CROCKETT COMMUNITY SERVICES DISTRICT

Regular Business Meeting
AGENDA FOR WEDNESDAY, JUNE 26, 2019

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

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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 HEARINGS:

   a. Hearing on report of annual sewer use charges within the area served by the Crockett Sanitary Department to be collected on the tax roll; Receive confirmation of public hearing and report on how many properties would constitute majority protest in Crockett; Tabulate written responses from property owners; determine whether a majority protest exists; Consider adoption of Resolution No. 18/19-21 overruling objections to the method of collection, approve the General Manager's Sewer Use Charge Report dated May 30, 2019 and levying charges on the tax roll.

   b. Hearing on report of annual sewer use charges within the area served by the Port Costa Sanitary Department to be collected on the tax roll; Receive confirmation of public hearing and report on how many properties would constitute majority protest in Port Costa; Tabulate written responses from property owners; determine whether a majority protest exists; Consider adoption of Resolution No. 18/19-22 overruling objections to the method of collection, approve the General Manager's Sewer Use Charge Report dated May 30, 2019 and levying charges on the tax roll.

   c. Hearing on proposed budget for FY 2019/20; Consider Resolution No. 18/19-23 adopting budget for FY 2019/20.

6. REPORT OF DISTRICT COUNSEL:

7. 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.

8. 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 on request for discussion by a member of the public. Items removed from the Consent Calendar will be considered with the Administrative Items.)
a. Approve Minutes of April 24 and May 22, 2019.
b. Approve payment of District bills.
c. Receive Minutes of Commissions and Committees.
d. Receive Catalog of Information Systems used by the District (*Gov. Code Sec. 6270.5)*
e. Approve cost allocation rates for FY 2019/20.
f. Approve cost of services – billable rates effective July 1, 2019.
g. Approve appointment list for Recreation Pool / Park Personnel (*Dist. Code Sec. 4.04.020).*

9. ADMINISTRATIVE:

a. Consider consent Items removed from Consent Calendar.

b. Consider Resolution No. 18/19-24 revising the Standard Specifications for design, construction and use of sanitary sewers in the towns of Crockett and Port Costa.

c. Consider Resolution No. 18/19-25 adopting policy on property tax reapportionment.

d. Consider Resolution No. 18/19-26 increasing salaries and updating the Pay Schedule of Wages for District Employees, as recommended by the Personnel Committee and received by the Budget and Finance Committee.

10. BUDGET AND FINANCE:

a. Consider monthly Summary Worksheets and Investment Reports and staff report on financial matters.

b. Consider Resolution No. 18/19-27 adopting revised Appropriations Limit.

11. 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, Sutton and Wilson
b. Budget & Finance Committee – Members Mackenzie and Peterson
c. Ad Hoc Committees:
d. Inter-agency meetings:

12. FUTURE AGENDA ITEMS:
Resolution demanding preservation of historic building and access to waterfront (July).
Policy on supporting non-District projects (Sept).
Review and adopt ADA compliance plan.
Adopt purchasing procedures and spending limits.
Adopt policy for use of private devices and e-accounts.
Develop policy on proposals for new programs without established funding.

13. BOARD COMMENTS:

14. ADJOURNMENT to July 24, 2019

RESOLUTION

NO. 18/19-21

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CROCKETT COMMUNITY SERVICES DISTRICT OVERRULING OBJECTIONS TO THE METHOD OF COLLECTION OF SEWER SERVICE CHARGES FOR CROCKETT

The District Board of the Crockett Community Services District, County of Contra Costa, State of California, resolves as follows:

1. Pursuant to Sections 5471 et seq. and 6520.5 of the Health and Safety Code of the State of California, this Board confirms that it elected to have the sewer service charges for Fiscal Year 2018/19 and subsequent years collected on the tax roll of the District as adopted on June 27, 2018 by Ordinance No. 18-2.

2. That on June 27, 2018 this Board did by Ordinance No. 18-2 adopt a schedule of sewer service charges to be billed to all properties served by the Crockett Sanitary Department for FY 2018/2019 and subsequent years.

3. That pursuant to Government Code Section 6066 a Notice of Public Hearing was published in a newspaper of general circulation on June 5, 2019 and June 15, 2019 announcing that the District Board will consider continuing the schedule of sewer service charges adopted by Ordinance No. 18-2.

4. That pursuant to Government Code Section 61115, a Public Hearing on the report of annual sewer use charges and the method of collection of sewer service charges was regularly and duly held on the 26th day of June, 2019 at 7:00 PM at the Crockett Community Center, 850 Pomona Street, Crockett, California.

5. That on June 26, 2019, objections were heard to the report dated May 30, 2019 of the General Manager, which contains a description of each parcel of real property in Crockett receiving sewer services and using facilities of the District and the recommended amount of service charge for each parcel computed in conformity with a schedule for user service charges for the community of Crockett.

6. The Board having considered all comments and objections made to the method of collection, they are hereby overruled.

6. The District Board of the Crockett Community Services District hereby accepts said report of the Department Manager dated May 30, 2019.

7. The General Manager is directed to deliver a copy of this Resolution, and a listing of properties with the sewer service charges to be collected, to the Auditor of Contra Costa County with the request that the sewer service charges described in said listing for the Fiscal Year 2019/20 be collected on the tax roll of the District in the same manner, by the same persons, and at the same time as together with and not separately from the District General Taxes.

8. For those properties within the boundaries of the Crockett Community Services District that receive sewer services from the Crockett Sanitary Department but do not appear on the tax roll of the District, the General Manager is directed to invoice the property owners in full on November 1, 2019 with a notice that the bill becomes delinquent after December 2, 2019 and that interest at the rate of one percent (1%) per month shall accrue in the event of late payment in addition to a ten percent penalty for late payment, pursuant to Government Code Section 61115, District Code Section 1.08.080 and District Ordinance No. 18-3.

THE FOREGOING RESOLUTION was passed and adopted by the District Board of the Crockett Community Services District at a Regular Meeting held on June 26, 2019 by the following vote:

AYES:

NOES:

ABSENT:

_____
Kent Peterson, President

ATTEST:

_____
Dale McDonald
District Secretary

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

FROM: The General Manager

SUBJECT: CROCKETT Sewer Use Charge Study, FY 2019/2020

INTRODUCTION

A full Sewer Use Charge Study report is performed when the Crockett Community Services District needs to consider raising the sewer service charge fee. For the upcoming fiscal year (July 1, 2019 through June 30, 2020) an initial review of costs expected to be incurred for operating and maintenance costs and capital costs of the Crockett Sanitary Department indicated a sewer service charge increase would not be necessary.

As such, a full financial study is not warranted and was not completed as part of this report. The Crockett Sanitary Commission supported the recommendation of the General Manager not to move forward with a full study and to keep the sewer service charge fee unchanged for fiscal year 2019/20.

DISTRICT ORGANIZATION

The Crockett Community Services District was formed in July, 2006, merging the functions of the Crockett-Valona Sanitary District with the functions of two recreation organizations and Port Costa's sanitary sewer agency. This Sewer Use Charge Study Report, however, is concerned only with sewer service provided in the town of Crockett.

BACKGROUND

The small town of Crockett has a population of 3.094 people as of the 2010 census. Within the District's boundaries there are 1,179 properties receiving sewer service. At one time, the major source of income for O&M&R expenses was from property taxes. Since the passage of Proposition 13, however, only a portion of property taxes has been available for O&M&R expenses. The major part of O&M&R expenses is now covered by charges for sewer service. From the revenue collected, the Crockett Sanitary Dept. must pay for operating and maintenance expenses and capital replacements (O&M&R), plus capital improvements and long-term debt service.

FUTURE OPERATING REQUIREMENTS

The Department is currently in the 43nd year of a federally mandated wastewater treatment program with all of its facilities in operation. The initial cost of this program was covered by federal and state grants and by a bond issue passed in 1977.

State, regional and county regulatory agencies imposed many new requirements on sanitary agencies through the 1990's to the present. These changes have resulted in significant increases in operating costs over the years. A new NPDES discharge permit was issued in 2018 with similar requirements as the previous 2012 permit.

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 fund 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. No allocation is requited in FY 2019/20.

A review of current and forecasted operating requirements indicates that next year's operating budget should include at least the following items:

1. Sewage Treatment:

   The treatment plant is a facility owned jointly by the District and C&H Sugar Company, and is operated and maintained by C&H through contract with Inframark. The operations of the treatment plant remain the largest expense of the Crockett Sanitary Department. The District's share of the O&M&R costs for the next fiscal year is budgeted at **$732,016.** This includes **$11,893** in capital replacement projects.

2. Sewage Collection:

   The pump station and wet weather facilities (EQ tank) are owned and operated by the District. However, actual O&M&R is performed by the West County Wastewater District (WCWD) under contract. The collection system sewer system is maintained by WCWD and other contractors chosen based on site-conditions, method of cleaning used, and cost of service.

   The cost for WCWD maintenance service at the pump stations are estimated at **$40,665** for the coming year. The budget provides **$89,682** for collection system cleaning.

Loan principal payments on State loans received in 2002 and 2003 for large sewer projects and for bank loans issued in 2007 for two larger sewer projects will total **$78,545** in FY 2019/20. No additional long-term debt payments are anticipated in FY 2019/20.

The collection system cost center makes up the second largest expense of the Crockett Sanitary Department.

3. Administration/General Expenses:

Wages paid by the Department are principally for the Crockett Sanitary Department Manager (who is also the General Manager and District Secretary) and the Asst. Dept. Manager. Sanitary Commissioners are not paid for meeting attendance. The Dept. Manager is now in his tenth year of employment.

Administrative (O&M) salary, professional services, office costs and miscellaneous expenses such as telephone, membership dues, printing, vehicle, etc. are expected to cost **$208,363.**

Loan interest must be tracked as a long-term Non Operating Expense per the State Controller's Office (SCO). They were tracked as a capital expense prior to FY 2018/19. Adjustments were made to the audited FY 2017/18 financials and the Crockett Sanitary Department budget was modified to track the interest charges accordingly. Annual interest charges total **$20,544** in FY 2019/20.

4. Capital Improvements Budget:

The District maintains records that divide General Fund 3426 into an operating account and a capital account. Money that is budgeted for capital projects is rolled-over when spending is delayed. Capital expenditures may therefore exceed the budget appropriation for FY 2019/20.

C&H has advised the District to expect new projects at the treatment plant, for which **$106,387** has been allocated. Additionally, the Sanitary Commission intends that $32,000 be set aside annually toward payment for a JTP large capital reserve to be used for such items as a third clarifier, polishing clarifier, or diffuser membranes needed to meet new limits on settleable solids or other required regulatory improvements at the treatment plant. FY 2019/20 will be the thirteenth year of building these reserves, amounting to $416,000 at end of the fiscal year and held in Construction Fund 3427.

Capital improvements at the Crockett and Loring pump station are coordinated by WCWD as needed to maintain the functionality of the pump stations. The MCC panel replacement project, expected to cost over $600,000, will occur over two years with the work being planned for in the summer of 2020. **$250,000** has

been allocated for the project in FY 2019/20 with the balance to be allocated in FY 2020/21 once bids are received.

Capital Equipment costs of **$4,500** has been identified for FY 2019/20.

The sewer system is at such an age that all repairs and replacements can be considered capital improvements. **$808,030** in collection system sewer projects has been identified for construction in FY 2019/20. District staff has estimated the total cost for identified sewer projects in the neighborhood of **$18,000,000**. More projects will be identified each year under the system rehabilitation program and as may result from sewer overflows. To proceed aggressively, **$212,230** is newly allocated for sewer rehabilitation in this budget. An additional **$90,000** is allocated for emergency and unidentified projects.

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. 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 **$126,664** for operating contingencies at 10% of operating budget next year.

6. 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. This inter-department loan was paid off in FY 2018/29. A second inter-agency loan agreement to pay off the remaining balance of a West America loan for treatment plant upgrades was executed in March 2016. The interest rate for this loan is 1.5% over what the District receives on its investments from LAIF. Amortized payments through October 2025 will be paid to the Crockett Sanitary Department annually. The accrued debt balance as of July 1, 2019 is **$302,197** and is considered an asset, an investment of the Crockett Sanitary Department.

7. Construction Fund 3427:

The Department maintains prudent but modest capital reserves intended to meet short-term emergency requirements and for long-term planned capital projects at the treatment plant. 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. There are no longer any ongoing grant requirements to maintain or build Fund 3427 for asset replacement.

The District recognizes the need to continually add to reserves as the infrastructure ages. Due to ever-increasing capital collection system costs the Department has been largely unable to make substantial payments into the Construction Fund other than transfers for the clarifier and/or diffuser membrane reserves.

8. Capital Reserve Fund 3429:

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. Fund deposits must build this fund at a minimum rate of 0.5% of the SRF loan amount each year for 10 years following the completion of projects in FY 03/04. A report on Fund activity must be submitted to SWRCB every 5 years for the 20-year life of the loan contracts.

An additional loan of $700,000 was obtained in 2006 through the Municipal Finance Corporation. All work has been completed on the projects financed by this loan.

Because it is not cost-effective to make Fund 3429 into a checking account, the project expenses and debt service are being paid through transfers to Fund 3426, instead. Loan repayment began in 2002.

PROJECTED REVENUE

The review of next year's budget requirements indicates that **$2,099,768** will be needed. Sources of this needed revenue include property tax receipts, projected at **$305,920**.

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 **$40,869** in the coming year, but these funds may also be at risk from County budget problems or tax adjustments granted the co-gen plant.

SUMMARY

The proposed budget of **$2,099,768** for FY 2019/20 is 7.2% lower than the FY 2018/19 budget primarily due postponement of the 2nd phase of the MCC panel upgrade to FY 2020/21. Prior year actual O&M&R expenditures for FY 2018/19 are predicted to be **$1,184,693**.

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 update. In addition to the C&H refinery properties, the Department currently serves 923 single-family dwellings and 649 apartments, plus 29 non-residential and 34 mixed-use properties (containing another 8 single-family dwellings and 85 apartments), 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.

To calculate average use of the sewer system by residential units, water use for irrigation must be factored out. To do this, EBMUD data from the wet-weather months of November, December, January and February is used. Non-residential uses are charged an equitable share based on water consumption during a 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.

As there is no proposed sewer use charge increase for FY 2019/20, the existing sewer rate schedule and discharge unit of **5927** cubic feet per year, as adopted by Ordinance No. 18-2, remains in effect.

RECOMMENDATION

The Department's financial outlook looks strong going into FY 2019/20. The implementation of a rate stabilization reserve to meet Bartle Wells Associates recommended goal of reaching $2.5M in reserves by 2022 allows the District to withstand spikes in weather-related expenses.

The General Manager, Asst. Department Manager, and Asst. District Secretary are the only salaried positions charged to the Sanitary Department. Occasionally temporary or seasonal employees are used. 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 way to complete this work.

Capital improvements of the collection system will continue to need funding to reduce the approximately $18,000,000 in identified capital improvements.

The District is under pressure from regulatory agencies to construct capital improvements at the treatment plant and to rehabilitate the collection system so that sewer overflows never occur. As prior year uncompleted project funding in the amount of $594,800 is available for capital projects to be completed in FY 2019/20 there is no

need for a sewer use charge increase to address capital expenditures this year. Beginning FY 2020/21, a steady increase in sewer use charges will be required to address the capital improvement projects identified.

> **It is therefore recommended that this Sewer Use Charge Study Report be accepted by the Board of Directors and that sewer use charges *remain the same* at $789 per single-family residence (SFR) and $624 for APT and non-residential accounts for FY 2019/20 as a source of revenue to balance the budget based on the calculated "equivalent discharge unit".**

TABLE 1 sets forth the actual sewer use charge anticipated for each property served by the District.

Revenue raised through this sewer use charge would be **$1,328,293**. The direct billed sewer use charge for C&H properties will remain the same in FY 2019/20 at **$190,967**.

