1,292.34	\$1,678.92
HDHP 20%	\$533.46	\$1,064.88	\$1,384.14
Access+ HMO 15	\$774.18	\$1,548.36	\$2,010.42
Access+ HMO 20	\$722.16	\$1,439.22	\$1,870.68
Kaiser HMO 15	\$701.76	\$1,384.14	\$1,794.18
Kaiser HMO 20	\$672.18	\$1,326.00	\$1,717.68

Rates shown are for active and retired employees, and public officials.

**PLAN SUMMARY – BLUE SHIELD** \*See page 27, note 14 for Plan Selections and Combination Guidelines

Silver PPO		EPO	HDHP 10% and (20%)	
Participating Providers (You Pay)	Non-Participating Providers (You Pay)	Participating Providers (You Pay)	Participating Providers (You Pay)	Non-Participating Providers (You Pay)
\$2,000 / \$4,000		\$300 / \$600	\$1,400 / \$2,800 (\$3,000 / \$6,000)	
\$5,000 / \$10,000		\$1,300 / \$2,600	\$5,000 / \$10,000 (\$5,950 / \$11,900)	
\$3,000 / \$6,000		\$1,000 / \$2,000	Non-Applicable	
20%	50% up to \$600 per day	No Charge	10% (20%)	50% up to \$600 per day
Deductible Waived; 10% Coinsurance	50% up to \$350 per day	Deductible Waived; No Charge	(10%) No Charge	50% up to \$350 per day
20%		No Charge	10% (20%)	
20%, \$100 co-pay		\$100 co-pay	10% (20%), \$100 co-pay	
\$30 co-pay	50%	\$30 co-pay	10% (20%)	50%
No Charge	Not Covered	No Charge	No Charge	Not Covered
20%	50% up to \$350 per day	\$30 co-pay	10% (20%)	50% up to \$350 per day
20%		\$30 co-pay	10% (20%) up \$30 per visit	
20%	Not Covered	20%	10% (20%)	Not Covered
20%	Not Covered without prior authorization	No Charge	10% (20%)	Not Covered without prior authorization
20%		\$50 Per Transport	10% (20%)	
20%	Not Covered without prior authorization	\$30 co-pay (100 visits/year)	10% (20%)	Not Covered without prior authorization
20% up to \$50 per visit	50% up to \$25 per visit	\$30 co-pay	10% (20%) up \$25 per visit	50% up \$25 per visit
Express Scripts*		Express Scripts*	Blue Shield	
\$1,600 / \$3,200		\$5,300 / \$10,600	Combined with Medical	
Generic / Brand / Non-Formulary / Specialty		Generic / Brand / Non-Formulary / Specialty	Generic / Brand / Specialty	Generic / Brand
\$10 / \$20 / \$45 / 30% (max co-pay \$150)		\$10 / \$20 / \$45 / 30% (max co-pay \$150)	\$7 / \$25 / Not Covered	\$7 / \$25
\$20 / \$40 / \$90 / 30% (max co-pay \$300)		\$15 / \$50 / \$112.50 / 30% (max co-pay \$150)	\$14 / \$60 / 30% (max co-pay \$150)	Not Covered
\$200 / \$500		\$200	Subject to Deductible	

THIS SUMMARY IS INTENDED TO COMPARE COVERAGE BENEFITS ONLY. THE ACTUAL PLAN CONTRACT SHOULD BE CONSULTED FOR A DETAILED DESCRIPTION OF COVERAGE BENEFITS AND LIMITATIONS.  
 NON-PARTICIPATING PROVIDER MEMBER COST MAY NOT APPLY TO MAXIMUM OUT OF POCKET COSTS.  
 \*See Rx benefits for Medicare on page 13 under the "EGWP" pharmacy co-pay structure.



**PLAN SUMMARY – BLUE SHIELD** \*See page 27, note 14 for Plan Selections and Combination Guidelines

DEDUCTIBLES/CO-INSURANCE	Access+ HMO 15	Access+ HMO 20
Calendar Year Deductible(s) (Individual/Family)	None	None
Maximum Medical Out of Pocket (Individual/Family)	\$1,500 / \$3,000	\$1,500 / \$3,000
Medicare Medical Maximum Out of Pocket	Non-Applicable	Non-Applicable
Services/Coverages	Participating Providers (You Pay)	Participating Providers (You Pay)
Inpatient Hospital Room, Board & Support Services (prior authorization required)	No Charge	\$250 / Admission
Non Emergency Outpatient Services: Ambulatory Surgery Center Hospital Facility Outpatient Treatment	No Charge \$100 / Surgery No Charge	\$50 / Surgery \$150 / Surgery No Charge
Emergency Room		
Visit Results in Admission as Inpatient	No Charge	No Charge
Visit Does Not Result in Admission	\$50 co-pay	\$100 co-pay
Preventative Care	No Charge	No Charge
Office Visits	\$15 co-pay	\$20 co-pay
		<small>Note: A woman may self-refer to an OB/GYN or family practice physician in her personal physician's medical group or IPA for OB/GYN services.</small>
Rehabilitation Service (in a office location)	\$15 co-pay	\$20 co-pay
Durable Medical Equipment	20%	20%
Hospice	No Charge	Routine Home Care and Inpatient Respite Care - No Charge 24 Hour Continuous Home Care and General Inpatient Care - \$150 / day
Ambulance	\$50 co-pay	\$100 co-pay
Home Health Care (prior authorization required)	\$15 co-pay (100 per year)	\$20 co-pay (100 per year)
Chiropractic Services (combined with Acupuncture)	\$10 co-pay (30 visits per year)	\$10 co-pay (30 visits per year)
Acupuncture (combined with Chiropractic)	\$10 co-pay (30 visits per year)	\$10 co-pay (30 visits per year)
Prescription Drugs <i>Active/Early Retiree Plans Only</i>	Express Scripts	Express Scripts
Prescription Maximum Out of Pocket (At Participating Pharmacies only)	\$5,100 / \$10,200	\$5,100 / \$10,200
Retail - 30 day supply	Generic / Brand / Non-Formulary / Specialty \$5 / \$10 / \$25 / 20% (max co-pay \$100)	Generic / Brand / Non-Formulary / Specialty \$10 / \$25 / Not Covered / 20% (max co-pay \$100)
Mail Order - 90 day supply	\$10 / \$20 / \$50 / 20% (max co-pay \$100)	\$20 / \$50 / Not Covered / 20% (max co-pay \$100)
Brand Deductible (Individual / Family)	None	None

THIS SUMMARY IS INTENDED TO COMPARE COVERAGE BENEFITS ONLY. THE ACTUAL PLAN CONTRACT SHOULD BE CONSULTED FOR A DETAILED DESCRIPTION OF COVERAGE BENEFITS AND LIMITATIONS. NON-PARTICIPATING PROVIDER MEMBER COST MAY NOT APPLY TO MAXIMUM OUT OF POCKET COSTS.

**PLAN SUMMARY – KAISER** \*See page 27, note 14 for Plan Selections and Combination Guidelines

<b>DEDUCTIBLES/CO-INSURANCE/MAXIMUM</b>	<b>HMO 15</b>	<b>HMO 20</b>
Calendar Year Deductible(s) (Individual/Family)	None	None
Maximum Medical Out of Pocket (Individual/Family)	\$1,500 / \$3,000	\$1,500 / \$3,000
Medicare Medical Maximum Out of Pocket	Non-Applicable	Non-Applicable
<b>Services/Coverages</b>	<b>Participating Providers (You Pay)</b>	<b>Participating Providers (You Pay)</b>
Inpatient Hospital Room, Board & Support Services (prior authorization required)	No Charge	\$250 / Admission
Non Emergency Outpatient Services: Ambulatory Surgery Center Hospital Facility Outpatient Treatment	\$15 / Surgery No Charge \$15 / Surgery	\$20 / Surgery No Charge \$20 / Surgery
Emergency Room		
Visit Results in Admission as Inpatient	See Inpatient hospital	See Inpatient hospital
Visit Does Not Result in Admission	\$50 co-pay	\$100 co-pay
Preventative Care	No Charge	No Charge
Office Visits	\$15 co-pay	\$20 co-pay
Rehabilitation Service (Outpatient)	\$15 co-pay	\$20 co-pay
Durable Medical Equipment	No Charge	20%
Hospice	No Charge	No Charge
Ambulance	No Charge	\$50 co-pay
Home Health Care (prior authorization, up to 100 visits)	No Charge	No Charge
Chiropractic Services (combined with Acupuncture)	\$10/ up to 30 visits	\$10/ up to 30 visits
Acupuncture (combined with Chiropractic)	\$10/ up to 30 visits	\$10/ up to 30 visits
<b>Prescription Drugs Active/Early Retiree Plans Only</b>	<b>Kaiser</b>	<b>Kaiser</b>
(At Participating Pharmacies only)	Generic / Brand / Specialty	Generic / Brand / Specialty
Retail - 30 day supply	\$5 / \$20 / \$20	\$10 / \$25 / 20% (max co-pay \$150)
Mail Order - 100 day supply	\$10 / \$40	\$20 / \$50
Brand Deductible (Individual / Family)	None	None

THIS SUMMARY IS INTENDED TO COMPARE COVERAGE BENEFITS ONLY. THE ACTUAL PLAN CONTRACT SHOULD BE CONSULTED FOR A DETAILED DESCRIPTION OF COVERAGE BENEFITS AND LIMITATIONS. NON-PARTICIPATING PROVIDER MEMBER COST MAY NOT APPLY TO MAXIMUM OUT OF POCKET COSTS.

