

CROCKETT COMMUNITY SERVICES DISTRICT

Regular Business Meeting
AGENDA FOR WEDNESDAY, MAY 25, 2022

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

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. REPORTS FROM COMMISSIONERS:
(This item is typically for exchange of information only. No action will be taken at this time.)
5. PUBLIC HEARING:
6. 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 payment of District bills.
 - b. Receive Minutes of Commissions and Committees.
 - c. Approve District's Annual Newsletter
 - d. Receive final reimbursement payment for Sewer Use Charge assessed at 1334 Wanda Street.
7. ADMINISTRATIVE:
 - a. Consider consent Items removed from Consent Calendar.
 - b. Set date for public hearing on proposed budget, possible rate increase(s), and on method of collection.
 - c. Accept Sewer Use Charge Study reports, FY 2022/23, for Crockett and Port Costa and consider approval of Prop. 218 notices for Crockett and Port Costa of proposed rate increases for sewer service.
 - d. Consider Resolution No. 21/22-22 Ordering Even-Year Board of Directors Election; Consolidation of Elections; and Specifications of the Election Order.
8. BUDGET AND FINANCE:
 - a. Consider monthly Summary Worksheets and Investment Reports and staff report on financial matters.

- b. Consider Resolution No. 21/22-23 a Resolution of the Crockett Community Services District Levying an Annual Recreation Special Tax for Fiscal Year 2022/23 in the amount of \$110 on all residential parcels within the District.
 - c. Receive 10-month budget report/proposed budget for FY 2022/23.
9. 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.
10. REPORTS FROM BOARD MEMBERS:
(These items are typically for exchange of information only. No action will be taken at this time.)
- a. Personnel Committee – Members Barassi, Bartlebaugh, Cusack, Wilson
 - b. Budget & Finance Committee – Members Peterson and Mackenzie
 - c. Ad Hoc Committees:
 - d. Inter-agency meetings:
11. FUTURE AGENDA ITEMS:
- Public hearing on rates and method of collection (July).
 - Adopt budget for FY 2022/23 (July).
 - Adopt purchasing procedures and spending limits.
 - Adopt ADA compliance plan.
 - Annual long-term strategy workshop.
 - Revise District code.
 - Adopt housekeeping resolution.
 - Adopt local claims ordinance.
 - Adopt CEQA objectives, criteria and procedure.
12. BOARD COMMENTS:
13. ADJOURNMENT to June 22, 2022

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.

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, APRIL 4, 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 and Facilities Manager/Asst. Secretary Witschi.
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 March 7, 2022.
5. RECREATION: None
6. FINANCIAL REPORT: None
- 7.a. DISTRICT BOARD ACTIONS: No report.
- 7.b. ANNOUNCEMENT OF VACANCY: The Announcement of Vacancy will be posted for 30 days.
8. REPORT OF DEPT. MANAGER: Mr. Wilson reported he invited five pool companies to give proposal for plastering the pool and he had appointments with three of them today. He said only one of the five submitted a proposal for \$416,000. The Crockett Swim Team began using the pool today. He purchased new water saving showers for the outside of the pool building and Don Barton installed them. He never received a revised estimate from the contractor on the Wall & Stairs project. He said the Bass Club said they were very interested to do the Wall & Stairs project on a volunteer basis. The Walk of Honor is on May 21. Mr. Wilson said he has done a rate comparison with four other community centers: Pleasant Hill, Walnut Creek, Concord, Albany and Hercules. He is looking at proposing at least a 15% increase.
9. COMMISSIONERS: None
10. FUTURE AGENDA ITEMS:
11. COMMISSIONER COMMENTS: None

12. ADJOURNMENT: The meeting was adjourned at 6:25 PM until May 2, 2022.

Respectfully submitted,

Susan Witschi

Susan Witschi
April 6, 2022

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

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

MINUTES OF REGULAR MEETING, APRIL 20, 2022

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Wais. Present were Commissioners Adams, Manzione and Trask, along with General Manager Murdock, Administrative Services Manager Gunkelman, Assistant Dept. Manager Barnhill and Assistant District Secretary Witschi.
2. AGENDA ORDER: There were no requests to change the agenda order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
5. CONSENT CALENDAR: The consent item was approved unanimously (ha/mm):
 - a. Approve Minutes of March 16, 2022.
6. DISTRICT BOARD ACTIONS: Mr. Murdock reported on the actions taken by the District Board in March. He said before the auditor will release his report he would like to resolve some issues with the budget and the funding of the new office building. The Board will have a special meeting soon to settle the issues.
7. ENFORCEMENT ACTIONS: Mr. Murdock discussed separation of laterals with the commission. Mr. Barnhill reported he has seven Notice of Violation letters that he has not heard back from, so he is planning to put a door hanger on those properties just in case they did not receive his initial letter.
- 8.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. Gunkelman reported 2.5 million in reserves. No further report.
- 8.b. FINANCIAL CONTRIBUTIONS AT NEW DISTRICT OFFICE: Mr. Gunkelman presented a payment ledger to date for the new District office, which included payroll, acquisition and material costs. He said total costs are \$116,499.29 and this is not shared contributions. He said this represents the asbestos abatement, remodel on the floor, etc. He said there needs to be a way to split the costs amongst all the departments. He said there is about \$14K that the County owes back to the District.
- 8.c. 9-MONTH BUDGET REPORT: Mr. Gunkelman reported that capital project costs have gone to two cost centers. He has almost all of those moved out of that fund, the only ones I have not are some of the CCTV work that has been done it. He said the new budget is coming along fine, apart from the Sewer Use Charge that has not been completed yet, so he won't know exactly what the revenue will be. He said that the only piece missing from the budget is the insurance.

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

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

9.c. STAFF ANNOUNCEMENTS: None

10.a. WASTEWATER COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. INTER-AGENCY MEETINGS: None

10.d. AD HOC COMMITTEES REPORT: None

11. FUTURE AGENDA ITEMS:

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

Review annual newsletter (May).

Review of MCC Project (May).

Consider lateral inspection increase.

Consider procedures for ADU applicants.

Capacity Charge Accessory Dwelling Unit (ADU) Ordinance.

Smoke testing review.

12. COMMISSIONER COMMENTS: None

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

Respectfully submitted,

Susan Witschi

Susan Witschi
May 3, 2022



COMMUNITY SERVICES DISTRICT Serving Crockett and Port Costa

Newsletter of the Crockett Community Services District

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

DISTRICT BOARD

MAY 2022

The 202 Board of Directors of the Crockett Community Services District are:

Luigi Barassi, President

Scott Bartlebaugh, Vice-President

John Mackenzie

Kent Peterson

Michael Kirker

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

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

Please visit our website at www.town.crockett.ca.us for a calendar of meeting dates and more information about our District.

BOARD ELECTIONS

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

MANAGER'S MESSAGE

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

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

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

NO WIPES DOWN THE PIPES

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



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

TOILETS ARE NOT TRASH CANS

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

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

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

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

DON'T FLUSH DRUGS, CHEMICALS, OR PAINT

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



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

WE GRAPPLE WITH GLOBS OF GREASE

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



NO GREASE



ELECTRONIC AND UNIVERSAL WASTE DROP OFF

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

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

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

So, if that old TV didn't sell at the town wide garage sale bring it down on June 4th !!!

MERCURY THERMOMETERS

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

You can drop mercury containing items off at the HHW site:

Drop-Off at the West Contra Costa HHW Collection Facility

**NO APPOINTMENT NEEDED!
FREE FOR WEST CONTRA COSTA RESIDENTS**

101 Pittsburg Avenue, Richmond

SEWER UPGRADES

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

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

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

OUR WEBSITE

Visit our website at www.town.crockett.ca.us for the latest information about the District. Meeting dates, agendas, and minutes are available online. Residents and visitors alike will find useful information on our Crockett Community Center, pool, and parks. Information on our sanitation departments is also available under the respective Crockett Sanitary Department or Port Costa Sanitary Department pages.



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

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

Swim Lessons Available, contact Pool office for details

(510) 787-2567

Prices:

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

SEWER INSPECTION REQUIREMENT

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

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

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

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

.... Cont....

