

CROCKETT COMMUNITY SERVICES DISTRICT

Regular Business Meeting AGENDA FOR WEDNESDAY, NOVEMBER 16, 2022

TIME: 7:00 PM
PLACE: 850 Pomona Avenue, Crockett**

****IN-PERSON OR BY TELECONFERENCE****

In accordance with Government Code section 54953(e) and the county Board of Public Health, Board members may participate in this meeting remotely. This meeting will be accessible to all members of the public in-person, or by Zoom.

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

Enter the Meeting ID# 410 765 9435 followed by the pound (#) key.

More phone numbers can be found on Zoom's website at <https://zoom.us/u/kb4PW3DxF2>

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://us02web.zoom.us/j/4107659435> 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# 410 765 9435.

1. CALL TO ORDER - ROLL CALL

2. CLOSED SESSION:

- a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION: Significant exposure to litigation pursuant to Govt. Code, Section 54956.9, subdivision (d), sections (2), (3), and (4).

3. OPEN SESSION: Announcement of Actions taken during closed session.

4. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER

5. 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.)

6. PUBLIC HEARING: *(Public comments limited to two minutes for each person with full discussion limited to twenty minutes unless extended by Board President)*

7. REPORTS FROM COMMISSIONERS AND COMMITTEES:

(This item is typically for exchange of information only. No action will be taken at this time.)

- a. Police Liaison Committee: Receive report on cameras/license plate readers from John Angell.

8. MANAGERS' REPORTS: *(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.

9. **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 or 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 October 26, 2022.
- b. Approve payment of District bills.
- c. Receive Minutes of Commissions and Committees.
- d. Consider Resolution 22/23-25 authorizing teleconferencing and hybrid meetings for the period of December 1, 2022 through December 30, 2022 in Conformity with AB 361.

10. **ADMINISTRATIVE:**

- a. Consider consent Items removed from Consent Calendar.
- b. Consider Resolution 22/23-13, reappointment of Commissioners.
- c. Approve meeting and holiday schedule for calendar year 2023.
- d. Consider changes to District Code as proposed by Counsel.
- e. Consider Bid Documents for MCC Upgrade Project.
- f. Consider Sewer Service Charge adjustment for Brian Montgomery

11. **BUDGET AND FINANCE:**

- a. Consider Monthly Summary Worksheets and Investment Reports and staff report on financial matters.
- b. Consider Resolution No. 22/23-14 adopting an operating and capital improvements budget for the FY 2022/23.

12. **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, Wilson
- b. Budget & Finance Committee - Members Mackenzie, Peterson
- c. Ad Hoc Committees:
- d. Inter-agency meetings:

13. **FUTURE AGENDA ITEMS:**

Annual long-term strategy workshop.
 Commission & Committee meeting attendance.
 District communication capabilities

14. **COMMENTS FROM BOARD MEMBERS:**

15. **ADJOURNMENT UNTIL DECEMBER 21, 2022**

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.

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
 Auditor's Date: 9/29/22 Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
09/30/2022	FERRACARE ASSOCIATES	Landscaping Services - June	2,355.00	9860
09/30/2022	CSRMA	Prop. Ins. 2022-2023	5,867.00	9861
09/30/2022	David Farnsworth, GPA	Audit Services for FY2021-22 - I...	1,988.00	9862
09/30/2022	D'Arcy Trask	Reimbursement For materials - ...	292.45	9863
09/30/2022	Ken Shaw	Equipment Rental and materials...	243.14	9864
Total FUND 3241 - RECREATION			10,745.59	
TOTAL			10,745.59	

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AUDITOR-CONTROLLER
 2022 SEP 30 A 10:43
 J.B.

CROCKETT COMMUNITY SERVICES DISTRICT

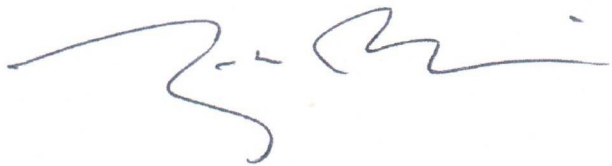
Crockett Community Services District

Auditor's Date: _____ Fund: 324100 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3241 - RECREATION				
10/07/2022	DAMOND L. BAL		237.84	9865
10/07/2022	DOLORES M. MORALES		1,250.18	9866
10/07/2022	RONALD D. WILSON		2,580.92	9867
10/07/2022	SUSAN G. WITSCHI		2,600.93	9868
10/07/2022	Alansi's Oil & Grease Recovery	Grease Trap Cleaning - Inv#6308	150.00	9869
10/07/2022	TERRACARE ASSOCIATES	Landscaping services Sept 2022 ...	2,305.00	9870
10/07/2022	UNIVERSAL BUILDING SER...	Janitorial Svcs & event take dow...	864.00	9871
10/07/2022	Rafael Anaya	C/D deposit refund for event 9/17...	700.00	9872
10/07/2022	Ron Wilson.	Mileage reimbursement - Sept 20...	91.27	9873
10/07/2022	DOLORES M. MORALES	Mileage reimbursement - concor...	42.50	9874
Total FUND 3241 - RECREATION			<u>10,822.64</u>	
TOTAL			<u><u>10,822.64</u></u>	

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 10/19/22 Fund: 324100 Account : 0830

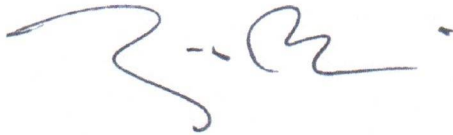
Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
10/20/2022	DENALECT ALARM CO.	Keypad replacement - 10/3/22. ...	100.00	9875
10/20/2022	TERRACARE ASSOCIATES	Landscaping services - Oct 202...	2,305.00	9876
10/20/2022	Thryv		61.35	9877
10/20/2022	UNIVERSAL BUILDING SER...	Sept Janitorial Svcs & event wor...	2,285.00	9878
10/20/2022	U.S. BANK	October Statement - Various 41...	10,587.11	9879
10/20/2022	DAMOND L. BAL	Payroll Check for 10/1-10/15/20...	164.40	9880
10/20/2022	DOLORES M. MORALES	Payroll Check for 10/1-10/15/20...	1,274.38	9881
10/20/2022	CONTRA COSTA COUNTY ...	Payroll and withholdings - ADP ...	3,289.45	9882
Total FUND 3241 - RECREATION			<u>20,066.69</u>	
TOTAL			<u><u>20,066.69</u></u>	



AUDITOR-CONTROLLER
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CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
 Auditor's Date: 10/28/22 Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
10/28/2022	CONTRA COSTA COUNTY ...	ADP payroll processing invoice ...	115.17	9884
10/28/2022	CalPERS Public Employees ...	CalPERS - Sept 2022	1,787.52	9885
Total FUND 3241 - RECREATION			1,902.69	
TOTAL			<u>1,902.69</u>	



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CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

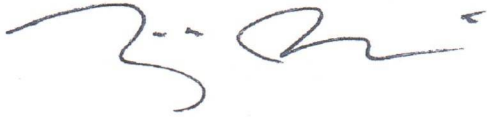
Auditor's Date: _____ Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
11/03/2022	CONTRA COSTA COUNTY TREASURER	Payroll & processing - ADP - Octob...	7,262.80	9887
11/04/2022	Tony Khoun	C/D refund for event 10/1/22	371.50	9888
Total FUND 3241 - RECREATION			<u>7,634.30</u>	
TAL			<u><u>7,634.30</u></u>	

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 9/29/22 Fund: 324290 Account: 0830

Date	Name	Memo	Credit	Num
FUND 3242 - MAINTENANCE				
09/30/2022	CSRMA	Prop. Ins. 2022-2023	1,487.00	527
09/30/2022	David Farnsworth, CPA	Auditor Services for FY 2021-22...	52.00	528
Total FUND 3242 - MAINTENANCE			1,539.00	
TOTAL			1,539.00	



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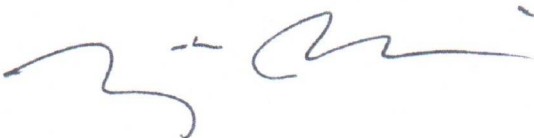
CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 324200 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3242 - MAINTENANCE				
10/07/2022	JOEL A CADENA		1,207.62	529
10/07/2022	MEYERS NAVE	Parcel Tax Measure Legal Services - June & Au...	2,280.96	530
10/07/2022	Brian Revell	Finishing Floor work at 1 Rolph Park - Sept 2022	690.00	531
10/07/2022	JOEL A CADENA	Reimbursement - Flooring Supplies at 1 Rolph ...	148.12	532
10/07/2022	JOEL A CADENA	Reimbursement - Flooring Supplies for 1 Rolph ...	60.97	533
Total FUND 3242 - MAINTENANCE			<u>4,387.67</u>	
TOTAL			<u>4,387.67</u>	

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
 Auditor's Date: 10/19/22 Fund: 324200 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3242 - MAINTENANCE				
10/20/2022	Brian Revell	Finishing Floor work at 1 Rolph ...	1,190.00	534
10/20/2022	GAUNT A. MURDOCK	Reimbursement for supplies at ...	362.74	535
10/20/2022	OLIVERO PLUMBING CO.	Testing, repair and retesting of ...	517.34	536
10/20/2022	U.S. BANK	October Statement - Various 41...	560.67	537
10/20/2022	CONTRA COSTA COUNTY ...	Payroll and withholdings - ADP ...	1,655.12	538
Total FUND 3242 - MAINTENANCE			4,285.87	
TOTAL			4,285.87	



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CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: _____ Fund: 324200 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3242 - MAINTENANCE				
11/03/2022	CONTRA COSTA COUNT...	Payroll & Processing - ADP 10/16 - 10/31	2,102.09	539
11/04/2022	Brian Revell	Finishing Floor work at 1 Rolph Park - Oct 17-20...	590.00	540
11/04/2022	All Bay Sewer	CCTV and Snake service at 1 Rolph Park - 8/11...	550.00	541
11/04/2022	G&J Seiberlich & Co LLP	Accounting Services and On-boarding - Inv#754...	1,000.00	542
Total FUND 3242 - MAINTENANCE			<u>4,242.09</u>	
TOTAL			<u>4,242.09</u>	

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
 Auditor's Date: *9/20/22* Fund: 342500 Account : 0830

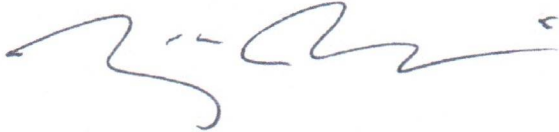
Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
09/30/2022	CSRMA	Prop. Ins. 2022-2023	3,393.00	1642
09/30/2022	David Farnsworth, CPA	Auditor Services for FY 2021-22. INV-...	530.00	1643
09/30/2022	PG&E	Elec. charges - 7/12-8/10/22 - Acct# 27...	352.16	1644
09/30/2022	L.R. PAULSELL CONSULTING	Sewer Maint. Sept 19 2022 - Inv PCSD...	945.00	1645
Total FUND 3425 - PC SANITARY - O&M			5,220.16	
TOTAL			5,220.16	



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CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 10/19/22 Fund: 342500 Account : 0830

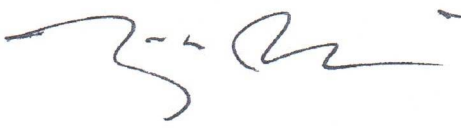
Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
10/20/2022	CD & Power	Generator inspection and service 9/15/...	1,460.00	1646
10/20/2022	L.R. PAULSELL CONSULTING	High Pres cleaning 10/10/22. Inv# PC...	877.50	1647
10/20/2022	Valley Operators, LLC	Sept Svc Fee & Field Notebook. Inv#2...	4,521.83	1648
10/20/2022	U.S. BANK	October Statement - Various 4127134...	672.02	1649
Total FUND 3425 - PC SANITARY - O&M			7,531.35	
TOTAL			7,531.35	



2022 OCT 19 P 5:42
AUDITOR-CONTROLLER

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
 Auditor's Date: 9/29/22 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
09/30/2022	CSRMA	Prop. Ins. 2022-2023	5,372.00	6788
09/30/2022	David Farnsworth, CPA	Auditor Services for FY 2021-22. ...	4,405.00	6789
09/30/2022	L.R. PAULSELL CONSULTING	Sewer Maint. Sept 12-20, 2022 - I...	13,230.00	6790
Total FUND 3426 - CV SANITARY - O&M			<u>23,007.00</u>	
TOTAL			<u><u>23,007.00</u></u>	



AUDITOR - CONTROLLER
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CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: _____ Fund: 342600 Account : 0830

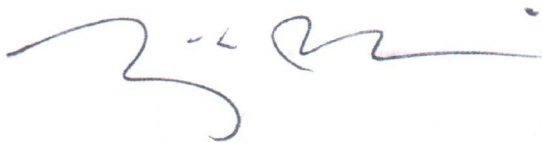
<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3426 - CV SANITARY - O&M				
10/07/2022	GAUNT A. MURDOCK		5,905.49	6791
10/07/2022	JAMES G. BARNHILL		5,721.43	6792
10/07/2022	VAUGHN P. GUNKELMAN		6,031.39	6793
10/07/2022	USA North	2022 Annual membership	300.00	6794
Total FUND 3426 - CV SANITARY - O&M			<u>17,958.31</u>	
TOTAL			<u>17,958.31</u>	

CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: 10/19/22 Fund: 342600 Account : 0830

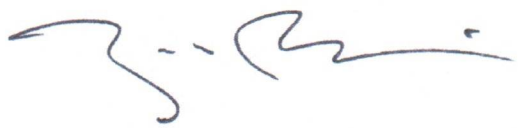
Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
10/20/2022	CD & Power	Generator Svc & inspection at Pu...	2,075.00	6795
10/20/2022	L.R. PAULSELL CONSULTING	High pres cleaning 10/3 - 10/10/2...	12,082.50	6796
10/20/2022	WEST COUNTY WASTEWAT...	August & Sept. contract billing for ...	8,131.23	6797
10/20/2022	U.S. BANK	October Statement - Various 4127...	463.69	6798
Total FUND 3426 - CV SANITARY - O&M			22,752.42	
TOTAL			22,752.42	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 10/28/77 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
10/28/2022	CalPERS Public Employees Re...	Retire. 1946207465, Retir. 19462...	4,172.30	6799
10/28/2022	Dale McDonald	Reimbursement for Incorrectly rep...	1,894.82	6800
Total FUND 3426 - CV SANITARY - O&M			6,067.12	
TOTAL			6,067.12	



AUDITOR - CONTROLLER
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AUDITOR - CONTROLLER
 1977 OCT 28 P 1:54

CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: _____ 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				
11/03/2022	CONTRA COSTA COUNTY T...	Payroll & processing - ADP - Oct...	18,882.52	6801
11/04/2022	WEST COUNTY WASTEWA...	Missed Payments - Sept-Oct 202...	11,506.68	6802
11/04/2022	L.R. PAULSELL CONSULTING	Emergency CCTV and cleaning, ...	16,808.60	6803
Total FUND 3426 - CV SANITARY - O&M			<u>47,197.80</u>	
TOTAL			<u>47,197.80</u>	

CROCKETT RECREATION COMMISSION

of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525

Telephone (510) 787-2414

Fax (510) 787-3049

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

website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, SEPTEMBER 12, 2022

1. CALL TO ORDER: The meeting was called to order at 6:00 PM by Chairperson Cusack. Present were Commissioners Airoidi, Choquette and Valentini, along with Department Manager Wilson.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. CONSENT CALENDAR: The following consent item was approved unanimously (jv/ja):
 - a. Approve Minutes of July 11, 2022.
5. RECREATION: None
6. FINANCIAL REPORT: No financial report received.
7. DISTRICT BOARD ACTIONS: Mr. Wilson reported on the actions taken by the District Board in August. He said Vaughn Gunkelman resigned as the Administrative Services Manager.
8. REPORT OF DEPT. MANAGER: Mr. Wilson reported the signs have been put up restricting students during school hours to be at the park and it has worked out well. The Retaining Wall and Stairs project has been repaired and straightened. The Pool Replastering Project is set to begin this month as soon as the Health Department issues the permit. Mr. Wilson has contacted two architects for The Prop. 68 Park Grant Project. He said Studio 144 is going to do the Building edition and the Panoramic Design Group is doing the landscape. He said an ADA inspection of the facilities is required pre-construction. A surveyor has to be hired to take elevations and identify water and utilities before further design work can be done.
9. COMMISSIONERS: None
10. FUTURE AGENDA ITEMS:
11. COMMISSIONER COMMENTS: None
12. ADJOURNMENT: The meeting was adjourned at 6:40 PM until October 3, 2022.

Respectfully submitted,

Susan Witschi

Susan Witschi
September 27, 2022

CROCKETT POLICE LIAISON COMMITTEE

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, OCTOBER 3, 2022

1. CALL TO ORDER: The meeting was called to order at 7:05 PM by Chairperson Angell. Present were Committee members Cardwell, Currington, Meler, Valentini and Wais.
2. AGENDA ORDER: No requests for items out of order.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: Pictures were sent to Lt. Rodriguez regarding the homeless below the billboard close to the Dead Fish. Union Pacific has turned in complaints to Contra Costa Sheriff regarding trespassing on their property.
- 4.a. REPORT FROM DEPUTY: Deputy Sheppard reported on catalytic converter thefts at 3rd and Ceres and Welle Road. There was an arrest of a transient for an illegal matter in a vehicle. He reported to the Sheriff that illegal drug deals are happening at Vista Point.
- 4.b. REPORT FROM CHP ON TRAFFIC ISSUES: Not in attendance.
5. ADMINISTRATIVE: Chairperson Angell gave stats on the license plate reader survey to include:

Yes	No	Not Sure	Privacy Issues	Cost
148	12	11	30	49

A motion to recommend to the Crockett Community Services District to move forward to establish and install license plate readers carried unanimously (sm/rc).

