

CROCKETT COMMUNITY SERVICES DISTRICT

Regular Business Meeting AGENDA FOR WEDNESDAY, APRIL 28, 2021

TIME: 7:00 PM

PLACE: ** TELECONFERENCE - SEE BELOW **

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:

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

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

HOW TO OBSERVE THE MEETING:

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

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

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

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

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

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

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

6. **MANAGERS' REPORTS/REPORTS FROM COMMISSIONERS:** *(These items are typically for exchange of information only. No action will be taken at this time.)*
- a. Recreation Department.
 - b. Maintenance Department.
 - c. Port Costa Sanitary Department.
 - d. Crockett Sanitary Department.
 - e. Governmental matters.
 - f. Announcements and discussion.
7. **CONSENT CALENDAR:** Consideration of a motion to approve the following items:
(Items are subject to removal from Consent Calendar by request of any Board Member on request for discussion by a member of the public. Items removed from the Consent Calendar will be considered with the Administrative Items.)
- a. Approve Minutes of March 24, 2021.
 - b. Approve payment of District bills.
 - c. Receive Minutes of Commissions and Committees.
 - d. Receive Status Reports on outstanding issues.
8. **ADMINISTRATIVE:**
- Consider consent Items removed from Consent Calendar.
9. **BUDGET AND FINANCE:**
- a. Consider monthly Summary Worksheets and Investment Reports and staff report on financial matters.
 - b. Consider no Sewer Use Charge (SUC) rate increases for the towns of Port Costa and Crockett for FY 2021/22 as recommended by the Port Costa and the Crockett Sanitary Commissions, confirming suspension of SUC Study reports for FY 2021/22, and confirming requirements of Prop. 218 do not apply as no rate increase will be imposed.
 - c. Receive 9-month budget reports.
 - d. Consider setting date for public hearing to adopt proposed FY 2021/22 Budget.
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. President's Advisory Committee: Members Mackenzie, Peterson and Wolthuis
 - d. Inter-agency meetings:
11. **CLOSED SESSION:**
- a. **CONFERENCE WITH LABOR NEGOTIATOR(S):** Agency Designated Representative(s) to confer with Crockett Community Services District Board regarding Acting General Manager, Administrative Services Manager, District Engineer and District Secretary positions, Pursuant to Government Code Section 54957.6.

OPEN SESSION:

- 12. ANNOUNCEMENT OF ACTIONS TAKEN DURING CLOSED SESSION:
- 13. FUTURE AGENDA ITEMS:
 - 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 May 26, 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 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

TO: Crockett Sanitary Commission

FROM: Gaunt Murdock

SUBJECT: Crockett Sanitary Department Managers Report

DATE: April 21, 2021

The Crockett Sanitary Department Managers Report highlights items of interest that occurred between Mar.18, 2020 and April 14, 2021. The District offices remains closed to the public due to Coronavirus (COVID-19) orders. Social distancing and other safe practices recommended by the CDC and County Health Officer are being followed.

Operation and Maintenance

- One SSO occurred Sunday March 13, at 4:45 pm. Estimated total release was 10 gallons, absorbed into the dirt roadway. It was mentioned verbally but not reported in the written report of March 17 because it happened in the weekend between submittal of the agenda packet and the meeting.
- The VFD that controls the speed of the pump station has failed. An exact replacement can be purchased from a distributor for a cost of \$7200. As of this writing a new, surplus unit could be purchased for \$4000. At this writing, additional pump issues have developed and one pump is making an unusual sound, leaving us with diminished pumping capacity. West County Wastewater is working on the issue.
- Two Certificates of Compliance were issued.

Capital Improvements / Projects

- . We are continuing to work to get PGE to accept responsibility for the damaged sewer at 3rd and Pomona. PG&E reps did come to view the site, and we uncovered it for them, but they were a gas crew and could not authorize expenditure on it. Recently however, PG&E registered with USANorth to have the site marked for digging, and so I suspect we are progressing on this matter.
- Additionally, we have secured agreements to begin work on 4 other capital repairs, one of which will start the week of the 19th. Most of these jobs are full segment replacement by pipe burst.

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, MARCH 24, 2021

1. CALL TO ORDER: The meeting was called to order at 7:04 PM by President Barassi. Present were Board Members Bartlebaugh, Kirker and Peterson, along with Recreation Department Manager Wilson, District Engineer Murdock, Dept. Manager Barnhill, Administrative Services Manager Gunkelman and Assistant Secretary Witschi. Also present were David Farnsworth, CPA and Sanitary Commissioner Wais. Director Mackenzie was absent.
2. AGENDA ORDER: Director Barassi asked to move Item 9.b. after Item 5.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
5. UPDATE BY DIRECTORS: Director Barassi said there are weekly staff meetings on Tuesdays at 10:00 am, and they are getting more productive. Director Peterson said he remains available to Mr. Gunkelman when he needs him.
- 9.b. DISTRICT AUDIT: David Farnsworth, CPA presented the Financial Audit for the Crockett Community Services District for the year ending June 30, 2020. He said the actual audit opinion was very similar to the previous periods, there was an unmodified opinion, meaning there was a clean opinion. He did not find any allegations of fraud. Various slides of the financial statements were shared with the Board. Director Peterson asked Mr. Farnsworth if he was aware of the recent debt that was incurred for the new office building. Mr. Farnsworth said he was unaware of it and said the new office building debt will be included in the audit for FY ending June 30, 2021. Director Peterson asked if the Financial Transaction Report (FTR) has been submitted. Mr. Farnsworth said the FTR was submitted to the State before January 31, 2021, and the Compensation Report is not due until April 30, 2021. A motion to receive the audit report and financial statement as presented carried by consensus.
- 6.a. RECREATION DEPT. REPORT: The Board had received the Minutes of February 1. Mr. Wilson reported he finished refurbishing the showers in the women's bathroom at the pool. The Recreation Department has received over \$6,000 in donations in the last month. The John Swett High School Swim Team will begin using the pool April 12 through June 4 and the Crockett Swim Team will begin using the pool April 12 through July 30. The pool will be open this summer with more people allowed but will still have some restrictions.
- 6.b. MAINTENANCE DEPARTMENT: No report.
- 6.c. PORT COSTA SANITARY DEPT.: The Board had received the Minutes of February 10. Mr. Barnhill reported no incidents or overflows or laboratory issues in Port Costa last month. He said West County Wastewater District pumped out the scum layer in the septic tank and that is something that will probably happen possibly three times a year.

6.d. CROCKETT SANITARY DEPT.: The Board had received the Minutes of February 17. Mr. Murdock reported a minor Sanitary Sewer Overflow (SSO) at 167 Bishop on April 13 that was taken care of by rodding out the second segment of the line and done by West County Wastewater District. He said last month he presented to the Crockett Sanitary Commission proposed capital repairs and they agreed to 776 feet of repairs at an estimated cost of \$365K. Director Peterson said there is an error that needs to be corrected on the Operation report. He said our partner is the West County Wastewater District, not Public Works. They have served the District for a very long time and he would like to have that corrected in future minutes. He said that he receives a lot of emails about training programs, including confined space entry training and wanted to make sure staff is receiving these emails as well. Director Peterson said he was the one who allowed the bricks to be stored at the Pump Station and he is in charge of getting them moved out. He received an email from Tanya Akkerman at C&H and they hired a dive company to do an inspection of the outfall in February and they are awaiting the written report. He said State Lands Commission called him to see why it is taking so long and he told him that the inspection has taken place and they will get the report as soon as he receives it. He asked about the situation with the cut chains and inability to lock the gate down at the Marina because the District is liable to the railroad for something that might happen. Director Barassi said staff put a harder type of metal on the chain. He said the issue is shared access because Kinder Morgan and Southern Pacific also daisy chain in so staff is taking reasonable efforts to keep the gate locked.

6.e. STAFF REPORT ON GOVERNMENTAL MATTERS: None

6.f. STAFF ANNOUNCEMENTS: Mr. Gunkelman said when he came in the office today the shared "L" drive was missing. He said staff keeps all their files on the shared drive. He reached out to a company that does emergency retrieval. The drive is backed up through December 2020, but certainly lost some data and not sure if it can be retrieved. The timeline he was given would be a minimum of a week, and the cost is about \$500.

7. CONSENT CALENDAR: Director Peterson asked that Item 7.a. be removed from the consent calendar. The following items were approved unanimously (mk/sb):

- b. Approve payment of District bills (warrants Rec. 9063-9096; PCSan, 1308-1314; CVSan 6367-6387).
- c. Receive Minutes of Commissions and Committees.

8.a. CONSENT ITEMS REMOVED:

Item 7.a. - "Minutes of February 24, 2021"

- Director Peterson asked about the statement that Crockett Sanitary should help with the utility bills for the rental space at the Community Center. Mr. Wilson said because of all the security lights and some of the appliances that are left on he thought that 60% of the electric bill would belong to Recreation and 40% to Crockett Sanitary. He said the air conditioning and heaters are being left on over the weekend. Director Barassi asked Mr. Murdock to present to the Sanitary Commission a proposal to split utility costs with the Recreation Department.
- Director Peterson said he has been working as liaison between Caltrans and the Dog Park Committee. He has tried to help them improve their application which is going to be submitted to Caltrans soon. He said there is some very strong language in the draft lease from Caltrans that the Board might find objectionable. It is only a draft

lease right now but he thinks legal advice is needed. Director Peterson asked staff to have an agenda item at the next meeting and some legal review of the draft prior to that.

- Director Peterson asked about problems with electronics at the Pump Station where the machine was sending error messages. What is meant by that *machine*. Mr. Murdock said it was sending dialed error messages.

A motion to approve the minutes of February 24, 2021 carried unanimously (kp/sb).

8.b. PERFORMANCE AWARD BONUS: Director Barassi said this item is to consider a performance award bonus to Susan Witschi for \$1,000. He said the Recreation Department Manager recommended a bonus due to the added workload on Susan during the period when Mr. McDonald left the District and when the new employees were hired. The Personnel Committee felt that was well-earned. A motion to approve a Performance Award Bonus to Susan Witschi for \$1,000, as recommended by the Personnel Committee carried unanimously (mk/kp).

8.c. RODEO RENEWED PROJECT: Director Peterson said he would like to add some language to Resolution No. 20/21-14. He left out something that had been talked about for inclusion. He would like to add after the first whereas, *the Phillips 66 refinery, annual Walk of Honor event has raised significant amounts of money to support restoration of Crockett's Memorial Hall*, semi colon and then near the bottom, at the end of be it further resolved, would like to add *along with appreciation for their financial support of our Memorial Hall restoration projects*. A motion to approve Resolution No. 20/21-14 supporting Phillips 66 Rodeo Renewed Project, as amended, carried unanimously (mk/sb).

8.d. TOWN CLEANUP: Director Peterson said he has organized two events. The usual town cleanup is scheduled for April 24 and he has been using the old mortuary parking lot for these events in recent years and then he has organized a new event for May 15, which is a free residential cleanup meaning that residents can bring various kinds of household trash to the dumpsters. It is a free event that the County has encouraged the Crockett Improvement Association (CIA) to do with the debris boxes that were allocated each year. He said the District's sponsorship would be to get credit for hosting in the parking lot. The CIA would give the District that credit. Director Kirker thanked Director Peterson for coordinating the cleanup. Director Kirker asked is there a way to associate hazardous waste pickups and get credit for reporting. Director Peterson said he reached out to County staff to see if they can help facilitate and is waiting for staff to get back to him and make it happen. Director Barassi asked if there is someone who monitors the debris box. Director Peterson said the CIA will provide volunteers to restrict what goes into the box. A motion to approve district sponsorship for the Crockett Improvement Association's town cleanup using the old mortuary parking lot carried unanimously (mk/sb).