Kaiser HMO Member Services 800-464-4000



**PLAN SUMMARY – KAISER – MEDICARE**

<b>DEDUCTIBLES/CO-INSURANCE/MAXIMUM</b>	<b>Kaiser Permanente Senior Advantage (KPSA) HMO with Part D</b>
Calendar Year Deductible(s) (Individual/Family)	None
Maximum Medical Out of Pocket (Individual/Family)	\$1,500 / \$3,000
Medicare Medical Maximum Out of Pocket	Non-Applicable
<b>Services/Coverages</b>	<b>Participating Providers (You Pay)</b>
Inpatient Hospital Room, Board & Support Services (prior authorization required)	No Charge
Non Emergency Outpatient Services: Ambulatory Surgery Center Hospital Facility Outpatient Treatment	\$10 / Surgery See Outpatient specific service co-pay \$10 / Surgery
Emergency Room	
Visit Results in Admission as Inpatient	See Inpatient hospital
Visit Does Not Result in Admission	\$50 co-pay
Preventative Care	No Charge
Office Visits	\$10 co-pay
Rehabilitation Service (Outpatient)	\$10 co-pay
Durable Medical Equipment	No Charge
Ambulance	No Charge
Home Health Care (prior authorization required)	No Charge
Chiropractic Services (combined with Acupuncture)	\$10 / up to 30 visits
Acupuncture (combined with Chiropractic)	\$10 / up to 30 visits
<b>Prescription Drugs</b>	<b>Kaiser</b>
(At Participating Pharmacies only)	Generic / Brand
30 day supply	\$5 / \$20
31 – 60 day supply	\$10 / \$40
61 - 100 day supply	\$15 / \$60
(Mail Order Refills only)	Generic / Brand
30 day supply	\$5 / \$20
31 – 100 day supply	\$10 / \$40

THIS SUMMARY IS INTENDED TO COMPARE COVERAGE BENEFITS ONLY. THE ACTUAL PLAN CONTRACT SHOULD BE CONSULTED FOR A DETAILED DESCRIPTION OF COVERAGE BENEFITS AND LIMITATIONS. NON-PARTICIPATING PROVIDER MEMBER COST MAY NOT APPLY TO MAXIMUM OUT OF POCKET COSTS.

Kaiser HMO Member Services 800-464-4000

## CARRUM HEALTH (CARRUM) – SURGERY BENEFIT PROGRAM

Carrum Health is a special surgery benefit that provides exclusive access to “Centers of Excellence.” These hospitals and doctors provide for an improved patient experience and top-quality, more affordable care. The Carrum Health Surgery Benefit is provided at no additional cost and is an option outside of your surgery benefit provided by your medical carrier. Please note HMO plans are not eligible to participate in the Carrum Surgery Benefit.

### EMPLOYEE SERVICES

**Personalized “Care Concierge” support** – Helps guide patient through the process

**Recovery** – Personalized support through total care coordination

**Access to top-Quality Surgeons** – perform hundreds of surgeries

**All medical expenses** – covered for the patient\*\*

**Travel Expenses** – covered for patient and companion\*

**Voluntary participation** – Employee Initiates the service by phone or online

\*IRS Rules a portion of the covered travel will be reported as taxable income to employee.

\*\*IRS regulations on HSA plans the deductible applies but coinsurance is waived.

Eligible procedures include:

- Hip Replacement
- Knee replacement
- Cervical Spinal fusion
- Lumbar Spinal Fusion
- Coronary Bypass Surgery
- Bariatric (Weight Loss)
- Shoulder Repair
- Elbow Repair
- Wrist/Hand Repair
- Ankle/Foot Repair
- Pain Management

Additional procedures will become eligible on a regular basis.

### GOTZOOM-STUDENT LOAN REPAYMENT PROGRAM

#### What’s GotZoom?

- A company with a singular focus on DOE student loan repayment programs
- Seven-year performance record

#### Why We’re Better?

Large student debt reduction achieved with federal repayment or forgiveness programs:

- Provides employee immediate relief
- Costs employer significantly less

#### Employer Benefits

- Retention: equates to a 5% - 20% raise
- Recruitment: 83% of millennials prefer organizations with a student loan benefit
- Value: 3-year ROI 140%

#### Employee Benefit

- Average student debt reduction of 65%
- Upfront visibility of savings (free loan status analysis and benefit summary)

THIS SUMMARY IS INTENDED TO COMPARE COVERAGE BENEFITS ONLY. THE ACTUAL PLAN CONTRACT SHOULD BE CONSULTED FOR A DETAILED DESCRIPTION OF COVERAGE BENEFITS AND LIMITATIONS



## HEALTH BENEFITS PROGRAM ELIGIBILITY REQUIREMENTS

1. Entity must be a public agency formed under California law.
2. Entity must have a minimum of two full-time active employees to join. An active full-time employee is an employee who is eligible for enrollment in employee sponsored benefits paid for by the Entity. Part-time employees may be considered active employees only if they are currently part of the benefit eligible population and work a minimum of twenty hours weekly.
3. **Active Employees:**  
*Medical Benefits* - Entity must contribute a minimum of 75% of the cost for active employees.  
*Ancillary Coverages* - Entity must contribute a minimum of 75% of the cost for active employees.
4. **Dependents:**  
*Medical Benefits* - If the Entity offers coverage to dependents, it is recommended the Entity contribute a minimum of 50% of the cost for dependents.  
*Ancillary Coverages* - If the Entity offers coverage to dependents, it is recommended the Entity contribute a minimum of 50% of the cost for dependents.
5. **Retirees:**  
*Medical Benefits* - Entity may offer coverage to retirees.  
*Ancillary Coverages* - Entity may offer coverage to retirees. Retirees are only eligible for Dental and Vision.
6. **Public Officials:**  
Entity may offer coverage to public officials (board members, etc.) only if they are currently being covered and Entity's enabling act, plans and policies allow it. Entity is required to cover 75% of the cost for public officials when covering their medical benefits/ ancillary coverages. Participation for public officials is limited to their term of office.
7. Entity must have at least 75% of eligible employees (and public officials if they are offered coverage by the Entity) enrolled in order to participate. Public Officials, retirees and dependents may not be covered unless active employees are covered.
8. Premiums are based on a full month. There are no partial months or prorated premiums and member changes will be effective first of the month following the qualifying event. The waiting period for medical benefits/ancillary coverages is effective 1st of the following the date of hire of an employee.
9. The maximum dependent child age is 26. Disabled dependent children are not subject to the dependent age restrictions; however, a verification form will be required certifying the disability.
10. Each prospective new Entity must complete and submit the SDRMA Interest Forms including a large claimant disclosure form (Medical Benefits only) detailing any knowledge of and information pertaining to large and/or ongoing claims. Each Entity is subject to underwriting review and may or may not be accepted for coverage. The underwriting process may take up to two weeks for completion.
11. Entity's governing body must approve a resolution authorizing participation in SDRMA's health benefits program and execute the Memorandum of Understanding (MOU).
12. Once an Entity is approved by underwriting they must submit the Resolution and MOU to SDRMA 45 days before the requested effective date of coverage.
13. *Medical Benefits* - Not all Plans will be offered and available to Entities joining the medical benefits program. The Access+ HMO 15, HMO 20 and Kaiser Plans are not available in all areas. Please check with SDRMA at the time you are submitting your request for underwriting approval to see if the HMO plans are available in your area. Entities selecting one of the medical benefits program HDHP High Deductible Plans (HSA Compatible) are responsible for adhering to IRS rules and regulations and maintenance of the HSA account. SDRMA does not provide this service but can provide contact information for a financial institution that currently offers this type of service.
14. **Plan Selections and Combination Guidelines:**  
*Medical Plan Selection*  
Subject to underwriting review and approval:
  - 2-100 enrolled lives: 2 plans + 1 Kaiser plan
  - 101-200 enrolled lives: 3 plans + 1 Kaiser plan*Medical Plan Combinations*
  - Only 1 HMO or HDHP plan may be offered to an employee group
  - Future plan changes are subject to review and approval by underwriting*Ancillary Coverages* - Entity will choose the particular dental and/or vision plan option to offer its employees. The employees are only allowed to enroll in that particular plan.  
*Ancillary Plan Selections*  
Subject to underwriting review and approval:
  - 2-50 enrolled lives: 1 Dental PPO plan and 1 \*Dental HMO plan may be offered to an employee group. 1 Vision plan may be offered to an employee group.
  - Future plan changes are subject to review and approval by underwriting

\* Dental HMO is not available in all areas. Please check with SDRMA at the time you are submitting your request for underwriting approval to see if the Dental HMO plan is available in your area

# CROCKETT COMMUNITY SERVICES DISTRICT

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P.O. Box 578 - Crockett, CA 94525  
850 Pomona Street  
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: Personnel Committee / Board of Directors  
FROM: General Manager   
SUBJECT: No Tip Policy  
DATE: September 17, 2019

On November 1, 2017 the Personnel Committee directed staff to research and develop a Tip / No-Tip Policy and bring it back to the committee for discussion. Staff has completed its research and concluded that it is in the best interest of the public to implement a No Tip Policy.