6. REPORTS FROM COMMITTEE MEMBERS: None
7. CONSENT CALENDAR: The consent item was approved unanimously (mw/bc):
 - a. Approve Minutes of September 12, 2022
8. FUTURE AGENDA ITEMS:
9. ADJOURNMENT: The meeting was adjourned at 7:57 PM until November 7, 2022.

Respectfully submitted,

Barbara Cardwell

Barbara Cardwell

RESOLUTION NO. 22/23-15

**A RESOLUTION OF THE CROCKETT COMMUNITY SERVICES DISTRICT
AUTHORIZING REMOTE TELECONFERENCING MEETINGS OF THE
LEGISLATIVE BODIES OF THE CROCKETT COMMUNITY SERVICES DISTRICT
FOR THE PERIOD OF DECEMBER 1, 2022 THROUGH DECEMBER 30, 2022
UNDER GOVERNMENT CODE SECTION 54953(e) (AB 361)**

WHEREAS, the Crockett Community Services District ("District") is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, the District is an independent special district and the meetings of its legislative bodies are open and public in compliance with the legal requirements of the Ralph M. Brown Act (Government Code § 54950 - 54963); and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors previously adopted Resolution Number 21/22-6 on October 27, 2021 finding that the requisite conditions exist for the legislative bodies of the District to conduct remote teleconference meetings without compliance with section 54953(b)(3); and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e) the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

WHEREAS, such conditions persist in the District, specifically, under the Proclamation of a State of Emergency by Governor Newsom on March 4, 2020, and Assembly Bill 361, which provides that under Government Code section 54953(e), a legislative body subject to the Brown Act may continue to meet using teleconference without complying with the non-emergency

9.2.

RESOLUTION NO. 22/23-15

teleconferencing rules in Government Code section 54953(b)(3) if a state of emergency still exists and state or local officials have recommended measures to promote social distancing; and

WHEREAS, Contra Costa County has issued health recommendations and guidelines for public safety, recommending teleconference meetings as the lowest risk of transmission for SARS-COV-2; and

WHEREAS, the Board of Directors does hereby find that a potential threat to public health and safety continues to exist, and is likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to re-ratify the proclamation of the state of emergency by the Governor of the State of California, and the guidelines set forth by Contra Costa County; and

WHEREAS, as a consequence of the emergency circumstances, the Board of Directors does hereby find that the legislative bodies of the Crockett Community Services District shall continue to conduct their meetings without compliance with section 54953(b)(3), as authorized by section 54953(e), and such legislative bodies shall comply with the requirements for the public to access the meetings as described in 54953(e)(2); and

WHEREAS, the District's regular meeting place has been established as the Crockett Community Center in Crockett by District Code Section 2.04.040, except as otherwise designated pursuant to District Resolution 1920-18; and

WHEREAS, it is the intent of the Board for it and its other legislative bodies to continue to hold meetings in order to receive information, provide direction, and make decisions on behalf of the District while still complying with social distancing requirements during the pandemic; and

WHEREAS, the District shall continue to hold all meetings subject to the Brown Act via teleconference or other electronic means, as posted on the District webpage, and as noticed on the bulletin boards located at the Crockett Community Center.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors of the Crockett Community Services District, that:

1. The above referenced recitals are true and correct and material to the adoption of this Declaration.
2. The Board hereby proclaims that the safety of life and property cannot be assured in the District at this time.
3. The Board will continue to recommending meeting by teleconference as authorized by Assembly Bill 361, in accordance to the provisions of Government Code section 54953(e).
4. The Staff and legislative bodies of the District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution, including conducting regular meetings of the Board, and any and all other meetings of

RESOLUTION NO. 22/23-15

the Crockett Community Services District's legislative bodies that are subject to the Brown Act.

5. This Resolution shall take effect immediately and shall remain in effect until December 30, 2022, or such time that the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the Crockett Community Services District may continue to teleconference without compliance with section 54953(e)(3).

This Declaration is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the Crockett Community Services District, its departments, officers, employees, contractors, or any other person.

PASSED AND ADOPTED by the Board of Directors of the Crockett Community Services District on this 16th Day of November 2022, by the following roll call votes:

AYES:

NOES:

ABSENT:

ABSTAINED:

Luigi Barassi,
Board President

ATTEST:

Gaunt Murdock,
General Manager

RESOLUTION

NO. 22/23-13

A RESOLUTION RE-APPOINTING COMMISSIONERS

WHEREAS, the District Board has by Resolution No. 06/07-02 created the Crockett Recreation Commission and by Resolution No. 06/07-02 created the Crockett Sanitary Commission and by Resolution No. 07/08-05 created the Port Costa Sanitary Commission and made appointments thereto; and

WHEREAS, the District Board has by Resolution No. 06/07-10 determined that the term of office of a Commissioner shall be 24 months.

NOW, THEREFORE, BE IT RESOLVED that Louise Choquette is hereby re-appointed to the Crockett Recreation Commission as Commissioner.

BE IT FURTHER RESOLVED that Howard Adams and Mark Manzione are hereby re-appointed to the Crockett Sanitary Commission as Commissioners.

BE IT FURTHER RESOLVED that Tom Cusack is hereby re-appointed to the Port Costa Sanitary Commission as Commissioner.

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held in Crockett on November 16, 2022 by the following vote:

AYES:

NOES:

ABSENT:

Luigi Barassi, President

ATTEST:

Gaunt Murdock
General Manager

10.4.23

MEETING SCHEDULES/HOLIDAYS FOR 2023

Commission	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
PLC/Recreation	2	6	6	3	1	5	3	No Mtg	11	2	6	4
Port Costa	11	8	8	12	10	7	12	9	13	11	1**	6**
Crockett Sanitary	18	15	15	19	17	14	19	16	20	18	8**	13**
District Board	25	22	22	26	24	21	26	23	27	25	15**	20**
Memorial Hall												
<i>Holidays</i>												
New Year's	1*											
Martin Luther King	16											
Presidents' Day		20										
Memorial Day					29							
Independence Day							4					
Labor Day									4			
Veterans Day											10*	
Thanksgiving Day												
Cesar Chavez Day			31									23, 24
Christmas Day												25

* Observed

** One Week Early

*** Tuesday

102

EXHIBIT A

Chapter 1.08—Enforcement

Section 1.08.010 Violations.

- A. Misdemeanor. The violation of any provision of this Code, or of any rule, regulation, or ordinance of the District, is a misdemeanor punishable by a fine of not more than one thousand dollars (\$1,000), or by imprisonment not to exceed six months, or by both such fine and imprisonment. (Gov. Code, § 61064, subd. (a).)
- B. Infraction. A citation issued by the District for violation of any provision of this Code, or of any rule, regulation, or ordinance of the District, may be processed as an infraction punishable by a fine not exceeding two hundred fifty dollars (\$250). (Gov. Code, § 61064, subd. (b).)
- C. Public Nuisance. Violation of this Code, or of any rule, regulation, or ordinance of the District, is unlawful and constitutes a public nuisance.
- D. Other Codes, Specifications, Entitlements. Violation of any provision, restriction, or requirement of any code adopted by reference by this Code, or of the District Specifications, or of any condition of any permit, license, or other entitlement issued pursuant to this Code or any ordinance of the District, is a violation of this Code and subject to the remedies provided herein.
- E. Separate Offense. Each and every day during any portion of which any provision of this Code or any ordinance of the District is committed, continued, or permitted is a separate offense.
- F. Aiding, Abetting, or Concealing. An act or omission made unlawful by rule, regulation, or ordinance of the District includes causing, allowing, permitting, aiding, abetting, suffering, or concealing the fact of such act or omission.

Section 1.08.020 Additional Enforcement Remedies.

- A. Administrative Enforcement. Violation of any provision of this Code, or of any rule, regulation, or ordinance of the District, may be enforced by administrative citation and fine pursuant to Chapter 1.10 of this Code.
- B. Abatement; Correction. To the extent the District is authorized to perform such action, the District may abate or correct, or cause to be abated or corrected, any public nuisance or violation pursuant to sections 1.08.050 or 1.08.060 of this Code, and to collect all costs incurred in the abatement or correction from any responsible person and against any property on which the public nuisance or violation is maintained.
- C. Civil Action. Violation of any provision of this Code, or of any rule, regulation, or ordinance of the District, may be enforced by civil action for damages, injunction, and/or any other available judicial remedy.
- D. Disconnection. Violation of any provision of this Code, or of any rule, regulation, or ordinance of the District, where such provision was adopted pursuant to the District's authority

10.2.

under Government Code section 61100, subdivision (b) or 61115, may be enforced by disconnection of the property maintaining the violation from the District wastewater system pursuant to Section 1.08.070.

E. Remedies Cumulative. The enforcement procedures, penalties, and remedies set forth in this chapter are cumulative with any other enforcement procedures, penalties, and remedies provided for by this Code or at law. The use by the District of any enforcement procedure, penalty, or remedy, whether provided for by this Code or at law, shall not constitute a waiver of the District's right to pursue any other enforcement procedure, penalty, or remedy.

Section 1.08.030 Responsible Persons.

A. Generally. Except as otherwise specifically set forth in this Code, "responsible person" means any person, whether as an owner or an agent, manager, or representative of an owner, or otherwise, that allows, causes, creates, maintains, suffers, or permits a violation of this Code, or of any rule, regulation, or ordinance of the District, by any act or the omission of any act or duty.

B. Property-Related Violations. "Responsible person" also means a property owner, tenant, person with a legal interest in the property, person in possession of the property, person that exercises custody and control over the property, or any other person, that allows, causes, creates, maintains, suffers, or permits a violation to exist or continue on the property. The District may pursue any or all available remedies for a violation of District requirements against any or all responsible persons, in the District's sole discretion, notwithstanding any agreements or covenants between any responsible parties.

Section 1.08.040 Right of Entry.

A. The General Manager, or their designee, may enter upon private or public property whenever necessary to administer or enforce any provision of this Code, or of any rule, regulation, or ordinance of the District. If practicable, the General Manager, or their designee, shall provide official evidence establishing their employment with the District prior to any entry. (See *e.g.* Health & Safety Code, § 6523.2.)

B. The General Manager, or their designee, may enter upon private or public property whenever necessary to inspect to determine the presence of public nuisances that may be abated by the District, to abate such public nuisances, and to determine if a notice to abate has been complied with. (Gov. Code, § 61069, subd. (b).)

C. Where consent for entry is refused and entry is necessary to (1) administer or enforce any provision of this Code, or of any rule, regulation, or ordinance of the District relating to building, fire, safety, plumbing, electrical, health, labor, or zoning, or (2) perform an action described in subdivision (B); and where the persons owning, occupying, leasing, managing, or controlling the property have a reasonable expectation of privacy, or the right of entry is otherwise constitutionally limited, the General Manager, or their designee, shall first obtain an inspection warrant pursuant to Title 13 (commencing with Section 1822.50) of Part 3 of the Code of Civil Procedure. (Gov. Code, § 61069, subd. (a); Code Civ. Proc., § 1822.50 *et seq.*)

Section 1.08.050 Abatement.

A. If the General Manager or their designee determines the existence of a public nuisance and that such public nuisance is to be abated pursuant to Section 1.08.020, subdivision (B), the District may issue an Notice to Abate and/or Order of Abatement and cause such abatement pursuant to the procedures in this section.

B. Definitions. For the purpose of this section and sections 1.08.060 and 1.08.070, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

- (1) “**Abate**” means to remove the source of the public nuisance either by correcting specific problems or by removal from public or private property.
- (2) “**Abatement Costs**” “**Costs of Abatement**” means all costs and expenses incurred by the District in abating a public nuisance. Such costs include, but are not limited to, actual expenses and costs to the District in the preparation of notices, specification and contracts; inspection of the work; attorney’s fees; all costs and expenses for which the District may be liable under State law arising from or related to the nuisance abatement action; and all costs or expenses to which the District may be entitled pursuant to statute. Abatement Costs shall begin to accrue at the time the District first receives a complaint regarding a problem on the property.
- (3) “**Interested party**” means the property owner of record, legal occupant, or holder of a recorded interest of a property on which a public nuisance exists or is maintained.
- (4) “**Notice to Abate**” means the notice of a nuisance on the property and demand for abatement of such Public Nuisance issued by an Enforcement Official upon the reasonable finding of a Public Nuisance.
- (5) “**Order of Abatement**” means the order of the District to abate a nuisance.
- (6) “**Public nuisance**” means a condition constituting a violation of this Code or other applicable law.

C. Notice to Abate. The District may issue a Notice to Abate by serving the Notice pursuant to subdivision (F) of this section and conspicuously posting one copy of such Notice on the property.

- (1) *Contents*. The Notice to Abate shall include the following:
 - (a) The street address and Assessor’s Parcel Number of the subject property;
 - (b) A reasonable time limit, in no event less than seven (7) calendar days of service of the Notice to Abate, in which the interested party shall take abate the public nuisance;

- (c) The District Code sections and/or statute violated and state all the facts constituting the nuisance;
 - (d) A brief description of the corrective action required, including temporary corrective action when appropriate, to accomplish the abatement;
 - (e) A statement that failure to abate the public nuisance within the time provided may result in an abatement action by the District and that the interested party will be responsible for all Costs of Abatement.
 - (f) A statement that the interested party may appeal the finding of a public nuisance pursuant to Section 1.10.040 of this Code within fourteen (14) calendar days otherwise the determination is final.
- (2) *Appeal of Determination.* An interested party may appeal the finding of a public nuisance pursuant to Section 1.10.040 of this Code within fourteen (14) calendar days after service of a Notice to Abate.
 - (3) *Failure to Abate.* If a violation is not corrected within the time provided, the District may proceed with issuance of an Order for Abatement as provided herein.

D. Order for Abatement By District.

- (1) The District may issue an Order of Abatement by serving the Order pursuant to subdivision (F) of this section and conspicuously posting one copy of such Notice on the property.
- (2) *Contents.* The Order of Abatement shall include the following:
 - (a) The street address and Assessor's Parcel Number of the subject property;
 - (b) The date and time the District will perform such correction or abatement, which shall be at least fifteen (15) days after service of the Order;
 - (c) The District Code sections and/or statute violated and state all the facts constituting the nuisance;
 - (d) A brief description of the corrective action required, including temporary corrective action when appropriate, to accomplish the abatement;
 - (e) A statement that the interested party will be responsible for all Costs of Abatement.
 - (f) A statement that the interested party may appeal the finding of a public nuisance and/or the Order of Abatement pursuant to Section 1.10.040 of this Code within fifteen (14) calendar days otherwise the determination and Order are final.

- (3) *Appeal of Determination.* An interested party may appeal the finding of a public nuisance and/or the Order of Abatement pursuant to Section 1.10.040 of this Code within fourteen (14) calendar days after service of an Order of Abatement.

E. Costs of Abatement.

- (1) *Report.* The District shall maintain an account of the Costs of Abatement and prepare an itemized report of such costs.
- (2) *Notice.* The District shall serve copy of the report of the Costs of Abatement and a notice of the date and time the District will submit the report of the Costs of Abatement to the Board of Directors for consideration at a public hearing. The report and notice shall be served at least ten (10) days prior to the public hearing.
- (3) *Public Hearing; Confirmation.* After considering the report of Costs of Abatement and any objections thereto, the District Board may make such modifications to the cost report as it deems appropriate, after which the report may be confirmed by order of the District Board. A copy of the Board order confirming costs against the responsible party shall be served on the responsible party within ten (10) days of such order. Any responsible party against whom costs of abatement and any other costs are awarded by Board order shall have the right to seek judicial review of such order by filing a petition for writ of mandate in accordance with Code of Civil Procedure Section 1094.5.
- (4) *Lien; Collection on Tax Roll.* The Costs of Abatement, as confirmed by the Board of Directors, shall constitute a special assessment against the respective lot or parcel of land to which it relates, and shall constitute a lien against the property upon recordation. If the amount set forth in the bill for the Costs of Abatement is not paid within thirty (30) days, the special assessment may be collected on the tax roll in the same manner as sewer service charges.
- (5) *Personal Obligation.* All Costs of Abatement that are not satisfied through the procedures of this section may be collected by the District in any lawful manner.

F. Service of Notice, Order, or Report. Any Notice to Abate, Order of Abatement, report or statement of Costs, or other notice required of the District, shall be served in person, by first class mail, or by certified mail to the owner, lessee, tenant, and occupant, to the addressee's last known address, including the subject premises. Additionally, a copy of such notice shall be mailed to each property owner of record as shown on the last equalized assessment roll of the county or as known to the code enforcement officer. Services shall be deemed complete at the time the document is personally served or deposited in the mail. Failure of any person to receive a document shall not affect the validity of any proceedings hereunder. Proof of posting and service shall be made by affidavit or declaration under penalty of perjury filed with the District Secretary.