Respectfully submitted,



Dale McDonald
General Manager

May 30, 2019

RESOLUTION

NO. 18/19-22

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CROCKETT COMMUNITY SERVICES DISTRICT OVERRULING OBJECTIONS TO THE METHOD OF COLLECTION OF SEWER SERVICE CHARGES FOR PORT COSTA

The District Board of the Crockett Community Services District, County of Contra Costa, State of California, resolves as follows:

1. Pursuant to Sections 5471 et seq. and 6520.5 of the Health and Safety Code of the State of California, this Board confirms that it elected to have the sewer service charges for Fiscal Year 2018/19 and subsequent years collected on the tax roll of the District as adopted on June 27, 2018 by Ordinance No. 18-3.

2. That on June 27, 2018 this Board did by Ordinance No. 18-3 adopt a schedule of sewer service charges to be billed to all properties served by the Port Costa Sanitary Department for FY 2018/2019 and subsequent years.

3. That pursuant to Government Code Section 6066 a Notice of Public Hearing was published in a newspaper of general circulation on June 5, 2019 and June 15, 2019 announcing that the District Board will consider continuing the schedule of sewer service charges adopted by Ordinance No. 18-3.

4. That pursuant to Government Code Section 61115, a Public Hearing on the report of annual sewer use charges and the method of collection of sewer service charges was regularly and duly held on the 26th day of June, 2019 at 7:00 PM at the Crockett Community Center, 850 Pomona Street, Crockett, California.

5. That on June 26, 2019, objections were heard to the report dated May 30, 2019 of the General Manager, which contains a description of each parcel of real property in Port Costa receiving sewer services and using facilities of the District and the recommended amount of service charge for each parcel computed in conformity with a schedule for user service charges for the community of Port Costa.

6. The Board having considered all comments and objections made to the method of collection, they are hereby overruled.

6. The District Board of the Crockett Community Services District hereby accepts said report of the Department Manager dated May 30, 2019.

7. The General Manager is directed to deliver a copy of this Resolution, and a listing of properties with the sewer service charges to be collected, to the Auditor of Contra Costa County with the request that the sewer service charges described in said listing for the Fiscal Year 2019/20 be collected on the tax roll of the District in the same manner, by the same persons, and at the same time as together with and not separately from the District General Taxes.

8. For those properties within the boundaries of the Crockett Community Services District that receive sewer services from the Port Costa Sanitary Department but do not appear on the tax roll of the District, the General Manager is directed to invoice the property owners in full on November 1, 2019 with a notice that the bill becomes delinquent after December 2, 2019 and that interest at the rate of one percent (1%) per month shall accrue in the event of late payment in addition to a ten percent penalty for late payment, pursuant to Government Code Section 61115, District Code Section 1.08.080 and District Ordinance No. 18-3.

THE FOREGOING RESOLUTION was passed and adopted by the District Board of the Crockett Community Services District at a Regular Meeting held on June 26, 2019 by the following vote:

AYES:

NOES:

ABSENT:

_____
Kent Peterson, President

ATTEST:

_____
Dale McDonald
District Secretary

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

FROM: General Manager

SUBJECT: PORT COSTA Sewer Use Charge Study, FY 2019/2020

INTRODUCTION

A full Sewer Use Charge Study report is performed when the Crockett Community Services District needs to consider raising the sewer service charge fee. For the upcoming fiscal year (July 1, 2019 through June 30, 2020) an initial review of costs expected to be incurred for operating and maintenance costs and capital costs of the Port Costa Sanitary Department indicated a sewer service charge increase would not be necessary.

As such, a full financial study is not warranted and was not completed as part of this report. The Port Costa Sanitary Commission supported the recommendation of the General Manager not to move forward with a full study and to keep the sewer service charge fee unchanged for fiscal year 2019/2020.

DISTRICT REORGANIZATION

The Crockett Community Services District was formed in July, 2006, merging the functions of the Crockett-Valona Sanitary District with the functions of two recreation organizations and Port Costa's sanitary sewer agency. The District took control over the Port Costa facilities in 2008 from Contra Costa County.

This Sewer Use Charge Study Report is concerned only with sewer service to be provided in the town of Port Costa.

BACKGROUND

The small town of Port Costa has a population of 190 people as of the 2010 census. Within the District's boundaries there are 113 properties, of which 85 are receiving sewer service. There is an additional property outside of the District boundaries that is also being served by the Port Costa Sanitary Department. The average daily dry weather flow rate is less than 15,000 gallons. The primary source of revenue received by the Department is from sewer service charges. No property taxes are available to fund operations of the sewage treatment plant and collection system.

From the revenue collected, Port Costa Sanitary Dept. must pay for operating and maintenance expenses and capital replacements (O&M&R), plus capital improvements and long-term debt service.

FUTURE OPERATING REQUIREMENTS

State, regional and county regulatory agencies imposed many new requirements on sanitary agencies through the 1990's to the present. A five-year discharge permit was issued to Port Costa by the RWQCB effective February 1, 2019, which continued many of these requirements. Violations of wastewater permit limits in 2003 resulted in mandatory upgrades of the Port Costa sewage treatment plant. These upgrades were completed by the end of 2007 at the cost of about $1,000,000 by Contra Costa County. The Regional Water Quality Control Board (RWQCB) certified the upgrade. Additional significant capital and operating expenses are anticipated to be incurred as it relates to the settling tank and treatment plant in the coming years.

Plant operations have been carried out by contract operators since the district took ownership. The current contract is with Valley Operators LLC. It is anticipated that the contract with Valley Operators LLC will be renewed in October 2019 with a 10% increase in their contract rates.

The District anticipates significant costs to bring the collection system up to current standards of reliability. Video inspection of the collection system is budgeted in FY 2019/20. Once the inspection is complete a better understanding of the collection system will be known and a schedule of repair and replacement can be developed. Large capital projects would be difficult to fund from sewer service charges alone and additional funding sources would have to be identified if unforeseen capital expenses were to be identified.

PROJECTED REVENUE

The review of next year's budget requirements indicates that **$361,070** will be needed. Sources of this needed revenue come primarily from sewer service charges. The remaining funding will come from drawing down the unallocated cash balance that has been carried forward from the prior year.

SUMMARY

This budget of **$361,070** for FY 2019/20 is about 12% higher than the budget of FY 2018/19. Details are included with the current year budget report and proposed FY 2019/20 budget. The Port Costa Sanitary Department will have enough funding to continue its operations and maintenance programs through June 20, 2020.

SEWER USE CHARGE RATE REVIEW

The sewer services to be provided by the Port Costa Sanitary Department have been determined to include 76 single family dwellings and 15 apartments, plus 3 non-residential and 3 mixed-use properties (containing another 22 apartments).

Since 1964, the County has 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. In the interest of equitable rates, Crockett 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 developed methodology is now being used in Port Costa.

To calculate average use of the sewer system by residential units, water use for irrigation must be factored out. To do this, data from only the wet-weather months of December, January and February is used, using **70** single-family residences as the mean. As a result of the latest analysis, each single-family residential building (considered one discharge unit) is now assumed to contribute **5162** cubic feet per year to the sewer system. This becomes the Department's standard for water consumption per discharge unit in Port Costa. Each apartment is also assumed to contribute **5162** cubic feet per year to the sewer system, equivalent to 1.0 discharge unit. Water averages over the last three years were used to calculate the use factor.

Non-residential uses are charged an equitable share based on water consumption during a 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.

As there is no proposed sewer use charge increase for FY 2019/20, the existing sewer rate schedule and discharge unit of **5901** cubic feet per year, as adopted by Ordinance No. 18-3, remains in effect.

By this method, the annual sewer use charge per single family residence will remain at $1,973. The annual sewer use charge per apartment remains the same at $1,973.

The charges for other properties would vary with water consumption in proportion to the District standard for residential uses. The charge is $1,973 plus $33.44 per 100 cubic feet of water consumption in excess of 5901 cubic feet per year.

The budgets going forward intend to build a Port Costa septic tank reserve of $300,000, to be built up over 10 years, so that the septic tank may be cleaned or replaced as the need arises. A NPDES discharge permit is due every five years and a reserve of $40,000 to pay for permit reissuance application process is required, with a current balance of $33,000 in its reserve. It is also prudent to keep a reserve for potential fines

by the Regional Water Quality Control Board (RWQCB) for permit violations and a plumbing pipe refurbishment reserve to address pipe replacement at the treatment plant as identified by department staff and contract operators. Excess operating revenue (if any) will roll over for contingency funds and/or remain in the unallocated cash balance until such time a rate stabilization reserve can be created. Such excess revenue could also be allocated to sewer repairs, capital improvements or debt service, if 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 the proposed budget provide adequately for collection system repair or replacement projects, or repay outstanding debt to the Crockett Sanitary Department. The heavy burden of high service charges on Port Costa properties is a source of deep frustration and anxiety for everyone, and it prevents the Commission from achieving its goal of a prudent budget. It will take years to achieve financial stability.

RECOMMENDATION

The Department's financial outlook will improve slowly as the District continues to provide sewer service in Port Costa. The first loan to address the treatment plant upgrades in 2007 was paid off in October 2018 and it freed up $56,000 annually that is now available for O&M expenses. It was paying off this loan that in large part allowed the sewer use charge from being raised this year. The Port Costa Sanitary Commission is on the way to have every reason to believe that it remains capable of serving the Port Costa community into the future.

The General Manager, Department Manager and Assistant District Secretary are the only salaried positions in the Sanitary Department. 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 way of getting this work done.

The District is under pressure from regulatory agencies to rehabilitate the collection system so that sewer overflows never occur. The Department does not know at this time how much must be spent on rehabilitation within even the next five years. In the initial years of transition from County management, the Port Costa Sanitary Dept. has spent very little on system rehabilitation.

It is therefore recommended that this Sewer Use Charge Study Report be accepted by the Board of Directors and that sewer use charges remain the same at $1,973 per single family residence and equivalent unit for FY 2019/20 as a source of revenue to balance the budget.

TABLE 1 sets forth the actual sewer use charge anticipated for each property served by the District that will be placed on the tax roll. In addition there is one property that is served outside the District boundary that will be billed directly.

Revenue raised through this sewer use charge would be **$272,528**. There will be a net increase of 3.8% due to increases in water consumption by commercial and mixed-use properties.

Respectfully submitted,

Dale McDonald
General Manager

May 30, 2019

c: :\PortCosta\Bud&Fin\budget19-20\pcsan_sucrpt19

TABLE 1

RECOMMENDED SEWER SERVICE CHARGES FOR THE TAX ROLL

A	Parcel No.	Levy Code	Fund	Revenue	Levy Amount
A	368132002	GB	3425	9796	1,973.00
A	368132003	GB	3425	9796	1,973.00
A	368132004	GB	3425	9796	1,973.00
A	368132005	GB	3425	9796	1,973.00
A	368132007	GB	3425	9796	1,973.00
A	368132012	GB	3425	9796	1,973.00
A	368132013	GB	3425	9796	1,973.00
A	368132014	GB	3425	9796	1,973.00
A	368132015	GB	3425	9796	1,973.00
A	368132016	GB	3425	9796	1,973.00
A	368132017	GB	3425	9796	1,973.00
A	368132020	GB	3425	9796	1,973.00
A	368132022	GB	3425	9796	1,973.00
A	368132023	GB	3425	9796	1,973.00
A	368132024	GB	3425	9796	1,973.00
A	368132025	GB	3425	9796	1,973.00
A	368132026	GB	3425	9796	1,973.00
A	368133003	GB	3425	9796	1,973.00
A	368133007	GB	3425	9796	1,973.00
A	368133010	GB	3425	9796	1,973.00
A	368133012	GB	3425	9796	1,973.00
A	368134003	GB	3425	9796	3,946.00
A	368134004	GB	3425	9796	3,946.00
A	368134011	GB	3425	9796	1,973.00
A	368134012	GB	3425	9796	3,946.00
A	368135004	GB	3425	9796	1,973.00
A	368135005	GB	3425	9796	1,973.00
A	368135008	GB	3425	9796	1,973.00
A	368135009	GB	3425	9796	1,973.00
A	368135012	GB	3425	9796	1,973.00
A	368135013	GB	3425	9796	1,973.00
A	368135014	GB	3425	9796	1,973.00
A	368141003	GB	3425	9796	1,973.00
A	368141004	GB	3425	9796	3,946.00
A	368141005	GB	3425	9796	1,973.00
A	368141009	GB	3425	9796	1,973.00
A	368142006	GB	3425	9796	1,973.00
A	368142007	GB	3425	9796	1,973.00
A	368142008	GB	3425	9796	1,973.00
A	368143001	GB	3425	9796	3,946.00
A	368143003	GB	3425	9796	1,973.00
A	368143004	GB	3425	9796	1,973.00
A	368143005	GB	3425	9796	1,973.00
A	368143006	GB	3425	9796	1,973.00

A	368143007	GB	3425	9796	1,973.00
A	368144003	GB	3425	9796	1,973.00
A	368144004	GB	3425	9796	3,946.00
A	368144012	GB	3425	9796	3,946.00
A	368145001	GB	3425	9796	1,973.00
A	368145002	GB	3425	9796	1,973.00
A	368145003	GB	3425	9796	1,973.00
A	368145006	GB	3425	9796	1,973.00
A	368145007	GB	3425	9796	1,973.00
A	368145008	GB	3425	9796	1,973.00
A	368145009	GB	3425	9796	1,973.00
A	368145010	GB	3425	9796	1,973.00
A	368145014	GB	3425	9796	1,973.00
A	368145015	GB	3425	9796	1,973.00
A	368145019	GB	3425	9796	4,848.00
A	368145024	GB	3425	9796	1,973.00
A	368145025	GB	3425	9796	1,973.00
A	368145027	GB	3425	9796	30,158.00
A	368146001	GB	3425	9796	4,347.00
A	368146002	GB	3425	9796	1,973.00
A	368146003	GB	3425	9796	1,973.00
A	368146007	GB	3425	9796	1,973.00
A	368146010	GB	3425	9796	1,973.00
A	368146014	GB	3425	9796	1,973.00
A	368146017	GB	3425	9796	1,973.00
A	368146021	GB	3425	9796	1,973.00
A	368146022	GB	3425	9796	1,973.00
A	368146023	GB	3425	9796	1,973.00
A	368146024	GB	3425	9796	1,973.00
A	368146025	GB	3425	9796	1,973.00
A	368147004	GB	3425	9796	13,811.00
A	368147005	GB	3425	9796	9,865.00
A	368147006	GB	3425	9796	37,848.00
A	368148002	GB	3425	9796	1,973.00
A	368148003	GB	3425	9796	1,973.00
A	368148004	GB	3425	9796	1,973.00
A	368148005	GB	3425	9796	1,973.00
A	368148013	GB	3425	9796	1,973.00
A	368148014	GB	3425	9796	1,973.00
A	368148015	GB	3425	9796	1,973.00
A	368148018	GB	3425	9796	1,973.00
					270,555.00

CROCKETT COMMUNITY SERVICES DISTRICT

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

TO: Board of Directors

FROM: General Manager

SUBJECT: Crockett Community Services District Proposed FY 19/20 Budget

DATE: June 20, 2019

The Crockett Community Services District is comprised of four departments. The 11-month budget reports for each of the respective departments have been presented to the Commissions with the exception of the Maintenance Department has been reviewed by the District's Budget & Finance Committee. From these reports and taking into consideration the needs for FY 19/20 a budget has been developed. All reports presented are included in this report for the Board to review with the exception of the Sewer Use Charge Study Reports for FY 19/20 which have been presented earlier and are available for review in the District office.

Each report is broken out by department and includes a written budget summary report along with the proposed budget for FY 19/20. The District's fiscal year is July 1 through June 30.

- Recreation Department – Fund 3241.
- Maintenance Department – Fund 3242.
- Port Costa Sanitary Department – Fund 3425.
- Crockett Sanitary Department – Fund 3426, Fund 3427, and Fund 3429.

The Crockett Community Services District Proposed Budget for FY 19/20 is $3,532,335.

Additional financial details related to the Crockett Sanitary and Port Costa Sanitary Department can be found in their respective Sewer Use Charge Report previously presented.

STAFF RECOMMENDATION:

The Board should receive the budget reports and the proposed FY 19/20 budget. The Board should then open public hearing to allow the public to comment on budget, give direction to staff, adjust budget if desired, and adopt FY 19/20 budget by Resolution.

