

CROCKETT COMMUNITY SERVICES DISTRICT

Regular Business Meeting
AGENDA FOR WEDNESDAY, MAY 26, 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 April 28, 2021.
 - b. Approve payment of District bills.
 - c. Receive Minutes of Commissions and Committees.
 - d. Receive Status Reports on outstanding issues.

8. **ADMINISTRATIVE:**
 - a. Consider consent Items removed from Consent Calendar.
 - b. Accept letter of resignation from Jon Wolthuis.
 - c. Consider steps to upgrade security at 1 Rolph Park Drive.
 - d. Consider how to address State Lands Commission's need for wastewater outfall condition assessment.

9. **BUDGET AND FINANCE:**
 - a. Consider monthly Summary Worksheets and Investment Reports and staff report on financial matters.
 - b. Receive preliminary budget for FY 2021/2022, form recommendations.
 - c. Consider Resolution No. 20/21-16 to levy \$110 annual Recreation Special Tax on residential parcels for FY 2021/22.

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:

- Hearing on proposed budget for FY 2021/22.
- Adopt revised Appropriations Limit for FY 2021/22.
- 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 June 23, 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.

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: Commissioners / Board of Directors
FROM: Sanitary Department Manager
SUBJECT: Crockett Sanitary Department Managers Report
DATE: May 19, 2021

The Crockett Sanitary Department Managers Report highlights items of interest that occurred between April 21 and May 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

- There were no Sanitary Sewer Overflows (SSO) in May.
- Update on status of pump 4 at Main Pump Station: We are awaiting repairs by West County Wastewater District.
- The VFD at the Main Pump Station was replaced the on the 4th of May, We are now operating with variable speed with 3 pumps available.

Capital Improvements / Projects

- Damage to our 8" sewer at 3rd and Pomona by PG&E was completed. PG&E rerouted the 15kV electric conduit that had caused the damage. Our claim was accepted by PG&E and the check for the contractors work has been received.
- 84' of 6" sewer was replaced with HDPE by pipe burst at 94 Bishop.
- 69' of 4" was replaced with HDPE by pipe burst at 167 Bishop, a location that caused previous SSO.
- Work was commenced on a sewer replacement at 3rd & Ceres, then halted because contractor uncovered a PG&E pole anchor installed above our sewer.

Administrative/Financial

- Request for grant submissions by office of State Senator Bill Dodd.
- Clarification on cost of CSD offices being located in the Community Center Building.

/sanitarydepts/crockett/CSVANManagersReportMonthlyMemo.doc

Commissioners: Howard Adams, Mark Manzione, Mary Wais, Jon Wolhuis

6.d.

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, APRIL 28, 2021

1. CALL TO ORDER: The meeting was called to order at 7:04 PM by President Barassi. Present were Board Members Bartlebaugh, Kirker, Mackenzie and Peterson, along with Recreation Department Manager Wilson, Assistant Sanitary Dept. Manager Barnhill, District Engineer Murdock, Administrative Services Manager Gunkelman and Assistant Secretary Witschi. Also present was Sanitary Commissioner Wais.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: Kent Peterson said the first annual residential cleanup will be on Saturday, May 15.
4. PUBLIC HEARING: None
5. UPDATE BY DIRECTORS: Director Barassi reported he continues to have weekly staff meetings on Tuesdays at 10:00 am at the Community Center. Director Peterson reported someone tried to break into the new offices. Dan Robertson from the Crockett Signal has requested that an article be written on the new office building on behalf of the Crockett Community Services District. He said C&H has volunteered a forklift to get the bricks out of the Pump Station.
- 6.a. RECREATION DEPT. REPORT: Mr. Wilson reported John Swett High School and the Crockett Swim Team began using the pool on April 6. He said six lifeguards have been recertified and five new lifeguard hires. C&H made a donation to the Recreation Department to purchase new lounge chairs at the pool. A Walk of Honor flyer has been mailed out to all Crockett and Port Costa residents for a virtual walk. He said the Deed Restriction for the Per Capita Project in Alexander Park and the Pool needs to be approved before it is notarized. A motion to approve the Deed Restriction for the Per Capita Project carried unanimously (kp/sb).
- 6.b. MAINTENANCE DEPARTMENT: Director Peterson said the Parcel Tax proposal for the Crockett Improvement Association will be delayed since the grant from the Crockett Community Foundation has been denied. He said the Dog Park Committee was pleased with his proposal.
- 6.c. PORT COSTA SANITARY DEPT.: The Board had received the Minutes of March 10. Mr. Barnhill reported no spills in March. He said the sewer line to the septic tank had a blockage. Valley Operators reported seeing a backup in the manhole and West County Wastewater District responded and cleared the blockage. There was a permit violation, the quarterly copper sample was misplaced or not taken.
- 6.d. CROCKETT SANITARY DEPT.: The Board had received the Minutes of March 17. Mr. Murdock reported one Sanitary Sewer Overflow (SSO) occurred on Sunday, March 13. He said there was an estimated total release of 10 gallons which absorbed into the dirt roadway.

The Variable Frequency Drive (VFD) that controls the speed at the pump station has failed. An exact replacement was purchased on April 15 for \$7,200. He said additional pump issues have developed and one pump is making an unusual sound, leaving the pump station with diminished pumping capacity. West County Wastewater is working on the issue. Mr. Murdock said two Certificates of Compliance have been issued. He said staff is continuing to work to get PG&E to accept responsibility for the damaged sewer at 3rd and Pomona. Staff has four capital repair agreements to begin work.

6.e. STAFF REPORT ON GOVERNMENTAL MATTERS: None

6.f. STAFF ANNOUNCEMENTS: None

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

- a. Approve Minutes of March 24, 2021.
- b. Approve payment of District bills (warrants Rec. 9097-9125; PCSan, 1315-1320; CVSan 6388-6412; Maintenance 431).
- c. Receive Minutes of Commissions and Committees.
- d. Receive Status Reports on outstanding issues.

8. CONSENT ITEMS REMOVED: None

9.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Mr. Gunkelman reported David Farnsworth omitted a loan repayment report to the State Controller's office. Mr. Farnsworth will amend it.

9.b. SUSPENSION OF SEWER USE CHARGE STUDY REPORTS: Mr. Gunkelman reported after working on the water data he is recommending no Sewer Use Charge (SUC) increase for either Port Costa or Crockett. He said the Budget & Finance Committee will challenge the budget assumptions and will decide if it will pass or not.

9.c. 9-MONTH BUDGET REPORTS: The Board reviewed the budget reports. No further comments.

9.d. SET DATE FOR PUBLIC HEARING FOR PROPOSED BUDGET: A motion to set June 23 for public hearing to adopt proposed FY 2021/22 Budget carried by consensus.

10.a. PERSONNEL COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: Mr. Gunkelman reported the Committee has been meeting every other Friday.

10.c. PRESIDENT'S ADVISORY COMMITTEE: Director Peterson reported the committee is discussing an exterior stairwell to the apartment and to remodel and paint the apartment. Mr. Murdock reported a stolen car showed up in the new office parking lot in the back of the building recently. He believes something should be done to raise the profile there so it doesn't look like an abandoned building.

10.d. INTER-AGENCY MEETINGS: None

11. CLOSED SESSION: The Board went into closed session at 9:23 pm.

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

OPEN SESSION: The Board resumed in open session at 10:05 pm.

12. ANNOUNCEMENT OF ACTIONS TAKEN DURING CLOSED SESSION: Director Barassi reported no actions were taken while in 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 10:06 pm until May 26, 2021.

Respectfully submitted,



Susan Witschi
April 29, 2021

CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: 5-5-21 Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
05/06/2021	Eurofins Calscience LLC	Lab Testing	550.00	1321
05/06/2021	L.R. PAULSELL CONSULTING	Sewer Cleaning on March 12, 2021	480.00	1322
05/06/2021	TELSTAR INSTRUMENTS, INC.	Telstar Job No. 10-37907, Invoice 107617	2,488.00	1323
05/06/2021	Sierra Chemical Company	Multichlor, Sodium Hypochlorite 330 gl.	703.95	1324
05/06/2021	PG&E	Electric - #2704121327-6	382.25	1325
Total FUND 3425 - PC SANITARY - O&M			4,604.20	
TOTAL			4,604.20	



CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: 5-5-21 Fund: 342600 Account: 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
05/06/2021	JAMES G. BARNHILL	Payroll 4/1/21 - 4/30/21	4,386.40	6413
05/06/2021	GAUNT A. MURDOCK	Payroll 4/16/21 - 4/30/21	2,659.81	6414
05/06/2021	VAUGHN P. GUNKELMAN	Payroll 4/16/21 - 4/30/21	2,199.92	6415
05/06/2021	AT&T	Phone & Internet	203.17	6416
05/06/2021	C&H SUGAR CO.	Waste Treatment Plant - March 2021	56,721.72	6417
05/06/2021	L.R. PAULSELL CONSULTING	Emergency High Pressure Cleaning &...	6,300.00	6418
05/06/2021	PG&E	Electric & Gas - #6193854060-8	3,019.37	6419
05/06/2021	T&C Plumbing & Rooter	Contractor Bond Returned	1,000.00	6420
05/06/2021	TELSTAR INSTRUMENTS, INC.	Invoice 107451, Telstar Job 10-38105	815.00	6421
05/06/2021	SDRMA	Mem. #5505	986.74	6422
05/06/2021	UNITED STATES TREASURY (LIABILIT...	68-0114159	4,845.10	6423
05/06/2021	EMPLOYMENT DEVELOPMENT DEPA...	698-1442-4	975.84	6424
05/06/2021	CalPERS Public Employees Retirement...	Retire. 1946207465	854.70	6425
Total FUND 3426 - CV SANITARY - O&M			<u>84,967.77</u>	
TOTAL			<u><u>84,967.77</u></u>	



CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

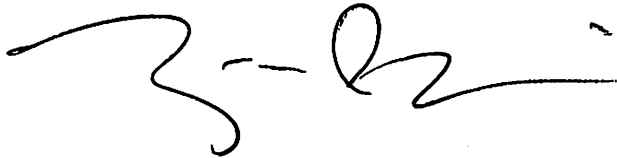
Auditor's Date: 5-5-21 Fund: 324100 Account: 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
05/06/2021	ASHER H. LABINSKI	Payroll 4/16/21 - 4/30/21	93.08	9126
05/06/2021	SUSAN G. WITSCHI	Payroll 4/16/21 - 4/30/21	2,259.79	9127
05/06/2021	TREVOR B. DEES	Payroll 4/16/21 - 4/30/21	190.05	9128
05/06/2021	RONALD D. WILSON	Payroll 4/1/21 - 4/30/21	2,572.36	9129
05/06/2021	ASCAP	Period 1/1/2020 - 12/31/2020	261.00	9130
05/06/2021	AT&T	Phone - 510-787-2414	401.86	9131
05/06/2021	Crockett Community Foundation	Bocce Pass-Thru	40.00	9132
05/06/2021	Delmi Figueroa	Cancelled Event Due to COVID	200.00	9133
05/06/2021	Edgeworth Integration LLC	Invoice 00030297	500.00	9134
05/06/2021	TERRACARE ASSOCIATES	Broken Pipe Repair, April Monthly ...	2,321.00	9135
05/06/2021	Susan Witschi	Mileage Reimbursement	34.01	9136
05/06/2021	Milkman Creations	Pool Uniforms	858.38	9137
05/06/2021	PG&E	Gas & Electric - #6757445609-0, #...	1,789.63	9138
05/06/2021	Sierra Chemical Company	Multichlor, Sodium Hypochlorite	282.53	9139
05/06/2021	Ron Wilson	Mileage Reimbursement	91.28	9140
05/06/2021	SDRMA	Mem. #5505	904.34	9141
05/06/2021	UNITED STATES TREASURY (LIABILI...	68-0114159	1,153.78	9142
05/06/2021	EMPLOYMENT DEVELOPMENT DEP...	698-1442-4	190.36	9143
05/06/2021	CalPERS Public Employees Retirement...	CalPERS#1977684412	1,016.33	9144
Total FUND 3241 - RECREATION			15,159.78	
TOTAL			15,159.78	



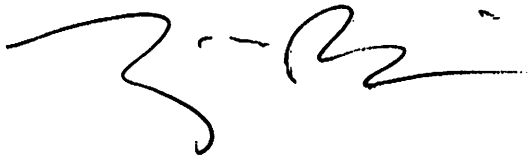
CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
 Auditor's Date: 5-18-21 Fund: 324100 Account: 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
05/19/2021	ASHER H. LABINSKI	Payroll 5/1/2021 - 5/15/2021	237.60	9145
05/19/2021	GABRIEL J. OSTI	Payroll 5/1/2021 - 5/15/2021	20.44	9146
05/19/2021	STELLA T.E. MANNELL	Payroll 5/1/2021 - 5/15/2021	22.88	9147
05/19/2021	SUSAN G. WITSCHI	Payroll 5/1/2021 - 5/15/2021	2,209.26	9148
05/19/2021	TREVOR B. DEES	Payroll 5/1/2021 - 5/15/2021	176.40	9149
05/19/2021	ZOE H. LABINSKI	Payroll 5/1/2021 - 5/15/2021	22.50	9150
05/19/2021	DexYP	Advertising - CCC & Vallejo-Benicia	61.35	9151
05/19/2021	G & C Refrigeration Inc.	Maintenance Service	471.75	9152
05/19/2021	JetMulch	Wood Fiber for Playground	4,144.56	9153
05/19/2021	LESLIE'S POOL SUPPLIES	Pool Chemicals	432.80	9154
05/19/2021	Luigi Barassi	Reimbursement for Notary Fee	15.00	9155
05/19/2021	PG&E	Gas & Electric - 2501517473-0	1,190.44	9156
05/19/2021	Sierra Chemical Company	Multichlor, Sodium Hypochlorite	673.51	9157
05/19/2021	TERRACARE ASSOCIATES	Landscaping services	2,171.00	9158
05/19/2021	Anthony Polcari	Annual Ground Clearance	2,200.00	9159
05/19/2021	LINCOLN FINANCIAL GROUP	CCSVD-BL-1564438	69.19	9160
05/19/2021	STATE COMPENSATION INS...	Workers Comp 219383	258.20	9161
05/19/2021	U.S. BANK	Various 4127134555573937	879.17	9162
Total FUND 3241 - RECREATION			<u>15,256.05</u>	
TOTAL			<u><u>15,256.05</u></u>	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date 5-18-21 Fund: 342500 Account: 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
05/19/2021	L.R. PAULSELL CONSULTING	Sewer Cleaning on 5/6/21	240.00	1326
05/19/2021	Valley Operators, LLC	April Monthly Service & Chlorine	4,794.55	1327
Total FUND 3425 - PC SANITARY - O&M			<u>5,034.55</u>	
TOTAL			<u><u>5,034.55</u></u>	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 5-18-21 Fund: 324200 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3242 - MAINTENANCE				
05/19/2021	U.S. BANK	Various 4127134555573937	465.46	432
Total FUND 3242 - MAINTENANCE			465.46	
TOTAL			465.46	

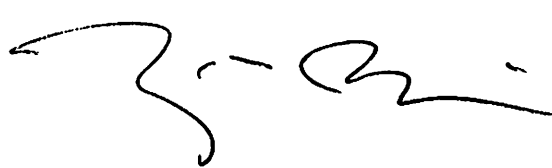


CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: 5-18-21 Fund: 342600 Account: 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
05/19/2021	GAUNT A. MURDOCK	Payroll 5/1/2021 - 5/15/2021	3,444.38	6426
05/19/2021	VAUGHN P. GUNKELMAN	Payroll 5/1/2021 - 5/15/2021	1,953.75	6427
05/19/2021	Bills Underground	Sewer Main and Spot Repairs	43,275.00	6428
05/19/2021	Carone & Company, Inc.	Retention for C-015 HDPE Sewer Carquinez M...	8,720.00	6429
05/19/2021	EBMUD	Water - 86466230369	84.20	6430
05/19/2021	L.R. PAULSELL CONSULTING	Sewer Maintenance from May 6-10, 2021	4,320.00	6431
05/19/2021	SEWER CONNECTION	Replace Existing Public Main at 167 Bishop	16,350.00	6432
05/19/2021	LINCOLN FINANCIAL GROUP	CCSVD-BL-1564438	48.15	6433
05/19/2021	STATE COMPENSATION INSU...	Workers Comp 219383	605.80	6434
05/19/2021	U.S. BANK	Various 4127134555573937	440.92	6435
Total FUND 3426 - CV SANITARY - O&M			<u>79,242.20</u>	
TOTAL			<u><u>79,242.20</u></u>	



CROCKETT RECREATION COMMISSION

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

MINUTES OF REGULAR MEETING, MARCH 1, 2021

1. CALL TO ORDER: The meeting was called to order at 6:05 PM by Chairperson Cusack. Present were Commissioners Scheer and Valentini, along with Department Manager Wilson and Facilities Manager/Asst. Secretary Witschi. Commissioners Airoidi and Choquette were absent. Mr. Gunkelman arrived later.

2. AGENDA ORDER: There were no requests to hear agenda items out of order.

3. PUBLIC COMMENTS: None

4. CONSENT CALENDAR: The following consent item was approved unanimously (jv/as):
a. Approve Minutes of February 1, 2021.

5. RECREATION: None

6.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. Wilson reported an invested balance of \$257K and a fund balance of \$403K. Mr. Gunkelman arrived at 6:13 pm.

6.b. MID-YEAR BUDGET: The mid-year budget report was reviewed by the Commission.

7. DISTRICT BOARD ACTIONS: Mr. Wilson reported on the actions taken by the District Board in February. He said Commissioner Scheer has been re-appointed to the Recreation Commission for two years.

8. REPORT OF DEPT. MANAGER: Mr. Wilson reported he received two \$1K micro grants from the Crockett Community Foundation for tree removal and tree trimming in Alexander Park. He said Brightview Tree removed three trees in the park today. A Plus Tree will be out on March 4 to trim the trees in the park. The John Swett High School Swim Team will begin using the pool on April 12. The arborist report for the Retaining Wall and Stair Project has been forwarded to the County.

9. COMMISSIONERS: None

10. FUTURE AGENDA ITEMS:

11. COMMISSIONER COMMENTS: None

12. ADJOURNMENT: The meeting was adjourned at 6:28 PM until April 5, 2021.

Respectfully submitted,

Susan Witschi
March 10, 2021

PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

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

MINUTES OF REGULAR MEETING, APRIL 20, 2021

1. CALL TO ORDER: The meeting was called to order at 7:05 PM by Chairperson Surges. Present were Commissioners Cusack and Scheer, along with Dept. Manager Barnhill, Administrative Services Manager Gunkelman and Assistant District Secretary Witschi. Commissioner Klaiber and District Engineer Murdock arrived later. Commissioner List 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 February.
- 5.b. DISTRICT BOARD ACTIONS: No report.
- 6.a. FINANCIAL REPORT: The monthly statement of Department finances was examined by the Commission. District Engineer Murdock and Commissioner Klaiber arrived at 7:10 pm.
- 6.b. 9-MONTH BUDGET REPORT: Mr. Gunkelman reported he is working on the Sewer Use Charge (SUC) Study Report, along with the budget for this fiscal year. He said it doesn't look like a rate increase is going to be necessary. Overall, the Port Costa Sanitary Department should be able to finish out the year with some cash in the bank.
7. WASTEWATER: None.
- 8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported he brought over some pool cover material to wrap the bleach tote at the septic tank and the secondary containment. He noticed a developing leak on the tote and the operators are aware of it so they are planning on exchanging totes. He is going to meet with the operators on site to look around and figure some things out at the septic yard. He said there was a near miss at the last manhole at the septic tank, but it was not a fully clogged backup. It was slowly draining through but the water level on the manhole had risen up and eventually would have ended up as an SSO. He called West County Wastewater District (WCWD) and they came out with the hydro truck and cleared it. He said WCWD ran a one-inch high pressure nozzle through and cleaned the upstream segment. WCWD is maintaining it with their regular cleaning, but the grease is catching up and that is the first time they have seen that since they have been on a monthly hydro. Commissioner Scheer asked how does staff regulate the restaurant grease traps. Mr. Barnhill said the restaurants will have to be under the Fats, Oil & Grease (FOG) program. He is not sure the Warehouse has a proper grease trap so they are going to have to install a grease trap accessible for pumping. Commissioner Scheer asked who does the inspections to make sure they are operating since it is

connected to our sewer. Mr. Barnhill said he doubts the County will enforce that, but he can draft up a letter. Commissioner Surges said this can be an agenda item for next month.

8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

9. REPORTS FROM COMMISSIONERS: None

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

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

11. FUTURE AGENDA ITEMS:

- Discuss Port Costa school sewer system (June).
- Discuss grease traps at restaurants (May).

12. COMMISSIONER COMMENTS: Commissioner Cusack asked if there is anything that is evolving with the Port Costa School sewer system so we can discuss that. Commissioner Scheer said Jeff wanted to meet with Mr. Barnhill onsite at the school. She said if they can meet before the next meeting it can be put on the agenda.