Section 1.08.060 Summary Abatement.

A. Notwithstanding any other provision of this code, whenever, in the reasonable judgment of the enforcement officer, the existence or continuance of any violation of this code or any nuisance condition poses an imminent or immediate threat of harm to persons or property, or to public health, welfare or safety, an enforcement officer may act immediately and without prior notice or hearing to correct or abate such violation or condition. The District shall post notice of the summary abatement in a conspicuous location on the property.

Section 1.08.070 Penalties for delinquent payments.

If any District bill, charge or fee, except sewer service charges placed on the tax roll, is not paid on or before the last day it is due, a delinquent charge will be assessed the person in default. Delinquent charges shall be in amounts established by resolution of the Board of Directors or by order of the General Manager. Any delinquent charge shall not exceed ten percent (10%) of the unpaid amount due to the District, and in addition, a one percent (1%) per month penalty shall be imposed on the balance of unpaid bills, fees, charges and the delinquent charge imposed. If a more specific provision concerning delinquent charges and/or penalties contained elsewhere in this Code is applicable to a given circumstance, such more specific provision shall apply. (Government Code Section 61115.(a)(3)(C))

Section 1.08.080 Disconnection from System.

A. Notice. At least ten (10) days before a hearing held pursuant to subdivision (B), the District shall provide written notice of the date of the hearing, the date of the proposed disconnection or termination of service, and the reasons therefore to the owner and tenant(s), if any, of the premises for which service is proposed to be terminated. (Health & Safety Code, § 6523.2.)

B. Hearing. Where authorized by this Code, or by any rule, regulation, ordinance of the District, or by any applicable law, the Board may order disconnection of the premises from the District wastewater system, or otherwise terminate sewer service, any after holding a public hearing.

C. Immediate Disconnection. In the case of actual or threatened violation of this Code, of any rule, regulation, or ordinance of the District, or of the terms of any District permit or the requirements of the District Standard Specifications, that reasonably appears to present an imminent danger or threat to the health or welfare of persons, the environment, or the District or its employees or contractors, the General Manager may, after reasonably attempting to informally notify the user of the District wastewater system, take all necessary steps to halt or prevent such violation, including, but not limited to, plugging or physically disconnecting the the District wastewater system.

D. Habitation or Use Prohibited. Where a premises or facility is required to be connected to the District wastewater system, the habitation of such premises by human beings or the operation of such commercial or industrial facility during any period of non-connection or disconnection is prohibited and constitutes a public nuisance. The District may cause proceedings to be brought to abate such habitation or use. The prospective user shall pay any reasonable attorneys' fee and

costs so incurred as a condition of reconnection in addition to other such other costs that may be required.

E. Reconnection. The General Manager may cause the reconnection of a property or structure disconnected pursuant to this section if (1) the General Manager determines the prospective user has abated, to the satisfaction of the General Manager, the condition or conditions that resulted in disconnection or termination of service; and (2) the prospective user has deposited with the District an amount estimated by the General Manager to be the costs of disconnection and of reconnection. Any payment deposited in excess of the actual costs of the District shall be refunded within thirty (30) days of determination of actual costs. Nothing herein is intended to imply that a disconnected user has any rights to reconnection.

Section 1.08.090 Violation of Building Sewer Infiltration and Inflow Control Ordinance.

A. In the event of a failure to comply with the Building Sewer Infiltration & Inflow Control Ordinance (Chapter 9.10 of the Code), the District may bring an enforcement action and exercise any other remedy provided by the District Code and applicable law against the property owner and any other responsible party.

B. When a violation is discovered, the District shall issue a Notice of Violation to the Buyer, and where practical to the previous owner, in accordance with Section 10-4.H of the District Standard Specifications. The recipient of the Notice of Violation shall be required to take all steps necessary to obtain a Certificate of Compliance within sixty (60) days. The Buyer may have recourse under state real estate disclosure laws to obtain reimbursement from the previous owner. Failure to comply with the Notice of Violation, however, shall cause the District to take any lawful enforcement action.

EXHIBIT B

Chapter 1.10—Administrative Enforcement

Section 1.10.010 Administrative Fines.

- A. This Chapter establishes the administrative procedures for the imposition, enforcement, collection, and administrative review of administrative fines and/or penalties pursuant to Government Code Section 53069.4. The General Manager, or their designee, may dismiss a citation at any time by written notice if a determination is made that the citation was issued in error and refund any fine deposited.
- B. The District General Manager, or a designee thereof, is authorized to promulgate procedural rules and regulations governing the provisions in this chapter.
- C. Nothing in this Chapter shall affect the discretion of the General Manager, enforcement officer, or other District employee or agent so designated in writing by the General Manager to issue courtesy notices or warnings of violations in lieu of issuing a citation. The issuance of such courtesy notice or warning shall be at the sole discretion of the issuing officer or agent subject to any procedural rules and regulations issued by the General Manger or their designee.

Section 1.10.020 Definitions

As used in this Chapter, the following words are defined as follows:

- A. “**Administrative fine**,” “fine,” “penalty” and/or “administrative penalty” means the monetary sanction established by resolution of the Board of Directors that is imposed upon a responsible person by means of a citation.
- B. “**Citation**” means an administrative citation that is issued to a responsible person pursuant to this chapter.
- C. “**Citee**” means a responsible person to whom a citation is issued.
- D. “**Code**” shall include: (1) the entire District Code and any other code, rule, or regulation incorporated therein by adoption or reference, (2) any uncodified ordinance adopted by the District Board of Directors, (3) the District’s Standard Specifications or any rule or regulation promulgated pursuant to the provisions of the District Code, (4) any condition of any permit, license, or other entitlement issued pursuant to this code, and (5) other state laws as authorized by statute.
- E. “**Enforcement officer**” and “officer” means any District employee or agent authorized in writing by the District General Manager to issue administrative citations or otherwise enforce the District Code.
- F. “**Hearing officer**” means an District employee designated in writing by the District General Manager to consider all timely requests for an administrative hearing upon issuance of a citation.

G. **“Owner”** means and includes any person having legal title to, or who leases, rents, occupies or has charge, control or possession of, or responsibility for, any real property within the boundaries of the District, including all persons shown as owners on the last equalized assessment roll of the Contra Costa County assessor’s office. Owners include persons with powers of attorney, executors of estates, trustees, or who are court appointed administrators, conservators, guardians or receivers. An owner of personal property shall be any person who has legal title, charge, control, responsibility for, or possession of such property.

H. **“Person”** means and includes any individual, partnership of any kind, a corporation of any kind, limited liability company, association, joint venture or other organization or entity, however formed, as well as fiduciaries, trustees, heirs, executors, administrators, or assigns, or any combination of such persons. “Person” also includes any public entity or agency that acts as an owner within the boundaries of the District.

I. **“Property”** or **“premises”** means any real property, or improvements thereon, or portions thereof, as the case may be. “Property” includes any parkway or unimproved public easement abutting such real property. “Property” shall also include all forms of personal property or animals, where applicable.

J. **“Responsible person”** shall have the meaning set forth in Section 1.08.030.

K. **“Violation”** means an act, omission of any act, use, or condition that constitutes an offense of the District Code or Standard Specifications, as well as a breach or violation of any condition of a permit, approval, entitlement or license issued pursuant to the code.

Section 1.10.030 Issuance of Administrative Citations

A. Whenever an enforcement officer determines that a violation has occurred, the officer may issue a citation on a District-approved form imposing an administrative fine or fines to the responsible person(s) in accordance with the provisions of this Chapter.

B. When the violation pertains to building, plumbing, electrical or other similar structural issues that create an immediate danger to health or safety, a citation may be issued forthwith. In the absence of an immediate danger, the District shall provide a reasonable time, as determined by the officer, to correct a violation pertaining to building, plumbing, electrical, or other similar structural issues prior to issuing a citation pursuant to this Chapter.

C. An officer may issue a citation for a violation not committed in the officer’s presence if the officer has determined, through investigation, that the citee did commit, or is otherwise responsible for, the violation.

D. Each day, or any portion thereof, that a prohibited condition, use, or activity is committed, continued or permitted shall constitute a separate violation. A single citation may charge multiple violations of the code. Each violation is subject to a separate and distinct administrative fine.

E. Each citation shall contain the following information:

- (1) Name and mailing address of the responsible person;
- (2) The address or description of the location of the violation;
- (3) The date and approximate time of the commission of the violation(s), or detection thereof by an officer;
- (4) The relevant provision(s) or section(s) of the code alleged to have been violated;
- (5) A description of the violation(s);
- (6) Amount of the fine for each violation, as well as the procedure and place to pay the fine(s), and any late penalty and/or interest charge(s), if not timely paid;
- (7) When appropriate, the action(s) required to correct the violation(s), and, if applicable, any deadlines or time limitations for commencing and completing such action(s);
- (8) A description of the administrative citation review process and the manner by which a hearing on a citation may be obtained (including the form to be used, where it may be procured from, and the period in which a request must be made in order to be timely);
- (9) The name and signature of the officer, and the signature of the citee, if he or she is physically present and will sign the citation at the time of its issuance. The refusal of a citee to sign a citation shall not affect its validity or any related subsequent proceeding, nor shall signing a citation constitute an admission that a person has committed a violation of the code;
- (10) A statement that the failure to timely tender the fine(s) and other charges/fees imposed pursuant to this chapter may result in: (a) a civil action against citee; (b) the recordation of a lien or special assessment against the citee's real property; and (c) the denial of any District approval, license, entitlement or permit to citee until all delinquent monies are paid to the District; and
- (11) Any other information deemed necessary by the General Manager.

F. Service. A citation may be served in writing and may be delivered either personally or by deposit in the United States mail in a sealed envelope, postage prepaid, addressed to the person to be served at his or her last known business or residence address appearing in the public records or in other records of the matter for which notice is given. Service by mail shall be deemed served at the time of deposit in the United States mail.

G. If service cannot be accomplished personally or by mail for citations involving a real property-related violation of the code, the officer shall post the citation on the property where the violation is alleged to have occurred. The date of posting shall constitute the issuance date of a citation. Failure of a citee to receive a citation or notice shall not invalidate any fine, late penalty

charge, action or proceeding that is imposed or brought pursuant to this chapter, if service was given in a manner stated in this section.

Section 1.10.040 Right to Appeal; Advance Deposit; Hardship Waiver

A. Any citee may contest the violation(s), or contest that he or she is a responsible person, by filing a request for an administrative hearing on an District-approved form with the [APPROPRIATE STAFF MEMBER] and paying an appeal fee in an amount set by Board of Director resolution within fourteen (14) calendar days after the issuance date of a citation. If the [APPROPRIATE STAFF MEMBER] does not receive the request and/or payment of the appeal fee in the required period, the citee shall have waived the right to a hearing and the citation shall be deemed final.

B. A request for a hearing shall contain the following:

- (1) The citation number.
- (2) The name, address, telephone number and or electronic mail address, of each person contesting the citation.
- (3) A statement of the reason(s) why a citation is being contested.
- (4) The date and signature of the citee(s).
- (5) Requests for a hearing shall be accompanied by an advance deposit of the entire amount of the fine stated in the citation. Failure to deposit a fine within the required period, or the tender of a nonnegotiable check in the required period, shall render a request for an administrative hearing incomplete and untimely, in which case the citee shall have waived the right to a hearing and the citation shall be deemed final. Fines that are deposited with the District shall not accrue interest. Fines deposited shall be returned to the person tendering the fines in the event a citation is overturned.

C. Hardship Waiver.

- (1) A citee who is financially unable to deposit the administrative fine with his or her request for a hearing may complete a District-approved application form for an advance deposit hardship waiver (hereinafter, "hardship waiver"). This form and all required accompanying records shall be tendered, along with a request for a hearing, to the [APPROPRIATE STAFF MEMBER] within fourteen (14) calendar days from the issuance date of a citation.
- (2) To be considered for a hardship waiver, the application form must be complete, signed, and must be accompanied by documents that enable the District to reasonably determine the citee's present inability to deposit the fine. Documents suitable for consideration may include, without limitation, accurate, complete and legible copies of state and federal income tax returns and all schedules for the preceding tax year; financial statements, loan applications, bank account records,

income and expense records for twelve (12) months preceding submittal of the waiver form, as well as other documentation demonstrating the citee's financial hardship. The District may, at its sole discretion, request additional documents in order to determine a citee's financial ability to tender an advance deposit of the fine. Failure to submit sufficient evidence of a citee's financial inability to tender an advance deposit of the fine shall result in a denial of the hardship waiver. The District may, at a time chosen in its sole discretion and after a citation is final or confirmed, destroy or discard the documents submitted by a citee for a hardship waiver without prior notice to the citee.

- (3) Failure to submit a completed, signed hardship waiver form, along with sufficient records that support a claim of financial hardship, shall render the request for hearing incomplete and untimely. In this event, the citee shall have waived the right to a hearing and the citation shall be deemed final.
- (4) The District's General Manager or designee shall issue a written decision regarding the application for a hardship waiver. If the hardship waiver is denied, the written decision shall specify the reasons for not issuing the hardship waiver. This decision is final and non-appealable. The decision shall be served upon the person requesting the hardship waiver by first class mail.
- (5) Approval of a hardship waiver shall result in the District setting a hearing pursuant to Section 1.10.040.
- (6) If the District determines that the citee is not entitled to a hardship waiver, he or she shall tender the full amount of the administrative fine to the [APPROPRIATE STAFF MEMBER] within fourteen (14) calendar days of the date the decision is deposited with the U.S. Postal Service. In the event the Secretary does not receive the full amount of the fine in the required period, the request for a hearing is rendered incomplete and untimely, the citee shall have waived the right to a hearing and the citation shall be deemed final, and a late penalty charge shall be imposed upon the administrative fine.

D. A timely request for a hearing shall not excuse a citee from the duty to immediately abate a violation of the code, nor from any other responsibility or legal consequences for a continuation or repeated occurrence(s) of a violation of the code.

Section 1.10.040 Appeal Hearing

A. An administrative appeal hearing shall be scheduled and conducted no less than fourteen (14) and no more than sixty (60) calendar days after the date a timely and complete request is received by the [APPROPRIATE STAFF PERSON]. A citee who files a request for an administrative hearing to contest a citation (hereafter "appellant") shall be notified in writing by first class mail of the date, time, and location of the hearing at least fourteen (14) calendar days prior to the date of the hearing. The failure of an appellant to receive a properly addressed notice shall not invalidate the citation or any hearing or District action or proceeding conducted pursuant to this Chapter.

B. At the place and time set forth in the notification of administrative hearing, the hearing officer shall hear and consider the testimony of the issuing officer, the appellant(s), and/or their witnesses, as well as any documentary evidence presented by these persons concerning the violation(s) alleged in the citation.

C. Administrative hearings are informal, and formal rules of evidence and discovery do not apply. The District bears the burden of proof to establish a violation and responsibility therefor by a preponderance of evidence. The issuance of an administrative citation shall constitute prima facie evidence of the violation. The appellant(s), and officer, if present, shall have an opportunity to present evidence and witnesses and to cross-examine witnesses. An appellant and the officer issuing the citation may represent himself/herself/themselves or be represented by anyone of his/her/their choice. An appellant may bring an interpreter to the hearing at the appellant's sole expense. The District may, at its discretion, record the hearing by stenographer or court reporter, audio recording, or video recording. The hearing officer may question any person who presents evidence or who testifies at any hearing.

D. An appellant may appear at the hearing in person or by written declaration executed under penalty of perjury. Said declaration and any documents in support thereof shall be tendered to and received by the [STAFF MEMBER] or Board of Directors at least three (3) District business days prior to the hearing. If an appellant elects to appear at the hearing by written declaration, the enforcement officer who issued the citation shall not be required to attend or participate at the hearing. If the appellant fails to attend the scheduled hearing, or to otherwise submit a written declaration in a timely manner, the hearing officer shall cancel the hearing and send a notice thereof to the appellant(s) by first class mail to the address(es) stated on the appeal form. A cancellation of a hearing due to nonappearance of the appellant shall constitute the appellant's waiver of the right to appeal. In such instances, the citation (and corresponding fine and other applicable fees) shall be deemed final.

E. Hearings may be continued once at the request of an appellant or the officer who issued the citation. The hearing officer may also continue the hearing for cause.

Section 1.10.050 Appeal Decision; Judicial Review

A. After considering all of the testimony and evidence submitted at the hearing, the hearing officer shall issue a written decision to uphold or overturn the citation and shall state the reasons therefor. The District shall preserve all exhibits and evidence submitted at the hearing until all appeals have been exhausted. If the citation is upheld and the violation has not been fully corrected as of the date of the hearing, the hearing officer shall order correction thereof in the decision and provide a deadline to complete said action(s). The decision of the hearing officer shall be final. If the citation is upheld and the appellant did not deposit the fine at the time the appellant requested an administrative appeal hearing, the hearing officer shall also order the payment of the fine (and other applicable fees and costs) within fourteen (14) calendar days of the decision.

B. The appellant(s) shall be served by first class mail with a copy of the hearing officer's written decision. The date the decision is deposited with the U.S. Postal Service shall constitute

the date of its service. The failure of an appellant to receive a properly addressed decision shall not invalidate any hearing, District action or proceeding conducted pursuant to this chapter.

