

CROCKETT COMMUNITY SERVICES DISTRICT

Regular Business Meeting AGENDA FOR WEDNESDAY, OCTOBER 28, 2020

TIME: 7:00 PM

PLACE: ** TELECONFERENCE - SEE BELOW **

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:

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

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

HOW TO OBSERVE THE MEETING:

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

Enter the Meeting ID# 853 7589 1271 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/85375891271> 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# 853 7589 1271.

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1. CALL TO ORDER – ROLL CALL
 2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
 3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:
(The Board is prohibited from discussing items not on this agenda. Matters brought up that are not on the agenda may be referred to staff for action or calendared on a future agenda.)
 4. REPORTS FROM COMMISSIONERS:
(This item is typically for exchange of information only. No action will be taken at this time.)
 5. PUBLIC HEARING: (Public comments limited to two minutes for each person with full discussion limited to twenty minutes unless extended by Board President.)
 6. MANAGERS' REPORTS: (These items are typically for exchange of information only. No action will be taken at this time.)
 - a. Recreation Department.

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

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 September 23, 2020.
 - b. Approve payment of District bills.
 - c. Receive Minutes of Commissions and Committees.

8. **ADMINISTRATIVE:**
- a. Consider consent Items removed from Consent Calendar.
 - b. Receive State Fund adjusted premium basis.
 - c. Consider MightyMite Termite Services contract for the District's new offices.
 - d. Create Ad Hoc Committee to lead renovation of new District offices and appoint Committee members.
 - e. Consider organization chart.
 - f. Consider salary range for positions.

9. **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 Operations Manager, Wastewater Operations Manager and District Secretary positions, Pursuant to Government Code Section 54957.6.

OPEN SESSION:

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

11. **BUDGET AND FINANCE:**

Consider monthly Summary Worksheets and Investment Reports and staff report on financial matters.

12. **REPORTS FROM BOARD MEMBERS:**

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

- a. Personnel Committee – Members Barassi, Bartlebaugh, Cusack, Sutton, and Wilson
- b. Budget & Finance Committee – Members Mackenzie and Peterson
- c. Ad Hoc Committees: Strategic Planning, New Offices, Staff Management
- d. Inter-agency meetings:

13. FUTURE AGENDA ITEMS:
Award contract(s) for hazardous mitigation of 1 Rolph Park Drive (Nov).
Discuss policy on delegation of authority to Commissions (Nov).
Approve meeting and holiday schedule for 2021 (Nov.).
Election of officers (Dec.).
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 November 3, 2020

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, SEPTEMBER 23, 2020

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by President Kirker. Present were Board Members Barassi, Mackenzie, Peterson and Sutton, along with Recreation Department Manager Wilson, Assistant Sanitary Dept. Manager Barnhill and Assistant Secretary Witschi. Also present were Sanitary Commissioners Bartlebaugh and Wais.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. REPORTS FROM COMMISSIONERS: None
5. PUBLIC HEARING: None
- 6.a. RECREATION DEPT. REPORT: The Board had received the Minutes of July 6. Mr. Wilson reported the Recreation Department was down \$132K in revenue from April 1 – September 8. He said it was offset by \$22K in maintenance costs and \$57K in payroll costs. Mr. Wilson reported he submitted a variance application for the retaining wall and stairs project on Pomona and Rolph. The variance application fee was paid for from donations.
- 6.b. MAINTENANCE DEPARTMENT: No report.
- 6.c. PORT COSTA SANITARY DEPT.: The Board had received the Minutes of August 12. Mr. Barnhill reported no Sanitary Sewer Overflows (SSO's) in August. He said the operators at the treatment plant are concerned with the operating condition of the Programmable Logic Controller (PLC). The PLC is about 10 years old and it is not enclosed in a controlled environment. The operators are concerned that the system may begin to fail and repairing it as failures occur will likely become cost ineffective. Mr. Barnhill reported he asked the operators to get quotes on an improved PLC and he will discuss with the Port Costa Sanitary Commission.
- 6.d. CROCKETT SANITARY DEPT.: Mr. Barnhill reported no Sanitary Sewer Overflows (SSO's) in August. Staff responded to five incidents since last month's report, three at the Crockett Pump Station, engine running, low water pressure, and air pressure tank alarm. Private lateral sewer discharge at 29 Baldwin. West County Wastewater District (WCWD) noticed that the grit system pump isolation valves were unable to close completely. Gaskets expanded which prevents valves from closing. C&H has been notified, and staff has asked for temperature readings of the process wastewater. WCWD will test isolation valves one week after C&H by-pass is over. Transfer Pump #5 impeller and ball bearings failed. WCWD authorized to repair at an estimated cost of \$2,500. Director Peterson asked if there is any accounting for the C&H diversion. Mr. Barnhill will look into this and get back to him.
- 6.e. STAFF REPORT ON GOVERNMENTAL MATTERS: None

