

CROCKETT COMMUNITY SERVICES DISTRICT

Regular Business Meeting AGENDA FOR WEDNESDAY, SEPTEMBER 22, 2021

TIME: 7:00 PM

PLACE: ** TELECONFERENCE - SEE BELOW **

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:

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

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

HOW TO OBSERVE THE MEETING:

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

Enter the Meeting ID# 819 4353 7496 followed by the pound (#) key.

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

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/81943537496> using a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)

Mobile: Login through the Zoom mobile app on a smartphone and enter Meeting ID# 819 4353 7496.

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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. PUBLIC HEARING: (Public comments limited to two minutes for each person with full discussion limited to twenty minutes unless extended by Board President.)
 5. UPDATE BY DIRECTOR:

Update District Board on actions taken by Director Barassi.
 6. MANAGERS' REPORTS/REPORTS FROM COMMISSIONERS: (These items are typically for exchange of information only. No action will be taken at this time.)
 - a. Recreation Department.

- b. Maintenance Department.
- c. Port Costa Sanitary Department.
- d. Crockett Sanitary Department.
- e. Governmental matters.
- f. Announcements and discussion.

7. **CONSENT CALENDAR:** Consideration of a motion to approve the following items:
(Items are subject to removal from Consent Calendar by request of any Board Member on request for discussion by a member of the public. Items removed from the Consent Calendar will be considered with the Administrative Items.)

- a. Approve Minutes of August 25, 2021.
- b. Approve payment of District bills.
- c. Receive Minutes of Commissions and Committees.
- d. Receive Status Reports on outstanding items.

8. **ADMINISTRATIVE:**

- a. Consider consent Items removed from Consent Calendar.
- b. Consider State Lands Commission's need for wastewater outfall condition assessment.
- c. Discuss Monthly Calendar items completed.
- d. Discuss Monthly Calendar items to be completed and upcoming deadlines.

9. **BUDGET AND FINANCE:**

- a. Consider monthly Summary Worksheets and Investment Reports and staff report on financial matters.
- b. Annual review of investment policy of the District, Gov Code Dec 53646.
- c. Annual Return-to-Source (RTS) announcement.
- d. Discuss District Office funding allocations.

10. **REPORTS FROM BOARD MEMBERS:**

(These items are typically for exchange of information only. No action will be taken at this time.)

- a. Personnel Committee – Members Barassi, Bartlebaugh, Cusack and Wilson
- b. Budget & Finance Committee – Members Mackenzie and Peterson
- c. Inter-agency meetings:

11. **CLOSED SESSION:**

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

OPEN SESSION:

12. **ANNOUNCEMENT OF ACTIONS TAKEN DURING CLOSED SESSION:**

13. **FUTURE AGENDA ITEMS:**
Discuss Accessory Dwelling Units (Oct.).
Discuss policy on delegation of authority to Commissions.
Adopt capital asset depreciation schedule.
Adopt capacity charge ordinance on Accessory Dwelling Units.
Review and adopt ADA compliance plan.
Adopt policy for use of private devices and e-accounts.
Develop policy on proposals for new programs without established funding.
14. **BOARD COMMENTS:**
15. **ADJOURNMENT** to October 27, 2021

HOW TO SUBMIT PUBLIC COMMENTS:

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

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

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

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

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

CROCKETT COMMUNITY SERVICES DISTRICT

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
website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, AUGUST 25, 2021

- 1. CALL TO ORDER:** The meeting was called to order at 7:00 PM by President Barassi. Present were Board Members Kirker, Mackenzie and Peterson, along with Recreation Department Manager Wilson, Administrative Services Manager Gunkelman, District Engineer Murdock, Assistant Sanitary Dept. Manager Barnhill, and Assistant Secretary Witschi. Also present was Sanitary Commissioner Wais. Director Bartlebaugh was absent.
- 2. AGENDA ORDER:** There were no requests to hear agenda items out of order.
- 3. PUBLIC COMMENTS:** Mary Wais said that on September 11 at 4:00 pm the Crockett Museum will celebrate their 40th birthday. Kent Peterson said the Crockett Improvement Association is having a town cleanup on October 16. He would like permission to have a debris box at the new office building in November for a residential cleanup.
- 4. PUBLIC HEARING:** None
- 5. UPDATE BY DIRECTOR:** Director Barassi said he continues to have weekly staff meetings with the Crockett Sanitary Department. He said he has finished the contracts for the new employees and will pass them on to the attorney to look over.
- 6.a. RECREATION DEPT. REPORT:** Mr. Wilson reported the pool will only be open for two more weekends. He said the Crockett Swim Team is renting the pool on September 11 for their end of the year pool party. Mr. Wilson said Mr. Gunkelman is working on the bid package for the Retaining Wall and Stairs Project. He said there is graffiti in the stairwell at Memorial Hall. Director Barassi had a request from some people in Port Costa who are avid roller skaters to their level of sort of touring the country and asked about whether or not the facilities at Alexander park would be available for that or renting the tennis courts for an outdoor roller skating event. Mr. Wilson said no.
- 6.b. MAINTENANCE DEPARTMENT:** Director Peterson said a few months ago the Board asked people to put their heads together and propose an overview to how the new office building property is to be used. He said next month he will have something.
- 6.c. PORT COSTA SANITARY DEPT.:** The Board had received the Minutes of July 14. Mr. Barnhill reported No Sanitary Sewer Overflows (SSO's) last month and no exceedances. He said a bypass has been installed from the last manhole on the collection system into the top of the septic tank. He said that bypass was an eight inch line that was chopped into the exposed above ground cone or the manhole and runs along the surface and dumps into the hatch. Mr. Barnhill presented a document titled 10 Year Exceedances and Flow Information. He said it is pretty self-explanatory. Director Peterson asked why are there so many exceedances. Mr. Barnhill said if you look at the last two years, there have been no laboratory exceedances. He said between 2019 and 2020 is when the septic tank was full and the baffles were reinstated. Director Kirker said he noticed that the flow more than doubled from 2016 to 2017. Mr.

Barnhill said that was a pretty wet year. Director Kirker said he is talking about the average flow from January through June gallons per day. Mr. Barnhill said that was a flood year.

6.d. CROCKETT SANITARY DEPT.: The Board had received the Minutes of July 21. Mr. Murdock reported No Sanitary Sewer Overflows (SSO's) last month. He received a call from Merv Silverman who lives above the park and he is concerned about fire danger. Mr. Murdock went and looked and there are a number of dead trees, probably 20 or 30. He spoke with Crockett Fire Chief Dean Columbo who is trying to contact Cal Fire. Apparently, Cal Fire has funds set aside for mitigating fire danger on public lands. He said back in March he asked the Sanitary Commission for approval on \$365K worth of repairs and he has done a number of those repairs but one is still pending and a couple were never started. He said he is having a hard time getting contractors to bid on some of these jobs. Director Peterson said it is okay to have just one bid come in, but as long as you are reaching out to several potential bidders.