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Members of the Board: Luigi Barassi, Michael Kirker, John MacKenzie, Kent Peterson, Emma Sutton

RESOLUTION

NO. 18/19-23

A RESOLUTION
ADOPTING AN OPERATING AND CAPITAL IMPROVEMENTS BUDGET
FOR THE FISCAL YEAR 2019/2020

WHEREAS, the General Manager has prepared the proposed operating budget for the fiscal year 2019/20; and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Crockett Community Services District that the general fund budget allocation approved for fiscal year 2019/20 is $3,352,355, including an allocation of $981,122 for capital improvements and $148,255 for debt service.

PASSED AND ADOPTED by the Board of Directors of the Crockett Community Services District at the Regular Meeting held on June 26, 2019 by the following vote:

AYES:

NOES:

ABSENT:

_____
Kent Peterson, President

ATTEST:

_____
Dale McDonald
District Secretary

CROCKETT COMMUNITY SERVICES DISTRICT
FY 2019/20 BUDGET

PROPOSED (6/20/2019)

	PRIOR YEAR ACTUAL 2017/18	ADOPTED BUDGET 2018/19	ESTIMATED YEAR-END 2018/19	PROPOSED BUDGET 2019/20
Revenue				
CCSD Administration (1)	$ 1,077	$ -	$ -	$ -
Recreation Dept.	$ 576,951	$ 618,383	$ 542,971	$ 733,253
Maintenance Dept.	$ 47,276	$ 510,475	$ 62,149	$ 207,829
Port Costa Sanitary Dept.	$ 237,236	$ 262,681	$ 263,500	$ 277,594
Crockett Sanitary Dept. (2) (3)	$ 1,992,413	$ 2,146,351	$ 2,052,838	$ 2,126,541
Receivable PC Loans (3)	$ 88,959	$ 89,931	$ 89,932	$ 36,474
Rate Stabilization Resrv	$ -	$ 74,316	$ -	$ -
Total Revenue	$ 2,943,912	$ 3,702,137	$ 3,011,390	$ 3,381,691
Expenses				
CCSD Administration (1)	$ -	$ -	$ 12,533	$ -
Recreation Dept.	$ 553,069	$ 618,383	$ 528,909	$ 825,193
Maintenance Dept.	$ 68,245	$ 629,976	$ 47,571	$ 363,872
Port Costa Sanitary Dept. (3) (4)	$ 235,628	$ 321,952	$ 239,302	$ 361,070
Crockett Sanitary Dept. (2)	$ 1,781,520	$ 2,364,676	$ 1,381,951	$ 1,982,200
Rate Stabilization Resrv	$ -	$ -	$ -	$ -
Total Expense	$ 2,638,460	$ 3,934,987	$ 2,210,266	$ 3,532,335
Net Increase (Decrease) in Cash (:	$ 306,452	$ (232,850)	$ 801,124	$ (150,644)
Fund Balance, beginning	$ 3,883,103	$ 4,189,555	$ 4,189,555	$ 4,990,679
Fund Balance, end of year	$ 4,189,555	$ 3,956,705	$ 4,990,679	$ 4,840,035
O&M annual - All Depts.	$ 1,916,933	$ 1,981,209	$ 1,853,018	$ 2,091,855
Payroll Summary All Depts.	$ 346,095	$ 345,839	$ 352,034	$ 410,817

(1) CCSD Admin Revenues/Expenses held in Fund 3240 and split to Crockett San and Rec. Depts. CSD roll-up reflected on estimated only, revenue/expenses not reflected in adopted budget.

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

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

(4) Adopted PCSan FY 18/19 budget includes Op Reserve Allocation in rollup, later removed from expense.

Fund beginning balance matches Accounting Balance Sheet as of June 30, 2018

\admin\bud&fin\ccsd budget19-20.xls

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

TO: Board of Directors

FROM: General Manager

SUBJECT: Proposed FY 2019/20 Budget for General Fund 3241

DATE: June 20, 2019

The 11-month Recreation Budget Report details are incorporated within the attached proposed Fiscal Year (FY) 19/20 budget. A budget deficit for the District is not forecast and there is no need to adopt a revised District budget for FY 18/19. Unused contingency fund and capital allocated revenue will roll over to the respective Capital Fund and Operations & Maintenance (O&M) General Fund on June 30.

The Recreation Budget & Finance Committee and Recreation Commission reviewed the details for each cost center recommended adoption of the budget. A few adjustments have been made since the Recreation Commission last reviewed to the budget. The proposed budget is similar to the preliminary draft budget presented April 1 with the following changes:

CAPITAL PROJECTS:

Capital Improvement and Capital Replacement budgets vary each year depending on projects identified. Unplanned capital replacement projects are also required due to equipment failure. There are years, such as the current fiscal year, where fewer capital projects are completed. Only one capital improvement project in the amount of $2,472, the replacement of the arch climber with log climber in the park, was completed in FY 18/19. Quite a few capital replacement projects were completed in FY 18/19. Most recently playground wood fiber was delivered to the park, a new diving board was purchased for the pool, the merchant refrigerator for the snack bar was replaced, and an ADA toilet was replaced in the girls' bathroom at the pool.

Capital Improvement projects for the Aquatics Center and Park totaling $200,000 are planned for FY 19/20. Staff has identified a lower cost tennis court resurfacing method and the capital improvement budget line item for this project has been reduced from $65,000 to $20,000. The planned Retaining Wall Project along Pomona has been expanded to include the short retaining wall in the pool area and the budget line item has been increased from $30,000 to $45,000 respectively.

The web netting for play structure replacement and pool cover winder capital replacement projects have been carried forward to FY 19/20 as these will not be completed before June 30, 2019.

A list of capital projects proposed along with where the funding will come from is included on the last page of the budget details. The District Board previously approved transfer of $250,000 from the unrestricted O&M fund to the restricted Capital Fund for use for future capital projects.

Commissioners: Jeff Airoldi, David Botta, Louise Choquette, Tom Cusack, Vanessa Eskildsen, Anne Scheer, John Valentini

COMMUNITY CENTER:

- Community Center Rental (#4200) and Cleaning and Damage Deposit (#4203) revenue has been increased as there has been an increase in contract rentals executed the last few months for events in the auditorium scheduled for spring and summer of 2020.
- The Community Center is primarily funded through operating revenue and grants. New for FY 19/20 is a placeholder for property tax revenue (#4010) that will be available for the Recreation Department Community Center cost center in the amount of $7,200.
- Recreation tax revenue (#4802) has been rebalanced across other cost centers resulting in a decrease allocated to the community center. $15,000 has been reallocated from the Community Center to Aquatics Center in FY 18/19. Only $1,195 is allocated to the Community Center in FY 19/20.
- Investment Interest (#4803) was corrected, splitting interest income between the Community Center (66%) and the Aquatics Center (34%).
- Payroll costs for the Community Center includes funding for health benefits anticipated to be offered to year-round employees in FY 19/20, possibly as soon as November 2019. The budget includes an anticipated increase to employee salaries based on a recent salary survey and recommendation for an increase in salaries equal to the Consumer Price Index – Urban (CPI-U) as early as July 1, 2019.

AQUATIC:

- With the exception of the Recreation Tax (#4802) reallocation very little has changed in the aquatics budget from the preliminary budget presented in April.
- Software Subscriptions (#5070) has been added to track the cost of Humanity, a cloud-based employee shift scheduling software solution used by pool staff, from other internet expenses.
- Payroll expenses lowered slightly based on the larger amount of new hires vs. returning employees. Payroll remains the largest expense for the aquatics center.

PARKS:

- With the exception of capital project changes, such as resurfacing the tennis courts lowered to $20K, very little has changed in the parks budget from the preliminary budget presented in April.
- Completion of capital projects is dependent on obtaining grant funding (#4891.3).

ADMINISTRATIVE:

- The General Manager's salary and benefits expense has been adjusted slightly lower taking into consideration the lower Cost Allocation Rate billed to the Recreation Department for the GM's time spent on indirect cost items that are District related.

- Professional Services (#5180) is the second largest expense after salary and benefits and is expected to increase as attorney and auditor costs are expected to rise in FY 19/20.
- Publish Legal Notices (#5190) has been added to track expenses related to Ordinance adoption.
- No other substantial changes to the Administrative cost-center from the previously presented preliminary budget in April.

POLICE LIAISON:

- District wages and incidental expenses continued to be recovered from Police Liaison parking fine revenue.
- Parking revenue is anticipated to be $11,809 in FY 19/20. Income has increased slightly from the previously estimated income reported in April based on recent Clancy settlement statements and parking enforcement revenue.
- Expenses will exceed revenue for both FY 18/19 and FY 19/20. The balance in the Police Liaison Fund is forecast to be $7,186 as of June 30, 2020.

SUMMARY

Expenditures will exceed revenue in FY 19/20 with both the Capital Fund balance and O&M General Fund balance being drawn down as shown on the Balance Summary page of the budget details. The total Recreation Fund 3241 ending-balance as of June 30, 2020 is anticipated to be $423,375. There will still be sufficient funds in the O&M General Fund to help guarantee that unforeseen capital replacements or decrease in revenue will not affect the quality of services provided to the public.

The Recreation Department is managing its expenses well in a climate of every increasing cost. Maintenance costs and outside services required to operate the various cost centers are forecast to continue to rise in the coming years. Staff has developed various factors and formulas to develop the budget. Many line items in the budget have increased 2%-4% over the prior year. Prevailing wage laws, as set by California Labor Code and Code of Regulations, will continue affect the cost of using contract services. Property insurance costs are expected to increase 25% in FY 19/20 as the commercial property insurance market has undergone three consecutive years of net underwriting loss. Minimum wage law will continue to require annual adjustments be made to the District's Pay Scale of Wages.

The proposed budget includes $59,947 in property tax revenue, an increase in allocation from 14.55% to 16.07%, based on anticipated Board adoption of the revises property tax allocation policy.

****

FY 2019-20 CROCKETT RECREATION DEPARTMENT PROPOSED BUDGET (6/20/19) - FUND 3241

	PY 2017-18 Actual	FY 2018-19 Approved	FY 2018-19 Year-End Estimated	FY 2019-20 Proposed Budget
O&M Expenses - combined cost centers				
Uniforms	$ 1,629	$ 2,100	$ 3,696	$ 2,500
Telephone / Internet / Software Subscriptions	$ 4,708	$ 5,000	$ 6,200	$ 6,162
Insurance	$ 13,487	$ 13,976	$ 14,966	$ 16,134
Elections	$ 0	$ 220	$ 1,128	$ 0
Maintenance	$ 83,239	$ 89,249	$ 97,974	$ 96,493
Memberships	$ 412	$ 420	$ 353	$ 360
Program Supplies	$ 5,617	$ 6,050	$ 7,565	$ 11,900
Other Operating incld. Capital Replcmt.	$ 83,302	$ 80,877	$ 77,075	$ 111,993
Office	$ 4,653	$ 5,881	$ 6,389	$ 6,401
Professional Services	$ 16,599	$ 10,660	$ 11,948	$ 15,214
Advertising & Legal Notices	$ 721	$ 880	$ 1,029	$ 1,250
Training & Certification	$ 1,853	$ 3,900	$ 5,708	$ 5,400
Cost of Goods Sold	$ 5,677	$ 6,314	$ 5,914	$ 6,513
Vehicle Travel Reimbursement	$ 2,200	$ 2,200	$ 2,532	$ 2,780
Utilities	$ 50,587	$ 49,525	$ 52,897	$ 52,382
County Charges	$ 5,478	$ 5,860	$ 5,522	$ 5,784
Salaries and Benefits	$ 210,038	$ 208,508	$ 208,087	$ 227,090
Total O&M Expenses	**$ 490,200**	**$ 491,620**	**$ 508,982**	**$ 568,356**
Fixed Assets				
Capital Projects Allocation / Expenses	$ 50,060	$ 74,000	$ 2,472	$ 200,000
Total Fixed Assets	**$ 50,060**	**$ 74,000**	**2,472**	**200,000**
Contingency Reserve *	$ 0	$ 49,163	0	$ 56,837
Non-Operating expense / interfund trsfrs	$ 9,042	$ 3,600	$ 17,455	$ 0
Interfund G/L operating adjust.	3,767		$ 0	
Total Expenditures	**$ 553,069**	**$ 618,383**	**$ 528,909**	**$ 825,193**
TOTAL APPROPRIATIONS	$	**$ 618,383**	$	**$ 825,193**
TOTAL REVENUES **	**$ 576,951**	**$ 618,383**	**$ 542,971**	**$ 733,253**
Operating Revenue	**$ 328,224**	**$ 321,096**	**$ 280,458**	**$ 307,193**
Cost recovery	$ 16,911	$ 18,518	$ 3,266	$ 3,325
Community Center income	$ 220,171	$ 216,660	$ 198,522	$ 212,960
Aquatics Center income	$ 86,573	$ 81,460	$ 73,665	$ 84,599
Other income (park, keys, fines, etc.)	$ 3,670	$ 3,358	$ 3,402	$ 3,209
Donations (other)	$ 899	$ 1,100	$ 1,604	$ 3,100
Non-Operating Revenue	**$ 248,727**	**$ 297,287**	**$ 262,513**	**$ 426,060**
Property Tax trsf from 3240	$ 49,000	$ 50,555	$ 58,000	$ 59,947
Recreation Tax	$ 136,180	$ 136,400	$ 136,180	$ 136,620
Interest (non-op)	$ 4,148	$ 4,950	$ 8,601	$ 9,891
Return-to-Source Co-gen grant	$ 42,695	$ 40,082	$ 42,789	$ 43,852
Other non-profit grants	$ 5,122	$ 60,000	$ 6,000	$ 172,500
Non-operating income	$ 11,582	$ 5,300	$ 10,943	$ 3,250

CROCKETT RECREATION DEPARTMENT - BALANCE SUMMARY
PROPOSED (6/20/19) RECREATION BUDGET FY 2019/20

	PY Actual FY 17/18	Budget FY 18/19	Estimated FY 18/19	Proposed FY 19/20	
REC FUND 3241: BUDGET DETAIL ***					Opening Balance FY 20/21
Opening Cash Balance in Fund 3241					
Opening Damage Deposit Balance	24,679.32	16,502.32	16,502.32	15,737.32	14,937.32
Opening Restricted O&M Funds	45,530.52	45,530.52	45,530.52	45,530.52	45,530.52
Opening Restricted Childrens Programs	450.65	0.00	0.00	0.00	0.00
Opening Capital Fund Balance	138,659.09	93,598.85	93,598.85	341,126.85	307,626.85
Opening Cap / Restricted Donations	3,276.21	3,438.50	3,438.50	3,600.79	3,900.79
Opening Police Liaison Funds	9,106.67	9,255.39	9,255.39	8,082.61	7,185.61
Opening O&M General Funds *	254,667.87	332,926.84	332,926.84	101,236.47	44,193.48
TOTAL OPENING CASH BALANCE	476,370.33	501,252.42	501,252.42	515,314.56	423,374.56
ESTIMATED REVENUES					
Community Center	301,903.10	322,823.00	251,140.26	248,362.00	
Aquatics Center	151,380.38	160,997.00	158,030.61	239,094.00	
Parks, Bocce, Tennis Courts	50,621.90	59,996.00	59,789.71	166,828.00	
Administrative	72,452.29	72,609.00	72,134.13	77,160.00	
Police Liaison	1,593.49	1,958.00	1,876.50	1,809.00	
TOTAL REVENUES	577,951.16	618,383.00	542,971.21	733,253.00	
Adopted 6-23-16 total					
ESTIMATED O&M OUTLAY EXPENSE					
Community Center	240,048.25	238,930.00	228,841.11	251,175.00	
Aquatics Center	137,707.11	141,815.00	156,038.26	174,968.00	
Parks, Bocce, Tennis Courts	42,604.26	46,360.00	51,621.60	69,608.00	
Administrative	68,395.63	62,735.00	69,431.81	70,145.00	
Police Liaison	1,444.77	1,780.00	3,049.28	2,460.00	
SUB -TOTAL O&M EXPENSE	490,200.02	491,620.00	508,982.06	568,356.00	
Contingency	0.00	49,163.00	0.00	56,837.00	
Non-operating expense	9,041.99	3,600.00	17,455.01	0.00	
ESTIMATED CAPITAL OUTLAY EXPENSE					
Community Center	40,720.49	60,000.00	0.00	0.00	
Aquatics Center	2,327.27	5,000.00	0.00	80,000.00	
Park, Tennis, Bocce	7,012.48	9,000.00	2,472.00	120,000.00	
Police Liaison	0.00	0.00	0.00	0.00	
Interfund G/L operating adjust.	3,766.82	0.00		0.00	
TOTAL EXPENSE	553,069.07	618,383.00	528,909.07	825,193.00	
Adopted 6-27-18 total					
CLOSING BALANCE - FUND 3241 ***	501,252.42	501,252.42	515,314.56	423,374.56	
Prop. Taxes Held in 3240 as of June 30	13,122.41	10,000.00	8,786.00	10,000.00	
County charges held in 3240	0.00	0.00	0.00	0.00	
Cash On Hand Balance (cash register)	60.00	60.00	60.00	60.00	

