

CROCKETT SANITARY COMMISSION

AGENDA FOR WEDNESDAY, APRIL 22, 2025

TIME: 4:00 PM – **SPECIAL MEETING**

LOCATION: Crockett Community Center, 850 Pomona St., Crockett

P.O. Box 578, Crockett, CA 94525 | www.town.crockett.ca.us | (510) 787-2992

districtsecretary@town.crockett.ca.us

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

1. CALL TO ORDER - ROLL CALL
2. PUBLIC COMMENTS
(The Committee is prohibited from discussing items not on this agenda. Matters that are not on the agenda may be referred to staff for action or calendared on a future agenda.)
3. ADMINISTRATIVE:
 - a. Receive, discuss and approve Staff's recommendation for the CVSAN Sewer Use Charge (SUC) for fiscal year 2026/27.
4. ADJOURNMENT: until May 20, 2025.

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, don't hesitate to get in touch with the District Secretary at (510) 787-2992 or by email at districtsecretary@town.crockett.ca.us. Notification at least 48 hours before the meeting or when services are needed will assist District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

Per California Government Code Section 54957.5, any writing or document that is a public record related to an open session agenda item, and is distributed less than 72 hours before a regular meeting, will be made available for public inspection. The Board has designated the District's website, located at 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 Secretary 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 COMMUNITY SERVICES DISTRICT

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

TO: CCSD Board Budget & Finance Committee
FROM: General Manager & Sanitary Department Manager
SUBJECT: Recommendation for SUC Rate for FY26/27
DATE: 04/13/2026

Budget & Finance Committee,

We are providing this memo to inform the Committee of the preliminary recommendation regarding the Sewer Use Charge for the upcoming fiscal year.

After reviewing current operating costs, revenue projections, capital improvement needs, and our District's overall financial position, **we are not recommending an increase to the Sewer Use Charge for either Port Costa or Crockett Sanitary Departments for FY26/27.**

Key factors supporting this recommendation include:

- **Stable operating revenues** sufficient to meet projected expenses. Excess of Revenue minus Expenditures of \$34,120.
- **Effective cost controls** implemented over the past year.
- **No significant new financial obligations** requiring additional rate support at this time.

Staff will continue to monitor expenditures and operational efficiencies to ensure the District remains financially sustainable without rate adjustments. However, it should be noted that in FY 25/26, the accumulated reserves in the CVSAN LAIF account were significantly depleted. This reduction occurred because revenue was utilized without setting aside funds for incoming liabilities; expenditures were based on available cash balances rather than post-fiscal year reconciliations. Additionally, certain expenses payable to C&H remain outstanding. As the specific dollar amount for these liabilities has not yet been determined, they are excluded from the proposed budget. This recommendation will be presented to the Board for consideration during the FY 26/27 budget process.

Thank you,

Jena Goodman
General Manager

And

James Barnhill
Sanitary Department Manager

**CROCKETT COMMUNITY SERVICES DISTRICT
FY 2026/27 BUDGET**

PROPOSED (04-13-2026)

Revenue	ADOPTED BUDGET FY23/24	ESTIMATED YEAR-END FY23/24	ADOPTED BUDGET FY24/25	ACTUAL YEAR-END FY24/25	ADOPTED BUDGET FY25/26	PROPOSED BUDGET FY26/27
CCSD Administration	\$45,845	\$731,606	\$267,666	0	0	0
Recreation Dept.	\$893,819	\$939,262	\$824,963	\$771,411	\$777,920	\$777,913
Maintenance Dept.	\$448,990	\$307,093	\$307,093	\$99,530	\$99,530	\$97,000
Port Costa Sanitary Dept.	\$313,070	\$302,492	\$299,709	\$308,371	\$353,545	\$353,523
Crockett Sanitary Dept.	\$2,784,331	\$2,510,367	\$4,279,399	\$2,222,187	\$2,466,649	\$2,468,504
Rate Stabilization Reserve	\$480,296	0	0	0	0	0
Total Revenue	\$4,992,613	\$4,790,820	\$5,978,830	\$ 3,401,839	\$ 3,697,644	\$ 3,696,940

