

PORT COSTA SANITARY COMMISSION

Regular Business Meeting
AGENDA FOR WEDNESDAY, JUNE 9, 2021

TIME: 7:00 PM

PLACE: ** TELECONFERENCE - SEE BELOW **

IMPORTANT NOTICE REGARDING COVID -19 AND TELECONFERENCED MEETINGS:

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

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

Agenda packets are available on our website at <https://www.town.crockett.ca.us/2021-6-9-port-costa-sanitary-commission-meeting>.

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at (669) 900-6833. Enter the Meeting ID# 814 7787 1447 followed by the pound (#) key. More phone numbers can be found on Zoom's website at <https://zoom.us/j/81477871447> if the line is busy.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/81477871447> 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# 814 7787 1447.

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

1. CALL TO ORDER – ROLL CALL:

2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER:

3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:

(The Board is prohibited from discussing items not on this agenda. Matters brought up that are not on the agenda may be referred to staff for action or calendared on a future agenda.)

4. PUBLIC HEARING:

5. ADMINISTRATIVE:

- a. Receive Self-Monitoring Report for April 2021.
- b. Consider report on actions taken by the District Board.

6. **BUDGET AND FINANCE:**
 - a. Consider monthly Summary Worksheet and staff report on other financial matters.
 - b. Proposed budget for FY 2021/22.
7. **WASTEWATER:**
8. **REPORT OF DEPARTMENT MANAGER:** (These items are typically for exchange of information only. No action will be taken at this time.)
 - a. Operations, maintenance and capital improvements.
 - b. Governmental matters.
 - c. Announcements and discussion.
9. **REPORTS FROM COMMISSIONERS:** (These items are typically for exchange of information only. No action will be taken at this time.)
10. **CONSENT CALENDAR:** Consideration of a motion to approve the following items:
 - a. Approve Minutes of May 12, 2021.
11. **FUTURE AGENDA ITEMS:**
12. **COMMENTS FROM COMMISSIONERS:**
13. **ADJOURNMENT** to July 14, 2021

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 on the picturesque Carquinez Strait of the San Francisco Bay.

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

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item, and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection. 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.

COPY

May 25, 2021

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

SUBJECT: Self-Monitoring Report Submittal for April 2021 for Crockett Community Services District (CCSD) WWTP Port Costa, CA

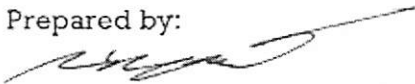
The Legally Responsible Official (LRO) for CCSD is James Barnhill, contact phone number (510) 787-2992. The Chief Plant Operator is Nicholas Gaunt with Valley Operators, a licensed California Wastewater Treatment Plant Contract Operator (40029), contact phone number (925) 698-4636.

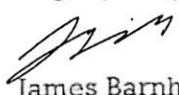
The CCSD Port Costa WWTP contracts laboratory testing with Eurofins Environmental Laboratories, Inc., which is an ELAP, certified lab. All sampling and testing analysis records are maintained and available for inspection during normal business hours at the contract lab located at 5063 Commercial Circle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

The monthly report for April 2021 has been uploaded to the CIWQS website.

During the month of April no exceedances occurred.

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

Prepared by:

Nicholas Gaunt,
Chief Plant Operator

Legally Responsible Official:

James Barnhill
Port Costa Manager

cc: Casey Wichert, Valley Operators

PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR MTG.:	5/26/21	LATEST FUND REPORT	5/12/21
OPERATING FUND 3425			
CASH CARRIED FORWARD:	\$24,970.56	ACCRUED DEBT:	
ACTIVITY:			
Warrants (1318-1325)	(\$13,252.03)	PYs due CVSan Dep	\$24,233.49
Payroll recov CVSn&REC	\$0.00	Loan#2 due CVSan	\$203,986.49
Investment Services	\$0.00	Loan#3 due CVSan	\$150,000.00
Cash Conversion	151,086.18		

CASH BALANCE:	\$162,804.71	ACCRUED DEBT:	\$378,219.98

ADV ON SUC BEG. BALANCE	\$163,433.68		
Cash Conversion	(\$151,086.18)		
Ending Balance	\$12,347.50		
INVESTED BEGIN. BALANCE	\$224.05		
Interest	\$0.25		
Ending Balance	\$224.30		

FUND BALANCE:	\$175,376.51	\\san\pc\bud&fin\wrksht	

Commissioners: Tom Cusack, Karen Klaiber, Tom List, Anne Scheer, Joe Surges

6.a.