6.e. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. Gunkelman reported this afternoon there was a State Lands Commission (SLC) meeting. He said among many things, the SLC addressed the Nantucket area, and despite a lot of city involvement they decided to authorize staff to obtain bidding on demolition. Mary Wais asked if it was the restaurant. Mr. Gunkelman said it is the restaurant, Marina and all the pilings. He said everything basically from the Scout Hall to the Bass Clubs property. Director Kirker said he attended that meeting also and Mark Manzione from the Sanitary Commission made a statement as a citizen not from the Sanitary Commission. He said only the President can speak publicly for the District. He said some time in the near future there should be a discussion on where responsibility lies. Director Kirker said another item to follow up on is to make sure they are going to demo the building. He said we need to make sure that lateral is kept correctly to our specifications. Staff will need to take that to the SLC.

6.f. STAFF ANNOUNCEMENTS: None

7. CONSENT CALENDAR: Director Peterson asked that Items 7.a. and 7.d. be removed for further discussion. The following consent items were approved unanimously (mk/jm):

- b. Approve payment of District bills (warrants Rec. 9303-9382; PCSan, 1343-1349; CVSan 6493-6519; Maintenance 433-438).
- c. Receive Minutes of Commissions and Committees.

8.a. CONSENT ITEMS REMOVED:

Item 7.a. Minutes of July 28, 2021

- Director Peterson said under Item 3. public comments – The last sentence should read “He said that former board member of the District, Steve Perkins, is in hospice care.
- Director Peterson said under Item 9.a. Minutes of June 23, 2021 – He doesn't understand what is meant by how to decide on a second auditor. He said we are not allowed to pick the second auditor. The auditor does and they don't get to pick what aspect of the audit gets audited.

Item 7.d. Status Reports on Outstanding Items

- Director Peterson said there are a number of errors on the status reports. He said it is unclear as to the next step and even the current status.

A motion to approve Items 7.a. and 7.d. carried unanimously (kp/jm).

8.b. SURPLUS PROPERTY: Mr. Gunkelman reported most of the surplus items were in the new office building when it was purchased. Director Peterson said his plan is to all the surplus items outside for the town yard sale on October 2 and then trash the rest of the items in the residential cleanup. A motion to approve Resolution No. 21/22-04 declaring certain items as surplus property and authorizing the disposition thereof carried unanimously (kp/mk).

8.c. DISCUSS THE BROWN ACT: Mr. Gunkelman said this item was a request of the board at the last meeting. He presented (1) What to include in the Minutes and (2) Safe Harbor Listings for Closed Sessions. Director Peterson said this is very valuable information for staff to follow and for board members and commissioners to be aware of. Mary Wais said her understanding is the executive order suspending the Brown Act ends on September 30 and that public meetings have to start again on October 1 unless the executive order is extended.

9. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Mr. Gunkelman reported David Farnsworth is going through our audit right now and there is a second auditor conducting an audit of his audit.

10.a. PERSONNEL COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. INTER-AGENCY MEETINGS: None

13. FUTURE AGENDA ITEMS:

Discuss Accessory Dwelling Units (Sept.)

Consider how to address State Lands Commission's need for wastewater outfall condition assessment (Sept.).

Discuss policy on delegation of authority to Commissions.

Adopt capital asset depreciation schedule.

Adopt capacity charge ordinance on Accessory Dwelling Units.

Review and adopt ADA compliance plan.

Adopt policy for use of private devices and e-accounts.

Develop policy on proposals for new programs without established funding.

14. BOARD COMMENTS: Director Peterson said he will be resigning from the District Board by the end of the year.

11. CLOSED SESSION: The Board went into closed session at 8:51 pm.

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

OPEN SESSION: The Board continued in open session at 9:40 pm.

12. ANNOUNCEMENT OF ACTIONS TAKEN DURING CLOSED SESSION: Director Barassi said no actions were taken while in closed session

15. ADJOURNMENT: The meeting was adjourned at 9:41 PM until September 22, 2021.

Respectfully submitted,

Susan Witschi

Susan Witschi
September 21, 2021

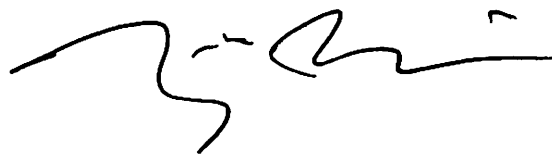
CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 9/7/21 Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
09/07/2021	ALYSSIA R LUTZ	Payroll 8/16/2021 - 8/31/2021	84.04	9383
09/07/2021	ASHER H. LABINSKI	Payroll 8/16/2021 - 8/31/2021	53.75	9384
09/07/2021	CHARLOTTE MANNELL	Payroll 8/16/2021 - 8/31/2021	84.04	9385
09/07/2021	DAMOND L. BAL	Payroll 8/16/2021 - 8/31/2021	210.11	9386
09/07/2021	GABRIEL J. OSTI	Payroll 8/16/2021 - 8/31/2021	137.60	9387
09/07/2021	HARIKESH SHRI-SHASHITHA...	Payroll 8/16/2021 - 8/31/2021	177.66	9388
09/07/2021	JOCELYN M. OSTI	Payroll 8/16/2021 - 8/31/2021	120.93	9389
09/07/2021	LINDSAY A. BARRELLA	Payroll 8/16/2021 - 8/31/2021	146.29	9390
09/07/2021	MIREILLE SCHLEPP	Payroll 8/16/2021 - 8/31/2021	59.23	9391
09/07/2021	PAIGE E. PAULSELL	Payroll 8/16/2021 - 8/31/2021	160.13	9392
09/07/2021	ROBERT M. MAGNUSON	Payroll 8/16/2021 - 8/31/2021	98.71	9393
09/07/2021	SKYLER X. PASCHALL	Payroll 8/16/2021 - 8/31/2021	123.02	9394
09/07/2021	STELLA T.E. MANNELL	Payroll 8/16/2021 - 8/31/2021	63.38	9395
09/07/2021	STEVEN A. GRAY	Payroll 8/16/2021 - 8/31/2021	41.06	9396
09/07/2021	SYDNEY L. GARCIA	Payroll 8/16/2021 - 8/31/2021	111.87	9397
09/07/2021	YOGESHUARAN SHRI-SHASH...	Payroll 8/16/2021 - 8/31/2021	131.60	9398
09/07/2021	ZOE H. LABINSKI	Payroll 8/16/2021 - 8/31/2021	187.01	9399
09/07/2021	RONALD D. WILSON	Payroll 8/1/2021 - 8/31/2021	2,572.37	9400
09/07/2021	DOLORES M. MORALES	Payroll 8/16/2021 - 8/31/2021	933.71	9401
09/07/2021	SUSAN G. WITSCHI	Payroll 8/16/2021 - 8/31/2021	2,693.07	9402
09/07/2021	AT&T	Phone - A/N 510-787-2414	406.09	9403
09/07/2021	DexYP	Advertising - A/N 800431701	61.35	9404
09/07/2021	PG&E	Gas & Electric	3,262.69	9405
09/07/2021	UNIVERSAL BUILDING SERVI...	Janitorial Services	288.00	9406
09/07/2021	Blanca Sanchez	Cleaning & Damage Refund	700.00	9407
09/07/2021	Julia Tagoilagi	Cleaning & Damage Refund	590.00	9408
09/07/2021	LESLIE'S POOL SUPPLIES	Pow Pow Plus	82.59	9409
09/07/2021	LINCOLN AQUATICS	Top Mount Flowmeter	105.82	9410
09/07/2021	RONALD D. WILSON	Mileage Reimbursement	276.08	9411
09/07/2021	SDRMA	Mem. #5505	904.34	9412
09/07/2021	TERRACARE ASSOCIATES	Replaced Damaged Valve & Plant...	840.00	9413
09/07/2021	DOLORES M. MORALES	Reimbursement for Kaiser Health (...)	40.90	9414
09/07/2021	EMPLOYMENT DEVELOPMEN...	698-1442-4	218.18	9415
09/07/2021	UNITED STATES TREASURY (...)	68-0114159	1,365.86	9416
09/07/2021	CalPERS Public Employees Ret...	CalPERS#1977684412, #1977684...	3,171.47	9417
Total FUND 3241 - RECREATION			<u>20,502.95</u>	
TOTAL			<u>20,502.95</u>	