## The Law

Both the federal Fair Labor Standards Act ("FLSA") and California's Labor Code (specifically Codes 350 through 356) regulate tips and gratuities. When deciding workplace-related issues and conflicts, California's courts will always use the law most protective of the employee.

The FLSA permits employers to pay certain employees tipped wages, a lower federal minimum than regular minimum wage. A "*tipped employee*," as defined by the FLSA, is an employee "*engaged in an occupation in which he customarily and regularly receives more than \$30 a month in tips.*" FLSA law comes into play if an employer wishes to take a "*tip credit*" to offset the amount an employee is paid per hour. Tipped workers are primarily in the food-and-beverage industry, hospitality and tourism industry or in a service occupation, such as limousine and taxi drivers, sky caps and similar jobs. The FLSA refers to employees who "*customarily and regularly receive tips*" as being subject to the federal guidelines.

The only District employees who may fall under the FLSA guidelines are the Event Supervisors who, on occasion, receive tips from event rentals that may be considered "*customarily and regularly received*". The District has no interest to take a tip credit or implement tip policy due to the administrative burden required by FLSA.

## Public Sector Employees

It might be against federal, state or municipal government's ethics policies for salaried or hourly public sector employee to receive gratuities.

The Personnel Policy & Procedures Manual generally describes the employment relationship between the District and its employees. Conflict of Interest is covered under Section V.B. and states in part that employees should "*avoid situations that create an actual or potential conflict between the employee's personal interests and the interests of the District.*"

Government Code Section 8314 prohibits personal use of public property which is not authorized by law. "*Personal purpose*" means those activities the purpose of which is for personal enjoyment, private gain or advantage, or an outside endeavor not related to state business. An argument could be made that as employee's wages are already set and any gratuity money coming from the customer as a result of the use of the public property is an additional payment for that use which is not authorized and therefore prohibited.

In addition, our District's Conflict of Interest Code, which covers the designated positions of Directors, Commissioners, District Secretary, General Manager, Board Legal Counsel, Engineering Consultant, and Department Managers (but not our hourly employees), requires reporting of any gratuities received. The power to influence decisions concerning laws and business opportunities is what is prohibited not the actual giving of the gratuity. Gratuities or gifts should not be taken from people trying to exert influence.

#### STAFF OPINION

Because of the above arguments, staff recommends implementing a "No tips or gratuities allowed" policy to the list of Personnel Policies Workplace Conduct the District deems to be inappropriate.

#### ACTION:

The Personnel Committee should discuss, formulate opinions, and send recommendations to the Board.

The District Board should consider the recommendations from the Personnel Committee, determine whether to implement a No Tip Policy, and by motion direct staff accordingly.

\*\*\*\*\*

September 16, 2019

Re: Letter of Intent Regarding Property located at One Rolph Park Drive, Crockett CA

Dear Mr. Paul Elliott:

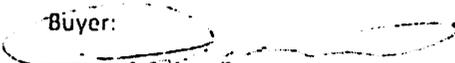
The Crockett Community Services District was formed in 2006 and provides high quality recreation services for area residents; delivers reliable sanitary sewer service for the towns of Crockett and Port Costa; protects and maintains public assets in good and useful condition; and responsibly addresses the evolving needs of its communities. Carriage Services, Inc. owns property (Wilson & Kratzer Mortuaries Hosselkus Chapel) located at One Rolph Park Drive in Crockett, California.

Carriage Services and Crockett CSD have discussed the potential sale of the Hosselkus Chapel property to the Crockett CSD, subject to Crockett CSD's due diligence review and the Parties coming to a mutually acceptable purchase and sale agreement within 45 days after the date this letter ("Letter of Intent") is executed (such interim period, the "Negotiation Period").

1. Seller. Carriage Services, Inc. 3040 Post Oak Blvd., Suite 300
2. Buyer. Crockett Community Services District, 850 Pomona Street, Crockett CA 94525
3. Property. The Property is located at One Rolph Park Drive, Crockett CA 94525 (APN 354-203-002-2).
4. Exclusive Negotiations. During the Negotiation Period, Seller agrees that it shall not entertain, solicit, discuss, negotiate or enter into any agreement with any other person or any other entity, including listing the Property with a listing agent or realtor, regarding the sale of the Property.
5. Upon acceptance by Seller of the Letter of Intent, Buyer and Seller shall act in good faith and use their best efforts to negotiate mutually acceptable terms and conditions for the sale and purchase of the Property, subject to approval by the Board of the Crockett CSD.
6. This Letter of Intent is not intended to be a legally enforceable agreement and no cause of action shall arise in respect of signing hereof.
7. If not executed by Seller, this Letter of Intent shall be automatically terminated as of September 24, 2019.
8. The Parties agree to keep the nature of their negotiations confidential.
9. Buyer and Seller acknowledge and agree that this Letter of Intent shall be superseded by the Purchase Agreement. If a Purchase Agreement is not executed within the Negotiation Period, this Letter of Intent shall expire, be of no further force and effect, and neither Buyer nor Seller shall have any further rights, obligations or duties hereunder.

Please sign the enclosed copy of this Letter of Intent and return it to us on or before [enter date] as confirmation of the status of our negotiations.

Buyer:

  
Crockett Community Services District  
P. O. Box 578  
Crockett, CA 94525

Seller:

  
Carriage Services, Inc.  
3040 Post Oak Blvd., Suite 300  
Houston, Texas 77056

PAUL ELLIOTT  
SVP & REGIONAL PARTNER

**RESOLUTION**

**NO. 19/20-10**

**A RESOLUTION RE-APPOINTING COMMISSIONERS**

**WHEREAS**, the District Board has by Resolution No. 07/08-05 created the Port Costa Sanitary Commission and made appointments thereto; and

**WHEREAS**, the District Board has by Resolution No. 06/07-10 determined that the term of office of a commissioner shall be 24 months.

**NOW, THEREFORE, BE IT RESOLVED** that Tom Cusack, John Mann and Anne Scheer are re-appointed to the Port Costa Sanitary Commission as Commissioners.

**THE FOREGOING RESOLUTION** was adopted at the District's Regular Meeting held on September 25, 2019 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

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Kent Peterson, President

**ATTEST:**

---

Dale McDonald  
District Secretary



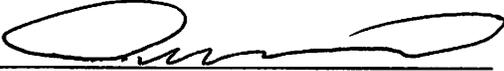
CROCKETT COMMUNITY SERVICES DISTRICT

INVESTMENT REPORT

AS OF AUGUST 31 2019

<u>Beginning invested balance:</u>	<u>8/1/2019</u>	<u>\$ 4,648,450.93</u>
<u>RECREATION DEPT. OPERATING FUND 3241</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.57% as of 6/30/2019		\$ 433,924.52
Activity: Transfer to cash (8/5)		\$ (20,000.00)
Ending balance:		\$ 413,924.52
<u>MAINTENANCE DEPT. OPERATING FUND 3242</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.57% as of 6/30/2019		\$ 164,929.96 *
Activity: Transfer to cash (8/5)		\$ (20,000.00)
<i>* Corrected July report ending balance, from \$144,929.96 to \$164,929.96</i>		
Ending balance:		\$ 144,929.96
<u>PORT COSTA SANITARY DEPT. OPERATING FUND 3425</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.57% as of 6/30/2019		\$ 91,576.56
Activity: Transfer to cash (8/5)		\$ (10,000.00)
Ending balance:		\$ 81,576.56
<u>CROCKETT SANITARY DEPT. OPERATING FUND 3426</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.57% as of 6/30/2019		\$ 3,009,082.42
Activity: Transfer to cash (8/5)		\$ (60,000.00)
Ending balance:		\$ 2,949,082.42
<u>CROCKETT SANITARY DEPT. CONSTRUCTION FUND 3427</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.57% as of 6/30/2019		\$ 879,317.76
Activity: No activity		\$ -
Ending balance:		\$ 879,317.76
<u>CROCKETT SANITARY DEPT. CAPITAL RESERVE FUND 3429</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.57% as of 6/30/2019		\$ 69,619.71
Activity: No activity		\$ -
Ending balance:		\$ 69,619.71
<u>Closing invested balance:</u>	<u>8/31/2019</u>	<u>\$ 4,538,450.93</u>

All investments of the Crockett Community Services District have been made through the Treasurer, Contra Costa County. Pursuant to Gov't Code Section 53646, I hereby certify that the invested funds are in compliance with the investment policies of the Crockett Community Services District and provide sufficient liquidity to meet budgeted expenses for each respective departments for the next six month period.

