

# CROCKETT SANITARY COMMISSION

Regular Business Meeting  
AGENDA FOR WEDNESDAY, MAY 18, 2022

TIME: 7:00 PM  
PLACE: Crockett Community Center, 850 Pomona Street, Crockett

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*The Crockett 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 for a future date.)*
4. PUBLIC HEARING:
5. CONSENT CALENDAR: Consideration of a motion to approve the following item:  
*(Items are subject to removal from Consent Calendar by request of any Commissioner on request for discussion by a member of the public. Items removed from the Consent Calendar will be considered with the Administrative Items.)*
  - a. Approve Minutes of April 20, 2022.
6. WASTEWATER:
  - a. Consider report on enforcement actions.
  - b. Discuss MCC project and form recommendations.
  - c. Discuss contractor bond rates and policies.
7. BUDGET AND FINANCE:
  - a. Consider Monthly Summary Worksheet and staff report on financial matters.
  - b. Receive Sewer Use Charge Study Report for FY 2022/23 and recommend approval of Notice of Hearing on proposed increase in sewer use charge to properties in Crockett as required by Prop. 218 to the District Board.
  - c. Receive 10-month budget report /proposed budget for FY 2022/23 and form recommendations.
  - d. Approve transfer of \$32,000 to fund 3427 for JTP clarifier unit/capital costs.
  - e. Approve final reimbursement payment for Sewer Use Charge assessed at 1334 Wanda Street.
8. ADMINISTRATIVE:

- a. Consider report on actions taken by the District Board
  - b. Review annual newsletter.
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.)*
- a. Wastewater Committee – Members Manzione and Wais
  - b. Budget & Finance Committee – Member Adams
  - c. Inter-agency meetings:
11. FUTURE AGENDA ITEMS:
- Consider lateral inspection fee increase.
  - Consider procedures for ADU applicants.
  - Capacity Charge Accessory Dwelling Unit (ADU) Ordinance.
  - Smoke testing review.
12. COMMENTS FROM COMMISSIONERS:
13. ADJOURNMENT to June 15, 2022.

You will find the Minutes of this meeting posted on our website at [www.town.crockett.ca.us](http://www.town.crockett.ca.us) after they are adopted. 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 at the Crockett Community Services District Office in Crockett. If, however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda. The office address is 850 Pomona Street, Crockett, California, 94525*

# CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

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## MINUTES OF REGULAR MEETING, APRIL 20, 2022

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Wais. Present were Commissioners Adams, Manzione and Trask, along with General Manager Murdock, Administrative Services Manager Gunkelman, Assistant Dept. Manager Barnhill and Assistant District 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/mm):
  - a. Approve Minutes of March 16, 2022.
6. DISTRICT BOARD ACTIONS: Mr. Murdock reported on the actions taken by the District Board in March. He said before the auditor will release his report he would like to resolve some issues with the budget and the funding of the new office building. The Board will have a special meeting soon to settle the issues.
7. ENFORCEMENT ACTIONS: Mr. Murdock discussed separation of laterals with the commission. Mr. Barnhill reported he has seven Notice of Violation letters that he has not heard back from, so he is planning to put a door hanger on those properties just in case they did not receive his initial letter.
- 8.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. Gunkelman reported 2.5 million in reserves. No further report.
- 8.b. FINANCIAL CONTRIBUTIONS AT NEW DISTRICT OFFICE: Mr. Gunkelman presented a payment ledger to date for the new District office, which included payroll, acquisition and material costs. He said total costs are \$116,499.29 and this is not shared contributions. He said this represents the asbestos abatement, remodel on the floor, etc. He said there needs to be a way to split the costs amongst all the departments. He said there is about \$14K that the County owes back to the District.
- 8.c. 9-MONTH BUDGET REPORT: Mr. Gunkelman reported that capital project costs have gone to two cost centers. He has almost all of those moved out of that fund, the only ones I have not are some of the CCTV work that has been done. He said the new budget is coming along fine, apart from the Sewer Use Charge that has not been completed yet, so he won't know exactly what the revenue will be. He said that the only piece missing from the budget is the insurance.



9.a. STAFF REPORT ON OPERATIONS: Mr. Murdock reported a couple of issues at the pump station. He said the bubbler system went out for about a week. He said West County Wastewater District (WCWD) supplied a new bubbler. He said the bubbler is the mechanism that determines the depth of the wet well. The grit pump is not available until August. The MCC project is moving along. Mr. Murdock reported he spoke with Thomas Frisch who is the engineer that drew the original set of drawings and specifications and he authorized him to bring the drawings up to date. He also spoke with District Engineer Vivian Housen and authorized her to put together a new bid package. He said there are two sewer replacements under way, one on Pomona and the other one is on Carquinez. Mr. Murdock reported. There is a program called Low Income Housing Household Water Assistance Program (LIHWAP) that he has completed and submitted that will enable people who are behind on their sewer bill. He said it will enable people who are low income to have their sewer bill paid for by the State. He would like to put an article in the Signal and also in the annual Newsletter.

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

9.c. STAFF ANNOUNCEMENTS: None

10.a. WASTEWATER COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. INTER-AGENCY MEETINGS: None

10.d. AD HOC COMMITTEES REPORT: None

11. FUTURE AGENDA ITEMS:

Receive Sewer Use Charge (SUC) Study Report and consider proposed SUC for FY 2022/23 and form recommendations (May).

Review annual newsletter (May).

Review of MCC Project (May).

Consider lateral inspection increase.

Consider procedures for ADU applicants.

Capacity Charge Accessory Dwelling Unit (ADU) Ordinance.

Smoke testing review.

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 8:43 PM until May 18, 2022.

Respectfully submitted,

Susan Witschi  
May 3, 2022

**SEWER USE CHARGE STUDY**  
**CROCKETT COMMUNITY SERVICES DISTRICT**  
 Fiscal Year 2022/23

**INTRODUCTION**

The Crockett Community Services District, formed in 2006, is comprised of two Sewer Departments (the Crockett-Valona Sanitary Department, and the Port Costa Sanitary Department), a Recreation Department, and a Maintenance Department. The sanitary departments receive the bulk of their operating revenue from sewer service charges collected on the county tax roll.

The Department is currently in the 45th year of a federally mandated wastewater treatment program covering operations at all of its facilities. Additionally, state, regional and county regulatory agencies have imposed new requirements on sanitary agencies from the 1990's to the present resulting in significant increases in operating costs over the years. We currently have a 25 year lease with the state lands commission for our outfall pipeline, a requirement of our continued operation.