6.f. STAFF ANNOUNCEMENTS: None

7. CONSENT CALENDAR: The consent items were approved unanimously (kp/jm):

- a. Approve payment of District bills (warrants Rec. 8871-8921; PCSan,1256-1265; CVSan 6240-6247; Maintenance 429).
- b. Receive Minutes of Commissions and Committees.
- c. Receive SDRMA Medical Benefits 2021 Open Enrollment letter.

8.a. CONSENT ITEMS REMOVED: None

8.b. SEPARATION AGREEMENT FOR GENERAL MANAGER: The Board had general discussion on the agreement. A motion to approve execution of Separation Agreement and General Release of General Manager McDonald carried with 3 Ayes, 1 Ney (Barassi) and 1 Abstention (Kirker) (jm/es).

8.c. CHAPEL RENOVATION AD HOC COMMITTEE: Director Kirker reported now that the District has purchased the Hosselkus Chapel we can dissolve the Ad Hoc Property Acquisition Committee. He said that he and Director Peterson will discuss if we need to appoint a Renovation Ad Hoc Committee and get back to the Board with their decision.

8.d. DISCUSS CHANGES TO THE PERSONNEL COMMITTEE: Director Kirker asked Director Sutton if she was looking to get off the Personnel Committee. She said it is a remote possibility that her husband will be applying for the Interim General Manager position at the District but not sure at this time. She is willing to step down. Director Kirker said he believes you are a big asset to the Personnel Committee. Director Kirker said he will leave this on as an agenda item until she knows more.

8.e. EMPLOYMENT AGREEMENT MODIFICATION: A motion to approve Employment Agreement Modification for Sanitary Department Manager Barnhill, increasing pay scale by one step to Level II, Step E equal to \$5,888 salary per month carried unanimously (lb/kp).

9.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board.

9.b. ANNUAL REVIEW OF INVESTMENT POLICY: A motion to approve annual review of investment policy of the District, Gov't Code Dec. 53646 carried unanimously (es/lb).

9.c. DENALECT ALARM FOR HOSELKUS CHAPEL: Mr. Kirker presented a quote for an alarm system at the Chapel for \$3,065. Director Barassi asked if the alarm will get destroyed during the construction phase. Director Kirker will look into this before the alarm is installed. A motion to approve agreement with Denalect Alarm to install intrusion detection system at Hosselkus Chapel for \$3,065 and monitoring at \$39 per month carried by consensus.

10.a. PERSONNEL COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. AD HOC COMMITTEE REPORTS: None

10.d. INTER-AGENCY MEETINGS: None. Director Mackenzie left the meeting at 7:50 pm.

11. FUTURE AGENDA ITEMS:

- Discuss and consider changes to Personnel Committee (Oct.).
- Award contract(s) for hazardous mitigation of 1 Rolph Park Drive (Oct).
- Discuss policy on delegation of authority to Commissions (Oct/Nov).
- Election of officers.
- Approve Meeting Schedule/Holidays for 2021.
- 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.

12. BOARD COMMENTS: None

13. CLOSED SESSION

- a. CONFERENCE WITH LABOR NEGOTIATOR(S): Agency Designated Representative(s) to confer with Crockett Community Services District Board regarding General Manager position. Pursuant to Government Code Section 54957.6.

RECONVENE IN OPEN SESSION: The Board resumed at 8:27 PM.

- b. Report on any action(s) taken: Director Kirker said there were no reportable actions taken in closed session.