  
 Dale McDonald, General Manager

Date: 9/16/19

# 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. MTK 9-25-19

LATEST FUND REPORT: 9-12-19

### OPERATING FUND 3241

CASH CARRIED FORWARD: \$29,880.81

INVESTED BALANCE: \$413,924.52

Trns to cash (\$50,000.00)

#### ACTIVITY:

NET INVESTED: \$363,924.52

#### CHECKS AND PAYMENTS

Warrants (8281-8358) (\$49,895.56)

\$43,737.82 c/d deposits

Wells Fargo CC Fees (\$187.91)

\$320,186.70 avail. funds

Payroll recovery (\$1,904.06)

Passthru CSDA CVSAN (\$825.00)

FUND BALANCE: \$419,070.43

#### DEPOSITS AND CREDITS

Comm Center Rentals \$10,048.00

\*\*\* Below held in cash account \*\*\*

Nutrition / Classes \$550.00

C/D BEGINNING BALANCE: \$43,737.82

Cleaning/Damage Depos \$3,500.00

c/d deposit receipts \$3,500.00

Security Services \$827.00

c/d deposit refunds (\$2,148.50)

Cleaning Services \$504.00

Trnsfr recovery (\$1,351.50)

Aquatics rents \$1,820.00

NET C/D ENDING BALANCE: \$43,737.82

Concessions \$1,947.01

CAP / RESTRICTED BAL: \$698.95

Swim admission fees \$7,057.50

Revenue (Donations) \$ 109.04

Tennis Restroom Keys \$158.00

Cap Exp. - none \$ -

Other sales \$25.00

NET CAPITAL REPL. BAL: \$807.99

Cashover \$8.75

Parking fines \$247.10

POLICE LIAISON BALANCE: \$8,220.35

Donations (restrictd) \$109.04

Fines & Fees July \$247.10

Payroll recovery \$451.23

Payroll/Expenses \$0.00

Trns from Investmnt \$50,000.00

NET PLC ENDING BALANCE: \$8,467.45

Passthru CSDA credit \$825.00

XMAS LIGHT BALANCE: \$1,043.11

#### CROCKETT CERT ACTIVITY:

CERT Beginning Bal: \$0.00

No activity \$0.00

CERT Ending Balance: \$0.00

CASH BALANCE: \$55,145.91

PETTY CASH BALANCE: \$60.00

ADV ON TAXES : \$0.00

TAXES held in 3240: \$ 58,567.26

No activity \$0.00

CO.charges in 3240: \$ -

NET ADV ON TAXES: \$0.00

ACCRUED CREDIT: \$ 8,000.00

10:20 AM

09/16/19

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Reconciliation Detail**  
**FUND 3241 - RECREATION, Period Ending 09/12/2019**

Type	Date	Num	Name	Memo	Cir	Amount	Balance
<b>Beginning Balance</b>							<b>443,805.33</b>
<b>Cleared Transactions</b>							
<b>Checks and Payments - 80 Items</b>							
Paycheck	08/18/2019	8292	SUSAN G. WITSCHI	Payroll 8/1 to 8/15	X	-1,835.62	-1,835.62
Paycheck	08/18/2019	8290	DOLORES M. MORA...	Payroll 8/1 to 8/15	X	-845.64	-2,481.26
Paycheck	08/18/2019	8291	KATELYNN M. CLE...	Payroll 8/1 to 8/15	X	-377.69	-2,858.95
Check	08/20/2019	8288	U. S. BANK	Various	X	-3,659.00	-6,517.95
Check	08/20/2019	8289	UNIVERSAL BUILDI...	Janitorial Services	X	-1,947.60	-8,465.55
Paycheck	08/20/2019	8306	KARA D. BROWN	Payroll 8/1 to 8/15	X	-1,208.86	-9,674.41
Check	08/20/2019	8284	TERRACARE ASSO...	Landscaping services - Invoice CD5003-4...	XO	-850.00	-10,524.41
Check	08/20/2019	8281	Delta One Security, Inc.	July Security - Invoice 3926	X	-753.12	-11,277.53
Paycheck	08/20/2019	8293	ANA B. GAMERO-H...	Payroll 8/1 to 8/15	X	-609.79	-11,887.32
Paycheck	08/20/2019	8301	HARIKESH SHRI-SH...	Payroll 8/1 to 8/15	X	-579.96	-12,467.28
Paycheck	08/20/2019	8297	CASSANDRA D. CO...	Payroll 8/1 to 8/15	X	-569.90	-13,037.18
Check	08/20/2019	8285	Sierra Chemical Com...	Chemicals - Invoice 125321	X	-548.56	-13,585.74
Check	08/20/2019	8287	LESLIE'S POOL SUP...	Fresh N Clear	X	-537.95	-14,123.69
Paycheck	08/20/2019	8312	SOPHIA R. AYALA	Payroll 8/1 to 8/15	X	-452.28	-14,575.97
Paycheck	08/20/2019	8298	DENISSE V. CORREA	Payroll 8/1 to 8/15	X	-444.03	-15,020.00
Check	08/20/2019	8286	Jesus Magana	Cleaning and Damage Deposit	X	-436.00	-15,456.00
Paycheck	08/20/2019	8303	JOCELYN M. OSTI	Payroll 8/1 to 8/15	X	-409.20	-15,865.20
Paycheck	08/20/2019	8315	TREVOR B. DEES	Payroll 8/1 to 8/15	X	-333.21	-16,198.41
Paycheck	08/20/2019	8308	MADISON A. KOZIER	Payroll 8/1 to 8/15	X	-318.04	-16,516.45
Paycheck	08/20/2019	8299	ELEXIA B. PONTHER	Payroll 8/1 to 8/15	X	-300.60	-16,817.05
Paycheck	08/20/2019	8302	HARLEY W. MANDI...	Payroll 8/1 to 8/15	X	-292.65	-17,109.70
Paycheck	08/20/2019	8304	JOSHUA A. WENTZ	Payroll 8/1 to 8/15	X	-281.99	-17,391.69
Check	08/20/2019	8282	G & C Refrigeration I...	Ice Machine Repair - Invoice 3454	X	-250.00	-17,641.69
Paycheck	08/20/2019	8313	STELLA T.E. MANN...	Payroll 8/1 to 8/15	X	-249.18	-17,890.87
Paycheck	08/20/2019	8300	GABRIEL J. OSTI	Payroll 8/1 to 8/15	X	-222.92	-18,113.79
Paycheck	08/20/2019	8310	MONICA A. MUNOZ	Payroll 8/1 to 8/15	X	-175.35	-18,289.14
Check	08/20/2019	8283	Vallejo Shakespeare ...	Insurance Reimbursement - Invoice 400	X	-172.50	-18,461.64
Paycheck	08/20/2019	8294	ANDREW LOPEZ-P...	Payroll 8/1 to 8/15	X	-149.60	-18,611.24
Paycheck	08/20/2019	8296	ASHER H. LABINSKI	Payroll 8/1 to 8/15	X	-144.25	-18,755.49
Paycheck	08/20/2019	8305	JUSTIN T. CROW	Payroll 8/1 to 8/15	X	-131.69	-18,887.18
Paycheck	08/20/2019	8309	MADISON N. UDY	Payroll 8/1 to 8/15	X	-86.92	-18,974.10
Paycheck	08/20/2019	8314	STEVEN A. GRAY	Payroll 8/1 to 8/15	X	-47.69	-19,021.79
Paycheck	08/20/2019	8311	PAIGE E. PAULSELL	Payroll 8/1 to 8/15	X	-47.69	-19,069.48
Paycheck	08/20/2019	8307	KELSEY S. O'SHEA	Payroll 8/1 to 8/15	X	-38.02	-19,105.50
Paycheck	08/20/2019	8295	ARIANA M. BUGGS	Payroll 8/1 to 8/15	X	-24.94	-19,130.44
Check	09/05/2019		Wells Fargo Fees	Wells Fargo Fees minus pool items Depos...	X	-60.41	-19,190.85
Liability Che...	09/06/2019	8336	UNITED STATES TR...	Fed Payroll Tax Liability	X	-4,354.84	-23,545.69
Check	09/06/2019	8349	PG&E	Gas & Electric	X	-3,642.58	-27,188.27
Check	09/06/2019	8352	TERRACARE ASSO...	Landscaping services	X	-3,119.00	-30,307.27
Paycheck	09/06/2019	8316	RONALD D. WILSON	Payroll Aug 2019	X	-2,490.99	-32,798.26
Paycheck	09/06/2019	8319	SUSAN G. WITSCHI	Payroll Aug 16-31	X	-1,927.26	-34,725.52
Liability Che...	09/06/2019	8339	CalPERS Public Emp...	CalPERS 457 and Retirement	X	-1,588.07	-36,313.59
Check	09/06/2019	8344	Sierra Chemical Com...	Chemicals	X	-1,441.57	-37,755.16
Check	09/06/2019	8342	MEYERS NAVE	General legal advice	X	-878.81	-38,633.97
Paycheck	09/06/2019	8317	DOLORES M. MORA...	Payroll Aug 16-31	X	-722.48	-39,356.45
Check	09/06/2019	8347	Construct Your Image	Uniforms	X	-710.12	-40,066.57
Check	09/06/2019	8358	Pat Wilson	Cleaning & Damage Deposit Refund	X	-700.00	-40,766.57
Paycheck	09/06/2019	8326	JUSTIN T. CROW	Payroll Aug 16-31 plus bonus	X	-689.98	-41,456.55
Check	09/06/2019	8354	Fox Electric	Replace Starter at Pool	X	-675.00	-42,131.55
Paycheck	09/06/2019	8318	KATELYNN M. CLE...	Payroll Aug 16-31 plus bonus	X	-662.28	-42,793.83
Check	09/06/2019	8343	Jeannine Viola	Aqua Zumba Classes	X	-540.00	-43,333.83
Paycheck	09/06/2019	8324	DENISSE V. CORREA	Payroll Aug 16-31 plus bonus	X	-532.57	-43,866.40
Liability Che...	09/06/2019	8337	EMPLOYMENT DEV...	EDD State Payroll Tax Liability	X	-487.85	-44,354.25
Paycheck	09/06/2019	8327	KARA D. BROWN	Payroll Aug 16-31	X	-437.62	-44,791.87
Check	09/06/2019	8356	Jacqueline Gutierrez	Cleaning & Damage Deposit Refund	X	-430.00	-45,221.87
Check	09/06/2019	8353	AT&T	Phone & Fax	X	-359.00	-45,580.87
Paycheck	09/06/2019	8323	CASSANDRA D. CO...	Payroll Aug 16-31	X	-340.81	-45,921.68
Paycheck	09/06/2019	8333	MADISON A. KOZIER	Payroll Aug 16-31 plus bonus	X	-338.69	-46,260.37
Check	09/06/2019	8346	Alhambra & Sierra S...	Concessions water	X	-303.62	-46,563.99
Check	09/06/2019	8357	Alejandra Velasquez	Cleaning & Damage Deposit Refund	X	-300.00	-46,863.99
Paycheck	09/06/2019	8331	STELLA T.E. MANN...	Payroll Aug 16-31 plus bonus	X	-286.12	-47,150.11
Check	09/06/2019	8355	Maria Vargas	Cleaning & Damage Deposit Refund	X	-282.50	-47,432.61
Paycheck	09/06/2019	8322	ASHER H. LABINSKI	Payroll Aug 16-31	X	-265.99	-47,698.60
Paycheck	09/06/2019	8328	MONICA A. MUNOZ	Payroll Aug 16-31	X	-263.04	-47,961.64
Paycheck	09/06/2019	8330	SOPHIA R. AYALA	Payroll Aug 16-31	X	-250.03	-48,211.67
Check	09/06/2019	8338	CalPERS Administrat...	GASB-68 retirement report fee	X	-216.86	-48,428.53
Paycheck	09/06/2019	8335	TREVOR B. DEES	Payroll Aug 16-31	X	-208.62	-48,637.15
Paycheck	09/06/2019	8332	HARIKESH SHRI-SH...	Bonus - exemplary commitment to Croc...	X	-184.70	-48,821.85
Check	09/06/2019	8350	Ron Wilson	Mileage Expense	X	-176.90	-48,998.75
Check	09/06/2019	8341	MacDonald Accounti...	Pre for audit and in-system review invoice ...	X	-163.20	-49,161.95
Check	09/06/2019	8348	LESLIE'S POOL SUP...	Pool Chemicals	X	-151.40	-49,313.35
Paycheck	09/06/2019	8334	HARLEY W. MANDI...	Payroll Aug 16-31	X	-130.39	-49,443.74
Paycheck	09/06/2019	8320	ANA B. GAMERO-H...	Payroll Aug 16-31	X	-125.97	-49,569.71
Check	09/06/2019	8345	OLIVERO PLUMBIN...	Backflow Prevention Test	X	-125.00	-49,694.71
Paycheck	09/06/2019	8325	JOCELYN M. OSTI	Payroll Aug 16-31	X	-93.32	-49,788.03