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
 Auditor's Date: 9/7/21 Fund: 324200 Account: 0830

Date	Name	Memo	Credit	Num
FUND 3242 - MAINTENANCE				
09/07/2021	ASHER H. LABINSKI	Payroll 8/16/2021 - 8/31/2021	47.10	439
09/07/2021	MATEUS J CONAWAY	Payroll 8/16/2021 - 8/31/2021	133.46	440
09/07/2021	PG&E	Gas & Electric - #6193854060-8	137.50	441
09/07/2021	EBMUD	Water - #86466230369	159.44	442
Total FUND 3242 - MAINTENANCE			<u>477.50</u>	
TOTAL			<u><u>477.50</u></u>	




CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: 9/7/21 Fund: 342500 Account: 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
09/07/2021	All Bay Sewer	Install 8-Inch Bypass from Raised Manhole to Dist...	4,061.80	1350
09/07/2021	L.R. PAULSELL CONSULTING	Sewer Cleaning on August 17, 2021	1,200.00	1351
09/07/2021	PG&E	Electric - #2704121327-6	348.54	1352
09/07/2021	Eurofins Calscience LLC	Lab Testing - Invoice 5700066907	550.00	1353
Total FUND 3425 - PC SANITARY - O&M			<u>6,160.34</u>	
TOTAL			<u><u>6,160.34</u></u>	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 9/7/21 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
09/07/2021	JAMES G. BARNHILL	Payroll 8/1/2021 - 8/31/2021	4,386.41	6521
09/07/2021	GAUNT A. MURDOCK	Payroll 8/16/2021 - 8/31/2021	2,936.86	6522
09/07/2021	VAUGHN P. GUNKELMAN	Payroll 8/16/2021 - 8/31/2021	1,679.55	6523
09/07/2021	AT&T	Phone & Internet	205.20	6524
09/07/2021	CONTRA COSTA COUNTY	Annual Assessment Roll - Invoice 14172	28.87	6525
09/07/2021	EI Sobrante Sewer	Sewer Lateral Replacement Kendall Av...	21,596.00	6526
09/07/2021	L.R. PAULSELL CONSULTING	Sewer Maintenance from August 16-26...	15,360.00	6527
09/07/2021	PG&E	Electric - #6193854060-8	2,745.96	6528
09/07/2021	SDRMA	Mem. #5505	986.74	6529
09/07/2021	EMPLOYMENT DEVELOPM...	698-1442-4	615.12	6530
09/07/2021	UNITED STATES TREASUR...	68-0114159	2,895.00	6531
09/07/2021	CalPERS Public Employees ...	Retire. 1946207465	1,229.09	6532
Total FUND 3426 - CV SANITARY - O&M			54,664.80	
TOTAL			54,664.80	

CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: 9/20/21 Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
09/21/2021	ALYSSIA R LUTZ	Payroll 9/1/21 - 9/15/21	247.49	9418
09/21/2021	ARIEL I. FISCHER	Payroll 9/1/21 - 9/15/21	212.03	9419
09/21/2021	ASHER H. LABINSKI	Bonus	92.35	9420
09/21/2021	DAMOND L. BAL	Payroll 9/1/21 - 9/15/21	113.12	9421
09/21/2021	DOLORES M. MORALES	Payroll 9/1/21 - 9/15/21	1,010.28	9422
09/21/2021	GABRIEL J. OSTI	Payroll 9/1/21 - 9/15/21	123.85	9423
09/21/2021	HARIKESH SHRI-SHASHITHARAN	Payroll 9/1/21 - 9/15/21	84.16	9424
09/21/2021	LINDSAY A. BARRELLA	Payroll 9/1/21 - 9/15/21	145.54	9425
09/21/2021	MIREILLE SCHLEPP	Payroll 9/1/21 - 9/15/21	215.94	9426
09/21/2021	ROBERT M. MAGNUSON	Payroll 9/1/21 - 9/15/21	138.18	9427
09/21/2021	SKYLER X. PASCHALL	Payroll 9/1/21 - 9/15/21	66.48	9428
09/21/2021	STELLA T.E. MANNELL	Payroll 9/1/21 - 9/15/21	317.68	9429
09/21/2021	SUSAN G. WITSCHI	Payroll 9/1/21 - 9/15/21	2,259.79	9430
09/21/2021	SYDNEY L. GARCIA	Payroll 9/1/21 - 9/15/21	280.32	9431
09/21/2021	YOGESHUARAN SHRI-SHASHITH...	Payroll 9/1/21 - 9/15/21	62.34	9432
09/21/2021	ZOE H. LABINSKI	Bonus	92.35	9433
09/21/2021	DexYP	Advertising	62.20	9434
09/21/2021	EBMUD	Water - #30385600001 & 14347900001	3,080.74	9435
09/21/2021	PG&E	Gas & Electric - #2501517473-0	368.02	9436
09/21/2021	UNIVERSAL BUILDING SERVICES	August Janitorial Service	1,325.00	9437
09/21/2021	TERRACARE ASSOCIATES	Landscaping services	2,171.00	9438
09/21/2021	David Farnsworth, CPA	Financial Audit Services	1,872.54	9439
09/21/2021	Normie Flores	Cleaning & Damage Deposit	287.50	9440
09/21/2021	Chavon Pangilinan-Green	Cleaning & Damage Deposit	700.00	9441
09/21/2021	Jesus Ramos	Cleaning & Damage Deposit	535.00	9442
09/21/2021	LESLIE'S POOL SUPPLIES	Perfect Weekly	105.30	9443
09/21/2021	Andrea Salazar	Cleaning & Damage Refund	565.00	9444
09/21/2021	USBank	Various - #412713455573937	1,596.45	9445
09/21/2021	Frank Sandoval	Refund for Cancellation of Event on 1-...	2,260.00	9446
09/21/2021	LINCOLN FINANCIAL GROUP	CCSVD-BL-1564438	69.19	9447
09/21/2021	STATE COMPENSATION INSURA...	Workers Comp 219383	512.96	9448
09/21/2021	Stella Mannell	Replacement Check for Warrant #9317	501.49	9449
Total FUND 3241 - RECREATION			<u>21,474.29</u>	
TOTAL			<u><u>21,474.29</u></u>	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 9/20/21 Fund: 324200 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3242 - MAINTENANCE				
09/21/2021	David Farnsworth, CPA	Financial Audit Services	49.24	443
09/21/2021	USBank	Various - #412713455573937	476.87	444
Total FUND 3242 - MAINTENANCE			526.11	
TOTAL			526.11	

