

# CROCKETT SANITARY COMMISSION

Regular Business Meeting  
AGENDA FOR WEDNESDAY, JANUARY 16, 2019

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

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*The Crockett Sanitary Commission is an agent of the Crockett Community Services District.*

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. PUBLIC HEARING: None
5. CONSENT CALENDAR: Consideration of a motion to approve the following items:  
(Items are subject to removal from Consent Calendar by request of any Board Member on request for discussion by a member of the public. Items removed from the Consent Calendar will be considered with the Administrative Items.)
  - a. Approve Minutes of December 12, 2018.
  - b. Receive Status Report on outstanding issues.
  - c. Receive letter of Suspension of Service Crockett Marine Services.
  - d. Receive annual report on construction permitting for CY 2018.
  - e. Annual Sanitary Sewer Overflow (SSO) report on Crockett collection system.
6. REPORT OF CONSULTING ENGINEER:
7. WASTEWATER:
  - a. Consider report on enforcement actions.
  - b. Annual report on sewer CCTV inspection program.
  - c. Annual report on sewer repair/replacement program.
8. BUDGET AND FINANCE:
  - a. Consider monthly Summary Worksheet, proposed budget schedule, and staff report on financial matters.
  - b. Mid-year budget report for FY 18/19.
9. ADMINISTRATIVE:
  - a. Consider report on actions taken by the District Board.

- b. Committee appointments for 2019.
10. **REPORT OF DEPARTMENT MANAGER:** (These items are typically for exchange of information only. No action will be taken at this time.)
    - a. Operations, maintenance and capital improvements.
    - b. Governmental matters.
    - c. Announcements and discussion.
  11. **REPORTS FROM COMMISSIONERS:** (These items are typically for exchange of information only. No action will be taken at this time.)
    - a. Wastewater Committee – Members Bartlebaugh and Manzione
    - b. Budget & Finance Committee – Members Wolthuis and Adams
    - c. Ad Hoc Committees:
    - d. Inter-agency meetings:
  12. **FUTURE AGENDA ITEMS:**
    - Action Plan for 2019 (Feb.)
    - Consider recommended enforcement actions.
    - Lateral repair bids.
    - Consider comprehensive rehabilitation program.
    - Recommend award of contract(s)
    - Recommend payment for sewer project(s).
  13. **COMMENTS FROM COMMISSIONERS:**
  14. **ADJOURNMENT** to February 20, 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.*

# CROCKETT SANITARY COMMISSION

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of the Crockett Community Services District

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## MINUTES OF REGULAR MEETING, DECEMBER 12, 2018

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Adams. Present were Commissioners Bartlebaugh, Manzione, Wais and Wolthuis, along with General Manager McDonald and Asst. Secretary Witschi. Also present was Director Emma Sutton. Assistant Dept. Manager Barnhill was absent.
2. AGENDA ORDER: Commissioner Manzione suggested moving the public hearing towards the end of the agenda to allow Crockett Marine Services or others time to arrive later.
3. PUBLIC COMMENTS: None
5. REPORT OF DISTRICT COUNSEL: Mr. McDonald reported that District Counsel Kent Alm is retiring at the end of the month. A new legal services agreement will be provided to the Board.
6. CONSENT CALENDAR: The consent item was approved unanimously (mw/ha):
  - a. Approve Minutes of November 14, 2018.
7. REPORT OF CONSULTING ENGINEER: None
8. ENFORCEMENT ACTIONS: Mr. McDonald presented the status report on recent enforcement actions. He reported 288 Kendall has capped their cleanout, is no longer in violation, and has paid all penalties and abatement charges.
- 9.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission.
- 9.b. ITRACKER SMART FLOW MONITORING SYSTEM: Mr. McDonald reported staff has been working to calibrate the current flow meters and during the discussions with Telstar and our consulting engineer, V.H. Housen, it was determined that additional readings upstream would be beneficial for future hydraulic study. This new technology would put new equipment in manholes that can be read from the truck using Wi-Fi. The total cost for 4 portable meters is \$6,940. Commissioner Manzione asked if the device have a flume. Mr. McDonald said the equipment is suspended from within the manhole, does not use a flume, and calculates measurements from the base of the channel. A motion to approve purchase of (4) iTracker Smart flow monitoring systems for \$6,940 carried unanimously (jw/mm).
- 10.a. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in November. He said the Pay Scale of Wages to adjust for the State required minimum wage increase was adopted. The 2019 meeting and holiday schedule was adopted.

11.a. STAFF REPORT ON OPERATIONS: Mr. McDonald reported there was no Sanitary Sewer Overflows (SSO's) that occurred in November. He presented the written manager's report that outlines operational, capital, and administrative items that have occurred through December 4. The Nantucket remains in default of their prior year sewer service charges.

4. PUBLIC HEARING ON TERMINATION OF SEWER SERVICE: Mr. McDonald reported California State Lands Commission has terminated the lease with Crockett Marine Services, Inc. (CMS). With the termination of the lease The Nantucket restaurant will have to vacate the buildings within 90 days of the termination letter. He said he spoke with District Counsel Kent Alm and he said it does not look like we will be able to recover the delinquent prior year outstanding sewer use charges or current delinquent charges for FY 18/19 without spending more on attorney fees that the amount outstanding. Mr. McDonald supports suspension of sewer service. Commissioner Wais asked if staff has been contacted by The Nantucket. Mr. McDonald said no. A motion finding that the Payment Agreement for Delinquent Sewer Service dated September 27, 2017 is in default as last payment was made on June 21, 2018, confirming that sewer service charges for FY 18/19 are delinquent, and authorizing suspension of sewer service carried unanimously (jm/mw). Staff will present the findings to the District Board on December 19, 2018 for further enforcement action.

11.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

11.c. STAFF ANNOUNCEMENTS: None

12.a. WASTEWATER COMMITTEE REPORT: None

12.b. BUDGET & FINANCE COMMITTEE REPORT: None

12.c. AD HOC COMMITTEES REPORT: None

12.d. INTER-AGENCY MEETINGS: None

13. FUTURE AGENDA ITEMS:

- Annual report on sewer inspection program (Jan).
- Annual report on sewer repair/replacement program (Jan.).
- Committee appointments (Jan.).
- Mid-year budget report (Jan.).
- Consider recommended enforcement actions.
- Lateral repair bids.
- Consider comprehensive rehabilitation program.
- Recommend award of contract(s)
- Recommend payment for sewer project(s).

14. COMMISSIONER COMMENTS: Commissioner Wais said the Recreation Christmas dinner is on Friday, December 14 at 6:30 pm.

15. ADJOURNMENT: The meeting was adjourned at 7:41 PM until January 17, 2019.

Respectfully submitted,

*Susan Witschi*

Susan Witschi  
January 10, 2019

# CV SAN. DEPT. STATUS REPORT

# JANUARY

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
Ongoing		Flow data analysis	changed timing	Order Micro Flow monitors
Ongoing		Sewer database & repair records	current thru 6/13	Add to ICOM CMMS
Ongoing		Financial accounting & budget	Mid-year FY 18/19	Draft FY19/20 budget
Ongoing		JTP cost allocation adjustment	allocation complete	review 4/19
Ongoing		C&H diversion analysis	current thru 6/18	reattach level transducer
Ongoing		Creek pollution monitoring	BACKLOGGED	
Ongoing		Manhole maintenance	pending	clear brush & debris

## **FINANCIAL MATTERS**

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

## **ENGINEERING MATTERS**

5/18	E-27	XiO cloud SCADA with MCC	engineer investigating	MCC plans to XiO
12/12	E-26	Protect pump station from floods	POSTPONED	remove bricks by Mar 2019
5/12	E-25	6" sewer behind Third/Wanda	BACKLOGGED	install access point
10/10	E-24	Loring pump station alt. power backup	on hold	identify pad location
7/07	E-21	Mercury TMDL	BACKLOGGED	review / research
4/07	E-20	Pool discharge permitting	BACKLOGGED	create permit
3/05	E-10	EQ tank rehabilitation	cleaned 9/14	engineers study required
6/04	E-9.5	Sewer replacement schedule	2% per year	Wastewater to review 2019
8/02	E-5	I&I study	BACKLOGGED	to engineer
10/01	E-4	Easement agreement (405 Alhambra)	BACKLOGGED	hire surveyor
8/01	E-3	Edwards Creek tunnel project	COMPLETED	record grant of easement