13. ADJOURNMENT: The meeting was adjourned at 7:21 PM until May 12, 2021.

Respectfully submitted,



Susan Witschi
April 21, 2021

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, APRIL 21, 2021

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Manzione. Present were Commissioners Adams, Wais and Wolthuis, along with District Engineer Murdock, Assistant Dept. Manager Barnhill and Administrative Services Manager Gunkelman. Also present was Director Barassi. Assistant District Secretary was absent.
2. AGENDA ORDER: There were no requests to change the agenda order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
5. CONSENT CALENDAR: The consent items were approved unanimously (ha/jw):
 - a. Approve Minutes of March 17, 2021.
 - b. Receive Status Report on outstanding items.
- 6.a. DISTRICT BOARD ACTIONS: None
- 6.b. ANNOUNCEMENT OF VACANCY: Commissioner Manzione said he encourages everybody on the commission if any members of the community would be interested serving on the Commission, please encourage them to apply. The Announcement of Vacancy will be re-posted for 30 days.
- 6.c. PROGRESS REPORT FOR NEW DISTRICT OFFICE: Commissioner Wolthuis reported the President's Advisory Committee has a meeting scheduled on Friday, April 23. He received a timetable from Director Peterson for relocating staff to the new office location. He said the push for Director Peterson is to get staff into the building. The committee is discussing an exterior stairwell to the apartment and to remodel and paint the apartment. Commissioner Wolthuis said he hasn't seen any more bids or action about moving forward on the roofing or anything else. Director Barassi said it does not appear we are getting very much response from bidders. He said basically the market is hot right and thinks that is why there are delays relating to contractors. The other issue is that there was a tentative floor plan that was reviewed in the weekly staff meetings and it is his opinion the work area is inadequate for staff. His priority is to make sure that the office portion of this is important. Mr. Murdock reported a stolen car showed up in the new office parking lot in the back of the building recently. He believes something should be done to raise the profile there so it doesn't look like an abandoned building. Director Barassi asked Mr. Barnhill if he is willing to park his van in the parking lot. Director Wolthuis said the chain needs to up in the entrance of the building. Director Barassi said that is a good idea but there is a missing center post and given the abandoned car the chains should be up.
7. ENFORCEMENT ACTIONS: Mr. Murdock reported two properties received a Certificate of Compliance and are no longer in violation. He said there are two properties pending with a

permit. Commissioner Manzione asked staff if there are a backlog of enforcement actions or issues that have been long standing and delayed due to COVID. Mr. Barnhill said there is a decent amount. He asked staff to report at the next meeting on the enforcement backlog.

8.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Commissioner Manzione asked about the contractor bonds on file. He said it looks like there is a significant increase in the number of plumbing contractors who filed bonds. He asked when staff receives a new contractor bond are they being deposited into the account and tracked as an accounting item. Mr. Gunkelman said yes.

8.b. PG&E ELECTRIC BILL: Commissioner Wolthuis asked how much is the Sanitary Department paying for rent at the Community Center. Mr. Gunkelman said \$200 a month. Mr. Murdock said he did the calculations for the share of the PG&E bill since COVID began and it is pretty substantial. Between March 2020 and April 2021 the electric bill was \$8,000 and the gas bill was \$3,000. He said the Sanitary Department's share comes out to \$6,300. Commissioner Wolthuis asked if the tennis court lights and the park lighting are connected to the pool or the Community Center. Mr. Murdock said he is not sure but will find out. Commissioner Wolthuis said he doesn't think any recommendations can be made until they know where the lighting is being charged to. Commissioner Manzione said this item will be continued to next month.

8.c. 9-MONTH BUDGET REPORT: Commissioner Manzione asked is there anything in the budget that relates to the new building, so we know how much the Sanitary Department is committed to spending. Mr. Gunkelman said it is pretty much all accounted for in the four page documents attached to the budget report. He said if anything has slipped through the cracks, he is searching for it and moving cost centers over to Maintenance so it can be easily tracked.

9.a. STAFF REPORT ON OPERATIONS: Mr. Murdock reported one Sanitary Sewer Overflow (SSO). He said the Variable Frequency Drive (VFD) is down at the Pump Station and a new one has been ordered. He said there is another pump that is not functioning, along with a different pump that is functioning but makes a lot of noise when it runs. A bypass pump will be setup tomorrow that will do the work of the pumping station. Mr. Murdock reported money has been set aside for the MCC Project. Commissioner Manzione said the Pump Station problems and the MCC project are critical. He said the MCC replacement project was approved already. He asked staff to look at what approvals were given for the project and if a design engineer was hired and inform the Commission on the status so we can get going on that. Mr. Murdock said the MCC project has a full set of drawings and diagrams, live panel layouts and a complete set of electrical drawings. Commissioner Wolthuis said his understanding was that project was actually supposed to be going forward without any restrictions. He really said we were going to start the project and somehow it never got done. He said staff may have to get some updates, but that project should be ready to go out for bid.

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

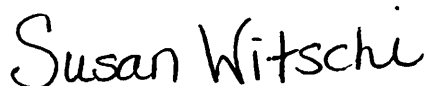
11. FUTURE AGENDA ITEMS:

- Discuss handling bricks at the Pump Station.
- Consider guidelines on reopening.
- 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: Commissioner Adams said the Crockett Improvement Association is starting Zoom meetings again after a year and one of the projects is to remove the bricks from the pump station. He said a volunteer group got together and took four loads of bricks to the CREEC nursery in Crockett and they are willing to take all of them. He said Director Peterson was going to look into contacting C&H to bring over a forklift and try to see if there were some recoverable pallets to haul over to the CREEC location.

13. ADJOURNMENT: The meeting was adjourned at 8:24 PM until May 19, 2021.

Respectfully submitted,



Susan Witschi
April 23, 2021

CSD STATUS REPORT

MAY

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

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

7.d.

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

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

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

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

PERSONNEL STATUS REPORT

<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.

REC. DEPT. STATUS REPORT

MAY

<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

MAY

DATE	REF.	TASK	STATUS	NEXT STEP	RESPONSIBLE
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ADMINISTRATIVE MATTERS

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

ENGINEERING MATTERS

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

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

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

MAINTENANCE MATTERS

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

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

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

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

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

CROCKETT SANITARY DEPT. STATUS REPORT

MAY

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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JON WOLTHUIS <jwckt@aol.com>

Thu, May 20, 2021 at
11:01 AM

To: Community Center <recreation@town.crockett.ca.us>

Please accept my resignation from the CVSD commission after 45 years. I have enjoyed serving and representing the citizens of Crockett. I no longer feel comfortable with the situation regarding the acquisition, staffing levels and future spending of CVSD funds. I wish my fellow commissioners the best going forward.

Jon Wolthuis

8.b.

TO: Board of Directors
FROM: Kent Peterson
SUBJECT: Building security needs of the new office property
DATE: May 20, 2021

A daylight break-in and burglary occurred yesterday at 1 Rolph Park Drive. This was the third alarm in just 5 weeks, and the second time that County Sheriff's deputies responded. One garage door was destroyed, the apartment door was kicked in, and our weed-eater was stolen. That may be the extent of the damage and loss, but I must look further. I was able to secure the building for the night and will pursue garage door replacement. I will also notify our insurance agent, CSRMA. Our case # is 21-4837.

Below are some initial thoughts:

1. Crockett CSD has made a significant investment in this property and must provide better protection of this public asset before we move our office to it.
2. The garage doors are flimsy, residential quality doors that cannot possibly withstand violence. They must be replaced with strong doors of commercial quality.
3. The two front doors are also of flimsy quality and must be replaced with steel doors without delay. These must have ADA-compliant hardware.
4. The side door to the garage must also be replaced with a steel door. I did bar it from the inside months ago, but it remains somewhat vulnerable and out of view. Even the condominium owners have yet to report seeing or hearing any noise or activity that could be destructive or dangerous.
5. This wood frame building could become an easy arson target. It shows no signs of occupancy or of risk to the miscreant, even in daylight. Even a car thief has used the area by the garage doors in recent weeks.
6. We need better communication among our staff and within the Board regarding security issues. Security matters must be shared promptly so that issues can be addressed immediately. This should be true for all public assets. And after verbal sharing is done, an incident report should be written, just as we should be doing for every sewage spill, incidence of vandalism or property loss. Until we have a general manager in place, a subcommittee should take responsibility for addressing security and loss avoidance. In the meantime, I suggest a standing agenda item to "Consider matters of security and safety".
7. Is there a better option than having just me being responsive to property damage and security problems? It is right that Ron gets the alarm calls for recreation properties, and Gaunt or James gets the calls for sewage spills, but perhaps I shouldn't be relied on to address incidents at the old mortuary. Or perhaps I could call on someone specific to rescue the situation for me, much as we rely on West County?
8. We need cameras if we are ever to identify and stop miscreants on this property. Cameras can also reduce our risk of break-ins, just as the alarm system reduces the time people have to plunder our office.
9. I now favor renting the apartment as soon as possible. Occupancy should be a deterrent. I also want staff to make daily security checks.

Next steps: Immediate Board discussion is essential.

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: 5-26-21

LATEST FUND REPORT: 5-12-21

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:
Cash Conversion \$ 29,076.07	Cash Conversion \$ 148,420.02
Prop Tax Relief \$2.68	Prop Tax Relief \$ 13.69
<hr/>	
CASH BALANCE (Rec): \$43,079.99	CASH BALANCE (CVSan): \$201,985.36
ADV ON TAXES (Rec): \$ 1,652.30	ADV ON TAXES (CVSan): \$8,453.65
060 Adv beginning bal \$30,683.23	060 Adv beginning bal: \$156,570.00
Cash Conversion (\$29,076.07)	Cash Conversion (\$148,420.02)
	\$0.00
Ending Balance \$ 1,607.16	Ending Balance \$8,149.98
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): \$44,732.29	FUND BALANCE (CVSan): \$210,439.01
<hr/>	
	MAINT DEPT PROPERTY TAXES ALLOC:
	Cash Carried Forward: \$4,021.84
	Cash Conversion \$ 3,437.74
	Prop Tax Relief \$0.32
	Cash Balance (Maint) \$7,459.90
	060 Adv Beginning Bal: \$3,636.57
	Cash Conversion (\$3,437.74)
	Ending Balance \$198.83
	160 Supplmt begin bal (\$6.95)
	No Activity
	Ending Balance (\$6.95)
	<hr/>
	FUND BALANCE (Maint): \$7,651.78
	<hr/>
	TOTAL CSD 3240 BALANCE: \$262,823.08
	<hr/>

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CROCKETT COMMUNITY SERVICES DISTRICT

INVESTMENT REPORT

AS OF April 1, 2021

<u>Beginning invested balance:</u>	<u>4/1/2021</u>	<u>\$ 4,079,415.18</u>
<u>RECREATION DEPT. OPERATING FUND 3241</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.63% on 1/15/21		\$ 257,865.86
Activity: Interest 3rd Quarter		\$ 281.72
Ending balance:		\$ 258,147.58
<u>MAINTENANCE DEPT. MEMORIAL HALL FUND 3242</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.63% on 1/15/21		\$ 173,770.78
Activity: Interest 3rd Quarter		\$ 193.30
Ending balance:		\$ 173,964.08
<u>PORT COSTA SANITARY DEPT. OPERATING FUND 3425</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.63% on 1/15/21		\$ 224.05
Activity: Interest 3rd Quarter		\$ 0.25
Ending balance:		\$ 224.30
<u>CROCKETT SANITARY DEPT. OPERATING FUND 3426</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.63% on 1/15/21		\$ 2,675,340.92
Activity: Interest 3rd Quarter		\$ 2,552.58
Ending balance:		\$ 2,677,893.50
<u>CROCKETT SANITARY DEPT. CONSTRUCTION FUND 3427</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.63% on 1/15/21		\$ 900,886.19
Activity: Interest 3rd Quarter		\$ 984.21
Ending balance:		\$ 901,870.40
<u>CROCKETT SANITARY DEPT. CAPITAL RESERVE FUND 3429</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.63% on 1/15/21		\$ 71,327.38
Activity: Interest 3rd Quarter		\$ 77.93
Ending balance:		\$ 71,405.31
<u>Closing invested balance:</u>	<u>5/4/2021</u>	<u>\$4,083,505.17</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: 5/13/21

