

PORT COSTA SANITARY COMMISSION

Regular Business Meeting

AGENDA FOR WEDNESDAY, OCTOBER 11, 2023

TIME: 7:00 PM

PLACE: Port Costa School, 1 Plaza Del Hambre, Port Costa

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

1. CALL TO ORDER – ROLL CALL
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:
(The Commission 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. CONSENT CALENDAR: Consideration of a motion to approve the following item:
 - a. Approve Minutes of September 13, 2023.
5. PUBLIC HEARING:
 - a. Consider 9 Reservoir Street.
 - b. Consider 47 Canyon Lake Drive.
6. ADMINISTRATIVE:
 - a. Consider report on actions taken by the District Board.
 - b. Receive Self-Monitoring Report cover letter for August 2023.
7. BUDGET AND FINANCE:
 - a. Receive warrant transmittals.
 - b. Receive adopted 2023/24 Department Budget.
8. WASTEWATER:
 - a. Discuss annual wet weather preparedness maintenance on the emergency genset.
9. REPORT OF DEPARTMENT MANAGER: *(These items are typically for exchange of information only. No action will be taken at this time.)*
 - a. Operations, maintenance, and capital improvements.
 - b. Governmental matters.

c. Announcements and discussion.

10. REPORTS FROM COMMISSIONERS: *(These items are typically for exchange of information only. No action will be taken at this time.)*

11. FUTURE AGENDA ITEMS:

- Bull Valley Agricultural Center & Port Costa School – scope and costs.
- Acquire backup effluent pump with capacity to maintain flow to filter beds.
- Acquire two replacement peristaltic pumps for chemical dosing.
- Research funding and grant opportunities.
- Contract Operators.

12. COMMENTS FROM COMMISSIONERS:

13. ADJOURNMENT to November 1, 2023.

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

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

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item, and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection at the Crockett Community Services District Office in Crockett. If, however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda. The office address is 850 Pomona Street, Crockett, California, 94525.

**PRIVATE PROPERTY BUILDING SEWER
DEFICIENCY REPORT**

Applicant: Bill's underground Date: 9/27/2023

Mailing Address: _____

Telephone: _____

Property Address (if different): 9 Reservoir St
Port Costa, CA 94569

The Crockett Sanitary Department has reviewed the condition of the building sewer for the above referenced property based upon the following submitted information:

Videotape of the building sewer Dated: 9/27/2023

Air Test Report Dated: _____

This letter is to notify you that the following problems were identified. The repair or replacement of the building sewer in accordance with the District Standard Specifications for building sewers is required, under permit from the Crockett Sanitary Department. Until such work is completed and accepted by the District, the subject building sewer DOES NOT comply with the Crockett Community Services District Code Section 9.10 and Standard Specifications.

- Incomplete Inspection of the Entire Building Sewer
- Broken or Deteriorated Pipe
- Displaced Joints Interfere with Flow
- Root Intrusion is Capable of Blocking Flow
- Unpermitted Materials
- Inflow or Infiltration of Extraneous Water
- Damaged or Missing Clean-out (Cleanout location to be on ground level, not on riser)
- No Backwater Overflow Protection Device
- No Manufactured Connection to the Municipal Sewer System
- Other Conditions Likely to Substantially Increase the Chance for Blockage: _____
- Other Violations of the District Standard Specifications: _____

All video tapes are held for pick up by the owner or contractor. If you have any questions regarding this matter, please do not hesitate to call the Crockett Sanitary Department at (510) 787-2992



9/27/2023
Date

Crockett Community Services District
James Barnhill, Sanitary Department Manager

October 5, 2023

Tom Cusack
PO Box 77
Port Costa, CA. 94569
(510) 222-3131 cell
(510) 787-4777 home
tom@acmebirdseed.com

Mr. Gaunt Murdock
General Manager
Port Costa Sanitary Commission
PO Box 578
Crockett, CA. 94525

Subject: Lateral repair at 47 Canyon Lake Dr.

Dear Mr. Murdock

On May 24th of this year, we experienced a blockage in our lateral. This was not our first experience with a blockage. I contacted Superior Plumbing who dispatched one their employees who cleared the problem. We were told the problem was at the street where our lateral joined the main line.

