

CROCKETT COMMUNITY SERVICES DISTRICT

Regular Business Meeting
AGENDA FOR WEDNESDAY, AUGUST 25, 2021

TIME: 7:00 PM

PLACE: ** TELECONFERENCE - SEE BELOW **

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:

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

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

HOW TO OBSERVE THE MEETING:

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

Enter the Meeting ID# 819 5386 1071 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/81953861071> using a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)

Mobile: Login through the Zoom mobile app on a smartphone and enter Meeting ID# 819 5386 1071.

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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 July 28, 2021.
 - b. Approve payment of District bills.
 - c. Receive Minutes of Commissions and Committees.
 - d. Receive Status Reports on outstanding items.

8. **ADMINISTRATIVE:**
- a. Consider consent Items removed from Consent Calendar.
 - b. Consider Resolution No. 21/22-04 declaring certain items as surplus property and authorizing the disposition thereof.
 - c. Discuss the Brown Act, what to include in the Minutes and safe harbor listings for closed sessions.

9. **BUDGET AND FINANCE:**
- Consider monthly Summary Worksheets and Investment Reports and staff report on financial matters.

10. **REPORTS FROM BOARD MEMBERS:**
(These items are typically for exchange of information only. No action will be taken at this time.)
- a. Personnel Committee – Members Barassi, Bartlebaugh, Cusack and Wilson
 - b. Budget & Finance Committee – Members Mackenzie and Peterson
 - c. Inter-agency meetings:

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

OPEN SESSION:

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

13. **FUTURE AGENDA ITEMS:**
- Discuss 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 September 22, 2021

HOW TO SUBMIT PUBLIC COMMENTS:

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

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

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

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

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

Port Costa - 10 year Exceedances and Flow information

Year	Exceedances	Exceedance & violation detail	ADWF (GPD)	Total annual flow (GPD)	Avg flow Jan-Jun (GPD)
2021	*1	*1xsch miss Copper	N/A	N/A	15,664
2020	0		15,138	14,528	13,977
Septic tank full cleaning and baffle replacement - Dec 2019 through Jan 18, 2020					
2019	*6	2xBOD/3xpH/*1xsch miss pH	11,952	24,221	25,454
2018	3	2xAmmonia/1xpH	24,694	20,396	20,722
2017	8	2xCl/3xAcute Tox/3xAcute Tox 3-sample median	13,448	33,130	48,154
2016	2	2xAmmonia	9,295	17,070	22,992
2015	4	1xEnterococcus/3xBOD	8,695	11,430	12,638
2014	4	1xAcute Tox/3xAmmonia	8,912	11,821	13,694
2013	7	3xAcute Tox/3xAcute Tox 3-sample median/1xTotal Coliform	9,199	**10,366	**9,181
2012	Data unavailable	N/A	7,294	9,985	12,216

ADWF - Average Dry Weather Flow. ADWF determined from three consecutive dry weather months each year. ADWF shall not exceed 0.033 MGD (Million Gallons per Day).

GPD - Gallons Per Day

* - "sch miss" - This denotes a violation of permit requirement, not a failure of quality (exceedance)

** - Data unavailable Feb-May

\\s2\office_share\1-3-24-2021\SanDept\PC Sen\ANNUAL DATA SUMMARY-GEOTRACKER\Flow & Violation information

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

Enforcement Actions:

- None taken

Managers Report

- No Sanitary Sewer Overflows
- 110' section of collapsed 8" VCP sewer was replaced by HDPE pipe burst as emergency repair on Vallejo easement at Alhambra street
- 69' section of deteriorated 6" VCP sewer was replaced by HDPE pipe burst at 400 Kendall
- PG&E has moved the anchor to the pole behind the JSHS that had halted the sewer replacement at that location. We are meeting with the contractor to survey the remaining work and develop a schedule for completion
- Gaunt and James have moved into 1RPD are operating out of there. The garage and lot have been helpful as storage to support sewer work by contractors
- Upcoming work on 1 RPD will include replacement of kitchen floor, installation of refrigerator and moving of Admin office items to upstairs. Items downstairs are being organized for upcoming garage sale

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, JULY 28, 2021

- 1. CALL TO ORDER:** The meeting was called to order at 7:03 PM by President Barassi. Present were Board Members Bartlebaugh, Kirker, Mackenzie and Peterson, along with Administrative Services Manager Gunkelman, District Engineer Murdock, Assistant Sanitary Dept. Manager Barnhill, Recreation Department Manager Wilson, 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:** Mary Wais said a memorial bench for David Botta was placed at the Gazebo area at the Community Center to recognize his 43 years of service on the P-1 Committee and Crockett Recreation Commission. The bench was presented to the family on Sunday, July 25 and it was poorly attended by the Crockett Community Services District. Kent Peterson said he welcomes back the public for in person meetings. He said that former Commissioner, Steve Perkins, is in the hospital.
- 4. REPORTS FROM COMMISSIONERS:**

 - 5.a. PUBLIC HEARING:** Director Barassi opened the public hearing for the purpose of taking public comments on the proposed budget for FY 2021/22. Director Bartlebaugh said he would like to see the financial breakdown for the new District office in each respective department budget going forward. Director Peterson said he commends Mr. Gunkelman for a challenging budget. Having heard all who wished to speak on this subject, Director Barassi closed the hearing. A motion to approve Resolution No. 21/22-01 adopting budget for FY 2021/22 carried unanimously (kp/jm).
- 6. REPORT OF DISTRICT COUNSEL:** No report.