**SCOPE**

This Sewer Use Charge study is provided as the rationale for determination of the Sewer Use Charge for Fiscal Year (FY) 2022/23 as required by law. All discussion in this report pertains only to Crockett-Valona Sanitary District (CVSAN); sewer fees for Port Costa Sanitary District members are discussed in a separate report. Background, salient facts and financial information is included to provide context and to encourage a better understanding of the state of the CVSAN.

The Covid epidemic has impacted sanitary department revenues by the closure and reduced activity of many commercial establishments in 2020 and by introducing special efforts for the District to remain open. After four decades of price stability, inflation has again become the most significant facet of the economy and a factor in our budget. The analysis herein has tried to confront these issues.

**Table 1. Crockett at a Glance**

Population	3242
Number of users served by CVSAN:	
SFR's	925
Apartments	659
Commercial & mixed use	59
Collection system size	81,120 linear feet
Total Expenditure(projected), FY 21/22	<b>\$2,070,290</b>

## REVENUE & EXPENSES

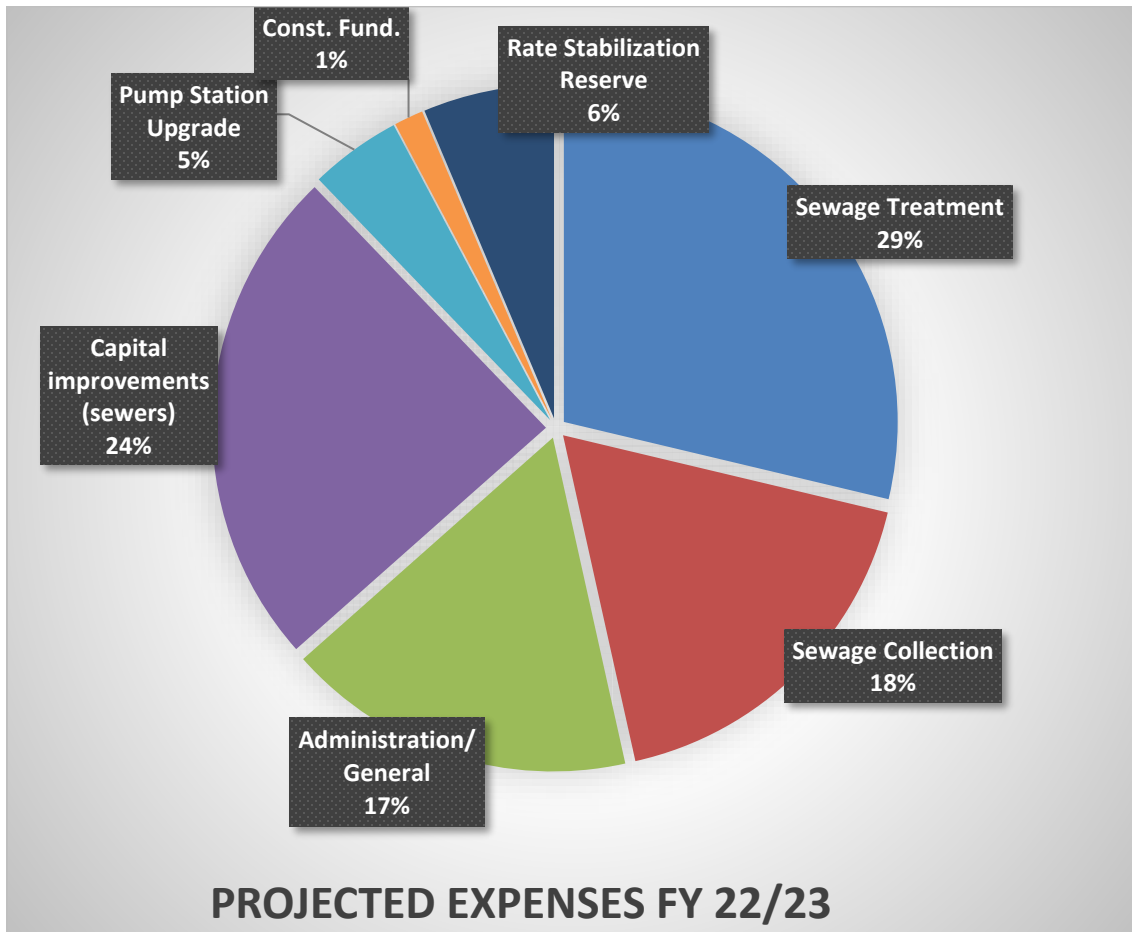
Below is a list of the main costs to CVSAN and brief description of each, with revenue and costs tabulated in Table 2.

1. **Sewage Treatment:** Operation of the Joint Treatment Plant (JTP) owned jointly by the District and C&H Sugar and operated by C&H through contract with Inframark.
2. **Sewage Collection:** CVSAN owns and operates an equalization (EQ) tank, an emergency/overflow sewage storage facility, the Crockett Pump Station, the much smaller Loring Street pump station, and 81,120 feet of sewer pipe with associated structures (manholes). Maintenance (cleaning and inspection) is performed by West County Wastewater District (WCWD), LR Paulsell and others.
3. **Finance Costs:** CVSAN has several outstanding loans, service of these loans totaled approximately **\$97,191** in FY 21/22.
4. **Administrative Cost:** Wages, office space, and outside professional services. Wages for the CVSAN department are primarily for the General Manager/District Engineer, the Administrative Services Manager, the CVSAN Department Manager, and the Assistant District Secretary. While all of these positions also work for other Departments within the District, the costs recorded here reflects only the CVSAN portion of total wages and benefits. Professional services, office costs and miscellaneous expenses such as utilities, membership dues, printing, and vehicle expense are also included, Board Directors and Commissioners work on a volunteer basis and are not paid.
5. **Capital Improvements:** Required capital improvements include work required at the Joint Treatment Plant (JTP), Crockett Pump Station, and the replacement of sewer mains. CVSAN has set a goal of replacing 2% of the sewer line every year (1622 feet). In the year 2021, 1297 feet were replaced~80% of goal. Capital replacement work is performed by outside contractors, paying prevailing wages per California law.
6. **Economic Considerations:** At writing, last year's Consumer Price Index inflation stands at 8.5%, and has been steadily rising over the last half year. It would be prudent to assume that inflation will remain high thru the rest of this year. Prevailing wage rates are adjusted twice per year and so can be expected to keep pace with inflation; as can the cost of HDPE pipe and mechanical components such as pumps & motors. A 5% premium is recommended on all budget estimates to account for a year of 10% inflation. The California Construction Cost Index (CCCI) has grown steadily and is now at 24% per year, April to April. These rates accentuate the loss that can occur by holding reserves or raising capital improvement funds to be spent.