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

1/18	A-32	Easement Protection Program	as discovered	revisit enforcement priority
6/17	A-31	Access & Repair Agreement Program	BACKLOGGED	develop formal program
4/17	A-30	Abandon sewer easement 550 Alhambra	Attorney for language	record abandonment
9/12	A-28	Capacity charge payment plan	under review	revise fee ordinance
3/12	A-27	Common lateral ordinance	DELAYED	review ordinance
2/10	A-26	Capacity charge ordinance	under review	revise by ordinance
11/09	A-25	Double permit fees for no permit	BACKLOGGED	draft ordinance
3/08	N-11	Penalties for lateral SSO negligence	WW Cmte review	develop fines
4/07	A-20.5	Lateral replacement	on hold	
11/06	A-19	Safety training requirements	identify	annual training
3/04	A-16	C&H access requirements	BACKLOGGED	abandon sewers
8/03	A-15.9	Grease trap inspection control program	specs updated	develop procedures
8/03	A-15.8	Grease trap maintenance	BACKLOGGED	require specified maint.
8/03	A-15.7	Grease traps	BACKLOGGED	notify commercial kitchens
3/03	A-15	N-00-29 sewer easement	Docs updated	parties to sign
3/02	A-14	Encroachment permit (9 Crolona Hgts)	BACKLOGGED	send agreement
2/01	A-11	Sewer main acceptance records	BACKLOGGED	disavow by resolution
2/99	A-8	West County contract review	on hold	meet with new WCWD GM
5/98	A-4	Emergency binder	revision underway	complete revision

# CROCKETT COMMUNITY SERVICES DISTRICT

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website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)  
December 27, 2018

Jacqueline Carver  
Kenneth Carver, II  
Crockett Marine Service Inc.  
4850 Sandmound Boulevard  
Oakley, CA 94561

## SUSPENSION OF SEWER SERVICE

501 Port Street, Crockett  
APN 354-320-004

On December 19, 2018 the Crockett Community Services District (District) Board found Crockett Marine Services, Inc. (CMS) to be in default of the Payment Agreement for Prior Year Delinquent Sewer Service Charges dated September 27, 2017, confirmed sewer service charges for FY 18/19 became delinquent on December 1, 2018, ordered the suspension of sewer service to the property known as 501 Port Street, Crockett, authorized staff to take all steps necessary to disconnect the building sewer from the sanitary sewer system as allowed by Section 1.08.040 of the District Code, and authorized staff to take all steps necessary, including litigation or lien, to cause payment of delinquent sewer service charges and penalty interest.

The effective date of suspended service is December 27, 2018. As authorized by the Board the General Manager or his representatives may enter upon the premises for the purposes of disconnecting the sewer and doing such things as may be reasonably necessary to alleviate or remove any hazard or menace the disconnection may cause. Staff would like to coordinate the disconnection of sewer service with you and other concerned parties to avoid harm to human health and the environment.

Please contact me at (510) 787-2992 or [manager@town.crockett.ca.us](mailto:manager@town.crockett.ca.us) to discuss.

Sincerely,



Dale McDonald  
General Manager

cc: Carver Enterprises, Inc. dba The Nantucket  
Kenton Alm, Attorney, Meyers Nave  
Nicholas Lavoie, State of California, California State Lands Commission  
Peter Kenney, Real Estate, Union Pacific Railroad  
Dominic Aliano, Office of Supervisor Federal D. Glover, Contra Costa County  
Amailia Cunningham, Department of Conservation and Development, Contra Costa County  
Michael Montgomery, San Francisco Bay Regional Water Quality Control Board

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Members of the Board: Luigi Barassi, Michael Kirker, John MacKenzie, Kent Peterson, Emma Sutton

**5.c.**

# CROCKETT SANITARY DEPARTMENT

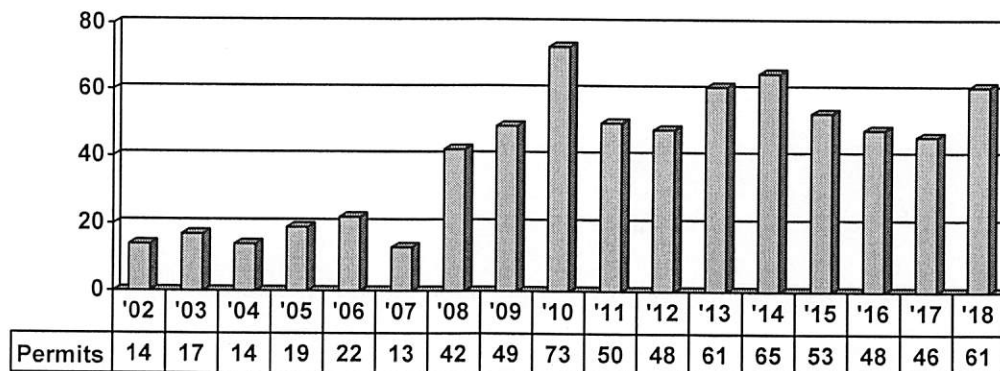
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TO: Crockett Sanitary Commission  
FROM: Dale McDonald   
SUBJECT: Annual Report on Construction Permitting  
DATE: January 2, 2019

The District has issued 61 construction permits between January 1, 2018 and December 31, 2018 consisting of 43 full line replacements, 16 repair permits, and 2 new connections. There were 60 permits for Crockett and 1 permit for Port Costa. The current fee schedule, revised by Ordinance No. 09-5 in December 16, 2009, is \$30.00 for a lateral repair and \$60.00 for a full line replacement. Presenting the annual report by calendar year assists in reporting requirements by Regional and State agencies.

Records show the number of permits issued has remained steady over the years matching the average number of home sales. The majority of permits have been issued after defects were identified as part of the Lateral Inspection Program which began in 2007. Over the last 10 years, permits have averaged 55 per year.



The average time spent on permits for a lateral repair is normally less than 45 minutes. The average time spent on full line replacements is normally less than 1.5 hours. Once property owners reach the sewer permit process, most issues with the lateral inspection have been identified and the timely delays with enforcement have already been resolved. With the continued enforcement of the Lateral Inspection Program, we are expecting permits to continue to trend along with home sales.

## STAFF RECOMMENDATIONS:

An Ordinance doubling of permit fees for unpermitted work is pending. There are no staff recommendations for changes to the permitting process until the fee study is complete and Ordinance is adopted.



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TO: Sanitary Commissioners / Board of Directors

FROM: General Manager *M*

SUBJECT: Annual Report of Sanitary Sewer System Overflows for Calendar Year 2018

DATE: January 2, 2019

The purpose of this memo is to provide a summary of the Sanitary Sewer System Overflows (SSOs) that occurred in sanitary sewer systems of the Crockett Community Services District (District) during Calendar Year 2018. The District operates two separate collection systems in the towns of Crockett and Port Costa.

On October 3, 2012, the San Francisco Bay Regional Water Quality Control Board (RWQCB) issued a letter discontinuing the requirement to submit annual SSO reports to the RWQCB. Staff continued to update its respective Commissions and the District Board on SSO's that occurred from its collection system and report SSOs through the State's California Integrated Water Quality System (CIWQS).

This report does not include SSOs that occurred from private sewer service laterals within the Crockett Community Services District jurisdiction that were caused by conditions in privately-owned laterals or on private property. The property owners are responsible for the condition and the operation of those sewer service laterals.

## Number and Size of SSOs

There was a total of two (2) SSOs for the reporting period; one force main failure in Crockett and one gravity sewer overflow in Port Costa. All SSOs were associated with dry weather conditions. Neither spill was contained nor returned to the sewer system. Neither SSO reached the waters of the State. Details of the SSOs are shown in Table below.

	Volume (gallons)	Event Type	Cause
Crockett Loring N-00-21 to N-00-20 Rubber gasket coupling failure	155	Cat 3	Infrastructure Failure
Port Costa Railroad P-01-03 to P-01-02 Backup out of rodding inlet	480	Cat 3	Debris (dirt) blockage

Members of the Board: Luigi Barassi, Michael Kirker, John MacKenzie, Kent Peterson, Emma Sutton

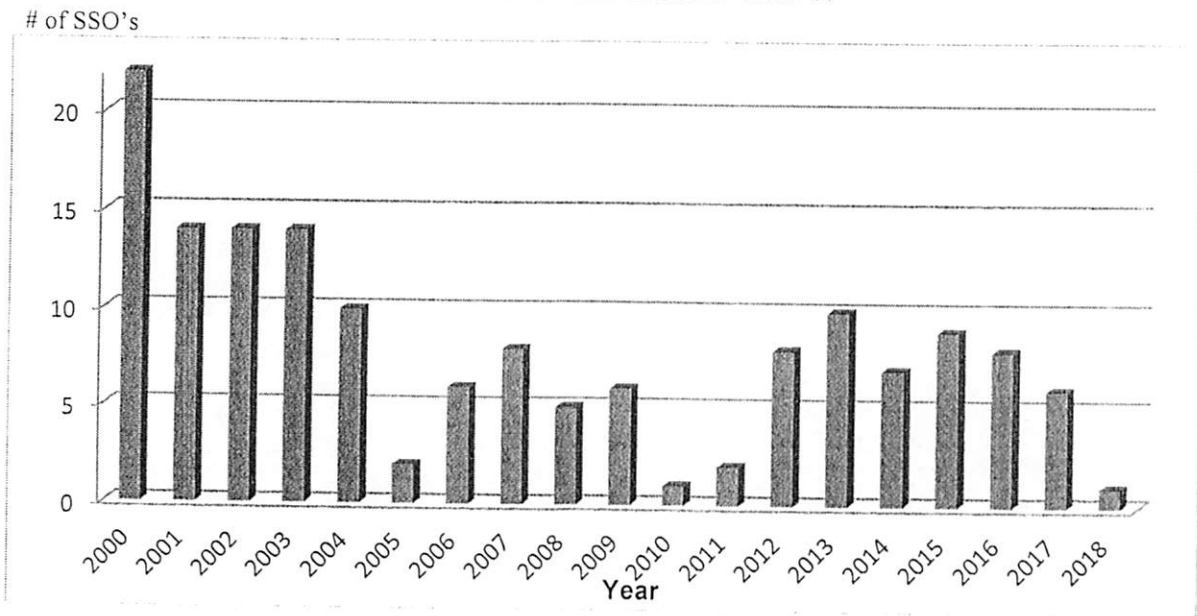
**Location of SSOs**

Crockett and Port Costa are small towns in Contra Costa County located along the Carquinez Strait. There is no predominant location where SSOs tend to occur. During this time period the SSO incidents occurred in two unrelated sanitary sewer locations.