 - 7.a. RECREATION DEPT. REPORT:** The Board had received the Minutes of June 7. Mr. Wilson reported attendance is good at the pool due to the hot weather and snack bar sales are very good. He said the Recreation Department is hosting a free summer concert on Sunday, August 1 from 3:00-6:00 pm at the Community Center.
 - 7.b. MAINTENANCE DEPARTMENT:** No report.
 - 7.c. PORT COSTA SANITARY DEPT.:** The Board had received the Minutes of June 9. Mr. Barnhill reported no exceedances or Sanitary Sewer Overflows (SSO's) in June. He said the quality of the effluent has been good and there has been no laboratory-related exceedances in a year and a half. He said there was one exceedance due to a sampling scheduling error. Director Kirker asked if the flow rate had increased during the health crisis, he said the added volume could increase dilution which would affect quality. Mr. Barnhill said he did not have the information in front of him.

7.d. CROCKETT SANITARY DEPT.: The Board had received the Minutes of June 16. Mr. Murdock reported No Sanitary Sewer Overflows (SSO's). He said at the Pump Station the thermal overload shutdown on pump 2. West County Wastewater District will inspect the pump and controls. Goats were purchased and will graze at the Equalization tank grounds. He said the PG&E sewer replacement project has been ongoing and PG&E is finally going to replace the pole and anchor. The cost of sewer repair/replacements this year to date is \$78,395. He said at the new office building the texturing has been completed and the floors are almost complete. He said the kitchen and the two bathrooms have not been touched. Director Peterson said he believes the Sanitary Commission meeting of July 21 was not followed correctly by the Brown Act in the closed session. He requests that staff review and discuss the Brown Act before the next meeting. He also requests that "receive legal advice" be added in.

7.e. STAFF REPORT ON GOVERNMENTAL MATTERS: None

7.f. STAFF ANNOUNCEMENTS: None

8. CONSENT CALENDAR:

9. CONSENT ITEMS REMOVED: Director Peterson asked that Items 8.a., 8.b. and 8.c be removed from the consent calendar for further discussion.

a. Minutes of June 23, 2021:

- Item 8.c. Accept Resignation – Director Peterson said it should say "A motion to accept resignation of Jon Wolthuis from the Crockett Sanitary Commission, *with regret*, carried unanimously (mk/sb). A motion to approve the Minutes of June 23, 2021, as amended, carried unanimously (mk/kp).
- Item 8.e. Annual Audit FY 2020/21 - The Board asked staff to find out if they can decide on another auditor.

b. Payment of District bills (warrants Rec. 9228-9302; PCSan, 1335-1342; CVSan 6454-6492) – Director Peterson said he would like charges to the new office printed on Maintenance checks. A motion to approve Payment of District Bills, as amended, carried unanimously (mk/kp).

c. Receive Minutes of Commissions and Committees:

CVSan Minutes of June 16:

- Item 8.b. Mid-Year Budget Report – The last sentence should say 60% not 80%.
- Item 9.a. Staff Report on Operations – The last sentence should read "He said to date staff has completed eight sewer repairs this year. A motion to approve Minutes of Commissions and Committees, as amended, carried unanimously (kp/sb).

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

10.b. CROCKETT ANNUAL SEWER USE CHARGES: A motion to approve Resolution No. 21/22-02 levying charges for annual sewer use charges on the tax roll within the area served by the Crockett Sanitary Department as previously authorized by and in conformity with Ordinance 20-2 carried with 4 Ayes and 1 Abstention (kp/jm).

10.c. PORT COSTA ANNUAL SEWER USE CHARGES: A motion to approve Resolution No. 21/22-03 levying charges for annual sewer use charges on the tax roll within the area served by the Port Costa Sanitary Department as previously authorized by and in conformity with Ordinance 20-3 carried with 4 Ayes and 1 Abstention (lb/jm).

11.a. PERSONNEL COMMITTEE REPORT: None

11.b. BUDGET & FINANCE COMMITTEE REPORT: None

11.c. AD HOC COMMITTEE REPORTS: None

11.d. INTER-AGENCY MEETINGS: None

12. FUTURE AGENDA ITEMS:

Discuss the Brown Act.

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.

13. BOARD COMMENTS: None

14. ADJOURNMENT: The meeting was adjourned at 8:37 PM until August 25, 2021.

Respectfully submitted,



Susan Witschi
August 20, 2021

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 8-20-21 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
08/20/2021	All Bay Sewer	Replace 8" Sewer, Manhole N-19...	37,000.00	6520
Total FUND 3426 - CV SANITARY - O&M			37,000.00	
TOTAL			37,000.00	