**Table 2.** Expenses of CVSAN are tabulated below for both the previous year(FY 21/22) and the anticipated budget for the upcoming year(FY22/23).

<b>CVSAN REVENUES</b>	projected 21/22	projected 22/23
Sewer Use Charge	\$1,413,811	
C&H --estimated	\$0	\$200,000
Property Taxes	\$310,887	\$317,105
Loans Repayments to CSD	\$35,142	\$39,648
Grants	\$0	\$0
Permit, Misc. Fees, and Other	\$1,290	\$1,525
Interest	\$15,787	\$16,261
Capacity Charges	\$2,425	\$4,850
Cost Recovery	\$1,333	\$16,500
Return to Source	\$36,406	\$35,000
Fund Transfer from 3427		
<b>Total Revenue</b>	<b>\$1,815,675</b>	<b>\$630,889</b>
<b>CVSAN EXPENSES</b>	projected 21/22	projected 22/23
Treatment	\$675,211	\$648,655
Collection	\$370,143	\$402,014
Administration	\$401,231	\$382,567
Capital Improvement	\$591,705	\$550,000
Pump station improvement		\$100,000
Construction Fund 3427	\$32,000	\$32,000
Operating Contingency		\$143,323
<b>Total Expenditures</b>	<b>\$2,070,290</b>	<b>\$2,258,559</b>
<b>Operating Deficit</b>		<b>\$1,627,670</b>

Planned expenditures for FY 22/23 are shown in the graphic below. It should be noted that most of capital Improvements are replacement and repair of sewer lines. A pump station upgrade is also a capital improvement. The amount shown represents only 10% of total cost of the pump station upgrade, which will be spread over ten years.





## RESERVES

Wastewater agencies normally keep an operating reserve of between 10% and 50% of annual revenue requirements with most agencies operating in the 20% to 40% range. Past events such as El Nino '98 have proven the necessity of a contingency fund, and the District has strived to maintain a contingency fund between 10% and 15%. This budget provides **\$143,323** for operating contingencies at 10% of operating budget next year.

In June 2012, an independent comprehensive sewer rate study was completed by Bartle Wells Associates (BWA) for the Crockett Sanitary Department. It included a financial review and 10-year capital improvement plan. BWA recommended that the District continue to build reserves up to a level of \$2.5 million over the next 10 years. Including 10-year expense projections BWA recommended raising rates 7% each year for the first three years and 6% in FY 2016/17 through FY 2021/22 in order to fund the District's projected costs of service including operating and capital needs. The Crockett Sanitary Commission considered the recommendations and decided to implement lower rate increases in the neighborhood of 4% to 6% annually over a longer period to build up reserves. Staff evaluates the reserve annually and calculates what amount needs to be allocated to the rate stabilization reserve.

## PORT COSTA INTERAGENCY LOANS:

The Crockett Sanitary Department entered into a loan agreement with the Port Costa Sanitary Department in September 2013 to pay off the remaining balance of a loan owed to Contra Costa County for treatment plant upgrades. Port Costa Sanitary has agreed to repay the loan in five years with the first annual payment made in October 2014. A second inter-agency loan agreement to pay off the remaining balance of a West America loan for treatment plant upgrades was completed in March 2016. A third loan was needed in April, 2020 for project costs associated with the wastewater settling tank. The interest rate for each loan is 1.5% over what the District receives on its investments from the Local Agency Investment Fund (LAIF). Amortized payments through December of 2029 will be paid to the Crockett Sanitary Department annually. As of May 11, 2022 this asset will be valued at **\$339,660**.

FUNDS

Funds maintained by CVSAN are described and tabulated below in tables 4 &5.

<b>3427 CONSTRUCTION FUND</b>	projected	projected
	<b>21/22</b>	<b>22/23</b>
Opening Balance	954,930	\$999,997
Interest Est	10,582	8000
Capacity Charges, Est.	2,425	4,850
Misc. Fees Est.	0	0
Capital Expenses, Est.	0	53,000
Investment Fees, Est	60	0
Interfund Transfers	32,000	<u>32,000</u>
<b>ESTIMATED BALANCE</b>	<b>\$999,997</b>	<b>\$1,097,847</b>

**Table 3.** Fund 3427 was created when the District received grants in 1977 for Projects C-06-1412-11 (JTP) and C-06-1412-12 (Pump Station, EQ tank & sewers). The fund derives revenue principally from investment interest and capacity fees. Capacity fee funds must be used for treatment plant improvements and reported as development impact fees as required by California AB 1600.

<b>3429 CAPITAL RESERVE FUND</b>	projected	projected
	<b>21/22</b>	<b>22/23</b>
Opening Balance	\$71,118	\$72,701
State Loans	\$0	\$0
Interfund Transfers	\$0	\$0
Interest	\$1,591	\$1,618
Cost Recovery	\$0	\$0
Investment Fees	\$8	\$8
		-
<b>ESTIMATED BALANCE</b>	<b>\$72,701</b>	<b>\$74,311</b>

**Table 4.** Fund 3429 was created in 2001 to receive \$675,356 in State Revolving Fund (SRF) loans for collection system Projects C-06-4675-110,120,130. Loan conditions require the District to have, maintain and build Fund 3429 dedicated for "expansion, major repair or replacement of wastewater treatment facilities" for projects that were paid for by SRF loans.

PROJECTED REVENUE

Without consideration of the sewer use fees, the projected revenue from property tax and other minor sources comes to **\$630,889**.

Decreasing revenue also comes from return-to-source funds from the Crockett Co-generation plant as granted by the Crockett Community Foundation. The budget anticipates **\$35,000** in the coming year, but these funds may also be at risk from County budget problems or tax adjustments granted the cogen plant.

### SEWER USE CHARGE RATE REVIEW

The sewer services currently provided by the Crockett Sanitary Department have been determined through a comprehensive study of properties undertaken in 1992, with continuous updates. In addition to the C&H refinery properties, the Department currently serves 925 single-family dwellings and 659 apartments, plus 25 commercial non-residential and 33 mixed-use and 2 industrial properties.

In 1993, the Department instituted a new structure for sewer service charges modeled after the Stege Sanitary District Ordinance. Water consumption data has been analyzed annually to determine an equitable fee structure for properties in Crockett.

In calculating average sewer use by residents only wet weather data is used, in order to discount irrigation water (which does not go down the sewer). Extreme outliers in the data were not considered. The remaining 496 Single Family Residences (SFRs) were used as the study sample. Results are averaged with the results of the previous 5 years (total of 6 year average). As a result of this analysis, each SFR is now assumed to contribute 6699 cubic feet per year to the sewer system. This becomes the Department's standard for water consumption per discharge unit in Crockett. Each apartment is now assumed to contribute 5554 cubic feet per year to the sewer system. The APT:SFR use ratio is .829 (aka "use Factor").