In early June the lateral began to back up again and it was suggested by your office that we contact Bill's Underground for their assessment which we did. They camera inspected the line and advised that a repair needed to be made where our lateral joined the main line. I requested a quotation for the repair and was given an estimate of \$3,900.00 to correct the situation.

5.b.

I came to your office seeking a solution to this situation as we currently do not have that kind of money available. You indicated that there is a program called "Access and Repair Agreement" that could be provided to us where the cost of the work would be paid by the district at a low interest rate to us and that the total amount due would be put on the county billing to our sewer assessment. The total amount due would be repaid in 3 installments over 3 years. During this discussion you indicated to me that the owner of the lateral was responsible for costs involving our lateral repair at the main sewer line.

I agreed to you verbally at that time. We both agreed time was of the essence due to the situation.

I was able to contact Drainline Plumbing who had repaired this line in October of 2015. The owner, Chad Danielson camera inspected the line and confirmed the problem was located where the lateral met the main line. He quoted me \$3,200.00 for the repair.

The work began on August 28th and the sewer line was exposed around the lateral tie in. Something looked odd to me, and I asked the workers to stop so that I could call you to inspect the situation. While waiting for you to arrive the workers did convey to me that the main sewer line at the wye for the lateral connection was in poor condition. You arrived shortly after my call and upon completing your inspection spoke to the workers at some length. Initially the language was in broken English transforming into Spanish which you speak fluently. I do not know the content of the conversation as I do not speak the language.

In any event, you turned to me and expressed what a lucky man I was, and the inspection revealed this was not a problem I was responsible for, the District would cover the cost.

Approximately three weeks later you called and informed me that the District would not cover the \$3,200.00 cost billed by the contractor.

You also indicated that the District would still allow me to sign an "Access and Repair Agreement" and pay the contractor on my behalf. I have not signed such an agreement, nor have I seen one to sign.

To date I have incurred nearly \$7,900.00 in lateral repairs including the most recent repair of \$3,200.00.

I know that you are aware of the main lines current state having it camera inspected to clear a blockage near Erskin St. Another inspection was done shortly thereafter to inspect the line leading to my house. You reported to me that the line is a Grade 5 which equates to a line that needs replacement due to its age and physical deformities.

My contention is that the entire main sewer line servicing my property and others needs replacement and until that is done all the homeowners this line provides service to will be subject to totally unnecessary repairs and expenses.

The most recent repairs follow:

- Blockage near Erskin St
- #47 Cusack residence, lateral
- #45 Gabarino residence, lateral
- #43 Lorette residence, lateral
- #37 Lorette residence, lateral

Approximately 10 years ago, Ernie's Plumbing replaced a section of main sewer line across the Firehouse driveway stopping at our property line. I asked the workers if the line would continue across our property and was told the work contract did not allow any further work.

After the work was completed, water started to accumulate over the joint where the work had stopped. A sizeable divot remains in the

parking section over the work. There was never any investigation as to why or what has taken place at this joint.

I do not know the reason why you now find us liable for the costs of this repair after personally inspecting the joint and acknowledging that the District would cover the costs of this repair. I request that you rescind your request for us to assume the liability for repair.

Respectively,

A handwritten signature in black ink, appearing to read "Tom Cusack". The signature is written in a cursive style with a large, prominent initial "T".

Tom Cusack

September 26, 2023

William Burrell
Water Resource Control Engineer
San Francisco Bay Regional
Water Quality Control Board
1515 Clay Street, Suite 1400
Oakland, CA 94612

SUBJECT: Self-Monitoring Report Submittal for August 2023 for Crockett Community Services District (CCSD) WWTP Port Costa, CA

The Legally Responsible Official (LRO) for CCSD is James Barnhill, contact phone number (510) 787-2992. The Chief Plant Operator is Nicholas Gaunt with Valley Operators, a licensed California Wastewater Treatment Plant Contract Operator (40029), contact phone number (925) 698-4636.

The CCSD Port Costa WWTP contracts laboratory testing with Eurofins Environmental Laboratories, Inc., which is an ELAP, certified lab. All sampling and testing analysis records are maintained and available for inspection during normal business hours at the contract lab located at 5063 Commercial Circle Suite H, Concord, CA 94520-8577 (925) 689-9022.