14. ADJOURNMENT: The meeting was adjourned at 8:28 PM until October 28, 2020.

Respectfully submitted,



Susan Witschi
October 20, 2020

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 10/20/20 Fund: 324100 Account: 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3241 - RECREATION				
10/21/2020	OLIVERO PLUMBING CO.	Test and Certify RP Valve	135.00	8940 -
10/21/2020	Gabriela Anaya	Cancellation of Event Due to COVID-19	200.00	8941
10/21/2020	TERMINIX	• Pest Control	131.00	8942
10/21/2020	TERRACARE ASSOCIATES	Landscaping services	2,771.00	8943
10/21/2020	U.S. BANK	Various	786.15	8944
10/21/2020	LESLIE'S POOL SUPPLIES	Hardness Plus 8#	28.26	8945
10/21/2020	DENALECT ALARM CO.	Replace Stage Motion Detector	182.48	8946
10/21/2020	STATE COMPENSATION INSURA...	Workers Comp 219383	668.27	8947
10/21/2020	ASHER H. LABINSKI	Payroll 10/1/20 - 10/15/20	111.37	8948
10/21/2020	TREVOR B. DEES	Payroll 10/1/20 - 10/15/20	113.88	8949
10/21/2020	SUSAN G. WITSCHI	Payroll 10/1/20 - 10/15/20	2,368.97	8950
Total FUND 3241 - RECREATION			<u>7,496.38</u>	
TOTAL			<u><u>7,496.38</u></u>	

(Handwritten initials MK)

CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: 10/20/20 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				
10/21/2020	CD & Power	Load Bank Testina	1,650.00	6263
10/21/2020	USBank	Various	1,176.06	6264
10/21/2020	STATE COMPENSATION INS...	Workers Comp 219383	195.73	6265
Total FUND 3426 - CV SANITARY - O&M			<u>3,021.79</u>	
TOTAL			<u><u>3,021.79</u></u>	

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194 sub.

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 10/20/20 Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
10/21/2020	U.S. BANK	Various	58.63	1269
Total FUND 3425 - PC SANITARY - O&M			58.63	
TOTAL			58.63	

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CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
 Auditor's Date: 10/9/20 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				
10/09/2020	CalPERS Public Employees R...	CalPERS#1977684412, Retir. 19...	8,551.62	6262
Total FUND 3426 - CV SANITARY - O&M			<u>8,551.62</u>	
TOTAL			<u><u>8,551.62</u></u>	

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 10/6/20 Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
10/07/2020	Alhambra & Sierra Springs	Concessions water	202.77	8922
10/07/2020	AT&T	Phone & Messaging - (510) 787-2414	583.43	8923
10/07/2020	CONTRA COSTA COUNTY	Variance Fee for Pomona Street Project	3,337.00	8924
10/07/2020	Construct Your Image	Work Uniforms	227.74	8925
10/07/2020	Fox Electric	Replaced Flood Light Wall Pack	345.00	8926
10/07/2020	PG&E	Gas & Electric - #6757445609-0, #8212...	3,440.90	8927
10/07/2020	RONALD D. WILSON	Mileage Reimbursement 9/1/20 - 9/30/20	80.50	8928
10/07/2020	Susan Witschi	Mileage Reimbursement 8/1/20 - 9/30/20	64.65	8929
10/07/2020	UNITED STATES TREASURY (LIABI...	68-0114159	2,216.07	8930
10/07/2020	EMPLOYMENT DEVELOPMENT DE...	698-1442-4	257.74	8931
10/07/2020	EMPLOYMENT DEVELOPMENT DE...	698-1442-4	2,936.77	8932
10/07/2020	CalPERS Public Employees Retireme...	CalPERS#1977684412, Retir. 1946207...	1,036.48	8933
10/07/2020	LINCOLN FINANCIAL GROUP	CCSVD-BL-1564438	69.19	8934
10/07/2020	SDRMA	Mem. #5505, Member #5505	1,636.08	8935
Total FUND 3241 - RECREATION			16,434.32	
TOTAL			16,434.32	