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

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

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



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

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

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

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

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

Gaunt Murdock,

General Manager

Crockett Community Services District

CCSD Board of Directors

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

Recreation Commission

Jeff Airoidi
Louise Choquette
Tom Cusack
John Valentini

Crockett Sanitary Commission

Mary Wais
Howard Adams
Mark Manzione
D'Arcy Trask

Port Costa Sanitary Commission

Tom Cusack
Tom List
Anne Scheer
Joe Surges
Karen Klaiber

Memorial Hall Advisory Committee

Bud Burlison – Michael Kirker
Scott Lawton – Kent Peterson – Ron Wilson

Police Liaison Committee

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

Staff: Gaunt Murdock, General Manager
Vaughn Gunkelman, Administrative Services Manager
Ron Wilson, Recreation Dept. Manager
James Barnhill, Sanitary Dept. Manager
Susan Witschi, Assistant District Secretary & Facilities Manager
Dolores Morales, Event Supervisor
Damand Bal
Simon Sollestre
Joel Cadena

REPORTING SEWER PROBLEMS- CALL OUR 24/7 EMERGENCY LINE (510) 303-2313

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

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

COMMUNITY CENTER

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

DISTRICT OFFICE

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

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

Account Lookup and Installment Options

Powered By GovHub

Today's Date is 05/03/2022

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

View Cart (0) \$0.00


Secured Property Address 1334 Wanda STREET CROCKETT

CURRENT TAXES


Address (Situs): 1334 WANDA ST, CROCKETT CA

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

THIS APN IS SIGNED UP FOR SECURED TAX e-BILLING




CURRENT TAXES



TAX HISTORY



ASSESSMENT INFORMATION



PROPERTY MAP



CONTACT INFO

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

[ADD SELECTED ITEMS TO CART AND CHECKOUT](#)
[SELECT ALL](#)

SUMMARY

0 INSTALLMENTS SELECTED
MAXIMUM TEN INSTALLMENT PER PAYMENT

TOTAL AMOUNT SELECTED TO PAY \$0.00

Service Fee Information

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

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

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

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

INTRODUCTION

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

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

SCOPE

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

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

Table 1. Crockett at a Glance

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

REVENUE & EXPENSES

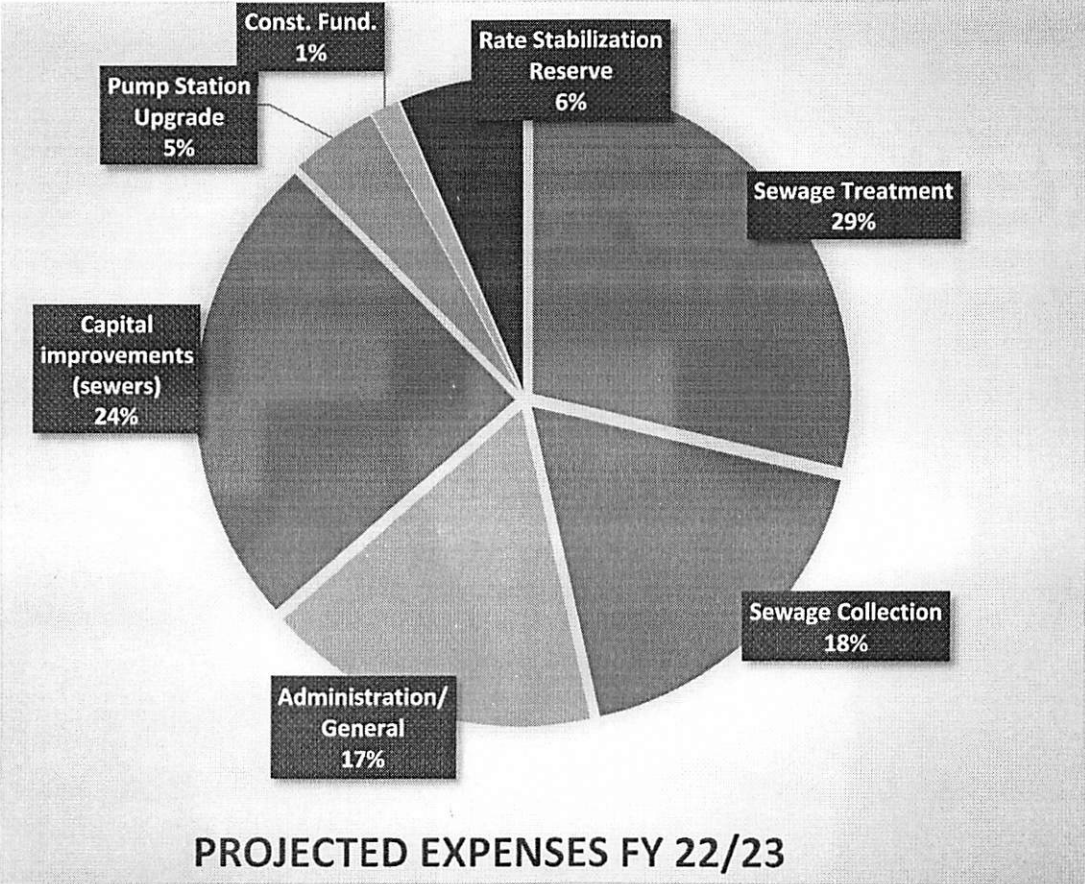
Below is a list of the main costs to CVSAN and brief description of each, with revenue and costs tabulated in Table 2.

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

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

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

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



RESERVES

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

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

PORT COSTA INTERAGENCY LOANS:

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

FUNDS

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

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

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

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

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

PROJECTED REVENUE

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

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

SEWER USE CHARGE RATE REVIEW

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

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

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

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

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

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

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

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

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

This leads to the suggested rates of:

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

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

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

SUMMARY & RECOMMENDATION

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

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

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

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

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

Respectfully Submitted,



Gaunt Murdock

May 14, 2022

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

(Parcel Owners Name
and address)

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

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

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

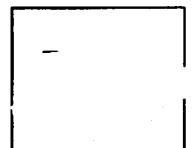
The Crockett Community Services District provides sewage collection, treatment and disposal services to properties in **Crockett**. Property owners are charged annually for these services on their property tax bills.

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

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

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

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



TO THE PORT COSTA SANITARY COMMISSION
AND THE BOARD OF DIRECTORS,
CROCKETT COMMUNITY SERVICES DISTRICT

FROM: Department Manager

SUBJECT: PORT COSTA Sewer Use Charge (SUC) Study, FY 2022/2023

INTRODUCTION

This report summarizes reviewed results of current operating & maintenance and capital costs to the Port Costa Sanitary Department of the Crockett Community Services District. The costs expected over the next fiscal year (July 1, 2022 through June 30, 2023) are predicted to provide a basis for determination of a rate structure for Sewer Use Charge for the coming year.

DISTRICT REORGANIZATION

The Crockett Community Services District (CCSD) was formed in July, 2006, merging the functions of the Crockett-Valona Sanitary District (CVSAN), County Service Area P-1 (which includes the Recreation Dept), and Port Costa's County Sanitation District No. 5. The ownership and responsibility for the Port Costa sanitary collection and treatment systems was transferred to CCSD in May, 2008. Following the transfer of responsibility, Port Costa County Sanitation District No. 5 was renamed Port Costa Sanitary Department (PCSAN). This Sewer Use Charge (SUC) Study Report is concerned only with sewer service provided in the town of Port Costa.

BACKGROUND

The small, unincorporated town of Port Costa has a population of 190 people as of the 2020 census. Within CCSD boundaries there are 113 properties, of which 85 are receiving sewer service. There is one additional property outside of the CCSD boundaries that is also being served by PCSAN. The average daily dry weather flow rate is less than 15,000 gallons.

Property tax revenue, collected by Contra Costa County, is not returned to Port Costa. PCSAN pays for operation and maintenance, capital replacements, capital improvements, and long-term debt service from revenue collected from the SUC.

This review will determine the funding needed for operating, maintaining, and improving the Department's sewerage facilities, along with the available funding source(s) and revenue during FY 2022/23.

Sewer Use Charge Study
FY 2022/23

CURRENT COSTS

A review of revenue and expenditures during FY 2021/22 reveals the revenue and expenses (partially predicted) shown in TABLE 1.

TABLE 1

<u>REVENUE</u>	<u>PROJECTED DISTRICT, FY 2021/22</u>	
Sewer Use Charges	\$293,031	
Annexation Charge	0	
Grants	0	
Interest	\$207	
Permit Fees	\$180	
Cost Recovery/Non-Operating	\$0	
TOTAL REVENUE	\$293,418	

EXPENSES		
Sewer Treatment	\$	96,237
Sewer Collection		22,160
Administration/General		60,236
Recoverables		0
Insurance		6,495
County Charges		1,000
Capital Projects		0
Operating Reserve		29,000
Debt Service (Principle & Interest)		44,364

TOTAL EXPENDITURES \$259,492

CY NET O&M&R	\$ 33,926
PY Operating Reserve carried forward	\$ 115,299

FUTURE OPERATING REQUIREMENTS

This analysis is focused on the costs of operating and maintaining sewerage facilities in Port Costa for the fiscal year 2022/23.