9.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Mr. Gunkelman reported there was not much activity in the Crockett Community Services District general funds. He deposited \$500K from Crockett Sanitary into the LAIF funds, bringing the total up to just over \$4M. Director Peterson said there is still too much in the way of cash balances in these different funds. He would encourage Mr. Gunkelman to continue to put cash into investment funds when it is more than we need for the next month or two.

10.a. PERSONNEL COMMITTEE REPORT: The Board had received the Minutes of March 3. Director Barassi reported the Personnel Committee met for the purposes of discussing and recommending the bonus for Ms. Witschi. He said there is a fair amount of work ahead as the new hires come out of probation. In terms of the employment contract nothing has moved forward on that but that certainly is the main task for the next month and a half. Director Kirker said before Mr. McDonald left he talked to the District's attorney about starting that process of a new contract and redoing it. He said staff can request the last draft and work on it ourselves.

10.b. BUDGET & FINANCE COMMITTEE REPORT: Director Peterson reported the committee met and reviewed all of the budget reports.

10.c. ADVISORY COMMITTEE REPORT: Director Peterson reported the Committee has a Zoom meeting every Friday and is making progress. The Committee is receiving bids on work to be done, especially the roofing project, to keep the rainwater out. He has done a memo looking at the cost allocations for this project he has presented that to the committee members that will help in setting up the next budget. He put together an initial draft and it seemed to put John Wolthuis more at ease in being able to see that some other departments would be contributing to the occupancy cost. Director Peterson will offer to the Board a sketch of the proposed layout in the building of where different workstations might be and all the files. Director Barassi said John Wolthuis gave a report at the Crockett Sanitary Commission meeting and it sounds like some bids came in on the high end. He said during the weekly staff meeting there had been inquiries of people who were interested in doing work on the new office building but they are unsure of what is available to bid on. Director Peterson said people can contact either John Mackenzie or he for a walk through of the building and discussion on what work is contemplated. He said they are in need of a painter so that we can finally move our offices in. He said they are not planning to deal with anything in the walls and cutting the scope of work in half and trying to get an affordable contractor to do what needs to be done now. Director Barassi said it would be useful to put invitation for bids on the District's website or even on the bulletin boards.

10.d. INTER-AGENCY MEETINGS: None

11. CLOSED SESSION: The Board did not go into 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:

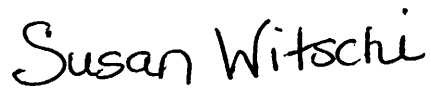
13. FUTURE AGENDA ITEMS:

- Discuss 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: None

15. ADJOURNMENT: The meeting was adjourned at 9:10 PM until April 28, 2021.

Respectfully submitted,

A handwritten signature in black ink that reads "Susan Witschi". The signature is written in a cursive, slightly slanted style.

Susan Witschi
April 8, 2021

CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: 4/6/21 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
04/07/2021	AT&T	Phone & Autodialer Alarm - 787-2992 & 78...	202.22	6388
04/07/2021	David Farnsworth, CPA	Financial Audit & FTR Report	3,421.16	6389
04/07/2021	EBMUD	Water - #55397300001	102.14	6390
04/07/2021	Luigi Barassi	Reimbursement for Security Chain	19.00	6391
04/07/2021	L.R. PAULSELL CONSULTING	Sewer Maintenance from March 5-11, 2021	7,560.00	6392
04/07/2021	PG&E	Gas & Electric - #6193854060-8	2,464.58	6393
04/07/2021	WEST COUNTY WASTEWATER ...	Contract Billing - January and February 2021	6,860.91	6394
04/07/2021	SDRMA	Mem. #5505	986.74	6395
04/07/2021	EMPLOYMENT DEVELOPMENT ...	698-1442-4	577.86	6396
04/07/2021	UNITED STATES TREASURY (LI...	68-0114159	3,577.04	6397
04/07/2021	CalPERS Public Employees Retire...	Retire. 1946207465	854.70	6398
04/07/2021	CONTRA COSTA COUNTY TAX C...	Parcel #354-203-002-2 00, Bill #20 274214...	14,063.21	6399
04/07/2021	GAUNT A. MURDOCK	Payroll 3/16/2021 - 3/31/2021	2,692.46	6400
04/07/2021	VAUGHN P. GUNKELMAN	Payroll 3/16/2021 - 3/31/2021	2,084.88	6401
04/07/2021	JAMES G. BARNHILL	Payroll 3/1/2021 - 3/31/2021	4,386.41	6402
04/07/2021	VOID	VOID: Printed warrant transmittal on check ...		6403
Total FUND 3426 - CV SANITARY - O&M			<u>49,853.31</u>	
TOTAL			<u><u>49,853.31</u></u>	



CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: 4/6/21 Fund: 342500 Account: 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
04/07/2021	PG&E	Electric - #2704121327-6	376.22	1315
04/07/2021	L.R. PAULSELL CONSULTING	Sewer Cleaning on March 17, 2021	480.00	1316
04/07/2021	David Farnsworth, CPA	Financial Audit & FTR Report	411.19	1317
Total FUND 3425 - PC SANITARY - O&M			<u>1,267.41</u>	
TOTAL			<u><u>1,267.41</u></u>	

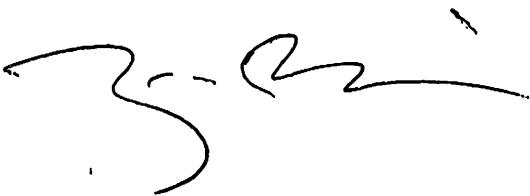


CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: 4/6/21 Fund: 324200 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3242 - MAINTENANCE				
04/07/2021	David Farnsworth, CPA	Financial Audit & FTR Report	40.62	431
Total FUND 3242 - MAINTENANCE			40.62	
TOTAL			40.62	

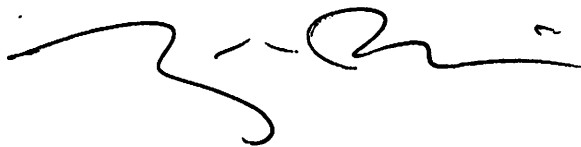


CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

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

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
04/07/2021	David Farnsworth, CPA	Financial Audit & FTR Report	1,544.53	9097
04/07/2021	Claudia Hernandez	Event Refund	3,652.00	9098
04/07/2021	AT&T	Phone & Internet - #787-2414	399.96	9099
04/07/2021	EBMUD	Water	1,308.49	9100
04/07/2021	LESLIE'S POOL SUPPLIES	Pool Chemicals	175.77	9101
04/07/2021	LINCOLN AQUATICS	Pool Rope & Aluminum Pole	215.23	9102
04/07/2021	PG&E	Gas & Electric	1,873.09	9103
04/07/2021	Ron Wilson	Mileage Reimbursement	118.16	9104
04/07/2021	TERMINIX	Pest Control	146.00	9105
04/07/2021	Don Barton	Replace Flush Valve	60.00	9106
04/07/2021	SDRMA	Mem. #5505	904.34	9107
04/07/2021	EMPLOYMENT DEVELOPMEN...	698-1442-4	110.44	9108
04/07/2021	UNITED STATES TREASURY (...)	68-0114159	921.44	9109
04/07/2021	CalPERS Public Employees Ret...	CalPERS#1977684412	1,016.33	9110
04/07/2021	Sierra Chemical Company	Hydrochloric Acid	630.88	9111
04/07/2021	ASHER H. LABINSKI	Payroll 3/16/2021 - 3/31/2021	126.33	9112
04/07/2021	SUSAN G. WITSCHI	Payroll 3/16/2021 - 3/31/2021	2,470.42	9113
04/07/2021	TREVOR B. DEES	Payroll 3/16/2021 - 3/31/2021	156.12	9114
04/07/2021	RONALD D. WILSON	Payroll 3/1/2021 - 3/31/2021	2,572.38	9115
04/07/2021	SUSAN G. WITSCHI	Bonus	1,000.00	9116
Total FUND 3241 - RECREATION			<u>19,401.91</u>	
TOTAL			<u><u>19,401.91</u></u>	



CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District


Auditor's Date: 4/20/21 Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
04/21/2021	ASHER H. LABINSKI	Payroll 4/1/2021 - 4/15/2021	149.62	9117
04/21/2021	SUSAN G. WITSCHI	Payroll 4/1/2021 - 4/15/2021	2,276.18	9118
04/21/2021	TREVOR B. DEES	Payroll 4/1/2021 - 4/15/2021	112.00	9119
04/21/2021	DexYP	Contra Costa Central & Vallejo-Be...	5.55	9120
04/21/2021	LESLIE'S POOL SUPPLIES	Alkaup & Calcium	376.00	9121
04/21/2021	LINCOLN AQUATICS	Float Keeper Rope	106.24	9122
04/21/2021	LINCOLN FINANCIAL GROUP	CCSVD-BL-1564438	69.19	9123
04/21/2021	STATE COMPENSATION INSU...	Workers Comp 219383	208.65	9124
04/21/2021	U.S. BANK	Various 412713455573937	1,186.30	9125
Total FUND 3241 - RECREATION			4,489.73	
TOTAL			4,489.73	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 4/20/21 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
04/21/2021	GAUNT A. MURDOCK	Payroll 4/1/2021 - 4/15/2021	2,373.70	6404
04/21/2021	VAUGHN P. GUNKELMAN	Payroll 4/1/2021 - 4/15/2021	2,204.09	6405
04/21/2021	Bills Underground	Video Inspection Sewer Main	450.00	6406
04/21/2021	DENALECT ALARM CO.	Added Zone 17 / Replaced Zone 15	550.73	6407
04/21/2021	JAMES G. BARNHILL	Repayment for VFD for Crockett Main ...	7,325.00	6408
04/21/2021	Luigi Barassi	Reimbursement for Locks	110.35	6409
04/21/2021	LINCOLN FINANCIAL GROUP	CCSVD-BL-1564438	48.15	6410
04/21/2021	STATE COMPENSATION IN...	Workers Comp 219383	655.35	6411
04/21/2021	U.S. BANK	Various 4127134555573937	1,981.19	6412
Total FUND 3426 - CV SANITARY - O&M			15,698.56	
TOTAL			15,698.56	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 4/22/21 Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
04/21/2021	TELSTAR INSTRUMENTS, INC.	Telstar Job Nos. 10-37900 & 10-37402	4,142.00	1318
04/21/2021	Valley Operators, LLC	March Monthly Service & pH Flow Meter	4,466.77	1319
04/21/2021	U.S. BANK	Various 4127134555573937	39.06	1320
Total FUND 3425 - PC SANITARY - O&M			8,647.83	
TOTAL			8,647.83	



PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525
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MINUTES OF REGULAR MEETING, MARCH 10, 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, Administrative Services Manager Gunkelman and Assistant District Secretary Witschi. Also present was Director Barassi. 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 January.
- 5.b. DISTRICT BOARD ACTIONS: No report.
- 5.c. SMOKE TESTING LETTER: The Commission reviewed the draft smoke testing letter. Commissioner List asked staff if they were just going to hold the letter. Mr. Barnhill said he can hold the letter or he can send them out now. He said the last paragraph it states owners have 90 days but the Commission could adjust that. Commissioner Surges said at the last meeting we discussed sending the letter out in May. It was the consensus of the Commission to hold off sending the letters for 90 days.
6. FINANCIAL REPORT: The monthly statement of Department finances was examined by the Commission. Mr. Gunkelman reported a cash balance of \$38,163.39 and a fund balance of \$201,821.12.
- 7.a. SHEDS AND CONCRETE PAD: Mr. Barnhill reported Valley Operators has requested the wooden shed be replaced. He stated he doesn't see an urgent need to replace the shed. He said inside the shed it holds some of operator's equipment, paperwork, measurement logs for the tank, electrical lights and plugs. Commissioner List asked if the shed just needs to be renovated. Mr. Barnhill said the door is hard to open but he does not think it is leaking. He said it could use a good coat of paint and a new latch for the door. He said the concrete pad that is used for the bleach container was initially put on pallets, but it's not a permanent place to keep it. It needs a proper place to sit level.
- 7.b. UTILITY WATER SYSTEM: Mr. Barnhill reported last month the utility water system piping failed. He said inside the pump room, which is supposed to be a dry room, water flooded up above the level of the primary effluent pumps so it's roughly a five foot deep flood inside that room. The sump pump in the corner of the room continued to operate but it could not keep up with the inflow of water that was being pumped in by the system pump. When the utility water system pump finally shut down, the water was drained out or pumped out by the sump pump and the operator found a foot of water in that room when he walked in.