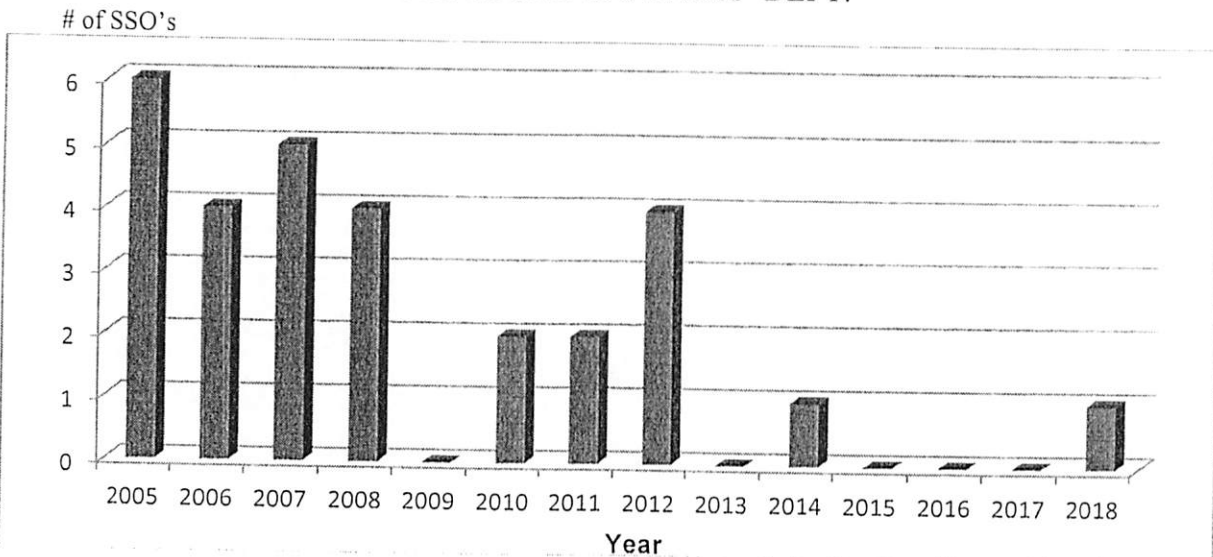
**SSO Trends**

The following charts will compare data for the current reporting period with previous reporting periods for the Crockett and Port Costa Sanitary Departments.

CROCKETT SANITARY DEPT.



PORT COSTA SANITARY DEPT.



Jurisdiction over the Port Costa collection system only passed to Crockett CSD in May, 2008, and this summary report includes records from the former permit holder, Contra Costa County Sanitation District #5 without being able to verify their accuracy and completeness regarding SSOs that have occurred before that transition of authority.

Summary

The District's Sewer System Management Plan (SSMP) includes a District goal to minimize the frequency and duration of SSOs, including implementing regular, proactive maintenance of the system to remove issues that may cause sewer backups or SSOs. The District's SSMP was last updated August 2016 and was audited mid-2018. Staff continues to use data collected from SSOs to revise maintenance cleaning schedules and to update sewer repair priorities. Both the Crockett Sanitary Department and Port Costa Sanitary Department are managing their respective collection system well.

The Federal Clean Water Act largely prohibits any discharge of pollutants from a point source to the waters of the United States except as authorized under an NPDES permit. The State Regional Water Quality Control Board (SRWQB) enforces the Statewide General Waste Discharge Requirements (WDR) as authorized by California Water Code sections 13263, 13050, and others. In 2017, the RWQCB questioned staff on the high number of SSOs in the Crockett collection system compared to State average. No formal action has been requested of the District but enforcement action related to the number and volume of SSOs remains a possibility.

The Crockett Sanitary Commission, Port Costa Sanitary Commission, and District Board should review the report and form recommendations as needed.

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of the Crockett Community Services District

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TO: Crockett Sanitary Commission  
FROM: Sanitary Department Manager   
SUBJECT: Status Report on Recent Enforcement Actions  
DATE: January 9, 2019

Staff continues enforcement of violations related to Ordinance No. 07-1 requiring inspection of the building sewer at time of any property sale and certification of its good condition. In addition, other violations of Ordinances No. 18-1 and No. 05-1 are also being enforced.

No Certificates of Compliances have been issued since the last Sanitary Commission meeting.

The following property has had recent enforcement actions:

1. 574 ALHAMBRA – Notice of fines imposed and action required for sewer lateral inspection mailed to property owner.
2. 1316 WANDA – Notice of action required for sewer lateral repair mailed to property owner.

The following properties are no longer in violation:

1. 288 KENDALL – Sewer lateral caps installed and abatement costs of \$187.82 paid.
2. 1513 LILLIAN – Certificate of Compliance issued after sewer replacement under permit. Abatement costs of \$122.26 incurred, letter mailed to property owner.
3. 631 WINSLOW – Sewer replacement completed under permit removed smoke defect violation.
4. 425 JACKSON – Certificate of Compliance issued. Enforcement was suspended in early 2013 and homeowner recently had opportunity to confirm side sewer non use and abandon side sewer by capping at primary lateral tie in.

Some outstanding smoke testing violations are still pending action once research is completed by department staff.

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TO: Sanitary Commissioners  
FROM: Assistant Sanitary Department Manager **JB**  
SUBJECT: Sewer Inspection Program  
DATE: January 7, 2019

This program selects at least 10% of the pre-1980 sewer segments for inspection each year. It then adds the re-inspection of lines from recent years as needed. It may also have late additions resulting from recent overflows, or as needed for County road projects.

L.R. Paulsell performed well in conducting the 2018 sewer inspection program. The program results are summarized as follows:

Total line segments planned for 2018	69	
Total length planned for inspection	12,659 LF *	
Total cost for program	\$20,421	
Total # line segments attempted	69	
Line segments fully inspected	69	(100%)
Line segments partially inspected	0	
Average cost per segment in the program	\$296	
Total length attempted	12,659 LF *	
Total length achieved/actual inspected	12,659 LF	
Average cost per 100 LF inspected	\$160	
Buried structures discovered	0	
Side sewer connections discovered	0	
Average # serious repairs per segment	0.26	
Frequency of serious defects	1 per 703 LF inspected	

\* Totals adjusted from contract amount of 12,732. Length for V-22-10 identified as shorter than in records, actual length is 107 LF. CCTV measured length used for calculations.

There were 18 serious defects documented by inspection in 2018 with 0 identified as urgent priorities. Urgent priorities are Type 1 defects that rise to the level requiring immediate repair. There were 2 previous high priority defects that were re-inspected. No noticeable change in condition or severity was observed for these two defects. The remaining 16 serious defects were newly discovered and not previously identified when inspected 10 years ago. In addition one I&I problem has been identified.

11 of the 69 line segments inspected had serious defects. Minor defects will be analyzed as part of the damage severity index rating system in our Computer Management Maintenance System (CMMS) and be included in phase two of the sanitary sewer system rehabilitation program once all serious defects have been corrected.

In prioritizing repairs we have established 7 categories of serious defects. The discoveries are summarized as follows:

Type 1	Collapse or potential collapse of roadbed, or threat of unpreventable spill due to line failure	0 found
Type 2	Blockage preventing line maintenance	0 found
Type 3	Blockage preventing line inspection	1 found
Type 4	Recurring blockage causing overflows	0 found
Type 5	Defects capable of causing overflows	17 found
Type 6	I&I problems	1 found
Type 7	Road projects	0 found
Other	None	0 found

There were 4 reverse setups this year at a cost of \$800. Additional heavy duty sewer cleaning and pipeline location was required at a cost of \$675 which was billed as a maintenance expense. The program would have been under the \$20,000 budget if it were not for the reverse setups. The reverse setups were required to avoid hanging up on voids in the pipe (Type 5 defects). Comparably, there were 6 reverse setups in 2017, 19 in 2016, 9 in 2014, 7 in 2013, 12 in 2012, 11 in 2011, 11 in 2010, 20 in 2009, 6 in 2008, 18 in 2007, and 12 in 2006.