State, regional, and county regulatory agencies impose new requirements on sanitary agencies through the 1990's to the present. A five-year discharge permit was issued to PCSAN by the Regional Water Quality Control Board (RWQCB) effective December 1, 2014, which further expanded these requirements, this discharge permit has since expired. The current discharge permit became effective February 1, 2019 and is set to expire January 31, 2024. Exceedances of wastewater discharge permit limits in 2003 resulted in mandatory upgrades of the (WWTP) to eliminate the discharge of pollutants. These upgrades were completed by Contra Costa County at the end of 2007 at the cost of \$1,035,000. The RWQCB certified the upgrade. 34 exceedances occurred throughout the years 2013 through 2019. The exceedances have since been attributed primarily to sludge buildup in the primary treatment (septic tank) and disturbance of the biological layer (schmutzdecke) of the sand filter beds. The most recent heavy cleaning and maintenance of the septic tank was completed in early 2020. There have been no permit exceedances to this date following the heavy cleaning. WWTP operations have been accomplished by contract operators since CCSD took ownership in 2008. The current contract is with Valley Operators LLC. Maintenance, repair, and replacement of specific components (pumps/generator/controls etc.) is performed by outside contractors.

Contra Costa County left no inventory of the system, inspection data, repair records, or condition assessment, and performed no preventive maintenance on the system. The District anticipated significant costs to bring the collection system up to current standards of reliability within as short a timeframe as possible. The small tax base and attendant reduced revenue stream available for capital expenditures has restricted the ability to undertake desired projects.

A review of current and forecasted operating requirements indicates that next year's operating budget should include at least the following items, as shown in TABLE 2:

1. Sewage Treatment:

The WWTP is operated and maintained by Valley Operators LLC. Chemicals are supplied by Sierra Chemical Company. Pre-treatment occurs at an 86,000 gallon (100% capacity) septic tank. Septic tank cleaning is ongoing, it is estimated that the top (scum) layer will require removal two to three times per year. The bottom layer (sludge) is regularly profiled. It is imperative that sludge is removed prior to the sludge level reaching depth and concentration deemed detrimental to the piping, pumps, sand filter beds, and to the ultimate effluent quality. The costs associated with treatment for the next fiscal year are budgeted at **\$116,426** excluding loan principle.

2. Sewage Collection:

The collection system consists of approximately 7,108 LF of 4" to 10" sewer piping. There are no lift stations. Wastewater flows by gravity from residential and business users via the collection system. The wastewater is then conveyed, via gravity, through primary treatment (septic tank) to secondary treatment at the WWTP. PCSAN and Crockett Sanitary Department (CVSAN) have benefited from inclusion in the CCSD's Sanitary Sewer Management Plan (SSMP). Bi-annual audits of the SSMP are performed by the CCSD.

The cost for the collection system operations, maintenance, and repairs are estimated at **\$30,955** for the coming year. The collection system should have few other costs during FY 2022/23, absent emergency or unforeseen cleaning or repair.

3. Administration/General expenses:

Wages are paid by PCSAN to the General Manager, Department Manager, Administrative Services Manager, and Assistant District Secretary. Personnel costs are divided between O&M&R and capital projects, as appropriate. Sanitary Commissioners are not paid for meeting attendance.

Administrative (O&M) salary, professional services, office costs and miscellaneous expenses such as membership dues, printing, vehicle, etc. are budgeted at **\$75,311**.

4. Capital improvements budget:

The CCSD maintains records that divide General Fund 3425 into an operating account and a capital account. Monies budgeted for capital projects will be carried over if spending is delayed, therefore capital expenditures may exceed the budget appropriation for a given year.

As a result of the 2007 plant upgrade project, the CCSD inherited a debt burden of \$1,035,000 from Contra Costa County. This budget includes **\$44,814** for debt service.

No additional long-term debt is anticipated in FY 2022/23. PCSAN was able to refinance one of the existing loans in 2014 and the second loan in 2015. This reduced the interest rate on all debts burdening Port Costa. A third inter-department loan OF \$150,000 was added in 2020 and is included in the debt service repayment schedule. So far, interest only payments have been made. Principal payments begin in FY2023-24. The final interest only payment of \$2,850 is due December 2022. Debt is paid 1.5% over the LAIF interest rate.

5. Contingencies:

Wastewater agencies normally keep an operating reserve of between 10% and 50% of annual revenue requirements. Most agencies operate in the 20% to 40% range. Events such as El Nino '98 and storm events in the winter of 2016/17 have proven the necessity of a contingency fund.

Unfortunately, the Port Costa facilities were inherited with no operating reserves. On the contrary, this budget acknowledges a pre-existing debt of \$24,233 to the CVSAN. The budget can therefore provide only \$22,269 (10%) for operating contingencies. Only \$4,000 could be contributed to the WWTP Capital Reserve, \$10,000 for the septic tank reserve, \$5,000 for RWQCB operating reserves and \$10,000 toward the discharge permit reserve in 2022/2023.

TABLE 2

PROJECTED DISTRICT BUDGET DETAIL, FY 2022/23

REVENUE (Excluding sewer use charges)

Carry-over unallocated cash	\$156,920
Prior Year Contingency Surplus	\$20,077
Tank Cleaning/Rehabilitation Reserve	0
Discharge Permit Reserve	0
WWTP Reserve	0
RWQCB Operating Reserve	0
Loans/Grants	0
Permit Fees	180
Capacity Charges/Annexation Charges	0
Annexation Interest	0
Cost Recovery	<u>300</u>
TOTAL REVENUE	\$177,477

Sewer Use Charge Study
FY 2022/23

EXPENSES

Sewage Collection	\$30,955
Sewage Treatment	116,426
Administration/General	75,311
Capital Replacement Projects	85,000
O&M Contingencies	23,050
Septic Tank Rehabilitation/Cleaning Reserve	10,000
WWTP Reserve	4,000
Discharge Permit Reserve	10,000
RWQCB Operating Reserve	5,000
Rate Stabilization Reserve	53,658
Debt service	46,814
Pre Existing Debt	24,233

TOTAL EXPENDITURES **\$484,477**
APPARENT DEFICIT **\$306,970**

This budget of **\$484,477** for FY 2022/23 is about 40% higher than what was budgeted in FY 2021/22. To rebuild the operating reserves and cover ongoing operating expenses a larger than normal SUC increase, the only significant source of revenue for PCSAN, will be required.

PROJECTED REVENUE

The preceding review of next year's budget requirements indicates that **\$484,477** will be needed. Sources of this needed revenue are primarily sewer service charges.

The preceding expense and revenue information is summarized in TABLE 2. As can be seen from TABLE 2 there is an apparent deficit of **\$306,970**. A deficit is an annual occurrence and can be covered by a SUC, as described below.

PROPOSED SEWER USE CHARGE RATE

The sewer services to be provided by PCSAN are determined to include 76 single family dwellings and 14 apartments, plus 3 non-residential and 4 mixed-use properties (containing another 27 apartments).

Since 1964, the County had charged Port Costa properties for sewer service based on a schedule of multipliers. The categories "single-family residence" and "apartment" have always been charged the same rate. In a 2008 rate analysis conducted by a County consultant, that methodology was labeled inequitable. Unfortunately, that study proposed

an alternate methodology that is impracticable when applied to a small community. Secondly, that alternate methodology was inconsistent with that used by CVSAN. In the interest of equitable rates, CVSAN adopted a methodology in 1992 based on the actual wastewater flow from each property or category. The smaller the town, the more important this methodology becomes. The Crockett methodology is now being used in Port Costa.

In calculating average sewer use by residents only wet weather data is used, in order to discount irrigation water (which doesn't go down the sewer). Extreme outliers in the data were not considered. The remaining 65 Single Family Residences (SFR) were found to contribute an average of 4662 Cu. ft. per year to the sewer system. Each apartment is also assumed to contribute 4662 Cu. ft. feet per year to the sewer system.

Non-residential, commercial and mixed use properties are charged an equitable share based on water consumption during a previous 12 month period. A minimum charge is set reflecting the number of apartments present. In no case is the commercial rate less than the rate for a single apartment.

The sewer services provided by CCSD are tabulated in TABLE 3. The second column in TABLE 3 indicates the relative flow rating ("use factor") of the various types of users. The last column is the product of the number of units and the use factor.

TABLE 3
INVENTORY OF EXISTING CONNECTIONS - 2021

EQUIVALENT TYPE OF OCCUPANCY/USE	NUMBER	USE FACTOR	
	OF UNITS	PER UNIT	UNITS
Single family dwelling	72	1.00	72.00
Apartment	14	1.00	14.00
Non-residential property	3	varies	1.84
Mixed-use property	4	varies	<u>37.71</u>
	Discharge Units		125.55

In order to provide sufficient revenue for the O&M&R and capital budget, SUE would be determined as follows:

OPERATING DEFICIT	\$306,970	=	\$1,736/UNIT
NO. DISCHARGE UNITS	125.55		

By this method, the recommended annual SUC per single family residence is **\$2,445**. The recommended annual SUC per apartment is also **\$2,445**.