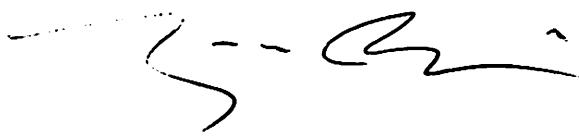


CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: 9/21/21 Fund: 342500 Account: 0830

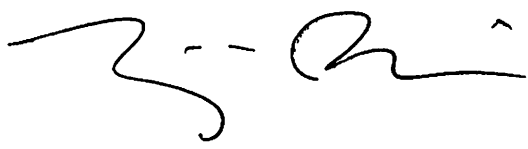
Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
09/21/2021	Eurofins Calscience LLC	Lab Testing	550.00	1354
09/21/2021	L.R. PAULSELL CONSULTING	Sewer Cleaning on September 15, 2021	360.00	1355
09/21/2021	Valley Operators, LLC	August Monthly Service, Priming Pump, Hose	5,461.09	1356
09/21/2021	Steve Northcutt	Pump Replacement at Port Costa Plant	2,100.00	1357
09/21/2021	David Farnsworth, CPA	Financial Audit Services	498.52	1358
09/21/2021	USBank	Various - #4127134555573937	542.51	1359
Total FUND 3425 - PC SANITARY - O&M			9,512.12	
TOTAL			9,512.12	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 9/20/21 Fund: 342600 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3426 - CV SANITARY - O&M				
09/21/2021	L.R. PAULSELL CONSULTING	Sewer Maintenance from September 8-1...	10,380.00	6533
09/21/2021	All Bay Sewer	Invoices #201, 202, 207	32,800.00	6534
09/21/2021	WEST COUNTY WASTEWATER D...	Contract Billing - July and August 2021	12,036.64	6535
09/21/2021	David Farnsworth, CPA	Financial Audit Services	4,147.70	6536
09/21/2021	USBank	Various - #412713455573937	761.50	6537
09/21/2021	Bills Underground	Video Inspection - 1 Rolph Park Drive	150.00	6538
09/21/2021	LINCOLN FINANCIAL GROUP	CCSVD-BL-1564438	48.15	6539
09/21/2021	STATE COMPENSATION INSURA...	Workers Comp 219383	625.62	6540
09/21/2021	GAUNT A. MURDOCK		2,646.13	6541
09/21/2021	VAUGHN P. GUNKELMAN		1,996.77	6542
Total FUND 3426 - CV SANITARY - O&M			<u>65,592.51</u>	
TOTAL			<u><u>65,592.51</u></u>	



PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

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MINUTES OF REGULAR MEETING, AUGUST 11, 2021

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Surges. Present were Commissioners Klaiber, List and Scheer, along with Dept. Manager Barnhill, District Engineer Murdock and Assistant District Secretary Witschi. Commissioner Cusack was absent.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
- 5.a. SELF-MONITORING REPORT: Mr. Barnhill reported no exceedances in June and no overflows last month.
- 5.b. DISTRICT BOARD ACTIONS: Mr. Barnhill reported on the actions taken by the Board in July. He said the budget for FY 21/22 has been approved.
6. FINANCIAL REPORT: The monthly statement of Department finances was examined by the Commission.
- 7.a. QUOTE FROM NORTHCUTT PLUMBING: A motion to approve quote from Northcutt Plumbing to replace plumbing, plumb in two pumps and supply and install second sump pump with necessary plumbing to the drain pit for \$2,860 not to exceed \$3,000 carried unanimously (as/tl). Commissioner List said the two major pumps that stand six feet tall, one has a bad bearing. He said that pump will have to be taken out of commission, but there is a stand in pump that is ready to go. He would like to see the pump fixed before it destroys itself and it is a very expensive pump, but it can be rebuilt for a third of the price. Commissioner Surges asked to have this put on the agenda for next month to discuss.
- 7.b. PROPOSALS FROM CONTRACTORS: Commissioner Surges said there are two proposals being presented. He said one is from Bills Underground for \$4,875 and one from All Bay Sewer for \$4,500 to replace 20 feet of 8-inch pipe above ground from the manhole to septic tank hatch. He said looking over both proposals All Bay Sewer seems to be very complete, including liability insurance and it is the lowest bid. Commissioner Scheer said it would be wise to go with the lowest bid. A motion to approve proposal from All Bay Sewer to install approximately 20 feet of 8-inch pipe above ground from manhole to septic tank hatch for \$4,500 carried unanimously (as/js).
- 7.c. 10-YEAR EXCEEDANCES: Mr. Barnhill presented a 10-year exceedances and flow information for Port Costa. He said this is not a standard report and staff does not gather this for any reporting purposes, but it was questioned at the board level. He said at the last board meeting he mentioned that Port Costa had a record run without any laboratory-related

exceedances in year and a half. He said there was one which was a scheduling error. He said the question was asked if COVID had anything to do with extra flow from town adding dilution to the water helping out the treatment. There is only data from January through June of this year, but he said it doesn't look abnormal.

8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported no Sanitary Sewer Overflows (SSO's) in July. He said West County Wastewater District (WCWD) came out again and pumped out the scum layer and it was roughly eight inches across the chamber one in the back, south east corner of the tank is where it seems to really build up, it was probably a couple of feet deep back there. WCWD was able to pull out 85% of the material before the truck filled. He said we are good for another four months. He said something is going on the road that leads up the hill to Prospect Avenue. He said a USA notice has been received from the county and it mentioned a landslide. He said a 200 foot section of that roadway has a threat for a landslide and there is a sewer that runs above the road and it crosses across the road where the road takes the turn to the west.