Non-residential uses are charged an equitable share based on water consumption during the previous 12 month period, with a minimum charge set equal to the charge for one apartment. Mixed-use properties are similarly charged, with a minimum set by the charge for each dwelling on the property.

The sewer services provided by the District are tabulated in TABLE 5. The second column in TABLE 5 indicates the relative flow rating ("use factor") of the various types of users. The last column is the product of the number of units and the use factor. The total of the last column gives 1777 discharge units.

Inventory of Existing Connections			
	#	equiv use factor	Discharge units
<b>SFR</b>	925	1	925
<b>APT</b>	659	0.829	546
<b>COM</b>	26	Varies	106
<b>MIX</b>	33	Varies	200
<b>TOTAL DISCHARGE UNITS</b>			<b>1777</b>

Table 5. Inventory of Connections is a tabulation for the purpose of determining equivalent discharge units. The equivalent use factor of COM & Mixed properties is an equivalency based on water use and number of apartments.

We can use the operating deficit to find the needed Sewer Use Charge using the aggregate total of discharge units:

$$\text{SFR charge} = \text{Operating Deficit} / \text{Total Discharge units}$$

This leads to the suggested rates of:

Single Family Residence .....**\$ 916**  
 Apartment..... **\$ 759**

The rate for Commercial and Mixed use accounts is the base amount paid by the associated residential user, plus a volumetric fee per hundred cubic feet (ccf) of water used in excess of the 6 year of 5554 cf per year.

Volumetric Rate.....**\$ 13.71 / ccf** (water unit)

## SUMMARY & RECOMMENDATION

The Department's financial outlook looks strong going into FY 2021/22. The District has met the goal of establishing a reserve fund of **\$2.5M**. The importance of meeting regulatory expectations requires district spending on capital improvements to the treatment plant and pump station.

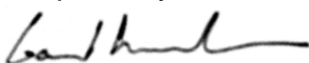
Aging control equipment at the Crockett pump station has outlived its service life and needs replacement to ensure function at a cost estimated to be **~\$800,000**. It is hoped this project can be started by the end of the fiscal year, but it is very possible that it will not be underway until fall of 2023. Additionally, some pump station components (motors, pumps, etc.) need refurbishment or replacement as part of ongoing scheduled repair. Cost of these repairs are expected to be **~\$200,000**. Some of these costs will not be accrued until FY 23/24. Because these are significant upgrades that are expected to provide a long service life, these costs can be spread over a ten-year period with supplementation from reserve funds.

CVSAN will continue its program of sewer line replacement, planning to contract for **\$550,000** in sewer repairs.

Because of pandemic measures that closed commercial venues, SUC revenue from commercial users is slightly diminished. Water use by apartments, by the same token increased. Because of these effects, both apartments and SRF's have increased burden, with a greater increase seen in apartments due to their increased usage relative to SFR's. It is expected that the usage patterns will normalize as business returns to normal. It is therefore recommended that the rate stabilization fund be used to augment shortfalls. An estimated transfer of **\$287,000** from the rate stabilization fund will be required to slow the change of rates.

CVSAN is in a sound financial position, and is currently undertaking a level of maintenance that will ensure its continued effective operation for years to come, and enable it to navigate the challenge of increasingly tight regulation that is reflective of the public's valuation of environmental concerns. As discussed above, for the fiscal year 22/23, the aggregate total of **\$1,627,670** will be funded by a recommended Sewer Use Charge of **\$916 for SFR's** and **\$759 for apartments and non-residential accounts**, as well as utilizing a portion of the rate stabilization reserves.

Respectfully Submitted,



Gaunt Murdock

May 14, 2022





**Newsletter of the Crockett Community Services District**

P.O. Box 578 / 850 Pomona Street, Crockett, CA 94525 Phone (510) 787-2992 Fax (510) 787-2459

**DISTRICT BOARD**

The 2020 Board of Directors of the Crockett Community Services District are:

**Luigi Barassi**, President

**Scott Bartlebaugh**, Vice-President

**John Mackenzie**

**Kent Peterson**

**Michael Kirker**

Your governing officials receive no compensation for their service. Our District Board holds its regular meetings on the fourth Wednesday of each month. The meetings are held at the Crockett Community Center at 7 PM.

Commissioners and Committee appointees are dedicated volunteers who receive no compensation. They have been appointed to assist the District Board by recommending operational policy and overseeing staff activities. The Commissions provide an opportunity for residents to interact with our local government on issues that concern the public.

Please visit our website at [www.town.crockett.ca.us](http://www.town.crockett.ca.us) for a calendar of meeting dates and more information about our District.

**BOARD ELECTIONS**

The District will have 3 Board seats up for election this November. For those interested in running for a seat, the Contra Costa Elections Division will be your point of contact for those who have ever considered running for elected office. The filing period is July 18 through August 12 and paperwork will be available at the Contra Costa Elections Division in Martinez. The Candidates must be a U.S. Citizen, be a registered voter of the District at the time the Declaration of Candidacy is issued, and not have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes. The term of office is 4 years. You may call us at (510) 787- 2992 for more information on running for election. Board members of the District are not paid.

**MANAGERS'S MESSAGE**

The Crockett Community Services District (CCSD) was formed in 2006, taking over the management of Alexander Park, Pool and Community Center, and to manage the sewage system. The Crockett Valona Sanitary District was absorbed into the CCSD, and in following years the Port Costa Sanitary District also joined into the CCSD. The CCSD has since taken responsibility for the stately Memorial Hall, and its surrounding park. Most recently the CCSD has purchased the Hosselkus Chapel mortuary at 1 Rolph Park Drive. This property is being renovated and will become a public building, housing the Sanitary Department office, to serve as an addition to the community center in ways still being worked out and as a town hall/public space. We hope to soon meet the requirements to open this historic and unique building to the public.

The CCSD is a local organization, hiring largely local residents. We have seven permanent employees, and hire fifteen to twenty lifeguards in the summer, nearly all from Crockett, Port Costa or with ties to John Swett High School and the Crockett Swim Team. Community Services Districts in California are a limited government approach to with a narrow scope of work. Unlike a municipal government we don't apply a tax and then spend it on a wide range of services, rather we charge specific fees for specific tasks, subject to the consent of voters.

This brings up another subject, and another possible addition to the District's mission: .....CONTINUED ON BACK PAGE

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## NO WIPES DOWN THE PIPES

It is crucial to remember that disposable wipes, even those marked "flusha-ble", should **NEVER** go down the drain. Flushing wipes, or anything other than toilet paper, including paper towels and other paper products, could cause blockages to CCSD's collection systems and treatment plant. Flushing wipes may also damage home plumbing systems creating significant costs to property owners.