The charges for other properties would vary with water consumption in proportion to the CCSD standard for residential uses. The recommended charge is **\$2,445** plus **\$52.45** per 100 cubic feet of water consumption in excess of **4662** cubic feet per year.

BUDGETARY RESERVES

A budget line item intends to build a Port Costa septic tank heavy cleaning reserve of **\$50,000**, to be built up over 5 years. This should provide funding to clean the septic tank as needed. The most recent major cleaning, completed in early 2020, cost approximately \$230,000. This major cleaning allowed for full structural inspection and replacement of the baffle system. A NPDES discharge permit is due every five years, it is recommended to develop a reserve of **\$40,000** to pay for permit reissuance application process. It is

also recommended to maintain a reserve for potential penalties imposed by the Regional Water Quality Control Board (RWQCB). Excess operating revenue (if any) will roll over for contingency funds and/or remain in a rate stabilization reserve that exists to smooth out fluctuations in rates. Such excess revenue could also be allocated to sewer repairs, capital improvements or debt service, as required.

The Port Costa Sanitary Commission recognizes that it does not maintain a prudent level of capital reserves to respond to unanticipated situations and emergencies. **Nor does this budget contain an adequate contingency fund, nor provide adequately for collection system maintenance, or repayment of outstanding debt to CVSAN.** The heavy burden of high service charges on Port Costa properties is a source of frustration and anxiety. The potential for high service charges have had the effect, over time, of restricting the Commission from achieving its goal of accepting a prudent budget to allow for proper maintenance of the facilities. It will take years to achieve financial stability. This budget should be seen as an early step toward a balance of system quality and finance.

RECOMMENDATION

With the development of a ten-year revenue program, PCSAN can chart a course toward financial stability. Prior to attaining confident stability, PCSAN must recognize the need for full system inspection. Inspection will pinpoint weak links in the system and allow for cost estimates for repairs, improvements, and replacements. It is recommended to perform a current and total CCTV inspection of the collection system.

PCSAN continues regular cleaning of the collection system to prevent sewer overflows (SSO's). PCSAN does not have a cost estimate for collection system rehabilitation within even the next five years since knowledge of the system is spotty. PCSAN spent little on system rehabilitation in the initial years of transition from county management. It appears that regular increases in SUC will be required annually to fund operating costs and debt service alone. Recommendation of funding for system repairs or upgrades is difficult to ascertain without full inspection. Partial inspection would be beneficial but that would still allow for unknown future expenditures.

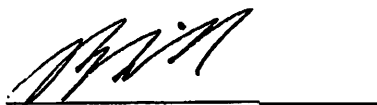
The General Manager, Department Manager, Administrative Services Manager, and Assistant District Secretary are the only positions receiving payroll in PCSAN. All O&M&R services are contracted out to others regularly engaged in this type of work. This is believed to be the most economical and efficient method to complete work in a safe, professional, and timely manner. There is no recommendation to alter this approach.

It is therefore recommended that this SUC Study Report be accepted by the Board of Directors and that sewer use charges are raised to \$2,445 per single family residence and equivalent unit for FY 2022/23 as a source of revenue to balance the budget.

TABLE 4 sets forth the actual SUC anticipated for each property served by PCSAN.

Revenue raised through this SUC would be **\$312,040**. There will be a net increase of **8.9%** equal to **\$200** annually on residential user fees for the fiscal year.

Respectfully submitted,



James Barnhill
Port Costa Department Manager

May 7, 2022

Sewer Use Charge Study
 FY 2022/23

TABLE 1
 RECOMMENDED SEWER SERVICE CHARGES FOR THE TAX ROLL

	Parcel No.	Levy Code	FUND	Revenue	Levy Amount
A	368-132-042	GB	3425	9796	\$2,445.00
A	368-132-083	GB	3425	9796	\$2,445.00
A	368-132-084	GB	3425	9796	\$2,445.00
A	368-132-095	GB	3425	9796	\$2,445.00
A	368-132-007	GB	3425	9796	\$2,445.00
A	368-132-012	GB	3425	9796	\$2,445.00
A	368-132-013	GB	3425	9796	\$2,445.00
A	368-132-014	GB	3425	9796	\$2,445.00
A	368-132-015	GB	3425	9796	\$2,445.00
A	368-132-016	GB	3425	9796	\$2,445.00
A	368-132-017	GB	3425	9796	\$2,445.00
A	368-132-020	GB	3425	9796	\$2,445.00
A	368-132-022	GB	3425	9796	\$2,445.00
A	368-132-023	GB	3425	9796	\$2,445.00
A	368-132-024	GB	3425	9796	\$2,445.00
A	368-132-025	GB	3425	9796	\$2,445.00
A	368-132-026	GB	3425	9796	\$2,445.00
A	368-133-073	GB	3425	9796	\$2,445.00
A	368-133-077	GB	3425	9796	\$2,445.00
A	368-133-010	GB	3425	9796	\$2,445.00
A	368-133-012	GB	3425	9796	\$2,445.00
A	368-134-003	GB	3425	9796	\$2,445.00
A	368-134-004	GB	3425	9796	\$2,445.00
A	368-134-011	GB	3425	9796	\$4,890.00
A	368-134-012	GB	3425	9796	\$4,890.00
A	368-135-004	GB	3425	9796	\$4,890.00
A	368-135-005	GB	3425	9796	\$2,445.00
A	368-135-008	GB	3425	9796	\$2,445.00
A	368-135-009	GB	3425	9796	\$2,445.00
A	368-135-012	GB	3425	9796	\$2,445.00
A	368-135-013	GB	3425	9796	\$2,445.00
A	368-135-014	GB	3425	9796	\$2,445.00
A	368-141-003	GB	3425	9796	\$2,445.00
A	368-141-004	GB	3425	9796	\$4,890.00
A	368-141-005	GB	3425	9796	\$2,445.00
A	368-141-006	GB	3425	9796	\$2,445.00
A	368-141-009	GB	3425	9796	\$2,445.00
A	368-142-006	GB	3425	9796	\$2,445.00
A	368-142-007	GB	3425	9796	\$2,445.00
A	368-142-008	GB	3425	9796	\$2,445.00
A	368-143-001	GB	3425	9796	\$4,890.00
A	368-143-003	GB	3425	9796	\$2,445.00
A	368-143-004	GB	3425	9796	\$2,445.00
A	368-143-005	GB	3425	9796	\$2,445.00
A	368-143-006	GB	3425	9796	\$2,445.00
A	368-143-007	GB	3425	9796	\$2,445.00
A	368-144-003	GB	3425	9796	\$2,445.00

To **Port Costa** Customers of the Crockett Community Services District:
 (Please forward this notice to the ratepayer and property owner)

**PROPOSED INCREASE IN SEWER USE CHARGE EFFECTIVE
 JULY 1, 2022, AND NOTICE OF PUBLIC HEARING ON THE MATTER**

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

As recommended by the Port Costa Sanitary Commission, the District proposes a Sewer Use Charge (SUC) increase effective July 1, 2022. The SUC increase is necessary to fund the current and anticipated costs of the operations and maintenance functions and capital improvements of the District for the 2022/23 fiscal year (including new federal, state and regional water quality requirements) and to provide for the repayment of loans. Following are the proposed charges:

PRESENT ANNUAL SEWER USE CHARGE	USER CLASSIFICATION	PROPOSED ANNUAL SEWER USE CHARGE
\$2,245 per year per SFR*	Single Family Residence (SFR)	\$2,345 per year per SFR*
\$2,245 per year per APT	Apartment (APT)	\$2,345 per year per APT
\$2,245 plus \$38.36 per 100 cubic feet of water consumption in excess of 5852 cubic feet per year	Hotel and Non-residential Accounts	\$2,345 plus \$50.31 per 100 cubic feet of water consumption in excess of 4662 cubic feet per year
\$2,245 plus \$38.36 per 100 cubic feet of water consumption in excess of 5852 cubic feet per year (min. \$2,245 per APT)	Mixed-use Accounts	\$2,345 plus \$50.31 per 100 cubic feet of water consumption in excess of 4662 cubic feet per year (min. \$2,345 per APT)

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

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

To **Port Costa** Customers of the Crockett Community Services District:
 (Please forward this notice to the ratepayer and property owner)

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PRESENT ANNUAL SEWER USE CHARGE	USER CLASSIFICATION	PROPOSED ANNUAL SEWER USE CHARGE
\$2,245 per year per SFR*	Single Family Residence (SFR)	\$2,395 per year per SFR*
\$2,245 per year per APT	Apartment (APT)	\$2,395 per year per APT
\$2,245 plus \$38.36 per 100 cubic feet of water consumption in excess of 5852 cubic feet per year	Hotel and Non-residential Accounts	\$2,395 plus \$51.38 per 100 cubic feet of water consumption in excess of 4662 cubic feet per year
\$2,245 plus \$38.36 per 100 cubic feet of water consumption in excess of 5852 cubic feet per year (min. \$2,245 per APT)	Mixed-use Accounts	\$2,395 plus \$51.38 per 100 cubic feet of water consumption in excess of 4662 cubic feet per year (min. \$2,395 per APT)