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 8-19-21 Fund: 324100 Account: 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
08/19/2021	ALYSSIA R LUTZ	Payroll 8/1/2021 - 8/15/2021	536.02	9347
08/19/2021	ARIEL I. FISCHER	Payroll 8/1/2021 - 8/15/2021	256.00	9348
08/19/2021	BRENNAN S. GREGER	Payroll 8/1/2021 - 8/15/2021	98.70	9349
08/19/2021	DAMOND L. BAL	Payroll 8/1/2021 - 8/15/2021	303.83	9350
08/19/2021	DOLORES M. MORALES	Payroll 8/1/2021 - 8/15/2021	709.28	9351
08/19/2021	GABRIEL J. OSTI	Payroll 8/1/2021 - 8/15/2021	123.83	9352
08/19/2021	HARIKESH SHRI-SHASHITHA...	Payroll 8/1/2021 - 8/15/2021	727.39	9353
08/19/2021	JOCELYN M. OSTI	Payroll 8/1/2021 - 8/15/2021	127.65	9354
08/19/2021	LINDSAY A. BARRELLA	Payroll 8/1/2021 - 8/15/2021	312.50	9355
08/19/2021	MIREILLE SCHLEPP	Payroll 8/1/2021 - 8/15/2021	474.24	9356
08/19/2021	PAIGE E. PAULSELL	Payroll 8/1/2021 - 8/15/2021	623.54	9357
08/19/2021	ROBERT M. MAGNUSON	Payroll 8/1/2021 - 8/15/2021	503.66	9358
08/19/2021	SKYLER X. PASCHALL	Payroll 8/1/2021 - 8/15/2021	392.30	9359
08/19/2021	STELLA T.E. MANNELL	Payroll 8/1/2021 - 8/15/2021	323.92	9360
08/19/2021	STEVEN A. GRAY	Payroll 8/1/2021 - 8/15/2021	389.80	9361
08/19/2021	SUSAN G. WITSCHI	Payroll 8/1/2021 - 8/15/2021	2,091.84	9362
08/19/2021	SYDNEY L. GARCIA	Payroll 8/1/2021 - 8/15/2021	479.83	9363
08/19/2021	TREVOR B. DEES	Payroll 8/1/2021 - 8/15/2021	274.29	9364
08/19/2021	YOGESHUARAN SHRI-SHAS...	Payroll 8/1/2021 - 8/15/2021	510.10	9365
08/19/2021	ZOE H. LABINSKI	Payroll 8/1/2021 - 8/15/2021	777.84	9366
08/19/2021	TREVOR B. DEES	Mileage Reimbursement - Recycling	18.48	9367
08/19/2021	DENALECT ALARM CO.	Annual Alarm Charge	468.00	9368
08/19/2021	LINCOLN AQUATICS	Femals Fittings	24.69	9369
08/19/2021	PG&E	Gas & Electric - #2501517473-0	389.24	9370
08/19/2021	Sierra Chemical Company	Multichlor, Sodium Hypochlorite	1,026.21	9371
08/19/2021	TERRACARE ASSOCIATES	Landscaping services	2,171.00	9372
08/19/2021	UNIVERSAL BUILDING SERVI...	Janitorial Services - June & July 2021	2,242.28	9373
08/19/2021	Vetter Landscapes	Concrete Pad / Install Memorial Bench & ...	1,800.00	9374
08/19/2021	Adam Flores	CD Deposit Refund	700.00	9375
08/19/2021	Ingrid Manzanilla	Cancelled Event Due to COVID	1,000.00	9376
08/19/2021	John Robinson	CD Deposit Refund	700.00	9377
08/19/2021	Kham Soukkamthat	CD Deposit Refund	700.00	9378
08/19/2021	BAY AREA NEWS GROUP	District Budget Hearing	113.62	9379
08/19/2021	LINCOLN FINANCIAL GROUP	CCSVD-BL-1564438	69.19	9380
08/19/2021	U.S. BANK	Various 4127134555573937	6,675.93	9381
08/19/2021	STATE COMPENSATION INS...	Workers Comp 219383	493.10	9382
Total FUND 3241 - RECREATION			<u>28,628.30</u>	
TOTAL			<u>28,628.30</u>	