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:	5-26-21	LATEST FUND REPORT	5-12-21
OPERATING FUND 3242		BALANCES BY CLASS	
CASH CARRIED FORWARD:	\$22,659.24	MEMORIAL HALL	
ACTIVITY:		Walk Honor & P66	\$258,500.00
CHECKS and PAYMENTS		Archt. Phase1	(\$15,427.99)
Warrants (none)	\$0.00	Engnr. Phase1	(\$33,934.00)
Investment Fees	(\$21.00)	Other CapX	(\$4,605.65)
DEPOSITS		WofH P66 Balance	\$204,532.36
Walk of Honor DP	\$0.00	Other MH O&M Bal	\$8,609.44
		BRIDGEHEAD	\$1,174.34
		PLAZA/FENCES/LIGHT:	(\$876.68)
		DOGPARK COST CENTE	\$844.14
CASH BALANCE:	\$22,638.24	ACCRUED DEBT:	
INVESTED (MH) BEG. BAL	\$188,770.78	PCADVISORY due MH	\$1,170.20
Invest Interest	\$193.30		
INVESTED (MH) END. BAL	\$188,964.08		
FUND BALANCE:	\$211,602.32	TAXES held in 3240	\$7,651.78

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: 5-26-21 LATEST FUND REPORT: 5-12-21

OPERATING FUND 3241			
CASH CARRIED FORWARD:	\$75,813.56	INVESTED BALANCE:	\$257,865.86
ACTIVITY:		Invest Interest	\$281.72
<u>CHECKS AND PAYMENTS</u>		NET INVESTED:	\$258,147.58
Warrants (9117-9144)	(\$19,649.51)	\$50,222.82	c/d deposits
Wells Fargo CC Fees	(\$5.53)	\$207,924.76	avail. funds
Payroll recovery	\$0.00	FUND BALANCE:	\$392,466.09
Invest Fees	(\$1.00)		
<u>DEPOSITS AND CREDITS</u>		*** Below held in cash account ***	
Comm Center Booking	-	C/D BEGINNING BALANCE:	\$50,222.82
Reel Winder Refund	\$8,148.32	c/d deposit receipts	\$0.00
Cost Recovery Bocce	-	c/d deposit refunds	\$0.00
Donations&Pool Rental	\$7,582.67	Trnsfr recovery	\$0.00
Tennis keys	\$5.00	NET C/D ENDING BALANCE	\$50,222.82
Transfer from Invest	-	CAP / RESTRICTED BAL:	\$4,639.60
Cash Conversion	\$57,585.00	Donations	\$0.00
United Way Pass-thru	-		\$0.00
JSHS rent/CCF Grant	-	NET CAPITAL REPL. BAL:	\$4,639.60
Return-to-source	-	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:	\$129,478.51	XMAS LIGHT BEG BALANCE	\$496.57
		No activity	\$0.00
ADV ON TAXES :	\$62,425.00	XMAS LIGHT END BALANCE	\$496.57
Cash Conversion	(\$57,585.00)	CERT ACTIVITY: None	\$0.00
NET ADV ON TAXES:	\$4,840.00	CERT Ending Balance:	\$0.00
		PETTY CASH BALANCE:	\$60.00
		TAXES held in 3240:	\$ 44,729.61
		CO.charges in 3240:	\$ -

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

PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR MTG.:	5/26/21	LATEST FUND REPORT	5/12/21
OPERATING FUND 3425			
CASH CARRIED FORWARD:	\$24,970.56	ACCRUED DEBT:	
ACTIVITY:			
Warrants (1318-1325)	(\$13,252.03)	PYs due CVSan Dep	\$24,233.49
Payroll recov CVSn&REC	\$0.00	Loan#2 due CVSan	\$203,986.49
Investment Services	\$0.00	Loan#3 due CVSan	\$150,000.00
Cash Conversion	151,086.18		
CASH BALANCE:	\$162,804.71	ACCRUED DEBT:	\$378,219.98
ADV ON SUC BEG. BALANCE	\$163,433.68		
Cash Conversion	(\$151,086.18)		
Ending Balance	\$12,347.50		
INVESTED BEGIN. BALANCE	\$224.05		
Interest	\$0.25		
Ending Balance	\$224.30		
FUND BALANCE:	\$175,376.51	\\san\pc\bud&fin\wrksht	

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTC	5/26/21	LATEST FUND REPORT:	5-12-21
-----		-----	
OPERATING FUND 3426	:	CONSTRUCTION FUND 3427	
-----		-----	
CASH CARRIED FORWARD:	\$366,416.36	CASH CARRIED FORWARD:	\$60,024.28
ACTIVITY:		ACTIVITY:	
Warrants (6404-6425)	\$ (100,666.33)	Invest Services	(\$4.00)
Payroll recov PC&Mair	\$0.00		
Cash Conversion	\$548,245.01	-----	-----
Permit 21-4	\$30.00	CASH BALANCE:	\$60,020.28
Investment fees 3qtr	\$ (29.00)	-----	-----
Transfer to LAIF	\$ -	INVESTED BEGIN BAL.:	\$900,886.19
Wells Fargo Fees		Invest Interest	\$984.21
Cost Recovery - shirt	\$0.00		
Payroll recov to REC	\$ -	-----	-----
		INVESTED BALANCE:	\$901,870.40
		-----	-----
CASH BALANCE:	\$813,996.04	FUND 3427 BALANCE:	\$961,890.68
-----		-----	
ADV ON TAXES:	\$ 54,379.89		
060 Prop tax Beginnir	\$ 598,507.01		
Cash Conversion	(\$548,245.01)		
Ending Balance	\$ 50,262.00		
		CAPITAL RESERVE FUND 3429	
		-----	-----
160 Adv Supp Prop ta	\$4,117.89	CASH CARRIED FORWARD:	\$261.00
No activity	\$0.00	ACTIVITY:	
Ending Balance	\$4,117.89	Invest Services	(\$1.00)
		-----	-----
INVESTED BEG. BALANCE:	\$2,675,340.92	CASH BALANCE:	\$260.00
Invest Interest	\$2,552.58	-----	-----
Transfer to investmer	\$0.00	INVESTED BEGIN BAL.:	\$71,327.38
		Invest Interest	\$77.93
Ending Balance:	\$2,677,893.50	-----	-----
		INVESTED BALANCE:	\$71,405.31
FUND 3426 BALANCE:	\$3,546,269.43	-----	-----
		FUND 3429 BALANCE:	\$71,665.31
TAXES held in 3240:	\$210,439.01		
CO.charges in 3240:	\$0.00		
		CONTRACTOR BONDS ON FILE:	
ACCRUED DEBT OWED TO CVSAN:		-----	-----
PCSAN DEPT.	\$378,219.98	35 contractors	\$34,500.00

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

Ordinary Income/Expense	Jul 1, '20 - Ap...	Budget	\$ Over Bu...	% of Budget
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	2,886.83	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				
5060 · TELEPHONE / INTERNET	553.78	1,200.00	-646.22	46.1%
5061 · Telephone				
5061 · Telephone	1,907.42	0.00	1,907.42	100.0%
5062 · Internet				
5062 · Internet	176.39	0.00	176.39	100.0%
5060 · TELEPHONE / INTERNET - Other				
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				
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%

FY 2021-2022 PORT COSTA SANITARY DEPARTMENT BUDGET - FUND 3425 PROPOSED ##

	<u>PY 2019-20</u>	<u>FY 2020-21</u>	<u>FY 2020-21</u>	<u>Proposed</u>
	<u>Actual</u>	<u>Approved Budget</u>	<u>Actual Year End</u>	<u>Budget</u>
Collection System				
Liability Insurance	\$ 4,282	\$ 4,453	\$ 4,514	\$ 4,700
Profess. Services.	\$ 0	\$ 1,000	\$ 4,500	\$ 1,000
Sewers Maint.	\$ 7,710	\$ 10,000	\$ 12,019	\$ 13,822
Other Operating	\$ 157	\$ 1,000	\$ 100	\$ 1,000
Permits & Fees	\$ 2,625	\$ 2,678	\$ 3,048	\$ 3,505
Total Collection System	\$ 14,774	\$ 19,131	\$ 24,181	\$ 24,027
Treatment Plant				
Generator fuel / oil	\$ 266	\$ 300	\$ 300	\$ 345
Property Insurance	\$ 1,207	\$ 1,267	\$ 1,574	\$ 1,874
Contract Operator	\$ 51,480	\$ 55,200	\$ 55,000	\$ 60,500
Chemicals	\$ 3,252	\$ 3,937	\$ 4,157	\$ 4,781
Hardware/Supplies & Misc.	\$ 979	\$ 1,000	\$ 490	\$ 736
Profess. Svcs. (Engineer, Lab, Technici	\$ 12,027	\$ 15,803	\$ 25,756	\$ 34,044
Electricity	\$ 3,595	\$ 3,560	\$ 4,455	\$ 5,123
Alarm system phone	\$ 1,306	\$ 1,580	\$ 463	\$ 532
Cap. Replacement	\$ 45,649	\$ 3,000	\$ 1,950	\$ 5,243
Operating fees/permits	\$ 6,377	\$ 6,918	\$ 7,500	\$ 8,625
Other Operating - septic cleaning	\$ 226,250	\$ 12,000	\$ 2,000	\$ 2,200
Total Treatment Plant	\$ 352,387	\$ 104,565	\$ 103,645	\$ 124,002
Adminstrative				
Elections	\$ 0	\$ 80	\$ 0	\$ 80
Crime Insurance	\$ 36	\$ 25	\$ 30	\$ 35
Memberships	\$ 1,680	\$ 1,709	\$ 1,709	\$ 1,965
Office / Postal	\$ 146	\$ 250	\$ 210	\$ 242
Profess. Svcs.(admin)	\$ 10,107	\$ 6,955	\$ 3,500	\$ 4,025
Printing/Publishing	\$ 245	\$ 273	\$ 1,373	\$ 1,578
Software Subscription	\$ 1,966	\$ 1,346	\$ 1,433	\$ 1,648
Vehicle/Travel/Meetings	\$ 205	\$ 150	\$ 50	\$ 150
Other	\$ 310	\$ 1,000	\$ 804	\$ 925
County Charges	\$ 1,033	\$ 1,075	\$ 946	\$ 0
Sub-Total Administrative	\$ 15,729	\$ 12,863	\$ 10,055	\$ 10,648
Salaries and Benefits (O&M)	\$ 36,609	\$ 37,411	\$ 37,944	\$ 56,916
Other Payroll Exp. (WC premiums etc.)	\$ 0	\$ 0	\$ 0	\$ 0
Total Administrative	\$ 52,338	\$ 50,274	\$ 47,999	\$ 67,564
Total O&M Expenses	\$ 419,499	\$ 173,670	\$ 175,825	\$ 215,593
Non-Operational Expenses				
Loan Principle	\$ 0	\$ 76,063	\$ 73,977	\$ 38,560
Loan Interest on PY Cap Projects	\$ 0	\$ 15,107	\$ 19,586	\$ 15,145
Non-Op Other	\$ 0	\$ 0	\$ 0	\$ 0
Fixed Assets and Other				
Capital Projects Allocation	\$ 28,561	\$ 28,000	\$ 0	\$ 31,000
Allocation to operating reserves	\$ 0	\$ 29,000	\$ 0	\$ 32,500
Contingency Reserve	\$ 0	\$ 17,397	\$ 0	\$ 5,000
Interfund G/L non-op adjustment	\$ 28	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 448,087	\$ 322,140	\$ 269,389	\$ 332,798
TOTAL APPROPRIATIONS	\$ 448,087	\$ 322,140	\$ 269,389	\$ 332,798
TOTAL REVENUES				
Sewer use charge	\$ 272,528	\$ 300,488	\$ 302,419	\$ 295,000
Capacity charge	\$ 0	\$ 0	\$ 0	\$ 0
Permit fees	\$ 120	\$ 180	\$ 60	\$ 180
Interest (non-op)	\$ 1,797	\$ 360	\$ 2	\$ 100
Misc fees / cost recovery (ops)	\$ 3,512	\$ 2,783	\$ 2,783	\$ 2,783
Grants / Interdept Loan (no-op)	\$ 150,000	\$ 0	\$ 0	\$ 0