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

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To **Port Costa** Customers of the Crockett Community Services District:
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PRESENT ANNUAL SEWER USE CHARGE	USER CLASSIFICATION	PROPOSED ANNUAL SEWER USE CHARGE
\$2,245 per year per SFR*	Single Family Residence (SFR)	\$2,445 per year per SFR*
\$2,245 per year per APT	Apartment (APT)	\$2,445 per year per APT
\$2,245 plus \$38.36 per 100 cubic feet of water consumption in excess of 5852 cubic feet per year	Hotel and Non-residential Accounts	\$2,445 plus \$52.45 per 100 cubic feet of water consumption in excess of 4662 cubic feet per year
\$2,245 plus \$38.36 per 100 cubic feet of water consumption in excess of 5852 cubic feet per year (min. \$2,245 per APT)	Mixed-use Accounts	\$2,445 plus \$52.45 per 100 cubic feet of water consumption in excess of 4662 cubic feet per year (min. \$2,445 per APT)

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

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

Adopt and file with the County Registrar of Voters
NOT LATER THAN (E-125) JULY 6, 2022

BEFORE THE BOARD OF DIRECTORS OF THE
Crockett Community Services District
CONTRA COSTA COUNTY, STATE OF CALIFORNIA

Resolution Ordering)
Specifications of the Election Order)

RESOLUTION NO. 21/22-22

WHEREAS, California Elections Code requires a general district election be held in each district to choose a successor for each elective officer whose term will expire on the first Friday in December following the election to be held on the first Tuesday after the first Monday in November in each even-numbered year; and

WHEREAS, other elections may be held in whole or in part of the territory of the district and it is to the advantage of the district to consolidate pursuant to Elections Code Section 10400; and

WHEREAS, Elections Code Section 10520 requires each district involved in a general election to reimburse the county for the actual costs incurred by the county elections official in conducting the election for that district; and

WHEREAS, Elections Code Section 13307 requires that before the nominating period opens the district board must determine whether a charge shall be levied against each candidate submitting a candidate's statement to be sent to the voters; may establish the cost; and determine whether the costs be paid in advance; and

WHEREAS, Elections Code Section 12112 requires the election official of the principal county to publish a notice of the election once in a newspaper of general circulation in the District;

NOW, THEREFORE, IT IS ORDERED that an election be held within the territory included in this district on the 8th day of November, 2022, for the purpose of electing members to the board of directors of said district in accordance with the following specifications:

SPECIFICATIONS OF THE ELECTION ORDER

1. The Election shall be held on Tuesday, the 8th day of November 2022. The purpose of the election is to choose members of the board of directors or councilmembers for the following seats: (List offices and terms)

Director - Full Term	
Director - Full Term	
Director - Full Term	

2. The District has determined that the _____ will pay for the Candidate's
(District or Candidate)

Statement. As a condition of having the Candidate's Statement published, the candidate shall/may pay the costs at the time of filing. The District hereby establishes the cost for a candidate statement as the following:
\$ _____

3. The District directs that the County Registrar of Voters of the principal county publish the Notice of Election in a newspaper of general circulation that is regularly circulated in the territory.
4. This Board hereby requests and consents to the consolidation of this election with other elections which may be held in whole or in part of the territory of the district, pursuant to Elections Code 10400.
5. The district will reimburse the county for the actual cost incurred by the county elections official in conducting the general district election upon receipt of a bill stating the amount due as determined by the elections official.
6. The Clerk of this Board is ordered to deliver copies of this Resolution, to the Registrar of Voters, and if applicable, to the Registrar of Voters of any other county in which the election is to be held, and to the Board of Supervisors.
7. THE FOREGOING RESOLUTION WAS ADOPTED upon motion of Director _____

Seconded by Director _____, at a regular meeting on this day of _____, 2022, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

DATED: _____

DISTRICT SECRETARY
Crockett Community Services District

CROCKETT RECREATION DEPARTMENT

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

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG:	5-25-22	LATEST FUND REPORT:	5-11-22

OPERATING FUND 3241			

CASH CARRIED FORWARD:	\$ 277,589.13	INVESTED BALANCE:	\$178,724.82
ACTIVITY:		LAIF interest 3rd qt	\$140.84
		Transfer to Cash	
		NET INVESTED:	\$178,865.66
<u>CHECKS AND PAYMENTS</u>			
Xfer to 3425 for check	(\$23,508.90)		\$50,222.82 c/d deposits
			\$128,642.84 avail. funds
Investment svcs 3rd Qt	(\$1.00)	FUND BALANCE:	\$507,533.83
Wells Fargo Fees	(\$202.06)		
Refund for Xtra Hrs	(\$660.00)		
<u>DEPOSITS AND CREDITS</u>			
Comm Center Bookings, C/D & Pool Deposits	\$13,152.00		*** Below held in cash account ***
Bathroom keys		C/D BEGINNING BALANCE:	\$50,222.82
Tennis Court keys	\$5.00	c/d deposit receipts	\$0.00
Rent, Sec, key	\$3,719.00	c/d deposit refunds	\$0.00
Secured Coll. Cash Con	\$52,855.00	Trnsfr recovery	\$0.00
		NET C/D ENDING BALANCE	\$50,222.82

		CAP / RESTRICTED BAL:	\$4,639.60
		Donations	\$0.00
			\$0.00
		NET CAPITAL REPL. BAL:	\$4,639.60

		POLICE LIAISON BALANCE	\$8,171.84
		Parking revenue	\$0.00
		Payroll/Expenses	\$0.00
		NET PLC ENDING BALANCE	\$8,171.84

		XMAS LIGHT BEG BALANCE	\$496.57
		No activity	\$0.00
		XMAS LIGHT END BALANCE	\$496.57
		CERT ACTIVITY: None	\$0.00
		CERT Ending Balance:	\$0.00
CASH BALANCE:	\$ 322,948.17		

ADV ON TAXES :	\$58,575.00	PETTY CASH BALANCE:	\$60.00
Secured Coll. Cash Con	(\$52,855.00)	TAXES held in 3240:	\$15,733.63
		CO.charges in 3240:	\$ -
NET ADV ON TAXES:	\$5,720.00		

M:\L Drive Backup 3 24 2021\Recreation_Dept\Budget & Finance\Wrksht_REC_.xlsx

Commissioners: Jeff Airoidi, Louise Choquette, Tom Cusack, John Valentini

S.a.

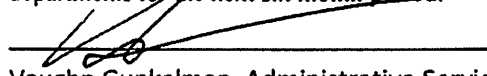
CROCKETT COMMUNITY SERVICES DISTRICT

INVESTMENT REPORT

AS OF APRIL 15, 2022

<u>Beginning invested balance:</u>	<u>1/1/2022</u>	<u>\$ 4,142,227.28</u>
<u>RECREATION DEPT. OPERATING FUND 3241</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.32% on 3/31/22		\$ 178,598.10
Activity:		
2nd Quarter Interest:		\$ 126.72
3rd Quarter Interest:		\$ 140.84
Ending balance:		\$ 178,865.66
<u>MAINTENANCE DEPT. MEMORIAL HALL FUND 3242</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.32% on 3/31/22		\$ 166,224.08
Activity: 2nd Quarter Interest:		\$ 96.44
3rd Quarter Interest:		\$ 131.06
Deposit on 4/14/2022:		\$ 57,000.00
Ending balance:		\$ 223,451.58
<u>PORT COSTA SANITARY DEPT. OPERATING FUND 3425</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.32% on 3/31/22		\$ 40,349.00
Activity:		
2nd Quarter Interest:		\$ 32.05
3rd Quarter Interest:		\$ 31.82
Ending balance:		\$ 40,412.87
<u>CROCKETT SANITARY DEPT. OPERATING FUND 3426</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.32% on 3/31/22		\$ 2,782,392.60
Activity:		
2nd Quarter Interest:		\$ 1,762.61
3rd Quarter Interest:		\$ 2,193.97
Ending balance:		\$ 2,786,349.18
<u>CROCKETT SANITARY DEPT. CONSTRUCTION FUND 3427</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.32% on 3/31/22		\$ 903,156.37
Activity: 2nd Quarter Interest:		\$ 519.94
3rd Quarter Interest:		\$ 712.12
Ending balance:		\$ 904,388.43
<u>CROCKETT SANITARY DEPT. CAPITAL RESERVE FUND 3429</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.32% on 3/31/22		\$ 71,507.13
Activity: 2nd Quarter Interest:		\$ 41.17
3rd Quarter Interest:		\$ 56.38
Ending balance:		\$ 71,604.68
<u>Closing invested balance:</u>	<u>4/15/2022</u>	<u>\$4,205,072.40</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: 5/20/2022