Commissioner List came down and redid the piping and cut out the bad portion and put a new piece in with the coupling and it's permanent now. Valley Operators received a quote to replace the water system piping and the cost is \$7K to replace 10 feet of pipe.

8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported on February 25, West County Wastewater District (WCWD) vacuumed out the scum layer in chamber one of the septic tank. He said seven yards of scum was pulled out of the tank and West County disposed of it on their property. Commissioner List asked how often does it need to be vacuumed out. Mr. Barnhill said he was thinking once a quarter. Commissioner List asked how much does that service cost. Mr. Barnhill said he has not received the invoice from WCWD yet, but he said it is cheaper than hiring Ponder.

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 (tl/kk):

- a. Approve Minutes of February 10, 2021.
- b. Receive Status Report on outstanding issues.

11. FUTURE AGENDA ITEM:

Discuss Port Costa school sewer system.

12. COMMISSIONER COMMENTS: Commissioner List said he would not be in attendance for the April meeting.

13. ADJOURNMENT: The meeting was adjourned at 7:39 PM until April 14, 2021.

Respectfully submitted,

Susan Witschi

Susan Witschi
March 11, 2021

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525
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MINUTES OF REGULAR MEETING, MARCH 17, 2021

1. CALL TO ORDER: The meeting was called to order at 7:04 PM by Chairperson Manzione. Present were Commissioners Adams, Wais and Wolthuis, along with District Engineer Murdock, Assistant Dept. Manager Barnhill and Asst. Secretary Witschi. Also present was Director Barassi.

2. AGENDA ORDER: Commissioner Manzione asked to have Item 6.c. moved after Item 2.

6.c. REPORT ON NEW DISTRICT OFFICE: Commissioner Wolthuis reported two bids have been received for the new office building for painting the interior and roof repairs. He said one bid is for \$90K and the second bid is \$110K. The Committee is looking to see what can be taken out of the bids to get a lower price and that includes nothing about putting any offices in or anything else. He said the original estimates were in the \$40K range. He would like to get the employees moved over to the new office and start using the building. Commissioner Manzione said he clearly agrees with costs increasing and with no productive use of the building, the smart thing is to keep repairs to a minimum and get the building into some productive use. Commissioner Manzione asked is it too early to talk about other productive uses of the building like renting out the residential apartment or has there been any discussion about that. Commissioner Wolthuis said the committee is interested in renting out the apartment, but there has to be some work done first. He said the committee is looking at getting bids to have the ceilings painted.

3. PUBLIC COMMENTS: Director Barassi said there was a request by the Crockett Middle School teachers to park in the new office building parking lot because their staff parking lot is under construction. He asked the Commission if they had a problem with the teachers parking there for free or should we charge them. The Commission did not have a problem with the teachers parking there. He said the other item was that Director Peterson brought up in an email dealing with the gates that lead down to the Equalization (EQ) tank. He said staff should undertake a project of locking them more religiously. He spoke with Mr. Murdock about it and they came up with a solution that basically allows staff to take reasonable care and not be negligent in letting those gates be open. Under the District's lease there is a requirement to keep the easement secure. There is a large encampment and if people start getting locked out from the San Pablo Avenue side, they will want to come up from the railroad track side. Even if the District doesn't have any legal responsibility to close the gates, it is in the best interest for the neighbors in the community to keep the gates closed and spend some money every time a chain or a lock gets cut.

4. PUBLIC HEARING: None

5. CONSENT CALENDAR: The consent items were approved unanimously (mw/ha):
a. Approve Minutes of February 17, 2021.
b. Receive Status Report on outstanding items.

6.a. DISTRICT BOARD ACTIONS: No report.

6.b. ANNOUNCEMENT OF VACANCY: Commissioner Manzione reported there is an ongoing vacancy on this commission. He said in the past, existing commissioners have taken a part in recruiting new commissioners. Commissioner Wais said she has talked to a couple of people but has not gotten very far. She will put the announcement of vacancy in the Women's Club newsletter. This will be reposted for 30 days.

7.a. ENFORCEMENT ACTIONS: Mr. Murdock reported five properties received their Certificate of Compliance and are no longer in violation. He said there is an Accessory Dwelling Unit (ADU) being constructed at 50 Rolph Park Drive. He said the owner is building a new garage or converting one and he wants to put in a pump out of his garage to his existing lateral and that is a violation to have two separate buildings sharing one lateral. He spoke with the owner and he was told by Mr. Donald he could do it. Most of the code changes do not really matter to our sewer, which is for purposes of providing sewer service for water, sewer or power, including a connection fee. A junior ADU shall not be considered a separate or new dwelling unit. Mr. Murdock would like the Commission to provide some guidance on how to go about this. He said there is the possibility that we may have to allow people to share one lateral. Commissioner Manzione said he is comfortable with opening a separate side sewer or providing service whether we allow them to discharge to the sewer or not. He said not restricting the District from any technical requirements that is reasonable and is important for the system. He is of the position that there is not a conflict between these two provisions that we will not refuse service to a junior ADU and we will not charge them an extra connection fee but we will apply our technical requirements which include a separate side sewer. Commissioner Wolthuis said what your saying is we should require him to have a separate hookup to the main, but we will not be able to charge him any type of fee to do so. Commissioner Manzione said is having a separate lateral connection for each separate building a technically important thing for us so that we have a moratorium on any new double or triple laterals. His viewpoint is he would be willing to stand by our design standard and said he needs to do a separate sewer. Commissioner Wolthuis said if he goes into the four inch lateral and he incurs problems, there all his problems. That four inch is not going to take any more sewage to the main that is capable of taking, so the net effect is it is not going to affect our main. It is going to affect his lateral if he can't take the volume through the pipe in existence. Mr. Murdock said he also has a pump so he can force a lot of sewage down there. Commissioner Wolthuis said basically all you have to say is the Sanitary Department requires you to hook into the main. The cost incurred to hooking in the main is your responsibility. We cannot charge you a connection fee because it is on the same property. The net effect is you have every right to do so and if you feel it in your engineering evaluation that it is best for the District to have a separate line then do it.

7.b. LATERAL INSPECTION PROGRAM: Mr. Murdock reported staff has categorized everything in the CCTV. He said there were a couple of spots that have gone back to Robin Paulsell and asked for clarification on and he provided staff with a new video.

7.c. SEWER REPAIR PRIORITIES: Mr. Murdock reported there is 776 feet of capital repair and an estimate of \$365,000 to repair. He said contractors seem to be really busy now and prices may increase. He said one of the sewer repairs is right behind the Community Center. There are about 300 units connected to that line and if it overflows it will go down into the Bocce courts.

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

9.a. STAFF REPORT ON OPERATIONS: Mr. Murdock reported on the condition of the Equalization (EQ) tank. Commissioner Manzione said he talked to Mr. Murdock about the details of the report he wrote regarding the repair needs at the EQ tank and the condition. He brought up the possibility that the money might be better spent having a consulting engineer come in and tell us what we need to do the maintenance. One item of concern to bring in a consulting engineer evaluation is spalling of some concrete where rebar is exposed. He said there is some moisture showing at the foundation that could be leaks from the interior of the tank. His understanding is the consulting engineer who offered to come out for \$3,000 was offering a visual inspection. Mr. Murdock will proceed with getting the repairs and maintenance done and then wait till later to get a consulting engineer out there. Commissioner Wolhuis said he is comfortable with it. Mr. Murdock spoke with Mr. Wilson about the possibility of hiring his maintenance crew to paint the EQ tank. Commissioner Manzione said the Commission is in favor of spending a \$1,000 on what needs to be fixed at the EQ tank.

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

9.c. STAFF ANNOUNCEMENTS: None

10.a. WASTEWATER COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. INTER-AGENCY MEETINGS: None

11. FUTURE AGENDA ITEMS:

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

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 8:21 PM until April 21, 2021.

Respectfully submitted,

Susan Witschi
March 18, 2021

CSD STATUS REPORT

APRIL

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
Ongoing		Financial Accounting & Budget	Adopted FY 20/21 Budget	Audit of FY 19/20 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

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
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

APRIL

<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

APRIL

<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 20/21 Budget Adopted	Ongoing COVID-19 impact
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
2/20	C-3	Memorial bench for David Botta	Bench/Plaque Received	Concrete Pad to be Installed

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

APRIL

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

APRIL

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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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: 4-28-21

LATEST FUND REPORT DATE: 4-28-21

CCSD FUND 3240	CCSD FUND 3240
<hr/>	
CASH CARRIED FORWARD:	CASH CARRIED FORWARD:
<u>REC DEPT:</u> \$14,001.24	<u>CVSAN DEPT:</u> \$53,551.65
ACTIVITY:	ACTIVITY:
Correction Appor 3/21 \$ -	SEC SPT 1516-1920 \$ -
<hr/>	
CASH BALANCE (Rec): \$14,001.24	CASH BALANCE (CVSan): \$53,551.65
ADV ON TAXES (Rec): \$ 30,728.37	ADV ON TAXES (CVSan): \$156,873.67
060 Adv beginning bal \$30,680.89	060 Adv beginning bal \$156,558.04
Correction Appor 3/21 \$2.34	Correction Appor 3/21 \$11.96
Ending Balance \$ 30,683.23	Ending Balance \$156,570.00
160 Supplmt begin bal \$45.14	160 Supplmt begin bal \$303.67
No Activity \$ -	No Activity \$ -
Ending Balance \$45.14	Ending Balance \$303.67
<hr/>	
FUND BALANCE (Rec): \$44,729.61	FUND BALANCE (CVSan): \$210,425.32
<hr/>	
	MAINT DEPT PROPERTY TAXES ALLOC:
	Cash Carried Forward: \$4,021.84
	SEC SPT 1516-1920 \$ -
	PropTaxSplit (2/11/21) \$0.00
	Cash Balance (Maint) \$4,021.84
	060 Adv Beginning Bal \$3,636.29
	Correction Appor 3/21 \$0.28
	Ending Balance \$3,636.57
	160 Supplmt begin bal (\$6.95)
	No Activity
	Ending Balance (\$6.95)
	<hr/>
	FUND BALANCE (Maint): \$7,651.46
	<hr/>
	TOTAL CSD 3240 BALANCE: \$262,806.39
	<hr/>