CROCKETT COMMUNITY SERVICES DISTRICT

INVESTMENT REPORT

AS OF April 1, 2021

<u>Beginning invested balance:</u>	<u>4/1/2021</u>		<u>\$ 4,079,415.18</u>
<u>RECREATION DEPT. OPERATING FUND 3241</u>			
LOCAL AGENCY INVESTMENT FUND - Rate 0.63% on 1/15/21		\$	257,865.86
Activity: Interest 3rd Quarter		\$	281.72
Ending balance:		\$	258,147.58
<u>MAINTENANCE DEPT. MEMORIAL HALL FUND 3242</u>			
LOCAL AGENCY INVESTMENT FUND - Rate 0.63% on 1/15/21		\$	173,770.78
Activity: Interest 3rd Quarter		\$	193.30
Ending balance:		\$	173,964.08
<u>PORT COSTA SANITARY DEPT. OPERATING FUND 3425</u>			
LOCAL AGENCY INVESTMENT FUND - Rate 0.63% on 1/15/21		\$	224.05
Activity: Interest 3rd Quarter		\$	0.25
Ending balance:		\$	224.30
			+ 125,000
		\$	# 125,224.30
<u>CROCKETT SANITARY DEPT. OPERATING FUND 3426</u>			
LOCAL AGENCY INVESTMENT FUND - Rate 0.63% on 1/15/21		\$	2,675,340.92
Activity: Interest 3rd Quarter		\$	2,552.58
Ending balance:		\$	2,677,893.50
<u>CROCKETT SANITARY DEPT. CONSTRUCTION FUND 3427</u>			
LOCAL AGENCY INVESTMENT FUND - Rate 0.63% on 1/15/21		\$	900,886.19
Activity: Interest 3rd Quarter		\$	984.21
Ending balance:		\$	901,870.40
<u>CROCKETT SANITARY DEPT. CAPITAL RESERVE FUND 3429</u>			
LOCAL AGENCY INVESTMENT FUND - Rate 0.63% on 1/15/21		\$	71,327.38
Activity: Interest 3rd Quarter		\$	77.93
Ending balance:		\$	71,405.31
<u>Closing invested balance:</u>	<u>5/4/2021</u>		<u>\$4,083,505.17</u>

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


 Vaughn Gunkelman, Administrative Services Manager

Date: 5/13/21

PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525
Telephone (510) 787-2992
Fax (510) 787-2459
e-mail: manager@town.crockett.ca.us
website: www.town.crockett.ca.us

TO: Port Costa Sanitary Commissioners
FROM: Administrative Services Manager
SUBJECT: 11-month Budget Report and Preliminary FY 2021/22 Budget
DATE: June 4, 2021

The 11-month Port Costa Sanitation Department Budget Report details are incorporated within the attached draft Fiscal Year 2020/21 budget.

HIGHLIGHTS

- The Port Costa Sanitary Department will close out the year with enough carry-over cash to begin to build back up rate stabilization/operating reserves and to fund allocated projects as needed.
- Sewer Use Charge (SUC) income (#301.0) will likely be the sole source of revenue planned for in FY 21/22. Continued cautious spending is recommended

SUMMARY

The attached budget report shows the Port Costa Sanitary Department is effectively managing its discretionary expenses. Rising maintenance and preventive costs should be taken into account, along with necessary replacements.

STAFF RECOMMENDATION:

Staff recommends the Port Costa Sanitary Commission receive the 11-month budget report.

Increased operations and maintenance expenses in the coming years should be planned for. Capital Projects list should be reviewed and updated.

Due to the extremely low interest rates of our investment fund, the Port Costa Sanitary Commission should consider requesting an accelerated loan repayment schedule / refinancing agreement with Crockett Sanitary Department.

The final budget to be presented in June is not anticipated to be materially different than this preliminary budget being presented. It is being presented for review and comment to staff, no action is required by the Commission.