Expenditures	ADOPTED BUDGET FY23/24	ESTIMATED YEAR-END FY23/24	ADOPTED BUDGET FY24/25	ACTUAL YEAR-END FY24/25	ADOPTED BUDGET FY25/26	PROPOSED BUDGET FY26/27
CCSD Administration	0	0	0	0	0	0
Recreation Dept.	\$1,065,201	\$809,059	\$775,700	\$836,171	\$781,780	\$777,005
Maintenance Dept.	\$614,252	\$15,013	\$51,500	\$52,441	\$99,122	\$76,530
Port Costa Sanitary Dept.	\$417,981	\$234,622	\$263,655	\$294,073	\$304,145	\$351,926
Crockett Sanitary Dept.	\$2,906,438	\$1,294,952	\$4,083,595	\$2,112,079	\$3,319,886	\$2,468,249
Rate Stabilization Reserve	\$480,296	0	0	0	0	0
Total Expenditures	\$5,482,568	\$2,353,646	\$ 4,083,595	\$3,294,764	\$4,504,913	\$3,673,710

Revenue Minus Expenditures***	ADOPTED BUDGET FY23/24	ESTIMATED YEAR-END FY23/24	ADOPTED BUDGET FY24/25	ACTUAL YEAR-END FY24/25	ADOPTED BUDGET FY25/26***	PROPOSED BUDGET FY26/27
CCSD Admin	\$45,845	\$731,606	\$267,666	\$0	\$747,557	\$0
Recreation	(\$171,382)	\$130,203	\$49,263	(\$64,760)	\$28,565	\$30,995
Maintenance (L&L)	(\$165,262)	\$292,080	\$255,593	\$47,089	\$32,833	\$0
PCSAN	(\$104,911)	\$67,870	\$36,054	\$14,638	\$276,471	\$1,597
CVSAN	(\$122,107)	\$1,215,415	\$186,659	\$110,108	\$416,393	\$34,120
District Total	(\$489,955)	\$2,437,174	\$1,895,235	\$107,075	\$694,550	\$66,712

Capital Improvements		Debt Service		Starting Fund Balance		LAIF Investment Starting Balance	
Recreation	\$ 0	Recreation	\$ 4,394	Recreation		Recreation	
Maintenance	\$ 17,530	Maintenance	\$ 2,636	Maintenance (L&L)		Maintenance (MH)	\$ 297,545****
PCSAN	\$ 48,000	PCSAN	\$ 4,394	PCSAN		PCSAN	
CVSAN	\$ 989,886	CVSAN	\$ 85,920	CVSAN		CVSAN	
				3427	\$ 37,926.28	3427	\$ 1,168,703.65
				3429	\$ 217.00	3429	\$ 81,743.67
				3240 Admin	\$ 163,090.27		
Total Capital	\$ 1,055,416	Total Debt	\$ 97,344	Total Cash		Total Savings	

* New Chart of Accounts implemented in FY 24/25, many totals for expenses for all departments are aggregate totals