The monthly report for August 2023 has been uploaded to the CIWQS website.

During the month of August, no exceedances occurred.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designated to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Prepared by:



Nicholas Gaunt,
Chief Plant Operator

Legally Responsible Official:



James Barnhill
Port Costa Manager

cc: Casey Wichert, Valley Operators

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
09/20/2023	CalPERS Public Employees Retiremen...	INV# 100000017276750	73.99	3425001744
09/22/2023	Campbell Business Solutions	INV# 5029	8.04	3425001745
09/22/2023	Campbell Business Solutions	INV# 5287	32.17	3425001746
09/22/2023	Eurofins Calscience	INV# 5700146204	782.25	3425001747
09/22/2023	L.R. PAULSELL CONSULTING	INV# PCSD 23-8	11,388.52	3425001748
09/22/2023	L.R. PAULSELL CONSULTING	INV# PCSD 23-9	3,350.00	3425001749
09/22/2023	Sierra Chemical Company	INV# 147903	482.85	3425001750
09/22/2023	Valley Operators, LLC	INV# 2520	4,196.96	3425001751
09/22/2023	G&J Seiberlich & Co LLP	INV# 78122	495.00	3425001752
09/22/2023	Offsite Business Management	INV# 273	46.73	3425001753
Total FUND 3425 - PC SANITARY - O&M			20,856.51	
TOTAL			20,856.51	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
09/21/2023	USBank	Credit Card Payment August 2023	901.06	3425001754
09/21/2023	Drain Line Plumbing	SM Repair 47 Canyon Lake Dr. Port Costa 9/20/23	3,200.00	3425001755
Total FUND 3425 - PC SANITARY - O&M			<u>4,101.06</u>	
TOTAL			<u>4,101.06</u>	



CROCKETT COMMUNITY SERVICES DISTRICT FY 2023/24 ADOPTED BUDGET

	PROPOSED (7/26/23)			
	PRIOR YEAR ACTUAL 2021/22	ADOPTED BUDGET 2022/23	ESTIMATED YEAR-END 2022/23	ADOPTED BUDGET 2023/24
Revenue				
CCSD Administration ⁽¹⁾	\$ 90,517	\$ -	\$ 454,962	\$ -
Recreation Dept.	\$ 623,081	\$ 1,047,937	\$ 709,719	\$ 893,819
Maintenance Dept. ⁽⁴⁾	\$ 204,339	\$ 446,835	\$ 129,815	\$ 448,990
Port Costa Sanitary Dept.	\$ 293,813	\$ 299,908	\$ 392,095	\$ 313,070
Crockett Sanitary Dept. ^{(2) (3)}	\$ 1,833,061	\$ 2,558,688	\$ 2,007,495	\$ 2,784,331
Receivable PC Loans ⁽³⁾	\$ 46,074	\$ 45,648	\$ 46,745	\$ 72,107
Rate Stabilization Resrv	\$ -	\$ 112,000		\$ 480,296
Total Revenue	\$ 3,090,885	\$ 4,511,016	\$ 3,740,831	\$ 4,992,613
Expenses				
CCSD Administration ⁽¹⁾	\$ -	\$ -	\$ -	
Recreation Dept.	\$ 586,882	\$ 1,091,814	\$ 863,067	\$ 1,047,601
Maintenance Dept. ⁽⁴⁾	\$ 163,931	\$ 708,873	\$ 89,324	\$ 614,252
Port Costa Sanitary Dept. ⁽³⁾	\$ 233,637	\$ 372,357	\$ 350,507	\$ 417,981
Crockett Sanitary Dept. ⁽²⁾	\$ 1,598,014	\$ 3,355,499	\$ 1,508,443	\$ 2,906,438
Rate Stabilization Resrv	\$ -	\$ -	\$ -	\$ 480,296
Total Expense	\$ 2,582,464	\$ 5,528,543	\$ 2,811,341	\$ 5,466,568
Net Increase (Decrease) in Cash ⁽³⁾	\$ 508,421	\$ (1,017,527)	\$ 929,490	\$ (473,955)
Fund Balance, beginning	\$ 5,586,860	\$ 6,095,282	\$ 6,095,282	\$ 7,024,773
Fund Balance, end of year	\$ 6,095,282	\$ 5,077,755	\$ 7,024,773	\$ 6,550,818
<i>O&M annual - All Depts.</i>	\$ 2,111,733	\$ 2,301,788	\$ 2,756,429	\$ 4,284,514
<i>Payroll Summary All Depts.</i>	\$ 608,350	\$ 619,876	\$ 686,754	\$ 710,990

(1) CCSD Admin Revenues/Expenses held in Fund 3240 and split to Crockett San, Rec. and Maint. Depts.