**PORT COSTA SANITARY DEPARTMENT
PROPOSED BUDGET FY 2021/2022 (#)**

GENERAL FUND 3425: EXPENDITURE DETAIL

	PY Actuals FY 19/20	Current Budget FY 20/21	10 Month Actuals FY 20/21	Year End FY 20/21	Proposed Budget FY 21/22
415 · SEWAGE COLLECTION *****					
415.30 · INSURANCE - Liability	4,282.36	4,453.00	4,514.19	4,514.19	4,700.00
415.55 · PROF. SVCS. (Coll.)	0.00	1,000.00	3,960.00	\$ 4,500.00	1,000.00
415.70 · MAINTENANCE	7,710.00	10,000.00	10,301.86	\$ 12,019.00	13,821.85
415.96 · OTHER OPERATING (Coll.)	0.00	1,000.00	0.00	\$ 100.00	1,000.00
415.96.2c · Permits & Fees (Coll.)	2,625.00	2,678.00	2,848.00	\$ 3,048.00	3,505.20
Total 415 · SEWAGE COLLECTION *****	14,774.08	19,131.00	21,624.05	24,181.19	24,027.05
416.25 · GASOLINE, OIL, FUEL	\$265.85	\$300.00	\$66.90	\$ 300.00	\$345.00
416.31 · INSURANCE - Property	\$1,207.09	\$1,267.00	\$1,573.88	\$ 1,573.88	\$1,873.88
416.51.1pc · Treatment Plant Operators	\$51,480.00	\$55,200.00	\$44,000.00	\$ 55,000.00	\$60,500.00
416.51.2pc · Chemicals	\$3,251.66	\$3,937.00	\$3,117.65	\$4,157.05	\$4,780.61
416.51.3pc · Hardware, Supplies, & Misc	\$978.63	\$1,000.00	\$420.23	\$490.37	\$735.56
416.56.2pc .3pc · Prof. Svcs. - Engineer	\$62.50	\$2,000.00	\$0.00	\$ 500.00	\$5,000.00
416.56.3pc · Prof. Svcs. -Technician	\$2,000.00	\$3,500.00	\$14,286.20	\$16,672.00	\$19,172.80
416.56.7pc · Prof. Svcs. - Lab Testing	\$9,964.00	\$10,103.00	\$7,134.00	\$8,334.00	\$9,584.10
416.56.x · Prof. Svcs. - Attorney / Other	\$0.00	\$200.00	\$198.97	\$ 250.00	\$287.50
416.91.1pc · Electricity	\$3,594.57	\$3,560.00	\$3,754.94	\$4,454.94	\$5,123.18
416.91.6pc and 416.96.3 · Plant Alarm System	\$1,306.36	\$1,580.00	\$382.67	\$462.67	\$532.07
416.96.1 · Capital Replacements (Treat.)	\$45,649.19	\$3,000.00	\$1,350.00	\$1,950.00	\$5,242.50
416.96.2 · Permits & Fees (Treat.)	\$6,377.00	\$6,918.00	\$7,142.00	\$ 7,500.00	\$8,625.00
416.96 · OTHER OP (Treat) - Septic Cleaning	\$211,250.39	\$12,000.00	\$0.00	\$ 2,000.00	\$2,200.00
416.99 · ENFORCEMENT PENALTIES	\$15,000.00	\$0.00	\$0.00	\$ -	\$0.00
Total 416 · SEWAGE TREATMENT *****	352,387.24	104,565.00	83,427.44	103,644.91	124,002.19
417. ADMIN/GENERAL					
417.21 · ELECTIONS	0.00	80.00	0.00	\$ -	80.00
417.31 · INSURANCE -Crime(employee bond)	36.33	25.00	0.00	\$ 30.00	34.50
417.36 · MEMBERSHIPS - BACWA & CASA	1,679.54	1,709.00	1,708.50	\$ 1,709.00	1,965.35
417.41 · OFFICE POSTAL / SUPPLIES	146.32	250.00	176.59	\$ 210.00	241.50
417.56 · PROF SVCS (Admin) Attorney/Auditor	10,107.43	6,955.00	3,013.67	\$ 3,500.00	4,025.00
417.61 · PRINTING/ PUBLISHING	244.74	273.00	1,372.50	\$ 1,372.50	1,578.38
417.70 · SOFTWARE SUBSCRIPTION	1,966.03	1,346.00	633.15	\$ 1,433.15	1,648.12
417.80 · VEHICLE / TRAVEL REIMBURSEMEN	204.92	150.00	2.55	\$ 50.00	150.00
417.96 · OTHER ADMIN. / RECOVERY	310.39	1,000.00	604.39	\$ 804.39	925.05
417.96.3pc · County Charges	1,033.17	1,075.00	811.01	\$ 946.41	1,088.37
Total 417 · ADMIN / GENERAL *****	15,728.87	12,863.00	8,322.36	10,055.45	11,736.27
6560 · PAYROLL EXPENSES *****					
6560.x · Salary & Benefits	35,983.25	36,761.00	20,292.75	\$ 36,465.35	54,698.03
6560.2 · CalPERS Unfunded Liability	625.58	650.00	678.46	\$ 1,478.46	2,217.69
Total 6560 · PAYROLL EXPENSES *****	36,608.83	37,411.00	20,971.21	37,943.81	56,915.72
Total O&M Expense	419,499.02	173,970.00	134,345.06	175,825.36	216,681.23
Non-Op and Capitol Expenses					
416.212 · LOAN PRINCIPAL (non-op)		76,063.00	73,976.87	73,976.87	38,560.30
419.1 · Loan Interest - Non-Op Expense		15,107.00	19,586.42	19,586.42	15,144.91
111.x · Capitol Sewer Projects and CCTV	28,560.75	28,000.00		0.00	31,000.00
419 · Non-Op Expense - Other	0.00	0.00		0.00	
Interfund G/L non-op adjustment	27.53	0.00		0.00	
Operating Reserves - Budget Allocation					
Septic Tank Heavy Cleaning (\$50k over 5yrs - 2025)		10,000.00	10,000.00	10,000.00	12,500.00
NPDES Permit Reserve (\$40k over 5yrs - 2024)		10,000.00	10,000.00	10,000.00	10,000.00
WWTP Cap Repl. Reserve (\$20K over 5yrs - 2025)		4,000.00	4,000.00	4,000.00	5,000.00
RWQCB Operations Reserve (\$15K over 3yrs - 2023)		5,000.00	5,000.00	5,000.00	5,000.00
Contingency 10%		17,397.00	17,397.00	17,397.00	19,352.00
TOTAL EXPENSES	\$448,087.30	\$339,537.00	\$274,305.35	\$315,785.65	\$353,238.44
Net Ordinary O&M Income	8,458.60	129,518.00	168,135.45	129,438.15	81,381.77
Net Include. Contingency, Capital, & Reserves	(\$20,129.68)	\$ (36,049.00)	28,175.16	(\$10,522.14)	(\$55,175.44)

**PORT COSTA SANITARY DEPARTMENT
PROPOSED BUDGET FY 2020/2021 (6/24/2020)**

GENERAL FUND 3425: REVENUE DETAIL	Sewer Use Charge				\$2,245
	PY Actual	Adopted	10 Month	Year End	Proposed
	FY 19/20	FY 20/21	Actuals	FY 20/21	Budget
					FY 21/22
301.0 Sewer use charge	\$272,528.00	\$300,165.00	\$302,419.00	\$302,419.00	\$295,000.00
303.0 Capacity charge	\$0.00	\$0.00			
302.0 Permit fees	\$120.00	\$180.00	\$60.00	\$60.00	\$180.00
306.0 Misc fees	\$0.00	\$0.00			
SUB-TOTALS O&M	\$272,648.00	\$300,345.00	\$302,479.00	\$302,479.00	\$295,180.00
311.0 Interest	\$1,797.31	\$360.00	\$1.51	\$1.51	\$100.00
318.0 Cost recovery (Non-op)	\$3,512.31	\$2,783.00	\$0.00	\$2,783.00	\$2,783.00
317.0 Inter-department Loan	\$150,000.00	\$0.00	\$0.00	\$0.00	
319.0 Grants	\$0.00	\$0.00	\$0.00	\$0.00	
TOTAL REVENUE	\$427,957.62	\$303,488.00	\$302,480.51	\$305,263.51	\$298,063.00