CROCKETT MAINTENANCE DEPARTMENT

of the Crockett Community Services District

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

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BD. MTG:	5-25-22	LATEST FUND REPORT	5-11-22
OPERATING FUND 3242		BALANCES BY CLASS	
CASH CARRIED FORWARD:	\$34,680.45	MEMORIAL HALL	
ACTIVITY:		Walk Honor & P66	\$276,750.00
CHECKS and PAYMENTS		Arch. Phase1	(\$15,427.99)
Warrant (487-491)	(\$3,051.88)	Engnr. Phase1	(\$33,934.00)
3rd Qtr Invest Svcs	(\$1.00)	Other CapX	(\$4,605.65)
DEPOSITS:		WofH P66 Balance	\$222,782.36
		Other MH O&M Bal	\$609.44
		BRIDGEHEAD	\$1,174.34
		PLAZA/FENCES/LIGHT:	(\$876.68)
		DOGPARK COST CENTE:	\$2,351.14
CASH BALANCE:	\$31,627.57	ACCRUED DEBT:	
INVESTED BEG. BAL:	\$223,299.52	PCADVISORY due MH	\$1,170.20
3rd Quarter Interest	\$131.06		
INVESTED END. BAL:	\$223,430.58		
FUND BALANCE:	\$255,058.15	TAXES held in 3240	(\$41,275.63)

PORT COSTA SANITARY DEPARTMENT

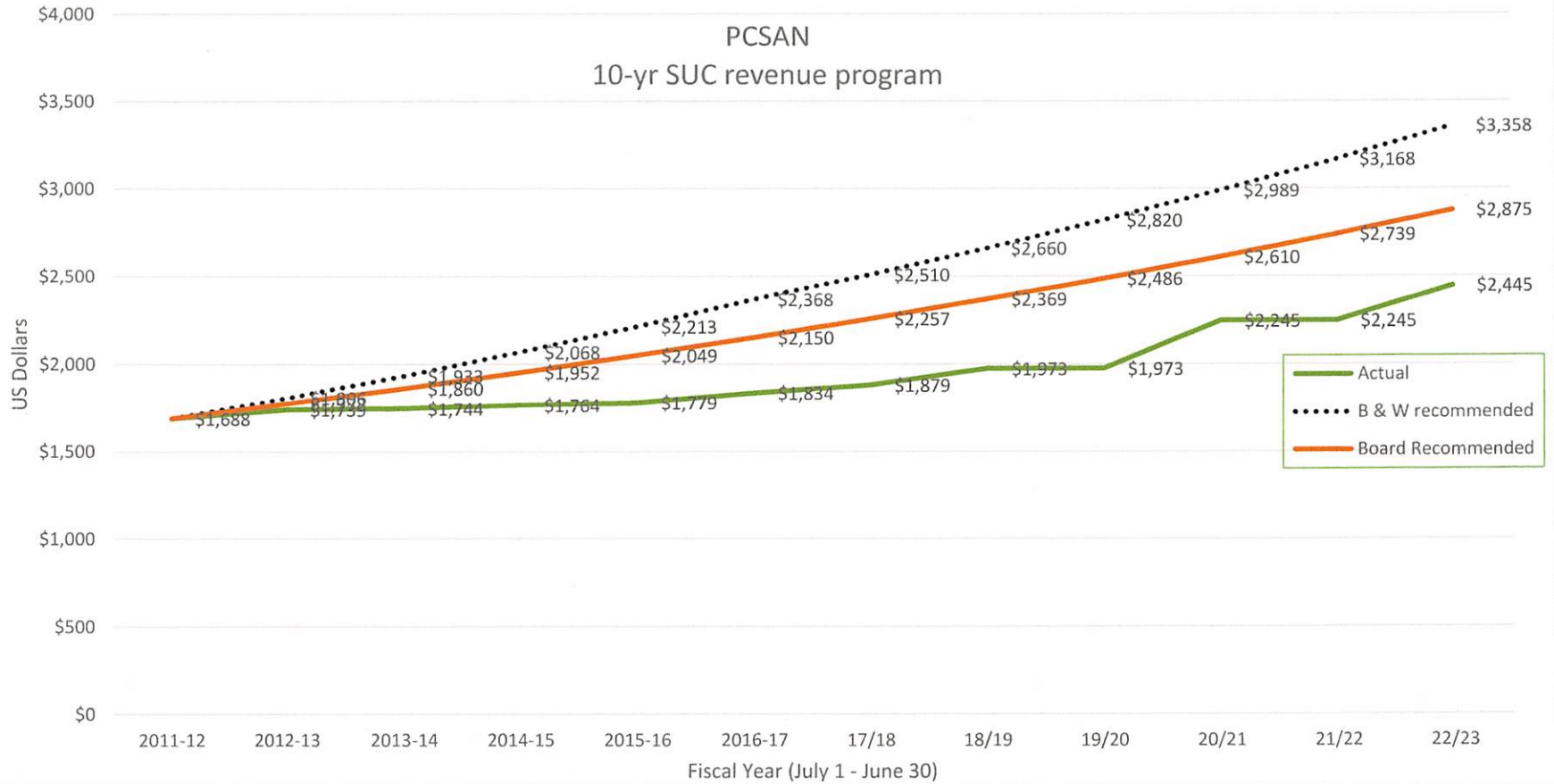
of the Crockett Community Services District

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MONTHLY SUMMARY WORKSHEET

PREPARED FOR MTG.:	5/25/22	LATEST FUND REPORT	5/11/22
OPERATING FUND 3425			
CASH CARRIED FORWARD:	\$112,024.98	ACCRUED DEBT:	
ACTIVITY:			
Warrants (1443-1485)		PYs due CVSan Dep	\$24,233.49
PCSAN (4/43)	(\$6,545.86)	Loan#2 due CVSan	\$165,426.19
REC (39/43)	(\$33,393.82)	Loan#3 due CVSan	\$150,000.00
Investment Svcs Qtr3	(\$1.00)		
xfers from fund 3241	\$23,508.90		
SUC secured coll.	\$116,036.19		
CASH BALANCE:	\$211,629.39	ACCRUED DEBT:	\$339,659.68
ADV ON SUC BEG. BALANCE	\$144,410.19	DUE FROM REC DEPT	\$ 9,461.95
Sec coll. To cash	(\$116,036.19)	(1443-1459)	
Ending Balance	\$28,374.00	(1463-1475 &	\$33,393.82
		1447-1485)	
		**taxes not	
		included	
		TOTAL:	\$42,855.77
INVESTED BEGIN. BALANCE	\$40,381.05	PAID BY REC DEPT:	\$23,508.90
Interest 3rd Qtr	\$31.82	**taxes & fees not	
		included	
Ending Balance	\$40,412.87	Balance Owed	\$19,346.87
FUND BALANCE:	\$280,416.26	\\san\pc\bud&fin\wrksht	

PCSAN 10-yr SUC revenue program



CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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 website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG:	5-25-22	LATEST FUND REPORT:	5-11-22
-----		-----	
OPERATING FUND 3426		CONSTRUCTION FUND 3427	
-----		-----	
CASH CARRIED FORWARD:	\$643,530.20	CASH CARRIED FORWARD:	\$62,438.28
ACTIVITY:		Invstmnt Svcs Qtr3	(\$3.00)
Warrants (6689-6705)	\$ (171,204.93)		
Invstmnt Svcs Qtr3	\$ (8.00)		

		CASH BALANCE:	\$62,435.28

Sec Coll. To cash	\$ 500,346.12	INVESTED BEGIN BAL.:	\$903,676.31
US Bank Cost Recov	\$ 113.02		
Prmts 22-11 to 22-20	\$ 570.00	3rd Qtr Interest	\$712.12
Bonds for 22-13 22-20	\$ 2,000.00		

CASH BALANCE:	\$975,346.41	INVESTED BALANCE:	\$904,388.43

ADV ON TAXES:	\$ 66,100.39	FUND 3427 BALANCE:	\$966,823.71
060 Prop tax Beginning	\$ 562,328.62		
Sec Coll. To cash	(\$500,346.12)		

Ending Balance	\$ 61,982.50	CAPITAL RESERVE FUND 3429	
160 Adv Supp Prop tax	\$4,117.89	-----	
		CASH CARRIED FORWARD:	\$257.00
Ending Balance	\$4,117.89	Invstmnt Svcs Qtr3	(\$1.00)