Damage cause by wipes costs money for the district, and drives up the cost of service in our district. Keep your family and neighbors safe by putting used wipes in the trash and not down the toilet!

## TOILETS ARE NOT TRASH CANS

Please don't use your toilet as a trash can. While convenient, you should also never flush:

- Feminine hygiene products
- Condoms
- Dental floss
- Tissues
- Or paper towels.

These and many other items can clog your sewer causing overflows, damage wastewater treatment plant equipment, and contribute to water pollution.

**Flush only human waste and toilet paper. Put everything else in a real trash can.**

## DON'T FLUSH DRUGS, CHEMICALS, OR PAINT

Wastewater treatment facilities are not equipped to remove all traces of pharmaceutical chemicals or metals. Do not pour unwanted chemicals such as ammonia or unused paint down the drain. Whatever ends up in your toilet can potentially impact the water environment, so it's important to keep household wastes such as window cleaners, paint thinners, and any products with copper or mercury out of toilets and drains and dispose of them properly. Washing of latex paint brushes etc. is acceptable but oil based paint brushes should be cleaned with cleaning solution and disposed of properly.



Don't flush your drugs! Flushing unwanted medications down a toilet, or pouring them down the drain, is a bad idea. If you flush your drugs, a portion of those contaminants will reach local waters. Scientific studies show the chemicals in many drugs can harm aquatic life. Proper disposal of unwanted medications helps protect your family, your community and the environment.

## WE GRAPPLE WITH GLOBS OF GREASE

Please dispose of grease with garbage, not down your drain. When people pour grease down a sink, it cools, solidifies, and sticks to the inside of the pipe. If that happens within your drain, you'll need a plumber. Things get worse when grease from thousands of sinks builds up inside sewers. Those gross globs of grease can grow until they completely clog pipes! Our crews work tirelessly to find and destroy them before they cause overflows.



## ELECTRONIC AND UNIVERSAL WASTE DROP OFF

The West County HHW Collection Facility has a Hazardous Waste drop-off center at 101 Pittsburg Avenue in Richmond which will accept e-Waste and dispose of common household hazardous waste that might otherwise harm the environment. Residential drop-off is available Wednesday through Saturday from 9am - 4pm (closed Noon -12:30 pm). Call 1- 888-412-9277 for more information. You can also get helpful information from their website at [www.recyclemore.com](http://www.recyclemore.com).

West County HHW Collection Facility can accept old household batteries, compact fluorescent light bulbs (which contain mercury), barometers, thermostats, and neon lighting which are known to contain universal waste such as mercury, lead, and cadmium that are hazardous to human health and the environment. These items cannot be discarded in household trash nor disposed of in landfills.

Due to changing regulations it is not feasible or affordable for the District to collect e-waste(electronics) **but the CIA is operating a one day e-waste drop off on Saturday June 4<sup>th</sup> at the 1 Rolph Park Drive facility.**

*So, if that old TV didn't sell at the townwide garage sale bring it down on June 4<sup>th</sup> !!!*

## MERCURY THERMOMETERS

Mercury is highly toxic. If you drop and break an old fashioned mercury thermometer in the sink its mercury could go down the drain, get into wastewater that flows through the sewers, through the treatment plant and ultimately pollute the Carquinez Straight. The treatment process does not remove mercury from the wastewater. NEVER put mercury down your drain!

The sale of mercury fever thermometers and level switches (like used for the trunk light in cars) was banned years ago but some people still have them at home.

Where can they take them???still waiting to hear from West county HHW

## SEWER UPGRADES

We have a regular program of sewer cleaning and video that alerts us of upcoming problems. Local contractor LR Paulsell does constant cleaning and video inspection to keep the sewer flowing and identify problems, hopefully before they surface.

You may have noticed crews working in the streets sidewalks and sometimes even your backyard. These guys are doing the work of maintaining and repairing Crockett's sewers and preventing sewer overflows.

It has been a busy year; In the fiscal year 21/22 contractors working for the Sanitary Department replaced 1995 feet of failing sewer pipe with continuous HDPE pipe, in addition to several point repairs and a couple of manholes replaced. In some cases these sewers had failed and caused overflows, in other cases overflows were prevented by the repair. It is the cost of an old system and whose operational lifetime has in some cases expired. The HDPE pipeline that is replacing the clay and cast iron pipe is expected to have a very long lifetime.

## OUR WEBSITE

Visit our website at [www.town.crockett.ca.us](http://www.town.crockett.ca.us) for the latest information about the District. Meeting dates, agendas, and minutes are available online. Residents and visitors alike will find useful information on our Crockett Community Center, pool, and parks. Sewer programs and information on our wastewater services is also available under the respective Crockett Sanitary Department or Port Costa Sanitary Department pages. **CCSD**



The pool season starts on Memorial Day weekend and runs through Labor Day

**Hours:** 12 noon to 5:00, Family swim Sat & Sun 6-7:30pm  
Adult Lap swim 5:30-7:00 M-F, 10:00-noon Sat& Sun.

Swim Lessons Available, contact Pool office for details

(510) 787-2567

## Prices:

Daily Adults.....\$6 resident / \$7 non-resident  
Youth 4-17.....\$5 resident / \$6 non-resident  
Discounted punchcards..... 10 tix/\$54, never expire  
Family Season Pass .....\$230 resident/ \$275 non-resident



**SEWER INSPECTION REQUIREMENT**

The District is in the 15th year of its lateral inspection program, requiring property owners to obtain a "Certificate of Compliance" for their sanitary sewer laterals prior to the sale of their property. The program ensures that sanitary sewers are operating properly, are not leaching into the ground, and are not leaking into storm drains that flow to the Bay. Sewer laterals that have roots, are cracked or misaligned are considered to have failed.

It is required that the sewer have a backflow prevention device, sometimes called a sewer popper, to prevent any possibility of sewage backing up from the main into the house—a very real possibility without a backflow preventer.

It has been a very successful program; helping to reduce infiltration from patio drains, roof gutters, and from cracks in broken building lateral sewers. Less rainwater and groundwater that enters our sewer system means lower treatment costs.

How it works: When a property is sold, or title transferred outside the family, a sewer inspection must be done within 60 days. This is done by a private sewer company that will push a camera down the sewer lateral and provide a video for the district to inspect. If all is well a Certificate of Compliance is issued. If there is a failure, the owner is required to have repairs made.

...Cont....

The sewer lateral requirement is a disclosure of which the seller or their realtor should inform the buyer.