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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:	4-28-21	LATEST FUND REPORT	4-12-21
OPERATING FUND 3242		BALANCES BY CLASS	
CASH CARRIED FORWARD:	\$22,699.86	MEMORIAL HALL	
ACTIVITY:		Walk Honor & P66	\$258,500.00
CHECKS and PAYMENTS		Archt. Phase1	(\$15,427.99)
Warrant (0431)	(\$40.62)	Engnr. Phase1	(\$33,934.00)
No Activity		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
		BRIDGEHEAD	\$1,174.34
		PLAZA/FENCES/LIGHT:	(\$876.68)
		DOGPARK COST CENTE	\$844.14
CASH BALANCE:	\$22,659.24	ACCRUED DEBT:	
INVESTED (MH) BEG. BAL	\$188,770.78	PY due REC Dept.	\$0.00
Invest Interest	\$0.00	PCADVISORY due MH	\$1,170.20
INVESTED (MH) END. BAL	\$188,770.78		
FUND BALANCE:	\$211,430.02	TAXES held in 3240	\$7,651.46

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: 4-28-21

LATEST FUND REPORT: 4-12-21

OPERATING FUND 3241		
CASH CARRIED FORWARD:	\$99,612.00	INVESTED BALANCE: \$257,865.86
ACTIVITY:		Invest Interest \$0.00
<u>CHECKS AND PAYMENTS</u>		NET INVESTED: \$257,865.86
Warrants (9081-9116)	(\$35,974.46)	\$50,222.82 c/d deposits
Wells Fargo CC Fees	\$0.00	\$207,643.04 avail. funds
Payroll recovery	\$0.00	FUND BALANCE: \$396,104.42
Invest Fees		
<u>DEPOSITS AND CREDITS</u>		*** Below held in cash account ***
Comm Center Booking	-	C/D BEGINNING BALANCE: \$50,222.82
Cancelled check (9054)	\$95.00	c/d deposit receipts \$0.00
Cost Recovery Bocce	-	c/d deposit refunds \$0.00
Donations	\$5,251.02	Trnsfr recovery \$0.00
Tennis keys	\$10.00	NET C/D ENDING BALANCE \$50,222.82
Transfer from Invest	-	CAP / RESTRICTED BAL: \$4,639.60
Cash Conversion	-	Donations \$0.00
United Way Pass-thru	-	\$0.00
JSHS rent/CCF Grant	\$6,820.00	NET CAPITAL REPL. BAL: \$4,639.60
Return-to-source	\$0.00	POLICE LIAISON BALANCE \$8,253.92
Parking fines	-	Parking revenue \$0.00
Payroll recov CV&PC	-	Payroll/Expenses \$0.00
		NET PLC ENDING BALANCE \$8,253.92
CASH BALANCE:	\$75,813.56	XMAS LIGHT BEG BALANCE \$496.57
		No activity \$0.00
ADV ON TAXES :	\$62,425.00	XMAS LIGHT END BALANCE \$496.57
Cash Conversion	\$0.00	CERT ACTIVITY: None \$0.00
NET ADV ON TAXES:	\$62,425.00	CERT Ending Balance: \$0.00
		PETTY CASH BALANCE: \$60.00
		TAXES held in 3240: \$ 44,729.61
		CO.charges in 3240: \$ -
		ACCRUED CREDIT:
		PY due from MAINT Dep \$ -
		Debt Retired \$ -
		NET DUE to REC: \$ -

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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.: 4/20/21 LATEST FUND REPORT 4/12/21

OPERATING FUND 3425

CASH CARRIED FORWARD:	\$31,535.50	ACCRUED DEBT:	
ACTIVITY:			
Warrants (1311-1317)	(\$6,564.94)	PYs due CVSan Dep	\$24,233.49
Payroll recov CVSn&REK	\$0.00	Loan#2 due CVSan	\$203,986.49
Investment Services	\$0.00	Loan#3 due CVSan	\$150,000.00

CASH BALANCE: \$24,970.56 | ACCRUED DEBT: \$378,219.98

ADV ON SUC BEG. BALANCE: \$163,433.68
No activity
Ending Balance \$163,433.68

INVESTED BEGIN. BALANCE: \$224.05
Interest \$0.00

Ending Balance \$224.05

FUND BALANCE: \$188,628.29 | \\san\pc\bud&fin\wrksht

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CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTC	4/28/21	LATEST FUND REPORT:	4-12-21
-----		-----	
OPERATING FUND 3426	:	CONSTRUCTION FUND 3427	
-----		-----	
CASH CARRIED FORWARD:	\$422,366.12	CASH CARRIED FORWARD:	\$60,024.28
ACTIVITY:		ACTIVITY:	
Warrants (6381-6402)	\$ (56,008.47)	Invest Scvs	\$0.00
Payroll recov PC&Mair	\$0.00		
	\$0.00		
Permit 21-3	\$60.00	CASH BALANCE:	\$60,024.28
Overpay refund	\$ -		
Transfer to LAIF	\$ -	INVESTED BEGIN BAL.:	\$900,886.19
Wells Fargo Fees	(\$1.29)	Invest Interest	\$0.00
Cost Recovery - shirt	\$0.00		
Payroll recov to REC	\$ -		
		INVESTED BALANCE:	\$900,886.19
CASH BALANCE:	\$366,416.36	FUND 3427 BALANCE:	\$960,910.47
-----		-----	
ADV ON TAXES:	\$ 602,624.90		
060 Prop tax Beginnir	\$ 598,507.01		
Cash Conversion	\$0.00		
Ending Balance	\$ 598,507.01	CAPITAL RESERVE FUND 3429	
160 Adv Supp Prop tax	\$4,117.89	CASH CARRIED FORWARD:	\$261.00
No activity	\$0.00	ACTIVITY:	
Ending Balance	\$4,117.89	Invest Scvs	\$0.00
INVESTED BEG. BALANCE:	\$2,675,340.92	CASH BALANCE:	\$261.00
Invest Interest	\$0.00		
Transfer to investmer	\$0.00	INVESTED BEGIN BAL.:	\$71,327.38
		Invest Interest	\$0.00
Ending Balance:	\$2,675,340.92		
		INVESTED BALANCE:	\$71,327.38
FUND 3426 BALANCE:	\$3,644,382.18		
		FUND 3429 BALANCE:	\$71,588.38
TAXES held in 3240:	\$210,425.32		
CO.charges in 3240:	\$0.00		
ACCURED DEBT OWED TO CVAN:		CONTRACTOR BONDS ON FILE:	
PCSAN DEPT.	\$378,219.98	35 contractors	\$34,500.00
MAINT DEPT.	\$0.00		

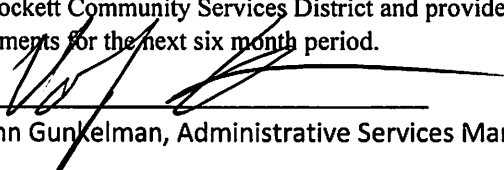
CROCKETT COMMUNITY SERVICES DISTRICT

INVESTMENT REPORT

AS OF April 1, 2021

<u>Beginning invested balance:</u>	<u>1/31/2020</u>	<u>\$ 3,579,415.18</u>
<u>RECREATION DEPT. OPERATING FUND 3241</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.63% on 1/15/21		\$ 257,865.86
Activity: No Activity		\$ -
Ending balance:		\$ 257,865.86
<u>MAINTENANCE DEPT. MEMORIAL HALL FUND 3242</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.63% on 1/15/21		\$ 173,770.78
Activity: No Activity		\$ -
Ending balance:		\$ 173,770.78
<u>PORT COSTA SANITARY DEPT. OPERATING FUND 3425</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.63% on 1/15/21		\$ 224.05
Activity: No Activity		\$ -
Ending balance:		\$ 224.05
<u>CROCKETT SANITARY DEPT. OPERATING FUND 3426</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.63% on 1/15/21		\$ 2,175,340.92
Activity:		
Cash Deposit (03/03/21)		\$ 500,000.00
Ending balance:		\$ 2,675,340.92
<u>CROCKETT SANITARY DEPT. CONSTRUCTION FUND 3427</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.63% on 1/15/21		\$ 900,886.19
Activity: No Activity		\$ -
Ending balance:		\$ 900,886.19
<u>CROCKETT SANITARY DEPT. CAPITAL RESERVE FUND 3429</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.63% on 1/15/21		\$ 71,327.38
Activity: No Activity		\$ -
Ending balance:		\$ 71,327.38
<u>Closing invested balance:</u>	<u>4/1/2021</u>	<u>\$4,079,415.18</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: 4/15/21

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

TO: Board of Directors
FROM: Administrative Services Manager
SUBJECT: 9 Month Budget Report for FY 20/21
DATE: April 25, 2021

The Crockett Community Services District 9-month budget reports for the Crockett and Port Costa Sanitary Departments have been presented to the respective Commissions. The Recreation department did not meet this month, and the Maintenance Department is to be reviewed by the Board. All reports are being presented to the Board for review and to allow the Board to comment or question staff.

Each report is broken out by department and includes a written budget summary report along with a profit and loss statement. The District's fiscal year is July 1 through June 30.

- Recreation Department – Fund 3241.
- Maintenance Department – Fund 3242.
- Port Costa Sanitary Department – Fund 3425.
- Crockett Sanitary Department – Fund 3426, Fund 3427, and Fund 3429.

HIGHLIGHTS:

All departments are managing the FY2020/21 well. Most budgetary items that are not on target can be explained by issues surrounding the current pandemic. There will be no need for any revised budgets, and there will be no need to use any contingency funds. All Capital project accounts allocations not used this year will be rolled into FY21/22.

The CCSD budget and finance committee now meets bi-weekly, every other Friday. The next meeting will be April 30th.

STAFF RECOMMENDATION:

Staff recommends the District Board receive the 9-month budget report and direct staff accordingly. Staff also recommends no Sewer Use Charge change for the upcoming fiscal year.

NEXT STEPS:

The respective commissions should meet with staff to develop their draft FY 21/22 budgets in May for presentation to the District Board. The District's Budget & Finance Committee will meet to discuss the recommendations and form their own recommendations to the Board.