FY 2021-2022 PORT COSTA SANITARY DEPARTMENT BUDGET - FUND 3425 PROPOSED ##

	<u>PY 2019-20</u>	<u>FY 2020-21</u>	<u>FY 2020-21</u>	<u>Proposed</u>
	<u>Actual</u>	<u>Approved Budget</u>	<u>Actual Year End</u>	<u>Budget</u>
Collection System				
Liability Insurance	\$ 4,282	\$ 4,453	\$ 4,514	\$ 7,223
Profess. Services.	\$ 0	\$ 1,000	\$ 4,500	\$ 5,000
Sewers Maint.	\$ 7,710	\$ 10,000	\$ 11,542	\$ 12,696
Other Operating	\$ 157	\$ 1,000	\$ 100	\$ 461
Permits & Fees	\$ 2,625	\$ 2,678	\$ 3,048	\$ 3,353
Total Collection System	\$ 14,774	\$ 19,131	\$ 23,704	\$ 28,732
Treatment Plant				
Generator fuel / oil	\$ 266	\$ 300	\$ 250	\$ 288
Property Insurance	\$ 1,207	\$ 1,267	\$ 1,574	\$ 2,518
Contract Operator	\$ 51,480	\$ 55,200	\$ 53,230	\$ 58,553
Chemicals	\$ 3,252	\$ 3,937	\$ 4,136	\$ 4,549
Hardware/Supplies & Misc.	\$ 979	\$ 1,000	\$ 490	\$ 736
Profess. Svcs. (Engineer, Lab, Technici:	\$ 12,027	\$ 15,803	\$ 25,566	\$ 29,123
Electricity	\$ 3,595	\$ 3,560	\$ 4,432	\$ 5,097
Alarm system phone	\$ 1,306	\$ 1,580	\$ 423	\$ 486
Cap. Replacement	\$ 45,649	\$ 3,000	\$ 1,950	\$ 5,145
Operating fees/permits	\$ 6,377	\$ 6,918	\$ 7,250	\$ 7,975
Other Operating - septic cleaning	\$ 226,250	\$ 12,000	\$ 0	\$ 3,500
Total Treatment Plant	\$ 352,387	\$ 104,565	\$ 99,302	\$ 117,970
Administrative				
Elections	\$ 0	\$ 80	\$ 0	\$ 0
Crime Insurance	\$ 36	\$ 25	\$ 30	\$ 48
Memberships	\$ 1,680	\$ 1,709	\$ 1,709	\$ 1,965
Office / Postal	\$ 146	\$ 250	\$ 193	\$ 212
Profess. Svcs.(admin)	\$ 10,107	\$ 6,955	\$ 3,500	\$ 4,025
Printing/Publishing	\$ 245	\$ 273	\$ 1,373	\$ 1,578
Software Subscription	\$ 1,966	\$ 1,346	\$ 1,433	\$ 1,576
Vehicle/Travel/Meetings	\$ 205	\$ 150	\$ 50	\$ 131
Other	\$ 310	\$ 1,000	\$ 704	\$ 810
County Charges	\$ 1,033	\$ 1,075	\$ 946	\$ 1,088
Sub-Total Administrative	\$ 15,729	\$ 12,863	\$ 9,938	\$ 11,435
Salaries and Benefits (O&M)	\$ 36,609	\$ 37,411	\$ 38,713	\$ 45,038
Other Payroll Exp. (WC premiums etc.)	\$ 0	\$ 0	\$ 0	\$ 0
Total Administrative	\$ 52,338	\$ 50,274	\$ 48,651	\$ 56,472
Total O&M Expenses	\$ 419,499	\$ 173,670	\$ 171,657	\$ 203,175
Non-Operational Expenses				
Loan Principle	\$ 0	\$ 76,063	\$ 73,977	\$ 38,560
Loan Interest on PY Cap Projects	\$ 0	\$ 15,107	\$ 19,586	\$ 15,145
Non-Op Other	\$ 0	\$ 0	\$ 0	\$ 0
Fixed Assets and Other				
Capital Projects Allocation	\$ 28,561	\$ 28,000	\$ 0	\$ 26,000
Allocation to operating reserves	\$ 0	\$ 29,000	\$ 29,000	\$ 29,000
Contingency Reserve	\$ 0	\$ 17,397	\$ 0	\$ 20,317
Interfund G/L non-op adjustment	\$ 28	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 448,087	\$ 322,140	\$ 294,220	\$ 311,880
TOTAL APPROPRIATIONS	\$	\$ 322,140	\$	\$ 311,880
TOTAL REVENUES				
Sewer use charge	\$ 272,528	\$ 300,488	\$ 300,164	\$ 292,305
Capacity charge	\$ 0	\$ 0	\$ 0	\$ 0
Permit fees	\$ 120	\$ 180	\$ 60	\$ 180
Interest (non-op)	\$ 1,797	\$ 360	\$ 2	\$ 100
Misc fees / cost recovery (ops)	\$ 3,512	\$ 2,783	\$ 2,783	\$ 2,850
Grants / Interdept Loan (no-op)	\$ 150,000	\$ 0	\$ 0	\$ 0