CSD roll-up reflected on estimated only, revenue/expenses attached to Maintenance Budget

(2) Includes Crockett Sanitary funds 3426, 3427, and 3429, and JIP large project reserves.

(3) Non-operation loan and repayment from Port Costa San. Dept. separated from CVSAN as long-term liability.

(4) Maintenance budget includes District Office O&M, Capital Projects, and CSD Admin

FY 2023-2024 PORT COSTA SANITARY DEPARTMENT BUDGET - FUND 3425 - ADOPTED

	<u>PY 2021-22</u>	<u>FY 2022-23</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>
	<u>Actual</u>	<u>Approved Budget</u>	<u>Est. Year end</u>	<u>Approved Budget</u>
Collection System				
Liability Insurance	\$ 3,725	\$ 5,215	\$ 5,237	\$ 7,332
Profess. Services.	\$ 299	\$ 5,000	\$ 1,894	\$ 5,000
Sewers Maint.	\$ 12,010	\$ 13,211	\$ 20,895	\$ 22,985
Other Operating	\$ 0	\$ 461	\$ 0	\$ 461
Permits & Fees	\$ 4,815	\$ 5,297	\$ 8,964	\$ 9,502
Total Collection System	\$ 20,849	\$ 29,184	\$ 36,989	\$ 45,279
Treatment Plant				
Generator fuel / oil	\$ 42	\$ 63	\$ 159	\$ 239
Property Insurance	\$ 2,733	\$ 4,373	\$ 3,393	\$ 4,750
Contract Operator	\$ 52,800	\$ 58,080	\$ 54,706	\$ 60,177
Chemicals	\$ 4,170	\$ 4,796	\$ 8,753	\$ 10,066
Hardware/Supplies & Misc.	\$ 1,699	\$ 2,549	\$ 1,307	\$ 1,960
Profess. Svcs. (Engineer, Lab, Technici:	\$ 15,044	\$ 17,282	\$ 27,255	\$ 26,675
Electricity	\$ 4,297	\$ 4,942	\$ 4,490	\$ 5,163
Alarm system phone	\$ 350	\$ 402	\$ 1,693	\$ 1,947
Cap. Replacement	\$ 2,100	\$ 3,000	\$ 0	\$ 3,000
Operating fees/permits	\$ 5,941	\$ 6,535	\$ 3,346	\$ 3,681
Other Operating - septic cleaning	\$ 0	\$ 3,500	\$ 0	\$ 3,500
Total Treatment Plant	\$ 89,176	\$ 105,521	\$ 105,102	\$ 121,158
Administrative				
Elections	\$ 0	\$ 0	\$ 0	\$ 0
Crime Insurance	\$ 38	\$ 61	\$ 40	\$ 64
Memberships	\$ 1,809	\$ 2,080	\$ 2,007	\$ 2,308
Office / Postal	\$ 164	\$ 197	\$ 61	\$ 74
Profess. Svcs.(admin)	\$ 815	\$ 897	\$ 3,075	\$ 2,460
Printing/Publishing	\$ 132	\$ 152	\$ 500	\$ 575
Software Subscription	\$ 672	\$ 739	\$ 640	\$ 704
Vehicle/Travel/Meetings	\$ 0	\$ 131	\$ 0	\$ 131
Other (incl. REC payments)	\$ 3,739	\$ 46	\$ 93,561	\$ 1,476
County Charges	\$ 637	\$ 733	\$ 0	\$ 0
Sub-Total Administrative	\$ 8,005	\$ 5,035	\$ 99,884	\$ 7,792
Salaries and Benefits (O&M)	\$ 40,532	\$ 54,037	\$ 32,786	\$ 35,093
Other Payroll Exp. (WC premiums etc.	\$ 0	\$ 0	\$ 0	\$ 0
Total Administrative	\$ 48,537	\$ 59,072	\$ 132,670	\$ 42,885
Total O&M Expenses	\$ 158,562	\$ 193,777	\$ 274,762	\$ 209,322
Non-Operational Expenses				
Loan Principle	\$ 38,560	\$ 39,648	\$ 39,648	\$ 62,195
Loan Interest on PY Cap Projects	\$ 7,514	\$ 5,166	\$ 7,097	\$ 11,031
Non-Op Other	\$ 0	\$ 0	\$ 0	\$ 0
Fixed Assets and Other				
Capital Projects Allocation	\$ 0	\$ 85,000	\$ 0	\$ 85,000
Allocation to operating reserves	\$ 29,000	\$ 29,000	\$ 29,000	\$ 29,000
Contingency Reserve	\$ 0	\$ 19,766	\$ 0	\$ 21,433
Interfund G/L non-op adjustment	\$ 0	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 204,637	\$ 352,591	\$ 321,507	\$ 396,548
TOTAL APPROPRIATIONS	\$ 233,637	\$ 372,357	\$ 350,507	\$ 417,981
TOTAL REVENUES	\$ 293,956	\$ 299,908	\$ 392,095	\$ 313,070
Sewer use charge	\$ 293,031	\$ 299,278	\$ 299,278	\$ 312,040
Capacity charge	\$ 0	\$ 0	\$ 0	\$ 0
Permit fees	\$ 180	\$ 180	\$ 60	\$ 180
Interest (non-op)	\$ 427	\$ 250	\$ 426	\$ 650
Misc fees / cost recovery (ops)	\$ 0	\$ 200	\$ 92,331	\$ 200
Grants / Interdept Loan (no-op)	\$ 317	\$ 0	\$ 0	\$ 0