CROCKETT COMMUNITY SERVICES DISTRICT
MAINT Budget Report
 July 1, 2020 through April 26, 2021

	Jul 1, '20 - Apr 2...	Budget	\$ Over Bu...	% of Budget
Ordinary Income/Expense				
Income				
3242i · FUND 3424 MAINT.Income***				
4900 · OPERATING REVENUE				
4901 · Donations / Fundrasers (op)	0.00	700.00	-700.00	0.0%
4902 · Donations (restricted)	0.00	1,100.00	-1,100.00	0.0%
Total 4900 · OPERATING REVENUE	0.00	1,800.00	-1,800.00	0.0%
4950 · NON-OPERATING REVENUE				
4953 · Property tax from 3240	0.00	15,105.00	-15,105.00	0.0%
4960 · Investment Interest (non-op)	651.88	2,730.00	-2,078.12	23.9%
4980 · Cost Recovery	0.00	65.00	-65.00	0.0%
4991 · Non-profit grants (restricted)	0.00	150,000.00	-150,000.00	0.0%
4992 · Walk of Honor fundraiser	20,000.00	0.00	20,000.00	100.0%
4998 · Other Non-Operating	697.38	0.00	697.38	100.0%
Total 4950 · NON-OPERATING REVENUE	21,349.26	167,900.00	-146,550.74	12.7%
Total 3242i · FUND 3424 MAINT.Income***	21,349.26	169,700.00	-148,350.74	12.6%
Total Income	21,349.26	169,700.00	-148,350.74	12.6%
Gross Profit	21,349.26	169,700.00	-148,350.74	12.6%
Expense				
3242 · FUND 3242 MAINTENANCE - Expense				
5100m · INSURANCE				
5101m · Property Ins. Maint.	673.09	555.00	118.09	121.3%
Total 5100m · INSURANCE	673.09	555.00	118.09	121.3%
5130m · MAINTENANCE	0.00	550.00	-550.00	0.0%
5160m · PROGRAMS	0.00	1,000.00	-1,000.00	0.0%
5165m · OTHER OPERATING				
5165.1 · County Charges	27.00	0.00	27.00	100.0%
5165.8m · Capital Replacement (O&M)	0.00	250.00	-250.00	0.0%
Total 5165m · OTHER OPERATING	27.00	250.00	-223.00	10.8%
5170m · OFFICE	0.00	225.00	-225.00	0.0%
5180m · PROFESSIONAL SERVICES				
56a · Auditor	78.20	0.00	78.20	100.0%
5180m · PROFESSIONAL SERVICES - Other	0.00	5,000.00	-5,000.00	0.0%
Total 5180m · PROFESSIONAL SERVICES	78.20	5,000.00	-4,921.80	1.6%
5260m · UTILITIES				
5260.3 · Electricity	0.00	480.00	-480.00	0.0%
Total 5260m · UTILITIES	0.00	480.00	-480.00	0.0%
5290m · NON-OPERATING EXPENSES	0.00	10,000.00	-10,000.00	0.0%
Total 3242 · FUND 3242 MAINTENANCE - Expense	778.29	18,060.00	-17,281.71	4.3%
3426e · FUND 3426 CVSAN. Expense				
410 · COLLECTION SYSTEM *****				
410.70 · MAINTENANCE				
70.1 · Sewers preventive maint (Coll.)	250.00	0.00	250.00	100.0%
Total 410.70 · MAINTENANCE	250.00	0.00	250.00	100.0%
Total 410 · COLLECTION SYSTEM *****	250.00	0.00	250.00	100.0%
Total 3426e · FUND 3426 CVSAN. Expense	250.00	0.00	250.00	100.0%
6560 · PAYROLL EXPENSES ***				
5112m · MAINT GEN. MGR. - Wage/Benefits				
12.1m · Payroll - McDonald	205.92	0.00	205.92	100.0%

CROCKETT COMMUNITY SERVICES DISTRICT
MAINT Budget Report
July 1, 2020 through April 26, 2021

	<u>Jul 1, '20 - Apr 2...</u>	<u>Budget</u>	<u>\$ Over Bu...</u>	<u>% of Budget</u>
12.2m · Benefit - McDonald	29.42	0.00	29.42	100.0%
Total 5112m · MAINT GEN. MGR. - Wage/Benefits	235.34	0.00	235.34	100.0%
6560 · PAYROLL EXPENSES *** - Other	0.00	1,542.00	-1,542.00	0.0%
Total 6560 · PAYROLL EXPENSES ***	235.34	1,542.00	-1,306.66	15.3%
Total Expense	1,263.63	19,602.00	-18,338.37	6.4%
Net Ordinary Income	20,085.63	150,098.00	-130,012.37	13.4%
Net Income	<u>20,085.63</u>	<u>150,098.00</u>	<u>-130,012.37</u>	<u>13.4%</u>

CROCKETT COMMUNITY SERVICES DISTRICT
REC - Combined Budget Report
 July 1, 2020 through April 26, 2021

04/26/21

Cash Basis

	Jul 1, '20 - Ap...	Budget	\$ Over Bu...	% of Budget
Ordinary Income/Expense				
Income				
3240i · FUND 3240 - CCSD Income***				
4010rec · CSD Property tax for REC	0.00	46,279.00	-46,279.00	0.0%
Total 3240i · FUND 3240 - CCSD Income***	0.00	46,279.00	-46,279.00	0.0%
3241i · FUND 3241 REC. Income***				
4000 · OPERATING REVENUE				
4180 · COST RECOVERY (OP)				
4180.3 · Other recovery	393.59	0.00	393.59	100.0%
4180 · COST RECOVERY (OP) - Other	0.00	2,816.09	-2,816.09	0.0%
Total 4180 · COST RECOVERY (OP)	393.59	2,816.09	-2,422.50	14.0%
4200 · Community Center Rentals	1,120.00	129,500.00	-128,380.00	0.9%
4201 · Center rents - senior nutrition	1,200.00	3,946.67	-2,746.67	30.4%
4202 · Center rents - outside classes	90.00	986.67	-896.67	9.1%
4203 · Center - clean/damage DEPOSITS	0.00	35,097.41	-35,097.41	0.0%
4205 · Aquatics rents	11,637.00	8,167.13	3,469.87	142.5%
4206 · Concessions	4,750.02	6,123.89	-1,373.87	77.6%
4750 · Security services	0.00	8,057.77	-8,057.77	0.0%
4780 · Cleaning services	0.00	3,946.67	-3,946.67	0.0%
4860 · Swim admission fees	14,737.30	15,931.35	-1,194.05	92.5%
4861 · Aquatics season passes	2,271.00	3,999.50	-1,728.50	56.8%
4870 · Center Programs	40.00	4,933.33	-4,893.33	0.8%
4876 · Swim lessons	126.00	2,400.00	-2,274.00	5.3%
4879 · Tennis/restroom keys	39.00	493.33	-454.33	7.9%
4880 · Other sales	2.00	50.00	-48.00	4.0%
4881 · Cash over	16.55	0.00	16.55	100.0%
4882 · Parking fines	488.09	493.33	-5.24	98.9%
4885 · Donations (operations)	0.00	650.00	-650.00	0.0%
4886 · Donations (restricted)	19,147.12	450.00	18,697.12	4,254.9%
Total 4000 · OPERATING REVENUE	56,057.67	228,043.14	-171,985.47	24.6%
4800 · NON-OPERATING REVENUE				
4801 · Property Tax transfer from 3240	0.00	14,528.67	-14,528.67	0.0%
4802 · Recreation Tax	136,290.00	112,569.00	23,721.00	121.1%
4803 · Investment interest	2,686.83	4,857.27	-2,170.44	55.3%
4850 · Cost Recovery Non-Op	158.78	600.00	-441.22	26.5%
4890 · Non-profit grants (operations)	0.00	4,933.33	-4,933.33	0.0%
4891 · Non-profit grants (restricted)				
4891.1 · Return-to-Source	42,182.00	25,745.00	16,437.00	163.8%
4891.3 · Capital projects	0.00	81,000.00	-81,000.00	0.0%
4891 · Non-profit grants (restricted) - Other	0.00	8,195.00	-8,195.00	0.0%
Total 4891 · Non-profit grants (restricted)	42,182.00	114,940.00	-72,758.00	36.7%
4899 · Other Non-Operating Income	13,794.20	1,000.00	12,794.20	1,379.4%
Total 4800 · NON-OPERATING REVENUE	195,111.81	253,428.27	-58,316.46	77.0%
Total 3241i · FUND 3241 REC. Income***	251,169.48	481,471.41	-230,301.93	52.2%
Total Income	251,169.48	527,750.41	-276,580.93	47.6%
Gross Profit	251,169.48	527,750.41	-276,580.93	47.6%
Expense				
3241e · FUND 3241 REC. Expense***				
5050 · UNIFORMS	553.78	1,200.00	-646.22	46.1%
5060 · TELEPHONE / INTERNET				
5061 · Telephone	1,907.42	0.00	1,907.42	100.0%
5062 · Internet	176.39	0.00	176.39	100.0%
5060 · TELEPHONE / INTERNET - Other	1,542.93	4,045.33	-2,502.40	38.1%
Total 5060 · TELEPHONE / INTERNET	3,626.74	4,045.33	-418.59	89.7%
5070 · SOFTWARE SUBSCRIPTIONS	1,457.85	1,759.83	-301.98	82.8%

CROCKETT COMMUNITY SERVICES DISTRICT
REC - Combined Budget Report
 July 1, 2020 through April 26, 2021

04/26/21

Cash Basis

	Jul 1, '20 - Ap...	Budget	\$ Over Bu...	% of Budget
5100 · INSURANCE				
5101 · Property insurance	2,890.29	2,192.00	698.29	131.9%
5102 · Liability insurance	17,323.20	18,791.00	-1,467.80	92.2%
5103 · Employee bond	0.00	110.00	-110.00	0.0%
Total 5100 · INSURANCE	20,213.49	21,093.00	-879.51	95.8%
5120 · ELECTIONS	0.00	986.67	-986.67	0.0%
5130 · MAINTENANCE				
5131 · Building maint. supplies	0.00	2,290.57	-2,290.57	0.0%
5132 · Building maint. services	3,576.00	4,954.07	-1,378.07	72.2%
5133 · Bldg. repair supplies & hdwe	1,039.45	1,294.53	-255.08	80.3%
5134 · Bldg. repair services	940.00	3,339.08	-2,399.08	28.2%
5135 · Janitorial supplies	883.77	4,366.46	-3,482.69	20.2%
5136 · Janitorial services	164.07	14,733.40	-14,569.33	1.1%
5140 · Landscape supplies	546.38	32,584.63	-32,038.25	1.7%
5141 · Landscape services	27,590.00	0.00	27,590.00	100.0%
5142 · Lighting services	115.23	246.67	-131.44	46.7%
5144 · Tennis supplies	55.79	0.00	55.79	100.0%
5145 · Pool chemical supplies	10,304.10	10,283.53	20.57	100.2%
5146 · Pool maint. supplies	1,486.34	3,371.09	-1,884.75	44.1%
5147 · Pool maint. services	0.00	1,586.88	-1,586.88	0.0%
5148 · Pool repair services	840.26	0.00	840.26	100.0%
Total 5130 · MAINTENANCE	47,541.39	79,050.91	-31,509.52	60.1%
5150 · MEMBERSHIPS	308.82	296.00	12.82	104.3%
5160 · PROGRAM SUPPLIES				
5160.3 · Xmas program (restricted)	120.00	1,000.00	-880.00	12.0%
5160.9 · Other programs	82.41	6,400.00	-6,317.59	1.3%
5160 · PROGRAM SUPPLIES - Other	0.00	472.75	-472.75	0.0%
Total 5160 · PROGRAM SUPPLIES	202.41	7,872.75	-7,670.34	2.6%
5165 · OTHER OPERATING				
5165.5 · Capital Replacements	23,372.54	48,908.84	-25,536.30	47.8%
5165.61 · Comm. center - Rental refunds	0.00	24,666.67	-24,666.67	0.0%
5165.62 · Comm. center -Deposit transfers	0.00	2,795.54	-2,795.54	0.0%
5165.63 · Comm. center - Deposit refunds	3,500.00	30,048.09	-26,548.09	11.6%
5165.7 · Security Alarm / CCTV	1,358.73	4,563.29	-3,204.56	29.8%
5165.8 · Cash under	5.00	0.00	5.00	100.0%
5165.9 · Recoverable costs	70.98	2,104.03	-2,033.05	3.4%
5165.9e · Other Operating Costs	274.13	1,356.67	-1,082.54	20.2%
5165 · OTHER OPERATING - Other	0.00	698.88	-698.88	0.0%
Total 5165 · OTHER OPERATING	28,581.38	115,142.01	-86,560.63	24.8%
5166 · OTHER OP COVID-19				
5166.4 · National Paid Leave EE	252.00	0.00	252.00	100.0%
5166.1 · Furlough Health & LTD Benefits	4,189.59	0.00	4,189.59	100.0%
5166.2 · Disinfectants & supplies	1,645.70	0.00	1,645.70	100.0%
5166.3 · Rental refunds COVID-19	34,006.00	0.00	34,006.00	100.0%
Total 5166 · OTHER OP COVID-19	40,093.29	0.00	40,093.29	100.0%
5170 · OFFICE				
5171 · Postal	10.60	312.42	-301.82	3.4%
5172 · Supplies	1,041.80	1,644.42	-602.62	63.4%
5173 · Furnishings& Equipment	147.49	411.09	-263.60	35.9%
5174 · Visa transaction fees	275.59	1,397.75	-1,122.16	19.7%
5170 · OFFICE - Other	16.38	1,896.69	-1,880.31	0.9%
Total 5170 · OFFICE	1,491.86	5,662.37	-4,170.51	26.3%
5180 · PROF. SVCS.				
5181 · Attorney	6,774.94	0.00	6,774.94	100.0%
5182 · Auditor	2,973.02	0.00	2,973.02	100.0%
5183 · Security guards	0.00	6,413.33	-6,413.33	0.0%