**PORT COSTA SANITARY DEPARTMENT
PROPOSED BUDGET FY 2021/2022 (#)**

GENERAL FUND 3425: EXPENDITURE DETAIL

	PY Actuals	Current Budget	11 Month Actuals	Year End	Proposed Budget
	FY 19/20	FY 20/21	FY 20/21	FY 20/21	FY 21/22
415 · SEWAGE COLLECTION *****					
415.30 · INSURANCE - Liability	4,282.36	4,453.00	4,514.19	4,514.19	7,222.70
415.55 · PROF. SVCS. (Coll.)	0.00	1,000.00	3,960.00	\$ 4,500.00	5,000.00
415.70 · MAINTENANCE	7,710.00	10,000.00	10,541.86	\$ 11,541.86	12,696.05
415.96 · OTHER OPERATING (Coll.)	156.72	1,000.00	0.00	\$ 100.00	460.80
415.96.2c · Permits & Fees (Coll.)	2,625.00	2,678.00	2,848.00	\$ 3,048.00	3,352.80
Total 415 · SEWAGE COLLECTION *****	14,774.08	19,131.00	21,864.05	23,704.05	28,732.35
416.25 · GASOLINE, OIL, FUEL	\$265.85	\$300.00	\$66.90	\$ 250.00	\$287.50
416.31 · INSURANCE - Property	\$1,207.09	\$1,267.00	\$1,573.88	\$ 1,573.88	\$2,518.21
416.51.1pc · Treatment Plant Operators	\$51,480.00	\$55,200.00	\$48,794.55	\$ 53,230.42	\$58,553.46
416.51.2pc · Chemicals	\$3,251.66	\$3,937.00	\$3,791.16	\$4,135.81	\$4,549.39
416.51.3pc · Hardware, Supplies, & Misc	\$978.63	\$1,000.00	\$420.23	\$490.37	\$735.56
416.56.2pc .3pc · Prof. Svcs. - Engineer	\$62.50	\$2,000.00	\$0.00	\$ -	\$1,000.00
416.56.3pc · Prof. Svcs. -Technician	\$2,000.00	\$3,500.00	\$14,286.20	\$16,672.00	\$18,339.20
416.56.7pc · Prof. Svcs. - Lab Testing	\$9,964.00	\$10,103.00	\$8,094.00	\$8,694.00	\$9,563.40
416.56.x · Prof. Svcs. - Attorney / Other	\$0.00	\$200.00	\$198.97	\$ 200.00	\$220.00
416.91.1pc · Electricity	\$3,594.57	\$3,560.00	\$4,082.43	\$4,432.43	\$5,097.29
416.91.6pc and 416.96.3 · Plant Alarm System	\$1,306.36	\$1,580.00	\$382.67	\$422.67	\$486.07
416.96.1 · Capital Replacements (Treat.)	\$45,649.19	\$3,000.00	\$1,350.00	\$1,950.00	\$5,145.00
416.96.2 · Permits & Fees (Treat.)	\$6,377.00	\$6,918.00	\$7,142.00	\$ 7,250.00	\$7,975.00
416.96 · OTHER OP (Treat) - Septic Cleaning	\$211,250.39	\$12,000.00	\$0.00	\$ -	\$3,500.00
416.99 · ENFORCEMENT PENALTIES	\$15,000.00	\$0.00	\$0.00	\$ -	\$0.00
Total 416 · SEWAGE TREATMENT *****	352,387.24	104,565.00	90,182.99	99,301.58	117,970.08
417. ADMIN/GENERAL					
417.21 · ELECTIONS	0.00	80.00	0.00	\$ -	0.00
417.31 · INSURANCE -Crime(employee bond)	36.33	25.00	0.00	\$ 30.00	48.00
417.36 · MEMBERSHIPS - BACWA & CASA	1,679.54	1,709.00	1,708.50	\$ 1,709.00	1,965.35
417.41 · OFFICE POSTAL / SUPPLIES	146.32	250.00	176.59	\$ 192.64	211.91
417.56 · PROF SVCS (Admin) Attorney/Auditor	10,107.43	6,955.00	3,013.67	\$ 3,500.00	4,025.00
417.61 · PRINTING/ PUBLISHING	244.74	273.00	1,372.50	\$ 1,372.50	1,578.38
417.70 · SOFTWARE SUBSCRIPTION	1,966.03	1,346.00	633.15	\$ 1,433.15	1,576.47
417.80 · VEHICLE / TRAVEL REIMBURSEMEN	204.92	150.00	2.55	\$ 50.00	131.07
417.96 · OTHER ADMIN. / RECOVERY	310.39	1,000.00	604.39	\$ 704.39	810.05
417.96.3pc · County Charges	1,033.17	1,075.00	811.01	\$ 946.41	1,088.37
Total 417 · ADMIN / GENERAL *****	15,728.87	12,863.00	8,322.36	9,938.09	11,434.59
6560 · PAYROLL EXPENSES *****					
6560.x · Salary & Benefits	35,983.25	36,761.00	32,234.75	\$ 37,234.75	42,819.96
6560.2 · CalPERS Unfunded Liability	625.58	650.00	678.46	\$ 1,478.46	2,217.69
Total 6560 · PAYROLL EXPENSES *****	36,608.83	37,411.00	32,913.21	38,713.21	45,037.65
Total O&M Expense	419,499.02	173,970.00	153,282.61	171,656.93	203,174.67
Non-Op and Capitol Expenses					
416.212 · LOAN PRINCIPAL (non-op)		76,063.00	73,976.87	73,976.87	38,560.30
419.1 · Loan Interest - Non-Op Expense		15,107.00	19,586.42	19,586.42	15,144.91
111.x · Capitol Sewer Projects and CCTV	28,560.75	28,000.00		0.00	26,000.00
419 · Non-Op Expense - Other	0.00	0.00		0.00	
Interfund G/L non-op adjustment	27.53	0.00		0.00	
Operating Reserves - Budget Allocation					
Septic Tank Heavy Cleaning (\$50k over 5yrs - 2025)		10,000.00	10,000.00	10,000.00	10,000.00
NPDES Permit Reserve (\$40k over 5yrs - 2024)		10,000.00	10,000.00	10,000.00	10,000.00
WWTP Cap Repl. Reserve (\$20K over 5yrs - 2025)		4,000.00	4,000.00	4,000.00	4,000.00
RWQCB Operations Reserve (\$15K over 3yrs - 2023)		5,000.00	5,000.00	5,000.00	5,000.00
Contingency 10%		17,397.00	17,397.00	17,397.00	20,317.47
TOTAL EXPENSES	\$448,087.30	\$339,537.00	\$293,242.90	\$311,617.22	\$332,197.35
Net Ordinary O&M Income	8,458.60	129,518.00	149,197.90	131,351.22	92,260.26
Net Include. Contingency, Capital, & Reserves	(\$20,129.68)	\$ (36,049.00)	9,237.61	(\$8,609.07)	(\$36,762.42)