FUND 3425 - BALANCE OVERVIEW

	PY ACTUAL	ADOPTED	12 Month	YEAR END	Proposed
	FY 19/20	FY 20/21	Actuals FY	FY 20/21	BUDGET
			20/21		FY 21/22
Opening Cash Balance					
Septic Tank Replacement Reserve	\$ 28,820.15	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Discharge Permit Reserve	\$ 32,908.75	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Plumbing Pipe Refurb. Reserve	\$ 12,000.00	\$ -	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
RWQCB Violation Fines Reserve	\$ 8,000.00	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Contingency Reserve ***	\$ -	\$ -	\$ 17,397.00	\$ 17,397.00	\$ -
Carry Over (unallocated)	\$ 34,491.62	\$ 96,090.84	\$ 96,090.84	\$ 96,090.84	\$ 131,965.70
TOTAL OPENING CASH BALANCE	\$ 116,220.52	\$ 96,090.84	\$ 142,487.84	\$ 142,487.84	\$ 178,962.70
ESTIMATED REVENUE	\$427,957.62	\$303,488.00	\$302,480.51	\$305,263.51	\$298,063.00
ESTIMATED O&M EXPENSES	\$ (419,499.02)	\$ (173,970.00)	\$ (134,345.06)	\$ (175,825.36)	\$ (216,681.23)
ESTIMATED CAP. PROJ. EXPENSES	\$ (28,560.75)	\$ (28,000.00)	\$ -	\$ -	\$ (31,000.00)
ESTIMATED LOAN PRINCIPAL	\$ -	\$ (76,063.00)	\$ (73,976.87)	\$ (73,976.87)	\$ (38,560.30)
ESTIMATED LOAN INTEREST	\$ -	\$ (15,107.00)	\$ (19,586.42)	\$ (19,586.42)	\$ (15,144.91)
NON-OPERATING EXPENSE - OTF	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Fund Balance					
<i>Operating Reserves Included in Balance</i>					
Septic Tank Rehab/Replace Reserve		\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Discharge Permit Reserve		\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Plumbing Pipe Refurb. Reserve		\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 5,000.00
RWQCB Violation Fines Reserve		\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Contingency ***		\$ 17,397.00	\$ 17,397.00	\$ 17,397.00	\$ 19,352.00
Interfund G/L non-op adjustment	\$ (27.53)				\$ -
Carry Over(unallocated)	\$ 96,090.84	\$ 60,041.84	\$ 170,663.00	\$ 131,965.70	\$ 125,687.26
TOTAL CLOSING FUND BALANCE	\$ 96,090.84	\$ 106,438.84	\$ 217,060.00	\$ 178,362.70	\$ 175,039.26

*** Unused contingency reserve moves to unallocated general funds at the end of the fiscal year.

Outstanding Debt	Beginning	Ending	Principle Pay	Est. Ending
	FY 20/21	FY 20/21	FY 21/22	FY 21/22
Crockett Sanitary (WestA Refi)	\$277,963.36	\$203,986.49	\$38,560.30	\$165,426.19
Crockett Sanitary (Pre-2013 transfer)	\$24,233.49	\$24,233.49	\$0.00	\$24,233.49
Crockett Sanitary (3rd Loan)	\$150,000.00	\$150,000.00	\$0.00	\$150,000.00
Total Debt	\$452,196.85	\$378,219.98	\$38,560.30	\$339,659.68

FY 2021-22 CROCKETT SANITARY DEPARTMENT BUDGET - FUND 3426 PROPOSED

	PY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22
	Actual	Approved	Year End	Proposed
Collection System				
Loan Principal	\$ 78,545	\$ 81,525	\$ 82,425	\$ 112,500
Gas, Fuel, Vehicle (District owned)	\$ 786	\$ 1,376	\$ 914	\$ 1,000
Insurance	\$ 34,900	\$ 37,611	\$ 38,130	\$ 60,000
West County O&M Pump Station	\$ 39,541	\$ 41,519	\$ 33,362	\$ 45,243
Prof. Services (Collection Sys) Non WCWD	\$ 3,897	\$ 6,000	\$ 20,289	\$ 25,000
Rent/Lease Easements	\$ 2,485	\$ 2,500	\$ 2,522	\$ 3,000
Maintenance (CSO) Paulsell & WCWD	\$ 85,420	\$ 102,841	\$ 128,164	\$ 157,436
Utilities	\$ 33,456	\$ 33,602	\$ 38,142	\$ 45,000
Cap. Replacement (O&M) Pump Station	\$ 0	\$ 28,000	\$ 9,535	\$ 40,000
Other	\$ 9,570	\$ 3,140	\$ 3,879	\$ 4,640
Total Collection System	\$ 288,600	\$ 338,114	\$ 357,361	\$ 493,819
Treatment Plant				
JTP Operations & Maint - C&H	\$ 610,504	\$ 710,754	\$ 657,997	\$ 691,107
Capital Replacement (O&M) JTP	\$ 6,285	\$ 11,893	\$ 200	\$ 11,893
Total Treatment Plant	\$ 616,789	\$ 722,647	\$ 658,197	\$ 703,000
Administrative				
Elections	\$ 0	\$ 1,060	\$ 300	\$ 1,000
Membership	\$ 4,726	\$ 4,800	\$ 2,844	\$ 4,800
Office - Supplies/Postal/Misc.	\$ 4,156	\$ 5,466	\$ 6,683	\$ 5,217
Professional Services (Admin)	\$ 37,189	\$ 45,374	\$ 26,308	\$ 37,333
Printing / Publishing	\$ 2,345	\$ 1,800	\$ 1,685	\$ 1,800
Rents/Leases - Office Space	\$ 3,000	\$ 30,000	\$ 7,200	\$ 5,000
Capital Replacement (Admin Bldg.)	\$ 0	\$ 46,000	\$ 20,933	\$ 46,000
Admin Bldg Office Operating	\$ 0	\$ 13,236	\$ 16,254	\$ 13,236
Travel/Meetings/Vehicle	\$ 620	\$ 800	\$ 130	\$ 500
Telephone and Internet	\$ 3,658	\$ 3,600	\$ 4,057	\$ 4,000
Software subscriptions	\$ 26,323	\$ 14,056	\$ 16,635	\$ 15,000
County & State Charges	\$ 6,917	\$ 7,400	\$ 20,950	\$ 10,000
Recoverable Expenses / Other Misc.	\$ 16,435	\$ 9,000	\$ 4,672	\$ 6,000
Training and Conferences	\$ 1,416	\$ 1,500	\$ 0	\$ 1,500
Sub-Total Administrative	\$ 106,786	\$ 184,092	\$ 128,651	\$ 151,386
Salaries and Benefits (O&M)	\$ 141,120	\$ 180,309	\$ 222,145	\$ 265,000
Other Payroll Exp. (WC liab, LTD, etc.)	\$ 7,798	\$ 8,408	\$ 6,080	\$ 8,408
Total Administrative	\$ 255,703	\$ 372,809	\$ 356,876	\$ 424,794
Fixed Assets				
Capital Projects Allocation	\$ 811,953	\$ 700,974	\$ 238,160	\$ 190,547
423 Other Non-Op Interfund trsfr to 3427	\$ 4,850	\$ 7,275	\$ 0	\$ 0
Total Fixed Assets	\$ 816,803	\$ 708,249	\$ 238,160	\$ 190,547
Interfund loan to Port Costa	\$ 150,000	\$ 0	\$ 0	\$ 0
Non-operation expenses	\$ 61,770	\$ 20,563	\$ 25,911	\$ 43,000
Contingency Expense 10%	\$ 0	\$ 143,357	\$ 0	\$ 162,161
Payroll Liability G/L Adjustment	\$ 684	\$ 0	\$ 684	\$ 0
Total Expenditures	\$ 2,190,349	\$ 2,305,739	\$ 1,637,190	\$ 2,017,321
TOTAL APPROPRIATIONS	\$	\$ 2,305,739	\$	\$ 2,017,321
TOTAL REVENUES	\$ 2,006,753	\$ 2,204,604	\$ 2,212,186	\$ 2,481,046
Property Tax	\$ 333,813	\$ 310,887	\$ 295,882	\$ 310,985
Sewer Use Charges	\$ 1,332,213	\$ 1,423,521	\$ 1,376,363	\$ 1,376,363
Sewer Use Charges - C&H	\$ 143,225	\$ 196,696	\$ 96,916	\$ 200,000
Permit fees	\$ 1,692	\$ 3,000	\$ 1,050	\$ 3,000
Capacity charges	\$ 4,850	\$ 7,275	\$ 0	\$ 9,700
Building Rental Revenue	\$ 0	\$ 8,000	\$ 0	\$ 16,800
Interest (non-op)	\$ 66,428	\$ 28,414	\$ 48,789	\$ 30,000
Cost Recovery including payroll	\$ 13,827	\$ 2,000	\$ 30,000	\$ 2,000
Grants - RTS (non-op) and others	\$ 42,968	\$ 32,226	\$ 31,818	\$ 25,977
Interfund transfer 3427	\$ 16,862	\$ 106,387	\$ 250,387	\$ 450,000
Loan repayment from Port Costa	\$ 0	\$ 73,977	\$ 73,977	\$ 40,000
Other - Penalties, pass thru, bonds, etc.	\$ 50,874	\$ 12,221	\$ 7,004	\$ 16,221
Allocation from Rate Stabilization Reserve	\$ 0	\$ 0	\$ 0	\$ 0

**CROCKETT SANITARY DEPARTMENT
PROPOSED BUDGET FY 2021/22**

	<u>PY Actual</u>	<u>Estimated</u>	<u>Draft Budget</u>
	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>
GENERAL FUND 3426: CASH BUDGET DETAIL *****			
Opening Cash Balance			
Contingency Fund roll-over *	-	-	-
Capital Account Balance Carryover	1,171,649.18	936,029.63	1,398,843.63
Rate Stabilization Reserve	2,023,036.24	2,058,197.90	1,919,993.48
TOTAL OPENING CASH BALANCE	3,194,685.42	2,994,227.53	3,318,837.11
ESTIMATED REVENUES (excl. PCSan Repay & 3427 Trns)	1,989,891.17	1,887,822.36	1,991,045.76
Interdepartment receivable Port Costa Loans	0.00	73,976.87	40,000.00
Const. Fund 3427 Transfer for projects	16,862.03	250,387.00	450,000.00
ESTIMATED O&M OUTLAY EXPENSE	-1,161,091.91	-1,372,434.82	-1,621,612.80
Interdepartment loan to Port Costa (#3)	-150,000.00	0.00	0.00
ESTIMATED CAPITAL OUTLAY EXPENSE	-779,952.85	<u>-206,160.00</u>	-1,117,972.00
Contingency Expense 10% *	0.00	0.00	-162,160.98
Non-Op Expense / Cash Bond Refunds	-61,770.44	-25,910.97	-43,000.00
Transfer to Capital Construction Fund # 3427 **	-36,850.00	-32,000.00	-32,000.00
Transfer from Capital Reserve Fund # 3429	0.00	0.00	0.00
Payroll Liability G/L Adjustment	-683.86	-683.86	0.00
TOTAL PROJECTED CLOSING YEAR-END CASH BALANCE			
Capital Account Balance in Fund #3426	936,029.63	<u>1,398,843.63</u>	<u>378,098.93</u>
Rate Stabilization Reserve	2,058,197.90	<u>1,919,993.48</u>	<u>2,445,038.16</u>
TOTAL PROJECTED CLOSING YEAR-END CASH BALANCE ***	3,011,089.56	<u>3,569,224.11</u>	<u>2,823,137.09</u>