** Due from Legion Hall for acquisition fees to CCCounty $8,000

CROCKETT RECREATION DEPARTMENT - COMMUNITY CENTER DETAIL
11-MONTH and PROPOSED (6/20/2019) FY 2019/2020

	PY Actual	Budget	11 Month Actual	Estimated	Proposed
	FY 17/18	FY 18/19	FY 18/19	FY 18/19	FY 19/20
RECREATION FUND 3241 - Ordinary Income/Expense					
Income					
3241i · FUND 3241 REC. Income**********					
4000 · OPERATING REVENUE					
4180 · Cost recovery - C/D and other	16,866.34	18,243.00	1,793.32	2,093.32	3,000.00
4200 · Community Center Rentals	163,658.00	159,000.00	124,244.00	137,494.00	155,000.00
4201 · Center rents - senior nutrition	5,200.00	4,800.00	4,000.00	4,400.00	4,800.00
4202 · Center rents - outside classes	1,320.00	1,200.00	1,350.00	1,450.00	1,200.00
4203 · Center - clean/damage DEPOSITS	32,998.00	36,000.00	38,385.00	41,385.00	38,000.00
4750 · Security services *	10,213.00	8,960.00	7,742.00	8,489.00	8,960.00
4780 · Cleaning services *	4,592.00	4,200.00	4,152.00	4,502.00	4,000.00
4870 & 4880 · Center programs & other s	2,190.27	2,500.00	801.60	801.60	1,000.00
4885 · Donations (operations)	150.00	300.00	1,448.89	1,448.89	2,300.00
4886 · Donations (restricted)	1,261.37	800.00	995.12	1,045.12	800.00
Total 4000 · OPERATING REVENUE	238,448.98	236,003.00	184,911.93	203,108.93	219,060.00
4800 · NON-OPERATING REVENUE					
4010 · Property Tax transfer from 3240	0.00	0.00	0.00	0.00	7,200.00
4802 · Recreation tax	27,469.00	12,579.00	17,579.00	17,579.00	1,195.00
4803 · Investment Interest	2,547.70	3,200.00	5,635.76	5,635.76	6,481.00
4850 · Cost Recovery (Non-op)	740.53	600.00	3,091.37	3,141.37	750.00
4890 · Non-profit grants (operations)	5,000.00	6,000.00	0.00	6,000.00	6,000.00
4891.1 · Non-profit grants RTS (restrict.)	23,773.44	10,341.00	10,941.00	10,941.00	5,676.00
4891.3 · Grants: Capital Impr. (restrict.)	0.00	54,000.00	0.00	0.00	0.00
4899 · Non-operating income	3,923.45	100.00	4,734.20	4,734.20	2,000.00
Total 4800 · NON-OPERATING REVENUE	63,454.12	86,820.00	41,981.33	48,031.33	29,302.00
Total 3241i · FUND 3241 REC. Income**********	301,903.10	322,823.00	226,893.26	251,140.26	248,362.00
Total Income	301,903.10	322,823.00	226,893.26	251,140.26	248,362.00
Expense					
3241e · FUND 3241 REC. Expense*********					
5050 · UNIFORMS	284.94	600.00	546.17	546.17	500.00
5060 · TELEPHONE / INTERNET	2,925.69	3,000.00	2,650.59	2,915.59	2,812.00
5070 · SOFTWARE SUBSCRIPTIONS	0.00	0.00	137.44	137.44	250.00
5100 · INSURANCE					
5101 · Property insurance	903.20	950.00	1,088.46	1,088.46	1,447.00
5102 & 5103 · Liab. & Empl. Bond Ins.	4,129.91	4,226.00	4,467.99	4,467.99	4,691.00
Total 5100 · INSURANCE	5,033.11	5,176.00	5,556.45	5,556.45	6,138.00
5130 · MAINTENANCE					
5131 · Building maint. supplies	953.43	1,231.00	1,349.71	1,452.71	1,239.00
5132 · Building maint. services	4,757.14	4,898.00	4,474.91	4,884.91	4,966.00
5133 · Bldg. repair supplies & hdwe	1,245.35	1,569.00	1,559.38	1,694.38	1,514.00
5134 · Bldg. repair services	1,537.15	1,937.00	5,661.59	5,661.59	3,707.00
5135 · Janitorial supplies	5,570.81	5,888.00	4,788.50	5,279.50	5,588.00
5136 · Janitorial services	18,819.00	18,211.00	17,139.24	18,789.24	19,368.00

CROCKETT RECREATION DEPARTMENT - COMMUNITY CENTER DETAIL
11-MONTH and PROPOSED (6/20/2019) FY 2019/2020

	PY Actual	Budget	11 Month Actual	Estimated	Proposed
	FY 17/18	FY 18/19	FY 18/19	FY 18/19	FY 19/20
5140 & 5141 · Landscp Supp. & Srvs	10,475.30	12,868.00	12,128.77	13,183.77	12,184.00
Total 5130 · MAINTENANCE	43,358.18	46,602.00	47,102.10	50,946.10	48,566.00
5150 · MEMBERSHIPS	221.09	220.00	235.00	235.00	240.00
5160 · PROGRAM SUPPLIES					
5160.2 · Xmas program (restricted)	810.00	800.00	1,363.73	1,363.73	800.00
5160.9 · S. Concert & 100 Year Celeb.	3,923.03	4,250.00	4,883.97	5,108.97	10,000.00
Total 5160 · PROGRAM SUPPLIES	4,733.03	5,050.00	6,247.70	6,472.70	10,800.00
5165 · OTHER OPERATING					
5165.5 · Capital Replacements	16,941.36	12,100.00	6,227.49	6,227.49	13,100.00
5165.61 · Comm. center Rental refunds	1,735.00	1,400.00	270.50	270.50	1,400.00
5165.62 · Comm. center Deposit transfer	5,806.00	7,600.00	1,701.50	2,101.50	2,800.00
5165.63 · Comm. center Deposit refunds	35,369.00	34,000.00	36,548.50	40,048.50	36,000.00
5165.7 · Security Alarm/CCTV	2,787.85	2,800.00	2,712.05	2,712.05	2,800.00
5165.9 · Recoverable costs	783.23	800.00	1,346.33	1,412.33	800.00
5165.9e · Other Operating Costs	1,238.27	1,000.00	1,340.37	1,424.37	1,500.00
Total 5165 · OTHER OPERATING	64,660.71	59,700.00	50,146.74	54,196.74	58,400.00
5170 · OFFICE					
5171 · Postal	28.15	380.00	308.71	319.71	380.00
5172 · Supplies	1,102.97	1,000.00	798.93	878.93	1,000.00
5173 · Furnishings& Equipment	217.48	1,000.00	509.56	589.56	750.00
5174 · Visa transaction fees	1,009.30	1,100.00	1,094.92	1,193.92	1,200.00
Total 5170 · OFFICE	2,357.90	3,480.00	2,712.12	2,982.12	3,330.00
5183 · PROF. SVCS. Sec. Guards & Other	11,562.48	7,860.00	8,125.94	8,825.94	10,194.00
5191 · ADVERTISING	721.20	780.00	891.40	891.40	900.00
5230 · TRAINING & CERTIFICATION	0.00	500.00	0.00	0.00	500.00
5250 · VEHIC./TRAVEL REIMBURSEMENT	640.88	500.00	680.42	755.42	900.00
5260 · UTILITIES					
5261 · Electricity	12,118.16	11,397.00	8,629.47	10,429.47	11,499.00
5262 · Natural gas	2,468.40	2,470.00	2,504.29	2,634.29	2,551.00
5263 · Water	3,740.53	4,196.00	1,461.46	1,811.46	2,776.00
Total 5260 · UTILITIES	18,327.09	18,063.00	12,595.22	14,875.22	16,826.00
5340 · COUNTY CHARGES	1,143.14	1,440.00	1,011.00	1,011.00	1,200.00
Total 3241e · FUND 3241 REC. Expense*******	155,969.44	152,971.00	138,638.29	150,347.29	161,556.00
6560 · PAYROLL EXPENSES **********	84,078.81	85,959.00	71,326.82	78,493.82	89,619.00
Total O&M Expense	240,048.25	238,930.00	209,965.11	228,841.11	251,175.00
Contingency Expense (10%)*		23,893.00			25,118.00
Interfund and non-operating adjustments	0.00	0.00	0.00	0.00	0.00
5400 · Other Non-Operating Expense	276.78	0.00	14,755.01	14,755.01	0.00
Capital Project Funding Alloc. / Expense	40,720.49	60,000.00	0.00	0.00	0.00
TOTAL EXPENSE *	281,045.52	322,823.00	224,720.12	243,596.12	276,293.00
Net Ordinary O&M Increase/Decrease	57,931.40	29,793.00	12,193.95	17,564.95	-4,813.00
Net Including Contingency & Cap. Income/Exp.	20,857.58	0.00	2,173.14	7,544.14	-27,931.00
Net Income	38,877.30	0.00	2,173.14	7,544.14	-27,931.00

CROCKETT RECREATION DEPARTMENT - AQUATICS DETAIL
11-MONTH ACTUAL and PROPOSED (6/20/2019) FY 2019/20

	PY Actual	Budget	11 Month Actual	Estimated	Proposed
	FY 17/18	FY 18/19	FY 18/19	FY 18/19	FY 18/19
RECREATION FUND 3241 - Ordinary Income/Expense					
Income					
3241i · FUND 3241 REC. Income**********					
4000 · OPERATING REVENUE					
4180 · Cost recovery	15.09	100.00	0.00	8.00	100.00
4205 · Aquatics rents	18,705.00	20,000.00	17,183.00	18,344.00	21,000.00
4206 · Concessions	9,394.20	9,406.00	5,007.65	8,207.65	9,681.00
4860 · Swim admission fees	30,633.50	27,842.00	14,307.00	24,307.00	27,942.00
4861 · Aquatics passes / cards	9,548.00	9,762.00	1,931.00	7,657.00	9,089.00
4874 · Aquatics programs	530.00	250.00	0.00	250.00	250.00
4876 · Swim lessons	17,603.00	14,000.00	6,771.00	14,771.00	16,437.00
4880 · Other sales-aquatics	145.00	200.00	111.00	111.00	200.00
4881 · Cash over/under	14.70	0.00	17.52	17.52	0.00
4885 · Donations (operations)	0.00	100.00	50.00	50.00	100.00
4886 · Donations (restricted)	749.12	600.00	105.03	105.03	500.00
Total 4000· OPERATING REVENUE	87,337.61	82,260.00	45,483.20	73,828.20	85,299.00
4800 · NON-OPERATING REVENUE					
4802 · Recreation tax	40,833.00	62,246.00	66,746.00	66,746.00	74,209.00
4803 · Investment interest	1,600.00	1,750.00	2,965.41	2,965.41	3,410.00
4850/4899 · Cost Recovery Non-op	2,688.21	1,000.00	0.00	150.00	500.00
4891.1 · Grants: RTS non-profit	18,921.56	13,741.00	14,341.00	14,341.00	8,176.00
4891.3 · Grants: Cap. Impr. (restrctc	0.00	0.00	0.00	0.00	67,500.00
Total 4800· NON-OPERATING REVENU	64,042.77	78,737.00	84,052.41	84,202.41	153,795.00
Total 3241i · FUND 3241 REC. Income****	151,380.38	160,997.00	129,535.61	158,030.61	239,094.00
Total Income	151,380.38	160,997.00	129,535.61	158,030.61	239,094.00
Expense					
3241e · FUND 3241 REC. Expense*********					
5050 · UNIFORMS	1,344.09	1,500.00	2,250.27	3,150.27	2,000.00
5060 · TELEPHONE / INTERNET	1,782.60	2,000.00	1,776.27	1,936.27	1,800.00
5070 · SOFTWARE SUBSCRIPTIONS	0.00	0.00	768.00	768.00	800.00
5100 · INSURANCE					
5101c · Property insurance	275.02	320.00	275.14	275.14	344.00
5102a · Liability insurance-aquatics	4,023.88	4,145.00	4,467.98	4,467.98	4,736.00
5103c · Employee bond	106.02	90.00	0.00	107.00	110.00
Total 5100 · INSURANCE	4,404.92	4,555.00	4,743.12	4,850.12	5,190.00
5130 · MAINTENANCE					
5131 & 5133 · Bldg. repair supplies	1,324.73	1,312.00	474.13	524.13	924.00
5132 & 5134 · Bldg. repair services	40.18	115.00	967.10	1,070.10	555.00
5135 · Janitorial supplies	890.24	836.00	577.99	737.99	814.00
5136 · Janitorial services	0.00	400.00	172.95	172.95	150.00
5140 5141 5142 · Landscape & light	47.69	100.00	72.23	72.23	100.00

CROCKETT RECREATION DEPARTMENT - AQUATICS DETAIL
11-MONTH ACTUAL and PROPOSED (6/20/2019) FY 2019/20

	PY Actual	Budget	11 Month Actual	Estimated	Proposed
	FY 17/18	FY 18/19	FY 18/19	FY 18/19	FY 18/19
5145 · Pool chemical supplies	11,019.23	12,222.00	9,320.47	12,220.47	11,968.00
5146 · Pool maint. supplies	2,217.49	4,100.00	3,730.42	4,230.42	4,100.00
5147 & 5148 · Pool maint. services	2,524.75	3,182.00	512.04	512.04	1,564.00
Total 5130 · MAINTENANCE	18,064.31	22,267.00	15,827.33	19,540.33	20,175.00
5150 · MEMBERSHIPS	171.08	200.00	117.50	117.50	120.00
5160.6 · PROGRAM SUPPLIES	883.97	1,000.00	1,091.99	1,091.99	1,100.00
5165 · OTHER OPERATING					
5165.5 · Capital Replacements	11,385.33	8,500.00	12,614.44	12,614.44	27,500.00
5165.7 · Security / CCTV monitoring	2,132.34	2,700.00	2,268.05	2,268.05	2,700.00
5165.8 · Cash under	385.85	0.00	0.00	0.00	0.00
5165.9 · Recoverable & Other Oper.	2,547.29	1,352.00	397.14	739.14	1,643.00
Total 5165 · OTHER OPERATING	16,450.81	12,552.00	15,279.63	15,621.63	31,843.00
5170 5172 5173 · OFFICE SUPPLIES E(	1,153.05	1,076.00	1,228.21	1,488.21	1,321.00
5174 · OFFICE - VISA transaction fees	438.84	450.00	538.20	678.20	700.00
5180 · PROF. SVCS. - Consultants	1,320.00	0.00	0.00	0.00	0.00
5191 · ADVERTISING	0.00	100.00	0.00	0.00	100.00
5230 · TRAINING & CERTIFICATION	1,303.00	3,000.00	5,162.00	5,602.00	4,500.00
5240 · COST OF GOODS SOLD					
5241 · Food concession supplies	5,544.91	6,114.00	4,120.06	5,690.06	6,293.00
5242 · Promotional goods	132.21	200.00	73.55	223.55	220.00
Total 5240 · COST OF GOODS SOLD	5,677.12	6,314.00	4,193.61	5,913.61	6,513.00
5250 · VEHIC./TRAVEL REIMBURSMNT	1,263.26	1,400.00	1,257.78	1,377.78	1,400.00
5260 · UTILITIES					
5261 · Electricity	16,356.74	15,935.00	14,342.60	16,166.60	16,262.00
5262 · Natural gas	7,660.74	8,011.00	10,361.31	11,361.31	9,686.00
5263 · Water	1,865.38	1,756.00	5,108.60	5,243.60	3,554.00
Total 5260 · UTILITIES	25,882.86	25,702.00	29,812.51	32,771.51	29,502.00
5340 · COUNTY CHARGES	2,671.00	2,737.00	1,631.00	2,671.00	2,724.00
Total 3241e · FUND 3241 REC. Expense**	82,810.91	84,853.00	85,677.42	97,578.42	109,788.00
Total 6560 · PAYROLL EXPENSES ********	54,896.20	56,962.00	47,459.84	58,459.84	65,180.00
Total O&M Expense	137,707.11	141,815.00	133,137.26	156,038.26	174,968.00
Contingency Expense (10%)*		14,182.00			17,497.00
Other Non-Operating Expense	4,535.30	0.00	0.00	0.00	0.00
Capital Project Funding Allocation/Exper	2,327.27	5,000.00	0.00	0.00	80,000.00
TOTAL EXPENSE *	144,569.68	160,997.00	133,137.26	156,038.26	272,465.00
Net Ordinary O&M Increase/Decrease	13,673.27	19,182.00	-3,601.65	1,992.35	-3,374.00
Net Including Contingncy & Cap. Inc./Expens	6,810.70	0.00	-3,601.65	1,992.35	-33,371.00
Net Income	6,810.70	-9,079.00	-3,601.65	1,992.35	-33,371.00