8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

8.c. STAFF ANNOUNCEMENTS: None

9. REPORTS FROM COMMISSIONERS: None

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

- a. Approve Minutes of July 14, 2021.
- b. Receive Status Report on outstanding issues.

11. FUTURE AGENDA ITEMS:

Discuss Influent Pump #2 condition and status (Sept.).

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 7:29 PM until September 8, 2021.

Respectfully submitted,



Susan Witschi
August 11, 2021

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, AUGUST 19, 2021

1. **CALL TO ORDER:** The meeting was called to order at 7:04 PM by Chairperson Manzione. Present were Commissioners Adams and Wais, along with Administrative Services Manager Gunkelman, District Engineer Murdock, Assistant Dept. Manager Barnhill and Asst. Secretary Witschi. Commissioner Mauler was absent.
2. **AGENDA ORDER:** There were no requests to change the agenda order.
3. **PUBLIC COMMENTS:** Gaunt Murdock said the State Lands Commission is having a virtual meeting on the August 25 at 1:00 pm regarding the Crockett waterfront.
4. **PUBLIC HEARING:** None
5. **CONSENT CALENDAR:** Commissioner Manzione asked that 5.a. be removed for further discussion. The consent item was approved unanimously (mw/ha):
 - b. Consider Status Report on outstanding issues.

Consent Item Removed: 5.a. – Minutes of July 21, 2021. Commissioner Manzione said he would like to offer some additions to clarify the minutes:

6.a. Legal advice on implementing a State law - *This matter regards a State law on Accessory Dwelling Units. The Sanitary Department has received legal advice given to our staff. The purpose of this closed session is to hear that legal advice is passed on by staff.*

6.b. Security matter - *This closed session pertains to security of sewer system assets. The purpose is to address recently recognized security risks, especially for internet and IT assets. The security personnel with whom the commission is consulting is our department staff responsible for these security subjects.*

A motion to approve the Minutes of July 21, 2021, as amended, carried unanimously (ha/mw).

- 6.a. **DISTRICT BOARD ACTIONS:** None
- 6.b. **DISTRICT OFFICES:** Mr. Murdock reported he and Mr. Barnhill have moved in to the new office building. He said work upstairs in the new office is almost complete. He said the bathrooms do not need much work done and the kitchen floor will probably start this weekend. Mr. Gunkelman said he has not had a chance to deal with any security cameras.
- 6.c. **BROWN ACT:** Commissioner Manzione wanted to say in response to the question raised at District Board on the Crockett Sanitary closed session. He said his view from reading the Brown Act and refreshing on it was that the closed session is appropriate. He accepts the request for more details being made public about what the closed sessions are about. Commissioner Wais said she wanted to make one comment about the Brown Act. She said the District has never made a full media policy and she wanted to remind everyone that you cannot dispose of any communication from the District on the phone or emails.

Commissioner Manzione said the spirit of the Brown Act is transparency, openness and information available to the public, which is the reason why he wanted to take the time to add extra information to the minutes from July 21 and also to have it in the record of this meeting. He said any member of the public can attend these meetings if they are an interested party. He said the Brown Act is open to complaints from anybody who's involved, any citizens and any interested party.

7.a. ENFORCEMENT ACTIONS: None

7.b. SEWER USE CHARGE AND ACCESSORY DWELLING UNIT ISSUES: No report.

8. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission.

9.a. STAFF REPORT ON OPERATIONS: Mr. Murdock reported back in March he asked the Commission for approval on \$365K worth of repairs. He has done a number of those repairs but one is still pending and a couple were never started. He is still planning to get back and do a couple of the ones that were already authorized. Mr. Murdock said there are three more proposed/pending capital repairs that still need approval: They are (1) Lillian for \$40K, (2) Alexander for \$55K and (3) Winslow for \$80K. A motion to approve capital repairs for Lillian, Alexander and Winslow Street for a total of \$175K carried unanimously (ha/mw). Mr. Murdock reported he has been putting together an Accessory Dwelling Unit (ADU) form so those individuals would have the ability to apply to be exempt. He is also looking at the cost of lateral inspections. He said staff has looked at what other districts charge for lateral inspections. West County Wastewater District charges \$500 for a lateral inspection, and in addition to that they have other charges they tack on. He said right now we do lose a lot of money with a lateral inspection. He is looking at how much it costs and he doesn't have any really hard data right now, but is working on it.

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

9.c. STAFF ANNOUNCEMENTS: None

10.a. WASTEWATER COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. INTER-AGENCY MEETINGS: None

11. FUTURE AGENDA ITEMS:

- Consider vacancy on the Crockett Sanitary Commission (Sept.).
- Consider lateral inspection increase.
- Consider procedures for Accessory Dwelling Unit applicants.
- Consider restoring the Budget & Finance Committee.
- Progress reports as appropriate for new District offices.
- Capacity Charge Accessory Dwelling Unit (ADU) Ordinance.
- Video outreach for FOG and no wipes down drain.
- Recommend award of contract(s).
- Recommend payment for sewer project(s).

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 8:03 PM until September 15, 2021.

Respectfully submitted,

Susan Witschi

Susan Witschi
September 10, 2021

CSD STATUS REPORT

SEPTEMBER

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
Ongoing		Financial Accounting & Budget	Adopt FY 21/22 Budget	Audit of FY 20/21 with David Farnsworth CPA
Ongoing		ADA Compliance Plan Review - District needs to update its ADA plan. Consider outsourcing study and develop budget to implement changes to meet ADA plan requirements.	ON HOLD	Contract inspection
Ongoing		Inventory of capital assets - recommended by auditor to match with QuickBooks value of assets. Begin with insurance appraisal list and expand to include assets above capital threshold. Consider increasing capital threshold policy from \$1,000.	BACKLOGGED	Create and then update list annually
Ongoing		Local Hazard Mitigation Plan (LHMP) - Strategic Planning Committee along with management staff to review and update based on currently identified and future hazards. Consider consultant to create work product.	BACKLOGGED	Develop current
1/17	C-31	Waiver of Subrogation - initial inquiry requested by Board member over concern with contract language.	District does not have	Alliant to quote additional insurance cost.
1/17	C-30	Establishment of By-Laws - Commissions and Committees currently do not have their own by-laws to provide guidance on responsibilities. Must develop with feedback from Commissions and Board.	BACKLOGGED	Staff to Draft
10/17	C-29	Meeting Cancellation Policy - currently cancellation of meetings can be requested by chairpersons and management. Request to development policy for what constitutes non-pressing matter cancellations.	BACKLOGGED	Policy needs to be written.
1/18	C-28	Second Signer Policy - develop policy on when a second signer can sign documents when the primary signer is not available.	BACKLOGGED	Staff to Draft

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

7.d.