C. A decision of the hearing officer is, in accordance with Government Code Section 53069.4, subdivision (b), appealable to the superior court within twenty (20) days after the date of its service. Each decision shall contain a statement advising the appellant(s) of this appeal right and the procedures and court filing fee for its exercise. An appellant shall serve a copy of the court-filed notice of appeal on the [APPROPRIATE STAFF MEMBER] by personal service or first class mail within five (5) calendar days after filing the original thereof.

D. If a hearing officer's decision is not appealed in a timely manner, the decision shall be deemed confirmed.

E. The superior court is the sole reviewing authority and an appeal from a hearing officer's decision is not appealable to the Board of Directors. If a responsible person prevails on appeal, The District shall reimburse his or her filing fee, as well as the fine deposit in accordance with the court judgment. These monies shall be mailed to the responsible person within forty-five (45) calendar days after the District's receipt of a notice of judgment or ruling from the superior court clerk.

Section 1.10.060 Amount of Administrative Fine or Penalty

A. The amounts of the fines imposed pursuant to this Chapter shall be set forth in a schedule of fines established by resolution of the Board of Directors. The Board of Directors may, by resolution, also impose escalating fines in amounts it deems appropriate for repeat offenses of the same ordinance. The amounts of fines may be modified from time to time by a resolution of the Board of Directors. If no such schedule has been adopted, or if a schedule is rescinded by action of the Board of Directors, the amounts of the fines imposed shall not exceed the maximum amounts set forth in subsection (b) of this section.

B. If a violation is otherwise classified as an infraction under the code, the administrative fine shall not exceed (1) one hundred dollars (\$100.00) for a first violation; (2) two hundred dollars (\$200.00) for a second violation of the same section of this code within a twelve-month period of time, and (3) five hundred dollars (\$500.00) for each additional violation of the same section of this code within a twelve-month period of time.

Section 1.10.070 Collection of Administrative Fine or Penalty

A. Failure to pay an administrative fine within sixty (60) days after the issuance of an uncontested administrative citation or, if contested, within sixty (60) days after an order to pay pursuant to a decision by a hearing officer or judicial officer confirming the fine, shall result in a late penalty and interest as set forth in Section 1.08.070.

B. Administrative fines, late penalty charges, and any interest due shall be paid to the District at such location or address as stated in the citation, or as may otherwise be designated by the District's General Manager.

C. Payment of an administrative fine shall not excuse or discharge a citee from the duty to immediately abate a violation of the District Code, regulations, or Standard Specifications, nor from any other responsibility or legal consequences for a continuation or repeated occurrence(s) of a violation of the code.

D. Abatement of a violation shall not excuse the obligation of a citee to pay an administrative fine or any other charges, fees, or costs imposed as a result of the issuance of a citation.

E. Unpaid administrative fines and other charges, fees, or costs imposed in accordance with this chapter shall constitute a debt that may be collected in any manner allowed by law. The District shall be entitled to recover its attorney's fees and costs arising from an action to collect an administrative fine and other charges, fees, or costs imposed in accordance with this Chapter, if it is the prevailing party and provided it made the election to seek attorney's fees at the commencement of the action. A citee shall be entitled to recover his or her attorney's fees if the District made the election to seek attorney's fees at the outset of the action and the citee prevails thereon. The General Manager, or a designee thereof, may promulgate policies and procedures for the District's election to use one (1) or more of the foregoing collection remedies.

CROCKETT COMMUNITY SERVICES DISTRICT

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website: www.town.crockett.ca.us

TO: Board of Directors, CCSD

FROM: Gaunt Murdock, General Manager

SUBJECT: Refund of Sewer Use Charge for 404 Edwards because of change of designation

DATE: 1/13/22

Property owner Brian Montgomery appeared before the board at the regular July meeting and requested a change of use designation for his property which was designated and charged as a duplex by the District but he maintained was actually better described as an SFR.

The Board voted unanimously to grant him the change of use. Because the issue was not agendaized the granting of refund was tabled until it could be agendaized.

At the August meeting the item was agendaized and again taken up by the board. It was objected that the owner had not presented a formal application for refund, and the issue was again tabled.

Below are excerpts from the accepted minutes that illustrate this history:

From the minutes of the July 26th 2022 regular meeting:

5.f SEWER USE CHARGE RATE - 404 EDWARDS: Mr. Murdock reported that this property is currently being charged as a duplex. In addition to the main of the house there is an additional kitchen, bathroom, bedroom and auxiliary room. It is not separated from the rest of the house by any door. The owner claims it is not a separate apartment, but part of the SFR. This has been accepted by the County Tax Assessors office. Mr. Murdock said this property is not a junior accessory dwelling unit (JADU) because it is over 500 sq. ft. It is not completely a separated apartment due to lack of separation from the remaining body of the house. Staff recommends it to be a single family residence (SFR). A motion to reclassify 404 Edwards as a SFR carried unanimously (Um/sb).

From the minutes of the AUG meeting:

5c PUBLIC HEARING 404 Edwards refund of charges Staff explanation of refund, change of sewer charge had been granted but refund had not been on agenda last time and so was passed to this meeting.

LB bcs no application for refund had been turned in, issue to be tabled until next month

I have researched the database and can verify that this property has indeed been classified as a duplex since at least 2018 through present. I am presenting the Mr Montgomery's application for refund with recommendation that this issue be finalized and the refund granted as requested.

Gaunt Murdock

10.5

Application for refund is made concerning a property within the Crockett Community Services District having the following address(es):

404 Edwards St.

APN 354-052-003

Date of original complaint or request: 7/27/2022

Fiscal Year	Payment Made	Refund Claimed	Printed Name of Person Who Made Payment
July 2021 - Jun 2022	\$1318 ⁰⁰	\$499 ⁰⁰	Brian Montgomery
July 2020 - June 2021	1318 ⁰⁰	\$459 ⁰⁰	Brian Montgomery
July 2019 - Jun 2020	1248 ⁰⁰	\$459 ⁰⁰	Brian Montgomery
July 2018 - Jun 2019	1248 ⁰⁰	\$459 ⁰⁰	Brian Montgomery

The property contained the following residential and/or commercial units at all times during the years in question:

House has been misclassified as duplex and is actually classified as a single family home


Signature of Applicant

8/24/2022
Date

Brian Montgomery
Printed Name of Applicant

(510) 387-0373
Phone

404 Edwards St. Crockett, CA 94521
Mailing Address

CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525
 850 Pomona Street
 Telephone (510) 787-2992

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BD. MTG: 11-16-22

LATEST FUND REPORT

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

CCSD FUND 3240		CCSD FUND 3240	
CASH CARRIED FORWARD:		CASH CARRIED FORWARD:	
REC DEPT:	\$13,439.85	CVSAN DEPT:	\$238,906.36
ACTIVITY:		ACTIVITY:	
21-22 Housing Auth	\$2.36	21-22 Housing Auth	\$12.05
CY Uns 1% Prop Tax	\$1,742.47	CY Uns 1% Prop Tax	\$8,894.50
PY Uns Prop Tax	\$13.06	PY Uns Prop Tax	\$66.69
Supp Prop Tax	\$38.20	Supp Prop Tax	\$194.97
CASH BALANCE (Rec):		CASH BALANCE (CVSan):	
	\$15,235.94		\$248,074.57
ADV ON TAXES (Rec):		ADV ON TAXES (CVSan):	
	\$65,488.13		\$334,233.20
060 Adv beginning bal	\$65,034.94	060 Adv beginning bal	\$331,919.85
No Activity		No Activity	\$0.00
Ending Balance	\$65,034.94	Ending Balance	\$331,919.85
160 Supplmt begin bal	\$453.19	160 Supplmt begin bal	\$2,313.35
No Activity		No Activity	\$0.00
Ending Balance	\$453.19	Ending Balance	\$2,313.35
FUND BALANCE (Rec):		FUND BALANCE (CVSan):	
	\$80,724.07		\$582,307.77
		MAINT DEPT PROPERTY TAXES ALLOC:	
		Cash Carried Forward:	(\$13,297.52)
		21-22 Housing Auth	\$0.28
		CY Uns 1% Prop Tax	\$206.02
		PY Uns Prop Tax	\$1.54
		Supp Prop Tax	\$4.52
		Cash Balance (Maint):	(\$13,085.16)
		060 Adv Beginning Bal:	\$7,698.10
		No Activity	
		Ending Balance:	\$7,698.10
		160 Supplmt begin bal:	\$53.58
		No Activity	\$0.00
		Ending Balance	\$53.58
		FUND BALANCE (Maint):	(\$5,333.48)
		TOTAL CSD 3240 BALANCE:	\$657,698.36

\\administrative\bud&fin\wrkshtCSD.xls

CROCKETT MAINTENANCE DEPARTMENT

of the Crockett Community Services District

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 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: 11-16-22 LATEST FUND REPORT 9-13-22

OPERATING FUND 3242		BALANCES BY CLASS	
CASH CARRIED FORWARD:	\$46,945.22	MEMORIAL HALL	
ACTIVITY:		Walk Honor & P66	\$276,750.00
CHECKS and PAYMENTS		Archt. Phase1	(\$15,427.99)
Warrant (516-521)	(\$12,117.67)	Engnr. Phase1	(\$33,934.00)
DEPOSITS:		Other CapX	<u>(\$4,605.65)</u>
No Activity		WofH P66 Balance	\$222,782.36
		Other MH O&M Bal	\$1,143.61
		BRIDGEHEAD	\$1,174.34
		PLAZA/FENCES/LIGHTS	(\$876.68)
		DOGPARK COST CENTER	\$2,351.14
CASH BALANCE:	\$34,827.55	ACCRUED DEBT:	
INVESTED BEG. BAL:	\$223,833.69	PCADVISORY due MH	\$1,170.20
No activity			
INVESTED END. BAL:	\$223,833.69		
FUND BALANCE:	\$258,661.24	TAXES held in 3240	(\$5,545.84)

CROCKETT MAINTENANCE DEPARTMENT

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MONTHLY SUMMARY WORKSHEET

PREPARED FOR BD. MTG: 11-16-22 LATEST FUND REPORT 10-12-22

OPERATING FUND 3242		BALANCES BY CLASS	
CASH CARRIED FORWARD:	\$34,827.55	MEMORIAL HALL	
ACTIVITY:		Walk Honor & P66	\$276,750.00
CHECKS and PAYMENTS		Arch. Phase1	(\$15,427.99)
Warrant (522-533)	(\$11,155.28)	Engnr. Phase1	(\$33,934.00)
		Other CapX	<u>(\$4,605.65)</u>
DEPOSITS:		WofH P66 Balance	\$222,782.36
Xcl Outdated Chk	\$ 1,021.55	Other MH O&M Bal	\$1,143.61
		BRIDGEHEAD	\$1,174.34
		PLAZA/FENCES/LIGHTS	(\$876.68)
		DOGPARK COST CENTER	\$2,351.14
CASH BALANCE:	\$24,693.82	ACCRUED DEBT:	
INVESTED BEG. BAL:	\$223,833.69	PCADVISORY due MH	\$1,170.20
No activity			
INVESTED END. BAL:	\$223,833.69		
FUND BALANCE:	\$248,527.51	TAXES held in 3240	(\$5,333.48)

PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

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Fax (510) 787-2459

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

website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR MTG.:	11/16/22	LATEST FUND REPORT	9/13/22
OPERATING FUND 3425			
CASH CARRIED FORWARD:	\$198,877.14	ACCRUED DEBT:	
ACTIVITY:			
Warrants (1630 - 1640)	(\$24,597.44)	PYs due CVSan Dep	\$24,233.49
Sec Tax Adv to cash	\$28,374.00	Loan#2 due CVSan	\$165,426.19
		Loan#3 due CVSan	\$150,000.00
Transfers:			
Payroll Recov to CVSAN	(\$35,642.88)		
REC check reimbursemen	\$32,243.28		
CASH BALANCE:	\$199,254.10	ACCRUED DEBT:	\$339,659.68
ADV ON SUC BEG. BALANCE	\$28,374.00	DUE FROM REC DEPT	\$ 30,120.22
Xfer to Cash	(\$28,374.00)		
(6/22/22 correction)			
Ending Balance	\$0.00		\$ -
		TOTAL:	\$ 30,120.22
INVESTED BEGIN. BALANCE	\$40,488.54	PAID BY REC DEPT:	\$ 32,243.28
No Activity		**taxes & fees not included	
Ending Balance	\$40,488.54	Balance Owed	\$ (2,123.06)
FUND BALANCE:	\$239,742.64	\\san\pc\bud&fin\wrksht	

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MONTHLY SUMMARY WORKSHEET

PREPARED FOR MTG.:	11/16/22	LATEST FUND REPORT	10/12/22
OPERATING FUND 3425			
CASH CARRIED FORWARD:	\$199,254.10	ACCRUED DEBT:	
ACTIVITY:			
Warrants (1641-1645):	(\$5,395.52)	PYs due CVSan Dep:	\$24,233.49
		Loan#2 due CVSan	\$165,426.19
		Loan#3 due CVSan	\$150,000.00
Transfers:			
No Activity			
CASH BALANCE:	\$193,858.58	ACCRUED DEBT:	\$339,659.68
ADV ON SUC BEG. BALANCE	\$0.00	DUE FROM REC DEPT	\$ (2,123.06)
SewerSvcChr GB appor	\$296,932.72		
Ending Balance	\$296,932.72		\$ -
		TOTAL:	\$ (2,123.06)
INVESTED BEGIN. BALANCE	\$40,488.54	PAID BY REC DEPT:	
No Activity		**taxes & fees not	
		included	
Ending Balance	\$40,488.54	Balance Owed	\$ (2,123.06)
FUND BALANCE:	\$531,279.84	\\san\pc\bud&fin\wrksht	

CROCKETT SANITARY DEPARTMENT

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MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG: 11-16-22 LATEST FUND REPORT: 9-13-22

OPERATING FUND 3426		CONSTRUCTION FUND 3427	
CASH CARRIED FORWARD:	\$696,780.17	CASH CARRIED FORWARD:	\$126,429.28
ACTIVITY:		No Activity	
Warrants (6759-6778)	\$ (61,120.40)		
Payroll Recov Xfers	\$ 50,594.63	CASH BALANCE:	\$126,429.28
Prmts 22-28 to 22-29	\$ 120.00	INVESTED BEGIN BAL.:	\$906,081.63
Xcl chk 6732	\$ 2,555.00	No Activity	
CASH BALANCE:	\$688,929.40	INVESTED BALANCE:	\$906,081.63
ADV ON TAXES:	\$ -	FUND 3427 BALANCE:	\$1,032,510.91
060 Prop tax Beginning	\$ -		
No Activity			
Ending Balance	\$ -	CAPITAL RESERVE FUND 3429	
160 Adv Supp Prop tax	\$ -	CASH CARRIED FORWARD:	\$255.00
No Activity		No Activity	
Ending Balance	\$ -		
INVESTED BEG. BALANCE:	\$2,791,565.81	CASH BALANCE:	\$255.00
No Activity		INVESTED BEGIN BAL.:	\$71,738.74
Ending Balance:	\$2,791,565.81	No Activity	
FUND 3426 BALANCE:	\$3,480,495.21	INVESTED BALANCE:	\$71,738.74
TAXES held in 3240:	\$573,139.56	FUND 3429 BALANCE:	\$71,993.74
CO.charges in 3240:	\$0.00		
ACCRUED DEBT OWED TO CVSAN:		CONTRACTOR BONDS ON FILE:	
PCSAN DEPT.	\$339,659.68	39 contractors	\$39,500.00

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MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG: 11-16-22

LATEST FUND REPORT: 10-12-22

OPERATING FUND 3426

CONSTRUCTION FUND 3427

CASH CARRIED FORWARD: \$688,929.40

CASH CARRIED FORWARD: \$126,429.28

ACTIVITY:

Warrants (6779-6793) \$ (88,680.15)

Transfer to Investmnt (\$120,000.00)

Xcl Outdated Checks \$ 5,404.55

CASH BALANCE: \$6,429.28

Prmt 22-30 \$ 60.00

INVESTED BEGIN BAL.: \$906,081.63

Transfer from Cash \$120,000.00

CASH BALANCE: \$605,713.80

INVESTED BALANCE: \$1,026,081.63

ADV ON TAXES: \$ 1,512,601.46

060 Prop tax Beginning \$ -

Sewer Svc Charge GC \$1,512,601.46

FUND 3427 BALANCE: \$1,032,510.91

Ending Balance \$ 1,512,601.46

CAPITAL RESERVE FUND 3429

160 Adv Supp Prop tax \$ -

No Activity

Ending Balance \$ -

CASH CARRIED FORWARD: \$255.00

No Activity

INVESTED BEG. BALANCE: \$2,791,565.81

No Activity

CASH BALANCE: \$255.00

Ending Balance: \$2,791,565.81

INVESTED BEGIN BAL.: \$71,738.74

No Activity

FUND 3426 BALANCE: \$4,909,881.07

INVESTED BALANCE: \$71,738.74

TAXES held in 3240: \$582,307.77

CO.charges in 3240: \$0.00

FUND 3429 BALANCE: \$71,993.74

ACCRUED DEBT OWED TO CVSAN:

CONTRACTOR BONDS ON FILE:

PCSAN DEPT. \$339,659.68

39 contractors \$39,500.00

CROCKETT COMMUNITY SERVICES DISTRICT

INVESTMENT REPORT

AS OF OCTOBER 3, 2022

<u>Beginning invested balance:</u>	<u>5/20/2022</u>	<u>\$ 4,205,072.40</u>
<u>RECREATION DEPT. OPERATING FUND 3241</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 1.35% on 9/30/22		\$ 178,865.66
Activity:		
4th Quarter Interest:		\$ 334.87
Ending balance:		\$ 179,200.53
<u>MAINTENANCE DEPT. MEMORIAL HALL FUND 3242</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 1.35% on 9/30/22		\$ 223,451.58
Activity: 4th Quarter Interest:		\$ 403.11
Ending balance:		\$ 223,854.69
<u>PORT COSTA SANITARY DEPT. OPERATING FUND 3425</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 1.35% on 9/30/22		\$ 40,412.87
Activity:		
4th Quarter Interest:		\$ 75.67
Ending balance:		\$ 40,488.54
<u>CROCKETT SANITARY DEPT. OPERATING FUND 3426</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 1.35% on 9/30/22		\$ 2,786,349.18
Activity:		
4th Quarter Interest:		\$ 5,216.63
Ending balance:		\$ 2,791,565.81
<u>CROCKETT SANITARY DEPT. CONSTRUCTION FUND 3427</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 1.35% on 9/30/22		\$ 904,388.43
Activity: 4th Quarter Interest:		\$ 1,693.20
Deposit on 10/3/2022:		\$ 120,000.00
Ending balance:		\$ 1,026,081.63
<u>CROCKETT SANITARY DEPT. CAPITAL RESERVE FUND 3429</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 1.35% on 9/30/22		\$ 71,604.68
Activity: 4th Quarter Interest:		\$ 134.06
Ending balance:		\$ 71,738.74
<u>Closing invested balance:</u>	<u>10/3/2022</u>	<u>\$4,332,929.94</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.