CROCKETT RECREATION DEPARTMENT - PARKS DETAIL
11-MONTH ACTUAL and PROPOSED (6/20/2019) FY 2019/20

	PY Actual	Budget	11 Month Actual	Estimated	Proposed
	FY 1718	FY 18/19	FY 18/19	FY 18/19	FY 19/20
RECREATION FUND 3241 - Ordinary Income/Expense					
Income					
3241i · FUND 3241 REC. Income**********					
4000 · OPERATING REVENUE					
4180 · Cost recovery	0.00	100.00	1,106.71	1,106.71	150.00
4879 · Tennis/restroom keys	815.00	600.00	264.00	480.00	600.00
4885 · Donations (operations)	0.00	100.00	0.00	0.00	200.00
Total 4000 · OPERATING REVENUE	815.00	800.00	1,370.71	1,586.71	950.00
4800 · NON-OPERATING REVENUE					
4802 · Recreation tax	48,685.00	43,196.00	40,696.00	40,696.00	36,878.00
4891.1 · Grants - RTS	0.00	16,000.00	17,507.00	17,507.00	30,000.00
4891.3 · Grants: Capital Impr. (restricted)	1,000.00	0.00	0.00	0.00	99,000.00
4899 · Other Non-Operating	121.90	0.00	0.00	0.00	0.00
Total 4800 · NON-OPERATING REVENUE	49,806.90	59,196.00	58,203.00	58,203.00	165,878.00
Total 3241i · FUND 3241 REC. Income**********	50,621.90	59,996.00	59,573.71	59,789.71	166,828.00
Total Income	50,621.90	59,996.00	59,573.71	59,789.71	166,828.00
Expense					
3241e · FUND 3241 REC. Expense*********					
5101 · INSURANCE Property insurance	25.00	100.00	91.71	91.71	115.00
5102 · INSURANCE Liability insurance	4,023.88	4,145.00	4,467.98	4,467.98	4,691.00
5130 · MAINTENANCE					
5131-5134 · Building & play eq. maint.	495.17	1,187.00	4,857.76	4,944.76	1,000.00
5135-5136 · Janitorial supplies & services	537.33	1,084.00	100.95	300.95	641.00
5140-5141 · Landscape suppl. & services	20,492.96	17,909.00	20,429.54	21,929.54	25,811.00
5142-5144 · Lighting and tennis supplies	290.79	200.00	312.12	312.12	300.00
Total 5130 · MAINTENANCE	21,816.25	20,380.00	25,700.37	27,487.37	27,752.00
5160 / 5165 · OTHER OPERATING					
5165.5 · Capital Replacements	239.80	7,000.00	4,604.85	4,604.85	20,700.00
5060 / 5165.9 · Recoverable / Other costs	656.71	200.00	1,196.25	1,196.25	200.00
Total 5165 · OTHER OPERATING	896.51	7,200.00	5,801.10	5,801.10	20,900.00
5180 · PROF. SVCS. (Safety Inspection)	720.00	0.00	0.00	0.00	720.00
5260 · UTILITIES -WATER	6,376.74	5,760.00	5,000.26	5,250.26	6,054.00
Total 3241e · FUND 3241 REC. Expense*********	33,858.38	37,585.00	41,061.42	43,098.42	60,232.00
6560 · PAYROLL EXPENSES **********	8,745.88	8,775.00	7,873.18	8,523.18	9,376.00
Total O&M Expense	42,604.26	46,360.00	48,934.60	51,621.60	69,608.00
Contingency Expense (10%) *	0.00	4,636.00	0.00	0.00	6,961.00
5290 · Non-Operating Expense	121.90	0.00	121.90	0.00	0.00
Capital Project Funding Allocation / Expense	7,012.48	9,000.00	2,472.00	2,472.00	120,000.00
TOTAL EXPENSE *	49,738.64	59,996.00	51,528.50	54,093.60	196,569.00
Net Ordinary O&M Increase/Decrease	8,017.64	13,636.00	10,639.11	8,168.11	-1,780.00
Net Including Contingency & Cap. Income/Expense	883.26	0.00	8,045.21	5,696.11	-29,741.00
Net Income	883.26	0.00	8,045.21	5,696.11	-29,741.00

CROCKETT RECREATION DEPARTMENT - ADMINISTRATION DETAIL
11-MONTH ACTUAL and PROPOSED (6/20/2019) FY 2019/20

	PY Actual	Budget	11 Month	Estimated	Proposed
	FY 17/18	FY 18/19	FY 18/19	FY 18/19	FY 19/20
RECREATION FUND 3241 -Ordinary Income/Expense					
Income					
3241i · FUND 3241 REC. Income**********					
4000 · OPERATING REVENUE					
4180 · Cost recovery	29.38	75.00	50.13	58.13	75.00
Total 4000 · OPERATING REVENUE	29.38	75.00	50.13	58.13	75.00
4800 · NON-OPERATING REVENUE					
4010 · Property Tax transfer from 3240	49,000.00	50,555.00	53,000.00	58,000.00	52,747.48
4802 · Recreation tax	19,193.00	18,379.00	11,159.00	11,159.00	24,338.00
4899 · Non-Op Income / passthrough	4,229.91	3,600.00	2,917.00	2,917.00	0.00
Total 4800 · NON-OPERATING REVENUE	72,422.91	72,534.00	67,076.00	72,076.00	77,085.48
Total 3241i · FUND 3241 REC. Income**********	72,452.29	72,609.00	67,126.13	72,134.13	77,160.00
Total Income	72,452.29	72,609.00	67,126.13	72,134.13	77,160.00
Expense					
3241e · FUND 3241 REC. Expense*********					
5120 · SOFTWARE SUBSCRIPTIONS	0.00	0.00	442.31	442.31	500.00
5120 · ELECTIONS	0.00	220.00	1,128.42	1,128.42	0.00
5165 · OTHER OPERATING / RECOVERABLE	1,293.60	1,400.00	740.34	745.34	700.00
5171/5172/5173 · OFFICE POSTAL/OFFICE	677.53	800.00	814.78	864.78	900.00
5180 · PROF. SVCS. (Attor./Audit./Consult.)	2,996.50	2,800.00	3,021.83	3,121.83	4,300.00
5190 · PUBLISH LEGAL NOTICES	0.00	0.00	137.30	137.30	250.00
5230 · TRAINING & CERTIFICATION	550.16	400.00	105.56	105.56	400.00
5250 · VEHICLE/TRAVEL REIMBURSEMENT	295.45	300.00	363.24	399.24	480.00
5340 · COUNTY CHARGES	1,664.31	1,683.00	1,840.37	1,840.37	1,860.00
Total 3241e · FUND 3241 REC. Expense*********	7,497.55	7,603.00	8,594.15	8,785.15	9,390.00
6560 · PAYROLL EXPENSES **********					
5010.1 · REC. MGR- Wage/Benefits (RW)	33,388.69	34,429.00	32,699.32	35,699.32	37,841.00
5011.1 · DIST. SECY- Wage/Benefits (SW)	2,670.84	2,959.00	1,743.28	1,908.28	2,156.00
5011.3 · GEN. MGR- Wage/Benefits (DMc)	24,633.86	17,430.00	20,590.46	22,590.46	20,265.00
5011.5 · ASST. MGR- Wage/Benefits	204.69	239.00	408.60	448.60	493.00
6560 · PAYROLL - Other (WC Premium etc.)	0.00	75.00	0.00	0.00	0.00
Total 6560 · PAYROLL EXPENSES **********	60,898.08	55,132.00	55,441.66	60,646.66	60,755.00
Total O&M Expense	68,395.63	62,735.00	64,035.81	69,431.81	70,145.00
Contingency Expense (10%)*		6,274.00			7,015.00
5400 · Non-Operating Expense / Passthrough	4,229.91	3,600.00	2,700.00	2,700.00	0.00
Capital Project Funding Allocation	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENSE *	72,625.54	72,609.00	66,735.81	72,131.81	77,160.00
Net Ordinary Income	-173.25	0.00	390.32	2.32	0.00
Net Income	-173.25	0.00	390.32	2.32	0.00

CROCKETT RECREATION DEPARTMENT - POLICE LIAISON DETAIL
11-MONTH ACTUAL and PROPOSED BUDGET (6/20/19) FY 2019/20

	PY Actual	Budgeted	11 Mo. Actual	Estimated	Proposed
	FY 18/19	FY 18/19	FY 18/19	FY 18/19	FY 19/20
RECREATION FUND 3241 -Ordinary Income/Expense					
Income					
3241i · FUND 3241 REC. Income**********					
4882 · Parking fines	1,593.49	1,958.00	1,582.80	1,876.50	1,809.00
Total 3241i · FUND 3241 REC. Income**********	1,593.49	1,958.00	1,582.80	1,876.50	1,809.00
Total Income	1,593.49	1,958.00	1,582.80	1,876.50	1,809.00
Expense					
3241e · FUND 3241 REC. Expense*********					
5165 · OTHER OPERATING					
5165.5 · Capital Replacements	0.00	0.00	0.00	0.00	0.00
5165.9 · Recoverable costs	0.00	0.00	0.00	0.00	0.00
5165.9e · Other Op Costs / LE Fees	0.00	25.00	709.85	709.85	150.00
Total 5165 · OTHER OPERATING	0.00	25.00	709.85	709.85	150.00
5171/5172 · OFFICE POSTAL/SUPPLIES	25.79	75.00	372.99	375.99	150.00
Total 3241e · FUND 3241 REC. Expense*********	25.79	100.00	1,082.84	1,085.84	300.00
6560 · PAYROLL EXPENSES **********					
5011 · Staff- Wage/Benefits	1,418.98	1,680.00	1,906.35	1,963.44	2,160.00
Total 6560 · PAYROLL EXPENSES **********	1,418.98	1,680.00	1,906.35	1,963.44	2,160.00
Total O&M Expense	1,444.77	1,780.00	2,989.19	3,049.28	2,460.00
Contingency 10%	0.00	178.00	0.00	0.00	246.00
Capital Project Funding Allocation / Expense	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENSE	1,444.77	1,958.00	2,989.19	3,049.28	2,706.00
Net Including Capital Income/Expenses	148.72	0.00	-1,406.39	-1,172.78	-897.00
Net Income	148.72	0.00	-1,406.39	-1,172.78	-897.00

CAPITAL PROJECTS PROPOSED (6/20/2019) FY 19/20

COMMUNITY CENTER	CAPITAL IMPROVEMENT	CAPITAL REPLACEMENT	GRANT FUNDED	RTS FUNDED	CAP RESERVE FUNDED
Repair bar floor		$3,000.00			$3,000
Repair kitchen floor		$1,600.00			$1,600
Replacement Tables		$3,500.00		$3,500	
Various Cap. Repl. items		$5,000.00			$5,000
TOTAL	$0.00	$13,100.00			
AQUATICS CENTER					
Restroom improvements	$75,000.00		$67,500		$7,500
Metered outdoor showers	$5,000.00				$5,000
New pool cover winder		$6,500.00			$6,500
New pool covers		$6,000.00		$6,000	
New pool building doors		$9,000.00			$9,000
Re-roof Aquatics Building		$3,000.00			$3,000
Various Cap. Repl. items		$3,000.00			$2,000
TOTAL	$80,000.00	$27,500.00			
PARK, TENNIS, BOCCE					
Resurface Tennis Courts	$20,000.00		$18,000		$2,000
Retaining Wall (Pomona/Pool)	$45,000.00		$40,500		$4,500
Replace Stairs to Pomona	$45,000.00		$40,500		$4,500
Park Improvements	$10,000.00			$10,000	
Web-netting on climber		$8,700.00			$8,700
Replant Park Lawn				$10,000	
Paver repair (resetting)		$10,000.00		$10,000	
Various Cap. Repl. items		$2,000.00			$2,000
TOTAL	$120,000.00	$20,700.00			
POLICE LIAISON					
None		$0.00			
TOTAL	$0.00	$0.00			
NON-CAP O&M EXPENSES COVERED BY RTS FUNDING					
Annual camera maintenance (Comm 50%/Pool 50%)				$4,352	
		SUB-TOTALS:	$166,500	$43,852	$64,300
*** Est. RTS funding in FY 19/20 is $43,888*		**TOTAL:**	$274,652		

CROCKETT MAINTENANCE DEPARTMENT

of the Crockett Community Services District

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TO: Board of Directors

FROM: General Manager

SUBJECT: 11-month FY 2018/19 Budget Report and Proposed FY 2019/2020 Budget

DATE: June 20, 2019

The Crockett Community Services District Board is responsible for reviewing the Maintenance Department budget each year. The Budget & Finance Committee review the budget report on June 18 and provided comments and feedback.

The Maintenance Department is running a deficit and borrowing from the dedicated Walk of Honor reserve fund to pay expenses. Operation & Maintenance (O&M) expenses continue to increase primarily due to inflationary factors. No substantial additional revenue or expenses are expected for the remainder of the fiscal year.

HIGHLIGHTS

- Liability Insurance for FY 19/20 will be funded through the Recreation based on proposed Cost Allocation Rate schedule as recommended by the Budget & Finance Committee.
- Memorial Hall Park landscaping is now being handled by the Recreation Department using funds from the Recreation parks cost center. Return-to-Source (RTS) funding for the remainder of FY 18/19 has been reduced accordingly. The Crockett Sanitary Department still contributed a share of their RTS funding to cover administrative costs in FY 18/19 but this is anticipated to change in FY 19/20.
- Beginning with FY 19/20 it is anticipated that RTS funding will no longer be transferred to the Maintenance Department to cover O&M and administrative costs. Instead, staff has proposed removing the restriction limiting ad valorem property tax revenue that currently can only be used by the Crockett Sanitary Department and Crockett Recreation Department and to allow a portion of these taxes to be used to cover Maintenance Department O&M expenses, the total of which is $7,059. If the ordinance is not adopted then RTS funding would have to be reconsidered as a source to cover expenses or other options investigated. A detailed proposal and ordinance to fund the Maintenance Department from a share of the ad-valorem property taxes paid to the District by property owners in Crockett, the allocation to be recommended by the Budget & Finance Committee, will be submitted to the District Board in the summer of 2019.
- Decorative fencing, which has been treated as an asset under the Maintenance Department, has been moved under the Recreation Department and Maintenance Department according to location. Fencing around Alexander Park has in actual fact been maintained by the Recreation Department and will formally fall under the responsibility of the Recreation Department beginning with the FY 19/20 budget. The fencing in the plaza downtown remains under the Maintenance Plaza/Streetlight cost center. This helps align assets to match property insurance schedules and gives authority to the respective departments to handle maintenance and capital improvements as they deem necessary.