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

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

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

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

PERSONNEL STATUS REPORT

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

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

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

MAINT. DEPT. STATUS REPORT

SEPT

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

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

REC. DEPT. STATUS REPORT

SEPT.

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
Ongoing		Facility maintenance - Community Center, pool, and park.	All safety issues corrected	
Ongoing		Financial accounting & budget	FY 21/22 Budget Adopted	
Ongoing		Prop 68 Park & Water Bond	Application Packet Submitted	Submit project to OGALS
Ongoing		Hazardous Material Training	Trained seasonal staff	Update Injury & Illness Prevention Plan

MAINTENANCE ISSUES

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

CAPITAL IMPROVEMENTS

3/14	C-1	West side covered deck Project	postponed until 2021	Identify funding. Do project in phases
12/18	C-2	Fire suppression alarm system for Center	pending	Waiting on addtl.quotes

ADMINISTRATIVE MATTERS

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

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

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PORT COSTA SAN. DEPT. STATUS REPORT

SEPTEMBER

DATE	REF.	TASK	STATUS	NEXT STEP	RESPONSIBLE
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ADMINISTRATIVE MATTERS

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

ENGINEERING MATTERS

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

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

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

MAINTENANCE MATTERS

		Monitor sludge level - WWTP Septic Tank	Valley - ongoing. Operator to advise when it is necessary to remove	Operator to seek bids. Commission to review and accept pumping proposal. Operator to schedule work, manage project	Operator
		Monitor scum level - WWTP Septic Tank	Valley - ongoing. Scum in chamber #1 removed Feb 2021. Jan 2020 full maintenance	Staff to contact WCWD to vac material. Operator to oversee and accept work	Operator/staff
8/17		Repair/replace #3 dosing siphon in dosing structure. Siphon is broken and has been removed.	Pending Valley verification of specs. Valley is verifying specs on replacement (\$535 per unit)	Seek installation proposal once part is verified. Commission to accept proposal	Operator
8/18	M-7	Install signage at WWTP. Property warning signs should be installed within the fenceline rather than on the fence to help prevent sign and property vandalism	Commission volunteered	Pending	Commission
2/17	M-6	Remove shrubbery. Plants and roots are causing major damage to wwtp	Commission volunteered	Pending	Commission
		Transplant sand into filter bed #3. Filter bed 3 is low on sand material, level needs to be brought up. Plan was to transfer sifted sand from waste pile or from abandoned bed #4.	Suspended following bio assay failures. Unverified if transferred sand was the specific cause but the failures coincided with transfer. Unverified risk of metal and other contaminants collecting in static sand due to proximity to the railroad.		Operator

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

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

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

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

CROCKETT SANITARY DEPT. STATUS REPORT

SEPT.

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

FINANCIAL MATTERS

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

ENGINEERING MATTERS

5/18	E-27	Flyght SCADA with MCC	engineer investigating	To bid October 2020	VW Housen
12/12	E-26	Protect pump station from floods	POSTPONED	remove bricks by Feb 2021	CIA

DATE	REF.	TASK	STATUS	NEXT STEP	RESPONSIBLE
5/12	E-25	6" sewer behind Third/Wanda	BACKLOGGED	install access point	Constr. Mgr.
10/10	E-24	Loring pump station alt. power backup	WCWD Power	install generator	WCWD/JB
7/07	E-21	Mercury TMDL	BACKLOGGED	review / research	WWC
4/07	E-20	Pool discharge permitting	BACKLOGGED	create permit	GM / Legal
3/05	E-10	EQ tank rehabilitation	cleaned 9/14	engineers study required	VW Housen & other engin.
6/04	E-9.5	Sewer replacement schedule	2% per year	Wastewater to review 2021	GM / WWC
10/01	E-4	Easement agreement (405 Alhambra)	BACKLOGGED	hire surveyor	GM
8/01	E-3	Edwards Creek tunnel project	COMPLETED	record grant of easement	GM
7/17	E-28	Update contacts with DIR	BACKLOGGED	Contractors must be registered	Constr. Mgr.
<u>ADMINISTRATIVE MATTERS</u>					
1/18	A-32	Easement Protection Program	BACKLOGGED	revisit enforcement priority	GM / Board
6/17	A-31	Access & Repair Agreement Program	BACKLOGGED	develop formal program	GM / Board
4/17	A-30	Abandon sewer easement 550 Alhambra	Attorney for language	record abandonment	GM
10/15	A-29	Order protection of easement 515 Winslow	BACKLOGGED	draft letter and request payment of abatement costs	GM
8/15	A-33	Enforcement Procedures - rewrite	BACKLOGGED	Draft and legal review	GM / Legal
9/14	A-34	Grant Easement Transfer 330 Alhambra	BACKLOGGED	draft and record	GM
9/12	A-28	Capacity charge payment plan	POSTPONED	revise fee ordinance	GM / Legal
3/12	A-27	Common lateral ordinance	DELAYED	review ordinance	GM / Legal
2/10	A-26	Capacity charge ordinance	POSTPONED	revise by ordinance	GM / Legal
11/09	A-25	Double permit fees for no permit	drafted	adopt ordinance	GM / Legal
3/08	N-11	Penalties for lateral SSO negligence	BACKLOGGED	develop fines	GM / Board
4/07	A-20.5	Lateral replacement	ON HOLD		GM / Board
11/06	A-19	Safety training requirements	Identify	annual training	JB
3/04	A-16	C&H access requirements	BACKLOGGED	abandon sewers	GM / Legal
8/03	A-15.9	Grease trap inspection control program	BACKLOGGED	develop procedures	JB
8/03	A-15.7	Grease traps/FOG	BACKLOGGED	notify commercial kitchens	JB

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

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V6

AUGUST 2021		
Done		Responsible
x	Deadline 8/10 to submit sewer use charges & Rec tax	
	Personnel evaluation (JB)	
x	Backup SCADA computer	
	Annual report to CCF on RTS funds	
x	Receive Cty printout & verify sewer use charges & Rec tax	
\	Update Service Area binder online (USAN)	
x	Make sure valve for EQ return is closed @ pump station	
	C&H Quarterly sewer fee invoice (by 8/10)	
	Staff review of Action Plan	
x	Annual Capacity Charge Accounting and Reporting (Gov Code 66013/AB 1600)	
	Republic Services – verify waste grit agreement (2021)	
x	Deadline 8/31 register sam.gov annually	
	HHW to WCC HHW facility	