INVESTED BEG. BALANCE:	\$2,784,155.21	CASH BALANCE:	\$256.00
3rd Qtr Interest	\$2,193.97		
		INVESTED BEGIN BAL.:	\$71,548.30
		3rd Qtr Interest	\$56.38

Ending Balance:	\$2,786,349.18	INVESTED BALANCE:	\$71,604.68

FUND 3426 BALANCE:	\$3,827,795.98	FUND 3429 BALANCE:	\$71,860.68

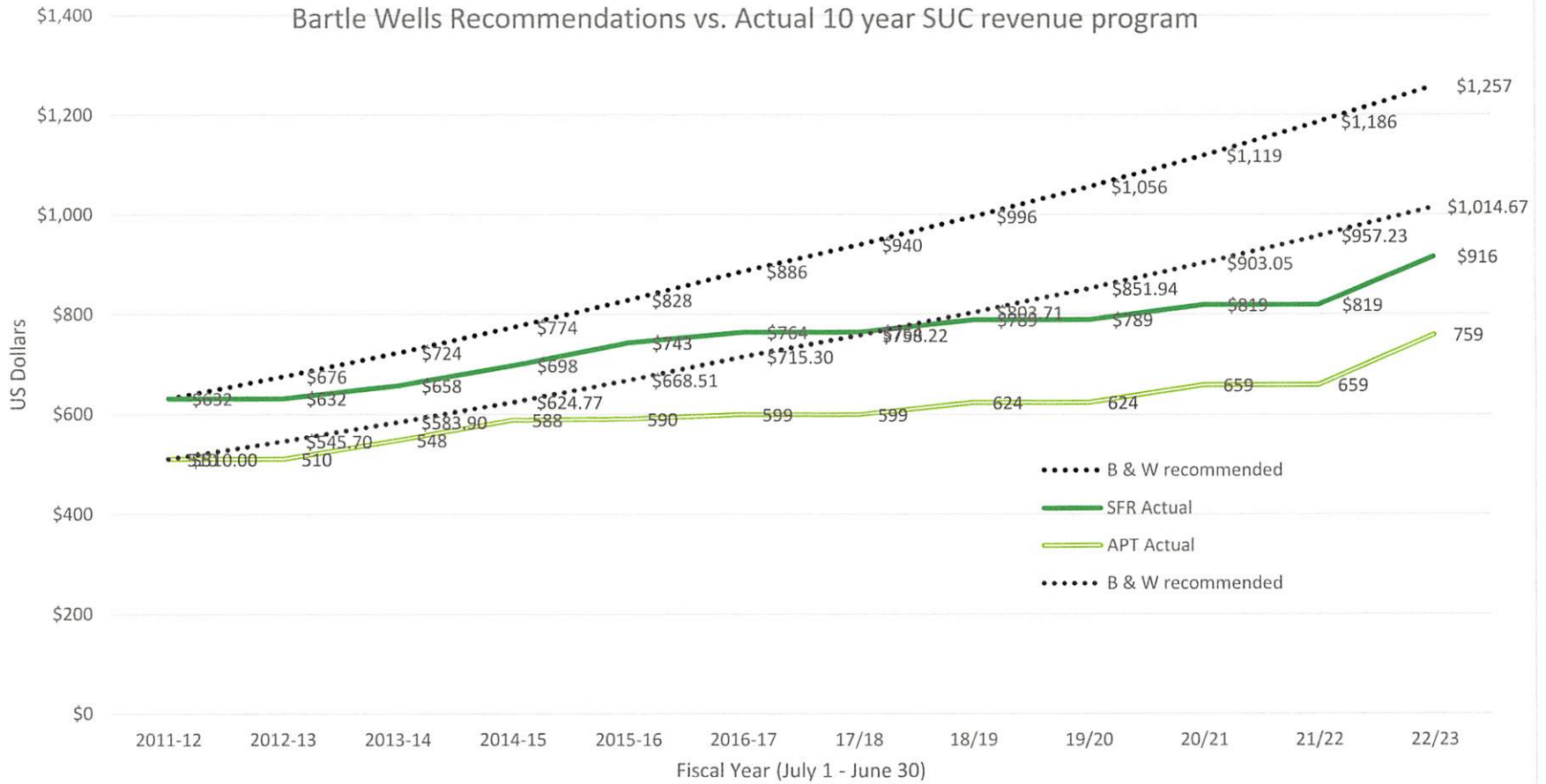
TAXES held in 3240:	\$252,306.58		
CO.charges in 3240:	\$0.00		

ACCRUED DEBT OWED TO CVSAN:		CONTRACTOR BONDS ON FILE:	

PCSAN DEPT.	\$339,659.68	38 contractors	\$39,500.00
		*update to 38 or more	

CVSAN

Bartle Wells Recommendations vs. Actual 10 year SUC revenue program



RESOLUTION NO. 21/22-23

**A RESOLUTION OF THE CROCKETT COMMUNITY SERVICES DISTRICT
LEVYING AN ANNUAL RECREATION SPECIAL TAX
FOR FISCAL YEAR 2022/2023**

WHEREAS, the Crockett Community Services District ("District") is authorized by District Resolution No. 11/12-11, which incorporates Contra Costa County Ordinance No. 86-24 and District Resolution No. 06/07-18, to annually adopt a resolution levying a recreation special tax for the fiscal year within all areas of the District; and

WHEREAS, the tax per year on each residential parcel shall not exceed \$110; and

WHEREAS, the Recreation Commission determined the recreation special tax is still needed to improve, maintain and operate the park and recreation facilities and services within the area served by the District; and

WHEREAS, the Recreation Commission, after careful consideration of the needs of the public and value the recreation special tax brings to the residents of the District, recommended keeping the Recreation Special Tax at \$110; and

NOW, THEREFORE, BE IT RESOLVED that pursuant to Resolution No. 11/12-11, which establishes a recreational special tax, the Board of Directors of the District hereby levies the recreation special tax on all residential parcels within the District in the amount of \$110 for fiscal year 2022/2023 and authorizes and directs the Administrative Services Manager to take all steps required to place said tax levy on the tax rolls for the 2022-2023 fiscal year.

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held on May 25, 2022 by the following vote and shall be effective immediately:

AYES:

NOES:

ABSENT:

Luigi Barassi, President

ATTEST:

Gaunt Murdock
District Secretary

S.b.

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

	PY 2020-21 Actual	FY 2021-22 Approved Budget	FY 2021-22 Est. Yr. End	Proposed Budget
Collection System				
Liability Insurance	\$ 4,514	\$ 7,223	\$ 3,725	\$ 5,215
Profess. Services.	\$ 3,960	\$ 5,000	\$ 0	\$ 5,000
Sewers Maint.	\$ 10,542	\$ 11,596	\$ 13,620	\$ 14,982
Other Operating	\$ 100	\$ 461	\$ 0	\$ 461
Permits & Fees	\$ 2,848	\$ 3,133	\$ 4,815	\$ 5,297
Total Collection System	\$ 21,964	\$ 27,412	\$ 22,160	\$ 30,955
Treatment Plant				
Generator fuel / oil	\$ 67	\$ 100	\$ 92	\$ 138
Property Insurance	\$ 1,574	\$ 2,518	\$ 2,732	\$ 4,371
Contract Operator	\$ 48,795	\$ 53,674	\$ 57,500	\$ 63,250
Chemicals	\$ 3,791	\$ 4,170	\$ 4,728	\$ 5,437
Hardware/Supplies & Misc.	\$ 420	\$ 630	\$ 1,698	\$ 2,547
Profess. Svcs. (Engineer, Lab, Technici	\$ 22,579	\$ 26,242	\$ 16,505	\$ 19,655
Electricity	\$ 4,082	\$ 4,695	\$ 4,431	\$ 5,096
Alarm system phone	\$ 422	\$ 485	\$ 510	\$ 586
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	\$ 96,237	\$ 116,426
Administrative				
Elections	\$ 0	\$ 0	\$ 0	\$ 0
Crime Insurance	\$ 25	\$ 40	\$ 38	\$ 61
Memberships	\$ 1,709	\$ 1,965	\$ 1,809	\$ 2,080
Office / Postal	\$ 177	\$ 194	\$ 314	\$ 377
Profess. Svcs.(admin)	\$ 3,014	\$ 3,466	\$ 5,141	\$ 5,655
Printing/Publishing	\$ 1,373	\$ 1,578	\$ 1,132	\$ 1,302
Software Subscription	\$ 633	\$ 696	\$ 672	\$ 739
Vehicle/Travel/Meetings	\$ 3	\$ 131	\$ 0	\$ 131
Other	\$ 604	\$ 695	\$ 539	\$ 646
County Charges	\$ 811	\$ 933	\$ 272	\$ 313
Sub-Total Administrative	\$ 8,347	\$ 9,698	\$ 9,916	\$ 11,303
Salaries and Benefits (O&M)	\$ 22,809	\$ 55,303	\$ 46,658	\$ 60,163
Other Payroll Exp. (WC premiums etc.	\$ 0	\$ 0	\$ 0	\$ 0
Total Administrative	\$ 31,156	\$ 65,002	\$ 56,574	\$ 71,466
Total O&M Expenses	\$ 143,342	\$ 200,770	\$ 174,970	\$ 218,846
Non-Operational Expenses				
Loan Principle	\$ 73,977	\$ 38,560	\$ 38,560	\$ 39,648
Loan Interest on PY Cap Projects	\$ 19,586	\$ 15,145	\$ 5,804	\$ 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	\$ 22,269
Interfund G/L non-op adjustment	\$ 0	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 236,906	\$ 306,475	\$ 219,335	\$ 377,660
TOTAL APPROPRIATIONS	\$	\$ 326,552	\$ 248,335	\$ 399,929
TOTAL REVENUES	\$ 302,511	\$ 293,813	\$ 293,618	\$ 312,670
Sewer use charge	\$ 300,164	\$ 290,859	\$ 293,031	\$ 312,040
Capacity charge	\$ 0	\$ 0	\$ 0	\$ 0
Permit fees	\$ 90	\$ 180	\$ 180	\$ 180
Interest (non-op)	\$ 2	\$ 100	\$ 207	\$ 250
Misc fees / cost recovery (ops)	\$ 2,255	\$ 2,674	\$ 0	\$ 200
Grants / Interdept Loan (no-op)	\$ 0	\$ 0	\$ 200	\$ 0