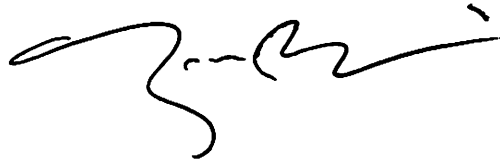


CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: 8-19-21 Fund: 342500 Account: 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3425 - PC SANITARY - O&M				
08/19/2021	Valley Operators, LLC	Monthly Service Fee - July 2021	4,400.00	1347
08/19/2021	BAY AREA NEWS GROUP	District Budget Hearing	23.78	1348
08/19/2021	U.S. BANK	Various 4127134555573937	1,052.17	1349
Total FUND 3425 - PC SANITARY - O&M			<u>5,475.95</u>	
TOTAL			<u><u>5,475.95</u></u>	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
 Auditor's Date 8-19-21 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
08/19/2021	GAUNT A. MURDOCK	Payroll 8/1/2021 - 8/15/2021	2,127.65	6511
08/19/2021	VAUGHN P. GUNKELMAN	Payroll 8/1/2021 - 8/15/2021	2,071.40	6512
08/19/2021	BAY AREA NEWS GROUP	District Budget Hearing	217.20	6513
08/19/2021	C&H SUGAR CO.	Shared Operating Costs WWTP - June 2021	47,843.71	6514
08/19/2021	MEYERS NAVE	General Advice	176.93	6515
08/19/2021	USA North	State Fees for USA tickets - Invoice 21DIG13...	144.56	6516
08/19/2021	LINCOLN FINANCIAL GROUP	CCSVD-BL-1564438	48.15	6517
08/19/2021	U.S. BANK	Various 4127134555573937	1,081.53	6518
08/19/2021	STATE COMPENSATION INSU...	Workers Comp 219383	645.48	6519
Total FUND 3426 - CV SANITARY - O&M			<u>54,356.61</u>	
TOTAL			<u><u>54,356.61</u></u>	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
 Auditor's Date: 8-19-21 Fund: 324200 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3242 - MAINTENANCE				
08/19/2021	ASHER H. LABINSKI	Payroll 8/1/2021 - 8/15/2021	176.62	436
08/19/2021	MATEUS J CONAWAY	Payroll 8/1/2021 - 8/15/2021	208.01	437
08/19/2021	U.S. BANK	Various 4127134555573937	1,062.79	438
Total FUND 3242 - MAINTENANCE			<u>1,447.42</u>	
TOTAL			<u><u>1,447.42</u></u>	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 8/6/21 Fund: 324100 Account: 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
08/06/2021	ALYSSIA R LUTZ	Payroll 7/16/2021 - 7/31/2021	689.09	9303
08/06/2021	ARIEL I. FISCHER	Payroll 7/16/2021 - 7/31/2021	192.83	9304
08/06/2021	BRENNAN S. GREGER	Payroll 7/16/2021 - 7/31/2021	342.16	9305
08/06/2021	CHARLOTTE MANNELL	Payroll 7/16/2021 - 7/31/2021	460.77	9306
08/06/2021	DAMIAN A. FISCHER	Payroll 7/16/2021 - 7/31/2021	132.99	9307
08/06/2021	DOLORES M. MORALES	Payroll 7/16/2021 - 7/31/2021	690.88	9308
08/06/2021	GABRIEL J. OSTI	Payroll 7/16/2021 - 7/31/2021	340.57	9309
08/06/2021	HARIKESH SHRI-SHASHITHA...	Payroll 7/16/2021 - 7/31/2021	760.79	9310
08/06/2021	JOCELYN M. OSTI	Payroll 7/16/2021 - 7/31/2021	315.78	9311
08/06/2021	LINDSAY A. BARRELLA	Payroll 7/16/2021 - 7/31/2021	339.12	9312
08/06/2021	MIREILLE SCHLEPP	Payroll 7/16/2021 - 7/31/2021	415.43	9313
08/06/2021	PAIGE E. PAULSELL	Payroll 7/16/2021 - 7/31/2021	80.07	9314
08/06/2021	ROBERT M. MAGNUSON	Payroll 7/16/2021 - 7/31/2021	361.89	9315
08/06/2021	SKYLER X. PASCHALL	Payroll 7/16/2021 - 7/31/2021	369.03	9316
08/06/2021	STELLA T.E. MANNELL	Payroll 7/16/2021 - 7/31/2021	501.49	9317
08/06/2021	STEVEN A. GRAY	Payroll 7/16/2021 - 7/31/2021	330.58	9318
08/06/2021	SUSAN G. WITSCHI	Payroll 7/16/2021 - 7/31/2021	2,445.79	9319
08/06/2021	SYDNEY L. GARCIA	Payroll 7/16/2021 - 7/31/2021	508.71	9320
08/06/2021	TREVOR B. DEES	Payroll 7/16/2021 - 7/31/2021	394.28	9321
08/06/2021	YOGESHUARAN SHRI-SHASH...	Payroll 7/16/2021 - 7/31/2021	637.34	9322
08/06/2021	ZOE H. LABINSKI	Payroll 7/16/2021 - 7/31/2021	651.84	9323
08/06/2021	RONALD D. WILSON	Payroll 7/16/2021 - 7/31/2021	2,572.36	9324
08/06/2021	DAMOND L. BAL	Payroll 7/16/2021 - 7/31/2021	245.65	9325
08/06/2021	VOID	Void misprinted check from 7/21/21		9326
08/06/2021	VOID	void from misprinted check on 7/21/21		9327
08/06/2021	Streamline	Web Hosting 6-Months - 7/1/2021 - 12/...	291.00	9328
08/06/2021	Alansi's Oil & Grease Recovery	Grease Trap Cleaning	150.00	9329
08/06/2021	AT&T	Phone - 510-787-2414	406.75	9330
08/06/2021	Delta One Security, Inc.	Security Guards	1,094.08	9331
08/06/2021	EBMUD	Water - #30385200001	908.17	9332
08/06/2021	Jeanne Owens	Banner for Concert	52.86	9333
08/06/2021	LESLIE'S POOL SUPPLIES	Weekly Perfect & Conditioner	773.31	9334
08/06/2021	PG&E	Gas & Electric	4,826.79	9335
08/06/2021	G & C Refrigeration Inc.	Maintenance Service	408.75	9336
08/06/2021	Sierra Chemical Company	Chemicals	609.11	9337
08/06/2021	Sudarshan Chauhen	Cleaning & Damage Deposit	224.00	9338
08/06/2021	TERRACARE ASSOCIATES	Landscaping services	2,616.00	9339
08/06/2021	Ron Wilson	Mileage Reimbursement	294.00	9340
08/06/2021	Susan Witschi	Mileage Reimbursement	99.73	9341
08/06/2021	SDRMA	Mem. #5505	904.34	9342
08/06/2021	UNITED STATES TREASURY (...)	68-0114159	4,173.88	9343
08/06/2021	EMPLOYMENT DEVELOPMEN...	698-1442-4	519.54	9344
Total FUND 3241 - RECREATION			32,131.75	
TOTAL			32,131.75	