MK

CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: 10/6/20 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
10/06/2020	VOID	Void		6248
10/06/2020	VOID	Void		6249
10/06/2020	VOID	Void		6250
10/07/2020	AT&T	District Phone & Pump Station Ala...	196.08	6251
10/07/2020	C&H SUGAR CO.	Shared Operating Costs WWTP - ...	48,777.12	6252
10/07/2020	MEYERS NAVE	Draft Letter to Municipal Finance C...	194.40	6253
10/07/2020	PG&E	Gas & Electric - #6193854060-8 a...	3,027.69	6254
10/07/2020	Construct Your Image	Work Uniforms	110.00	6255
10/07/2020	WEST COUNTY WASTEWATE...	Contract Services - August 2020	12,115.46	6256
10/07/2020	UNITED STATES TREASURY (...)	68-0114159	7,980.12	6257
10/07/2020	CalPERS Public Employees Re...	CalPERS#1977684412, Retir. 194...	8,551.63	6258
10/07/2020	LINCOLN FINANCIAL GROUP	CCSVD-BL-1564438	48.15	6259
10/07/2020	SDRMA	Mem. #5505	892.50	6260
10/07/2020	JAMES G. BARNHILL	Payroll 9/1/20 - 9/30/20	4,274.12	6261
Total FUND 3426 - CV SANITARY - O&M			86,167.27	
TOTAL			86,167.27	

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CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 10/6/20 Fund: 342500 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3425 - PC SANITARY - O&M				
10/07/2020	PG&E	Electric - #2704121327-6	302.18	1266
10/07/2020	Eurofins Calscience LLC	Lab Testing	470.00	1267
10/07/2020	Valley Operators, LLC	Monthly Service Fee - October	4,400.00	1268
Total FUND 3425 - PC SANITARY - O&M			<u>5,172.18</u>	
TOTAL			<u><u>5,172.18</u></u>	

MK

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
 Auditor's Date: 10/7/20 Fund: 324100 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3241 - RECREATION				
10/07/2020	ASHER H. LABINSKI	Payroll 9/16/20 - 9/30/20	86.63	8936
10/07/2020	SUSAN G. WITSCHI	Payroll 9/16/20 - 9/30/20	2,141.93	8937
10/07/2020	TREVOR B. DEES	Payroll 9/16/20 - 9/30/20	94.89	8938
10/07/2020	RONALD D. WILSON	Payroll 9/1/20 - 9/30/20	2,569.83	8939
Total FUND 3241 - RECREATION			<u>4,893.28</u>	
TOTAL			<u><u>4,893.28</u></u>	



PORT COSTA SANITARY COMMISSION

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

MINUTES OF REGULAR MEETING, SEPTEMBER 9, 2020

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Surges. Present were Commissioners Cusack, List and Scheer, along with General Manager McDonald, Dept. Manager Barnhill and Assistant District Secretary Witschi. Also present was Director Kirker. Commissioner Klaiber was absent.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
- 5.a. DISTRICT BOARD ACTIONS: No report.
- 5.b. SELF-MONITORING REPORT: Mr. Barnhill reported no exceedances in July.
- 5.c. STATUS REPORT ON OUTSTANDING ISSUES: Mr. McDonald reported an extra column was added to the Status Report that says "responsible." He said this is being done in all the departments and he found this to be beneficial.
- 6.a. FINANCIAL REPORT: The monthly statement of Department finances was examined by the Commission. Mr. McDonald reported were keeping most of the money in cash. This covers the period from July – August 12. Commissioner Scheer arrived at 7:13 pm.
- 6.b. PRELIMINARY WATER RATE STUDY: Mr. McDonald reported Director Barassi brought up an issue at the last meeting and was concerned if Port Costa would be receiving funds from the County in time and how that might impact Port Costa's budget and what we could do now to see what the 2021/22 budget would look like. James obtained the water data early and applied it to commercial properties. Water use at apartments and homes has increased in the last year. In setting the sewer use charge staff uses a six-year average. Using that average, the cost factor is identical. What we have seen in the water data is that the impact from the COVID shutdown on the restaurants means you will have some dropoff in 2021/22. Without any rate change there will be a drop of \$7K. He said one of Port Costa's loans will be paid off next year.
- 7.a. DISCUSS LATERAL ISSUES: Mr. Barnhill reported the 23 South Street lateral is aligned alongside 15 Canyon Lake buildings and connects to the public sewer in Canyon Lake Drive. The lower lateral was previously accepted as a private common lateral shared by 23 South and 15 Canyon Lake. A kitchen sink tie-in from a separate building at 15 Canyon Lake existed historically and was disconnected when 23 South replaced the upper part of the lateral. He said the tie-in was reconnected under permit. Mr. Barnhill said the upper portion replacement of the 23 South lateral was unpermitted.