There have been 602 properties issued Certificates of Compliance to date in Crockett and Port Costa.

More information on this program can be found on our website at <https://www.town.crockett.ca.us/sewer-lateralcompliance-ordinance>. You or your realtor may also contact the District office to find out more information on this important requirement.



Above are two the two kinds of backflow prevention devices. If your sewer isn't equipped with one of them, you are at risk for having sewage flow into your house in the event of a sewer backup.

**MANAGERS MESSAGE.....CONTINUED FROM FRONT PAGE.....**

.....This brings up another subject, and another possible addition to the District's mission:

A valiant effort has kept the plaza and bridgehead clean, and repaired the decorative lights downtown for years. The work is all being done by volunteers—the Crockett Improvement Association(CIA). District funds are not currently available for the maintenance/cleanup that is required. The CIA is sponsoring a ballot measure that will ask the town to support the maintenance/cleanup of these areas with a fee attached to the property taxes. If it passes, the District will spend the money on the upkeep of these locations that are such a visible part of our town. As the manager of the District, I am neutral on the subject; My work will go on regardless. As a resident of Crockett, I hope dearly that the measure passes. We can't let the entrance to our town be covered in blowing trash, and the CIA has told us they cant keep doing it themselves for free forever.

CVSAN is the department of the District that oversees sewer matters in Crockett. One of our functions is ensuring the viability of the sewer laterals when a property is sold. It provides an interesting eye on property sales, and as of May we have inspected as many laterals as we did in all of last year. This means we will be seeing a number of new people in town, and I think we can make that a good thing, and keep the aspects of Crockett that make the town great like our civic involvement, our sense of community and volunteerism. So invite that new neighbor somewhere. I look forward to seeing you all at bocce and at dinners and around town.

Gaunt Murdock,  
General Manager,  
Crockett Community Services District

**CCSD Board Of Directors**

Luigi Barassi - Scott Bartlebaugh - Michael Kirker - JohnMackenzie - Kent Peterson

**Recreation Commission**

Jeff Aioldi  
Louise Choquette  
Tom Cusack  
John Valentini

**Crockett SanitaryCommission**

Mary Wais  
Howard Adams  
Mark Manzione  
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Joe Surges  
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Bud Burlison – Chuck Dell – Michael Kirker  
Scott Lawton – Kent Peterson – Ron Wilson

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John Angel – Barbara Cardwell – Raina Currington  
Sylvia Melero – John Valentini – Mary Wais

**Staff:**

James Barnhill, Sanitary Dept. Manager  
Vaughn Gunkleman, Administrative Services Manager  
Dolores Morales, Event Supervisor  
Gaunt Murdock, General Manager  
Ron Wilson, Recreation Dept. Manager  
Susan Witschi, Assistant District Secretary

**REPORTING SEWER PROBLEMS- CALL OUR 2417 EMERGENCY LINE (510) 303-2313**

If you see what you believe is a sewage spill, whether from a private home or from a public manhole, call! If you are unsure if it is a sewage spill, error on the side of caution and call! We have staff available 24/7 who will be able to investigate to protect our communities of Crockett and Port Costa from unsanitary discharges. Our staff will respond quickly to all inquiries, complaints, or reports of sewer problems and will quickly take care of any blockage in the public sewer. When a sewer backup occurs in your home, it may not be obvious whether the problem is in the building sewer or the public sewer. You may save yourself distress and money by calling us first. There is no charge for this service.

For all other matters concerning sewer service in Crockett or Port Costa, call our District office at (510) 787-2992.

**COMMUNITY CENTER**

For questions about the Community Center, Pool, Alexander Park, Bocce / Rec Department Call (510) 787- 2414,

**DISTRICT OFFICE**

We're located in the Crockett Community Center at 850 Pomona Street. This is the place to come for sewer permits, for plan drawings to be stamped, to get a list of bonded sewer contractors, and for local government information regarding Crockett and Port Costa. You won't always find the office open, since we have few employees and are often working out in the field. It may help you to call ahead for appointments to (510) 787-2992.

**Office Hours** Monday - Friday 8:30 am - 5:00 pm



To **Crockett** Customers of the Crockett Community Services District:

(Parcel Owners Name  
and address)

APN ###-###-###  
(address)

Land use: (#) SFR; (#) APT

**PROPOSED INCREASE IN SEWER USE CHARGE EFFECTIVE  
JULY (#), 2022, AND NOTICE OF PUBLIC HEARING ON THE MATTER**

The Crockett Community Services District provides sewage collection, treatment and disposal services to properties in **Crockett**. Property owners are charged annually for these services on their property tax bills.

The District proposes a Sewer Use Charge (SUC) increase effective July (#), 2022. The SUC increase is necessary to fund the current and anticipated costs of the operations and maintenance functions and capital improvements of the District for the 2022/23 fiscal year (including new federal, state and regional water quality requirements) and to provide for the repayment of loans. Following are the proposed charges:

PRESENT ANNUAL SEWER USE CHARGE	USER CLASSIFICATION	PROPOSED ANNUAL SEWER USE CHARGE
\$819 per year per SFR*	Single Family Residence (SFR)	\$916 per year per SFR*
\$659 per year per APT*	Apartment (APT)	\$759 per year per APT*
\$659 plus \$12.72 per 100 cubic feet of water consumption in excess of 5443 cubic feet per year	Non-residential Accounts	\$759 plus \$13.71 per 100 cubic feet of water consumption in excess of 5554 cubic feet per year
\$659 plus \$12.72 per 100 cubic feet of water consumption in excess of 5443 cubic feet per year (min. \$659 per APT) (min. \$819 per SFR)	Mixed-use Accounts	\$759 plus \$13.71 per 100 cubic feet of water consumption in excess of 5554 cubic feet per year (min. \$759 per APT) (min. \$916 per SFR)

\*Based on average discharge of sewage per unit of the user classification.

A public hearing on the matter will be held on **Wednesday**, July (date), 2022 at 7:00 PM at the Crockett Community Center, 850 Pomona Street, Crockett CA. The Crockett Community Services District phone number is (510) 787-2992.