In 2016 we began the third ten-year cycle of inspections. Beginning with the 2017 inspection program, lines that have Type 5 defects or higher are now inspected at least once every five years. The Department has imported sewer video and data from 2008 forward into our CMMS software as part of our SSMP. Data import for the most current inspection year still must be imported into our CMMS software.

By this program we have identified the nature and location of structural defects in the collection system. This knowledge is guiding our maintenance and rehabilitation strategies. A priority list has been established and updated for all known system defects. Through effective maintenance and a funded repair and replacement program, the District will continue to experience few sewer overflows and emergency call-outs.

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TO: Sanitary Commission  
FROM: General Manager JM  
SUBJECT: Sewer Repair/Replacement Program  
DATE: January 2, 2019

The collection system currently contains 81,120 linear feet (LF) of gravity sewers. The Crockett Sanitary Commission's Wastewater Committee has set an annual goal for sewer repair/replacement at 1,622 LF of pipe annually, or 2% per year through at least 2018.

Staff resources were focused on other District business in 2018 which lead to the postponement of various capital projects. Two projects were completed in 2018. The first project replaced 85' of the Alexander easement sewer N-33-08 to N-33-07 with HDPE. The second was a 5' spot repair at Flora and First on line segment V-21-04B to V-21-04A. The Atherton, Cooke, and Pomona sewer line replacement projects scheduled for 2018 were postponed until 2019 to avoid construction during the wet season. The goal of 2% per year was not met in 2018.

2018	90LF	0.11%
2017	1,716 LF	2.12%
2016	319 LF	0.39%
2015	504 LF	0.62%
2014	615 LF	0.80%
2013	456 LF	0.60%
2012	1,148 LF	1.42%
2011	431 LF	0.53%
2010	1,539 LF	1.90%
2009	484 LF	0.59%
2008	199 LF	0.25%
2007	666 LF	0.83%
2006	334 LF	0.41%
2005	46 LF	0.05%
2004	586 LF	0.72%
2003	574 LF	0.70%
2002	1,071 LF	1.32%
2001	1,948 LF	2.40%
2000	1,116 LF	1.36%

Department staff will continue to work with our consulting engineer, V.W. Housen, to identify and rehabilitate the collection system in 2019. Our consulting engineer V.W. Housen has stated that focus should be on repairs that extend the life of the system. Funding for repairs and replacement will come from our capital budget.

Staff has completed its review of the collection system video program for 2018 and is working to prioritize repairs or replacements accordingly. The Sewer Repairs Priority List will be updated and repairs budgeted for accordingly.

Through our sewer rehabilitation program, we are striving to achieve the following objectives:

- Reduce the frequency and severity of sewer overflows.
- Continually improve system reliability, protecting the asset value and the public's investment.
- Reduce the frequency of emergency repairs.
- Reduce grit in the system.
- Reduce I&I in the system.
- Prevent impacts on the treatment plant that might cause risk of violating discharge requirements.
- Maximize the serviceable life of each sewer segment.

The majority of Wastewater Districts are moving towards replacement of assets older than 50 years. Our District began following the 50 year model in 2016. The Wastewater Committee is encouraged to meet to discuss goals for our replacement program.

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# CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

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## MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG: 12-19-18

LATEST FUND REPORT: 12-12-18

### OPERATING FUND 3426

### CONSTRUCTION FUND 3427

CASH CARRIED FORWARD: \$279,572.30

CASH CARRIED FORWARD \$17,341.62

#### ACTIVITY:

#### ACTIVITY:

Warrants (5742-5764) (\$120,839.46)

No activity \$0.00

Deposits \$44,727.00

CASH BALANCE: \$17,341.62

Payroll recovery \$1,398.36

INVESTED BEGIN BAL.: \$863,072.54

Correct' Trns frm REC \$500.00

No activity \$0.00

CASH BALANCE: \$205,358.20

INVESTED BALANCE: \$863,072.54

#### ADV ON TAXES:

060 Prop tax Beginning \$1,289,986.38

No activity \$0.00

Ending Balance \$1,289,986.38

FUND 3427 BALANCE: \$880,414.16

160 Adv Supp Prop tax \$0.00

No activity \$0.00

Ending Balance \$0.00

### CAPITAL RESERVE FUND 3429

CASH CARRIED FORWARD \$277.00

INVESTED BEG. BALANCE: \$1,885,762.21

Trns to cash \$0.00

Interest LAIF \$0.00

Ending Balance: \$1,885,762.21

CASH BALANCE: \$277.00

INVESTED BEGIN BAL.: \$68,333.50

No activity \$0.00

INVESTED BALANCE: \$68,333.50

FUND 3426 BALANCE: \$3,381,106.79

FUND 3429 BALANCE: \$68,610.50

TAXES held in 3240: \$357,916.53

CO.charges in 3240: \$0.00

#### ACCURED DEBT OWED TO CVAN:

#### CONTRACTOR BONDS ON FILE:

PCSAN DEPT. \$302,196.85

MAINT DEPT. \$0.00

25 contractors \$25,500.00

Commissioners: Howard Adams, Scott Bartlebaugh, Mark Manzione, Mary Wais, Jon Wolthuis

**S.a.**


**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Reconciliation Detail**  
**FUND 3426 - CV SANITARY - O&M, Period Ending 12/12/2018**

Type	Date	Num	Name	Memo	Clr	Amount	Balance
<b>Beginning Balance</b>							3,455,320.89
<b>Cleared Transactions</b>							
<b>Checks and Payments - 24 items</b>							
Check	11/27/2018	5744	U.S. BANK	Various	X	-2,653.38	-2,653.38
Liability C...	11/27/2018	5743	STATE COMPENS...	Workers Comp	X	-386.24	-3,039.62
Check	11/27/2018	5742	LINCOLN FINANCI...	Long Term Dis. mo. premium CCS...	X	-120.12	-3,159.74
Transfer	12/05/2018			Payroll recovery November CVSan t...	X	-461.95	-3,621.69
Check	12/06/2018	5755	C&H SUGAR CO.	JTP op costs October 2018	X	-57,511.15	-61,132.84
Check	12/06/2018	5757	L.R. PAULSELL C...	CCTV, CSO cleaning, Misc work	X	-27,336.83	-88,469.67
Check	12/06/2018	5763	CUNHA ENGINEE...	Atherton Cooke Project C-1002 Invoi...	X	-7,400.00	-95,869.67
Check	12/06/2018	5759	WEST COUNTY W...	PS Oct Service and CSO rodding	X	-4,766.18	-100,635.85
Paycheck	12/06/2018	5745	DALE A. McDONALD	Payroll November 2018	X	-4,092.22	-104,728.07
Liability C...	12/06/2018	5749	CalPERS Public E...	CalPERS Payroll Liabilities	...	-4,088.72	-108,816.79
Paycheck	12/06/2018	5746	JAMES G. BARNHI...	Payroll November 2018	X	-3,767.98	-112,584.77
Check	12/06/2018	5758	PG&E	Electricity	X	-2,368.91	-114,953.68
Check	12/06/2018	5761	STATE WATER RE...	Annual permit fee CSO WD-014063...	X	-2,286.00	-117,239.68
Check	12/06/2018	5754	CALIFORNIA DIES...	Load bank tesing	...	-1,594.70	-118,834.38
Liability C...	12/06/2018	5747	UNITED STATES T...	Fed Tax Payroll Liability	68-...	-941.44	-119,775.82
Check	12/06/2018	5750	MEYERS NAVE	Attorney general advice	X	-404.58	-120,180.40
Liability C...	12/06/2018	5748	EMPLOYMENT DE...	State Tax Payroll Liability	...	-306.28	-120,486.68
Check	12/06/2018	5751	Streamline	Web hosting 2 months	X	-236.24	-120,722.92
Check	12/06/2018	5756	EBMUD	Water at Pump Station	X	-153.75	-120,876.67
Check	12/06/2018	5760	U.S. Postal Service ...	Postal Box annual rental	X	-138.00	-121,014.67
Check	12/06/2018	5762	JAMES G. BARNHI...	Reimbursement for supplies and mil...	X	-128.50	-121,143.17
Check	12/06/2018	5753	AT&T (Phone)	Telephone for District office	X	-127.69	-121,270.86
Check	12/06/2018	5752	Alhambra & Sierra ...	Drinking water for office	X	-26.55	-121,297.41
Liability C...	12/11/2018	5764	CalPERS Public E...	CalPERS Retir. shortfall payment	...	-4.00	-121,301.41
<b>Total Checks and Payments</b>						-121,301.41	-121,301.41
<b>Deposits and Credits - 5 items</b>							
Deposit	11/14/2018			SUC JSUSD and Permit	X	44,727.00	44,727.00
Deposit	11/20/2018			Fines Collected 288 Kendall - cc	X	500.00	45,227.00
Transfer	12/05/2018			Payroll recovery November MAINT t...	X	214.57	45,441.57
Transfer	12/05/2018			Payroll recovery November PCSan t...	X	736.89	46,178.46
Transfer	12/05/2018			Payroll recovery November REC to ...	X	908.85	47,087.31
<b>Total Deposits and Credits</b>						47,087.31	47,087.31
<b>Total Cleared Transactions</b>						-74,214.10	-74,214.10
<b>Cleared Balance</b>						-74,214.10	3,381,106.79
<b>Register Balance as of 12/12/2018</b>						-74,214.10	3,381,106.79
<b>Ending Balance</b>						-74,214.10	3,381,106.79