7.b. PROGRAMMABLE LOGIC CONTROLLER (PLC): Mr. Barnhill reported back in 2018 Valley Operators brought it up that they are concerned with the operating condition of the PLC. Valley Operators said it is about 10 years old and said it is not enclosed in a controlled environment. The operators are concerned that the system may begin to fail and repairing it as failures occur will likely become cost ineffective. Mr. Barnhill asked Valley Operators to get quotes on an improved PLC. Mr. Barnhill said once he receives proposals he will bring them back to the Commission for review. He said Valley Operators want to increase their focus on repairs at the plant.

9.a. STAFF REPORT ON OPERATIONS: No further report.

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

9.c. STAFF ANNOUNCEMENTS: Mr. McDonald said his last day at the Crockett Community Services District will be on September 27.

10.a. WASTEWATER COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. AD HOC COMMITTEES REPORT: None

10.d. INTER-AGENCY MEETINGS: None

11. CONSENT CALENDAR: The consent item was approved unanimously (tl/as):
a. Approve Minutes of August 12, 2020.

12. FUTURE AGENDA ITEMS:

13. COMMISSIONER COMMENTS: None

14. ADJOURNMENT: The meeting was adjourned at 7:30 PM until October 14, 2020.

Respectfully submitted,



Susan Witschi
September 10, 2020



HOME OFFICE	SAN FRANCISCO	ANNUAL RATING ENDORSEMENT
IT IS AGREED THAT THE CLASSIFICATIONS AND RATES PER \$100 OF REMUNERATION APPEARING IN THE CONTINUOUS POLICY ISSUED TO THIS EMPLOYER ARE AMENDED AS SHOWN BELOW.		

HERE ARE YOUR NEW RATES FOR THE PERIOD INDICATED. IF YOUR NAME OR ADDRESS SHOULD BE CORRECTED OR IF INSURANCE IS NOT NEEDED FOR NEXT YEAR, PLEASE TELL US.

IMPORTANT THIS IS NOT A BILL
SEND NO MONEY UNLESS STATEMENT IS ENCLOSED

CONTINUOUS POLICY 219383-20

THE RATING PERIOD BEGINS AND ENDS AT 12:01AM
PACIFIC STANDARD TIME

RATING PERIOD 7-01-20 TO 7-01-21

CROCKETT COMMUNITY SERVICES DISTRI	DEPOSIT PREMIUM	\$0.00
PO BOX 578	MINIMUM PREMIUM	\$560.00
CROCKETT, CALIF 94525	PREMIUM ADJUSTMENT PERIOD	MONTHLY
		R NA

NAME OF EMPLOYER- CROCKETT COMMUNITY SERVICES DISTRICT
(A PUBLIC AGENCY)

CODE NO. PRINCIPAL WORK AND RATES EFFECTIVE FROM 07-01-20 TO 07-01-21

		PREMIUM BASIS	BASE RATE	INTERIM BILLING RATE*
9410-1	MUNICIPAL, STATE OR OTHER PUBLIC AGENCY EMPLOYEES--NOT ENGAGED IN MANUAL LABOR, OR DIRECT SUPERVISION OF CONSTRUCTION	236240 #154,701	3.00	3.42
5474-1	PAINTING/WALLPAPER INS<\$28HR	0	18.09	20.60
5482-1	PAINTING/WALLPAPER INS>=\$28HR	0	7.90	9.00
7580-1	SANITARY OR SANITATION DISTRICTS OPERATION	0	6.26	7.13
8740-3	BUILDING OPERATION--N.O.C.--PROPERTY MANAGEMENT SUPERVISORS--NOT RESIDENT MANAGERS OR SUPERVISORS.	0	2.33	2.65
8742-1	SALESPERSONS--OUTSIDE.	0	.75	.85
8810-1	CLERICAL OFFICE EMPLOYEES--N.O.C.	0	.53	.60
9015-1	BUILDING OPERATION--N.O.C.--ALL OTHER EMPLOYEES--INCLUDING RESIDENT EMPLOYEES.	24771	9.79	11.15
9053-3	SWIMMING POOLS OR SWIMMING CLUBS--INCLUDING RESTAURANT EMPLOYEES, RETAIL STORE EMPLOYEES AND RECEPTIONISTS	25000	3.69	4.20
9420-1	MUNICIPAL, STATE OR OTHER PUBLIC AGENCY EMPLOYEES--ALL OTHER EMPLOYEES	8991 7,101	14.07	16.03