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
 Auditor's Date: 8/6/21 Fund: 324200 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3242 - MAINTENANCE				
08/06/2021	All Bay Sewer	CCTV Inspection - 1 Rolph Park Drive	175.00	433
08/06/2021	GAUNT A. MURDOCK	Painting Supplies, Keys, Pens, Thumb Drives	627.78	434
08/06/2021	PG&E	Gas & Electric - #6193854060-8	103.22	435
Total FUND 3242 - MAINTENANCE			906.00	
TOTAL			906.00	

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 8/6/21 Fund: 342500 Account: 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
08/06/2021	L.R. PAULSELL CONSULTING	Sewer Cleaning on July 19 and 20, 2021	2,880.00	1343
08/06/2021	Eurofins Calscience LLC	Lab Testing	550.00	1344
08/06/2021	PG&E	Electric - #2704121327-6	371.78	1345
08/06/2021	Streamline	Web Hosting 6-Months - 7/1/2021 - 12/31/2021	241.20	1346
Total FUND 3425 - PC SANITARY - O&M			<u>4,042.98</u>	
TOTAL			<u>4,042.98</u>	

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 8/6/21 Fund: 342600 Account: 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
08/06/2021	JAMES G. BARNHILL	Payroll 7/1/2021 - 7/31/2021	4,386.40	6493
08/06/2021	ASHER H. LABINSKI	Payroll 7/16/2021 - 7/31/2021	353.24	6494
08/06/2021	GAUNT A. MURDOCK	Payroll 7/16/2021 - 7/31/2021	2,825.18	6495
08/06/2021	MATEUS J CONAWAY	Payroll 7/16/2021 - 7/31/2021	431.73	6496
08/06/2021	VAUGHN P. GUNKELMAN	Payroll 7/16/2021 - 7/31/2021	2,649.83	6497
08/06/2021	All Bay Sewer	CCTV Inspection - Manhole N-19-06 to N-19...	175.00	6498
08/06/2021	AT&T	Phone & Autodialer	207.67	6499
08/06/2021	L.R. PAULSELL CONSULTING	Sewer Maintenance from June 20-22, 2021	3,360.00	6500
08/06/2021	PG&E	Electric - #6193854060-8	3,452.55	6501
08/06/2021	Streamline	Web Hosting 6-Months - 7/1/2021 - 12/31/20...	667.80	6502
08/06/2021	TELSTAR INSTRUMENTS, INC.	Invoice 108726, Telstar Job 10-38401	1,145.00	6503
08/06/2021	WEST COUNTY WASTEWATE...	Contract Billing for May and June 2021	8,163.86	6504
08/06/2021	GAUNT A. MURDOCK	Thermal Switch	65.63	6505
08/06/2021	SDRMA	Mem. #5505	986.74	6506
08/06/2021	UNITED STATES TREASURY (L...	68-0114159	4,727.84	6507
08/06/2021	EMPLOYMENT DEVELOPMEN...	698-1442-4	929.22	6508
Total FUND 3426 - CV SANITARY - O&M			<u>34,527.69</u>	
TOTAL			<u><u>34,527.69</u></u>	


CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 8/6/21 Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
08/09/2021	CalPERS Public Employees Ret...	CalPERS#1977684412, Retir. 194...	1,663.51	9345
Total FUND 3241 - RECREATION			<u>1,663.51</u>	
TOTAL			<u><u>1,663.51</u></u>	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 8/6/21 Fund: 342600 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3426 - CV SANITARY - O&M				
08/09/2021	CalPERS Public Employees R...	Retire. 1946207465	846.34	6509
Total FUND 3426 - CV SANITARY - O&M			846.34	
TOTAL			<u>846.34</u>	



PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, JULY 14, 2021

1. CALL TO ORDER: The meeting was called to order at 7:07 PM by Vice-Chairperson Cusack. Present were Commissioners Klaiber and Scheer, along with Dept. Manager Barnhill, District Engineer Murdock and Administrative Services Manager Gunkelman. Commissioners List and Surges were 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 May and no SSO's in June.

5.b. DISTRICT BOARD ACTIONS: Mr. Gunkelman reported that the Board accepted the resignation from Jon Wolthuis. The Appropriations Limit was approved.

6. FINANCIAL REPORT: The monthly statement of Department finances was examined by the Commission. Ms. Scheer asked where funds are placed for investment. Mr. Gunkelman reported funds to be invested are transferred into LAIF investment funds.

7. WASTEWATER: Mr. Barnhill reported the Contingency and Spill Prevention Plan was accepted by the Water Board. The Water Board submitted a positive letter of receipt. Mr. Barnhill said he reviews, edits, and submits the plans to the Water Board annually. He requested that the Commissioners review the plans and contact him directly to provide editing oversight for further improvement for next year's submission.

8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported that he is seeking proposals to install an overflow bypass pipe from the last manhole in the collection system to the septic tank. He hopes to deliver proposals at the next meeting.

8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

8.c. STAFF ANNOUNCEMENTS: None

9. REPORTS FROM COMMISSIONERS: None

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

a. Approve Minutes of June 9, 2021.

b. Receive Hazardous Materials Program Inspection report.

11. FUTURE AGENDA ITEMS:

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 7:45 PM until August 11, 2021.

Respectfully submitted,

JB/SW

James Barnhill
August 5, 2021

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

MINUTES OF REGULAR MEETING, JULY 21, 2021

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Manzione. Present were Commissioners Adams, Mauler and Wais, along with Assistant Dept. Manager Barnhill, District Engineer Murdock, Administrative Services Manager Gunkelman and Asst. Secretary Witschi.