# CROCKETT COMMUNITY SERVICES DISTRICT

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P.O. Box 578 - Crockett, CA 94525  
850 Pomona Street  
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TO: Directors and Commissioners  
FROM: General Manager   
SUBJECT: Proposed Budget Schedule  
DATE: January 2, 2019

## PROPOSED FY 2019/20 BUDGET SCHEDULE

JANUARY	Staff prepares draft budget schedule.
JANUARY	Order envelopes for mailing of hearing notice. Order water use data from EBMUD & CCWD.
JANUARY 7,9,16	Staff presents mid-year budget reports. Appoint 3 Budget & Finance Committees.
JANUARY	Staff calculates water consumption and "increase" in sewer use charges, if needed.
JANUARY	Staff prepares 3 draft operating budgets.
FEBRUARY 1-21	Committees meet to develop preliminary budgets.
MARCH 4,13,20	Staff presents 8-month budget reports and preliminary budgets.
APRIL 1-17	Committees meet to revise preliminary budget and instruct staff on sewer service charge. Staff prepares newsletter, if needed.
APRIL 1,10,17	Committees report recommendations to Commissions and Board.
APRIL 24	Board sets June 26 date for public hearings on proposed budget, on rate increases, and on method of collection.
APRIL 25	Board instructs staff on wording notice of proposal to raise fees by specified amounts. Board approves newsletter.

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Members of the Board: Luigi Barassi, Michael Kirker, John MacKenzie, Kent Peterson, Emma Sutton

APRIL 25	Staff updates database with changes in ownership and makes copies of notice & newsletters for mass mailing.
MAY 6	Recreation Commission recommends recreation tax rate.
MAY 10	<b>DEADLINE TO NOTIFY ALL PROPERTY OWNERS BY MAIL NO LESS THAN 45 DAYS BEFORE HEARING. (Prop. 218 and District Code Sec. 6.24.035)</b>
MAY 29	Staff completes draft Sewer Use Charge Study Reports. (H&S Code Sec. 5473 and District Code Sec. 6.24.160.B)
Before JUNE 1	Staff prints out sewer use charges. (District Code Sec. 6.24.160.B)
MAY 31	Deadline for 2 hearing notices emailed to West County Times for publication to run Wed 6/5 & Sat 6/15. (Prop. 218 and H&S Code Sec. 5473.1, Gov't Code Sec. 61110(d) of CSD law, and District Code Sec. 6.24.160.C)
JUNE 1-12	Committees may meet again to develop final budget proposal.
JUNE 3,12,19	Commissions adopt 3 budget proposals and approve SUC Study Reports and rate ordinances.
JUNE 12,19	Distribute final Sewer Use Charge Study Reports to San. Comm.
JUNE 14	Computer run of sewer service charges and Sewer Use Charge Study must be available to public at least 10 days prior to hearing. [Gov't Code Sec. 66016(a)]
JUNE 26	Present final budget proposal to Board.
JUNE 26	Public hearing on Sewer Use Charge Study Reports and committee recommendations for sewer service charges. (Prop. 218 and H&S Code Sec. 5473.1 & Dist. Code Sec. 6.24.160.F) Public hearing on method of collection. (H&S Code Sec. 5473.2) Public hearing on budget (Gov't Code Sec. 61110) Resolution overruling objections to method of collection and adopting Secretary's Report. (H&S Code Sec. 5473.3) Ordinances setting sewer service charges and setting method of collection. Resolution setting recreation tax. Resolution adopting budget. Adopt revised budget for <u>current year</u> if needed.
JUNE 27	Publish Ordinance in West County Times and post publicly.

JULY	Receive new tax roll. Final computer run sewer service charges.
JULY 10	Authorize PCSan capital projects.
JULY 17	Authorize CVSan. capital projects.
AUGUST 9	Deadline to submit rec. tax and sewer service charges to County. (H&S Code Sec. 5473.4)
AUGUST	Receive 3 County print outs for review and correction.

C:\mydocs\admin\bud&fin\Schedule.budget.2019.doc


# CROCKETT SANITARY DEPARTMENT

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of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525  
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TO: Commissioners

FROM: General Manager 

SUBJECT: Mid-Year Budget Report for General Fund 3426

DATE: January 9, 2019

The mid-year Crockett Sanitary Budget Report includes a 6-month budget report statement for funds of the Crockett Sanitary Department; Operating Fund 3426 Construction Fund 3427, and Capital Reserve Fund 3429. The adopted Fiscal Year (FY) 18/19 budget included total revenue of \$2,310,598, Operating & Maintenance (O&M) expenses of \$1,216,419, capital outlay allocation of \$917,627, and a contingency reserve of \$121,642. While a budget deficit for the District is not forecast and there is no need to adopt a revised District budget, it is important to review the 6-month budget report and make adjustments if needed.

The initial draft budget for FY 19/20 will be developed in the coming weeks with help from the Budget & Finance Committee. Staff is awaiting information from West County Wastewater District (WCWD) for capital replacement and capital improvement projects needed at the Crockett Pump Station.

## HIGHLIGHTS:

- Operating revenue is lower than anticipated because The Nantucket stopped paying their outstanding prior year Sewer Use Charges (SUC) and are delinquent on their current SUC. Non-operating revenue is higher primarily because interest and property tax revenue was greater than originally anticipated.
- Capital Replacement costs at the pump station ( 410.95.1) are currently well under budget because WCWD has not completed any identified projects this fiscal year. Key positions at WCWD remain vacant which is putting a strain on existing staff and delaying capital projects. WCWD will provide an update on pending projects in the coming months. Staff anticipates many of the projects moving to FY 19/20.
- Joint Treatment Plant (JTP) O&M costs (411.50) is the largest expense faced by the Crockett Sanitary Department. JTP costs are currently \$7,994 under budget. JTP Capital Replacement costs (411.95) are slightly over budget. C&H has completed repairs to the drainage system metering pump, chlorine liquid sampling equipment, and the hydraulic control unit on the sludge system was replaced. Historically C&H completes the majority of their capital replacement projects in the spring.

- Fewer billable abatement charges were recovered (414.95.5) as enforcement for many property issues were postponed over the fall and winter months.
- Payroll O&M costs of \$59,879 are near the estimated 6-month budget target of \$56,939. The recoverable payroll cost income (318.8) and recoverable expense (414.6) accounts have been removed from the budget report as they are no longer being used. Instead payroll reallocation between departments is being performed when payroll is issued which is resulting in clearer financial reports.

#### CAPITAL PROJECTS:

Capital expenditures in the amount of \$53,063 have been spent through December 31, 2018, the majority of it on loan interest, well below the department's capital improvement targets. It is doubtful that major projects other than the Cooke/Atherton sewer replacement project and Pump Station MCC panel upgrade project will begin before June 2019. Staff is in discussion with our District Engineer Housen to bundle capital improvement spot repair and pipe bursting collection system projects into one large annual bid project. A sizable unspent capital reserve will roll forward to FY 19/20.

#### SUMMARY:

The attached budget report shows the Crockett Sanitary Department is managing its expenses well. In conjunction with lower O&M expenses, the Crockett Sanitary Department is in a strong financial position. It does not appear the contingency reserve of \$121,642 will need to be used in FY 18/19. The unspent contingency and rate stabilization reserves will roll forward to next fiscal year on June 30, 2019.

#### STAFF RECOMMENDATION:

Staff recommends the Crockett Sanitary Commission receive the 6-month budget report.

The Crockett Sanitary Commission's Budget & Finance Committee should meet to discuss the FY 19/20 draft budget and form recommendations accordingly. Increased operations, maintenance, and capital expenses should be planned for in the coming years as the State continues to add permit requirements in regards to water quality. The annual EBMUD water use study will be completed in early February and should give staff a good indication on whether or not there will be a recommendation for a Sewer Use Charge increase in FY 19/20.