*****BUREAU NOTE INFORMATION*****

FEIN 680114159

TOTAL ESTIMATED ANNUAL PREMIUM \$13,326

Called in 9/29/20
Estimated Annual

WORK AUTHORIZATION CONTRACT

*New inspection required
too much time passed*

Street Address 1 Rolph Park Dr.	City Crockett	Zip 94525	Inspection Date 03-02-2020	Page Number 1 of 2
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 MightyMite Termite Services 215 E. Hacienda Avenue Campbell, CA 95008 Phone: (888) 661-1003 Fax: (408) 377-3802 www.mightymitetermite.com Registration # PR6433	Report # 0032576
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Itemized Cost Breakdown (refer to items on report)

Treatment Bid Items	
1A / 2A / 2B / 2D	\$3,950.00
Treatment Bid Total:	\$3,950.00

Optional Bid Items	
4K	\$500.00
4M	\$200.00
4N	\$500.00
Optional Bid Total	\$1,200.00

PLEASE NOTE THAT THE PRICE ON THIS CONTRACT IS THE FINAL PRICE AND THAT ALL APPLICABLE DISCOUNTS HAVE ALREADY BEEN APPLIED

THIS IS A BINDING CONTRACT between our company and Dale McDonald, and incorporates our termite report # 0032576 dated 03-02-2020 for real property located at 1 Rolph Park Dr., Crockett, CA 94525. Items on the report may contain provisions for additional costs over and above the original estimate. Please read the report carefully and completely.

FOR WARRANTY INFORMATION, PLEASE SEE THE BOTTOM OF PAGE 5 OR TOP OF PAGE 6 OF YOUR INSPECTION REPORT #0032576.

CONDITIONS:

1. This offer is limited to 4 months from the date of the report.
2. If further inspection is recommended, or if additional work is required, we will provide prices or recommendations for correction. Interested parties will be notified prior to any work being done.
3. Payment is due in full on the date of the work being completed, unless prior arrangements have been made. If payment is not received upon work being completed, a 1.5% interest charge will be added for every 30 days payment is past due.
4. Notice to owner of Mechanic's Lien as required by the Structural Pest Control Board: Under the California Mechanics Lien Law, any structural pest control operator who contracts to do work for you, any contractor, subcontractor, laborer, supplier or other person who helps to improve your property, but is not paid for his work or supplies, has a right to enforce a claim against your property. This means that after a court hearing, your property could be sold by a court officer and the proceeds of the sale used to satisfy the indebtedness. This can happen even if you have paid your contractor in full if the subcontractor, laborers or suppliers remain unpaid. To preserve their right to file a claim or lien against your property, certain claimants such as subcontractors or material suppliers are required to provide you with a document entitled "Preliminary Notice". General contractors and laborers for wages do not have to provide this notice. A Preliminary Notice is not a lien against your property. Its purpose is to notify you of persons who may have a right to file a lien against your property if they are not paid.

MIGHTYMITE TERMITE SERVICES

S.c.

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:	10-28-20	LATEST FUND REPORT:	10-12-20	

CCSD FUND 3240	:	CCSD FUND 3240		

CASH CARRIED FORWARD:	:	CASH CARRIED FORWARD:		
<u>REC DEPT:</u> \$9,986.90	:	<u>CVSAN DEPT:</u> \$29,924.00		
:				
ACTIVITY:	:	ACTIVITY:		
:				
No activity	\$0.00	No activity	\$0.00	
:				
:				