CROCKETT COMMUNITY SERVICES DISTRICT
REC - Combined Budget Report
 July 1, 2020 through April 26, 2021

	Jul 1, '20 - Ap...	Budget	\$ Over Bu...	% of Budget
5186 · Consultants	43.74	0.00	43.74	100.0%
5180 · PROF. SVCS. - Other	0.00	6,824.42	-6,824.42	0.0%
Total 5180 · PROF. SVCS.	9,791.70	13,237.75	-3,446.05	74.0%
5190 · PRINT/PUBLISH/LEGAL NOTICES				
5191 · Advertising	5.55	790.00	-784.45	0.7%
5190 · PRINT/PUBLISH/LEGAL NOTICES - Other	0.00	411.09	-411.09	0.0%
Total 5190 · PRINT/PUBLISH/LEGAL NOTICES	5.55	1,201.09	-1,195.54	0.5%
5230 · TRAINING & CERTIFICATION	1,434.75	6,363.09	-4,928.34	22.5%
5240 · COST OF GOODS SOLD				
5241 · Food concession supplies	3,547.27	3,981.20	-433.93	89.1%
5242 · Promotional goods	0.00	50.00	-50.00	0.0%
Total 5240 · COST OF GOODS SOLD	3,547.27	4,031.20	-483.93	88.0%
5250 · VEHICLE/TRAVEL REIMBURSEMENT	1,328.95	2,129.50	-800.55	62.4%
5260 · UTILITIES				
5261 · Electricity	22,204.16	25,733.04	-3,528.88	86.3%
5262 · Natural gas	3,050.53	10,023.69	-6,973.16	30.4%
5263 · Water	16,498.32	13,544.43	2,953.89	121.8%
Total 5260 · UTILITIES	41,753.01	49,301.16	-7,548.15	84.7%
5340 · COUNTY & STATE CHARGES	9,355.12	4,530.42	4,824.70	206.5%
Total 3241e · FUND 3241 REC. Expense***	211,287.36	317,903.08	-106,615.72	66.5%
3242 · FUND 3242 MAINTENANCE - Expense				
5290m · NON-OPERATING EXPENSES	104.00	0.00	104.00	100.0%
Total 3242 · FUND 3242 MAINTENANCE - Expense	104.00	0.00	104.00	100.0%
3425e · FUND 3425 PCSAN. Expense***				
416 · SEWAGE TREATMENT				
416.51 · TREATMENT O&M				
51.2pc · Chemicals	630.88	0.00	630.88	100.0%
Total 416.51 · TREATMENT O&M	630.88	0.00	630.88	100.0%
Total 416 · SEWAGE TREATMENT	630.88	0.00	630.88	100.0%
Total 3425e · FUND 3425 PCSAN. Expense***	630.88	0.00	630.88	100.0%
3426e · FUND 3426 CVSAN. Expense				
414 · ADMINISTRATIVE				
414.40 · OFFICE				
40.3 · Miscellany	29.18	0.00	29.18	100.0%
Total 414.40 · OFFICE	29.18	0.00	29.18	100.0%
Total 414 · ADMINISTRATIVE	29.18	0.00	29.18	100.0%
Total 3426e · FUND 3426 CVSAN. Expense	29.18	0.00	29.18	100.0%
6560 · PAYROLL EXPENSES ***				
6560.5 · 1959 Survivor Ben Pool CalPERS	115.20	0.00	115.20	100.0%
6560.3 · Workers Comp Surcharges	287.05	0.00	287.05	100.0%
6560.2 · CalPERS Unfunded Liability	3,241.36	0.00	3,241.36	100.0%
5010 · REC. DEPT. MANAGER O&M				
10.1rw · Payroll - Wilson	5,986.00	0.00	5,986.00	100.0%
10.2rw · Benefits - Wilson	662.66	0.00	662.66	100.0%
5010 · REC. DEPT. MANAGER O&M - Other	0.00	33,096.08	-33,096.08	0.0%
Total 5010 · REC. DEPT. MANAGER O&M	6,648.66	33,096.08	-26,447.42	20.1%
5011ds · REC - DIST. SECY- Wage/Benefits				
11.1rec · Payroll - Witschi	733.68	0.00	733.68	100.0%
11.2rec · Benefits - Witschi	108.19	0.00	108.19	100.0%

CROCKETT COMMUNITY SERVICES DISTRICT
REC - Combined Budget Report
 July 1, 2020 through April 26, 2021

	Jul 1, '20 - Ap...	Budget	\$ Over Bu...	% of Budget
5011ds · REC - DIST. SECY- Wage/Benefits - Other	0.00	4,009.14	-4,009.14	0.0%
Total 5011ds · REC - DIST. SECY- Wage/Benefits	841.87	4,009.14	-3,167.27	21.0%
5011fm · REC - FAC. MGR. - Wage/Benefits				
11.7rec · O&M Salary - Fac. Mgr.	7,007.58	0.00	7,007.58	100.0%
11.8rec · O&M Benefits - Fac. Mgr.	2,580.60	0.00	2,580.60	100.0%
Total 5011fm · REC - FAC. MGR. - Wage/Benefits	9,588.18	0.00	9,588.18	100.0%
5011gm · REC - GEN. MGR- Wage/Benefits				
11.3rec · Payroll - McDonald	3,783.52	0.00	3,783.52	100.0%
11.4rec · Benefits - McDonald	536.18	0.00	536.18	100.0%
5011gm · REC - GEN. MGR- Wage/Benefits - Other	0.00	17,589.80	-17,589.80	0.0%
Total 5011gm · REC - GEN. MGR- Wage/Benefits	4,319.70	17,589.80	-13,270.10	24.6%
5019 · REC - Park & Pool Wages/Benfts				
19.2 · Payroll - Park & Pool	28,226.05	0.00	28,226.05	100.0%
19.2b · Benefits - Park & Pool	3,943.53	0.00	3,943.53	100.0%
Total 5019 · REC - Park & Pool Wages/Benfts	32,169.58	0.00	32,169.58	100.0%
6560 · PAYROLL EXPENSES *** - Other	97,868.16	94,900.64	2,967.52	103.1%
Total 6560 · PAYROLL EXPENSES ***	155,079.76	149,595.66	5,484.10	103.7%
Total Expense	367,131.18	467,498.74	-100,367.56	78.5%
Net Ordinary Income	-115,961.70	60,251.67	-176,213.37	-192.5%
Net Income	-115,961.70	60,251.67	-176,213.37	-192.5%

PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

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website: www.town.crockett.ca.us

TO: Port Costa Sanitary Commissioners

FROM: Administrative Services Manager



SUBJECT: 9-month Budget Report

DATE: April 14, 2021

The Port Costa Sanitary Department Budget Report includes a summary 9-month budget report profit and loss statement for fund 3425 of the Port Costa Sanitary Department. The adopted Fiscal Year 20/21 budget included revenue of \$303,488, Operating & Maintenance (O&M) expenses of \$173,970, Operating reserves of \$29,000, contingency reserves of \$17,397 and capital outlay allocation of \$28,000. It is important to review the 9-month budget report and provide direction to staff accordingly.

HIGHLIGHTS

- Overall spending has stabilized very well. Most costs are under budget.
- Sewer Use Charge (SUC) income (#301.0) will likely be the sole source of revenue planned for in FY 21/22 minus a small amount from sewer permit fees. There should also be some carry-over cash to close out the year and get the department through to the next SUC payment. Any remaining funds will be rolled into reserves.
- Payroll costs for Port Costa have decreased slightly, and will likely continue to decrease into FY 21/22 as staff spends less time on Port Costa issues.
- The Operating Reserves must be rebuilt over the next 2 to 5 years. It is likely that these reserves will commence at the completion of this fiscal year.

SUMMARY

The attached budget report shows the Port Costa Sanitary Department is effectively managing its discretionary expenses. Rising maintenance and preventive costs should be taken into account, along with necessary replacements.

Staff Recommendation:

Staff recommends the Port Costa Sanitary Commission receive the 9-month budget report.

The Budget & Finance Committee should meet to discuss the FY 20/21 budget and form recommendations on development of the FY 21/22 budget. Increased operations and maintenance expenses in the coming years should be planned for. Capital Projects list should be reviewed and updated.

CROCKETT COMMUNITY SERVICES DISTRICT
PCSAN Budget Report
 July 2020 through June 2021

	Jul '20 - Jun 21	Budget	\$ Over Bu...	% of Budget
Ordinary Income/Expense				
Income				
3425i · FUND 3425 PCSAN. Income***				
30 · OPERATING REVENUE				
301.00 · SEWER USE CHARGES	302,419.36	300,165.00	2,254.36	100.8%
302.00 · PERMIT AND INSPECTION FEES	60.00	180.00	-120.00	33.3%
Total 30 · OPERATING REVENUE	302,479.36	300,345.00	2,134.36	100.7%
31 · NON-OPERATING REVENUE				
311.00 · INTEREST	1.51	360.00	-358.49	0.4%
318.00 · COST RECOVERY	0.00	2,783.00	-2,783.00	0.0%
Total 31 · NON-OPERATING REVENUE	1.51	3,143.00	-3,141.49	0.0%
Total 3425i · FUND 3425 PCSAN. Income***	302,480.87	303,488.00	-1,007.13	99.7%
Total Income	302,480.87	303,488.00	-1,007.13	99.7%
Gross Profit	302,480.87	303,488.00	-1,007.13	99.7%
Expense				
3425e · FUND 3425 PCSAN. Expense***				
415 · SEWAGE COLLECTION				
415.25 · GAS, FUEL, OIL (DIST. VEHICLE)	0.00	300.00	-300.00	0.0%
415.30 · INSURANCE - Liability	4,514.19	4,453.00	61.19	101.4%
415.55 · PROF. SVCS. (Coll.)	3,960.00	1,000.00	2,960.00	396.0%
415.70 · MAINTENANCE				
415.701 · Sewers - preventive maint.	9,821.86	0.00	9,821.86	100.0%
415.70 · MAINTENANCE - Other	0.00	10,000.00	-10,000.00	0.0%
Total 415.70 · MAINTENANCE	9,821.86	10,000.00	-178.14	98.2%
415.96 · OTHER OPERATING (Coll.)				
96.2c · Permits & Fees (Coll.)	2,848.00	2,678.00	170.00	106.3%
415.96 · OTHER OPERATING (Coll.) - Other	0.00	1,000.00	-1,000.00	0.0%
Total 415.96 · OTHER OPERATING (Coll.)	2,848.00	3,678.00	-830.00	77.4%
Total 415 · SEWAGE COLLECTION	21,144.05	19,431.00	1,713.05	108.8%
416 · SEWAGE TREATMENT				
416.25 · GASOLINE, OIL, FUEL	66.90	0.00	66.90	100.0%
416.31 · INSURANCE - Property	1,573.88	1,267.00	306.88	124.2%
416.51 · TREATMENT O&M				
51.1pc · Treatment Plant Operators	39,600.00	55,200.00	-15,600.00	71.7%
51.2pc · Chemicals	1,782.82	3,937.00	-2,154.18	45.3%
51.3pc · Hardware, Supplies, & Misc	353.46	1,000.00	-646.54	35.3%
Total 416.51 · TREATMENT O&M	41,736.28	60,137.00	-18,400.72	69.4%
416.56 · PROF. SVCS. (Treat.)				
56.1pc · Attorney	198.97	200.00	-1.03	99.5%
56.2pc · Engineer	0.00	2,000.00	-2,000.00	0.0%
56.3pc · Technician	7,656.20	3,500.00	4,156.20	218.7%
56.7pc · Lab testing	6,584.00	10,103.00	-3,519.00	65.2%
Total 416.56 · PROF. SVCS. (Treat.)	14,439.17	15,803.00	-1,363.83	91.4%
416.91 · UTILITIES				
91.1pc · Electricity	3,372.69	3,560.00	-187.31	94.7%
91.6pc · Phone Alarm System	267.61	1,580.00	-1,312.39	16.9%
Total 416.91 · UTILITIES	3,640.30	5,140.00	-1,499.70	70.8%
416.96 · OTHER OPERATING (Treat)				
96.1 · Capital Replacements (Treat.)	1,350.00	3,000.00	-1,650.00	45.0%
96.2 · Permits & Fees (Treat.)	7,142.00	6,918.00	224.00	103.2%
96.3 · Alarm monitoring	76.00	0.00	76.00	100.0%