S.C.

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

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	Sewer Use Charge
					\$2,445
					Proposed Budget FY 22/23
301.0 Sewer use charge	\$300,174	\$290,859	\$146,376	\$293,031	\$312,040
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	\$312,220
311.0 Interest	\$2	\$100	\$157	\$207	\$250
318.0 Cost recovery (Non-op)	\$2,255	\$2,674	\$0	\$0	\$200
317.0 Inter-department Loan	\$0		\$0	\$200	\$100
319.0 Grants	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUE	\$302,521	\$293,813	\$146,653	\$293,618	\$312,770

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	\$ 156,920
TOTAL OPENING CASH BALANCE	\$ 97,530	\$ 161,696	\$ 144,299	\$ 144,299	\$ 214,920
ESTIMATED REVENUE	\$ 302,511	\$ 293,813	\$ 146,653	\$ 293,618	\$ 312,770
ESTIMATED O&M EXPENSES	\$ (143,342)	\$ (200,770)	\$ (125,557)	\$ (178,632)	\$ (222,691)
ESTIMATED CAP. PROJ. EXPENSES	\$ -	\$ (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)	\$ (5,804)	\$ (5,166)
NON-OPERATING EXPENSE - OTH	\$ -	\$ -	\$ -	\$ -	\$ -

Closing Fund Balance

Operating Reserves Included in Balance

Septic Tank Rehab/Replace Rese	\$ 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			\$ 22,269
Interfund G/L non-op adjustment		\$ -			\$ -
Carry Over(unallocated)	\$ 115,299	\$ 128,957	\$ 63,030	\$ 156,920	\$ 65,915
TOTAL CLOSING FUND BALANCE	\$ 161,696	\$ 178,034	\$ 121,030	\$ 214,920	\$ 175,185

*** 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 transfer)	\$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

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

GENERAL FUND 3425: EXPENDITURE DETAIL

	PY Actuals FY 20/21	Current Budget FY 21/22	10 Month Actuals 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	3,725	5,215
415.55 · PROF. SVCS. (Coll.)	3,960	5,000	0	0	5,000
415.70 · MAINTENANCE	10,542	11,596	11,620	13,620	14,982
415.96 · OTHER OPERATING (Coll.)	100	461	0	0	461
415.96.2c · Permits & Fees (Coll.)	2,848	3,133	4,815	4,815	5,297
Total 415 · SEWAGE COLLECTION *****	21,964	27,412	20,160	22,160	30,955
416.25 · GASOLINE, OIL, FUEL	67	100	42	92	138
416.31 · INSURANCE - Property	1,574	2,518	2,732	2,732	4,371
416.51.1pc · Treatment Plant Operators	48,795	53,674	44,000	57,500	63,250
416.51.2pc · Chemicals	3,791	4,170	3,728	4,728	5,437
416.51.3pc · Hardware, Supplies, & Misc	420	630	1,698	1,698	2,547
416.56.2pc .3pc · Prof. Svcs. - Engineer	0	1,000	0	0	1,000
416.56.3pc · Prof. Svcs. -Technician	14,286	15,715	5,650	6,150	6,765
416.56.7pc · Prof. Svcs. - Lab Testing	8,094	9,308	8,390	9,990	11,489
416.56.x · Prof. Svcs. - Attorney / Other	199	219	365	365	401
416.91.1pc · Electricity	4,082	4,695	3,631	4,431	5,096
416.91.6pc and 416.96.3 · Plant Alarm System	422	485	350	510	586
416.96.1 · Capital Replacements (Treat.)	1,350	4,485	2,100	2,100	5,310
416.96.2 · Permits & Fees (Treat.)	7,142	7,856	5,941	5,941	6,535
416.96 · OTHER OP (Treat) - Septic Cleaning	0	3,500	0	0	3,500
416.99 · ENFORCEMENT PENALTIES	0	0	0	0	0
Total 416 · SEWAGE TREATMENT *****	90,222	108,356	78,627	96,237	116,426
417. ADMIN/GENERAL					
417.21 · ELECTIONS	0	0	0	0	0
417.31 · INSURANCE -Crime(employee bond)	25	40	38	38	61
417.36 · MEMBERSHIPS - BACWA & CASA	1,709	1,965	1,709	1,809	2,080
417.41 · OFFICE POSTAL / SUPPLIES	177	194	14	314	377
417.45 · RENT / UTILITIES		0	3,139	3,662	3,845
417.56 · PROF SVCS (Admin) Attorney/Auditor	3,014	3,466	815	5,141	5,655
417.61 · PRINTING/ PUBLISHING	1,373	1,578	132	1,132	1,302
417.70 · SOFTWARE SUBSCRIPTION	633	696	372	672	739
417.80 · VEHICLE / TRAVEL REIMBURSEMEN	3	131	0	0	131
417.96 · OTHER ADMIN. / RECOVERY	604	695	39	539	646
417.96.3pc · County Charges	811	933	272	272	313
Total 417 · ADMIN / GENERAL *****	8,347	9,698	6,529	13,578	15,148
6560 · PAYROLL EXPENSES *****					
6560.x · Salary & Benefits	22,130	54,286	19,541	43,958	56,113
6560.2 · CalPERS Unfunded Liability	678	1,018	700	2,700	4,050
Total 6560 · PAYROLL EXPENSES *****	22,809	55,303	20,241	46,658	60,163
Total O&M Expense	143,342	200,770	125,557	178,632	222,691
Non-Op and Capitol Expenses					
416.212 · LOAN PRINCIPAL (non-op)	73,977	38,560	38,560	38,560	39,648
419.1 · Loan Interest - Non-Op Expense	24,041	15,145	5,804	5,804	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 - 2	10,000	10,000	10,000	10,000	10,000
NPDES Permit Reserve (\$40k over 4yrs - 2024	10,000	10,000	10,000	10,000	10,000
WWTP Cap Repl. Reserve (\$20K over 5yrs - 20	4,000	4,000	4,000	4,000	4,000
RWQCB Operations Reserve (\$15K over 3yrs -	5,000	5,000	5,000	5,000	5,000
Rate Stabilization Reserve					53,658
Contingency 10%		20,077			22,269
TOTAL EXPENSES	270,361	326,552	198,922	251,997	457,432
Net Ordinary O&M Income	154,713	93,043	21,096	114,986	90,079
Net Include. Contingency, Capital, & Reserves	32,150	-32,739	-52,269	41,621	-144,662

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	<u>\$ 25,000</u>		\$ 25,000
TOTAL	\$ 85,000		
TREATMENT PLANT	REPLACEMENTS O&M	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	<u>\$3,000.00</u>	<u>\$5,000</u>	\$8,000
TOTAL	\$3,000.00	\$8,000	
EQUIPMENT		CAPITAL IMPROVEMENTS	
No tools or equipment planned		<u>\$0.00</u>	
TOTAL		\$0.00	
			<u>\$46,000.00</u>

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

CROCKETT SANITARY DEPARTMENT

10-month BUDGET

FY 2021/22

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

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

GENERAL FUND 3426 - Expense

CROCKETT SANITARY DEPARTMENT

10-month BUDGET

FY 2021/22

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

CROCKETT SANITARY DEPARTMENT

10-month BUDGET

FY 2021/22

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