**PORT COSTA SANITARY DEPARTMENT
Adopted BUDGET 2023/2024**

GENERAL FUND 3425: EXPENDITURE DETAIL

	PY Actuals FY 21/22	Current Budget FY 22/23	11 Month Actuals FY 22/23	Est. Year End FY 22/23	Budget FY 23/24
415 · SEWAGE COLLECTION *****					
415.30 · INSURANCE - Liability	3,725	5,215	0	5,237	7,332
415.55 · PROF. SVCS. (Coll.)	299	5,000	1,394	1,894	5,000
415.70 · MAINTENANCE & EMERGENCY CALL OI	12,010	13,211	19,895	20,895	22,985
415.96 · OTHER OPERATING (Coll.)	0	461	0	0	461
415.96.2c · Permits & Fees (Coll.)	4,815	5,297	8,464	8,964	9,502
Total 415 · SEWAGE COLLECTION *****	20,849	29,184	29,753	36,989	45,279
416 · SEWAGE TREATMENT *****					
416.25 · GASOLINE, OIL, FUEL	42	63	109	159	239
416.31 · INSURANCE - Property	2,733	4,373	3,393	3,393	4,750
416.51.1pc · Treatment Plant Operators	52,800	58,080	45,506	54,706	60,177
416.51.2pc · Chemicals	4,170	4,796	7,753	8,753	10,066
416.51.3pc · Hardware, Supplies, & Misc	1,699	2,549	1,107	1,307	1,960
416.56.2pc .3pc · Prof. Svcs. - Engineer	0	0	4,462	4,462	1,000
416.56.3pc · Prof. Svcs. -Technician	5,650	6,498	10,563	10,563	11,619
416.56.7pc · Prof. Svcs. - Lab Testing	9,029	10,383	11,555	12,055	13,863
416.56.x · Prof. Svcs. - Attorney / Other	365	402	175	175	193
416.91.1pc · Electricity	4,297	4,942	3,840	4,490	5,163
416.91.6pc and 416.96.3 · Plant Alarm System	350	402	1,513	1,693	1,947
416.96.1 · Capital Replacements (Treat.)	2,100	3,000	0	0	3,000
416.96.2 · Permits & Fees (Treat.)	5,941	6,535	3,346	3,346	3,681
416.96 · OTHER OP (Treat) - Septic Cleaning	0	3,500	0	0	3,500
416.99 · ENFORCEMENT PENALTIES	0	0	0	0	0
Total 416 · SEWAGE TREATMENT *****	89,176	105,521	93,322	105,102	121,158
417. ADMIN/GENERAL					
417.21 · ELECTIONS	0	0	0	0	0
417.31 · INSURANCE -Crime(employee bond)	38	61	40	40	64
417.36 · MEMBERSHIPS - BACWA & CASA	1,809	2,080	2,007	2,007 #	2,308
417.41 · OFFICE POSTAL / SUPPLIES	164	197	11	61	74
417.45 · RENT / UTILITIES	3,700	3,885	6,261	6,261	5,009
417.56 · PROF SVCS (Admin) Attorney/Auditor	815	897	3,075	3,075	2,460
417.61 · PRINTING/ PUBLISHING	132	152	500	500	575
417.70 · SOFTWARE SUBSCRIPTION	672	739	640	640	704