10:20 AM

09/16/19

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Reconciliation Detail**  
**FUND 3241 - RECREATION, Period Ending 09/12/2019**

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Check	09/06/2019	8340	LINCOLN FINANCI...	LTD & STD Private Insurance	X	-69.19	-49,857.22
Paycheck	09/06/2019	8329	NATHAN B. ROCK	Payroll Aug 16-31	X	-62.98	-49,920.20
Paycheck	09/06/2019	8321	ANDREW LOPEZ-P...	Payroll Aug 16-31	X	-22.16	-49,942.36
Check	09/06/2019	8351	DOLORES M. MORA...	Spray Paint	X	-13.61	-49,955.97
Transfer	09/09/2019			Payroll recovery REC to CVSAN	X	-2,227.76	-52,183.73
Total Checks and Payments						-52,183.73	-52,183.73
<b>Deposits and Credits - 36 Items</b>							
Deposit	08/13/2019			Pool Deposit #71	X	228.75	228.75
Deposit	08/13/2019			Pool Deposit #72	X	403.50	632.25
Deposit	08/13/2019			Pool Deposit #73	X	487.75	1,120.00
Deposit	08/13/2019			Pool Deposits #70-72, Pool Rental, Rent, ...	X	1,405.25	2,525.25
Deposit	08/16/2019			Pool Deposit #74	X	339.50	2,864.75
Deposit	08/16/2019			Pool Deposit #75	X	381.00	3,245.75
Deposit	08/16/2019			Pool Deposit #74 / Rent - cc	X	542.50	3,788.25
Deposit	08/16/2019			Pool Deposit #77	X	574.75	4,363.00
Deposit	08/16/2019			Pool Deposit #76	X	1,356.25	5,719.25
Deposit	08/19/2019			Pool Deposit #80	X	199.75	5,919.00
Deposit	08/19/2019			Pool Deposit #75, Park Restroom Keys - cc	X	208.00	6,127.00
Deposit	08/19/2019			Pool Deposit #79	X	379.25	6,506.25
Deposit	08/19/2019			Pool Deposit #78	X	489.76	6,996.01
Deposit	08/19/2019			Pool Deposit #76 / Rent - cc	X	1,619.00	8,615.01
Deposit	08/19/2019			Comm Ctr Deposit	X	3,122.00	11,737.01
Deposit	08/21/2019			Pool Deposit #80 - cc	X	167.00	11,904.01
Deposit	08/21/2019			Pool Deposits #77-80 / Rent - cc	X	783.00	12,687.01
Deposit	08/22/2019			Rent/CD/Bundle - cc	X	2,417.00	15,104.01
Deposit	08/23/2019			Comm Ctr Deposit	X	415.00	15,519.01
Deposit	08/26/2019			Pool Deposit #82	X	617.75	16,136.76
Deposit	08/26/2019			Pool Deposit #81	X	966.50	17,103.26
Transfer	08/27/2019			Payroll recovery Aug 1-15 PCSAN to REC	X	35.30	17,138.56
Transfer	08/27/2019			Payroll recovery Aug 1-15 CVSAN to REC	X	379.15	17,517.71
Deposit	08/27/2019			Pool Deposit #81 / Rent & CD - cc	X	1,851.25	19,368.96
Deposit	08/28/2019			Pool Deposit #82 - cc	X	92.00	19,460.96
Deposit	08/30/2019			Booking / Park Restroom Key - cc	X	220.00	19,680.96
Deposit	08/30/2019			Rent,Security,Cleaning	X	1,724.00	21,404.96
Deposit	09/04/2019			Pool Deposit #83	X	279.00	21,683.96
Deposit	09/04/2019			Pool Deposit #85	X	557.25	22,241.21
Deposit	09/04/2019			Pool Deposit #84	X	651.25	22,892.46
Deposit	09/04/2019			Pool Deposits 83-84, Rent & CD - cc	X	1,520.75	24,413.21
Deposit	09/05/2019			Pool Deposit #85 - cc	X	334.00	24,747.21
Deposit	09/06/2019			Comm Ctr Deposit	X	1,341.14	26,088.35
Transfer	09/09/2019			Payroll recovery CVSAN to REC	X	323.70	26,412.05
Deposit	09/10/2019			C/D & Rent - cc	X	1,000.00	27,412.05
Transfer	09/11/2019			Payroll recovery PCSAN to REC	X	36.78	27,448.83
Total Deposits and Credits						27,448.83	27,448.83
Total Cleared Transactions						-24,734.90	-24,734.90
Cleared Balance						-24,734.90	419,070.43
Register Balance as of 09/12/2019						-24,734.90	419,070.43
Ending Balance						-24,734.90	419,070.43

# CROCKETT POLICE LIAISON COMMITTEE

of the Crockett Community Services District

P.O. Box 578 – Crockett, CA 94525  
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)

## FINANCIAL REPORT

AS OF AUGUST 31, 2019

Opening balance: 8/1/2019		\$8,173.10
Activity:		
	<u>Revenue</u>	
June	<i>Clancy</i>	\$60.93
	<u>Expenditures</u>	
	Payroll recovery for July (8/7)	(\$13.48)
Current balance as of 8/31/19		\$8,220.55

Staff spent approximately 0.17 hours on PLC issues in August.