* Any unused contingency at year-end allocated to Rate Stabilization Reserve

** Includes Clarifier Reserve and Capacity Charges collected

*** Total excluding taxes held in 3240

INVESTMENT ASSETS OUTSIDE FUND 3426 *****

Accrued Debt PCSan Beginning Balance	392,128.36	302,196.85	378,219.98
Interdepartment Loan #3 from CVSAN	0.00	150,000.00	0.00
Loan Prinipal Payments	-89,931.51	-73,976.87	-40,000.00
Accrued Debt PCSan Ending Balance	302,196.85	378,219.98	338,219.98

CSD GENERAL FUND 3240: CASH BUDGET DETAIL *****

Property Taxes Held in 3240 Beginning Balance	47,055.22	39,996.19	30,084.10
Property Taxes Held in 3240 Ending Balance	39,996.19	30,084.10	40,000.00
Difference (increase / decrease)	-7,059.03	-9,912.09	9,915.90

CROCKETT SANITARY DEPARTMENT
ADOPTED BUDGET FY 2020/21 (6/24/2020)

	<u>PY Actual</u>	<u>Budgeted</u>	<u>10-month</u> <u>Actuals</u>	<u>Est. Year End</u>	<u>Proposed</u> <u>Budget</u>
	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 20/21</u>	<u>FY 20/21</u>	<u>FY 21/22</u>
GENERAL FUND 3426 - Revenue					
3426i · FUND 3426 CVSAN. Revenue*****					
300 · OPERATING REVENUE					
301.1 · SEWER USE CHARGES - CY **	1,332,213.27	1,423,521.00	1,376,362.91	1,376,362.91	1,376,362.91
301.2 · SEWER USE CHARGES - PY	0.00	0.00	0.00	0.00	0.00
301.3 · SEWER USE CHARGES - C&H **	143,225.20	196,696.00	96,915.74	96,915.74	200,000.00
302 & 306 · PERMIT FEES & MISC. SERVICE F	1,692.20	3,000.00	1,050.00	1,050.00	3,000.00
303 · CONNECTION / CAPACITY CHARGES	4,850.00	7,275.00	0.00	0.00	9,700.00
304 · BUILDING RENTAL REVENUE	0.00	8,000.00	0.00	0.00	16,800.00
307 · PENALTIES AND FINES COLLECTED	74.88	1,000.00	0.00	0.00	1,000.00
318 · COST RECOVERY					
318.2 · Abatement Costs	0.00	1,000.00	0.00	0.00	1,000.00
318.1 .3 .6 · C&H reimburse and Other	13,827.22	1,000.00	30,000.00	30,000.00	1,000.00
Total 318 · COST RECOVERY	13,827.22	2,000.00	30,000.00	30,000.00	2,000.00
Total 300 · OPERATING REVENUE	1,495,882.77	1,641,492.00	1,504,328.65	1,504,328.65	1,608,862.91
325 · NON-OPERATING REVENUE					
311 · INTEREST	66,428.18	28,414.00	19,202.69	48,789.11	30,000.00
314 · PROPERTY TAX-transfer from 3240	333,812.98	310,887.00	145,882.11	295,882.11	310,984.85
316 · PAYMENTS PRIVATE SEWER AGRMT	7,662.84	6,221.00	0.00	0.00	7,221.00
319 · GRANTS / RTS	42,968.00	32,226.00	31,818.00	31,818.00	25,977.00
320 · OTHER NON-OP INCOME / PASSTHRU	41,136.40	2,000.00	1,004.49	1,004.49	2,000.00
322 · INTERFUND TRANSFER FROM 3427	16,862.03	106,387.00	0.00	250,387.00	450,000.00
325.8 · CONTRACTOR BONDS	2,000.00	3,000.00	5,000.00	6,000.00	6,000.00
325.9 · INTERFUND LOAN PRINCIPAL PCSAN	0.00	73,977.00	0.00	73,976.87	40,000.00
Total 325 · NON-OPERATING REVENUE	510,870.43	563,112.00	202,907.29	707,857.58	872,182.85
Allocation from Rate Stabilization Reserve	0.00	0.00	0.00	0.00	0.00
Interfund G/L non-operating income adj.	0.00	0.00	0.00	0.00	0.00
Total 3426i · FUND 3426 CVSAN. Revenue *****	2,006,753.20	2,204,604.00	1,707,235.94	2,212,186.23	2,481,045.76

CROCKETT SANITARY DEPARTMENT
ADOPTED BUDGET FY 2020/21 (6/24/2020)

	PY Actual	Budgeted	10-month Actuals	Est. Year End	Proposed Budget
	FY 19/20	FY 20/21	FY 20/21	FY 20/21	FY 21/22
GENERAL FUND 3426 - Expense					
3426e · FUND 3426 CVSAN. Expense*****					
410 · COLLECTION SYSTEM *****			***** COLLECTION SYSTEM *****		
410.211 · LOAN PRINCIPAL	78,545.40	81,525.00	82,425.38	82,425.38	112,500.00
410.25 · GAS, FUEL, OIL, MAINT (DIST. VEHIC	786.46	1,376.00	533.71	913.71	1,000.00
410.30 · INSURANCE	34,899.80	37,611.00	38,129.72	38,129.72	60,000.00
410.50 · WEST COUNTY O&M (PS)	39,541.02	41,519.00	33,362.14	33,362.14	45,243.00
410.55 · PROF. SVCS. (Coll.)	3,896.50	6,000.00	16,288.87	20,288.87	25,000.00
410.65 · RENT/LEASE EASEMENTS	2,484.70	2,500.00	2,521.96	2,521.96	3,000.00
410.70 · MAINTENANCE			0.00		
70.1 · Sewers - preventive maint.	84,927.62	98,341.00	111,985.80	121,985.80	150,435.80
70.2 70.3 70.4 · Weeds, Hardware, & Repairs	492.02	4,500.00	3,738.00	6,178.00	7,000.00
Total 410.70 · MAINTENANCE	85,419.64	102,841.00	115,723.80	128,163.80	157,435.80
410.90 · UTILITIES					
90.6 · Autodialer Alarm	1,978.22	717.00	489.35	529.35	1,000.00
90.1 · Electricity	29,487.80	30,962.00	29,513.29	34,682.63	40,000.00
90.2 · Water	1,990.36	1,923.00	2,540.72	2,929.72	4,000.00
Total 410.90 · UTILITIES	33,456.38	33,602.00	32,543.36	38,141.70	45,000.00
410.95 · OTHER OPERATING (Coll.)					
95.1 · Capital Repl. - Pump Station	0.00	28,000.00	8,535.46	9,535.46	40,000.00
95.2 · Other Operating Costs + HHW	9,570.00	3,140.00	3,233.72	3,878.72	4,640.00
Total 410.95 · OTHER OPERATING (Coll.)	9,570.00	31,140.00	11,769.18	13,414.18	44,640.00
Total 410 · COLLECTION SYSTEM *****	288,599.90	338,114.00	333,298.12	357,361.46	493,818.80
411 · TREATMENT PLANT *****			***** TREATMENT PLANT *****		
411.50 · C&H - JTP O&M	610,504.02	710,754.00	527,997.14	657,997.14	691,107.00
411.95 · CAPITAL REPLACEMENT (Treat)	6,285.37	11,893.00	0.00	200.00	11,893.00
Total 411 · TREATMENT PLANT *****	616,789.39	722,647.00	527,997.14	658,197.14	703,000.00
414 · ADMINISTRATIVE *****			***** ADMINSTRATIVE *****		
414.20 · ELECTIONS	0.00	1,060.00	300.00	300.00	1,000.00
414.35 · MEMBERSHIPS	4,725.89	4,800.00	2,744.10	2,844.10	4,800.00
414.40 · OFFICE					
40.1 · Postal	915.55	1,400.00	210.30	310.29	1,400.00
40.2 · Supplies	2,375.88	2,266.00	3,234.42	3,738.66	2,017.00
40.3 · Miscellany	864.95	1,800.00	2,333.84	2,633.84	1,800.00
Total 414.40 · OFFICE	4,156.38	5,466.00	5,778.56	6,682.79	5,217.00
414.55 · PROF. SVCS. (Admin.)					
55.7 · Consultants (Appraisal / Financial / RG	7,557.73	3,008.00	4,185.31	5,385.31	2,500.00
55.4 · Attorney	16,373.35	13,515.00	9,973.13	10,273.13	11,333.00
55.5 · Auditor	6,524.92	6,851.00	6,585.29	6,585.29	8,500.00
55.6 · Engineer / Consultants (non-Capl)	6,732.75	22,000.00	2,964.00	4,064.00	15,000.00
Total 414.55 · PROF. SVCS. (Admin.)	37,188.75	45,374.00	23,707.73	26,307.73	37,333.00
414.60 · PRINTING/PUBLISHING	2,344.56	1,800.00	1,485.00	1,685.00	1,800.00

**CROCKETT SANITARY DEPARTMENT
ADOPTED BUDGET FY 2020/21 (6/24/2020)**

	PY Actual	Budgeted	10-month	Est. Year End	Proposed
	FY 19/20	FY 20/21	Actuals FY 20/21	FY 20/21	Budget FY 21/22
414.65 · RENTS & LEASES	3,000.00	30,000.00	7,200.00	7,200.00	5,000.00
414.70 · CAPITAL REPL. (Admin Bld.)	0.00	46,000.00	20,933.15	20,933.15	46,000.00
414.75 · ADMIN BLDG OFFICE OPERATING	0.00	13,236.00	15,929.40	16,254.40	13,236.00
414.80 · VEHICLE / TRAVEL REIMBURSE	620.07	800.00	74.92	130.22	500.00
414.90 · TELEPHONE / INTERNET / CELL	3,658.25	3,600.00	3,473.79	4,057.13	4,000.00
414.94 · SOFTWARE SUBSCRIPTIONS	26,322.51	14,056.00	3,675.14	16,635.14	15,000.00
414.95 · OTHER ADMIN			610.00		
95.3 · County & State Charges	6,917.22	7,400.00	20,349.73	20,949.73	10,000.00
95.x · Recoverable exp. (excl. Payroll)	14,322.83	8,000.00	86.76	636.76	5,000.00
95.9 · Training and Conferences	1,416.48	1,500.00	0.00	0.00	1,500.00
95 · SUC Refund, COVID-19, and Other Misc	2,112.63	1,000.00	4,034.76	4,034.76	1,000.00
Total 414.95 · OTHER ADMIN	24,769.16	17,900.00	25,081.25	25,621.25	17,500.00
Total 414 · ADMINISTRATIVE *****	106,785.57	184,092.00	110,383.04	128,650.91	151,386.00
Total 3426e · SUB-TOTAL O&M Expense*****	1,012,174.86	1,244,853.00	971,678.30	1,144,209.51	1,348,204.80
6560 · PAYROLL EXPENSES *****			179,890.78	207,890.78	
CVSan - O&M SALARY/BENEFITS			5,680.38	5,680.38	
General Manager / Dept. Manager	64,298.50	69,442.00	1,469.69	1,469.69	120,000.00
Asst. Department Manager	54,982.42	56,632.00	2,568.30	2,568.30	70,000.00
Assistant District Secretary	15,438.73	16,675.00	3,035.78	4,535.78	15,000.00
Other hourly employees	6,399.87	37,560.00	0.00	0.00	60,000.00
Total CVSan O&M SALARY/BENEFITS	141,119.52	180,309.00	192,644.93	222,144.93	265,000.00
Other Payroll (CalPER Unfnd/LTD/WC prem)	7,797.53	8,408.00	5,680.38	6,080.38	8,408.00
Total 6560 · PAYROLL O&M EXPENSES *****	148,917.05	188,717.00	198,325.31 #	228,225.31	273,408.00
Total O&M Expense	1,161,091.91	1,433,570.00	1,170,003.61	1,372,434.82	1,621,612.80
Net Ordinary O&M Revenue	334,790.86	207,922.00	334,325.04	131,893.83	-12,749.89
411.99 Other Non-Op Interfund trsfr to 3427	4,850.00	7,275.00	0.00	0.00	
423.1 Loan Interest Non-Op Expense	20,544.04	17,563.00	25,910.97	25,910.97	40,000.00
423 Non-Op Expense Other / Cash Bond Refund	41,226.40	3,000.00	0.00	0.00	3,000.00
Contingency Expense 10%		143,357.00			162,160.98
111 Capital Project Funding Additional Allocation		700,974.00			190,546.73
Actual spent on Capital Projects	779,952.85	0.00	43,275.00	206,160.00	
411.98 Trnsfr to 3427 for 3rd-clarifier capx reser	32,000.00	0.00	0.00	32,000.00	
Interdepartment loan to Port Costa (#3)	150,000.00	0.00	0.00	0.00	
Payroll Liability G/L Adjustment	683.86	0.00	683.86	683.86	0.00
TOTAL EXPENSE (w/ Capital Alloc. & Contingency)	2,190,349.06	2,305,739.00	1,239,873.44	1,637,189.65	2,017,320.51