- Memorial Hall Capital Expense details have been broken out into; construction, engineering, and staff expense to better track fixed asset expenses. Holms Structures Additional Service Request (ASR) #2 for $4,000 is included in the in $20,000 capital engineering/architect expense budgeted for FY 19/20. The balance is allocated for engineering and architectural assistance during the Phase 1 Seismic Retrofit project and future development of design documents for Phase 2.
- Professional Engineering Services not directly related to a defined pending construction project must be treated as an investigative operating expense. As such $4,000 has been included in the O&M Professional Services budget for FY 19/20 with the remaining $1,000 allocated for attorney and audit expenses anticipated.
- Property insurance is anticipated to increase 25% in FY 19/20 with the plaza bearing the brunt of the increase for the Maintenance Department. The commercial property market is undergoing a "sea change" currently with carriers increasing prices or completely withdrawing from the market following three consecutive years of net underwriting loss.
- The unbudgeted expense of $7,009 and cost recovery of $7,183 under the Plaza/Streetlight cost center is for the replacement of a destroyed streetlamp on Pomona and Port. When the District is able to identify the person or entity responsible for damages and can collect reimbursement for the expense the District would take the lead and it would show on our books. Otherwise damaged streetlamp replacement, where cost recovery is not possible by the District, is handled by Crockett Public Services with reimbursement funding from the Crockett Community Foundation directly.
- The independent dog park project at the Bridgehead continues to move forward. The Crockett Community Foundation (CCF) has awarded a grant to the Crockett Dog Park Committee (CDPC), a group of local citizens, and construction coordinated by them is anticipated to occur in mid-to-late 2019. Fiscal responsibility rests with CDPC during the construction of the dog park. The District is still awaiting Caltrans lease documents and has included in the budget expenses related to staff time, development of a Memorandum-of-Understanding, attorney lease review, and minor maintenance after construction of the dog park is complete. Donations are anticipated to offset any incidental costs related to the dog park. Cost Recovery of $1,000 for current and prior year staff and incidental costs related to the dog park has been paid by CDPC.
- The budget includes the anticipated reimbursement of $8,000 to the Recreation Department from the Memorial Hall cost center for prior year original administrative acquisition costs in 2007 and 2008.
- There has been no indication that the prior year debt of $1,170 incurred related to the formation of the now dissolved Port Costa Advisory Committee, established to examine maintenance related fencing and gravel lot improvements, will be recovered.

SUMMARY

Operation and Maintenance expense, primarily under the Memorial Hall cost center, have exceeded the budgeted allocation for this fiscal year and is forecast to end the fiscal year over budget, excluding Non-Operating cost recovery and capital expenditures. Operating revenue is well under budget reaching only 51% of targets. Current funding shortfalls need to be discussed and long term funding of the Maintenance Department remains a challenge. Volunteers and donations continue to shrink.

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FY 19/20 MAINTENANCE DEPARTMENT PROPOSED BUDGET (6/20/2019) - FUND 3242 - OVERVIEW

	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 11-Month	FY 2018-19 Est. Year-End	FY 2019-20 Proposed Budget
EXPENSES					
Memorial Hall O&M	$ 5,921	$ 6,578	$ 11,832	$ 11,849	$ 10,429
Bridgehead O&M	$ 588	$ 1,020	$ 895	$ 925	$ 1,320
Plaza / Streetlights O&M	$ 497	$ 562	$ 765	$ 775	$ 862
Port Costa Light. & Landscap.	$ 30	$ -	$ -	$ -	$ -
Sub-Total O&M Expense	**$ 7,036**	**$ 8,160**	**$ 13,492**	**$ 13,549**	**$ 12,611**
Fixed Assets - Capital Expense					
Memorial Hall	$ 55,309	$ 600,000	$ 7,638	$ 7,638	$ 322,000
Bridgehead	$ -	$ -	$ -	$ -	$ -
Plaza / Streetlights	$ -	$ -	$ -	$ -	$ -
Total Fixed Assets	**$ 55,309**	**$ 600,000**	**$ 7,638**	**$ 7,638**	**$ 322,000**
Contingency Reserve 10%	$ -	$ 816	$ -	$ -	$ 1,261
Non-op Expenses	$ 5,900	$ 21,000	$ 26,384	$ 26,384	$ 20,000
Interfund G/L non-op adj.	$ 3	$ -	$ -	$ -	$ 8,000
TOTAL EXPENDITURES	**$ 68,248**	**$ 629,976**	**$ 47,514**	**$ 47,571**	**$ 363,872**
TOTAL APROPRIATIONS	**$**	**$ 629,976**	**$**	**$**	**$ 363,872**
REVENUES					
Operating Revenue					
Memorial Hall	$ 7,900	$ 5,000	$ 2,793	$ 2,793	$ 2,000
Bridgehead	$ -	$ 500	$ -	$ 100	$ 600
Plaza / Streetlights	$ -	$ 100	$ -	$ 100	$ 100
Total Operating Revenue	**$ 7,900**	**$ 5,600**	**$ 2,793**	**$ 2,993**	**$ 2,700**
Non-Operating Revenue					
Memorial Hall	$ 38,736	$ 503,893	$ 51,190	$ 51,190	$ 203,429
Bridgehead	$ 140	$ 520	$ 520	$ 1,520	$ 852
Plaza / Streetlights	$ 500	$ 462	$ 7,645	$ 7,645	$ 848
Total Non-Operating Revenue	**$ 39,376**	**$ 504,875**	**$ 59,355**	**$ 60,355**	**$ 205,129**
TOTAL REVENUES	**$ 47,276**	**$ 510,475**	**$ 62,149**	**$ 63,349**	**$ 207,829**
Net Increase (Decrease)	**$ (20,972)**	**$ (119,501)**	**$ 14,635**	**$ 15,778**	**$ (156,043)**
BALANCE OVERVIEW					
FUND BALANCE (Beginning)	**$ 175,813.40**	**$ 154,841.01**	**$ 154,841.01**	**$ 154,841.01**	**$ 170,619.08**
Estimated Revenue	$ 47,275.80	$ 510,475.00	$ 62,148.68	$ 63,348.68	$ 207,829.00
Estimated Expenses	$ 68,248.19	$ 629,976.00	$ 47,513.61	$ 47,570.61	$ 363,872.40
FUND BALANCE (End of Year)	**$ 154,841.01**	**$ 35,340.01**	**$ 169,476.08**	**$ 170,619.08**	**$ 14,575.68**
Combined Payroll (Sal-Ben)	$ 2,306	$ 2,363	$ 3,485	$ 3,535	$ 3,976

FY 19/20 MAINTENANCE DEPARTMENT PRELIM BUDGET (6/20/2019) - FUND 3242 - MEMORIAL HALL

	FY 2017-18 Actual	FY 2018-19 Adopted	FY 18-19 11-Month	FY 18-19 Est. Year-End	FY 2019-20 Proposed Budget
EXPENSES					
Memorial Hall O&M					
Insurance - Property	$ 89	$ 93	$ 88	$ 88	$ 7
Maintenance - building	$ 3,600	$ 3,900	$ 2,458	$ 2,458	$ 300
Capital Replacement - O&M	$ -	$ 200	$ 352	$ 352	$ 250
Utilities - electricity	$ 272	$ 492	$ 194	$ 194	$ 480
Payroll Expenses and volunteer WC	$ 1,769	$ 1,443	$ 2,523	$ 2,538	$ 2,792
Programs - events (WoH & other)	$ -	$ -	$ 1,823	$ 1,823	$ 1,500
Prof. Svcs.- Engineer, Attorney, Audit	$ 26	$ 250	$ 4,342	$ 4,342	$ 5,000
All Other- Office and other op	$ 167	$ 200	$ 52	$ 54	$ 100
Total Memorial Hall O&M Expenses	**$ 5,921**	**$ 6,578**	**$ 11,832**	**$ 11,849**	**$ 10,429**
Fixed Assets - Capital Expense					
MH Contruction	$ 26,085	$ 580,000	$ -	$ -	$ 300,000
MH Engineering / Architect	$ 28,156	$ 17,000	$ 7,638	$ 7,638	$ 20,000
MH Staff Cap Expense	$ 1,067	$ 3,000	$ -	$ -	$ 2,000
Total Fixed Assets	**$ 55,309**	**$ 600,000**	**$ 7,638**	**$ 7,638**	**$ 322,000**
Contingency Reserve 10%	$	$ 658	$	$	$ 1,043
Memorial Hall Non-op	$ 5,900	$ 21,000	$ 19,375	$ 19,375	$ 20,000
Interfund G/L non-op adjustment	$ 3	$ -	$ -	$ -	$ 8,000
TOTAL MEMORIAL HALL EXPENDITURES	**$ 67,133**	**$ 628,236**	**$ 38,844**	**$ 38,861**	**$ 361,472**
REVENUES					
Operating Revenue					
Memorial Hall					
Donations (restricted)	$ -	$ 1,000	$ 1,593	$ 1,593	$ 1,000
Donations / fundraisers (ops)	$ 7,900	$ 4,000	$ 1,200	$ 1,200	$ 1,000
Total Operating Revenue	$ 7,900	$ 5,000	$ 2,793	$ 2,793	$ 2,000
Non-Operating Revenue					
Memorial Hall					
Property Tax	$ -	$ -	$ -	$ -	$ 5,399
Cost Recovery and other	$ -	$ 15	$ 5	$ 5	$ 15
Interest (non-operating)	$ 1,475	$ 1,860	$ 2,692	$ 2,692	$ 3,015
Non-profit grants (non-op.)	$ -	$ 450,000	$ -	$ -	$ 150,000
Walk of Honor fundraiser	$ 26,000	$ 26,000	$ 25,000	$ 25,000	$ 25,000
RTS Co-gen pass-thru (for MH)	$ 5,360	$ 5,018	$ 4,118	$ 4,118	$ -
Pass-through (WoH & other) *	$ 5,900	$ 21,000	$ 19,375	$ 19,375	$ 20,000
Total Non-Operating Revenue	$ 38,736	$ 503,893	$ 51,190	$ 51,190	$ 203,429
TOTAL REVENUES	**$ 46,636**	**$ 508,893**	**$ 53,984**	**$ 53,984**	**$ 205,429**
Net Increase (Decrease) in Cash	**$ (20,497)**	**$ (119,343)**	**$ 15,139**	**$ 15,122**	**$ (156,043)**

* If ordinance allowing use of property tax is adopted by the Board, otherwise from RTS or elsewhere.

FY 19/20 MAINTENANCE DEPARTMENT PRELIM BUDGET (6/20/2019) - FUND 3242 - BRIDGEHEAD

	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 11-Month	FY 2018-19 Est. Year-End	FY 2019-20 Proposed Budget
EXPENSES					
Bridgehead / Landscaping					
Insurance - Liability	$ 88	$ 90	$ 19	$ 19	$ -
Maintenance	$ 86	$ 100	$ 8	$ 8	$ 250
Payroll Expenses and volunteer WC	$ 415	$ 800	$ 708	$ 738	$ 900
Other Office, Attor., Audit., etc.	$ -	$ 30	$ 160	$ 160	$ 170
Total Bridgehead O&M	**$ 588**	**$ 1,020**	**$ 895**	**$ 925**	**$ 1,320**
Fixed Assets - Capital Expense					
Bridgehead	$ -	$ -	$ -	$ -	$ -
Total Fixed Assets	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Contingency Reserve 10%	$	$ 102	$	$	$ 132
Bridgehead Non-op	$ -	$	$ -	$ -	$
TOTAL BRIDGEHEAD EXPENDITURES	**$ 588**	**$ 1,122**	**$ 895**	**$ 925**	**$ 1,452**
REVENUES					
Operating Revenue					
Bridgehead / Landscaping					
Donations (restricted)	$ -	$ -	$ -	$ -	$ 500
Donations / fundraisers (ops)	$ -	$ 500	$ -	$ 100	$ 100
Total Operating Revenue	$ -	$ 500	$ -	$ 100	$ 600
Non-Operating Revenue					
Bridgehead / Landscaping					
Property Tax *	$ -	$ -	$ -	$ -	$ 812
Cost Recovery	$ -	$ -	$ -	$ 1,000	$ 40
Non-profit grants (non-op.)	$ -	$ -	$ -	$ -	$ -
RTS Co-gen pass-thru	$ 140	$ 520	$ 520	$ 520	$ -
Pass-through (other) *	$ -	$ -	$ -	$ -	$ -
Total Non-Operating Revenue	$ 140	$ 520	$ 520	$ 1,520	$ 852
TOTAL REVENUES	**$ 140**	**$ 1,020**	**$ 520**	**$ 1,620**	**$ 1,452**
Net Increase (Decrease) in Cash	**$ (448)**	**$ (102)**	**$ (375)**	**$ 695**	**$ -**

* If ordinance allowing use of property tax is adopted by the Board, otherwise from RTS or elsewhere.

FY 19/20 MAINTENANCE DEPARTMENT PROPOSED BUDGET (6/20/2019) - FUND 3242 - PLAZA/STREETLIGHTS

	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 11-Month	FY 2018-19 Est. Year-End	Proposed Budget
EXPENSES					
Plaza / Street Lighting / Fence					
Insurance - Property	$ 374	$ 392	$ 512	$ 512	$ 528
Payroll Expenses	$ 122	$ 120	$ 253	$ 258	$ 284
All Other - Maint., Office, Auditor, etc.	$ -	$ 50	$ -	$ 5	$ 50
Total Plaza / Streetlight / Fence O&M	**$ 497**	**$ 562**	**$ 765**	**$ 775**	**$ 862**
Fixed Assets - Capital Expense					
Street Lighting / Fence / Plaza	$ -	$ -	$ -	$ -	$ -
Total Fixed Assets	$ -	$ -	$ -	$ -	$ -
Contingency Reserve 10%	$	$ 56	$	$	$ 86
Plaza / Streetlights / Fence Non-op	$ -	$	$ 7,009	$ 7,009	$
TOTAL PLAZA/LIGHTS EXPENDITURES	**$ 497**	**$ 618**	**$ 7,774**	**$ 7,784**	**$ 948**
REVENUES					
Operating Revenue					
Plaza/Streetlights/Fence					
Donations (restricted)	$ -	$ -	$ -	$ -	$ -
Donations / fundraisers (ops)	$ -	$ 100	$ -	$ 100	$ 100
Total Operating Revenue	$ -	$ 100	$ -	$ 100	$ 100
Non-Operating Revenue					
Plaza/Streetlights/Fence					
Property Tax *	$ -	$ -	$ -	$ -	$ 848
Cost Recovery and other	$ -	$ -	$ 7,183	$ 7,183	$ -
Non-profit grants (non-op.)	$ -	$ -	$ -	$ -	$ -
RTS Co-gen pass-thru	$ 500	$ 462	$ 462	$ 462	$ -
Pass-through (other) *	$ -	$ -	$ -	$ -	$ -
Total Non-Operating Revenue	$ 500	$ 462	$ 7,645	$ 7,645	$ 848
TOTAL REVENUES	**$ 500**	**$ 562**	**$ 7,645**	**$ 7,745**	**$ 948**
Net Increase (Decrease) in Cash	**$ 3**	**$ (56)**	**$ (129)**	**$ (39)**	**$ -**

* If ordinance allowing use of property tax is adopted by the Board, otherwise from RTS or elsewhere.

PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

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TO: Board of Directors

FROM: General Manager

SUBJECT: 11-month Budget Report and proposed FY 2019/20 Budget

DATE: June 20, 2019

The 11-month Port Costa Sanitary Department Budget Report details are incorporated within the attached proposed Fiscal Year (FY) 19/20 budget. There is no need to adopt a revised FY 18/19 budget for the Port Costa Sanitary Department.

The Port Costa Sanitary Commission reviewed and commented on the budget presented. A few updates were made to the budget after the meeting and are included in the final proposed budget.