District Finance Officer

//admin/districtsecretary/plc/financialreport

# 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)

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## MONTHLY SUMMARY WORKSHEET

PREPARED FOR MTG.: 9/25/19 LATEST FUND REPORT: 9/12/19

OPERATING FUND 3425			
CASH CARRIED FORWARD:	\$18,710.34	ACCRUED DEBT:	
ACTIVITY:			
CHECKS (1133-1140)	(\$1,507.97)	PYs due CVSan Dept.	\$24,233.49
Payroll recovery	(\$1,083.72)	Loan#2 due CVSan	\$277,963.36
CASH BALANCE:		ACCRUED DEBT:	\$302,196.85
ADV ON SUC BEG. BALANCE:	\$0.00		
Close CY SEC Tax	\$0.00		
Ending Balance	\$0.00		
INVESTED BEGIN. BALANCE:	\$81,576.56		
No activity	\$0.00		
Ending Balance	\$81,576.56		
FUND BALANCE:	\$97,695.21	\\san\pc\bud&fin\wrksht	

09/16/19

## Reconciliation Detail

FUND 3425 - PC SANITARY - O&M, Period Ending 09/12/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							100,286.90
Cleared Transactions							
Checks and Payments - 11 items							
Check	08/20/2019	1135	Sierra Chemical Co...	Chemicals for plant Invoice 125320	X	-492.05	-492.05
Check	08/20/2019	1133	L.R. PAULSELL C...	Sewer Cleaning - Invoice PCSD ...	X	-230.00	-722.05
Check	08/20/2019	1134	CONTRA COSTA ...	FY19 Consumption Data - Invoic...	X	-97.50	-819.55
Check	08/20/2019	1136	U.S. BANK	Alarm Cell	X	-37.12	-856.67
Transfer	08/27/2019			Payroll recovery Aug 1-15 PCSA...	X	-35.30	-891.97
Check	09/06/2019	1137	PG&E	Electricity	X	-292.88	-1,184.85
Check	09/06/2019	1139	MEYERS NAVÉ	General legal advice	X	-256.59	-1,441.44
Check	09/06/2019	1140	CalPERS Administr...	GASB-68 retirement annual repo...	X	-54.18	-1,495.62
Check	09/06/2019	1138	MacDonald Accoun...	Audit pre and in-system review in...	X	-47.65	-1,543.27
Transfer	09/09/2019			Payroll recovery PCSAN to CVS...	X	-1,011.64	-2,554.91
Transfer	09/11/2019			Payroll recovery PCSAN to REC	X	-36.78	-2,591.69
Total Checks and Payments						-2,591.69	-2,591.69
Total Cleared Transactions						-2,591.69	-2,591.69
Cleared Balance						-2,591.69	97,695.21
Register Balance as of 09/12/2019						-2,591.69	97,695.21
Ending Balance						-2,591.69	97,695.21

Commissioners: Rene Beauchemin, Tom Cusack, John Mann, Anne Scheer, Joe Surges

# CROCKETT MAINTENANCE DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

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## MONTHLY SUMMARY WORKSHEET

PREPARED FOR BD. MTG:	9/25/19	LATEST FUND REPORT:	9/12/19
OPERATING FUND 3242		BALANCES BY CLASS	
CASH CARRIED FORWARD:	\$32,281.84	MEMORIAL HALL	
ACTIVITY:		Walk Honor & P66	\$243,500.00
CHECKS and PAYMENTS		Archt. Phasel	(\$15,427.99)
Warrants (none)	\$0.00	Engnr. Phasel	(\$31,229.00)
Payroll recovery	(43.72)	Other CapX	(\$4,605.65)
Returned check fee	(\$15.00)	WofH P66 Balance	\$192,237.36
DEPOSITS		Other MH O&M Bal.	\$545.36
WofH P66	\$17,000.00	BRIDGEHEAD	\$822.34
Dog Park Donat. C&H	\$4,800.00	PLAZA/FENCES/LIGHTS	(\$1,008.98)
Dog Park Donations	\$220.00	DOGPAK COST CENTER	\$6,577.00
CASH BALANCE:	\$54,243.12	ACCRUED DEBT:	
INVESTED BEG. BALANCE:	\$144,929.96	PY due REC Dept.	\$8,000.00
No activity	\$0.00	DOGPAK due BRGHD	\$0.00
INVESTED END. BALANCE:	\$144,929.96	PCADVISORY due MH	\$1,170.20
FUND BALANCE:	\$199,173.08	TAXES held in 3240	\$7,059.00

09/16/19

## Reconciliation Detail

FUND 3242 - MAINTENANCE, Period Ending 09/12/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							177,211.80
Cleared Transactions							
Checks and Payments - 2 items							
Transfer	09/09/2019			Payroll recovery MAINT to ...	X	-43.72	-43.72
Check	09/11/2019		CONTRA COSTA C...	Returned check fee - WofH...	X	-15.00	-58.72
Total Checks and Payments						-58.72	-58.72
Deposits and Credits - 3 items							
Deposit	08/23/2019			Dog Park Donation C&H	X	4,800.00	4,800.00
Deposit	08/30/2019			Walk of Honor P66 check	X	17,000.00	21,800.00
Deposit	09/06/2019			Dog Park Donation	X	220.00	22,020.00
Total Deposits and Credits						22,020.00	22,020.00
Total Cleared Transactions						21,961.28	21,961.28
Cleared Balance						21,961.28	199,173.08
Register Balance as of 09/12/2019						21,961.28	199,173.08
Ending Balance						21,961.28	199,173.08

# 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)

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## MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG: 9-25-19

LATEST FUND REPORT: 9-12-19

### OPERATING FUND 3426

### CONSTRUCTION FUND 3427

CASH CARRIED FORWARD: \$99,821.47

CASH CARRIED FORWARD \$40,111.31

#### ACTIVITY:

Warrants (5934-5952) (\$109,729.97)  
Payroll recovery to REC (\$379.15)

#### ACTIVITY:

No activity \$0.00

Trns from Investments \$90,000.00  
Permits \$180.00  
Payroll recovery \$2,959.42  
PG&E Discharge Permit \$599.00  
Cap. Fee 100 Merchant \$2,425.00

CASH BALANCE: \$40,111.31

CASH BALANCE: \$85,875.77

INVESTED BEGIN BAL.: \$879,317.76

No activity \$0.00

#### ADV ON TAXES:

060 Prop tax Beginning \$0.00  
No activity \$0.00  
Ending Balance \$0.00

INVESTED BALANCE: \$879,317.76

FUND 3427 BALANCE: \$919,429.07

160 Adv Supp Prop tax \$0.00  
No activity \$0.00  
Ending Balance \$0.00

### CAPITAL RESERVE FUND 3429

CASH CARRIED FORWARD \$271.00

#### ACTIVITY:

No activity \$0.00

INVESTED BEG. BALANCE: \$2,949,082.42  
Trns to cash (\$90,000.00)

CASH BALANCE: \$271.00

Ending Balance: \$2,859,082.42

INVESTED BEGIN BAL.: \$69,619.71

No activity \$0.00

FUND 3426 BALANCE: \$2,944,958.19

INVESTED BALANCE: \$69,619.71

FUND 3429 BALANCE: \$69,890.71

TAXES held in 3240: \$328,446.40  
CO.charges in 3240: \$0.00

#### ACCURED DEBT OWED TO CVAN:

#### CONTRACTOR BONDS ON FILE:

PCSAN DEPT. \$302,196.85  
MAINT DEPT. \$0.00

27 contractors \$26,500.00

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09/16/19

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Reconciliation Detail**  
**FUND 3426 - CV SANITARY - O&M, Period Ending 09/12/2019**

Type	Date	Num	Name	Memo	Clr	Amount	Balance
<b>Beginning Balance</b>							<b>3,048,903.89</b>
<b>Cleared Transactions</b>							
<b>Checks and Payments - 21 items</b>							
Check	08/20/2019	5934	L.R. PAULSELL CON...	Cleaning, Emerg repair, inspection	X	-14,867.02	-14,867.02
Check	08/20/2019	5935	Rescue Rooter	Bond Returned - Rescue Rooter	X	-1,000.00	-15,867.02
Check	08/20/2019	5936	U.S. BANK	Various Office and gas for truck	X	-578.61	-16,445.63
Transfer	08/27/2019			Payroll recovery Aug 1-15 CVSAN to REC	X	-379.15	-16,824.78
Check	09/06/2019	5948	C&H SUGAR CO.	July Shared Operating Costs	X	-53,424.84	-70,249.62
Check	09/06/2019	5951	V.W. Housen & Assoc...	Enginnering - SSMP, Atherton, Flyght	X	-8,148.00	-78,397.62
Check	09/06/2019	5946	H&R Plumbing and Dr...	JSHS sewer repair - reimbursable	X	-6,900.00	-85,297.62
Paycheck	09/06/2019	5938	JAMES G. BARNHILL	Payroll August 2019	X	-4,411.70	-89,709.32
Paycheck	09/06/2019	5937	DALE A. McDONALD	Payroll August 2019	X	-4,245.07	-93,954.39
Liability C...	09/06/2019	5942	CalPERS Public Empl...	CalPERS 457 and Retirement	X	-4,034.89	-97,989.28
Check	09/06/2019	5952	WEST COUNTY WA...	Contract Services - July	X	-3,576.39	-101,565.67
Check	09/06/2019	5950	PG&E	Electric	X	-2,984.27	-104,549.94
Check	09/06/2019	5945	MEYERS NAVE	General legal advice	X	-1,557.04	-106,106.98
Liability C...	09/06/2019	5939	UNITED STATES TR...	Fed Payroll Tax Liability	X	-1,508.38	-107,615.36
Check	09/06/2019	5949	Larry Walker Associates	Engineer study PG&E Permit Discharge ...	X	-847.50	-108,462.86
Liability C...	09/06/2019	5940	EMPLOYMENT DEVE...	EDD State Payroll Tax Liability	X	-443.96	-108,906.82
Check	09/06/2019	5941	CalPERS Administrati...	GASB-68 retirement report fee	X	-428.96	-109,335.78
Check	09/06/2019	5947	AT&T	Phone - District, fax, and ps alarm	X	-364.07	-109,699.85
Check	09/06/2019	5944	MacDonald Accountin...	Audit prep and in-house review Invoice ...	X	-289.15	-109,989.00
Check	09/06/2019	5943	LINCOLN FINANCIAL...	LTD Insurance	X	-120.12	-110,109.12
Transfer	09/09/2019			Payroll recovery CVSAN to REC	X	-323.70	-110,432.82
<b>Total Checks and Payments</b>						<b>-110,432.82</b>	<b>-110,432.82</b>
<b>Deposits and Credits - 6 items</b>							
Deposit	08/16/2019			Capacity Charge 100 Meadow Lane	X	2,485.00	2,485.00
Deposit	08/30/2019			Discharge fee and permit fee	X	659.00	3,144.00
Transfer	09/09/2019			Payroll recovery MAINT to CVSAN	X	43.72	3,187.72
Deposit	09/09/2019			Permit 19-21 - cc	X	60.00	3,247.72
Transfer	09/09/2019			Payroll recovery PCSAN to CVSAN	X	1,011.64	4,259.36
Transfer	09/09/2019			Payroll recovery REC to CVSAN	X	2,227.76	6,487.12
<b>Total Deposits and Credits</b>						<b>6,487.12</b>	<b>6,487.12</b>
<b>Total Cleared Transactions</b>						<b>-103,945.70</b>	<b>-103,945.70</b>
<b>Cleared Balance</b>						<b>-103,945.70</b>	<b>2,944,958.19</b>
<b>Register Balance as of 09/12/2019</b>						<b>-103,945.70</b>	<b>2,944,958.19</b>
<b>Ending Balance</b>						<b>-103,945.70</b>	<b>2,944,958.19</b>