CASH BALANCE (Rec):	\$9,986.90	CASH BALANCE (CVSan):	\$29,924.00	

ADV ON TAXES (Rec):	\$51,715.31	ADV ON TAXES (CVSan):	\$300,448.89	
:				
060 Adv beginning bal:	\$51,641.09	060 Adv beginning bal:	\$300,017.68	
No activity	(\$0.00)	Adjustment	(\$0.01)	
:				
Ending Balance	\$51,641.09	Ending Balance	\$300,017.67	
:				
160 Supplmt begin bal:	\$74.22	160 Supplmt begin bal:	\$431.22	
No activity	\$0.00	No activity	\$0.00	
:				
Ending Balance	\$74.22	Ending Balance	\$431.22	

FUND BALANCE (Rec):	\$61,702.21	FUND BALANCE (CVSan):	\$330,372.89	

MAINT DEPT PROPERTY TAXES ALLOC:				
Cash Carried Forward				\$0.00
Warrant #429				(\$37.58)
Investment Scvs				(\$1.00)
:				
Cash Balance (Maint)				(\$38.58)
:				
060 Adv Beginning Bal:				\$15,105.00
No activity				\$0.00
Ending Balance				\$15,105.00

FUND BALANCE (Maint):				\$15,066.42

TOTAL CSD 3240 BALANCE:				\$407,141.52

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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:	10-28-20	LATEST FUND REPORT	10-12-20

OPERATING FUND 3242	:	BALANCES BY CLASS	

CASH CARRIED FORWARD:	\$11,210.20	MEMORIAL HALL	
		Walk Honor & P66	\$243,500.00
ACTIVITY:		Arch. Phase1	(\$15,427.99)
CHECKS and PAYMENTS		Engnr. Phase1	(\$33,934.00)
Warrants #429	(\$37.58)	Other CapX	<u>(\$4,605.65)</u>
Payroll recovery	\$0.00	WofH P66 Balance	\$189,532.36
		Other MH O&M Bal	\$8,609.44
		:	
DEPOSITS		BRIDGEHEAD	\$1,174.34
Property Ins Adjust	\$0.00	PLAZA/FENCES/LIGHTS	(\$876.68)
		DOG PARK COST CENTER	\$844.14

CASH BALANCE:	\$11,172.62	ACCRUED DEBT:	

INVESTED (MH) BEG. BAL	\$188,073.40	PY due REC Dept.	\$8,000.00
No activity	\$0.00	PCADVISORY due MH	\$1,170.20
		:	
INVESTED (MH) END. BAL	\$188,073.40	:	

FUND BALANCE:	\$199,246.02	TAXES held in 3240	\$15,105.00

CROCKETT RECREATION DEPARTMENT

of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525
 Telephone (510) 787-2414
 Fax (510) 787-3049

MONTHLY SUMMARY WORKSHEET

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

PREPARED FOR BOARD. M 10-28-20 LATEST FUND REPORT: 10-12-20

OPERATING FUND 3241		:	

CASH CARRIED FORWARD:	\$19,980.42	:	INVESTED BALANCE: \$356,666.43
		:	Activity (\$100,000.00)
ACTIVITY:		:	
		:	NET INVESTED: \$256,666.43
<u>CHECKS AND PAYMENTS</u>		:	
Warrants 8901-8939	(\$35,914.61)	:	\$50,222.82 c/d deposits
Wells Fargo CC Fees	(\$73.27)	:	\$206,443.61 avail. funds
Payroll recovery	\$0.00	:	-----
		:	FUND BALANCE: \$348,439.58
		:	-----
		:	*** Below held in cash account **
<u>DEPOSITS AND CREDITS</u>		:	C/D BEGINNING BALANCE \$49,522.82
Comm Center Booking	\$0.00	:	c/d deposit receipt \$0.00
Property Insurance	\$0.00	:	c/d deposit refunds \$700.00
Rent From CVSan	\$7,200.00	:	Trnsfr recovery \$0.00
Donation	\$580.61	:	NET C/D ENDING BALANC \$50,222.82
Tennis keys	\$0.00	:	-----
Transfer from Inves	\$100,000.00	:	CAP / RESTRICTED BAL: \$4,439.60
		:	Donations \$ -
		:	No activity \$ -
		:	NET CAPITAL REPL. BAL \$4,439.60
		:	-----
		:	POLICE LIAISON BALANC \$8,220.79
Parking fines	\$0.00	:	Parking revenue \$0.00
Payroll recov CV-PC	\$0.00	:	Payroll/Expenses \$0.00
		:	NET PLC ENDING BALANC \$8,220.79
		:	-----
		:	XMAS LIGHT BEG BALANC \$496.57
		:	No activity \$0.00
		:	XMAS LIGHT END BALANC \$496.57
		:	CERT ACTIVITY: None \$0.00
CASH BALANCE:	\$91,773.15	:	CERT Ending Balance \$0.00
		:	-----
ADV ON TAXES :	\$0.00	:	PETTY CASH BALANCE: \$60.00
No activity	\$0.00	:	TAXES held in 3240: \$ 61,702.22
		:	CO.charges in 3240: \$ -
NET ADV ON TAXES:	\$0.00	:	-----
		:	ACCRUED CREDIT: \$ 8,000.00
\\rec\bud&fin\wrksht.xls		:	PY due from MAINT Dept.
c:\mydocs\rec\bud&fin\wrksht.xls		:	