**PORT COSTA SANITARY DEPARTMENT
PROPOSED BUDGET FY 2020/2021 (##)**

Sewer Use Charge \$2,245

GENERAL FUND 3425: REVENUE DETAIL

	PY Actual FY 19/20	Adopted FY 20/21	11 Month Actuals FY 20/21	Year End FY 20/21	Proposed Budget FY 21/22
301.0 Sewer use charge	\$272,528.00	\$300,165.00	\$300,163.64	\$300,163.64	\$292,304.70
303.0 Capacity charge	\$0.00	\$0.00			
302.0 Permit fees	\$120.00	\$180.00	\$60.00	\$60.00	\$180.00
306.0 Misc fees	\$0.00	\$0.00			
SUB-TOTALS O&M	\$272,648.00	\$300,345.00	\$300,223.64	\$300,223.64	\$292,484.70
311.0 Interest	\$1,797.31	\$360.00	\$1.51	\$1.51	\$100.00
318.0 Cost recovery (Non-op)	\$3,512.31	\$2,783.00	\$2,255.36	\$2,783.00	\$2,850.22
317.0 Inter-department Loan	\$150,000.00	\$0.00	\$0.00	\$0.00	
319.0 Grants	\$0.00	\$0.00	\$0.00	\$0.00	-
TOTAL REVENUE	\$427,957.62	\$303,488.00	\$302,480.51	\$303,008.15	\$295,434.93