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 item was approved unanimously (ha/mw):

- a. Approve Minutes of June 16, 2021.

6. CLOSED SESSION:

- a. Legal advice on implementing a State law. This matter regards a State law on Accessory Dwelling Units (ADU's). The Sanitary Department has received legal advice given to our staff. The purpose of this closed session is to hear that legal advice passed on by staff.
- b. Security matter. This closed session pertains to security of sewer system assets. The purpose is to address recently recognized security risks, especially for internet and IT assets. The security personnel with whom the commission is consulting is our department staff responsible for these security subjects.

OPEN SESSION: The meeting resumed in open session at 8:00 pm.

7. ANNOUNCEMENT OF ACTIONS TAKEN DURING CLOSED SESSION: Commissioner Manzione said no actions were taken while in closed session.

8.a. DISTRICT BOARD ACTIONS: Mr. Gunkelman reported on the actions taken by the District Board in June. He said the Board approved appointing Greg Mauler to the Crockett Sanitary Commission. Commissioner Manzione thanked Commissioner Mauler for his public service.

8.b. PROGRESS REPORT FOR NEW OFFICE: Commissioner Manzione said Director Barassi dissolved the President's Advisory Committee dealing with the new office building and delegated the decisions to staff. He said he has been attending the weekly staff meetings on Tuesdays learning what is going on. Mr. Murdock reported the ceiling at the new office has been plastered and a vinyl floor has been installed. He said the work is being done by Asher and Mateus with a little help from himself. That will complete the portion of the floor staff needs to use to move in. The bathrooms need little work and the kitchen floor is destroyed. Mr. Murdock said he and James have moved most of their belongings over to the new building

and will operate as soon as there is internet and phone access, which will be July 23. Commissioner Manzione said another item you need is a sign for the exterior of the building saying whose office is inside.

9. ENFORCEMENT ACTIONS: Mr. Murdock said there are no reportable enforcement actions.

10.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Commissioner Manzione said he offered to the other commissioners to draft a letter to the District Board to say the Crockett Sanitary Commission was okay with next year's budget. He said there are concerns to segregate the new building costs to account for all the costs of date. He would still like to get that letter in their file.

10.b. PROPOSED BUDGET FOR FY 2021/22: Mr. Gunkelman reported he will have the final budget done soon. He said Crockett Sanitary Department's budget is complete except for salaries and the allocation for the district's percentages. He said all the costs associated with the new office are all tabulated and accounted for. The only items that have not been accounted for are the work that is being done now at the new office building. The only other change would be the time and effort that is put into capital projects this year and how much of that budget would go to an MCC Project that may or may not happen. Commissioner Manzione asked what are the costs for the roof at the new office and how much is being segregated for future accounting. Mr. Gunkelman said they are going to be done through the Maintenance Department in a new fund. Commissioner Manzione said he wants to make sure everyone understands that in the future the new building will be paid for through the Maintenance Department rather than the Sanitary Department and then making allocated contributions. Mr. Gunkelman reported the reserves are doing well and are on target with reaching \$2.5M.

11.a. STAFF REPORT ON OPERATIONS: Mr. Murdock reported No Sanitary Sewer Overflows (SSO's). He said at the Pump Station the thermal overload shutdown on pump 2. West County Wastewater District will inspect the pump and controls. Goats were purchased and will graze at the Equalization tank grounds. He said the PG&E sewer replacement project has been ongoing and PG&E is finally going to replace the pole and anchor. The cost of sewer repair/replacements this year to date is \$78,395.

11.b. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. Murdock reported he submitted a Climate Change Questionnaire.

11.c. STAFF ANNOUNCEMENTS: None

12.a. WASTEWATER COMMITTEE REPORT: None

12.b. BUDGET & FINANCE COMMITTEE REPORT: None

12.c. INTER-AGENCY MEETINGS: None

13. FUTURE AGENDA ITEMS:

Progress reports as appropriate for new District offices.
Capacity Charge Accessory Dwelling Unit (ADU) Ordinance.
Video outreach for FOG and no wipes down drain.

Recommend award of contract(s).
Recommend payment for sewer project(s).

14. COMMISSIONER COMMENTS: None

15. ADJOURNMENT: The meeting was adjourned at 8:21 PM until August 18, 2021.

Respectfully submitted,



Susan Witschi
August 9, 2021

CSD STATUS REPORT

AUGUST

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

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

7.d.

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

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

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

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

PERSONNEL STATUS REPORT

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

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

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

MAINT. DEPT. STATUS REPORT

AUGUST

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

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

REC. DEPT. STATUS REPORT

AUGUST

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

MAINTENANCE ISSUES

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

CAPITAL IMPROVEMENTS

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

ADMINISTRATIVE MATTERS

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

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

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PORT COSTA SAN. DEPT. STATUS REPORT

AUGUST

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

AUGUST

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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RESOLUTION

NO. 21/22-04

**A RESOLUTION OF THE CROCKETT COMMUNITY SERVICES DISTRICT
DECLARING CERTAIN ITEMS AS SURPLUS PROPERTY
AND AUTHORIZING THE DISPOSITION THEREOF**

WHEREAS, the District has determined, after an evaluation of excess property, that certain items located in storage are not needed for District operations, and as such may be deemed surplus; and

WHEREAS, the District has directed staff to determine certain items that have value to be set aside for purchase by the community at a fundraiser sale; and

WHEREAS, this sale shall be for the benefit of the District. The date, time, and place of this "no reserve pricing" fundraiser sale will be determined by staff and posted for the community; and

WHEREAS, Health and Safety Code §13861(b) sets forth the authority for the District to dispose of property for the benefit of the District.