CROCKETT COMMUNITY SERVICES DISTRICT

PCSAN Budget Report

July 2020 through June 2021

04/14/21

Cash Basis

	Jul '20 - Jun 21	Budget	\$ Over Bu...	% of Budget
416.96 · OTHER OPERATING (Treat) - Other	0.00	12,000.00	-12,000.00	0.0%
Total 416.96 · OTHER OPERATING (Treat)	8,568.00	21,918.00	-13,350.00	39.1%
Total 416 · SEWAGE TREATMENT	70,024.53	104,265.00	-34,240.47	67.2%
417 · ADMIN / GENERAL				
417.21 · ELECTIONS	0.00	80.00	-80.00	0.0%
417.31 · INSURANCE -Crime(employee bond)	0.00	25.00	-25.00	0.0%
417.36 · MEMBERSHIPS	1,708.50	1,709.00	-0.50	100.0%
417.41 · OFFICE				
41.1pc · Postal	6.02	0.00	6.02	100.0%
41.2pc · Supplies	170.57	0.00	170.57	100.0%
417.41 · OFFICE - Other	0.00	250.00	-250.00	0.0%
Total 417.41 · OFFICE	176.59	250.00	-73.41	70.6%
417.56 · PROF. SVCS. (Admin.)				
56.4pc · Attorney	2,213.03	0.00	2,213.03	100.0%
56.5pc · Auditor	800.64	0.00	800.64	100.0%
417.56 · PROF. SVCS. (Admin.) - Other	0.00	6,955.00	-6,955.00	0.0%
Total 417.56 · PROF. SVCS. (Admin.)	3,013.67	6,955.00	-3,941.33	43.3%
417.61 · PRINTING/PUBLISHING	1,372.50	273.00	1,099.50	502.7%
417.70 · SOFTWARE SUBSCRIPTIONS	633.15	1,346.00	-712.85	47.0%
417.80 · VEHICLE / TRAVEL REIMBURSEMENT	2.55	150.00	-147.45	1.7%
417.96 · OTHER ADMIN.				
96.3pc · County & State Charges	811.01	1,075.00	-263.99	75.4%
96.5pc · Recoverable expenses	604.39	0.00	604.39	100.0%
417.96 · OTHER ADMIN. - Other	0.00	1,000.00	-1,000.00	0.0%
Total 417.96 · OTHER ADMIN.	1,415.40	2,075.00	-659.60	68.2%
Total 417 · ADMIN / GENERAL	8,322.36	12,863.00	-4,540.64	64.7%
419 · NON-OPERATING EXPENSES				
416.212 · LOAN PRINCIPAL (NON-OP)	0.00	76,063.00	-76,063.00	0.0%
419.1 · LOAN INTEREST (NON-OP)	0.00	15,107.00	-15,107.00	0.0%
Total 419 · NON-OPERATING EXPENSES	0.00	91,170.00	-91,170.00	0.0%
Total 3425e · FUND 3425 PCSAN. Expense***	99,490.94	227,729.00	-128,238.06	43.7%
6560 · PAYROLL EXPENSES ***				
6560.2 · CalPERS Unfunded Liability	678.46	650.00	28.46	104.4%
417.11 · PCSan - O&M BENEFITS				
11.1as · Asst Mgr	367.51	0.00	367.51	100.0%
11.1dMc · McDonald	237.89	0.00	237.89	100.0%
11.1ds · Witschi	47.69	0.00	47.69	100.0%
Total 417.11 · PCSan - O&M BENEFITS	653.09	0.00	653.09	100.0%
417.6s · PCSan - O&M SALARY				
6.1as · O&M payroll - Asst Mgr	1,414.86	0.00	1,414.86	100.0%
6.1dMc · O&M payroll - McDonald	1,692.45	0.00	1,692.45	100.0%
6.1ds · O&M payroll - Witschi	323.23	0.00	323.23	100.0%
Total 417.6s · PCSan - O&M SALARY	3,430.54	0.00	3,430.54	100.0%
6560 · PAYROLL EXPENSES *** - Other	0.00	36,761.00	-36,761.00	0.0%
Total 6560 · PAYROLL EXPENSES ***	4,762.09	37,411.00	-32,648.91	12.7%
Total Expense	104,253.03	265,140.00	-160,886.97	39.3%
Net Ordinary Income	198,227.84	38,348.00	159,879.84	516.9%
Net Income	198,227.84	38,348.00	159,879.84	516.9%

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

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TO: Board of Directors and Crockett Sanitary Commissioners
FROM: Administrative Services Manager
SUBJECT: 9 Month FY 2020/21 Budget Report
DATE: April 20, 2021



The Crockett Sanitary Department budget report includes a 9-month profit and loss statement for fund 3426 of the Crockett Sanitary Department. The department remains on relatively good financial footing, with estimated expenses for the collection system, treatment plant, and administrative cost centers all under budget. Payroll costs are slightly over budget and revenue remains on target. The contingency and rate stabilization reserves are not expected to be used this year. A budget deficit is not forecast for FY 20/21.

HIGHLIGHTS

- Rate Stabilization Reserves remain on track to meet or exceed the District's goal of reaching \$2.5 M by 2022.
- Revenue is almost exactly on target, and should remain so through the end of the FY.
- Joint-Treatment-Plant (JTP) O&M expenses (#411.50) remain the largest expense of the Crockett Sanitary Department. Expenses were lower this year as it was a dry winter.
- RTS Grant Funding of \$31,818 is slightly higher than was budgeted.
- The budget includes new expense line items for the Hosselkus Chapel. These items can be found on page 3, accounts #414.70 thru #414.76. This remains underbudget, as work is still being bid on. Some of the rental budget for this will be going to the Community Center for office space use.
- Payroll expenses are slightly over budget due to unexpected staffing costs.

SUMMARY

Operating expenditures are still slightly under budget in FY 20/21 with the total O&M expense estimated to be around \$1.13 M by June 30, 2021. Revenue for the district should close out the year very close to target.

STAFF RECOMMENDATION

Staff recommends the Crockett Sanitary Commission receives the 9-month budget report. Capital expenditures previously allocated to sewer projects, treatment plant, and pump station should resume as soon as possible. Additional costs for O&M, staffing, and administration should be taken into consideration. The Budget and Finance Committee should meet to discuss the FY 21/22 budget and the Sewer Use Charge Study Report.

CROCKETT COMMUNITY SERVICES DISTRICT

CVSAN Budget Report

July 2020 through June 2021

04/20/21

Cash Basis

	Jul '20 - Ju...	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense				
Income				
3425i · FUND 3425 PCSAN. Income***				
31 · NON-OPERATING REVENUE				
318.00 · COST RECOVERY	31.61			
Total 31 · NON-OPERATING REVENUE	31.61			
Total 3425i · FUND 3425 PCSAN. Income***	31.61			
3426i · FUND 3426 CVSAN. Income***				
300 · OPERATING REVENUE				
304 · BUILDING RENTAL REVENUE	0.00	8,000.00	-8,000.00	0.0%
301.1 · SEWER USE CHARGES - CY	1,376,362.91	1,423,521.00	-47,158.09	96.7%
301.3 · SEWER USE CHARGES - C&H	96,915.74	196,695.96	-99,780.22	49.3%
302 · PERMIT FEES	1,050.00	1,500.00	-450.00	70.0%
303 · CAPACITY CHARGES	0.00	7,275.00	-7,275.00	0.0%
306 · MISC. SERVICE FEES	0.00	1,500.00	-1,500.00	0.0%
307 · PENALTIES FINES COLLECTED	0.00	1,000.00	-1,000.00	0.0%
318 · COST RECOVERY				
318.2 · Abatement Costs	0.00	1,000.00	-1,000.00	0.0%
318.6 · Other	954.51	1,000.00	-45.49	95.5%
Total 318 · COST RECOVERY	954.51	2,000.00	-1,045.49	47.7%
Total 300 · OPERATING REVENUE	1,475,283.16	1,641,491.96	-166,208.80	89.9%
325 · NON-OPERATING REVENUE				
311 · INTEREST	19,202.69	28,414.00	-9,211.31	67.6%
314 · PROPERTY TAXES trnsfr from 3240	-4,117.89	310,887.00	-315,004.89	-1.3%
316 · ACCESS REPAIR PAYMENTS	0.00	6,221.00	-6,221.00	0.0%
319 · GRANTS	0.00	32,226.00	-32,226.00	0.0%
320 · OTHER NON-OP INCOME	32,822.49	2,000.00	30,822.49	1,641.1%
322 · INTERFUND TRANSFERS - 3427	0.00	106,387.00	-106,387.00	0.0%
325.8 · CONTRACTOR BONDS	5,000.00	3,000.00	2,000.00	166.7%
325.9 · INTERFUND LOAN PAYMENT PCSAN	0.00	73,977.00	-73,977.00	0.0%
Total 325 · NON-OPERATING REVENUE	52,907.29	563,112.00	-510,204.71	9.4%
Total 3426i · FUND 3426 CVSAN. Income***	1,528,190.45	2,204,603.96	-676,413.51	69.3%
3427i · FUND 3427 CVSAN. Income***				
303x · FUND 3427 Trns capacity charges	0.00	7,275.00	-7,275.00	0.0%
304x · FUND 3427 Trns for Reserve	0.00	32,000.00	-32,000.00	0.0%
311x · FUND 3427 LAIF Interest (Non-op)	6,591.23	10,280.00	-3,688.77	64.1%
Total 3427i · FUND 3427 CVSAN. Income***	6,591.23	49,555.00	-42,963.77	13.3%
3429i · FUND 3429 CVSAN. Income***				
311y · FUND 3429 LAIF Interest (Non-op)	521.86	1,465.00	-943.14	35.6%
Total 3429i · FUND 3429 CVSAN. Income***	521.86	1,465.00	-943.14	35.6%
Total Income	1,535,335.15	2,255,623.96	-720,288.81	68.1%
Gross Profit	1,535,335.15	2,255,623.96	-720,288.81	68.1%
Expense				
3241e · FUND 3241 REC. Expense***				
5050 · UNIFORMS	43.68			
5070 · SOFTWARE SUBSCRIPTIONS	113.49			
5170 · OFFICE				
5173 · Furnishings& Equipment	1,602.26			
5174 · Visa transaction fees	5.63			
Total 5170 · OFFICE	1,607.89			
5250 · VEHICLE/TRAVEL REIMBURSEMENT	25.30			