**CROCKETT SANITARY DEPARTMENT
OPERATING BUDGET FY 2020/21 ADOPTED (6/24/2020)**



	PY Actual	Budgeted	Forecasted Yearly Totals	Proposed Budget
	FY 19/20	FY 20/21	FY 20/21	FY 21/22
CONSTRUCTION FUND 3427: BUDGET DETAIL *****				
Opening Cash Balance	913,864.84	954,343.24	954,343.24	992,910.24
Interest (non-operating)	20,560.43	10,280.00	6,591.00	3,295.28
Connection Fees / Capacity Charges *	4,850.00	7,275.00	0.00	7,275.00
Misc. Fees	0.00	0.00	0.00	0.00
Annexation Fees	0.00	0.00	0.00	0.00
Investment Fees	-70.00	-80.00	-24.00	-80.00
Transfer for JTP Plant Cap Impr.	-16,862.03	-106,387.00	0.00	-106,387.00
Transfer for PS & collec sewer Cap Impr.	0.00	0.00	0.00	0.00
Interfund Transfers - to JTP CapX Reserves *	32,000.00	32,000.00	32,000.00	32,000.00
YEAR-END BALANCE	954,343.24	897,431.24	992,910.24	929,013.52

CAPITAL RESERVE FUND 3429: BUDGET DETAIL *****

Opening Cash Balance	69,450.66	71,070.52	71,070.52	71,584.38
Loans	0.00	0.00	0.00	0.00
Interfund Transfers	0.00	0.00	0.00	0.00
Interest (non-operating)	1,627.86	1,465.00	521.86	469.60
Cost Recovery	0.00	0.00	0.00	0.00
Investment Fees	-8.00	-8.00	-8.00	-8.00
Interfund Transfers	0.00	0.00	0.00	0.00
YEAR-END BALANCE	71,070.52	72,527.52	71,584.38	72,045.98

* JTP Capital Improvement Reserve Breakdown

	Balance Carried Forward	Allocated in FY 20/21	Ending Reserve Balance June 30, 2021	Est. District Share of Project Costs
Third Clarifier (Polishing) Reserve	288,000.00	0.00	288,000.00	324,363.00
Diffuser Membranes #1, #2, #3	96,000.00	32,000.00	128,000.00	141,596.00
TOTAL	384,000.00		416,000.00	465,959.00

**CROCKETT SANITARY DEPARTMENT
OPERATING BUDGET FY 2020/21 ADOPTED (6/24/2020)**

	<u>Funding Carryover</u>	<u>Funded</u>	<u>Actual Spending</u>	<u>Actual Balance</u>
	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 20/21</u>	<u>June 30, 2021</u>
CAPITAL BUDGET DETAIL *****				
Capital Project Cost Centers	+	+	-	=
Sewers (collection system)	256,024.43	575,969.00	186,160.00	645,833.43
Pump Station	586,615.10	0.00	0.00	586,615.10
Treatment Plant	90,018.44	18,005.00	0.00	108,023.44
JTP Cap Reserve to Fund 3427	0.00	32,000.00	32,000.00	0.00
Equipment	3,371.66	0.00	0.00	3,371.66
Other	0.00	75,000.00	20,000.00	55,000.00
TOTAL	936,029.63	700,974.00	238,160.00	1,398,843.63

* Interest on long-term project loans must be counted as No-Operating Expense per SCO.

	<u>Funding Carryover</u>	<u>Capital Improvements Identified</u>		<u>Proposed Budget Allocation</u>
	<u>FY 21/22</u>	<u>FY 21/22</u>		<u>FY 21/22</u>
Capital Projects Cost Centers	-	+	<i>Contingency **</i>	=
Sewer Projects	645,833.43	771,785.00	10%	138,546.73
Pump Station	586,615.10	162,800.00	10%	0.00
Treatment Plant	108,023.44	106,387.00	10%	0.00
JTP Cap Reserve *	0.00	32,000.00		32,000.00
Equipment	3,371.66	2,000.00		0.00
Admin Bldg.	55,000.00	75,000.00		20,000.00
TOTAL	1,398,843.63	1,149,972.00		190,546.73

* \$32K allocation to JTP large cap reserve for projects such as CapX Clarifier, Polishing Clarifier, Diffuser Membranes

** Capital Replacements are included in O&M Budget and not Capital Budget, 10% contingency on allocation

*** State Revolving Fund (SFR) Loan identified as funding source for collection system projects

Capital Projects for FY 2020/21**ADOPTED (6/24/20)**

CROCKETT SANITARY DEPARTMENT

SEWER PROJECTS		CAPITAL IMPROVEMENTS FIXED ASSET	CAP. IMP. FUNDING SOURCE	
Planned projects funding		\$253,860.00	#3426	
Prior uncompleted projects		\$331,500.00	Reserves	
Emergency projects / unidentified		\$95,000.00	Reserves	
TV inspection program		\$23,000.00	#3426	
Flow metering		\$1,500.00	#3426	
Staff salary & benefits		\$12,939.00	#3426	
Capital project contracted oversight		\$53,986.00	#3426	
	TOTAL	<u>\$771,785.00</u>		
EQUIPMENT		CAPITAL IMPROVEMENTS	CAP. IMP. FUNDING SOURCE	
Safety equipment and tools		\$1,000.00	#3426	
Office equipment		\$1,000.00	#3426	
	TOTAL	<u>\$2,000.00</u>		
ADMINISTRATION BUILDING		CAPITAL REPLACEMENTS O&M	CAPITAL IMPROVEMENTS	CAP. IMP. FUNDING SOURCE
Flat roof and gutter repair	\$21,000.00			#3426
Moisture damage mitigation and drainage imp			\$45,000.00	#3426
Apartment cosmetic - flooring, paint, misc.	\$20,000.00			#3426
Garage Roof Replacement and rails			\$30,000.00	#3426
Admin office prep	\$5,000.00			#3426
	TOTAL	<u>\$46,000.00</u>	<u>\$75,000.00</u>	

Capital Projects for FY 2020/21 ADOPTED (6/24/2020)

CROCKETT SANITARY DEPARTMENT

PUMP STATION	CAPITAL REPLACEMENTS O&M	CAPITAL IMPROVEMENTS FIXED ASSET	CAP. IMP. FUNDING SOURCE
MCC Phase 1 - Parts, Phase 2 install in Jul-Aug 2021		\$150,000.00	#3426/Reserve
Improve ventilation of wet well (additional. vent fans)		\$3,300.00	Reserve
Loring Power Generator Package		\$9,500.00	Reserve
Rebuild Air Compressor and motor 1 & 2	\$12,000.00		
Rebuild of Grit Pump No. 1	\$13,000.00		
Rebuild/replace/modify Pump No. 5 air vent system	\$3,000.00		
TOTAL	\$28,000.00	\$162,800.00	

TREATMENT PLANT

	CAPITAL REPLACEMENTS	CAPITAL IMPROVEMENTS	CAP. IMP. FUNDING SOURCE
Replace DAF air compressor	\$3,370.00		
Install french drain south of reactors	\$5,055.00		
New wires from control room to reactor pump	\$940.00		
Miscellaneous projects - cap replacement	\$2,528.00		
Replace influent pumps, impellers, etc.		\$8,425.00	Fund 3427 *
Replace sewer liner		\$13,712.00	Fund 3427
Overhaul DAF #1		\$84,250.00	Fund 3427
Trns to JTP Cap. Reserve - diffusers/3rd clarifier		\$32,000.00	#3426
TOTAL	\$11,893	\$138,387.00	

RESOLUTION NO. 20/21-16

**A RESOLUTION OF THE CROCKETT COMMUNITY SERVICES DISTRICT
LEVYING AN ANNUAL RECREATION SPECIAL TAX
FOR FISCAL YEAR 2021/2022**

WHEREAS, the Crockett Community Services District ("District") is authorized by District Resolution No. 11/12-11, which incorporates Contra Costa County Ordinance No. 86-24 and District Resolution No. 06/07-18, to annually adopt a resolution levying a recreation special tax for the fiscal year within all areas of the District; and

WHEREAS, the tax per year on each residential parcel shall not exceed \$110; and

WHEREAS, the Recreation Commission determined the recreation special tax is still needed to improve, maintain and operate the park and recreation facilities and services within the area served by the District; and

WHEREAS, the Recreation Commission, after careful consideration of the needs of the public and value the recreation special tax brings to the residents of the District, recommended keeping the Recreation Special Tax at \$110; and

NOW, THEREFORE, BE IT RESOLVED that pursuant to Resolution No. 11/12-11, which establishes a recreational special tax, the Board of Directors of the District hereby levies the recreation special tax on all residential parcels within the District in the amount of \$110 for fiscal year 2021/2022 and authorizes and directs the Administrative Services Manager to take all steps required to place said tax levy on the tax rolls for the 2021-2022 fiscal year.

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held on May 26, 2021 by the following vote and shall be effective immediately:

AYES:

NOES:

ABSENT:

Luigi Barassi, President

ATTEST:

Kent Peterson
Board Secretary