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**CROCKETT COMMUNITY SERVICES DISTRICT**  
**CVSAN Budget Report**  
July through December 2018

	Jul - Dec 18	6-month Budget	\$ Over Budget	Adopted Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>3426i · FUND 3426 CVSAN. Income***</b>				
<b>300 · OPERATING REVENUE</b>				
301.1 · SEWER USE CHARGES - CY	1,331,953.00	1,349,482.00	-17,529.00	1,349,482.00
301.2 · SEWER USE CHARGES - PY	0.00	5,000.00	-5,000.00	10,000.00
301.3 · SEWER USE CHARGES - C&H	47,741.73	47,741.75	-0.02	190,967.00
302 · PERMIT FEES	1,110.00	1,500.00	-390.00	3,000.00
303 · CAPACITY CHARGES	0.00	2,425.00	-2,425.00	2,425.00
307 · PENALTIES FINES COLLECTED	500.00	500.00	0.00	1,000.00
<b>318 · COST RECOVERY</b>				
318.2 · Abatement Costs	381.79	750.00	-368.21	1,500.00
318.4 · C&H	0.00	750.00	-750.00	750.00
318.6 · Other	203.33	125.02	78.31	250.00
<b>Total 318 · COST RECOVERY</b>	<b>585.12</b>	<b>1,625.02</b>	<b>-1,039.90</b>	<b>2,500.00</b>
<b>Total 300 · OPERATING REVENUE</b>	<b>1,381,889.85</b>	<b>1,408,273.77</b>	<b>-26,383.92</b>	<b>1,559,374.00</b>
<b>325 · NON-OPERATING REVENUE</b>				
311 · INTEREST	33,612.45	24,624.00	8,988.45	36,000.00
314 · PROPERTY TAXES trnsfr from 3240	175,882.11	168,000.00	7,882.11	296,000.00
316 · ACCESS REPAIR PAYMENTS	6,722.38	7,617.00	-894.62	7,617.00
319 · GRANTS	0.00	0.00	0.00	43,945.00
320 · OTHER NON-OP INCOME	583.15	1,400.00	-816.85	2,400.00
322 · INTERFUND TRANSFERS - 3427	0.00	2,595.00	-2,595.00	103,104.00
325.8 · CONTRACTOR BONDS	2,000.00	2,000.00	0.00	3,000.00
325.9 · INTERFUND LOAN PAYMENT PCSAN	89,931.51	89,931.00	0.51	89,931.00
<b>Total 325 · NON-OPERATING REVENUE</b>	<b>308,731.60</b>	<b>296,167.00</b>	<b>12,564.60</b>	<b>581,997.00</b>
<b>Total 3426i · FUND 3426 CVSAN. Income***</b>	<b>1,690,621.45</b>	<b>1,704,440.77</b>	<b>-13,819.32</b>	<b>2,141,371.00</b>
<b>3427i · FUND 3427 CVSAN. Income***</b>				
303x · FUND 3427 Trns capacity charges	0.00	0.00	0.00	2,425.00
304x · FUND 3427 Trns for Reserve	0.00	0.00	0.00	32,000.00
311x · FUND 3427 LAIF Interest (Non-op)	8,722.20	6,700.00	2,022.20	13,400.00
<b>Total 3427i · FUND 3427 CVSAN. Income***</b>	<b>8,722.20</b>	<b>6,700.00</b>	<b>2,022.20</b>	<b>47,825.00</b>
<b>3429i · FUND 3429 CVSAN. Income***</b>				
311y · FUND 3429 LAIF Interest (Non-op)	690.25	630.00	60.25	1,260.00
<b>Total 3429i · FUND 3429 CVSAN. Income***</b>	<b>690.25</b>	<b>630.00</b>	<b>60.25</b>	<b>1,260.00</b>
<b>Total Income</b>	<b>1,700,033.90</b>	<b>1,711,770.77</b>	<b>-11,736.87</b>	<b>2,190,456.00</b>
<b>Gross Profit</b>	<b>1,700,033.90</b>	<b>1,711,770.77</b>	<b>-11,736.87</b>	<b>2,190,456.00</b>
<b>Expense</b>				
<b>3426e · FUND 3426 CVSAN. Expense</b>				
<b>410 · COLLECTION SYSTEM *****</b>				
410.211 · LOAN PRINCIPAL	56,912.02	56,912.02	0.00	75,236.00
410.25 · GAS, FUEL, OIL (DIST. VEHICLE)	1,597.65	300.00	1,297.65	600.00
410.30 · INSURANCE	1,529.80	1,229.00	300.80	31,359.00
410.50 · WEST COUNTY O&M (PS)	13,671.27	22,070.48	-8,399.21	44,141.00



**CROCKETT COMMUNITY SERVICES DISTRICT**  
**CVSAN Budget Report**  
July through December 2018

	Jul - Dec 18	6-month Budget	\$ Over Budget	Adopted Budget
<b>410.55 · PROF. SVCS. (Coll.)</b>				
55.2 · Engineer	0.00	1,020.00	-1,020.00	2,040.00
55.3 · Technician	2,432.00	4,980.00	-2,548.00	9,960.00
<b>Total 410.55 · PROF. SVCS. (Coll.)</b>	<b>2,432.00</b>	<b>6,000.00</b>	<b>-3,568.00</b>	<b>12,000.00</b>
<b>410.65 · RENT/LEASE EASEMENTS</b>	<b>2,448.10</b>	<b>2,350.00</b>	<b>98.10</b>	<b>2,350.00</b>
<b>410.70 · MAINTENANCE</b>				
70.1 · Sewers preventive maint (Coll.)				
70.1e · Emergency Call Out	1,200.00	0.00	1,200.00	0.00
70.1 · Sewers preventive maint (Coll.) - Other	38,949.86	47,238.00	-8,288.14	93,936.00
<b>Total 70.1 · Sewers preventive maint (Coll.)</b>	<b>40,149.86</b>	<b>47,238.00</b>	<b>-7,088.14</b>	<b>93,936.00</b>
70.2 · Weeds	0.00	0.00	0.00	1,000.00
70.3 · Hardware	214.71	200.00	14.71	200.00
70.4 · Repairs	505.63	300.00	205.63	300.00
<b>Total 410.70 · MAINTENANCE</b>	<b>40,870.20</b>	<b>47,738.00</b>	<b>-6,867.80</b>	<b>95,436.00</b>
<b>410.90 · UTILITIES</b>				
90.1 · Electricity	12,323.35	15,214.50	-2,891.15	30,429.00
90.2 · Water	359.24	500.02	-140.78	1,000.00
<b>Total 410.90 · UTILITIES</b>	<b>12,682.59</b>	<b>15,714.52</b>	<b>-3,031.93</b>	<b>31,429.00</b>
<b>410.95 · OTHER OPERATING (Coll.)</b>				
95.1 · Capital Replacements (PS)	0.00	29,300.00	-29,300.00	32,100.00
95.2 · Other Operating Costs	586.29	1,764.98	-1,178.69	3,530.00
95.2.5 · HHW collection/disposal	135.00	50.00	85.00	150.00
<b>Total 410.95 · OTHER OPERATING (Coll.)</b>	<b>721.29</b>	<b>31,114.98</b>	<b>-30,393.69</b>	<b>35,780.00</b>
<b>Total 410 · COLLECTION SYSTEM *****</b>	<b>132,864.92</b>	<b>183,429.00</b>	<b>-50,564.08</b>	<b>328,331.00</b>
<b>411 · TREATMENT PLANT</b>				
411.50 · C&H - JTP O&M	331,318.71	339,312.52	-7,993.81	678,625.00
411.95 · CAPITAL REPLACEMENT (Treat)	14,660.46	9,365.00	5,295.46	11,893.00
411.98 · CAP RESERVE Trnsf to 3427	0.00	0.00	0.00	32,000.00
411.99 · CAPACITY CHARGE Trnsfr to 3427	0.00	0.00	0.00	2,425.00
<b>Total 411 · TREATMENT PLANT</b>	<b>345,979.17</b>	<b>348,677.52</b>	<b>-2,698.35</b>	<b>724,943.00</b>
<b>414 · ADMINISTRATIVE</b>				
414.20 · ELECTIONS	0.00	0.00	0.00	1,000.00
414.35 · MEMBERSHIPS				
35.1 · CASA	4,456.00	4,496.00	-40.00	4,496.00
35.2 · CSDA	0.00	0.01	-0.01	75.00
414.35 · MEMBERSHIPS - Other	150.00	554.00	-404.00	725.00
<b>Total 414.35 · MEMBERSHIPS</b>	<b>4,606.00</b>	<b>5,050.01</b>	<b>-444.01</b>	<b>5,296.00</b>
414.40 · OFFICE				
40.1 · Postal	534.62	1,053.02	-518.40	1,406.00
40.2 · Supplies	774.85	1,005.52	-230.67	2,011.00
40.3 · Miscellany	1,208.31	900.00	308.31	1,800.00
<b>Total 414.40 · OFFICE</b>	<b>2,517.78</b>	<b>2,958.54</b>	<b>-440.76</b>	<b>5,217.00</b>
414.55 · PROF. SVCS. (Admin.)				
55.4 · Attorney	773.56	2,400.00	-1,626.44	4,800.00