Date: 11/5/2022

Vaughn Gunkelman, Administrative Services Manager

RESOLUTION

NO. 22/23-14

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CROCKETT COMMUNITY SERVICES DISTRICT
ADOPTING AN OPERATING AND CAPITAL
BUDGET FOR THE FISCAL YEAR 2022/2023**

WHEREAS, the Administrative Services Manager has prepared the proposed operating budget for the fiscal year 2022/23; and

WHEREAS, the Members of the District Board of Directors have studied that proposed interim budget and made amendments thereto.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Crockett Community Services District that the general fund budget allocation approved for fiscal year 2022/23 is \$5,050,143 including an allocation of \$1,431,247 for capital improvements and \$198,624 for debt service.

PASSED AND ADOPTED by the Board of Directors of the Crockett Community Services District at the Regular Meeting held on November 16, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Luigi Barassi, President

ATTEST:

Gaunt Murdock,
General Manager

11.16.

CROCKETT COMMUNITY SERVICES DISTRICT FY 2022/23 BUDGET

PROPOSED (11/__/2022)

	PRIOR YEAR ACTUAL 2020/21	ADOPTED BUDGET 2021/22	ESTIMATED YEAR-END 2021/22	PROPOSED BUDGET 2022/23
Revenue				
CCSD Administration ⁽¹⁾	\$ 45,845	\$ -	\$ 90,517	\$ -
Recreation Dept. ⁽⁵⁾	\$ 378,840	\$ 835,401	\$ 621,965	\$ 841,841
Maintenance Dept. ⁽⁴⁾	\$ 36,543	\$ 520,327	\$ 189,313	\$ 406,890
Port Costa Sanitary Dept.	\$ 302,511	\$ 293,813	\$ 293,956	\$ 297,563
Crockett Sanitary Dept. ^{(2) (3)}	\$ 2,013,841	\$ 2,205,148	\$ 1,835,805	\$ 2,535,688
Receivable PC Loans ⁽³⁾	\$ 73,977	\$ 42,681	\$ 43,330	\$ 45,648
Rate Stabilization Resrv	\$ -	\$ -		\$ 112,000
Total Revenue	\$ 2,851,557	\$ 3,897,370	\$ 3,074,885	\$ 4,239,629
Expenses				
CCSD Administration ⁽¹⁾	\$ -	\$ -	\$ -	
Recreation Dept.	\$ 449,055	\$ 781,457	\$ 596,478	\$ 870,015
Maintenance Dept. ⁽⁴⁾	\$ 19,999	\$ 850,487	\$ 153,287	\$ 496,178
Port Costa Sanitary Dept. ⁽³⁾	\$ 236,149	\$ 306,475	\$ 204,637	\$ 375,998
Crockett Sanitary Dept. ⁽²⁾	\$ 1,433,678	\$ 1,747,486	\$ 1,477,931	\$ 3,307,952
Rate Stabilization Resrv	\$ -	\$ -	\$ -	
Total Expense	\$ 2,138,881	\$ 3,685,905	\$ 2,432,333	\$ 5,050,143
Net Increase (Decrease) in Cash ⁽³⁾	\$ 712,676	\$ 211,465	\$ 642,552	\$ (810,514)
Fund Balance, beginning	\$ 4,866,866	\$ 5,513,308	\$ 5,586,860	\$ 6,229,413
Fund Balance, end of year	\$ 5,586,860	\$ 5,724,773	\$ 6,229,413	\$ 5,418,900
	\$ 5,579,542			
<i>O&M annual - All Depts.</i>	\$ 1,826,232	\$ 2,326,668	\$ 2,115,074	\$ 2,305,430
<i>Payroll Summary All Depts.</i>	\$ 426,727	\$ 543,267	\$ 611,691	\$ 619,876

(1) CCSD Admin Revenues/Expenses held in Fund 3240 and split to Crockett San, Rec. and Maint. Depts.
CSD roll-up reflected on estimated only, revenue/expenses attached to Maintenance Budget

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

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

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

FY 2021-22 CROCKETT RECREATION DEPARTMENT PROPOSED BUDGET (##) - FUND 3241

	PY 2020-21 Actual	FY 2021-22 Approved	FY 2021-22 Estimated Year- End	FY 22-23 Proposed Budget
O&M Expenses - combined cost centers				
Uniforms	\$ 1,412	\$ 2,200	\$ 1,412	\$ 2,200
Telephone / Internet / Software Subscriptions	\$ 5,901	\$ 7,986	\$ 5,374	\$ 5,289
Insurance	\$ 20,213	\$ 33,163	\$ 28,325	\$ 30,874
Elections	\$ 0	\$ 0	\$ 0	\$ 0
Maintenance	\$ 60,169	\$ 82,049	\$ 90,371	\$ 97,601
Memberships	\$ 309	\$ 360	\$ 309	\$ 360
Program Supplies	\$ 418	\$ 14,375	\$ 1,180	\$ 14,375
Other Operating incld. Capital Replcmt.	\$ 33,458	\$ 135,118	\$ 50,351	\$ 36,724
Office	\$ 2,930	\$ 6,724	\$ 3,325	\$ 5,804
Professional Services	\$ 13,274	\$ 20,256	\$ 17,103	\$ 17,918
Advertising & Legal Notices	\$ 67	\$ 1,297	\$ 901	\$ 1,294
Training & Certification	\$ 1,435	\$ 8,170	\$ 2,850	\$ 8,170
Cost of Goods Sold	\$ 3,582	\$ 5,196	\$ 6,829	\$ 5,196
Vehicle Travel Reimbursement	\$ 1,492	\$ 2,371	\$ 2,500	\$ 2,357
Utilities	\$ 48,586	\$ 61,824	\$ 75,000	\$ 61,153
County Charges	\$ 5,873	\$ 6,214	\$ 4,856	\$ 4,550
Salaries and Benefits	\$ 179,176	\$ 223,114	\$ 263,465	\$ 256,732
Total O&M Expenses	\$ 378,294	\$ 610,416	\$ 554,151	\$ 550,596
Fixed Assets				
Capital Projects Allocation / Expenses	\$ 2,500	\$ 110,000	\$ 29,269	\$ 264,360
Total Fixed Assets	\$ 2,500	\$ 110,000	29,269	\$ 264,360
Contingency Reserve *	\$ 0	\$ 61,042	0	\$ 55,060
Non-Operating expense / interfund trsfrs	\$ 36,615	\$ 0	\$ 10,653	\$ 0
Payroll Liabilities G/L adjust.	2,636		\$ 2,405	
Total Expenditures	\$ 420,044	\$ 781,457	\$ 596,478	\$ 870,015
TOTAL APPROPRIATIONS	\$	\$ 781,457	\$	\$ 870,015
TOTAL REVENUES **	\$ 328,797	\$ 835,401	\$ 621,965	\$ 841,841
Operating Revenue	\$ 76,963	\$ 313,035	\$ 343,558	\$ 327,390
Cost recovery	\$ 394	\$ 3,451	\$ 7,718	\$ 3,351
Community Center income	\$ 8,295	\$ 236,980	\$ 261,915	\$ 251,435
Aquatics Center income	\$ 48,346	\$ 69,055	\$ 71,556	\$ 69,055
Other income (park, keys, fines, etc.)	\$ 14,747	\$ 1,550	\$ 533	\$ 1,550
Donations (other)	\$ 5,183	\$ 2,000	\$ 1,836	\$ 2,000
Non-Operating Revenue	\$ 251,833	\$ 522,366	\$ 278,407	\$ 514,451
Property Tax trsf from 3240	\$ 60,000	\$ 64,170	\$ 68,119	\$ 67,170
Recreation Tax	\$ 136,290	\$ 136,358	\$ 136,400	\$ 130,818
Interest (non-op)	\$ 3,439	\$ 5,238	\$ 859	\$ 3,201
Return-to-Source Co-gen grant	\$ 42,182	\$ 41,900	\$ 43,029	\$ 38,562
Other non-profit grants	\$ 0	\$ 271,000	\$ 0	\$ 271,000
Non-operating income	\$ 9,922	\$ 3,700	\$ 30,000	\$ 3,700

CAPITAL PROPOSED (##) FY 22/23

	CAPITAL IMPROVEMENT	CAPITAL REPLACEMENT	GRANT FUNDED	RTS FUNDED	CAP RESERVE FUNDED	REC TAX or OTHER FUNDED
COMMUNITY CENTER						
Repair bar floor						
Replace Evaporitive Cooler		\$2,100.00				
Repair kitchen tiles						
Camera Maintenance		\$4,560.00				
Paint Janitor Room		\$700.00				
Back Office/Ticket room flooring		\$3,000.00				
Replacement Tables		\$3,500.00				
Replace fixtures in bathrooms						
Floor Strip & Varnish		\$20,000.00				
Upper window shades		\$10,000.00				
New stage curtains						
Various Misc. Cap. Repl. items		\$5,000.00				
TOTAL	\$0.00	\$48,860.00				
AQUATICS CENTER						
ADA Compliant Bathrooms						
Metered outdoor showers	\$6,000.00					
Deck chairs		\$2,500.00				
Replaster Pool		\$117,000.00				
Pool Deck improvments	\$20,000.00					
Various Cap. Repl. items		\$3,000.00				
TOTAL	\$26,000.00	\$122,500.00				
PARK, TENNIS, BOCCE						
Retaining Wall (Pomona/Pool)	\$30,000.00					
Replace Stairs to Pomona	\$30,000.00					
Hardwood Playground chips		\$5,000.00				
Replant park lawn						
Various Cap. Repl. items		\$2,000.00				
TOTAL	\$60,000.00	\$7,000.00				
POLICE LIAISON						
TOTAL	\$0.00	\$0.00				\$264,360

NON-CAP O&M EXPENSES COVERED BY RTS FUNDING

Annual camera maintenance (Comm 50%/Pool 50%)

SUB-TOTALS:	<u>\$264,360</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
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**** Est. RTS funding in FY 21/22 is \$41,900**

TOTAL: \$264,360

FY 22/23 MAINTENANCE DEPARTMENT PROPOSED BUDGET (##) - FUND 3242 - OVERVIEW

	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2021-22 Year- End	FY 2022-23 Proposed
EXPENSES				
Memorial Hall O&M	\$ 2,322	\$ 5,283	\$ 1,978	\$ 3,525
Bridgehead O&M	\$ 540	\$ 825	\$ 2,003	\$ 2,075
Plaza / Streetlights O&M	\$ 563	\$ 644	\$ 553	\$ 608
1 Rolph Park Drive	58,543	210,664	100,010	103,025
CSD Administration	\$ 84,046	\$ 126,943	\$ 33,742	\$ 19,110
Sub-Total O&M Expense	\$ 146,015	\$ 344,359	\$ 138,287	\$ 128,344
Fixed Assets - Capital Expense				
Memorial Hall	\$ -	\$ 344,000	\$ -	\$ 344,000
Bridgehead	\$ -	\$ -	\$ -	\$ 0
Plaza / Streetlights	\$ -	\$ -	\$ -	\$ 0
1 Rolph Park Drive				
Total Fixed Assets	\$ -	\$ 344,000	\$ -	\$ 344,000
Contingency Reserve 10%	\$ -	\$ 960	\$ -	\$ 12,834
Non-op Expenses	\$ -	\$ 10,000	\$ 15,000	\$ 10,000
Interfund G/L non-op adj.	\$ -	\$ 4,000	\$ -	\$ 1,000
TOTAL EXPENDITURES	\$ 146,015	\$ 703,319	\$ 153,287	\$ 496,178
TOTAL APROPRIATIONS	\$	\$ 703,319	\$ 153,287	\$ 496,178
REVENUES				
Operating Revenue				
Memorial Hall	\$ -	\$ 1,000	\$ 1,507	\$ 1,000
Bridgehead	\$ 5,937	\$ 600	\$ 1,507	\$ 600
Plaza / Streetlights	\$ -	\$ 200	\$ -	\$ 0
1 Rolph Park Drive	95,944	216,505	86,166	99,583
CSD Administration	0	171,502	32,164	35,381
Total Operating Revenue	\$ 101,881	\$ 389,807	\$ 121,344	\$ 136,563
Non-Operating Revenue				
Memorial Hall	\$ 54,719	\$ 166,125	\$ 43,370	\$ 184,450
Bridgehead	\$ 816	\$ 888	\$ 848	\$ 848
Plaza / Streetlights	\$ 853	\$ 887	\$ 887	\$ 922
1 Rolph Park Drive	15,500	14,106	22,863	84,106
Total Non-Operating Revenue	\$ 56,388	\$ 182,006	\$ 67,968	\$ 270,327
TOTAL REVENUES	\$ 158,269	\$ 571,812	\$ 189,313	\$ 406,890
Net Increase (Decrease)	\$ 12,254	\$ (131,506)	\$ 36,026	\$ (89,288)
BALANCE OVERVIEW				
FUND BALANCE (Beginning)	\$ 170,579.07	\$ 182,833.55	\$ 182,833.55	\$ 218,859.18
Estimated Revenue	\$ 158,269.00	\$ 571,812.45	\$ 189,312.57	\$ 406,889.82
Estimated Expenses	\$ 146,014.52	\$ 703,318.70	\$ 153,286.94	\$ 496,178.02
FUND BALANCE (End of Year)	\$ 182,833.55	\$ 51,327.30	\$ 218,859.18	\$ 129,570.99
Combined Payroll (Sal-Ben)	\$ 1,121	\$ 2,541	\$ 2,338.06	\$ 913

FY 22/23 MAINTENANCE DEPARTMENT PROPOSED BUDGET (##) - FUND 3242 - MEMORIAL HALL

	FY 2020-21	FY 2021-22	FY 2021-22	FY 2022-23
	Actual	Adopted	Year-End	Proposed
EXPENSES				
Memorial Hall O&M				
Insurance - Property & Crime	\$ 2	\$ 3	\$ 3	\$ 5
Maintenance - building	\$ -	\$ 300	\$ 1,500	\$ 300
Capital Replacement - O&M	\$ -	\$ 250	\$ -	\$ 250
Utilities - electricity	\$ -	\$ 480	\$ 58	\$ 296
Payroll Expenses and volunteer WC	\$ 1,790	\$ 2,000	\$ 375	\$ 413
Programs - events (WoH & other)	\$ -	\$ 1,000	\$ -	\$ 1,000
Prof. Svcs.- Engineer, Attorney, Audit	\$ 38	\$ 1,000	\$ -	\$ 1,000
All Other- Office and other op	\$ 492	\$ 250	\$ 42	\$ 261
Total Memorial Hall O&M Expenses	\$ 2,322	\$ 5,283	\$ 1,978	\$ 3,525
Fixed Assets - Capital Expense				
MH Construction	\$ -	\$ 317,000	\$ -	\$ 317,000
MH Engineering / Architect	\$ -	\$ 25,000	\$ -	\$ 25,000
MH Staff Cap Expense	\$ -	\$ 2,000	\$ -	\$ 2,000
Total Fixed Assets	\$ -	\$ 344,000	\$ -	\$ 344,000
Contingency Reserve 10%	\$ -	\$ 528	\$ -	\$ 353
Memorial Hall Non-op	\$ -	\$ 10,000	\$ 15,000	\$ 10,000
Interfund G/L non-op trns adjust.	\$ -	\$ 4,000	\$ -	\$ 1,000
TOTAL MEMORIAL HALL EXPENDITURES	\$ 2,322	\$ 367,751	\$ 16,978	\$ 367,751
REVENUES				
Operating Revenue				
Memorial Hall				
Donations (restricted)	\$ -	\$ 500	\$ 1,507	\$ 500
Donations / fundraisers (ops)	\$ -	\$ 500	\$ -	\$ 500
Total Operating Revenue	\$ -	\$ 1,000	\$ 1,507	\$ 1,000
Non-Operating Revenue				
Memorial Hall				
Property Tax	\$ 13,370	\$ 13,370	\$ 13,370	\$ 13,370
Cost Recovery and other	\$ -	\$ 25	\$ -	\$ 25
Interest (non-operating)	\$ 652	\$ 2,265	\$ 250	\$ 1,055
Non-profit grants (non-op.)	\$ -	\$ 150,000	\$ 9,750	\$ 150,000
Walk of Honor fundraiser	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
RTS Co-gen pass-thru (for MH)	\$ -	\$ -	\$ -	\$ 0
Pass-through (WoH & other) *	\$ 20,697	\$ -	\$ -	\$ 0
Total Non-Operating Revenue	\$ 54,719	\$ 166,125	\$ 43,370	\$ 184,450
TOTAL REVENUES	\$ 54,719	\$ 167,125	\$ 44,877	\$ 185,450
Net Increase (Decrease) in Cash	\$ 52,397	\$ (203,821)	\$ 27,899	\$ (182,301)