HIGHLIGHTS

- Cost recovery of refunds from Contra Costa Water District for water meter rentals were not received in FY 18/19 and therefore this revenue item has been moved to FY 19/20. The first of three annual Access & Repair Agreement repayments for 42 Canyon Lake has been moved to FY 19/20.
- Interest income formulas were corrected. The estimated interest in FY 19/20 is expected to be $1,483.
- Chemical expense (#416.51.2pc) has been increased $2,500 as a placeholder for potential chemicals for use in the septic tank after cleaning to control grease and Hydrogen Sulfide (H2S) gas buildup.
- Partial septic tank cleaning (#416.96) will occur as requested by operators while reserves are built. Full septic tank cleaning needs to be performed to allow access for repairs, replacements and an Engineering Assessment which was previously identified as a capital project. $43K remains budgeted for septic tank cleaning but initial proposal to clean indicate that this amount will not be sufficient to complete a full cleaning. Full septic tank cleaning and capital replacement repairs on baffles will require additional funding, such as another inter-department loan or possible State revolving loan depending on costs and scope of the project.
- Other minor revisions lowered the FY 18/19 actual and FY 19/20 budgeted expenses from what was presented in May.
- Contingency Reserve is set at 10% or $18,991 in FY 19/20.

SUMMARY

The attached budget report shows the Port Costa Sanitary Department continues to draw down its unallocated cash balance. Anticipated revenue and cash balance is enough to cover operating expenses and planned inspections for FY 19/20.

FY 2019-20 PORT COSTA SANITARY DEPARTMENT BUDGET - FUND 3425 PROPOSED 6/20/2019

	PY 2017-18 Actual	FY 2018-19 Approved Budget	FY 2018-19 Est. Year End	Proposed Budget
Collection System				
Liability Insurance	$ 3,325	$ 3,425	$ 3,723	$ 4,178
Profess. Services.	$ 0	$ 500	$ 1,000	$ 1,000
Sewers Maint.	$ 4,690	$ 5,800	$ 14,808	$ 10,000
Other Operating	$ 0	$ 100	$ 1,800	$ 1,000
Permits & Fees	$ 2,088	$ 2,140	$ 2,286	$ 2,331
Total Collection System	**$ 10,103**	**$ 11,965**	**$ 23,617**	**$ 18,509**
Treatment Plant				
Generator fuel / oil	$ 53	$ 100	$ 60	$ 100
Property Insurance	$ 812	$ 852	$ 974	$ 1,217
Contract Operator	$ 48,000	$ 49,200	$ 44,000	$ 54,000
Chemicals	$ 2,477	$ 3,914	$ 4,523	$ 3,500
Hardware/Supplies & Misc.	$ 680	$ 800	$ 319	$ 800
Profess. Svcs. (Engineer, Lab, Technici	$ 39,090	$ 35,671	$ 19,462	$ 20,772
Electricity	$ 3,265	$ 2,954	$ 2,885	$ 3,074
Alarm system phone	$ 1,150	$ 1,580	$ 1,548	$ 1,580
Cap. Replacement	$ 1,806	$ 25,000	$ 2,820	$ 3,000
Operating fees/permits	$ 4,238	$ 4,289	$ 4,551	$ 4,395
Other Operating - septic cleaning	$ 1,760	$ 10,000	$ 0	$ 43,000
Total Treatment Plant	**$ 103,331**	**$ 134,360**	**$ 81,142**	**$ 135,438**
Adminstrative				
Elections	$ 0	$ 35	$ 77	$ 0
Crime Insurance	$ 28	$ 25	$ 22	$ 25
Memberships	$ 2,392	$ 2,435	$ 2,432	$ 2,480
Office / Postal	$ 193	$ 250	$ 196	$ 250
Profess. Svcs.(admin)	$ 1,286	$ 3,500	$ 1,899	$ 3,500
Printing/Publishing	$ 1,393	$ 1,535	$ 1,371	$ 1,412
Software Subscription	$ 0	$ 0	$ 173	$ 350
Vehicle/Travel/Meetings	$ 26	$ 50	$ 78	$ 100
Other	$ 420	$ 400	$ 767	$ 1,600
County Charges	$ 557	$ 575	$ 644	$ 660
Sub-Total Administrative	**$ 6,295**	**$ 8,805**	**$ 7,659**	**$ 10,377**
Salaries and Benefits (O&M)	$ 16,429	$ 19,890	$ 18,477	$ 25,589
Other Payroll Exp. (WC premiums etc.	$ 0	$ 0	$ 0	$ 0
Total Administrative	**$ 22,724**	**$ 28,695**	**$ 26,136**	**$ 35,966**
Total O&M Expenses	**$ 136,158**	**$ 175,020**	**$ 130,895**	**$ 189,913**
Non-Operational Expenses				
Loan Principle	$ 88,959	$ 89,931	$ 89,932	$ 36,474
Loan Interest on PY Cap Projects	$ 10,511	$ 13,653	$ 12,236	$ 12,692
Non-Op Other	$ 0	$ 0	$ 1,400	$ 0
Fixed Assets and Other				
Capital Projects Allocation	$ 0	$ 4,100	$ 6,240	$ 68,000
Allocation to operating reserves	$	$ 26,000	$	$ 35,000
Contingency Reserve	$ 0	$ 13,248	$ 0	$ 18,991
Total Expenditures	**$ 235,628**	**$ 321,952**	**$ 239,302**	**$ 361,070**
TOTAL APPROPRIATIONS	**$**	**$ 321,952**	**$**	**$ 361,070**
TOTAL REVENUES	**$ 237,236**	**$ 262,681**	**$ 263,500**	**$ 277,594**
Sewer use charge	$ 237,236	$ 262,501	$ 262,501	$ 272,528
Capacity charge	$ 0	$ 0	$ 0	$ 0
Permit fees	$ 0	$ 180	$ 60	$ 180
Interest (non-op)	$ 0	$ 0	$ 939	$ 1,483
Misc fees / cost recovery (ops)	$ 0	$ 0	$ 0	$ 3,403
Grants (non-op)	$ 0	$ 0	$ 0	$ 0

PORT COSTA SANITARY DEPARTMENT
PROPOSED BUDGET FY 19/20 (6/20/2019)

					Sewer Use Charge	$1,973
GENERAL FUND 3425: REVENUE DETAIL		PY Actual FY 17/18	Adopted FY 18/19	11 Month Actual FY 18/19	Estimated Total FY 18/19	Proposed Budget FY 19/20
301.0	Sewer use charge	$237,236.00	$262,501.00	$262,501.00	$262,501	$272,528.00
303.0	Capacity charge	$0.00	$0.00	$0.00	$0.00	$0.00
302.0	Permit fees	$0.00	$180.00	$60.00	$60.00	$180.00
306.0	Misc fees	$0.00	$0.00	$0.00	$0.00	$0.00
	SUB-TOTALS O&M	$237,236.00	$262,681.00	$262,561.00	$262,561.00	$272,708.00
311.0	Interest	$0.00	$0.00	$939.31	$939.31	$1,483.00
318.0	Cost recovery (Non-op)	$0.00	$0.00	$0.00	$0.00	$3,403.00
317.0	Short-term Loans	$0.00	$0.00	$0.00	$0.00	$0.00
319.0	Grants	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL REVENUE		$237,236.00	$262,681.00	$263,500.31	$263,500.31	$277,594.00

FUND 3425 - BALANCE OVERVIEW

	PY ACTUAL FY 17/18	ADOPTED FY 18/19	ESTIMATED FY 18/19	PROPOSED BUDGET FY 19/20	
Opening Cash Balance					
Septic Tank Replacement Reserve	$ 6,820.15	$ 16,820.15	$ 16,820.15	$ 28,820.15	
Discharge Permit Reserve	$ 36,000.00	$ 29,946.25	$ 29,946.25	$ 32,908.75	
Plumbing Pipe Refurb. Reserve	$ 7,000.00	$ 10,000.00	$ 10,000.00	$ 12,000.00	
RWQCB Violation Fines Reserve	$ 33,000.00	$ 6,000.00	$ 6,000.00	$ 8,000.00	
Contingency Reserve ***	$ -	$ -	$ -	$ -	
Carry Over *(unallocated)*	$ 21,207.95	$ 42,871.48	$ 42,871.48	$ 48,107.13	
TOTAL OPENING CASH BALANCE	$ 104,028.10	$ 105,637.88	$ 105,637.88	$ 129,836.03	
ESTIMATED REVENUE	$237,236.00	$262,681.00	$ 263,500.31	$ 277,594.00	
ESTIMATED O&M EXPENSES	$ (136,156.36)	$ (175,020.00)	$ (130,894.52)	$ (189,913.00)	
ESTIMATED CAP. PROJ. EXPENSES	$ -	$ (4,100.00)	$ (6,240.00)	$ (68,000.00)	
ESTIMATED LOAN PRINCIPAL	$ (88,958.58)	$ (89,931.00)	$ (89,931.51)	$ (36,474.00)	
ESTIMATED LOAN INTEREST	$ (10,511.28)	$ (13,653.00)	$ (12,236.13)	$ (12,692.00)	
Closing Fund Balance					
Operating Reserves Included in Balance					
Septic Tank Rehab/Replace Reserve	$ 16,820.15	$ 28,820.15	$ 28,820.15	$ 15,820.15	*($300K by __ 2029)*
Discharge Permit Reserve	$ 29,946.25	$ 35,688.75	$ 32,908.75	$ 34,908.75	*($40K by May 2023)*
Plumbing Pipe Refurb. Reserve	$ 10,000.00	$ 12,000.00	$ 12,000.00	$ 15,000.00	*($15K by Oct 2020)*
RWQCB Violation Fines Reserve	$ 6,000.00	$ 8,000.00	$ 8,000.00	$ 8,000.00	
Contingency ***	$ -	$ 13,248.00	$ -	$ 18,991.00	
Interfund G/L non-op adjustment	$ -			$ -	
Carry Over*(unallocated)*	$ 42,871.48	$ (12,142.02)	$ 48,107.13	$ 7,631.12	
TOTAL CLOSING FUND BALANCE	$ 105,637.88	$ 85,614.88	$ 129,836.03	$ 100,351.02	

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

Outstanding Debt	Beginning FY 18/19	Actual Ending FY 18/19	Est. Payments FY 19/20	Est. Ending FY 19/20
Crockett Valona Sanitary (WestA Refi)	$313,437.15	$277,963.36	$36,474.15	$241,489.21
Crockett Valona Sanitary (CCC Refi)	$54,457.72	$0.00	$0.00	$0.00
Crockett Valona Sanitary (Transfer)	$24,233.49	$24,233.49	$0.00	$24,233.49
Total Debt	$392,128.36	$302,196.85	$36,474.15	$265,722.70

PORT COSTA SANITARY DEPARTMENT
PROPOSED BUDGET FY 19/20 (6/20/2019)

GENERAL FUND 3425: EXPENDITURE DETAIL

	PY Actuals FY 17/18	Current Budget FY 18/19	11 Month Actual FY 18/19	Estimated FY 18/19	Proposed Budget FY 19/20
415 · SEWAGE COLLECTION *****					
415.30 · INSURANCE - Liability	3,324.84	3,425.00	3,723.03	3,723.03	4,178.00
415.55 · PROF. SVCS. (Coll.)	0.00	500.00	1,000.00	1,000.00	1,000.00
415.70 · MAINTENANCE	4,690.00	5,800.00	10,667.50	14,807.50	10,000.00
415.96· OTHER OPERATING (Coll.)	0.00	100.00	1,800.00	1,800.00	1,000.00
415.96.2c · Permits & Fees (Coll.)	2,088.00	2,140.00	2,286.00	2,286.00	2,331.00
Total 415 · SEWAGE COLLECTION *****	10,102.84	11,965.00	19,476.53	23,616.53	18,509.00
416.25 · GASOLINE, OIL, FUEL	$53.09	$100.00	$0.00	$60.07	$100.00
416.31 · INSURANCE - Property	$811.79	$852.00	$974.35	$974.35	$1,217.00
416.51.1pc · Treatment Plant Operators	$48,000.00	$49,200.00	$40,000.00	$44,000.00	$54,000.00
416.51.2pc · Chemicals	$2,476.91	$3,914.00	$3,479.98	$4,522.98	$3,500.00
416.51.3pc · Hardware, Supplies, & Misc	$679.59	$800.00	$293.52	$318.52	$800.00
416.56.2pc .3pc · Prof. Svcs. - Engineer	$16,053.75	$17,971.00	$8,091.25	$8,341.25	$5,000.00
416.56.3pc · Prof. Svcs. -Technician	$7,492.00	$5,700.00	$3,010.00	$3,010.00	$5,000.00
416.56.7pc · Prof. Svcs. - Lab Testing	$15,299.50	$12,000.00	$6,916.00	$8,111.00	$10,572.00
416.56.x · Prof. Svcs. - Attorney / Other	$244.86	$0.00	$0.00	$0.00	$200.00
416.91.1pc · Electricity	$3,264.58	$2,954.00	$2,595.53	$2,884.53	$3,074.00
416.91.6pc and 416.96.3 · Plant Alarm System	$1,150.16	$1,580.00	$1,511.18	$1,548.18	$1,580.00
416.96.1 · Capital Replacements (Treat.)	$1,806.46	$25,000.00	$2,820.31	$2,820.31	$3,000.00
416.96.2 · Permits & Fees (Treat.)	$4,238.00	$4,289.00	$4,149.00	$4,551.00	$4,395.00
416.96 · OTHER OP (Treat) - Septic Cleaning	$1,760.00	$10,000.00	$0.00	$0.00	$43,000.00
416.99 · ENFORCEMENT PENALTIES	$0.00	$0.00	$0.00	$0.00	$0.00
Total 416 · SEWAGE TREATMENT *****	103,330.69	134,360.00	73,841.12	81,142.19	135,438.00
417. ADMIN/GENERAL					
417.21 · ELECTIONS	0.00	35.00	77.18	77.18	0.00
417.31 · INSURANCE -Crime(employee bond)	28.04	25.00	0.00	21.50	25.00
417.36 · MEMBERSHIPS - BACWA & CASA	2,391.63	2,435.00	2,427.00	2,432.00	2,480.00
417.41 · OFFICE POSTAL / SUPPLIES	192.59	250.00	176.25	196.25	250.00
417.56 · PROF SVCS (Admin) Attorney/Auditor	1,285.92	3,500.00	1,672.63	1,899.36	3,500.00
417.61 · PRINTING/ PUBLISHING	1,393.35	1,535.00	1,370.70	1,370.70	1,412.00
417.70 · SOFTWARE SUBSCRIPTION	0.00	0.00	168.58	172.58	350.00
417.80 · VEHICLE / TRAVEL REIMBURSEMEN	25.69	50.00	67.84	77.84	100.00
417.96 · OTHER ADMIN. / RECOVERY	419.66	400.00	767.49	767.49	1,600.00
417.96.3pc · County Charges	557.02	575.00	643.71	643.71	660.00
Total 417 · ADMIN / GENERAL *****	6,293.90	8,805.00	7,371.38	7,658.61	10,377.00
6560 · PAYROLL EXPENSES ********					
6.1dMc · GM's O&M Wages	5,022.60	6,105.00	4,892.75	5,461.46	7,350.00
6.1ds · Secrtry. O&M Wages	315.55	392.00	344.41	396.17	436.00
6.1ds · Dept. Mgr's O&M Wages	9,398.07	11,387.00	9,482.26	10,602.32	13,606.00
11.1dMc · GM O&M Benefits GM	604.86	729.00	621.61	693.06	1,218.00
11.1ds · Secrtry. O&M Benefits	52.70	65.00	44.09	51.62	341.00
11.1as · Dept. Mgr's O&M Benefits	1,035.15	1,212.00	1,140.70	1,272.55	2,638.00
Total 6560 · PAYROLL EXPENSES ********	16,428.93	19,890.00	16,525.82	18,477.19	25,589.00
Total O&M Expense	136,156.36	175,020.00	117,214.85	130,894.52	189,913.00
Non-Op and Capitol Expenses					
416.212 · LOAN PRINCIPAL (non-op)	$88,958.58	$89,931.00	$89,931.51	$89,931.51	$36,474.00
419.1 · Loan Interest - Non-Op Expense	10,511.28	13,653.00	12,236.13	12,236.13	12,692.00
111.x Capitol Sewer Projects and CCTV	0.00	4,100.00	6,240.00	6,240.00	68,000.00
419 · Non-Op Expense - Other	0.00	0.00	700.00	1,400.00	0.00
Operating Reserves - Budget Allocation					
Septic Tank Replacement($300k over 10yrs)		12,000.00			30,000.00
Discharge Permit Reserve($40k over 5yrs)		10,000.00			2,000.00
Plumbing Pipe Reserve ($15K over 5yrs)		2,000.00			3,000.00
RWQCB Violation Fines Reserve		2,000.00			0.00
Contingency 10%		13,248.00			18,991.00
TOTAL EXPENSES	$235,626.22	$321,952.00	$226,322.49	$240,702.16	$361,070.00
Net Ordinary O&M Income	101,079.64	87,661.00	146,285.46	132,605.79	87,681.00
Net Include. Contingency, Capital, & Reserves	$1,609.78	(59,271.00)	37,177.82	22,798.15	$ (83,476.00)

Capital Projects for FY 2019/20

PROPOSED (6/20/19)

PORT COSTA SANITARY DEPARTMENT

SEWER COLLECTION SYSTEM PROJECTS	CAPITAL IMPROVEMENTS FIXED ASSET	GRANT FUNDED	PCSAN FUNDED
Emergency project(s)	$10,000.00		$10,000.00
CCTV Inspection	$10,000.00		$10,000.00
TOTAL	$20,000.00		

TREATMENT PLANT	CAPITAL REPLACEMENTS O&M	CAPITAL IMPROVEMENTS FIXED ASSET	
Septic Tank Engineering Assessment *		$35,000.00	$35,000.00
Sump high alarm		$1,500.00	$1,500.00
Backup chemical pump		$1,500.00	$1,500.00
Various emergency WWTP	$3,000.00	$10,000.00	$1,500.00
TOTAL	$3,000.00	$48,000.00	

EQUIPMENT	CAPITAL IMPROVEMENTS	
No tools or equipment planned	$0.00	
TOTAL	$0.00	
		$59,500.00

** Assessment only if substantial cleaning can be completed*

The below programs can be added if additional funding is identified, otherwise to FY 20/21 or later.