FUND 3425 - BALANCE OVERVIEW

	PY ACTUAL FY 19/20	ADOPTED FY 20/21	12 Month Actuals FY 20/21	YEAR END FY 20/21	Proposed BUDGET FY 21/22
Opening Cash Balance					
Septic Tank Replacement Reserve	\$ 28,820.15	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Discharge Permit Reserve	\$ 32,908.75	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Plumbing Pipe Refurb. Reserve	\$ 12,000.00	\$ -	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
RWQCB Violation Fines Reserve	\$ 8,000.00	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Contingency Reserve ***	\$ -	\$ -	\$ 17,397.00	\$ 17,397.00	
Carry Over (unallocated)	\$ 34,491.62	\$ 96,090.84	\$ 96,090.84	\$ 96,090.84	\$ 133,878.77
TOTAL OPENING CASH BALANCE	\$ 116,220.52	\$ 96,090.84	\$ 142,487.84	\$ 142,487.84	\$ 180,275.77
ESTIMATED REVENUE	\$427,957.62	\$303,488.00	\$302,480.51	\$303,008.15	\$295,434.93
ESTIMATED O&M EXPENSES	\$ (419,499.02)	\$ (173,970.00)	\$ (153,282.61)	\$ (171,656.93)	\$ (203,174.67)
ESTIMATED CAP. PROJ. EXPENSES	\$ (28,560.75)	\$ (28,000.00)	\$ -	\$ -	\$ (26,000.00)
ESTIMATED LOAN PRINCIPAL	\$ -	\$ (76,063.00)	\$ (73,976.87)	\$ (73,976.87)	\$ (38,560.30)
ESTIMATED LOAN INTEREST	\$ -	\$ (15,107.00)	\$ (19,586.42)	\$ (19,586.42)	\$ (15,144.91)
NON-OPERATING EXPENSE - OTH	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Fund Balance					
Operating Reserves Included in Balance					
Septic Tank Rehab/Replace Reserve		\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Discharge Permit Reserve		\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Plumbing Pipe Refurb. Reserve		\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 5,000.00
RWQCB Violation Fines Reserve		\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Contingency ***		\$ 17,397.00	\$ 17,397.00	\$ 17,397.00	\$ 19,352.00
Interfund G/L non-op adjustment	\$ (27.53)				\$ -
Carry Over(unallocated)	\$ 96,090.84	\$ 60,041.84	\$ 151,725.45	\$ 133,878.77	\$ 143,478.81
TOTAL CLOSING FUND BALANCE	\$ 96,090.84	\$ 106,438.84	\$ 198,122.45	\$ 180,275.77	\$ 192,830.81

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

Outstanding Debt	Beginning FY 20/21	Ending FY 20/21	Principle Pay FY 21/22	Est. Ending FY 21/22
Crockett Sanitary (WestA Refi)	\$277,963.36	\$203,986.49	\$38,560.30	\$165,426.19
Crockett Sanitary (Pre-2013 transfer)	\$24,233.49	\$24,233.49	\$0.00	\$24,233.49
Crockett Sanitary (3rd Loan)	\$150,000.00	\$150,000.00	\$0.00	\$150,000.00
Total Debt	\$452,196.85	\$378,219.98	\$38,560.30	\$339,659.68