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**CROCKETT SANITARY DEPARTMENT**  
**10-month BUDGET**  
**FY 2021/22**

	<u>PY Actual</u>	<u>Budgeted</u>	<u>10-month</u> <u>Actuals</u>	<u>Est. Year End</u>	<u>Proposed</u> <u>Budget</u>
	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 21/22</u>	<u>FY 21/22</u>	<u>FY 22/23</u>
<b>GENERAL FUND 3426 - Revenue</b>					
<b>3426i · FUND 3426 CVSAN. Revenue*****</b>					
<b>300 · OPERATING REVENUE</b>					
301.1 · SEWER USE CHARGES - CY **	1,440,171	1,440,171	1,414,081	1,413,811	1,526,916
301.2 · SEWER USE CHARGES - PY	49,174	98,348	49,174	49,174	100,000
301.3 · SEWER USE CHARGES - C&H **	96,916	196,696	0	49,174	206,531
302 & 306 · PERMIT FEES & MISC. SERVICE F	1,290	1,994	1,290	1,290	1,525
303 · CONNECTION / CAPACITY CHARGES	0	4,850	2,425	2,425	4,850
307 · PENALTIES AND FINES COLLECTED	0	500	0	0	500
<b>318 · COST RECOVERY</b>					
318.2 · Abatement Costs	0	500	0	0	500
318.1 .3 .6 · C&H, Vendor, CCC Tax	30,000	16,000	1,333	1,333	16,000
<b>Total 318 · COST RECOVERY</b>	<b>30,000</b>	<b>16,500</b>	<b>1,333</b>	<b>1,333</b>	<b>16,500</b>
<b>Total 300 · OPERATING REVENUE</b>	<b>1,617,550</b>	<b>1,759,059</b>	<b>1,468,302.83</b>	<b>1,517,206.83</b>	<b>1,856,822</b>
<b>325 · NON-OPERATING REVENUE</b>					
311 · INTEREST	53,436.30	49,426	13,787	15,787	16,261
314 · PROPERTY TAX-transfer from 3240	295,882.11	310,985	310,887	310,887	317,105
316 · PAYMENTS PRIVATE SEWER AGRMT	0.00	5,000	2,610	2,610	0
319 · GRANTS / RTS	31,818.00	31,500	36,406	36,406	31,500
320 · OTHER NON-OP INCOME / PASSTHRU	1,004.49	2,000	0	0	2,000
322 · INTERFUND TRANSFER FROM 3427*	0.00	256,387	0	0	
325.8 · CONTRACTOR BONDS	6,000.00	6,000	4,000	5,000	6,000
325.9 · INTERFUND LOAN PRINCIPAL PCSAN	73,976.87	42,681	35,142	35,142	39,648
<b>Total 325 · NON-OPERATING REVENUE</b>	<b>462,117.77</b>	<b>703,979</b>	<b>402,832</b>	<b>405,832</b>	<b>412,513</b>
Allocation from Rate Stabilization Reserve	0.00	0	0.00	0	0
Interfund G/L non-operating income adj.	0.00	0	0.00	0	0
<b>Total 3426i · FUND 3426 CVSAN. Revenue *****</b>	<b>2,079,668.18</b>	<b>2,463,038</b>	<b>1,871,134.90</b>	<b>1,923,039</b>	<b>2,269,335</b>

\*Transfer from fund 3427 to be made only if MCC project and others are initiated

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GENERAL FUND 3426 - Expense

**CROCKETT SANITARY DEPARTMENT**  
**10-month BUDGET**  
**FY 2021/22**

	PY Actual	Budgeted	10-month Actuals	Est. Year End	Proposed Budget
	FY 20/21	FY 21/22	FY 21/22	FY 21/22	FY 22/23
<b>3426e · FUND 3426 CVSAN. Expense*****</b>					
<b>410 · COLLECTION SYSTEM *****</b>	***** COLLECTION SYSTEM *****				
410.211 · LOAN PRINCIPAL	82,425	86,680	87,580	87,580	81,117
410.25 · GAS, FUEL, OIL, MAINT (DIST. VEHIC	534	726	460	460	546
410.30 · INSURANCE (prop.&liab.)	38,130	71,843	26,834	26,834	43,258
410.50 · O&M (Pump Station)	43,155	47,471	23,009	36,309	39,940
410.55 · PROF. SVCS. (Coll.)	18,614	20,103	9,390	16,390	17,701
410.65 · RENT/LEASE EASEMENTS	2,522	2,724	5,697	5,697	6,152
<b>410.70 · MAINTENANCE</b>					
70.1 · Sewers - preventive maint.	116,306	125,610	87,165	97,565	105,371
70.2 70.3 70.4 · Weeds, Hardware, & Repairs	3,738	4,037	5,743	6,243	6,742
<b>Total 410.70 · MAINTENANCE</b>	120,044	129,647	92,908	103,808	112,113
<b>410.90 · UTILITIES</b>					
90.6 · Autodialer Alarm	489	1,062	1,594	2,194	1,248
90.1 · Electricity	32,313	37,160	30,720	37,720	43,378
90.2 · Water	2,637	2,901	4,714	6,114	6,298
<b>Total 410.90 · UTILITIES</b>	35,439	41,122	37,028	46,027.94	50,924
<b>410.95 · OTHER OPERATING (Coll.)</b>					
95.1 · Capital Repl. - Pump Station	68,160	47,300	66	20,066	47,300
95.2 · Other Operating Costs + HHW	3,234	5,315	338	338	2,962
<b>Total 410.95 · OTHER OPERATING (Coll.)</b>	71,394	52,615	404	20,404	50,262
<b>Total 410 · COLLECTION SYSTEM *****</b>	412,257	452,931	283,310	343,510	402,014
<b>411 · TREATMENT PLANT *****</b>	***** TREATMENT PLANT *****				
411.50 · C&H - JTP O&M	553,915	639,165	55,211	655,211	636,762
411.95 · CAPITAL REPLACEMENT (Treat)	200	11,893	0	20,000	11,893
<b>Total 411 · TREATMENT PLANT *****</b>	554,115	651,058	55,211	675,211	648,655
<b>414 · ADMINISTRATIVE *****</b>	***** ADMINSTRATIVE *****				
414.20 · ELECTIONS	300	0	0	0	0
414.35 · MEMBERSHIPS	2,820	4,800	2,650	2,650	4,800
<b>414.40 · OFFICE</b>					
40.1 · Postal	210	1,400	150	150	1,400
40.2 · Supplies	3,234	3,019	985	1,985	3,158
40.3 · Miscellany	2,411	1,692	1,525	1,525	1,876
<b>Total 414.40 · OFFICE</b>	5,856	6,111	2,660	3,660	6,434
<b>414.55 · PROF. SVCS. (Admin.)</b>					
55.7 · Consultants	4,185	5,409	0	0	3,454
55.4 · Attorney	9,973	13,287	16,978	26,978	18,086
55.5 · Auditor	6,585	8,608	6,222	8,222	8,429
55.6 · Engineer / Consultants (non-Capl)	2,964	10,566	75	75	4,898
<b>Total 414.55 · PROF. SVCS. (Admin.)</b>	23,708	37,869	23,275	35,275	34,867
414.60 · PRINTING/PUBLISHING	1,485	1,800	217	717	1,800