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**CVSAN Budget Report**  
July through December 2018

	Jul - Dec 18	6-month Budget	\$ Over Budget	Adopted Budget
55.5 · Auditor	0.00	0.00	0.00	3,700.00
55.6 · Engineer / Consultants	0.00	100.00	-100.00	2,000.00
<b>Total 414.55 · PROF. SVCS. (Admin.)</b>	<b>773.56</b>	<b>2,500.00</b>	<b>-1,726.44</b>	<b>10,500.00</b>
414.60 · PRINTING/PUBLISHING	1,557.24	760.00	797.24	1,400.00
414.65 · RENTS/LEASES	0.00	0.00	0.00	2,400.00
414.80 · VEHICLE / TRAVEL REIMBURSEMENT	353.53	342.52	11.01	685.00
414.90 · TELEPHONE / INTERNET				
90.3 · Office phone/fax	765.49	900.00	-134.51	1,800.00
90.4 · Cell phone	221.88	249.98	-28.10	500.00
90.5 · Internet service	949.93	2,400.00	-1,450.07	3,300.00
<b>Total 414.90 · TELEPHONE / INTERNET</b>	<b>1,937.30</b>	<b>3,549.98</b>	<b>-1,612.68</b>	<b>5,600.00</b>
414.95 · OTHER ADMIN				
95.3 · County & State Charges	5,207.56	5,005.00	202.56	5,965.00
95.4 · Refunds	2,594.00			
95.5 · Recoverable expenses	99.98	2,300.02	-2,200.04	4,600.00
95.5r · Recoverable (Rec.)	114.87	125.02	-10.15	250.00
95.7 · Recoverable (PCSan)	47.57	50.02	-2.45	100.00
95.8 · Recoverable (Maint.)	16.42	24.98	-8.56	50.00
95.9 · Training and Conferences	421.39	600.00	-178.61	1,500.00
414.95 · OTHER ADMIN - Other	160.44	500.02	-339.58	1,000.00
<b>Total 414.95 · OTHER ADMIN</b>	<b>8,662.23</b>	<b>8,605.06</b>	<b>57.17</b>	<b>13,465.00</b>
<b>Total 414 · ADMINISTRATIVE</b>	<b>20,407.64</b>	<b>23,766.11</b>	<b>-3,358.47</b>	<b>45,563.00</b>
423 · NON-OPERATING EXPENSES	1,000.00	2,400.00	-1,400.00	3,400.00
<b>Total 3426e · FUND 3426 CVSAN. Expense</b>	<b>500,251.73</b>	<b>558,272.63</b>	<b>-58,020.90</b>	<b>1,102,237.00</b>
6560 · PAYROLL EXPENSES ***				
414.10 · CVSan - O&M BENEFITS				
10.1dm · O&M Benefits - DMorales	15.53	99.98	-84.45	200.00
10.1as · O&M Benefits - Barnhill	2,759.71	2,656.90	102.81	5,314.00
10.1dMc · O&M Benefits - McDonald	3,762.95	3,396.86	366.09	6,794.00
10.1ds · O&M Benefits - Witschi	326.44	658.56	-332.12	1,317.00
<b>Total 414.10 · CVSan - O&amp;M BENEFITS</b>	<b>6,864.63</b>	<b>6,812.30</b>	<b>52.33</b>	<b>13,625.00</b>
414.5GM · CVSan - O&M SALARY				
5.1dm · O&M payroll - DMorales	73.38	900.00	-826.62	1,800.00
5.1.dMc · O&M payroll - McDonald	27,717.43	24,912.64	2,804.79	49,825.00
5.1as · O&M payroll - Barnhill	22,045.50	19,485.58	2,559.92	38,971.00
5.1ds · O&M payroll - Witschi	3,042.22	4,828.44	-1,786.22	9,657.00
<b>Total 414.5GM · CVSan - O&amp;M SALARY</b>	<b>52,878.53</b>	<b>50,126.66</b>	<b>2,751.87</b>	<b>100,253.00</b>
<b>Total 6560 · PAYROLL EXPENSES ***</b>	<b>59,743.16</b>	<b>56,938.96</b>	<b>2,804.20</b>	<b>113,878.00</b>
<b>Total Expense</b>	<b>559,994.89</b>	<b>615,211.59</b>	<b>-55,216.70</b>	<b>1,216,115.00</b>
<b>Net Ordinary Income</b>	<b>1,140,039.01</b>	<b>1,096,559.18</b>	<b>43,479.83</b>	<b>974,341.00</b>
Other Income/Expense				
Other Expense				
3427e · FUND 3427 SAN. Expense***				
414.95x · FUND 3427 service charges	50.00	15.00	35.00	55.00

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**CVSAN Budget Report**  
 July through December 2018

	<b>Jul - Dec 18</b>	<b>6-month Budget</b>	<b>\$ Over Budget</b>	<b>Adopted Budget</b>
<b>423x · Other Non-Operating Expenses</b>				
<b>321b · INTERFUND TRANSFERS - TO 3426</b>	0.00	0.00	0.00	103,104.00
<b>Total 423x · Other Non-Operating Expenses</b>	0.00	0.00	0.00	103,104.00
<b>Total 3427e · FUND 3427 SAN. Expense***</b>	50.00	15.00	35.00	103,159.00
<b>3429e · FUND 3429 SAN. Expense***</b>				
<b>414.95y · FUND 3429 service charges</b>	4.00	2.00	2.00	4.00
<b>Total 3429e · FUND 3429 SAN. Expense***</b>	4.00	2.00	2.00	4.00
<b>Total Other Expense</b>	54.00	17.00	37.00	103,163.00
<b>Net Other Income</b>	-54.00	-17.00	-37.00	-103,163.00
<b>Net Income</b>	<b>1,139,985.01</b>	<b>1,096,542.18</b>	<b>43,442.83</b>	<b>871,178.00</b>

# CROCKETT SANITARY DEPARTMENT

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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)

TO: Crockett Sanitary Commissioners / Board of Directors  
FROM: General Manager *DM*  
SUBJECT: Crockett Sanitary Department Managers Report  
DATE: January 9, 2019

The Crockett Sanitary Department Managers Report highlights items of interest that occurred between December 4, 2018 and January 8, 2019.

## Operation and Maintenance

- There were no Sanitary Sewer Overflows (SSO) that reported in December.
- Crockett Sanitary Department staff continues site visits to the pump station. Staff responded to four incidents, one was an emergency alarm at the pump station related to a power outage during the storm event on January 6. The remaining incidents were for a wet patch noticed near a manhole, problem with locks on gate at the gravel lot near Nantucket, and a call from Contra Costa Environmental Health who received report of sewer lid off near Nantucket.
- Telstar calibrated HydroRanger flow meters and reprogrammed to measure in 5 minute increments as recommended by our District Engineer to assist with high level storm flow data capture for hydraulic study.
- Duke's Root control performed foaming root control on one line segment as a pilot program to compare against more traditional rodding or hydro collection system maintenance.
- Dosing continues at two locations using AquaNatural grease breakdown enzymes to see if grease removal buildup in the collection system and at the pump station improve.
- Preventative maintenance program audited to confirm all sewer line segments have maintenance and CCTV inspections scheduled.

## Capital Improvements / Projects

- Atherton and Cooke project plan updates submitted to Cunha Engineering.
- CCTV inspection and capital flow studies worked on.

## Administrative/Financial:

- Crockett Marine Services (CMS) and The Nantucket have been notified that sewer service has been suspended. Union Pacific Railroad replied that their primary focus at this time is to see that CMS removes any and all improvements impacting railroad property.
- Independent Financial Audit FY 17/18 remains underway.
- New District website rolled out on December 31, 2018.

- Tax Rate Area (TRA) jurisdictional property tax revenue for FY 18/19 received from Contra Costa County. There was an increase of 7.02% from the prior year bringing the total allocation to the Crockett Sanitary Department to \$303,495.
- Annual Air Pollution Bay Area Air Quality District (BAAQMD) application for permit submitted.
- Certificate of Insurances audited; both C&H Sugar Company and West County Wastewater District certificates are in good standing.
- EBMUD water data requested for sewer use charge study.
- General Manager McDonald spent approximately 39% of his time towards Crockett Sanitary Department operations and 1% on Capital Projects in December. The rest of his time was spent on District business 40%, Recreation and PLC 14%, Maintenance 2%, and Port Costa 4%. He worked a total of 174 hours in November.
- Assistant Sanitary Department Manager Barnhill spent approximately 72% of his time on Crockett Sanitary Department operations such as collection system maintenance and emergency sewer response and 10% of his time on Capital Project CCTV and Flow studies in December. Time spent on Port Costa issues was 17% and toward District business was 1%. He worked a total of 170 hours in December.