Capital Projects for FY 2021/22

PORT COSTA SANITARY DEPARTMENT

SEWER COLLECTION SYSTEM PROJECTS	CAPITAL IMPROVEMENTS FIXED ASSET	GRANT FUNDED	PCSAN FUNDED
Emergency project(s)	\$5,000.00		\$5,000.00
CCTV Inspection	\$10,000.00		\$10,000.00
TOTAL	\$15,000.00		
TREATMENT PLANT	CAPITAL REPLACEMENTS O&M	CAPITAL IMPROVEMENTS FIXED ASSET	
Septic Tank Hatches		\$0.00	\$0.00
Sump high alarm		\$1,500.00	\$1,500.00
Backup chemical pump		\$1,500.00	\$1,500.00
Various emergency WWTP	\$3,000.00	\$5,000.00	\$8,000.00
TOTAL	\$3,000.00	\$8,000.00	
EQUIPMENT		CAPITAL IMPROVEMENTS	
No tools or equipment planned		\$0.00	
TOTAL		\$0.00	
			\$26,000.00

Future Capital Reserve for large projects

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

PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, MAY 12, 2021

1. CALL TO ORDER: The meeting was called to order at 7:02 PM by Vice-Chairperson Cusack. Present were Commissioners List and Scheer, along with Dept. Manager Barnhill, District Engineer Murdock, Administrative Services Manager Gunkelman and Assistant District Secretary Witschi. Commissioners Klaiber and Surges were absent.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
- 5.a. SELF-MONITORING REPORT: Mr. Barnhill reported there are four copper samples collected throughout the year and Valley Operators missed the copper sample in the first quarter, so they pulled an extra sample, but that is considered a violation of the permit. He doesn't know if they will subject us to a minimum penalty for that since they have collected an additional copper sample.
- 5.b. DISTRICT BOARD ACTIONS: Mr. Gunkelman reported on the actions taken by the District Board in April. He said the Board tentatively approved the Sewer Use Study for Port Costa and Crockett.
- 6.a. FINANCIAL REPORT: The monthly statement of Department finances was examined by the Commission. No further comments or questions.
- 6.b. 10-MONTH AND PROPOSED BUDGET: Mr. Gunkelman presented the proposed budget. Commissioner Scheer said professional services are a lot higher than previous years. Mr. Gunkelman said that is at the treatment plant just for the technicians going down there. He said he doesn't know why they were budgeted so low last year, or if that money was allocated somewhere else. Commissioner Scheer asked staff if they are having the operators do more than we normally ask them to do. Mr. Barnhill said earlier this year Telstar was out doing more technical services and that is probably why it is higher.
- 7.a. GREASE TRAPS: Mr. Barnhill reported the District Code requirement for restaurants by discretion of the general manager is to install grease or oil on sand interceptors, but for restaurants would be a grease interceptors, and the capacity is a minimum of 450 gallons that have to be installed, of course underground and flow accessible by trucks for pumping so that they can be regularly maintained. He said the next step is to call the manager at the restaurant, speak with them, and then send out a follow up letter with the requirements on code. Commissioner List said a lot of the flushable wipes never decay and they get sucked out of the tank by a truck and his concern is can the restaurants comply with a little grease containment, and customers comply with not putting flushable wipes down the toilets. Mr. Barnhill said there is an annual newsletter staff sends out every year and flushable wipes is

one of the major components. Commissioner Scheer said there are not many people that live in town and she doesn't think it would be hard to educate people, especially new people that came in town who may not realize where their sewage goes, and what they are supposed to put down the drain. Commissioner Scheer said she would be happy to volunteer to work on some sort of a newsletter to give the residents.

7.b. FUTURE PROJECTS: Mr. Barnhill reported there are line projects that need to be looked at including relocating the line along the creek from the school or the line goes into the backyards of the houses all the way down to the Bull Valley restaurant, which is approximately 1500 feet should be ideal. He received a call from Senator Dodd's office notifying staff that they had grant funding for wastewater and water projects, which were shovel ready.

8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported that have been some backups in the line to the septic tank. West County Wastewater District cleared them out. A passive bypass should be installed at ground level from the manhole to the septic tank hatch to prevent sanitary sewer overflow's. The bypass pipe will be the same diameter or larger as the collection system. Mr. Barnhill said he is communicating with the operators about the weeds and is considering hiring a third party to do the weeding.

8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

8.c. STAFF ANNOUNCEMENTS: None

9. REPORTS FROM COMMISSIONERS: None

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

- a. Approve Minutes of April 20, 2021.
- b. Receive Status Report on outstanding issues.

11. FUTURE AGENDA ITEM:

Discuss Port Costa School sewer system (July).

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 8:27 PM until June 9, 2021.

Respectfully submitted,



Susan Witschi
May 13, 2021