# CROCKETT COMMUNITY SERVICES DISTRICT

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TO: Board of Directors  
FROM: Dale McDonald   
SUBJECT: Connection Fee and Capacity Charge Accounting and Reporting  
DATE: September 6, 2019

The Mitigation Fee Act (California Government Code Section 66000 et seq.) provides requirements for development of impact fee programs. Most of the Act's provisions were adopted in 1987 as AB 1600 (Cortese) and are sometimes referred to as "AB 1600 requirements." The requirements, which became effective on January 1, 1989, regulate the way that impact fees are imposed on development projects. The agency imposing the fee must (1) identify the purpose of the fee; (2) identify the use to which the fee is to be put, including identifying the public facilities to be financed; (3) show a reasonable relationship (nexus) between the fee's use and the type of development project; (4) show the reasonable relationship between the public facility to be constructed and the type of development; and (5) account for and spend the fees collected only for the purposes and projects specifically used in calculating the fee. As part of the Act, Government Code Section 66013 was substantially amended and more stringent accounting and reporting requirements for fees collected for sewer connection and capacity charges were imposed.

As defined by Government Code Section 66013 a "sewer connection" means the connection of a structure or project to a public sewer system. "Capacity charge" is defined as a charge for facilities in existence at the time a charge is imposed or charges for new facilities to be constructed in the future that are proportional to the person or property being charged.

The Crockett Community Services District Code Chapter 6.12 governs our Capacity Fee Program. District Code Section 6.12.030(A)(4) defines a charge (capacity fee) as a charge permitting an "added burden" on the facilities of the District.

The accounting requirements of AB 1600 require that the District (1) deposit its sewer capacity charges (SCC) and related interest earned into a separate sewer construction fund (SCF); (2) account for those charges in a manner to avoid comingling with other monies of the District; and (3) expend those charges only for the purposes for which the charges were collected. District Code Section 2.28.040 established Fund 3427 as the Crockett Sanitary Department Sewer Construction Fund (SCF).

The law also requires that this information simply be made available to the public within 180 days after the end of the fiscal year. Attached for information only is a copy of the District's annual Revenue and Expenditure Report for the fiscal year ended June 30, 2019 and a report of Capital Projects budgeted for FY 2019/20 that fully comply with the accounting and reporting provisions of Government Code Section 66013.

The report provides details on the Crockett Sanitary Department Fund 3427. The Port Costa Sanitary Department has not collected any capacity charges or connection fees since the County transferred ownership to the District in 2008. The District did not receive a separate balance of Port Costa's Sewer Construction Fund so it appears all funds were comingled prior to 2008. The District has assumed a beginning balance of \$0 for Port Costa's SCF. All construction projects at Port Costa are therefore paid from the general operating fund until the first connection or capacity fee is imposed.

://Admin/B&F/CapacityChargeAccounting.annual.doc

**CROCKETT COMMUNITY SERVICES DISTRICT  
CROCKETT SANITARY DEPARTMENT  
REVENUE AND EXPENDITURES  
YEAR ENDED 6/30/2019**

Description	SCF %	YTD Total	General GF #3426	Construction SCF #3427	Cap. Resrv. CRF. #3429
<b>Beginning General &amp; SCF Cash Balance</b>		\$ 3,367,643	\$ 2,427,977	\$ 871,742	\$ 67,924
<b>Revenue</b>					
Sewer Use Charges	0%	1,524,262	1,524,262		
Property Tax	0%	323,000	323,000		
Sewer Capacity Charge (SCC)	100%	2,425	-	2,425	
Interest	23%	83,965	63,046	19,384	1,534
Other	15%	212,728	180,728	32,000	
<b>Total Revenue</b>	<b>3%</b>	<b>2,146,380</b>	<b>2,091,036</b>	<b>53,809</b>	<b>1,534</b>
<b>Expenditures</b>					
<b>Sewer Collection System - Capital Projects</b>					
1 Flora Spot repair Project C-1009	0%	4,800	4,800		
2 Emergency Spot Repair Project C-00-04	0%	12,431	12,431		
3 Manhole N-00-16 rehab	0%	3,700	3,700		
4 Loring sewer C-14-01 replacement project C-1011	0%	40,805	40,805		
<b>Total Sewer System Collection System - Capital Projects</b>	<b>0%</b>	<b>61,736</b>	<b>61,736</b>	-	
<b>Sewer Pump Station - Capital Projects</b>					
1 Backup Grundfos pump	0%	2,107	2,107		
<b>Total Sewer Pump Station - Capital Projects</b>	<b>0%</b>	<b>2,107</b>	<b>2,107</b>	-	
<b>Joint Treatment Plant - Capital Projects (C&amp;H)</b>					
1 Hydrolic Control Module for belt press	100%	2,595	-	2,595	
2 Video surveillance system upgrade	100%	1,126	-	1,126	
3 ATI Residual Sulfite Analyzer	100%	7,878	-	7,878	
<b>Total Joint Treatment Plant - Capital Projects</b>	<b>100%</b>	<b>11,599</b>	-	<b>11,599</b>	
<b>Engineering &amp; Prof. Services - Capital Projects</b>					
1 V.W. Housen Atherton-Cooke Front End Specs	0%	2,104	2,104		
2 Cunha Engineering Atherton Plans Project C-1002	0%	8,500	8,500		
3 V.W. Housen Pump Station MCC Panel replacement	0%	1,194	1,194		
<b>Total Engineering &amp; Prof. Services - Capital Projects</b>	<b>0%</b>	<b>11,798</b>	<b>11,798</b>	-	
<b>Capital Equipment - Capital Projects</b>					
1 iTracker collection flow monitoring systems	0%	7,300	7,300		
2 District office Dell laptop and monitor	0%	1,125	1,125		
<b>Total Capital Equipment - Capital Projects</b>	<b>0%</b>	<b>8,425</b>	<b>8,425</b>	-	

**CROCKETT COMMUNITY SERVICES DISTRICT  
CROCKETT SANITARY DEPARTMENT  
REVENUE AND EXPENDITURES  
YEAR ENDED 6/30/2019**

Description	SCF %	YTD Total	General GF #3426	Construction SCF #3427	Cap. Resrv. CRF. #3429
<b>Admin &amp; Finance - Capital Projects</b>					
1 CCTV Inspection Program	0%	20,336	20,336		
2 Salary & Benefits for Capital Projects	0%	4,044	4,044		
<b>Total Admin &amp; Finance - Capital Projects</b>	<b>0%</b>	<b>24,380</b>	<b>24,380</b>	-	
<b>Grand Total Capital Expenditures</b>	<b>10%</b>	<b>120,045</b>	<b>108,446</b>	<b>11,599</b>	
<b>Grand Total Operating Expenditures</b>	<b>0%</b>	<b>1,142,649</b>	<b>1,142,554</b>	<b>87</b>	<b>8</b>
<b>Non-op Expenses (including Cap. Resrv and interfund trans)</b>	<b>0%</b>	<b>73,328</b>	<b>73,328</b>	-	-
<b>Total Expenditures (Capital, Expense &amp; Debt)</b>	<b>1%</b>	<b>1,336,022</b>	<b>1,324,328</b>	<b>11,686</b>	<b>8</b>
<b>Ending Cash Balance (Crockett San. Dept. Funds 3426, 2427, 3429)</b>		<b>4,178,001</b>	<b>3,194,685</b>	<b>913,865</b>	<b>69,451</b>

\*\* Allocation to Rate Stabilization Reserve, included in General Fund #3426

General Definitions

**Sewer Capacity Charge (SCC)**

The Sewer Capacity Charge applies to all new sewer connections and change of property use as defined by District Code Section 6.12. For residential development, the charge is based on the number and type of dwelling unit(s). For nonresidential development, the charge is based on the sum of fixture charges as listed in District Code Section 6.34. The Charge is meant to help recover cost from growth related to capital projects tied to the District's wastewater collection and treatment capacity.