FY 22/23 MAINTENANCE DEPT PROPOSED BUDGET - FUND 3242 - BRIDGEHEAD/DOGPARK

	<u>FY 2020-21</u> Actual	<u>FY 2021-22</u> Adopted	<u>FY 2021-22</u> Year-End	<u>FY 2022-23</u> Proposed
<u>EXPENSES</u>				
Bridgehead / Landscaping				
Insurance - Liability	\$ -	\$ -	\$ -	\$ 0
Maintenance	\$ -	\$ 250	\$ -	\$ 1,500
Payroll Expenses and volunteer WC	\$ 124	\$ 500	\$ 1,963	\$ 500
Other Office, Attor., Audit., etc.	\$ 41	\$ 75	\$ 41	\$ 75
Total Bridgehead O&M	\$ 165	\$ 825	\$ 2,003	\$ 2,075
Fixed Assets - Capital Expense				
Bridgehead	\$ -	\$ -	\$ -	\$ 0
Total Fixed Assets	\$ -	\$ -	\$ -	\$ 0
Contingency Reserve 10%	\$ -	\$ -	\$ -	\$ 208
Bridgehead Non-op to Dog Park	\$ -	\$ -	\$ -	\$ -
TOTAL BRIDGEHEAD EXPENDITURES	\$ 165	\$ 908	\$ 2,003	\$ 2,283
<u>REVENUES</u>				
Operating Revenue				
Bridgehead / Landscaping				
Donations (restricted)	\$ -	\$ 500	\$ 1,507	\$ 500
Donations / fundraisers (ops)	\$ -	\$ 100	\$ -	\$ 100
Total Operating Revenue	\$ -	\$ 600	\$ 1,507	\$ 600
Non-Operating Revenue				
Bridgehead / Landscaping				
Property Tax *	\$ 816	\$ 848	\$ 848	\$ 848
Cost Recovery	\$ -	\$ 40	\$ -	\$ 0
Non-profit grants (non-op.)	\$ -	\$ -	\$ -	\$ 0
RTS Co-gen pass-thru	\$ -	\$ -	\$ -	\$ 0
Pass-through (other) *	\$ -	\$ -	\$ -	\$ 0
Total Non-Operating Revenue	\$ 816	\$ 888	\$ 848	\$ 848
TOTAL REVENUES	\$ 816	\$ 1,488	\$ 2,355	\$ 1,448
Net Increase (Decrease) in Cash	\$ 651	\$ 580	\$ 352	\$ (835)

FY 22/23 MAINTENANCE DEPT ADOPTED BUDGET (##) - FUND 3242 - PLAZA/STREETLIGHTS

	<u>FY 2020-21</u> Actual	<u>FY 2021-22</u> Adopted	<u>FY 2021-22</u> Year-End	<u>FY 2022-23</u> Proposed
<u>EXPENSES</u>				
Plaza / Street Lighting / Fence				
Insurance - Property	\$ 671	\$ 553	\$ 553	\$ 608
Payroll Expenses	\$ 57	\$ 41	\$ -	\$ 0
All Other - Maint., Office, Auditor, e	\$ -	\$ 50	\$ -	\$ 0
Total Plaza / Streetlight / Fence O&M	\$ 728	\$ 644	\$ 553	\$ 608
Fixed Assets - Capital Expense				
Street Lighting / Fence / Plaza	\$ -	\$ -	\$ -	\$ 0
Total Fixed Assets	\$ -	\$ -	\$ -	\$ 0
Contingency Reserve 10%	\$ -	\$ 64	\$ -	\$ 64
Plaza / Streetlights / Fence Non-op	\$ -	\$ -	\$ -	\$ -
TOTAL PLAZA/LIGHTS EXPENDITURES	\$ 728	\$ 708	\$ 553	\$ 708
<u>REVENUES</u>				
Operating Revenue				
Plaza/Streetlights/Fence				
Donations (restricted)	\$ -	\$ 100	\$ -	\$ 0
Donations / fundraisers (ops)	\$ -	\$ 100	\$ -	\$ 0
Total Operating Revenue	\$ -	\$ 200	\$ -	\$ 0
Non-Operating Revenue				
Plaza/Streetlights/Fence				
Property Tax *	\$ 853	\$ 887	\$ 887	\$ 922
Cost Recovery and other	\$ -	\$ -	\$ -	\$ 0
Non-profit grants (non-op.)	\$ -	\$ -	\$ -	\$ 0
RTS Co-gen pass-thru	\$ -	\$ -	\$ -	\$ 0
Pass-through (other) *	\$ -	\$ -	\$ -	\$ 0
Total Non-Operating Revenue	\$ 853	\$ 887	\$ 887	\$ 922
TOTAL REVENUES	\$ 853	\$ 1,087	\$ 887	\$ 922
Net Increase (Decrease) in Cash	\$ 125	\$ 379	\$ 334	\$ 214

FY 22/23 MAINTENANCE DEPT. PROPOSED BUDGET (##) - FUND 3242 - DIST. OFFICE/CSD

	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2021-22 Year-End	FY 2022-23 Proposed
EXPENSES				
District Office - O&M / Occupancy				
Insurance - Property & Crime	\$	\$	\$ 641	\$ 680
Cleaning & Maintenance	\$	\$ 13,236	\$ 1,520	\$ 1,611
Security & Alarm	\$ 4,400	\$ 1,200	\$ 528	\$ 560
Capital Replacement - O&M	\$ 31,998	\$ 30,000	\$ 10,979	\$ 11,638
Utilities	\$ 1,269	\$ 2,538	\$ 1,742	\$ 1,846
Phone & Internet	\$ 1,518	\$ 3,000	\$ 495	\$ 525
Software Subscriptions	\$ -	\$ -	\$ -	\$ 0
Prof. Svcs.- Engineer, Attorney, Audit	\$ 1,832	\$ 1,500	\$ 1,832	\$ 1,942
Permits and Fees	\$	\$ 500	\$ -	\$ 0
Recoverable Expenses	\$	\$	\$ 1,500	\$ 1,590
All Other- Office, Acquis., Admin	\$	\$ 5,000	\$ 75	\$ 79
Total District Office O&M / Occupancy	\$ 41,017	\$ 56,974	\$ 19,312	\$ 20,471
PAYROLL EXPENSES				
Salaries				
CCSD (recoverable)	\$ 50,460	\$ 131,970	\$ 49,736	\$ 54,106
District Office - Cap. Proj.	\$ 4,669	\$ 16,507	\$ 19,761	\$ 19,585
District Office - Admin	\$ 3,414	\$ 5,213	\$ 11,202	\$ 8,864
Benefits				
CCSD	\$	\$	\$ -	\$ -
District Office - Cap. Proj.	\$	\$	\$ -	\$ -
Admin	\$	\$	\$ -	\$ -
Total District Office O&M Expenses	\$ 58,543	\$ 210,664	\$ 100,010	\$ 103,025
Fixed Assets - Capital Expense				
Construction	\$ 915	\$ 75,000	\$ 4,031	\$ 14,636
Professional Services	\$ -	\$	\$ -	\$ 15,000
Project Payments, fees, permits	\$ -	\$	\$ -	\$ 15,000
Loan Principal	\$ 11,529	\$ 23,624	\$ 21,671	\$ 43,342
Total Fixed Assets	\$ 12,444	\$ 98,624	\$ 25,702	\$ 87,977
Non-Operating Expenses				
Contingency Reserve 10%	\$	\$ 7,869	\$	\$ 14,975
Loan Interest	\$ 10,441	\$ 20,316	\$ 20,504	\$ 20,000
Other non-op	\$ 17,638	\$	\$ 3,532	\$ 3,815
TOTAL DISTRICT OFFICE EXPENDITURES*	\$ 99,066	\$ 337,473	\$ 149,748	\$ 229,792
			CSD not included	
CSD - Admin&Operating				
Elections	\$ 300	\$ -	\$ -	\$
Insurance	\$ 65,104	\$ 104,167	\$ 1,197	\$
Memberships	\$ 100	\$	\$	\$
Office (Postal, supplies, other)	\$ 138	\$ 3,625	\$ 1,919	\$ 2,111
Professional Services	\$ 14,503	\$ 15,000	\$ 9,163	\$ 17,000
Printing Publishing	\$ -	\$ 1,000	\$	\$
Software Subscriptions	\$ 2,400	\$	\$	\$
Vehicle/Travel Reimbursement	\$ -	\$ 500	\$ 500	\$
County & State Charges	\$ 1,501	\$ 1,651	\$	\$
Training & Conferences	\$ -	\$	\$	\$
Recoverable Expenses (hillside)	\$ -	\$	\$ 20,963	\$
All Other- Office and other Admin	\$ -	\$ 1,000	\$	\$
Total CCSD Admin Expenditures	\$ 84,046	\$ 126,943	\$ 33,742	\$ 19,110
REVENUES				

Operating Revenue

CCSD					
Departmental Contributions	\$		\$ 171,502	\$ 11,202	\$ 12,322
Non-Profit grants (restricted)				20,963	23,059
District Office					
Departmental Contributions	\$	95,944	\$ 216,505	\$ 86,166	\$ 94,783
Loan from CVSAN					100,000
Rental Revenue	\$		\$	\$	4,800
Donations / fundraisers (ops)	\$		\$	\$ -	\$ 0
Total Operating Revenue	\$	95,944	\$ 388,007	\$ 118,330	\$ 234,963

Non-Operating Revenue

District Office					
Property Tax	\$	15,500	\$	\$ 22,355	\$ 30,000
Rental Revenue	\$		\$	\$ -	\$
Interest (non-operating)	\$		\$	\$ -	\$
Non-profit grants (non-op.)	\$		\$	\$ -	\$
Donations / fundraisers	\$		\$	\$ 508	\$
Cost Recovery and other	\$		\$ 14,106	\$ -	\$ 54,106
	\$		\$	\$ -	\$
Total Non-Operating Revenue	\$	15,500	\$ 14,106	\$ 22,863	\$ 84,106

TOTAL REVENUES	\$		\$ 402,112	\$ 141,194	\$ 319,069
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Net Increase (Decrease) in Cash	\$	(99,066)	\$ (62,303)	\$ (42,296)	\$ 70,167
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Capital Projects for FY 2021 *Proposed (###)*

CROCKETT COMMUNITY SERVICES DISTRICT

<u>ADMINISTRATION BUILDING</u>	<u>CAPITAL REPLACEMENTS O&M</u>	<u>CAPITAL IMPROVEMENTS</u>	<u>CAP. IMP. FUNDING SOURCE</u>
<u>Flat roof and gutter repair</u>	<u>\$21,000.00</u>		<u>all Depts</u>
<u>Moisture damage mitigation and drainage imp</u>		<u>\$45,000.00</u>	<u>#3426</u>
<u>Garage Roof Replacement and rails</u>		<u>\$45,000.00</u>	<u>#3426</u>
<u>Main Hall Modifications/Prep</u>	<u>\$10,000.00</u>	<u>\$5,000.00</u>	<u>all Depts</u>
<u>Lighting, doors, convenience receptac</u>	<u>\$10,000.00</u>	<u>\$5,000.00</u>	<u>all Depts</u>
<u>Storage and facilities Improvements</u>		<u>\$10,000.00</u>	<u>#3426</u>
<u>TOTAL</u>	<u>\$41,000.00</u>	<u>\$110,000.00</u>	

FY 2022-2023 PORT COSTA SANITARY DEPARTMENT BUDGET - FUND 3425 PROPOSED ##

	PY 2020-21	FY 2021-22	FY 2021-22 Est.	FY 2022-23
	Actual	Approved Budget	Yr. End	Proposed
Collection System				
Liability Insurance	\$ 4,514	\$ 7,223	\$ 3,725	\$ 5,215
Profess. Services.	\$ 3,960	\$ 5,000	\$ 299	\$ 5,000
Sewers Maint.	\$ 10,542	\$ 11,596	\$ 12,010	\$ 13,211
Other Operating	\$ 100	\$ 461	\$ 0	\$ 461
Permits & Fees	\$ 2,848	\$ 3,133	\$ 4,815	\$ 5,297
Total Collection System	\$ 21,964	\$ 27,412	\$ 20,849	\$ 29,184
Treatment Plant				
Generator fuel / oil	\$ 67	\$ 100	\$ 42	\$ 63
Property Insurance	\$ 1,574	\$ 2,518	\$ 2,733	\$ 4,373
Contract Operator	\$ 48,795	\$ 53,674	\$ 52,800	\$ 58,080
Chemicals	\$ 3,791	\$ 4,170	\$ 4,170	\$ 4,796
Hardware/Supplies & Misc.	\$ 420	\$ 630	\$ 1,699	\$ 2,549
Profess. Svcs. (Engineer, Lab, Technicia	\$ 22,579	\$ 26,242	\$ 15,044	\$ 18,282
Electricity	\$ 4,082	\$ 4,695	\$ 4,297	\$ 4,942
Alarm system phone	\$ 422	\$ 485	\$ 350	\$ 402
Cap. Replacement	\$ 1,350	\$ 4,485	\$ 2,100	\$ 5,310
Operating fees/permits	\$ 7,142	\$ 7,856	\$ 5,941	\$ 6,535
Other Operating - septic cleaning	\$ 0	\$ 3,500	\$ 0	\$ 3,500
Total Treatment Plant	\$ 90,222	\$ 108,356	\$ 89,176	\$ 108,831
Adminstrative				
Elections	\$ 0	\$ 0	\$ 0	\$ 0
Crime Insurance	\$ 25	\$ 40	\$ 38	\$ 61
Memberships	\$ 1,709	\$ 1,965	\$ 1,809	\$ 2,080
Office / Postal	\$ 177	\$ 194	\$ 164	\$ 197
Profess. Svcs.(admin)	\$ 3,014	\$ 3,466	\$ 815	\$ 897
Printing/Publishing	\$ 1,373	\$ 1,578	\$ 132	\$ 152
Software Subscription	\$ 633	\$ 696	\$ 672	\$ 739
Vehicle/Travel/Meetings	\$ 3	\$ 131	\$ 0	\$ 131
Other (Rent&Utilities)	\$ 604	\$ 695	\$ 3,739	\$ 46
County Charges	\$ 811	\$ 933	\$ 637	\$ 733
Sub-Total Administrative	\$ 8,347	\$ 9,698	\$ 8,005	\$ 5,035
Salaries and Benefits (O&M)	\$ 22,809	\$ 55,303	\$ 40,532	\$ 54,037
Other Payroll Exp. (WC premiums etc.)	\$ 0	\$ 0	\$ 0	\$ 0
Total Administrative	\$ 31,156	\$ 65,002	\$ 48,537	\$ 59,072
Total O&M Expenses	\$ 143,342	\$ 200,770	\$ 158,562	\$ 197,087
Non-Operational Expenses				
Loan Principle	\$ 73,977	\$ 38,560	\$ 38,560	\$ 39,648
Loan Interest on PY Cap Projects	\$ 19,586	\$ 15,145	\$ 7,514	\$ 5,166
Non-Op Other	\$ 0	\$ 0	\$ 0	\$ 0
Fixed Assets and Other				
Capital Projects Allocation	\$ 0	\$ 23,000	\$ 0	\$ 85,000
Allocation to operating reserves	\$ 29,000	\$ 29,000	\$ 29,000	\$ 29,000
Contingency Reserve	\$ 0	\$ 20,077	\$ 0	\$ 20,097
Interfund G/L non-op adjustment	\$ 0	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 236,906	\$ 306,475	\$ 204,637	\$ 355,901
TOTAL APPROPRIATIONS	\$	\$ 326,552	\$ 233,637	\$ 375,998
TOTAL REVENUES	\$ 302,511	\$ 293,813	\$ 293,956	\$ 297,563
Sewer use charge	\$ 300,164	\$ 290,859	\$ 293,031	\$ 296,933
Capacity charge	\$ 0	\$ 0	\$ 0	\$ 0
Permit fees	\$ 90	\$ 180	\$ 180	\$ 180
Interest (non-op)	\$ 2	\$ 100	\$ 427	\$ 250
Misc fees / cost recovery (ops)	\$ 2,255	\$ 2,674	\$ 0	\$ 200
Grants / Interdept Loan (no-op)	\$ 0	\$ 0	\$ 317	\$ 0