CROCKETT COMMUNITY SERVICES DISTRICT
CVSAN Budget Report
 July 2020 through June 2021

	Jul '20 - Ju...	Budget	\$ Over Bud...	% of Budget
Total 3241e · FUND 3241 REC. Expense***	1,790.36			
3426e · FUND 3426 CVSAN. Expense				
410 · COLLECTION SYSTEM *****				
410.211 · LOAN PRINCIPAL	82,425.38	81,525.00	900.38	101.1%
410.25 · GAS, FUEL, OIL (DIST. VEHICLE)	533.71	1,376.00	-842.29	38.8%
410.30 · INSURANCE				
410.31 · Property	2,460.17			
410.30 · INSURANCE - Other	37,479.42	37,611.00	-131.58	99.7%
Total 410.30 · INSURANCE	39,939.59	37,611.00	2,328.59	106.2%
410.50 · WEST COUNTY O&M (PS)	33,362.14	41,519.00	-8,156.86	80.4%
410.55 · PROF. SVCS. (Coll.)				
55.2 · Engineer	13,664.00	0.00	13,664.00	100.0%
410.55 · PROF. SVCS. (Coll.) - Other	0.00	6,000.00	-6,000.00	0.0%
Total 410.55 · PROF. SVCS. (Coll.)	13,664.00	6,000.00	7,664.00	227.7%
410.65 · RENT/LEASE EASEMENTS	2,521.96	2,500.00	21.96	100.9%
410.70 · MAINTENANCE				
70.1 · Sewers preventive maint (Coll.)				
70.1e · Emergency Call Out	4,642.50	0.00	4,642.50	100.0%
70.1 · Sewers preventive maint (Coll.) - Other	100,793.30	98,341.00	2,452.30	102.5%
Total 70.1 · Sewers preventive maint (Coll.)	105,435.80	98,341.00	7,094.80	107.2%
70.2 · Weeds	0.00	1,500.00	-1,500.00	0.0%
70.3 · Hardware	274.00	1,500.00	-1,226.00	18.3%
70.4 · Repairs	2,289.00	1,500.00	789.00	152.6%
410.70 · MAINTENANCE - Other	1,175.00			
Total 410.70 · MAINTENANCE	109,173.80	102,841.00	6,332.80	106.2%
410.90 · UTILITIES				
90.6 · Autodialer alarm	489.35	717.00	-227.65	68.2%
90.1 · Electricity	26,566.37	30,962.00	-4,395.63	85.8%
90.2 · Water	2,540.72	1,923.00	617.72	132.1%
Total 410.90 · UTILITIES	29,596.44	33,602.00	-4,005.56	88.1%
410.95 · OTHER OPERATING (Coll.)				
95.1 · Capital Replacements (PS)	8,535.46	28,000.00	-19,464.54	30.5%
95.2 · Other Operating Costs	3,233.72	3,140.00	93.72	103.0%
Total 410.95 · OTHER OPERATING (Coll.)	11,769.18	31,140.00	-19,370.82	37.8%
Total 410 · COLLECTION SYSTEM *****	322,986.20	338,114.00	-15,127.80	95.5%
411 · TREATMENT PLANT				
411.50 · C&H - JTP O&M	471,275.42	710,754.00	-239,478.58	66.3%
411.95 · CAPITAL REPLACEMENT (Treat)	0.00	11,893.00	-11,893.00	0.0%
411.99 · CAPACITY CHARGE Trnsfr to 3427	0.00	7,275.00	-7,275.00	0.0%
Total 411 · TREATMENT PLANT	471,275.42	729,922.00	-258,646.58	64.6%
414 · ADMINISTRATIVE				
414.20 · ELECTIONS	300.00	1,060.00	-760.00	28.3%
414.35 · MEMBERSHIPS				
35.1 · CASA	2,500.00	0.00	2,500.00	100.0%
35.3 · U.S.BANK	55.00			
414.35 · MEMBERSHIPS - Other	189.10	4,800.00	-4,610.90	3.9%
Total 414.35 · MEMBERSHIPS	2,744.10	4,800.00	-2,055.90	57.2%
414.40 · OFFICE				
40.1 · Postal	210.30	1,400.00	-1,189.70	15.0%
40.2 · Supplies	3,234.42	2,266.00	968.42	142.7%
40.3 · Miscellany	2,304.66	1,800.00	504.66	128.0%

CROCKETT COMMUNITY SERVICES DISTRICT
CVSAN Budget Report
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	Jul '20 - Ju...	Budget	\$ Over Bud...	% of Budget
Total 414.40 · OFFICE	5,749.38	5,466.00	283.38	105.2%
414.55 · PROF. SVCS. (Admin.)				
55.7 · Consultants	4,185.31	3,008.00	1,177.31	139.1%
55.4 · Attorney	9,973.13	13,515.00	-3,541.87	73.8%
55.5 · Auditor	6,585.29	6,851.00	-265.71	96.1%
55.6 · Engineer	2,964.00	22,000.00	-19,036.00	13.5%
Total 414.55 · PROF. SVCS. (Admin.)	23,707.73	45,374.00	-21,666.27	52.2%
414.60 · PRINTING/PUBLISHING	1,485.00	1,800.00	-315.00	82.5%
414.65 · RENTS/LEASES	7,200.00	30,000.00	-22,800.00	24.0%
414.70 · ADMIN BUILDING				
414.74 · MAINTENANCE				
414.74e · Bld.. Maint. Services	1,015.73			
414.74r · Bld.. Repair Services	19,917.42			
Total 414.74 · MAINTENANCE	20,933.15			
414.75 · UTILITIES				
414.75e · Electricity	241.47			
414.75g · Natural Gas	248.02			
414.75w · Water	336.15			
414.75 · UTILITIES - Other	0.00	13,236.00	-13,236.00	0.0%
Total 414.75 · UTILITIES	825.64	13,236.00	-12,410.36	6.2%
414.76 · Loan Principal	11,529.48			
414.70 · ADMIN BUILDING - Other	3,501.80	46,000.00	-42,498.20	7.6%
Total 414.70 · ADMIN BUILDING	36,790.07	59,236.00	-22,445.93	62.1%
414.80 · VEHICLE / TRAVEL REIMBURSEMENT	74.92	800.00	-725.08	9.4%
414.90 · TELEPHONE / INTERNET				
90.3 · Office phone/fax	1,497.52	0.00	1,497.52	100.0%
90.4 · Cell phone	382.87	0.00	382.87	100.0%
90.5 · Internet	1,390.23	0.00	1,390.23	100.0%
414.90 · TELEPHONE / INTERNET - Other	0.00	3,600.00	-3,600.00	0.0%
Total 414.90 · TELEPHONE / INTERNET	3,270.62	3,600.00	-329.38	90.9%
414.94 · SOFTWARE SUBSCRIPTIONS	3,574.64	14,056.00	-10,481.36	25.4%
414.95 · OTHER ADMIN				
95.8 · Other Misc. Admin	3,034.76	0.00	3,034.76	100.0%
95.3 · County & State Charges	20,349.73	7,400.00	12,949.73	275.0%
95.5 · Recoverable expenses	81.86	8,000.00	-7,918.14	1.0%
95.5r · Recoverable (Rec.)	4.05	0.00	4.05	100.0%
95.5p · Recoverable (PCSan)	0.85	0.00	0.85	100.0%
95.9 · Training and Conferences	0.00	1,500.00	-1,500.00	0.0%
414.95 · OTHER ADMIN - Other	610.00	0.00	610.00	100.0%
Total 414.95 · OTHER ADMIN	24,081.25	16,900.00	7,181.25	142.5%
414.96 · OTHER OP COVID-19	0.00	1,000.00	-1,000.00	0.0%
Total 414 · ADMINISTRATIVE	108,977.71	184,092.00	-75,114.29	59.2%
423 · NON-OPERATING EXPENSES				
423.1 · LOAN INTEREST	25,910.97	17,563.00	8,347.97	147.5%
423 · NON-OPERATING EXPENSES - Other	0.00	3,000.00	-3,000.00	0.0%
Total 423 · NON-OPERATING EXPENSES	25,910.97	20,563.00	5,347.97	126.0%
Total 3426e · FUND 3426 CVSAN. Expense	929,150.30	1,272,691.00	-343,540.70	73.0%
6560 · PAYROLL EXPENSES ***				
6560.5 · 1959 Survivor Ben Pool CalPERS	115.20	0.00	115.20	100.0%
6560.3 · Workers Comp Surcharges	169.00	0.00	169.00	100.0%
6560.2 · CalPERS Unfunded Liability	5,396.18	0.00	5,396.18	100.0%
414.10 · CVSan - O&M BENEFITS				

CROCKETT COMMUNITY SERVICES DISTRICT
CVSAN Budget Report
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	Jul '20 - Ju...	Budget	\$ Over Bud...	% of Budget
10.1as · O&M Benefits - Barnhill	2,568.30	0.00	2,568.30	100.0%
10.1dMc · O&M Benefits - McDonald	1,469.69	0.00	1,469.69	100.0%
10.1ds · O&M Benefits - Witschi	326.81	0.00	326.81	100.0%
Total 414.10 · CVSan - O&M BENEFITS	4,364.80	0.00	4,364.80	100.0%
414.5GM · CVSan - O&M SALARY				
5.1.dMc · O&M payroll - McDonald	10,327.66	0.00	10,327.66	100.0%
5.1as · O&M payroll - Barnhill	9,904.30	0.00	9,904.30	100.0%
5.1ds · O&M payroll - Witschi	2,708.97	0.00	2,708.97	100.0%
Total 414.5GM · CVSan - O&M SALARY	22,940.93	0.00	22,940.93	100.0%
6560 · PAYROLL EXPENSES *** - Other	164,854.97	188,717.00	-23,862.03	87.4%
Total 6560 · PAYROLL EXPENSES ***	197,841.08	188,717.00	9,124.08	104.8%
Total Expense	1,128,781.74	1,461,408.00	-332,626.26	77.2%
Net Ordinary Income	406,553.41	794,215.96	-387,662.55	51.2%
Other Income/Expense				
Other Expense				
3427e · FUND 3427 SAN. Expense***				
414.95x · FUND 3427 service charges	24.00	80.00	-56.00	30.0%
423x · Other Non-Operating Expenses				
321b · INTERFUND TRANSFERS - TO 3426	0.00	106,387.00	-106,387.00	0.0%
Total 423x · Other Non-Operating Expenses	0.00	106,387.00	-106,387.00	0.0%
Total 3427e · FUND 3427 SAN. Expense***	24.00	106,467.00	-106,443.00	0.0%
3429e · FUND 3429 SAN. Expense***				
414.95y · FUND 3429 service charges	4.00	8.00	-4.00	50.0%
Total 3429e · FUND 3429 SAN. Expense***	4.00	8.00	-4.00	50.0%
Total Other Expense	28.00	106,475.00	-106,447.00	0.0%
Net Other Income	-28.00	-106,475.00	106,447.00	0.0%
Net Income	406,525.41	687,740.96	-281,215.55	59.1%