NOW, THEREFORE the District Board of Directors resolves as follows:

1. All of the items in storage in 1 Rolph Park Drive, and other district properties are hereby declared to be surplus property.
2. The District and/or its designee is authorized and directed to dispose of the surplus property in an appropriate manner and in accordance with all applicable laws and regulations. Disposal methods may include, but are not limited to, the sale or donation of such surplus property.
3. Pursuant to Government Code §1090, surplus property may not be sold or provided to District officers, employees or appointed or elected officials or members of their immediate families.

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held in Crockett on August 25, 2021 by the following vote:

AYES:

NOES:

ABSENT:

Luigi Barassi, President

ATTEST:

Kent Peterson, Board Secretary

The Brown Act

What to Include in the Minutes

OPEN SESSIONS

Teleconferencing (§ 54953)

- ⇒ Record notice has been posted and that a quorum participated from locations within the jurisdiction

Meeting Outside Jurisdiction

- ⇒ Record reason under section § 54954

Action on non-agenda items (§ 54954.2)

- ⇒ Emergency - majority vote to invoke emergency; description of emergency
- ⇒ Immediate need - that 2/3 vote taken and grounds articulated by council for invoking the rule
- ⇒ Adjourned meetings § 54955
- ⇒ Special meetings (Waiver of Notice) § 54956
- ⇒ Emergency meetings § 54956.5 – special requirements for posting the minutes

Pre-closed Sessions – Announcements

Record that open session announcement was made § 54957.7

- ⇒ Content: may be a reference to the item as listed on the agenda; may be made at the location of the closed session as long as the public is allowed to be present
- ⇒ Real Property – record that *special* announcement was made § 54956.8
 - Special Announcement: identify negotiators, the real property and whom the negotiations are with
- ⇒ Pending Litigation – State on agenda or announce subdivision of 54956.9 that authorized the closed session

Post Closed Session Announcements (§ 54957.1)

- ⇒ Real Estate Negotiations – Record announcement
- ⇒ Pending Litigation – Record announcement
- ⇒ Personnel Actions – Identify title of position
- ⇒ Labor Negotiations
 - Report on agreement when final
 - ◇ Identify item approved (e.g., the MOU)
 - ◇ Identify other party

CONFLICTS OF INTEREST

Conflicts of Interest Under the Political Reform Act

- ⇒ Permissive – Record announcement if made § 18702.1(a)(5)
 - Local rules may require disclosure/more specificity
- ⇒ Quorum – Disqualified official does not count
- ⇒ Mandatory Disclosure/Identification § 87105/18702.5
- ⇒ § 87200 Filers only
- ⇒ Content: Enough specificity as to each involved economic interest to be understood by the public
- ⇒ Timing: Made orally when agenda item is called
- ⇒ Record: In the official record (minutes)
- ⇒ Recusal/Leave Room – except consent
- ⇒ Exceptions:
 - Consent – announce, don't leave
 - Closed Sessions – make disclosure at open session
 - Absences – no identification/disclosure required
- ⇒ Example of entry in the minutes:
 - “Immediately following the announcement of Agenda Item 4.17, Councilmember Dillon announced she would be stepping down from the dais due to a conflict of interest which arises because she lives within 500’ of the proposed project. Councilmember Dillon then left the dais and the council chambers.”
- ⇒ Legally Required Participation – § 18708
 - Must be in minutes – see § 18708(b)(4)(A)

Conflicts of Interest Under Government Code (§ 1090)

- ⇒ Remote Interests § 1091 – Record in minutes
 - The interest must be disclosed to the board of which the officer is a member and noted in the official records – applies to all remote interests
- ⇒ Non-Interests – § 1091.5 – Record in minutes
 - Three of the eleven non-interest categories require disclosure and recordation, as above, - best to record any announcement in the minutes



Brown Act Agenda Safe Harbor Listings for Closed Sessions

2013

License/Permits (§ 54956.7)

- ⇒ **Applicant(s):** (Specify number of applicants)

Conference with Real Property Negotiations (§ 54956.8)

- ⇒ **Property:** (Specify street address, or if no street address, the parcel number or other unique reference, of the real property)
- ⇒ **Agency Negotiation:** (Names of negotiators attending the closed session) (if specified negotiator can't attend – announce who will attend at the open session)
- ⇒ **Negotiating Parties:** (Specify name of Party (not agent))
- ⇒ **Under Negotiation:** (Specify whether instruction to negotiator will concern **price, terms of payment, or both**)

Conference with Legal Counsel – Existing Litigation (§ 54956.9)

- ⇒ **Name of Case:** (Specify by reference to claimant's name, names of parties, case or claim numbers)

-or-

- ⇒ **Case Name Unspecified:** (Specify whether disclosure would jeopardize service of process or existing settlement negotiations)

Conference with Legal Counsel – Anticipated Litigation

- ⇒ **Significant exposure to litigation** pursuant to § 54956.9(b): (Specify number of potential cases)
- ⇒ The agency may also have to provide additional info on the agenda

-or-

- ⇒ In an oral statement prior to the closed session pursuant to (B) to (E) of 54956.9(b)(3)
- ⇒ **Initiation of litigation** pursuant to § 54956.9(c): (Specify number of potential cases)