**PORT COSTA SANITARY DEPARTMENT
PROPOSED BUDGET 2022/2023**

GENERAL FUND 3425: EXPENDITURE DETAIL

	PY Actuals FY 20/21	Current Budget FY 21/22	Est. Year End FY 21/22	Proposed Budget FY 22/23
415 · SEWAGE COLLECTION *****				
415.30 · INSURANCE - Liability	4,514	7,223	3,725	5,215
415.55 · PROF. SVCS. (Coll.)	3,960	5,000	299	5,000
415.70 · MAINTENANCE	10,542	11,596	12,010	13,211
415.96 · OTHER OPERATING (Coll.)	100	461	0	461
415.96.2c · Permits & Fees (Coll.)	2,848	3,133	4,815	5,297
Total 415 · SEWAGE COLLECTION *****	21,964	27,412	20,849	29,184
416.25 · GASOLINE, OIL, FUEL	67	100	42	63
416.31 · INSURANCE - Property	1,574	2,518	2,733	4,373
416.51.1pc · Treatment Plant Operators	48,795	53,674	52,800	58,080
416.51.2pc · Chemicals	3,791	4,170	4,170	4,796
416.51.3pc · Hardware, Supplies, & Misc	420	630	1,699	2,549
416.56.2pc .3pc · Prof. Svcs. - Engineer	0	1,000	0	1,000
416.56.3pc · Prof. Svcs. -Technician	14,286	15,715	5,650	6,498
416.56.7pc · Prof. Svcs. - Lab Testing	8,094	9,308	9,029	10,383
416.56.x · Prof. Svcs. - Attorney / Other	199	219	365	402
416.91.1pc · Electricity	4,082	4,695	4,297	4,942
416.91.6pc and 416.96.3 · Plant Alarm System	422	485	350	402
416.96.1 · Capital Replacements (Treat.)	1,350	4,485	2,100	5,310
416.96.2 · Permits & Fees (Treat.)	7,142	7,856	5,941	6,535
416.96 · OTHER OP (Treat) - Septic Cleaning	0	3,500	0	3,500
416.99 · ENFORCEMENT PENALTIES	0	0	0	0
Total 416 · SEWAGE TREATMENT *****	90,222	108,356	89,176	108,831
417. ADMIN/GENERAL				
417.21 · ELECTIONS	0	0	0	0
417.31 · INSURANCE -Crime(employee bond)	25	40	38	61
417.36 · MEMBERSHIPS - BACWA & CASA	1,709	1,965	1,809	2,080
417.41 · OFFICE POSTAL / SUPPLIES	177	194	164	197
417.45 · RENT / UTILITIES		0	3,700	3,885
417.56 · PROF SVCS (Admin) Attorney/Auditor	3,014	3,466	815	897
417.61 · PRINTING/ PUBLISHING	1,373	1,578	132	152
417.70 · SOFTWARE SUBSCRIPTION	633	696	672	739
417.80 · VEHICLE / TRAVEL REIMBURSEMEN	3	131	0	131
417.96 · OTHER ADMIN. / RECOVERY	604	695	39	46
417.96.3pc · County Charges	811	933	637	733
Total 417 · ADMIN / GENERAL *****	8,347	9,698	8,005	8,920
6560 · PAYROLL EXPENSES *****				
6560.x · Salary & Benefits	22,130	54,286	37,832	49,987
6560.2 · CalPERS Unfunded Liability	678	1,018	2,700	4,050
Total 6560 · PAYROLL EXPENSES *****	22,809	55,303	40,532	54,037
Total O&M Expense	143,342	200,770	158,562	200,972
Non-Op and Capitol Expenses				
416.212 · LOAN PRINCIPAL (non-op)	73,977	38,560	38,560	39,648
419.1 · Loan Interest - Non-Op Expense	24,041	15,145	7,514	5,166
111.x · Capitol Sewer Projects and CCTV	0	23,000	0	85,000
419 · Non-Op Expense - Other	0		0	
Interfund G/L non-op adjustment	0		0	
Operating Reserves - Budget Allocation				
Septic Tank Heavy Cleaning (\$50k over 5yrs - 202	10,000	10,000	10,000	10,000
NPDES Permit Reserve (\$40k over 4yrs - 2024)	10,000	10,000	10,000	10,000
WWTP Cap Repl. Reserve (\$20K over 5yrs - 202	4,000	4,000	4,000	4,000
RWQCB Operations Reserve (\$15K over 3yrs - 2	5,000	5,000	5,000	5,000
Rate Stabilization Reserve				53,658
Contingency 10%		20,077		20,097
TOTAL EXPENSES	270,361	326,552	233,637	433,541
Net Ordinary O&M Income	154,713	93,043	135,394	96,591
Net Include. Contingency, Capital, & Reserves	32,150	-32,739	60,319	-135,978

**PORT COSTA SANITARY DEPARTMENT
PROPOSED BUDGET FY 2022/2023**

Sewer Use Charge \$2,345

GENERAL FUND 3425: REVENUE DETAIL

	PY Actual FY 20/21	Adopted FY 21/22	10 Month Actuals FY 21/22	Est. Year End FY 21/22	Proposed Budget FY 22/23
301.0 Sewer use charge	\$300,174	\$290,859	\$146,376	\$293,031	\$296,933
303.0 Capacity charge					
302.0 Permit fees	\$90	\$180	\$120	\$180	\$180
306.0 Misc fees					
SUB-TOTALS O&M	\$300,264	\$291,039	\$146,496	\$293,211	\$297,113
311.0 Interest	\$2	\$100	\$377	\$427	\$250
318.0 Cost recovery (Non-op)	\$2,255	\$2,674	\$0	\$0	\$200
317.0 Inter-department Loan	\$0		\$0	\$317	\$0
319.0 Grants	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUE	\$302,521	\$293,813	\$146,873	\$293,956	\$297,563

FUND 3425 - BALANCE OVERVIEW

	PY YEAR ACTUAL FY 20/21		Adopted BUDGET FY 21/22	10 Month Actuals FY 21/22	EST YEAR END FY 21/22	Proposed BUDGET FY 22/23
Opening Cash Balance						
Septic Tank Replacement Reserve			\$ 10,000	\$ 10,000	\$ 10,000	\$ 20,000
Discharge Permit Reserve			\$ 10,000	\$ 10,000	\$ 10,000	\$ 20,000
Plumbing Pipe Refurb. Reserve			\$ 4,000	\$ 4,000	\$ 4,000	\$ 8,000
RWQCB Violation Fines Reserve			\$ 5,000	\$ 5,000	\$ 5,000	\$ 10,000
Contingency Reserve ***						\$ -
Carry Over (unallocated)	\$ 97,530		\$ 115,299	\$ 115,299	\$ 115,299	\$ 175,618
TOTAL OPENING CASH BALANCE	\$ 97,530		\$ 161,696	\$ 144,299	\$ 144,299	\$ 233,618
ESTIMATED REVENUE	\$ 302,511		\$ 293,813	\$ 146,873	\$ 293,956	\$ 297,563
ESTIMATED O&M EXPENSES	\$ (143,342)		\$ (200,770)	\$ (125,557)	\$ (158,562)	\$ (200,972)
ESTIMATED CAP. PROJ. EXPENSE	\$ -		\$ (23,000)	\$ -	\$ -	\$ (85,000)
ESTIMATED LOAN PRINCIPAL	\$ (73,977)		\$ (38,560)	\$ (38,560)	\$ (38,560)	\$ (39,648)
ESTIMATED LOAN INTEREST	\$ (19,586)		\$ (15,145)	\$ (5,804)	\$ (7,514)	\$ (5,166)
NON-OPERATING EXPENSE - OTH	\$ -		\$ -	\$ -	\$ -	\$ -
Closing Fund Balance						
Operating Reserves Included in Balance						
Septic Tank Rehab/Replace Resen	\$ 10,000		\$ 20,000	\$ 20,000	\$ 20,000	\$ 30,000
Discharge Permit Reserve	\$ 10,000		\$ 20,000	\$ 20,000	\$ 20,000	\$ 30,000
Plumbing Pipe Refurb. Reserve	\$ 4,000		\$ 8,000	\$ 8,000	\$ 8,000	\$ 12,000
RWQCB Violation Fines Reserve	\$ 5,000		\$ 10,000	\$ 10,000	\$ 10,000	\$ 15,000
Contingency ***			\$ 20,077			\$ 20,097
Interfund G/L non-op adjustment			\$ -			\$ -
Carry Over(unallocated)	\$ 115,299		\$ 128,957	\$ 63,251	\$ 175,618	\$ 93,298
TOTAL CLOSING FUND BALANCE	\$ 161,696		\$ 178,034	\$ 121,251	\$ 233,618	\$ 200,395

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

Outstanding Debt	Beginning FY 21/22	Ending FY 21/22	Principle Pay FY 22/23	Est. Ending FY 22/23
Crockett Sanitary (WestA Refi)	\$203,986	\$165,426	\$39,648	\$125,778
Crockett Sanitary (Pre-2013 transfers)	\$24,233	\$24,233	\$0	\$24,233
Crockett Sanitary (3rd Loan)	\$150,000	\$150,000	\$0	\$150,000
Total Debt	\$378,220	\$339,660	\$39,648	\$300,012

Capital Projects for FY 2022/23

PORT COSTA SANITARY DEPARTMENT

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

Future Capital Reserve for large projects

Sand Replacement Reserve	TBD
Sand bed engineering study	TBD
RR Crossing	TBD
Influent metering MH and flume	TBD

FY 2022-23 CROCKETT SANITARY DEPARTMENT BUDGET - FUND 3426 PROPOSED

	PY 2020-21	FY 2021-22	FY 2021-22	FY 2022-23
	Actual	Approved	Year End	Proposed
Collection System				
Loan Principal	\$ 82,425	\$ 86,680	\$ 85,580	\$ 86,680
Gas, Fuel, Vehicle (District owned)	\$ 534	\$ 726	\$ 601	\$ 300
Insurance (Property and Liability)	\$ 38,130	\$ 71,843	\$ 29,592	\$ 47,671
West County O&M Pump Station	\$ 43,155	\$ 47,471	\$ 43,306	\$ 47,637
Prof. Services (Collection Sys) Non WCWD	\$ 18,614	\$ 20,103	\$ 9,390	\$ 10,141
Rent/Lease Easements	\$ 2,522	\$ 2,724	\$ 13,708	\$ 14,804
Maintenance (CSO)	\$ 120,044	\$ 129,647	\$ 111,129	\$ 120,020
Utilities	\$ 35,439	\$ 41,122	\$ 48,023	\$ 55,164
Cap. Replacement (O&M) Pump Station	\$ 68,160	\$ 47,300	\$ 2,982	\$ 55,000
Other (Security, Hardware, waste)	\$ 3,234	\$ 5,315	\$ 338	\$ 2,827
Total Collection System	\$ 412,257	\$ 452,931	\$ 344,649	\$ 440,244
Treatment Plant				
JTP Operations & Maint - C&H	\$ 553,915	\$ 639,165	\$ 55,211	\$ 1,176,594
Capital Replacement (O&M) JTP	\$ 200	\$ 11,893	\$ 0	\$ 35,679
Total Treatment Plant	\$ 554,115	\$ 651,058	\$ 55,211	\$ 1,212,273
Administrative				
Elections	\$ 300	\$ 0	\$ 0	\$ 0
Membership	\$ 2,820	\$ 4,800	\$ 2,824	\$ 5,026
Office - Supplies/Postal/Misc.	\$ 5,856	\$ 6,111	\$ 2,704	\$ 6,111
Professional Services (Admin)	\$ 23,708	\$ 37,869	\$ 29,209	\$ 44,493
Printing / Publishing	\$ 1,485	\$ 1,800	\$ 415	\$ 1,800
Office & Meeting Space	\$ 7,200	\$ 32,713	\$ 43,226	\$ 32,713
Capital Replacement (New Office)	\$ 21,083	\$ 22,335	\$ 2,100	\$ 22,335
New Office Occupancy	\$ 16,044	\$ 20,082	\$ 329	\$ 20,082
Travel/Meetings/Vehicle	\$ 75	\$ 548	\$ 0	\$ 548
Utilities (phone and internet)	\$ 2,193	\$ 2,522	\$ 4,363	\$ 5,018
Software subscriptions	\$ 15,682	\$ 18,687	\$ 5,049	\$ 18,687
County & State Charges	\$ 20,350	\$ 6,167	\$ 8,220	\$ -6,812
Recoverable Expenses / Other Misc.	\$ 4,146	\$ 9,226	\$ 1,542	\$ 9,226
Training and Conferences	\$ 0	\$ 1,500	\$ 760	\$ 1,500
Sub-Total Administrative	\$ 120,941	\$ 164,360	\$ 100,741	\$ 160,727
Salaries and Benefits (O&M)	\$ 222,765	\$ 240,000	\$ 290,262	\$ 324,074
Other Payroll Exp. (WC liab, LTD, etc.)	\$ 5,680	\$ 8,408	\$ 6,140	\$ 8,408
Total Administrative	\$ 349,386	\$ 412,768	\$ 397,144	\$ 493,208
Fixed Assets				
Capital Projects Allocation	\$ 170,089	\$ 61,183	\$ 683,644	\$ 796,358
423 Other Non-Op Interfund trsfr to 3427	\$ 0	\$ 4,850	\$ 2,425	\$ 7,275
Total Fixed Assets	\$ 170,089	\$ 66,033	\$ 686,069	\$ 803,633
Intertund loan to Maintenance Dept.	\$ 0	\$ 0	\$ 0	\$ 100,000
Non-operation expenses	\$ 26,911	\$ 13,022	\$ 10,122	\$ 12,022
Contingency Expense 10%	\$ 0	\$ 151,675	\$ 0	\$ 214,572
Payroll Liability G/L Adjustment	\$ 684	\$ 0	\$ -15,263	\$ 0
Total Expenditures	\$ 1,513,441	\$ 1,747,486	\$ 1,477,931	\$ 3,275,952
TOTAL APPROPRIATIONS	\$	\$ 1,747,486	\$	\$ 3,275,952
TOTAL REVENUES	\$ 2,079,668	\$ 2,463,038	\$ 1,879,135	\$ 2,693,336
Property Tax	\$ 295,882	\$ 310,985	\$ 310,985	\$ 310,985
Sewer Use Charges	\$ 1,440,171	\$ 1,440,171	\$ 1,414,081	\$ 1,556,428
Sewer Use Charges - C&H	\$ 146,090	\$ 295,044	\$ 49,174	\$ 398,392
Permit fees	\$ 1,290	\$ 1,994	\$ 1,920	\$ 1,760
Capacity charges	\$ 0	\$ 4,850	\$ 2,425	\$ 7,275
Building Rental Revenue	\$ 0	\$ 0	\$ 0	\$ 0
Interest (non-op)	\$ 53,436	\$ 49,426	\$ 15,970	\$ 20,749
Cost Recovery including payroll	\$ 30,000	\$ 16,500	\$ 750	\$ 12,000
Grants - RTS (non-op) and others	\$ 31,818	\$ 31,500	\$ 36,406	\$ 12,213
Interfund transfer 3427	\$ 0	\$ 256,387	\$ 0	\$ 206,387
Loan repayment from Port Costa	\$ 73,977	\$ 42,681	\$ 38,560	\$ 39,648
Other - Penalties, pass thru, bonds, etc.	\$ 7,004	\$ 13,500	\$ 8,863	\$ 15,500
Allocation from Rate Stabilization Reserve	\$ 0	\$ 0	\$ 0	\$ 112,000

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

	<u>PY Actual</u>	<u>Actual</u>	<u>Draft Budget</u>
	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>
GENERAL FUND 3426: CASH BUDGET DETAIL *****			
Opening Cash Balance			
Contingency Fund roll-over *	-	-	-
Capital Account Balance Carryover	936,029.63	1,459,830.20	837,369.35
Rate Stabilization Reserve	2,058,197.90	2,132,624.22	3,156,288.79
TOTAL OPENING CASH BALANCE	<u>2,994,227.53</u>	<u>3,592,454.42</u>	<u>3,993,658.14</u>
ESTIMATED REVENUES (excl. PCSan Repay & 3427 Trns)	2,005,691.31	1,840,574.42	2,447,301.33
Interdepartment receivable Port Costa Loans	73,976.87	38,560.40	39,647.70
Const. Fund 3427 Transfer for projects	0.00	0.00	206,387.00
ESTIMATED O&M OUTLAY EXPENSE	-1,315,757.75	-797,003.59	-2,145,725.64
Interdepartment loan for 1 Rolph Park Dr.	0.00	0.00	-100,000.00
ESTIMATED CAPITAL OUTLAY EXPENSE	-138,088.71	<u>-619,644.00</u>	-1,045,187.00
Contingency Expense 10% *	0.00	0.00	-214,572.26
Non-Op Expense / Cash Bond Refunds	-26,910.97	-10,121.51	-12,021.85
Transfer to Capital Construction Fund # 3427 **	0.00	-66,425.00	-39,275.00
Transfer to Capital Reserve Fund # 3429	0.00	0.00	0.00
Payroll Liability G/L Adjustment	-683.86	15,263.00	0.00
TOTAL PROJECTED CLOSING YEAR-END CASH BALANCE			
Capital Account Balance in Fund #3426	<u>1,459,830.20</u>	<u>837,369.35</u>	<u>748,376.94</u>
Rate Stabilization Reserve	<u>2,132,624.22</u>	<u>3,156,288.79</u>	<u>2,696,407.74</u>
TOTAL PROJECTED CLOSING YEAR-END CASH BALANCE ***	<u>3,592,454.42</u>	<u>3,993,658.14</u>	<u>3,130,212.42</u>
	<u>3,592,454.42</u>	<u>3,993,658.14</u>	<u>3,444,784.69</u>