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# Monthly Maintenance Summary

## Crockett Sanitary Department

Summary of Activity for December - 2018

	Dec 18	FY 2019
<b>Daily Operations</b>		
Working Days:	21	260
Hydro-Flushing Days of Operation:	3	17
Rodding Days of Operation:	0	13
Condition Assesment Days of Operation:	1	17
<b>SSO Summary</b>		
SSOs Sewer Mains:	0	0
SSOs Private Laterals:	0	0
SSO Reached Surface Waters:	0	0
<b>Call Summary</b>		
Incidents (calls and false alarms):	4	10
Incoming Calls:	4	10
Sewer Service Call Outs:	0	0
<b>Cleaning Summary</b>		
Length of Pipe Rodded:	0	8,136
Length of Hydro-Flush Cleaning:	2,026	19,021
Other Cleaning (Length):	0	0
Total Length of Cleaning:	2,026	27,157
<b>CCTV Summary</b>		
Condition Assesment Work Orders Completed:	1	69
Condition Assesment Footage Televised:	122	12,732
<b>Repair Summary</b>		
No Repairs Completed:	0	0



Community Partner for Our Bay, Our Environment

December 12, 2018

Board of Directors  
Crockett Sanitary Department  
P. O. Box 578  
Crockett, CA 94525

Attention: Dale McDonald, General Manager

Gentlemen:


Subject: West County Wastewater District Monthly Report – November, 2018

The Crockett Sanitary Department (CSD) system operated with no operational interruptions. The average daily flow from the pump station was 0.241 mgd and the 28-day flow total was 6.774 mil gals.

A total of 33.0 hours were spent on behalf of Crockett Sanitary District, including 24.0 hours for Maintenance Division's routine maintenance, 0.0 hours for Maintenance Division's non-routine maintenance, 0.0 hours for Maintenance Division's capital improvements and 9.0 hours for CSO routine maintenance. And 0.0 hours for CSO Non-Routine Maintenance.

If you need additional information, please do not hesitate to contact me.

Sincerely,

  
Gordon Times  
Water Pollution Control  
Interim Water Quality Manager

GT:fud

Enclosures (8 pages)

c: Lisa Malek-Zadeh, Interim General Manager  
Danny Cranford, Acting WCWD Collection System Supervisor  
Jeff Winter, WCWD Acting Plant Maintenance Supervisor

BOARD MEMBERS

David Alvarado  
Audrey L. Comeaux  
Leonard R. McNeil  
Sherry A. Stanley  
Harry Wiener

BOARD ATTORNEY

Alfred A. Cabral

INTERIM  
GENERAL MANAGER

Lisa Malek-Zadeh

**Crockett Sanitary Department**  
**Monthly Report**  
*July, 2018*

<i>Flow Totalizer Readings</i>	
November 5, 2018	1725739000
November 13, 2018	17277418800
November 19, 2018	1728725800
November 26, 2018	1730955800
<b>Total (mil gal)</b>	<b>6.774</b>
<b>28-day Average (mgd)</b>	<b>.241</b>

<i>Employee Hours</i>	<i>Routine Maintenance</i>	<i>Non-routine Maintenance</i>	<i>Capital Projects</i>	<i>Total</i>
<i>Pump Station</i>	24.0	0.0	0.0	24.0
<i>Collection System</i>	9.0	0.0	0.0	9.0
<i>Total</i>	33.0	0.0	0.0	33.0

<i>PUMP STATION NON-ROUTINE MAINTENANCE ACTIVITIES</i>	
<i>No Non-Routine Maintenance</i>	

<i>PUMP STATION CAPITAL PROJECTS</i>	
<i>No capital projects.</i>	



# ASR – C&H Sugar Co., Inc.

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## December 2018 Management, Operations & Maintenance Report

January 2, 2019

## Summary

Power outage on 12/14/18 day shift. No issues at restart. Diverted CSD influent to stormwater tank on Christmas Day. We did not operate the facility on this day. Power outage on 12/29/18 @ 0038 hrs. PM arrived at plant @ 0105 hrs. Reset blowers, surge tank mixing pump and air to air heat exchangers. Restarted SCADA system and data computer. No issues. There was no need to operate JTP during rain events. We only received 1.64 inches of rain during the entire month of December. Please note that on December 30, 2018, EBMUD totalizer had reset overnight. Total gallons displayed on monthly data report is incorrect. We also had an inventory miscount for belt press polymer in December. Correction was made on December 18<sup>th</sup>. All compliance samples were taken for the month of December 2018. No major issues with plant operations. No compliance issues with plant effluent discharge.

## CSD Report

### Hours

	OT	DT
Paul Bailey	24	6
Luc Beauchemin	16	4
Dave Simonson	0	0
Brian Prisegem	13	4
Victor Ortiz	8	2
Ken Dennison		
Total	61	16

### Flow and COD

		C&H	CCSD
Flow	Avg., mgd	.394	.278
	Max., mgd	.734	.410
	Total, MG	12.209	8.609
COD	Avg., mg/l	1701	529
	Max., mg/l	5790	761
	Total, lbs.	141832	38410

OT/DT due to Christmas Holiday, floating holidays & fill-in shifts

## Maintenance & Repair

- Trident Truck Repair diagnosed and repaired sludge truck.
- RF MacDonald removed plant water pump #2 for inspection and repair.
- Telstar replaced pole lights with LED's.
- Telstar performed semi-annual instrument calibration.
- Telstar diagnosing problem with plant effluent temperature probe.

## Financial Update

- Maintenance Caps – Balance at end of the month: (\$ 263.28)
  - Maintenance cap expenditures for December 2018.
  - Telstar installed new LED lights to replace metal halides. \$5,097.93
- Pass-thru Billable Items



- Amazon – RS232 to USB connector for weather station \$10.83
- Crockett Auto – Sludge truck gas \$87.11
- Triton Truck Repair – Sludge truck no start \$261.83
- AT&T – Monthly internet access fee \$55.00
- Amazon – Air pump for bioassay system \$26.99
- ERA – Quick response COD (Demand) Test \$162.68

## Health & Safety

- No Lost Time Incidents or CALOSHA recordable.
- Safety training topic:
  - OSHA required training: N/A
  - Lifting
- Safety issues:
  - Walkway on South side of surge tank is collapsing.
  - Walkaway on North side of surge tank is creating a trip hazard.
  - Tank inspection by certified inspector for urea and phosphoric acid tank.
  - Walkway behind the old belt press (East side) needs replacing.
  - All gratings on top of aeration tank should be anchored down.

## Operator Certification Status

- Ken Dennison            III-7928            Expires 6/30/2020
- Luc Beauchemin        II-8540            Expires 6/30/2021
- David Simonson        II-9605            Expires 6/30/2021
- Paul Bailey             II-28322           Expires 12/31/2020
- Brain Prisegem        II-41539           Expires 1/8/2020
- Victor Ortiz            II-35980           Expires 2/27/2021

## Critical Issues (Capital Projects)

### Projected Expense Projects of Significant Value (CapEx):

Item No.	Project Description	Estimated Cost	Payment Schedule
1	Replace sewer line to plant sump	\$80,000	2018-2023
2	Replace influent process pump & piping modifications, etc.	\$50,000	2018-2020
3	Overhaul DAF #1 (sandblasting interior, recoating of interior, rebuild scraper arms)	\$500,000	2018-2023
4	Overhaul DAF #2 (sandblasting interior, recoating of interior, rebuild scraper arms)	\$500,000	2018-2023
5	Replace No. 1 belt filter press	\$350,000	2018-2020
6	Remove former aeration draft tube mixers	\$230,000	TBD: 2020-2023



7	Replace existing Norton diffusers with new, cost effective membrane diffusers (basin #1)	\$200,000	TBD: 2020-2023
8	Replace existing Norton diffusers with new, cost effective membrane diffusers (basin #2)	\$200,000	TBD: 2020-2023
9	Replace existing Norton diffusers with new, cost effective membrane diffusers (basin #3)	\$200,000	TBD: 2020-2023



**Other Projected Expense Projects of Significant Value (Non-CapEx):**

Item No.	Project Description	Estimated Cost	Payment Schedule
1	Replace DAF air compressor with new rotary style air compressor. (compressor + labor to install + electrical)	\$20,000	2019
2	Potable water system hydropneumatic controller and system equipment	\$60,000	2018-2020
3	Replace phosphoric acid tank with similar capacity, double walled tank	\$35,000	2018-2020
4	Miscellaneous projects	\$15,000	2018
5	Update iFix/Intellusion SCADA software and new operating system for CPU	\$35,000	2018-2020
6	Install French drain on South side of reactors to redirect spring water that is coming under roadway	\$30,000	2018-2019
7	Replace /repair recycle system check valves (3 each)	\$45,000	2020-2023
8	Pull new wires from control room to reactor submersible pump system	\$25,000	2018-2019
9	Evaluate structural requirements (CapEx Item #6 above)	\$10,000	TBD: 2020-2023
10	Evaluate diffuser options (SOW for CapEx Item #7-9 above)	\$15,000	TBD: 2020-2023
11	Replace used sludge truck (gas not diesel)	\$8,000	2023