**Prior Year Revenues and Expenditures not entirely reflected in CVSAN Department Budget

*** Revenue ONLY includes associated FY Revenue; FY25/26 includes FY Revenue plus total Fund Cash balance.

****LAIF Maintenance is for Memorial Hall ONLY.

FY25/26 Crockett Sanitary Dept. Budget- Fund 3426
- Overview

**FY 2024-25
Adopted**

**FY 2024-25
Actual Year End**

**FY 2025-26
Adopted**

**FY 2026-27
Proposed**

	FY 2024-25 Adopted	FY 2024-25 Actual Year End	FY 2025-26 Adopted	FY 2026-27 Proposed
O&M Expenses				
2060 - US Bank - 8450	\$ -	\$ 38,001	\$ -	\$ 25,000
2120 - Due to C&H (Liability)	\$ -	\$ -	\$ -	\$ 635,000
2136 - Payroll Liabilities	\$ -	\$ 2,349	\$ -	\$ 2,350.00
5150 - Bank & Finance Charges				
5160 - Interest Expense			17053	0
2130b - 1 RPD Loan (Interest)		13205.36		13205
2130a - CVSAN Loan (Interest)		3152.73		3153
Building Loan Principal			19105	0
2130b - 1 RPD Loan (Principal)		19310.63		19311
2130a - CVSAN Loan (Principal)		49761.97	49762	49762
Total 5150 - Bank & Finance Charges	\$ 114,041	\$ 85,431	\$ 85,920	\$ 85,431
5200 - County & State Charges	\$ 6,650	\$ 739	\$ 7,071	\$ 1,000
5300 - Dues & Subscriptions				
5305 - Memberships	4800	4286.03	4000	4500
5310 - Software Subscriptions	16340	60	29424	100
5315 - Licenses & Permits	0	6332	0	6500
Total 5300 - Dues & Subscriptions	\$ 21,140	\$ 10,678	\$ 33,424	\$ 11,100
5350 - Elections	\$ 3,000	\$ 3,054	\$ -	\$ 5,000
5400 - General & Admin Expenses				
5405 - Postage & Shipping	0	194.4	1014	200
5410 - Office Supplies and Expenses	4391	691.13	4200	700
Gas, Fuel, Vehicle (Dist. Owned)	1376	0	1000	1000
Recoverable, other Misc.	4500	0	1500	0
5415 - Staff Meals	0	0	0	0
Total 5400 - General & Admin Expenses	\$ 10,267	\$ 886	\$ 7,714	\$ 1,900
5500 - Insurance				
5505 - Employee Bonds	0	0	0	0
5510 - Liability & Property	55000	63678.56	73231	68000
5515 - Worker's Comp	40000	1571.83	17292	18864
Total 5500 - Insurance	\$ 95,000	\$ 65,250	\$ 90,523	\$ 86,864
5600/5700 - Payroll & Employee Expenses				
5600 - Employee Expenses				
5605 - CalPERS Retirement Expense	0	68175.73	72975	72000
5610 - Fingerprinting	0	0	0	0
5615 - LTD & STD Insurance	0	644.25	838	838
5620 - SDRMA Health Benefits	0	45100.96	58430	45200
5625 - Training & Certification	9000	66.25	9000	9000
5630 - Payroll Processing Fees	0	0	0	7500
Total - 5600 - Employee Expenses	\$ 9,000	\$ 113,987	\$ 141,243	\$ 134,538
5700 - Payroll Expenses				
5705 - O&M Benefits	0	0	0	0
5715 - O&M Salary	375000	264565.98	403429	280000
total 5600/5700 - Payroll & Employee Expenses	\$ 384,000	\$ 378,553	\$ 544,672	\$ 414,538
5800 - Printing/Publishing/Advertising	\$ 3,500	\$ 287	\$ 3,500	\$ 3,500
5850 - Professional Services				
5855 - Accounting & Consulting		36968.98	45716	36000
5860 - Auditor		0	0	6500
5865 - Engineering		4135.5	45000	10000
5870 - Legal		23350.7	30000	15000
Total 5850 - Professional Services	\$ 98,750	\$ 64,455	\$ 120,716	\$ 67,500
5900 - Reconciliation Discrepancies	\$ -	\$ -	\$ -	\$ -
5910 - Repairs & Maintenance				
5920 - Building Maintenance & Supplies	15000	3485.65	10000	10000
5925 - Janitorial Services & Supplies	0	0	0	6500