417.80 · VEHICLE / TRAVEL REIMBURSEMENT	0	131	0	0	131
417.96 · *REC checks payable /OTHER ADMIN. / F	39	46	93,561	93,561	1,476
417.96.3pc · County Charges	637	733		0	0
Total 417 · ADMIN / GENERAL *****	8,005	8,920	106,095	106,145	12,801
6560 · PAYROLL EXPENSES *****					
6560.x · Salary & Benefits	37,832	49,987	26,919	30,621	31,846
6560.2 & .3 · CalPERS UAL & Workers Comp	2,700	4,050	665	2,165	3,247
Total 6560 · PAYROLL EXPENSES *****	40,532	54,037	27,584	32,786	35,093
Total O&M Expense	158,562	197,662	256,755	281,023	214,331
Non-Op and Capitol Expenses					
416.212 · LOAN PRINCIPAL (non-op)	38,560	39,648	39,648	39,648	62,195
419.1 · Loan Interest - Non-Op Expense	7,514	5,166	7,097	7,097	11,031
111.x Capitol Sewer Projects and CCTV	0	85,000		0	85,000
419 · Non-Op Expense - Other	0			0	
Interfund G/L non-op adjustment	0			0	
Operating Reserves - Budget Allocation					
Septic Tank Heavy Cleaning (\$50k over 5yrs - 2025	10,000	10,000	10,000	10,000	10,000
NPDES Permit Reserve (\$40k over 4yrs - 2024)	10,000	10,000	10,000	10,000	10,000
WWTP Cap Repl. Reserve (\$20K over 5yrs - 2025)	4,000	4,000	4,000	4,000	4,000
RWQCB Operations Reserve (\$15K over 3yrs - 202	5,000	5,000	5,000	5,000	5,000
Rate Stabilization Reserve					53,658
Contingency 10%		19,766			21,433
TOTAL EXPENSES	233,637	376,242	332,500	356,768	476,648
Net Ordinary O&M Income	135,394	102,246	135,340	111,072	98,739
Net Include. Contingency, Capital, & Reserves	60,319	-76,334	59,595	35,327	-163,578

PORT COSTA SANITARY DEPARTMENT
Adopted BUDGET FY 2023/2024

Sewer Use Charge: **\$2,345**

GENERAL FUND 3425: REVENUE DETAIL

	PY Actual FY 21/22	Adopted FY 22/23	Estimated Year End FY 22/23	Adopted FY 23/24
301.0 Sewer use charge	\$293,031	\$299,278	\$299,278	\$312,040
303.0 Capacity charge				
302.0 Permit fees	\$180	\$180	\$60	\$180
306.0 Misc fees			\$0	
SUB-TOTALS O&M	\$293,211	\$299,458	\$299,338	\$312,220
311.0 Interest	\$427	\$250	\$426	\$650
318.0 REC Checks / Cost recovery (Non-op)	\$0	\$200	\$92,331	\$200
317.0 Inter-department Loan	\$317	\$0	\$0	\$0
319.0 Grants	\$0	\$0	\$0	\$0
TOTAL REVENUE	\$293,956	\$299,908	\$392,095	\$313,070