SEPTEMBER 2021		
Done		Responsible
	SSA - Annual Information Request (CalPERS)	
	Call for RTS amount	
	Annual long-term strategy workshop CSD Board - evening	
x	Annual review of investment policy of CSD (Gov't Code Sec. 53646)	
x	Mercury – review locations in Crockett for potential sources	
	Pollution Prevention Plan – review with C&H	
	Deadline 10/1 for Biennial COI Notice to CC Clerk ('20)	
x	BACWA Nutrient Report for PCSan (Valley/BACWA)	

OCTOBER 2021		
Done		Responsible
	Deadline 10/10 to pay special events premium	
	Quarterly payroll tax forms: 941, DE9 and DE9C	
	Get LAIF interest rate on 10/15	
	Exercise valve on force main outside EQ gate	
	Hand out Audit Report to CSD Board prior to acceptance	
	Replace batteries (flashlights, etc.) / truck prep	
	Review Injury & Illness Prevention Program	
	Port Costa loan payment #2 (ends 2025)	
	AB 1234 training (bi-annual) James, Dale, Ron (optional)	
	Strategic and Long-Term Planning Committee - quarterly	
	Generator service (CVSan / PCSan)	

E.C.

CROCKETT COMMUNITY SERVICES DISTRICT

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

TO: Board of Directors
FROM: Administrative Services Manager
SUBJECT: Teleconferencing & The Brown Act
DATE: September 22, 2021

On September 20, 2021, Governor Newsom signed Executive Order N-15-21 to suspend AB361 until October 1st, 2021. This gives legislative bodies until October 1st to begin an ongoing monthly (every 30 days) announcement of how it will hold it's meetings. This will require a majority vote each month.

Among some of the proposed changes, includes a description of how to rejoin and reconvene a meeting that encounters disruption.

STAFF RECOMMENDS:

The board should schedule another meeting for next week to formally address this under the Brown Act.

CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525
 850 Pomona Street
 Telephone (510) 787-2992
 Fax (510) 787-2459

MONTHLY SUMMARY WORKSHEET

e-mail: manager@town.crockett.ca.us
 website: www.town.crockett.ca.us

PREPARED FOR BD. MTG:	8-25-21	LATEST FUND REPORT:	8-11-21
-----		-----	
CCSD FUND 3240		CCSD FUND 3240	
-----		-----	
CASH CARRIED FORWARD:		CASH CARRIED FORWARD:	
<u>REC DEPT:</u>	\$16,035.40	<u>CVSAN DEPT:</u>	\$67,071.37
ACTIVITY:		ACTIVITY:	
Cash Conversion		Cash Conversion	
Prop Tax		Prop Tax	
-----		-----	
CASH BALANCE (Rec):	\$16,035.40	CASH BALANCE (CVSan):	\$67,071.37
-----		-----	
ADV ON TAXES (Rec):	\$ 62,044.99	ADV ON TAXES (CVSan):	\$316,657.47
060 Adv beginning bal	\$7.28	060 Adv beginning bal:	(\$16.68)
Cash Conversion		Cash Conversion	
Sec Tax Apportion	\$62,037.71	Sec Tax Apportion	\$316,674.15
Ending Balance	\$ 62,044.99	Ending Balance	\$316,657.47
160 Supplmt begin bal	\$0.00	160 Supplmt begin ba:	\$0.00
Cash Conversion		Cash Conversion	
Ending Balance	\$0.00	Ending Balance	\$0.00
-----		-----	
FUND BALANCE (Rec):	\$78,080.39	FUND BALANCE (CVSan):	\$383,728.84
-----		-----	
		MAINT DEPT PROPERTY TAXES ALLOC:	
		Cash Carried Forward:	\$2,809.33
		Cash Conversion	
		Cash Balance (Maint	\$2,809.33
		060 Adv Beginning Ba:	\$9.67
		Cash Conversion	
		Sec Tax Apportion	\$ 7,334.89
		Ending Balance	\$7,344.56
		160 Supplmt begin ba:	\$0.00
		Cash Conversion	
		Ending Balance	\$0.00
		FUND BALANCE (Maint):	\$10,153.89

		TOTAL CSD 3240 BALANCE:	383,728.84 393,882.73

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CROCKETT MAINTENANCE DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BD. MTG:	8-25-21	LATEST FUND REPORT	8-11-21
OPERATING FUND 3242		BALANCES BY CLASS	
CASH CARRIED FORWARD:	\$30,172.78	MEMORIAL HALL	
ACTIVITY:		Walk Honor & P66	\$258,500.00
CHECKS and PAYMENTS		Arch. Phasel	(\$15,427.99)
Warrant (433-435)	(\$906.00)	Engnr. Phasel	(\$33,934.00)
Investment Svcs 4th	(\$21.00)	Other CapX	(\$4,605.65)
DEPOSITS		WofH P66 Balance	\$204,532.36
Walk of Honor DP	\$0.00	Other MH O&M Bal	\$8,609.44
Transfer from 3240	\$0.00	BRIDGEHEAD	\$1,174.34
Trnsr fr 1/20/21	\$0.00	PLAZA/FENCES/LIGHTS	(\$876.68)
CASH BALANCE:	\$29,245.78	DOGPARK COST CENTER	\$844.14
INVESTED BEG. BAL:	\$185,964.08	ACCRUED DEBT:	
Transfer to inves	\$0.00	PCADVISORY due MH	\$1,170.20
LAIF intrst 4th q	\$146.67		
INVESTED END. BAL:	\$186,110.75		
FUND BALANCE:	\$215,356.53	TAXES held in 3240	\$10,153.89

CROCKETT COMMUNITY SERVICES DISTRICT

INVESTMENT REPORT

AS OF August 1, 2021

<u>Beginning invested balance:</u>	<u>8/1/2021</u>	<u>\$ 5,024,200.84</u>
<u>RECREATION DEPT. OPERATING FUND 3241</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.33% on 7/15/21		\$ 358,396.94
Activity: Transfer to Cash (8/19/2021)		\$ (60,000.00)
Ending balance:		\$ 298,396.94
<u>MAINTENANCE DEPT. MEMORIAL HALL FUND 3242</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.33% on 7/15/21		\$ 186,110.75
Activity:		
Ending balance:		\$ 186,110.75
<u>PORT COSTA SANITARY DEPT. OPERATING FUND 3425</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.33% on 7/15/21		\$ 125,272.71
Activity: Interest 4th Quarter		
Ending balance:		\$ 125,272.71
<u>CROCKETT SANITARY DEPT. OPERATING FUND 3426</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.33% on 7/15/21		\$ 3,380,350.08
Activity:		
Ending balance:		\$ 3,380,350.08
<u>CROCKETT SANITARY DEPT. CONSTRUCTION FUND 3427</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.33% on 7/15/21		\$ 902,606.75
Activity:		
Ending balance:		\$ 902,606.75
<u>CROCKETT SANITARY DEPT. CAPITAL RESERVE FUND 3429</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.33% on 7/15/21		\$ 71,463.61
Activity:		
Ending balance:		\$ 71,463.61
<u>Closing invested balance:</u>	<u>8/31/2021</u>	<u>\$4,964,200.84</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.