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

** Includes Clarifier Reserve and Capacity Charges collected

*** Total excluding taxes held in 3240

INVESTMENT ASSETS OUTSIDE FUND 3426 *****

Accrued Debt PCSan Beginning Balance	302,196.85	378,219.98	339,659.68
Interdepartment Loan #3 from CVSAN	150,000.00	0.00	0.00
Loan Prinipal Payments	-73,976.87	-38,560.30	-39,647.70
Accrued Debt PCSan Ending Balance	<u>378,219.98</u>	<u>339,659.68</u>	<u>300,011.98</u>

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

Property Taxes Held in 3240 Beginning Balance	30,084.10	67,100.45	88,906.36
Property Taxes Held in 3240 Ending Balance	67,100.45	88,906.36	10,000.00
Difference (increase / decrease)	37,016.35	21,805.91	-78,906.36

**CROCKETT SANITARY DEPARTMENT
PROPOSED BUDGET FY 2021/22 (7/23/21)**

	Budgeted	Est. Year End	Proposed
	FY 21/22	FY 21/22	Budget
			FY 22/23
GENERAL FUND 3426 - Revenue			
3426i · FUND 3426 CVSAN. Revenue*****			
300 · OPERATING REVENUE			
301.1 · SEWER USE CHARGES - CY **	\$ 1,440,171	\$ 1,414,081	\$ 1,556,428
301.2 · SEWER USE CHARGES - PY	\$ 98,348	\$ 49,174	\$ 5,000
301.3 · SEWER USE CHARGES - C&H **	\$ 196,696	\$ -	\$ 393,392
302 & 306 · PERMIT FEES & MISC. SERVICE FEES	\$ 1,994	\$ 1,920	\$ 1,760
303 · CONNECTION / CAPACITY CHARGES	\$ 4,850	\$ 2,425	\$ 7,275
304 · BUILDING RENTAL REVENUE	\$ -	\$ -	\$ -
307 · PENALTIES AND FINES COLLECTED	\$ 500	\$ -	\$ 500
318 · COST RECOVERY		\$ -	
318.2 · Abatement Costs	\$ 500	\$ -	\$ 5,000
318.1 .3 .6 · C&H & Vendor Reimburse	\$ 16,000	\$ 750	\$ 7,000
Total 318 · COST RECOVERY	\$ 16,500	\$ 750	\$ 12,000
Total 300 · OPERATING REVENUE	\$ 1,759,059	\$ 1,468,350	\$ 1,976,355
325 · NON-OPERATING REVENUE			
311 · INTEREST	\$ 49,426	\$ 15,970	\$ 20,749
314 · PROPERTY TAX-transfer from 3240	\$ 310,985	\$ 310,985	\$ 310,985
316 · PAYMENTS PRIVATE SEWER AGRMT	\$ 5,000	\$ -	\$ 5,000
319 · GRANTS / RTS	\$ 31,500	\$ 36,406	\$ 12,213
320 · OTHER NON-OP INCOME / PASSTHRU	\$ 2,000	\$ 2,863	\$ 2,000
322 · INTERFUND TRANSFER FROM 3427	\$ 256,387	\$ -	\$ 206,387
325.8 · CONTRACTOR BONDS	\$ 6,000	\$ 6,000	\$ 8,000
325.9 · INTERFUND LOAN PRINCIPAL PCSAN	\$ 42,681	\$ 38,560	\$ 39,648
Total 325 · NON-OPERATING REVENUE	\$ 703,979	\$ 410,785	\$ 604,982
Allocation from Rate Stabilization Reserve	\$ -	\$ -	\$ 112,000
Interfund G/L non-operating income adj.	\$ -	\$ -	\$ -
Total 3426i · FUND 3426 CVSAN. Revenue *****	\$ 2,463,038	\$ 1,879,135	\$ 2,693,336

GENERAL FUND 3426 - Expense

**CROCKETT SANITARY DEPARTMENT
PROPOSED BUDGET FY 2021/22 (7/23/21)**

	Budgeted FY 21/22	Est. Year End FY 21/22	Proposed Budget FY 22/23
3426e · FUND 3426 CVSAN. Expense*****			
410 · COLLECTION SYSTEM *****	***** COLLECTION SYSTEM *****		
410.211 · LOAN PRINCIPAL	86,680	85,580	86,680
410.25 · GAS, FUEL, OIL, MAINT (DIST. VEHICLE)	726	601	300
410.30 · INSURANCE (prop.&liab.)	71,843	29,592	47,671
410.50 · O&M (Pump Station)	47,471	43,306	47,637
410.55 · PROF. SVCS. (Coll.)	20,103	9,390	10,141
410.65 · RENT/LEASE EASEMENTS	2,724	13,708	14,804
410.70 · MAINTENANCE			
70.1 · Sewers - preventive maint.	125,610	106,530	115,053
70.2 70.3 70.4 · Weeds, Hardware, & Repairs	4,037	4,599	4,967
Total 410.70 · MAINTENANCE	129,647	111,129	120,020
410.90 · UTILITIES			
90.6 · Autodialer Alarm	1,062	2,356	2,945
90.1 · Electricity	37,160	39,714	45,671
90.2 · Water	2,901	5,953	6,548
Total 410.90 · UTILITIES	41,123	48,023	55,164
410.95 · OTHER OPERATING (Coll.)			
95.1 · Capital Repl. - Pump Station	47,300	2,982	55,000
95.2 · Other Operating Costs + HHW	5,315	338	2,827
Total 410.95 · OTHER OPERATING (Coll.)	52,615	3,320	57,827
Total 410 · COLLECTION SYSTEM *****	452,931	344,649	440,244
411 · TREATMENT PLANT *****	***** TREATMENT PLANT *****		
411.50 · C&H - JTP O&M	\$ 639,165	55,211	1,176,594
411.95 · CAPITAL REPLACEMENT (Treat)	\$ 11,893	0.00	35,679
Total 411 · TREATMENT PLANT *****	\$ 651,058	55,211	1,212,273
414 · ADMINISTRATIVE *****	***** ADMINSTRATIVE *****		
414.20 · ELECTIONS	\$ -	0.00	0
414.35 · MEMBERSHIPS	\$ 4,800	2,824	5,026
414.40 · OFFICE			
40.1 · Postal	\$ 1,400	150	1,400
40.2 · Supplies	\$ 3,019	985	3,019
40.3 · Miscellany	\$ 1,692	1,568	1,692
Total 414.40 · OFFICE	\$ 6,111	2,704	6,111
414.55 · PROF. SVCS. (Admin.)			
55.7 · Consultants	\$ 5,409	75	5,409
55.4 · Attorney	\$ 13,287	22,912	19,910
55.5 · Auditor	\$ 8,608	6,222	8,608
55.6 · Engineer / Consultants (non-Capl)	\$ 10,566	0	10,566
Total 414.55 · PROF. SVCS. (Admin.)	\$ 37,870	29,209	44,493
414.60 · PRINTING/PUBLISHING	\$ 1,800	415	1,800
414.65 · RENTS & LEASES (loan share)	\$ 32,713	43,226	32,713

**CROCKETT SANITARY DEPARTMENT
PROPOSED BUDGET FY 2021/22 (7/23/21)**

	Budgeted	Est. Year End	Proposed Budget
	FY 21/22	FY 21/22	FY 22/23
414.70 · CAPITAL REPL. (Admin Bld.)	\$ 22,335	2,100	22,335
414.75 · ADMIN BLDG OFFICE OPERATING	\$ 20,082	329	20,082
414.80 · VEHICLE / TRAVEL REIMBURSE	\$ 548	0	548
414.90 · TELEPHONE / INTERNET / CELL	\$ 2,522	4,363	5,018
414.94 · SOFTWARE SUBSCRIPTIONS	\$ 18,687	5,049	18,687
414.95 · OTHER ADMIN			
95.3 · County & State Charges	\$ 6,167	8,220	-6,812
95.x · Recoverable exp. (excl. Payroll)	\$ 8,226	224	8,226
95.9 · Training and Conferences	\$ 1,500	760	1,500
95 · SUC Refund, COVID-19, and Other Misc.	\$ 1,000	1,318	1,000
Total 414.95 · OTHER ADMIN	\$ 16,893	10,523	3,914
Total 414 · ADMINISTRATIVE *****	\$ 164,361	100,741	160,727
Total 3426e · SUB-TOTAL O&M Expense*****	\$ 1,268,350	500,601	1,813,244
6560 · PAYROLL EXPENSES *****			
CVSan - O&M SALARY/BENEFITS			
General Manager (GM)	\$ 70,000	104,456	112,812
Department Manager (JB)	\$ 72,000	92,176	94,941
Administrative Services Manager (VG)	\$ 70,000	64,827	66,772
Assistant District Secretary (SW)	\$ 28,000	26,366	39,549
Other hrly employees	\$ 140,000	2,438	10,000
Total CVSan O&M SALARY/BENEFITS	\$ 240,000	290,262	324,074
Other Payroll (CalPER Unfnd/LTD/WC prem)	\$ 8,408	6,140	8,408
Total 6560 · PAYROLL O&M EXPENSES *****	\$ 248,408	# <u>296,402</u>	332,482
Total O&M Expense	\$ 1,516,758	797,004	2,145,726
Net Ordinary O&M Revenue	\$ 242,301	671,347	-169,371
411.99 Other Non-Op Interfund trsfr to 3427	4,850	2,425	7,275
423.1 Loan Interest Non-Op Expense	10,022	9,122	10,022
423 Non-Op Expense Other / Cash Bond Refunds	3,000	1,000	2,000
Contingency Expense 10%	151,675		214,572
111 Capital Project Funding Additional Allocation	61,183		<u>796,358</u>
<i>Actual spent on Capital Projects</i>		619,644	
411.98 Trnsfr to 3427 for 3rd-clarifier capx reserve	32,000	64,000	32,000
Interdepartment loan for 1 Rolph Park Dr.		0	100,000
Payroll Liability G/L Adjustment	-	-15,263	0
TOTAL EXPENSE (w/ Capital Alloc. & Contingency)	1,779,488	1,477,931	3,307,952

CROCKETT SANITARY DEPARTMENT
OPERATING BUDGET FY 2021/22 Proposed (7/23/2021)

	<u>Budgeted</u>	<u>Forecasted</u> <u>Yearly Totals</u>	<u>Proposed</u> <u>Budget</u>
	<u>FY 21/22</u>	<u>FY 21/22</u>	<u>FY 22/23</u>
CONSTRUCTION FUND 3427: BUDGET DETAIL *****			
Opening Cash Balance	993,894.68	961,888.00	1,030,821.03
Interest (non-operating)	3,787.50	2,518.03	2,800.00
Connection Fees / Capacity Charges *	4,850.00	2,425.00	7,275.00
Misc. Fees	0.00	0.00	0.00
Annexation Fees	0.00	0.00	0.00
Investment Fees	-80.00	-10.00	-20.00
Transfer for JTP Plant Cap Impr.	-106,387.00	0.00	-106,387.00
Transfer for PS & collec sewer Cap Impr.	-150,000.00	0.00	-100,000.00
Interfund Transfers - to JTP CapX Reserves *	32,000.00	64,000.00	32,000.00
YEAR-END BALANCE	<u>778,065.18</u>	<u>1,030,821.03</u>	<u>866,489.03</u>

	<u>Budgeted</u>	<u>Forecasted</u> <u>Yearly Totals</u>	<u>Proposed</u> <u>Budget</u>
	<u>FY 21/22</u>	<u>FY 21/22</u>	<u>FY 22/23</u>
CAPITAL RESERVE FUND 3429: BUDGET DETAIL *****			
Opening Cash Balance	71,662.31	71,664.00	72,117.00
Loans	0.00	0.00	0.00
Interfund Transfers	0.00	0.00	0.00
Interest (non-operating)	539.74	457.00	502.63
Cost Recovery	0.00	0.00	0.00
Investment Fees	-8.00	-4.00	-8.00
Interfund Transfers	0.00	0.00	0.00
YEAR-END BALANCE	<u>72,194.05</u>	<u>72,117.00</u>	<u>72,611.63</u>

* JTP Capital Improvement Reserve Breakdown

	<u>Allocated in</u> <u>FY 21/22</u>	<u>Ending Reserve</u> <u>Balance June</u> <u>30, 2022</u>	<u>Est. District</u> <u>Share of</u> <u>Project Costs</u>
Third Clarifier (Polishing) Reserve	0.00	288,000.00	324,363.00
Diffuser Membranes #1, #2, #3	32,000.00	160,000.00	141,596.00
TOTAL		<u>448,000.00</u>	<u>465,959.00</u>

**CROCKETT SANITARY DEPARTMENT
OPERATING BUDGET FY 2021/22 PROPOSED ()**

	<u>Funding Carryover</u>	<u>Funded</u>	<u>Actual Spending</u>	<u>Estimated Balance</u>
	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 21/22</u>	<u>June 30, 2022</u>
CAPITAL BUDGET DETAIL *****				
Capital Project Cost Centers	+	+	-	=
Sewers (collection system)	693,904.72	27,054.81	595,830.07	125,129.46
Pump Station	586,615.10	0.00	1,860.63	584,754.47
Treatment Plant	108,023.40	0.00	0.00	108,023.40
JTP Cap Reserve to Fund 3427	32,000.00	32,000.00	64,000.00	0.00
Equipment	3,371.66	2,128.34	0.00	5,500.00
Admin Bldg.	35,915.32	0.00	21,953.30	13,962.02
TOTAL	<u>1,459,830.20</u>	<u>61,183.15</u>	<u>683,644.00</u>	<u>837,369.35</u>

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

1,451,608.54

	<u>Funding Carryover</u>	<u>Capital Improvements Identified</u>		<u>Proposed Budget Allocation</u>
	<u>FY 22/23</u>	<u>FY 22/23</u>		<u>FY 22/23</u>
Capital Projects Cost Centers	-	+	<i>Contingency **</i>	=
Sewer Projects	125,129.46	807,500.00	10%	750,607.60
Pump Station	584,754.47	113,300.00	10%	0.00
Treatment Plant	108,023.40	106,387.00	10%	
JTP Cap Reserve *	0.00	32,000.00		32,000.00
Equipment	5,500.00	18,000.00	10%	13,750.00
Other	13,962.02	0.00	10%	0.00
TOTAL	<u>837,369.35</u>	<u>1,077,187.00</u>		<u>796,357.60</u>

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

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

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

**** Actual spending in FY21/22 incomplete

Capital Projects for FY 2022/23 Proposed (date)

CROCKETT SANITARY DEPARTMENT

PUMP STATION	CAPITAL REPLACEMENTS O&M	CAPITAL IMPROVEMENTS FIXED ASSET	CAP. IMP. FUNDING SOURCE
MCC Phase 1 - Parts, Phase 2 install ASAP		\$100,000.00	#3427/Reserve
Improve ventilation of wet well (additional. vent fans)		\$3,300.00	Reserve
Loring Power Generator Package		\$10,000.00	Reserve
Rebuild Air Compressor and motor 1 & 2	\$25,000.00		
Rebuild of Grit Pump No. 1	\$25,000.00		
Install Pump No. 5 air vent system	\$5,000.00		
	TOTAL	\$113,300.00	

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

Capital Projects for FY 2022/23

Proposed (###)

CROCKETT SANITARY DEPARTMENT

		CAPITAL IMPROVEMENTS FIXED ASSET	CAP. IMP. FUNDING SOURCE
SEWER PROJECTS			
Planned projects funding		\$450,000.00	#3426
Prior uncompleted projects		\$173,500.00	Reserves
Emergency projects / unidentified		\$95,000.00	Reserves
TV inspection program		\$32,000.00	#3426
Flow metering		\$2,000.00	#3426
Staff salary& benefits		\$20,000.00	#3426
Capital project District Engineer oversight		\$35,000.00	#3426
	TOTAL	<u>\$807,500.00</u>	
		CAPITAL IMPROVEMENTS	CAP. IMP. FUNDING SOURCE
EQUIPMENT			
Safety equipment and tools		\$3,000.00	#3426
Camera and Security		\$10,000.00	#3426
Office equipment		\$5,000.00	#3426
	TOTAL	<u>\$18,000.00</u>	
		CAPITAL REPLACEMENTS O&M	CAP. IMP. FUNDING SOURCE
DISTRICT OFFICE / MAINTENANCE			
Flat roof and gutter repair			#3426
Moisture damage mitigation and drainage imp			#3426
General Construction and Remodeling			#3426
Garage Roof Replacement and rails			#3426
Shared Cap-X Costs			#3426
	TOTAL	<u>\$0.00</u>	<u>\$0.00</u>