FUND 3425 - BALANCE OVERVIEW

	PY ACTUAL FY 21/22	ADOPTED FY 22/23	EST YEAR END FY 22/23	BUDGET FY 22/23
Opening Cash Balance				
Septic Tank Replacement Reserve	\$ 10,000	\$ 20,000	\$ 20,000	\$ 30,000
Discharge Permit Reserve	\$ 10,000	\$ 20,000	\$ 20,000	\$ 30,000
Plumbing Pipe Refurb. Reserve	\$ 4,000	\$ 8,000	\$ 8,000	\$ 12,000
RWQCB Violation Fines Reserve	\$ 5,000	\$ 10,000	\$ 10,000	\$ 15,000
Contingency Reserve ***		\$ -		\$ -
Carry Over (unallocated)	\$ 115,299	\$ 175,618	\$ 193,771	\$ 229,098
TOTAL OPENING CASH BALANCE	\$ 162,452	\$ 233,618	\$ 251,771	\$ 316,098
ESTIMATED REVENUE	\$ 293,956	\$ 299,908	\$ 392,095	\$ 313,070
ESTIMATED O&M EXPENSES	\$ (158,562)	\$ (197,662)	\$ (281,023)	\$ (214,331)
ESTIMATED CAP. PROJ. EXPENSES	\$ -	\$ (85,000)	\$ -	\$ (85,000)
ESTIMATED LOAN PRINCIPAL	\$ (38,560)	\$ (39,648)	\$ (39,648)	\$ (62,195)
ESTIMATED LOAN INTEREST	\$ (7,514)	\$ (5,166)	\$ (7,097)	\$ (11,031)
NON-OPERATING EXPENSE - OTHER	\$ -	\$ -	\$ -	\$ -
Closing Fund Balance				
Operating Reserves Included in Balance				
Septic Tank Rehab/Replace Reserve	\$ 20,000	\$ 30,000	\$ 30,000	\$ 30,000
Discharge Permit Reserve	\$ 20,000	\$ 30,000	\$ 30,000	\$ 30,000
Plumbing Pipe Refurb. Reserve	\$ 8,000	\$ 12,000	\$ 12,000	\$ 12,000
RWQCB Violation Fines Reserve	\$ 10,000	\$ 15,000	\$ 15,000	\$ 15,000
Contingency ***		\$ 19,766		\$ 21,433
Interfund G/L non-op adjustment		\$ -		\$ -
Carry Over(unallocated)	\$ 193,771	\$ 99,284	\$ 229,098	\$ 148,178
TOTAL CLOSING FUND BALANCE	\$ 251,771	\$ 206,050	\$ 316,098	\$ 256,611

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

Outstanding Debt	Beginning FY 22/23	Principle Pay FY 22/23	Est. Ending FY 22/23
Crockett Sanitary (WestA Refi)	\$165,426	\$39,648	\$125,778
Crockett Sanitary (Pre-2013 transfers)	\$24,233	\$0	\$24,233
Crockett Sanitary (3rd Loan)	\$150,000	\$0	\$150,000
Total Debt	\$339,660	\$300,012	\$300,012

Capital Projects for FY 2023/24

PORT COSTA SANITARY DEPARTMENT

SEWER COLLECTION SYSTEM PROJECTS	CAPITAL IMPROVEMENTS FIXED ASSET	GRANT FUNDED	PCSAN FUNDED
Sewer Main&Manhole realignment (approx 150+LF)	\$ 50,000		
Emergency project(s)	\$ 10,000		\$ 10,000
CCTV Inspection	\$ 25,000		\$ 25,000
TOTAL	\$ 85,000		
TREATMENT PLANT	CAPITAL REPLACEMENTS O&M	CAPITAL IMPROVEMENTS FIXED ASSET	
Septic Tank Hatches		\$0	\$0
Sump high alarm		\$1,500	\$1,500
Backup chemical pump		\$1,500	\$1,500
Various emergency WWTP	\$3,000.00	\$5,000	\$8,000
TOTAL	\$3,000.00	\$8,000	
EQUIPMENT		CAPITAL IMPROVEMENTS	
No tools or equipment planned		\$0.00	
TOTAL		\$0.00	
			<u>\$46,000.00</u>

Future Capital Reserve for large projects

Sand Replacement Reserve	TBD
Sand bed engineering study	TBD
RR Crossing	TBD
Influent metering MH and flume	TBD
Survey & Main replacement on Canyon Lake	TBD