 Vaughn Gunkelman, Administrative Services Manager

Date: 9/21/2021

CROCKETT RECREATION DEPARTMENT

of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525

Telephone (510) 787-2414

Fax (510) 787-3049

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

website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG: 7-28-21

LATEST FUND REPORT: 7-13-21

OPERATING FUND 3241

CASH CARRIED FORWARD: \$ 39,027.69

ACTIVITY:

CHECKS AND PAYMENTS

Warrants (9196-9227) (\$18,210.66)
 Transfer to Invest
 Wells Fargo CC Fees (\$52.79)
 Deposit Slips (\$64.70)
 Invest Fees

DEPOSITS AND CREDITS

Comm Center Booking \$18,614.00
 Pool Deposit (6-24) \$19,517.93
 Cost Recovery Bocce
 Donations & Pool Rental \$2,693.00
 Tennis keys
 Transfer from Invest
 Cash Conversion \$4,840.00
 United Way Pass-thru
 JSHS rent/CCF Grant
 Return-to-source
 Transfer from 3240
 Parking fines
 Payroll recov CV&PC

INVESTED BALANCE: \$358,147.58
 Invest Interest \$0.00
 Transfer to Invest \$0.00
 NET INVESTED: \$358,147.58

\$50,222.82 c/d deposits
 \$307,924.76 avail. funds

FUND BALANCE: \$424,512.05

*** Below held in cash account ***

C/D BEGINNING BALANCE: \$50,222.82
 c/d deposit receipts \$0.00
 c/d deposit refunds \$0.00
 Trnsfr recovery \$0.00
 NET C/D ENDING BALANCE \$50,222.82

CAP / RESTRICTED BAL: \$4,639.60
 Donations \$0.00
 \$0.00
 NET CAPITAL REPL. BAL: \$4,639.60

POLICE LIAISON BALANCE \$8,253.92
 Parking revenue \$0.00
 Payroll/Expenses \$0.00
 NET PLC ENDING BALANCE \$8,253.92

XMAS LIGHT BEG BALANCE \$496.57
 No activity \$0.00
 XMAS LIGHT END BALANCE \$496.57

CERT ACTIVITY: None \$0.00
 CERT Ending Balance: \$0.00

CASH BALANCE: \$66,364.47

ADV ON TAXES : \$4,840.00
 Cash Conversion (\$4,840.00)

NET ADV ON TAXES: \$0.00

PETTY CASH BALANCE: \$60.00
 TAXES held in 3240: \$ 16,037.30
 CO.charges in 3240: \$ -

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

PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR MTG.: 8/25/21 LATEST FUND REPORT 8/11/21

OPERATING FUND 3425

CASH CARRIED FORWARD:	\$37,248.81	ACCRUED DEBT:	
ACTIVITY:			
Warrants (1335-1346)	(\$13,516.07)	PYs due CVSan Dep	\$24,233.49
Permit		Loan#2 due CVSan	\$203,986.49
Investment Services	(\$21.00)	Loan#3 due CVSan	\$150,000.00
Cash conversion			

CASH BALANCE:	\$23,711.74	ACCRUED DEBT:	\$378,219.98
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ADV ON SUC BEG. BALANCE	\$0.00
Cash Conversion	
Ending Balance	\$0.00

INVESTED BEGIN. BALANCE	\$125,224.30
LAIF Interest 4th qt	\$48.41
Transfer to Invest	\$0.00
Ending Balance	\$125,272.71

FUND BALANCE:	\$148,984.45	\\san\pc\bud&fin\wrksht
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CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTC	8/25/21	LATEST FUND REPORT:	8-11-21
OPERATING FUND 3426		CONSTRUCTION FUND 3427	
CASH CARRIED FORWARD:	\$282,323.24	CASH CARRIED FORWARD:	\$60,020.28
ACTIVITY:		ACTIVITY:	
Warrants (6464-6510)	\$ (138,878.20)	Investmnt Srvc 4th q	(\$3.00)
Investmnt Srvc 4th qt	(\$29.00)		
Permit 21-11 to 21-11	\$150.00		
Contractor Bonds	\$ 2,000.00	CASH BALANCE:	\$60,017.28
Transfer from 3240		INVESTED BEGIN BAL.:	\$901,870.40
Wells Fargo Fees		4th Qtr Interest	\$736.35
		INVESTED BALANCE:	\$902,606.75
CASH BALANCE:	\$145,566.04	FUND 3427 BALANCE:	\$962,624.03
ADV ON TAXES:	\$ -		
060 Prop tax Beginnir	\$ -		
Cash Conversion			
Ending Balance	\$ -	CAPITAL RESERVE FUND 3429	
160 Adv Supp Prop ta:	\$4,117.89	CASH CARRIED FORWARD:	\$260.00
Zero out until Dec	(\$4,117.89)	ACTIVITY:	
Ending Balance	\$0.00	Investmnt Srvc 4th q	(\$1.00)
INVESTED BEG. BALANCE:	\$3,377,893.50	CASH BALANCE:	\$259.00
Invest Interest	\$2,456.58	INVESTED BEGIN BAL.:	\$71,405.31
Transfer to investment		4th Qtr Interest	\$58.30
Ending Balance:	\$3,380,350.08	INVESTED BALANCE:	\$71,463.61
FUND 3426 BALANCE:	\$3,525,916.12	FUND 3429 BALANCE:	\$71,722.61
TAXES held in 3240:	\$383,728.84		
CO.charges in 3240:	\$0.00	CONTRACTOR BONDS ON FILE:	
ACCRUED DEBT OWED TO CVSAN:		36 contractors	\$36,500.00
PCSAN DEPT.	\$378,219.98		

CROCKETT COMMUNITY SERVICES DISTRICT

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850 Pomona Street
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e-mail: manager@town.crockett.ca.us
website: www.town.crockett.ca.us

TO: Board of Directors
FROM: Administrative Services Manager
SUBJECT: Annual Review of Investment Policy
DATE: September 20, 2021

JK

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 decreased drastically from 1.47% last year to 0.33%. Total LAIF Interest for FY 20/21 was **\$22,379.52**. 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. In November of 2020, Port Costa made two interest and two principal payments for fiscal years 19/20 and 20/21, totaling **\$93,563.29**. The remaining balance from FY 20/21 is **\$353,986.49**, along with an interest amount of **\$6,477.95**. This Amount, along with their FY 21/22 installment payment is scheduled to be paid in October of 2021.

RECOMMENDED ACTION

The Board should review the investment policy, form recommendations, and/or decide that no changes to the policy is required at this time.

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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