Liability Claims

- ⇒ **Claimant:** (Specify name unless unspecified pursuant to § 54961)

Agency claimed against: (Specify name)

Threat to Public Services or Facilities (§ 54957)

- ⇒ **Consultation with:** (Specify name of law enforcement agency and title of officer)

Public Employee Appointment (§ 54957)

- ⇒ **Title:** (Specify description of position to be filled)

Public Employment (§ 54957)

- ⇒ **Title:** (Specify description of position to be filled)

Public Employee Performance Evaluation (§ 54957)

- ⇒ **Title:** (Specify position title of employee being reviewed)

Public Employee Discipline/Dismissal Release (§ 54957)

(No additional information is required)

Conference with Labor Negotiators (§54957.6)

- ⇒ **Agency designated representatives:** (Specify names of designated representatives attending the closed session) (If designated representative can't attend, announce who will attend at open session.)
- ⇒ **Employee organization:** (Specify name of organization representing employee or employees in question)

-or-

- ⇒ **Unrepresented employee:** (Specify position title of unrepresented employee who is the subject of the negotiations)

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

MONTHLY SUMMARY WORKSHEET

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

		FUND BALANCE (Maint):	\$10,153.89

		TOTAL CSD 3240 BALANCE:	\$471,963.12

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CROCKETT COMMUNITY SERVICES DISTRICT

INVESTMENT REPORT

AS OF August 1, 2021

<u>Beginning invested balance:</u>	<u>6/30/2021</u>	<u>\$ 5,020,505.17</u>
<u>RECREATION DEPT. OPERATING FUND 3241</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.33% on 7/15/21		\$ 358,147.58
Activity: Interest 4th Quarter		\$ 249.36
Ending balance:		\$ 358,396.94
<u>MAINTENANCE DEPT. MEMORIAL HALL FUND 3242</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.33% on 7/15/21		\$ 185,964.08
Activity: Interest 4th Quarter		\$ 146.67
Ending balance:		\$ 186,110.75
<u>PORT COSTA SANITARY DEPT. OPERATING FUND 3425</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.33% on 7/15/21		\$ 125,224.30
Activity: Interest 4th Quarter		\$ 48.41
Ending balance:		\$ 125,272.71
<u>CROCKETT SANITARY DEPT. OPERATING FUND 3426</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.33% on 7/15/21		\$ 3,377,893.50
Activity: Interest 4th Quarter		\$ 2,456.58
Ending balance:		\$ 3,380,350.08
<u>CROCKETT SANITARY DEPT. CONSTRUCTION FUND 3427</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.33% on 7/15/21		\$ 901,870.40
Activity: Interest 4th Quarter		\$ 736.35
Ending balance:		\$ 902,606.75
<u>CROCKETT SANITARY DEPT. CAPITAL RESERVE FUND 3429</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.33% on 7/15/21		\$ 71,405.31
Activity: Interest 4th Quarter		\$ 58.30
Ending balance:		\$ 71,463.61
<u>Closing invested balance:</u>	<u>7/31/2021</u>	<u>\$5,024,200.84</u>

All investments of the Crockett Community Services District have been made through the Treasurer, Contra Costa County. Pursuant to Gov't Code Section 53646, I hereby certify that the invested funds are in compliance with the investment policies of the Crockett Community Services District and provide sufficient liquidity to meet budgeted expenses for each respective departments for the next six month period.


 Vaughn Gunkelman, Administrative Services Manager

Date: 8/16/21

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:	8-25-21	LATEST FUND REPORT	8-11-21
OPERATING FUND 3242		BALANCES BY CLASS	
CASH CARRIED FORWARD:	\$30,172.78	MEMORIAL HALL	
ACTIVITY:		Walk Honor & P66	\$258,500.00
CHECKS and PAYMENTS		Arch. Phase1	(\$15,427.99)
Warrant (433-435)	(\$906.00)	Engnr. Phase1	(\$33,934.00)
Investment Svcs 4th	(\$21.00)	Other CapX	(\$4,605.65)
DEPOSITS		WofH P66 Balance	\$204,532.36
Walk of Honor DP	\$0.00	Other MH O&M Bal	\$8,609.44
Transfer from 3240	\$0.00	BRIDGEHEAD	\$1,174.34
Trnsr fr 1/20/21	\$0.00	PLAZA/FENCES/LIGHT:	(\$876.68)
		DOGPARK COST CENTE	\$844.14
CASH BALANCE:	\$29,245.78	ACCRUED DEBT:	
INVESTED BEG. BAL:	\$185,964.08	PCADVISORY due MH	\$1,170.20
Transfer to inves	\$0.00		
LAIF intrst 4th q	\$146.67		
INVESTED END. BAL:	\$186,110.75		
FUND BALANCE:	\$215,356.53	TAXES held in 3240	\$10,153.89

PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

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Telephone (510) 787-2992

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MONTHLY SUMMARY WORKSHEET

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

OPERATING FUND 3425			

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

CASH BALANCE:	\$23,711.74	ACCRUED DEBT:	\$378,219.98

ADV ON SUC BEG. BALANCE	\$0.00		
Cash Conversion			
Ending Balance	\$0.00		
INVESTED BEG. BALANCE	\$125,224.30		
LAIF Interest 4th qt	\$48.41		
Transfer to Invest	\$0.00		
Ending Balance	\$125,272.71		

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

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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MONTHLY SUMMARY WORKSHEET

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