FY25/26 Crockett Sanitary Dept. Budget- Fund 3426
- Overview

**FY 2024-25
Adopted**

**FY 2024-25
Actual Year End**

**FY 2025-26
Adopted**

**FY 2026-27
Proposed**

5930 - Landscape Services & Supplies		0	31728.81	25020	31750
Total - 5910 - Repairs & Maintenance	\$	15,000	\$ 35,214	\$ 35,020	\$ 48,250
5950 - Security Alarm/CCTV	\$	-	\$ 1,548	\$ 3,000	\$ 1,550
5960 - Telephone & Internet	\$	3,500	\$ 86	\$ 3,500	\$ 2,500
5965 - Uncategorized Expenses	\$	-	\$ 22	\$ -	\$ -
5970 - Uniforms	\$	-	\$ 71	\$ 1,000	\$ 1,500
5980 - Utilities	\$	55,000	\$ 78,369	\$ 79,073	\$ 80,000
5990 - Vehicle & Travel Reimbursement	\$	500	\$ 124	\$ 1,000	\$ 1,000
5995 - Other Non-Operating Expenses	\$	15,000	\$ -	\$ -	\$ -
5997 - Other Operating Expenses	\$	-	\$ -	\$ -	\$ -
6125 - Interfund Transfers	\$	-	\$ -	\$ -	\$ -
6000 - CVSAN Expenses					
6005 - Collection System		366640	346812.31	350000	350000
6010 - Treatment Plant		1662405	0	800000	0
6015 - Admin/General - CVSAN		0	15	10000	1000
6020 - Other CVSAN Expenses		0	10248.8	10000	10000
Total 6000 - CVSAN Expenses	\$	2,029,045	\$ 357,076	\$ 1,170,000	\$ 361,000
Total O&M Expenditures	\$	2,854,393	\$ 1,122,193	\$ 2,186,133	\$ 1,834,983

CIP & Fixed Assets

1430 - CVSAN Capital Op Fund (EQ)	\$	250,000	\$ -	\$ 55,081	\$ -
1445 - CVSAN Pump Station			148109.51		
			355469.75		
			137666.84		
Total 1445 - CVSAN Pump Station	\$	328,000	\$ 641,246	\$ 614,132	\$ 375,500
1450 - CVSAN Sewers			108185.45		
			152222.99		
			3955		
Total - 1450 - CVSAN Sewers	\$	400,000	\$ 264,363	\$ 400,000	\$ 300,000
1455 - CVSAN Treatment					
Capital Replacement (O&M) JTP	\$	25,347	0	\$ 54,520	\$ 10,000
Capital Replacement Treatment Plant	\$	25,000	0		
1460 - Flow Monitoring			4,415		5,500
1470 - Manhole Inspection			340		500
1480 - TV Inspection			46872.4		
			12850		
Total 1480 - TV Inspection			59,722		65,000
1530 - District Office	\$	210,000	\$ 19,799	\$ 10,000	\$ 10,000
Total - CVSAN Capital Op Fund	\$	1,238,347	\$ 989,886	\$ 1,133,733	\$ 766,500
Reserve Fund - LAIF					\$ -
TOTAL CVSAN EXPENDITURES	\$	4,092,740	\$ 2,112,079	\$ 3,319,866	\$ 2,601,483

Revenue and Income

4000 - Property Tax Revenue	\$	698,610	\$ 239,918	\$ 239,918	\$ 420,017
4015 - Interest Non-Op					
Investment		63112	192392	28859	20000
4215 - Return-To-Source/Grants		7578	32202	32000	19000
Total - 4015 - Interest Non-Op	\$	70,690	\$ 224,594	\$ 60,859	\$ 39,000
4100 - Operating Revenue					
4110 - Building Rental		10800	6000	6000	6000
4115 - Capacity Charge		7275	0	0	0
4120 - Cost Recovery Revenue		36058	36058	25286	36000
4125 - Penalties & Fines Collected		0	0	0	0

FY25/26 Crockett Sanitary Dept. Budget- Fund 3426
- Overview

	FY 2024-25 Adopted	FY 2024-25 Actual Year End	FY 2025-26 Adopted	FY 2026-27 Proposed
4130 - Permit & Inspection Fees	1312	1440	1440	1440
4135 - Sewer Use Charge	1611428	1717487	1912211	1912211
4136 - Sewer Use Charges - C&H*	590088	0	214935	214935
4210 - Contractor Bonds	14000	6000	6000	6000
NC - Allocations From Reserves	1139138	0	0	0
Total - 4100 - Operating Revenue	\$ 3,410,099	\$ 1,766,985	\$ 2,165,872	\$ 2,176,586
Total Revenue and Income	\$ 4,179,399	\$ 2,231,497	\$ 2,466,649	\$ 2,635,603

*PY Sewer Use Charges Past Due Amounts not included