**CROCKETT SANITARY DEPARTMENT**  
**10-month BUDGET**  
**FY 2021/22**

	PY Actual	Budgeted	10-month	Est. Year End	Proposed
	FY 20/21	FY 21/22	Actuals	FY 21/22	Budget
			FY 21/22	FY 21/22	FY 22/23
414.65 · RENTS & LEASES (loan share)	7,200	32,713	43,940	32,516	32,713
414.70 · CAPITAL REPL. (Admin Bld.)	21,083	22,335	10,818	12,818	22,335
414.75 · ADMIN BLDG OFFICE OPERATING	16,044	20,082	6,191	9,191	9,467
414.80 · VEHICLE / TRAVEL REIMBURSE	75	548	75	75	256
414.90 · TELEPHONE / INTERNET / CELL	2,193	2,522	3,863	4,863	5,350
414.94 · SOFTWARE SUBSCRIPTIONS	15,682	18,687	4,646	16,457	16,942
414.95 · OTHER ADMIN					
95.3 · County & State Charges	20,350	6,167	5,471	5,471	5,853
95.x · Recoverable exp. (excl. Payroll)	111	8,226	224	224	3,139
95.9 · Training and Conferences	0	1,500	760	760	1,500
95 · SUC Refund, COVID-19, and Other Misc	4,035	1,000	659	659	1,000
Total 414.95 · OTHER ADMIN	24,496	16,892	7,114	7,114	11,492
Total 414 · ADMINISTRATIVE *****	120,941	164,360	105,449	125,336	146,455
Total 3426e · SUB-TOTAL O&M Expense*****	1,087,312	1,268,348	443,970	1,144,057	1,197,124
<b>6560 · PAYROLL EXPENSES *****</b>					
CVSan - O&M SALARY/BENEFITS					
General Manager / Dist Eng	61,552.69	70,000	63,650	71,738	77,476
Admin. Svcs Manager		70,000	41,600	55,200	56,856
Asst. Department Manager (JB)	72,499.28	72,000	54,600	78,600	78,600
Assistant District Secretary (SW)	32,157.59	28,000	14,000	21,000	21,000
Back Dated CalPERS				23,000	
Other hrly employees	56,555.89		2,117	2,117	2,180
Total CVSan O&M SALARY/BENEFITS	222,765	240,000	175,967	251,654	236,112
Other Payroll (CalPER Unfnd/LTD/WC prem)	7,798	8,408	16,741	24,241	
Total 6560 · PAYROLL O&M EXPENSES *****	230,563	248,408	192,707	275,895	236,112
Total O&M Expense	1,317,875	1,516,756	636,677	1,419,952	1,433,236
Net Ordinary O&M Revenue	299,676	242,302	831,626	97,255	423,585
411.99 Other Non-Op Interfund trsfr to 3427		4,850.00	2,425.00	0.00	4,850
423.1 Loan Interest Non-Op Expense	25,911.00	10,022	19,374.78	19,374.78	10,022
423 Non-Op Expense Other / Cash Bond Refund	1,000.00	3,000	0.00	1,000.00	3,000
Contingency Expense 10%		151,675			143,323
111 Capital Project Funding Additional Allocation		61,183			
Actual spent on Capital Projects	153,296.00	0	431,705.00	591,705.00	650,000
411.98 Trnsfr to 3427 for 3rd-clarifier capx reser	32,000.00	32,000	0.00	32,000.00	32,000
Interdepartment loan to Port Costa (#3)		0	0.00	0.00	
Payroll Liability G/L Adjustment	683.86	0		0.00	0
<b>TOTAL EXPENSE (w/ Capital Alloc. &amp; Contingency)</b>	<b>1,535,615.76</b>	<b>1,779,486</b>	<b>1,090,181.49</b>	<b>2,064,031.55</b>	<b>2,276,431</b>



### Account Lookup and Installment Options

Powered By GovHub

Today's Date is 05/03/2022

Accuracy of the information may be affected by pending payments or corrections. Posting occurs at minimum weekly. The balance due, including any penalty, is as of 04/30/2022.

View Cart(0) \$0.00


Search By: Secured Property Address 1334 Wanda STREET CROCKETT GO


#### CURRENT TAXES


Address (Situs): 1334 WANDA ST, CROCKETT CA


Parcel Number (APN): 354-124-006-9


THIS APN IS SIGNED UP FOR SECURED TAX e-BILLING

  
CURRENT TAXES

  
TAX HISTORY

  
ASSESSMENT INFORMATION

  
PROPERTY MAP

  
CONTACT INFO

BILL TYPE	BILL#/SALE ID	INSTALL NO	DATE DUE	AMOUNT	SCHEDULE	PAY
SECURED	2021-275638 - <a href="#">View Bill</a>	1	12/10/2021	\$5,306.91	-	PAID 11/09/2021
SECURED	2021-275638 - <a href="#">View Bill</a>	2	04/11/2022	\$5,306.91	-	PAID 04/10/2022

ADD SELECTED ITEMS TO CART AND CHECKOUT

SELECT ALL

#### SUMMARY

0 INSTALLMENTS SELECTED  
MAXIMUM TEN INSTALLMENT PER PAYMENT

TOTAL AMOUNT SELECTED TO PAY \$0.00

#### Service Fee Information

In addition to the TOTAL amount of taxes selected for payment, a Service Fee may be assessed depending on the type of payment selected: e-check, credit card or debit card. The service fee for credit and debit card based payments is 2.50% of the transaction amount with a minimum charge of \$3.50. There is no Service Fee for payments made via E-check; however, E-checks processed and rejected for any reason will be subject to the County standard returned check fee of up to \$85. By consenting with the processing of an Electronic Check transaction, you are authorizing the Tax Collector to debit your account for a one-time payment which may be processed as early as today.

**ATTENTION:** The Tax Collector's Office cannot guarantee uninterrupted availability of this website. Delinquent fees and penalties may result from such unavailability. It's recommended to pay your taxes early.

**OUTDATED WEB BROWSERS** may encounter problems accessing certain pages from this website and may be susceptible to security vulnerabilities. It is recommended that the most recent web browser version be used.

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625 Court Street, Room 100, P. O. Box 631, Martinez, California 94553-0063  
Office Hours 8AM - 5PM, Except Holidays Call Center Hours 9AM - 4PM Except Holidays  
PHONE: (925) 608-9500 FAX:(925) 608-9598 WEB: [www.cctax.us](http://www.cctax.us)

Comments or Suggestions. Please let us know by using our on-line [response form](#)

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