**Sewer Construction Fund (SCF)**

Fund designed to track revenues and expenditures of growth related facilities.

**General Fund (GF)**

General group designed for all other funds to account for non-growth related activities including revenues, operating expenses, capital expenditures and debt service.

**Capital Reserve Fund (CRF)**

The fund is dedicated for expansion, major renovation or replacement of the Crockett wastewater treatment facilities, as required by State Revolving Fund loan contracts signed by the District and the State Water Resources Control Board. (Res. No. 00-01-02)

**CROCKETT COMMUNITY SERVICES DISTRICT  
CROCKETT SANITARY DEPARTMENT  
FY 19/20 ADOPTED BUDGET - CAPITAL PROJECT**

Description	SCF %	YTD Total	General GF #3426	Construction SCF #3427
<b>Sewer Collection System - Capital Projects</b>				
1 Pomona S-00-4 and S-00-08 Proj. C1001	0%	17,000	17,000	-
2 Atherton Cooke Proj. C1002	0%	249,880	249,880	-
3 Baldwin Emerson Bishop Proj. C1003	0%	114,900	114,900	-
4 Pomona Cooke to Baldwin Project C1004	0%	57,000	57,000	-
5 Fifth Ave V-12-22 Project C1005	0%	22,000	22,000	-
6 Alexander Easement Project C1008	0%	155,650	155,650	-
7 Balwin Emerson Hartwell repairs Project C1009	0%	79,600	79,600	-
8 Winslow Alhambra Edwards repairs Project C1010	0%	66,000	66,000	-
9 Wanda Lillian Repairs Project C1011	0%	21,000	21,000	-
10 Grandview repairs Project C1012	0%	24,000	24,000	-
11 Emergency projects, unidentified	0%	90,000	90,000	-
<b>Total Sewer System Collection System - Capital Projects</b>	<b>0%</b>	<b>897,030</b>	<b>897,030</b>	<b>-</b>
<b>Sewer Pump Station - Capital Projects</b>				
1 MCC Replacement (parts in 2019, finish July 2020)	0%	250,000	\$250,000.00	-
2 Improve ventilation of wet well (additional. vent fans)	0%	3,300	\$3,300.00	-
3 Rebuild/replace fresh water system booster pump	0%	5,500	\$5,500.00	-
4 Rebuild Air Compressor and motor 1 & 2	0%	11,000	\$11,000.00	-
5 Rebuild of Grit Pump No. 1	0%	11,000	\$11,000.00	-
6 Rebuild/replace/modify Pump No. 5 air vent system	0%	2,800	\$2,800.00	-
7 Loring Power Generator Package	0%	9,500	\$9,500.00	-
<b>Total Sewer Pump Station - Capital Projects</b>	<b>0%</b>	<b>293,100</b>	<b>\$293,100.00</b>	<b>-</b>
<b>Joint Treatment Plant - Capital Projects (C&amp;H)</b>				
1 Replace DAF air compressor	0%	3,370	\$3,370.00	-
2 Install french drain south of reactors	0%	5,055	5,055	-
3 New wires from control room tp reactor pump	0%	940	\$940.00	-
4 Miscellaneous projects - cap replacement	0%	2,528	\$2,528.00	-
5 Replace influent pumps, impellers, etc.	100%	8,425	-	\$8,425.00
6 Replace sewer liner	100%	13,712	-	\$13,712.00
7 Overhaul DAF #1	100%	84,250	-	\$84,250.00
8 Cap. Reserve to JTP diffusers/3rd clarifier	0%	32,000	32,000	-
<b>Total Joint Treatment Plant - Capital Projects</b>	<b>75%</b>	<b>129,962</b>	<b>32,000</b>	<b>97,962</b>
<b>Engineering &amp; Prof. Services - Capital Projects</b>				
1 Capital Project Contracted Oversight	0%	40,402	40,402	-
<b>Total Engineering &amp; Prof. Services - Capital Projects</b>	<b>0%</b>	<b>40,402</b>	<b>40,402</b>	<b>-</b>
<b>Equipment - Capital Projects</b>				
1 Safety equipment and tools	0%	1,000	1,000	-
2 Computer software upgrades / replacement	0%	2,500	2,500	-
3 Office equipment	0%	1,000	1,000	-
<b>Total Engineering &amp; Prof. Services - Capital Projects</b>	<b>0%</b>	<b>4,500</b>	<b>4,500</b>	<b>-</b>
<b>Admin &amp; Finance - Capital Projects</b>				
1 CCTV Inspection Program	0%	22,000	22,000	-
2 Flow metering equipment	0%	3,000	3,000	-
3 Salary & Benefits for Capital Projects	0%	17,671	17,671	-
<b>Total Admin &amp; Finance - Capital Projects</b>	<b>0%</b>	<b>42,671</b>	<b>42,671</b>	<b>-</b>
<b>Grand Total Capital Expenditures (Including reserve transfer)</b>	<b>7%</b>	<b>1,407,665</b>	<b>1,309,703</b>	<b>97,962</b>

# CROCKETT COMMUNITY SERVICES DISTRICT

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TO: Board of Directors  
FROM: General Manager   
SUBJECT: Annual Review of Investment Policy  
DATE: September 18, 2019

Government Code Section 53646(a)(2) requires that the "chief fiscal officer of the local agency shall annually render to the legislative body of that local agency ..... a statement of investment policy, which the legislative body of the local agency shall consider at a public meeting. Any change in the policy shall also be considered by the legislative body of the local agency at a public meeting."

The investment policy of the Crockett Community Services District was established on October 11, 2006 by Resolution No. 06/07-15. A copy of that resolution is attached.

The existing policy includes the ability to select the State Local Agency Investment Fund (LAIF) as one acceptable investment strategy. The policy allows the General Manager to select additional investment strategies if so directed.

LAIF interest rates have increased from 1.90% last year to 2.57%. Total LAIF Interest for FY 18/19 was \$83,861. The District has chosen to invest some of its funds in itself by making inter-department loans which save on interest that would otherwise be paid to banks, while at the same time gaining a higher rate of return for the department which loaned the funds. \$277,964 remains invested in the Port Costa Sanitary Department. Interest earned from the inter-department loans made to the Port Costa Sanitary Department was \$12,236 last fiscal year.

## RECOMMENDED ACTION

The Board should review the investment policy. Staff recommends no changes in existing policy.

c:\mydocs\admin\bud&fin\investpolicy.doc

RESOLUTION

NO. 06/07-15

RESOLUTION ESTABLISHING THE INVESTMENT POLICY  
OF THE  
CROCKETT COMMUNITY SERVICES DISTRICT

WHEREAS, the Board of Directors of the Crockett Community Services District agrees that temporarily idle public funds placed in their trust by the citizens of the District should be invested to produce revenue for the District rather than remain idle; and,

WHEREAS, a primary duty and responsibility of the Board of Directors of the Crockett Community Services District is to protect, preserve and maintain intact cash and investments of the District.

NOW, THEREFORE, BE IT RESOLVED that the investment policy of the Board of Directors of the Crockett Community Services District shall be, in order of priority, to invest idle funds of the District with the basic objectives of investment safety, liquidity and yield. Investment yield shall be a consideration only after the basic requirements of safety and liquidity have been met.

BE IT FURTHER RESOLVED that the basic objectives of the District's investment program shall be defined as:

1. Investment safety - the preservation of invested capital shall be a paramount concern. Interest risk shall also be controlled by limiting the term of all fixed yield investments to not greater than two years;
2. Liquidity - maintenance of sufficient liquidity to meet cash flow needs of the District; and,
3. Yield - attainment of the maximum yield consistent with meeting the first two objectives.

BE IT FURTHER RESOLVED that investing in the State Local Agency Investment Fund constitutes one acceptable investment strategy to meet the above basic objectives of the District's investment program; and,

BE IT FURTHER RESOLVED that the District General Manager is hereby authorized to invest and deposit for safekeeping, as far as possible, all money belonging to or in the custody of the District, pursuant to Section 53635 et seq. of the Government Code of the State of California, and shall submit a monthly report of investments to the Board of Directors; and,

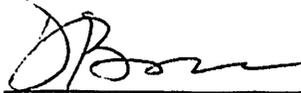
BE IT FURTHER RESOLVED that the investments or securities so purchased with idle funds be kept in safekeeping in a depository in accordance with the provisions of Section 53608 of the Government Code of the State of California while they are the property of the District.

THE FOREGOING RESOLUTION was passed and adopted by the Board of Directors of the Crockett Community Services District at the District's Regular Meeting held on October 11, 2006 by the following vote:

AYES: Burlison, Loveseth, MacKenzie, Petty, Rock

NOES: None

ABSENT: None



\_\_\_\_\_  
Duane Burlison, President

ATTEST:

  
\_\_\_\_\_  
Kent G. Peterson  
General Manager