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.:	10/28/20	LATEST FUND REPORT	10/12/20

OPERATING FUND 3425			

CASH CARRIED FORWARD:	\$60,802.56	ACCRUED DEBT:	
ACTIVITY:			
Warrants (1261-1268)	(\$12,242.10)	PYS due CVSan Dep	\$24,233.49
Payroll recovery	\$0.00	Loan#2 due CVSan	\$277,963.36
		Loan#3 due CVSan	\$150,000.00

CASH BALANCE:	\$48,560.46	ACCRUED DEBT:	\$452,196.85

ADV ON SUC BEG. BALANC	\$0.00		
Close CY SEC Tax	\$0.00		
Ending Balance	\$0.00		
INVESTED BEGIN. BALANC	\$223.23		
Interest	\$0.00		
Ending Balance	\$223.23		

FUND BALANCE:	\$48,783.69	\\san\pc\bud&fin\wrksht	

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MEETING	10/28/20	LATEST FUND REPORT	10-12-20
<hr/>		<hr/>	
OPERATING FUND 3426		CONSTRUCTION FUND 3427	
<hr/>		<hr/>	
CASH CARRIED FORWARD	\$74,745.89	CASH CARRIED FORWARD	\$60,036.28
ACTIVITY:		ACTIVITY:	
Warrants (6240-6262)	(\$124,809.02)	No activity	\$0.00
Payroll recov to REC	\$0.00		
Prop Insurance reallc	\$0.00		
		CASH BALANCE:	\$60,036.28
Payroll recovery	\$0.00	INVESTED BEGIN BAL.:	\$897,558.08
C&H SUC 1st qtr FY20,	\$49,173.99	No activity	\$0.00
Permit2 20-23 & 20-24	\$120.00		
Contractor Bonds	\$2,000.00		
Transfer from LAIF	\$500,000.00		
		INVESTED BALANCE:	\$897,558.08
CASH BALANCE:	\$501,230.86	FUND 3427 BALANCE:	\$957,594.36
ADV ON TAXES:			
060 Prop tax Beginning	\$0.00		
No activity	\$0.00		
		CAPITAL RESERVE FUND 3429	
Ending Balance	\$0.00		
160 Adv Supp Prop tax	\$0.00	CASH CARRIED FORWARD	\$263.00
No activity	\$0.00		
Ending Balance	\$0.00	ACTIVITY:	
		No activity	\$0.00
INVESTED BEG. BALANCE:	\$2,666,236.31	CASH BALANCE:	\$263.00
Transfer to Cash	(\$500,000.00)		
		INVESTED BEGIN BAL.:	\$71,063.87
		No activity	\$0.00
Ending Balance:	\$2,166,236.31		
		INVESTED BALANCE:	\$71,063.87
FUND 3426 BALANCE:	\$2,667,467.17		
		FUND 3429 BALANCE:	\$71,326.87
TAXES held in 3240:	\$330,372.89		
CO.charges in 3240:	\$0.00		
ACCURED DEBT OWED TO CVAN:		CONTRACTOR BONDS ON FILE:	
PCSAN DEPT.	\$452,196.85	30 contractors	\$30,500.00
MAINT DEPT.	\$0.00		