Smoke Testing of collection system	$8,600.00
Sand Replacement Reserve - annual buildup	TBD

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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

TO: Board of Directors

FROM: General Manager

SUBJECT: 11-month FY 2018/19 Budget Report and Proposed FY 2019/20 Budget

DATE: June 20, 2019

The 11-month FY 2018/19 Crockett Sanitary Budget Report details are incorporated within the attached proposed FY 2019/20 budget. Fund 3426 is the operating fund for the Crockett Sanitary Department. Fund 3427 is the construction fund and is used for capital income and capital expenses related to the Joint Wastewater Treatment Plant. Fund 3429 is a capital reserve account required by the State with no activity except for interest income. There is no budget deficit for FY 18/19 and therefore there is no need to adopt a revised budget.

The Crockett Sanitary Commission reviewed and commented on the proposed budget. A few updates were made to the budget after their meeting and are included in the final proposed budget.

HIGHLIGHTS FOR PROPOSED FY 19/20 BUDGET

- Property Tax Revenue (#314) and RTS Grant Funding (#319) will be lower in FY 19/20. The District will be considering reapportioning the District's ad valorem property tax between the Crockett Sanitary Department and Crockett Recreation Department resulting in a slight drop in property tax revenue allocated to the Crockett Sanitary Department in FY 19/20.

  The Crockett Sanitary Commission discussed the impact the property tax reapportionment policy would have on the Crockett Sanitary Department. Concern was raised that the draft policy to reapportion the ad valorem property tax left open the possibility that the taxes can be used for other yet undefined needs of the District, in effect leaving a balance in the fund that can be interpreted by the public as a "slush" fund. The Commission expressed their support of the reallocation if the intent of the Board is to restrict funds to the Crockett Sanitary Department and Crockett Recreation Department as they are the current beneficiaries of the tax reapportionment. The Commission suggested the language of the draft resolution may need to be clarified, especially line item #4. The proposed budget includes $305,920 in property tax revenue, a decrease in allocation from 85.45% to 82.03%, based on anticipated Board adoption of the new allocation policy.

- Payroll salary and benefit expenses are planned to increase from between 4%-15% as the District is 1) looking to increase salaries equal to the Consumer Price Index – Urban (CPI-U) as early as July 1, 2019 and 2) health benefits may be added as an employee benefit, possibly as soon as November 2019. Adding a health benefit program is the primary driver of the increase, anticipated to be $9,600 for FY 19/20 and increasing to $20,000 by FY 21/22.

  Commissioner Wolthuis commented that at some point the District Board has to look at the impact too step of a rise in salary and benefit costs may have on the taxpayers, taking into consideration the burden it may place on them. Due diligence is required when the Board

considers whether to provide salary and benefit increases, keeping in mind that it is public money that is being spent. The Commission supports salary increases and expanding benefits but questioned the impact doing both at the same time would have on the budget.

- Professional Engineering Services (#414.55.6) expense has been increased to $50,000 for work planned by our District engineering consultant on 1) the required rewrite of the District's Sewer System Management Plan (SSMP), incorporating anticipated changes required by the State of California Water Resources Control Board to meet the Monitoring and Reporting Program for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems and 2) a hydraulic modeling and study of the Crockett collection system as part of our SSMP.
- Joint-Treatment-Plant (JTP) O&M expenses (#411.50) remain the largest cost of the Crockett Sanitary Department. The C&H/JTP annual cost reallocation is complete. The District paid an additional $23,438 in the month of June for wastewater treatment for the period April 1, 2018 to March 31, 2019. The budgeted line item has been increased, taking into consideration the change in wastewater contribution from the town of Crockett and raising the annual inflationary factor from 2% to 3% when reviewing the past 10-year running average. The adjusted 10-year average is used to develop the JTP O&M expenditure budget line item.
- Software Subscriptions (#414.94) is a new financial account line item. The industry has been moving to software licensing. The sanitary departments' ICOM asset management software subscription is now tracked as an operating expense as it can no longer be treated as a capital expense per financial reporting requirements. RedZone Robotics, the company that owns ICOM, has yet to bill the sanitary departments for the implementation fee and annual maintenance for 2019. As such, the anticipated fee for the current year and next year has both been moved to FY 19/20. Other productivity software upgrades (Office 365, Adobe Acrobat) are included in this account. Telephone/Internet (#414.90) and Other Misc. (#95) will be lower as this is where web hosting and software purchases were previously tracked.
- Sewer Use Charge (SUC) revenue (#301.1) for FY 19/20 will be $1,328,293. C&H Sugar contracted SUC will remain unchanged at $190,967. Commercial and mixed use property revenue for FY 2019/20 is projected to be $19,012 less from FY 18/19 primarily because no revenue is anticipated from the closed Nantucket waterfront property.
- The majority of the capital improvement and capital replacement projects that were identified and budgeted for in FY 18/19 did not occur. These projects, along with their funding allocation, have rolled forward to FY 19/20. A list of sewer projects was included with the budget presented to the Crockett Sanitary Commission. The capital account balance will be drawn down from $1,172,258 to $169,506 if all planned projects are completed.
- •Rate Stabilization Reserve is forecast to be $2,343,501 on June 30, 2020. The District's goal is to reach $2.5 M by 2022. The Bartle Wells study of 2012 projected a reserve of $2.2 M by June 30, 2020.
- Loan Interest Expense (#423.1) must be tracked as a long-term Non Operating Expense and not as a Capital Expense, per the State Controller's Office (SCO). Adjustments were made in the audited FY 17/18 financials.
- Minor adjustments to various expense line items have been made to the proposed budget.

Expenditures are well under budget in FY 18/19. Revenue in FY 19/20 will cover all operating expenses. A Sewer Use Charge (SUC) Study Report for FY 19/20 gives additional information about the District, history of the Crockett Sanitary Department, department operating requirements, as well as a rate review and need for the SUC revenue for FY 19/20. Staff saw no need to move forward with a SUC increase in FY 19/20.

* * * * * *

FY 2019-20 CROCKETT SANITARY DEPARTMENT BUDGET - FUND 3426 PROPOSED - 6/20/2019

	PY 2017-18 Actual	FY 2018-19 Approved	FY 2018-19 Estimated Year	FY 2019-20 Proposed
Collection System				
Loan Principal	$ 72,937	$ 75,236	$ 75,684	$ 78,545
Gas, Fuel, Vehicle (District owned)	$ 393	$ 600	$ 1,871	$ 1,000
Insurance	$ 30,445	$ 31,359	$ 32,444	$ 35,918
West County O&M Pump Station	$ 47,610	$ 44,141	$ 29,846	$ 40,665
Prof. Services (Collection Sys) Non WCWD	$ 10,618	$ 12,000	$ 7,974	$ 12,000
Rent/Lease Easements	$ 2,392	$ 2,350	$ 2,448	$ 2,500
Maintenance (CSO) Paulsell & WCWD	$ 86,187	$ 95,436	$ 84,524	$ 89,682
Utilities	$ 30,830	$ 31,429	$ 31,118	$ 32,150
Cap. Replacement (O&M) Pump Station	$ 10,547	$ 32,100	$ 3,313	$ 30,300
Other	$ 3,566	$ 3,680	$ 1,512	$ 3,500
Total Collection System	**$ 295,526**	**$ 328,331**	**$ 270,736**	**$ 326,260**
Treatment Plant				
JTP Operations & Maint - C&H	$ 663,217	$ 678,625	$ 709,019	$ 720,123
Capital Replacement (O&M) JTP	$ 37,507	$ 11,893	$ 24,475	$ 11,893
Total Treatment Plant	**$ 700,724**	**$ 690,518**	**$ 733,493**	**$ 732,016**
Administrative				
Elections	$ 0	$ 1,000	$ 1,051	$ 0
Membership	$ 4,764	$ 5,296	$ 4,755	$ 4,800
Office - Supplies/Postal/Misc.	$ 4,076	$ 5,217	$ 5,277	$ 5,217
Professional Services (Admin)	$ 14,231	$ 10,500	$ 10,221	$ 61,905
Printing / Publishing	$ 780	$ 1,400	$ 1,793	$ 1,800
Rents/Leases - Office Space	$ 2,400	$ 2,400	$ 2,400	$ 3,000
Travel/Meetings/Vehicle	$ 483	$ 685	$ 778	$ 800
Telephone and Internet	$ 4,961	$ 5,600	$ 3,475	$ 3,500
Software subscriptions	$ 0	$ 0	$ 1,537	$ 27,840
County & State Charges	$ 5,959	$ 5,965	$ 6,618	$ 6,650
Recoverable Expenses / Other Misc.	$ 7,086	$ 6,000	$ 12,141	$ 9,000
Training and Conferences	$ 821	$ 1,500	525	$ 1,500
Sub-Total Administrative	**$ 45,561**	**$ 45,563**	**$ 50,571**	**$ 126,012**
Salaries and Benefits (O&M)	$ 106,622	$ 113,878	$ 117,892	$ 136,491
Recoverable Payroll (REC/PC/MAINT)	$ 46,090	$ 36,929	$ 0	$ 0
Other Payroll Exp. (WC liab, LTD, etc.)	$ 0	$ 1,200	$ 0	$ 100
Total Administrative	**$ 198,273**	**$ 197,570**	**$ 168,463**	**$ 262,603**
Fixed Assets				
Capital Projects Allocation	$ 559,598	$ 917,627	$ 159,437	$ 391,122
423 Other Non-Op Interfund trsfr to 3427	$ 8,892	$ 2,425	$ 2,425	$ 8,084
Total Fixed Assets	**$ 568,490**	**$ 920,052**	**161,862**	**399,206**
Allocation to Rate Stabilization Reserve	$ 0	$ 0	0	$ 0
Non-operation expenses	$ 2,400	$ 3,400	26,805	$ 23,544
Contingency Expense 10%	$ 0	$ 121,642	0	$ 132,088
Interfund G/L operation adjustment	$ 3,429	$ 0	$ 0	$ 0
Total Expenditures	**$ 1,768,842**	**$ 2,261,513**	**$ 1,361,359**	**$ 1,875,717**
TOTAL APPROPRIATIONS	**$**	**$ 2,169,206**	**$**	**$ 1,875,717**
TOTAL REVENUES	**$ 2,029,908**	**$ 2,261,513**	**$ 2,087,427**	**$ 2,099,768**
Property Tax	$ 293,000	$ 296,000	$ 323,000	$ 305,920
Sewer Use Charges	$ 1,282,012	$ 1,359,482	$ 1,333,295	$ 1,328,293
Sewer Use Charges - C&H	$ 185,405	$ 190,967	$ 190,967	$ 190,967
Permit fees	$ 3,240	$ 3,000	$ 1,920	$ 3,000
Capacity charges	$ 8,892	$ 2,425	$ 2,425	$ 2,425
Interest (non-op)	$ 32,154	$ 36,000	$ 63,046	$ 69,351
Cost Recovery including payroll	$ 47,656	$ 48,326	$ 13,428	$ 2,000
Grants - RTS (non-op) and others	$ 51,700	$ 43,945	$ 47,330	$ 40,869
Interfund transfer 3427	$ 12,618	$ 103,104	$ 7,878	$ 106,387
Loan repayment from Port Costa	$ 88,959	$ 89,931	$ 89,932	$ 36,474
Other - Penalties, pass thru, bonds, etc.	$ 24,272	$ 14,017	$ 14,206	$ 14,082
Allocation from Rate Stabilization Reserve	$ 0	$ 74,316	$ 0	$ 0

CROCKETT SANITARY DEPARTMENT
OPERATING BUDGET FY 2019/20 PROPOSED (6/20/2019)

	PY Actual	Estimated	Proposed Budget
	FY 17/18	FY 18/19	FY 19/20
GENERAL FUND 3426: CASH BUDGET DETAIL *******			
Opening Cash Balance			
Contingency Fund roll-over *	-	-	-
Capital Account Balance Carryover	398,792.58	605,792.08	1,164,257.77
Rate Stabilization Reserve	1,768,119.87	1,822,184.98	1,987,361.69
TOTAL OPENING CASH BALANCE	2,166,912.45	2,427,977.06	3,151,619.46
ESTIMATED REVENUES (excl. PCSan Repay & Stab Resrv	1,940,948.60	1,997,495.10	2,063,294.00
Interdepartment receivable Port Costa Loans	88,958.58	89,931.51	36,474.00
Allocation from Rate Stabilization Reserve	0.00	0.00	0.00
ESTIMATED O&M OUTLAY EXPENSE	-1,194,523.43	-1,172,692.58	-1,320,879.00
Allocation to Rate Stabilization Reserve	0.00	0.00	0.00
ESTIMATED CAPITAL OUTLAY EXPENSE	-527,598.34	-127,436.65	-1,353,790.00
Contingency Expense 10% *	0.00	0.00	-132,088.00
Non-Op Expense / Cash Bond Refunds	-2,400.00	-29,229.98	-31,628.00
Transfer to Capital Construction Fund # 3427 **	-40,892.00	-34,425.00	-40,084.00
Transfer from Capital Reserve Fund # 3429	0.00	0.00	0.00
Interfund G/L noperating adjust.	-3,428.80	0.00	0.00
TOTAL PROJECTED CLOSING YEAR-END CASH BALANCE			
Capital Account Balance in Fund #3426	605,792.08	1,164,257.77	161,505.77
Rate Stabilization Reserve	1,822,184.98	1,987,361.69	2,343,500.69
TOTAL PROJECTED CLOSING YEAR-END CASH BALANCE ***	2,427,977.06	3,151,619.46	2,372,918.46

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

** Includes Clarifier Reserve and Capacity Charges collected

*** Total excluding taxes held in 3240

INVESTMENT ASSETS OUTSIDE FUND 3426			
Accrued Debt PCSan Beginning Balance	481,086.94	392,128.36	302,196.85
Adjustments	-88,958.58	-89,931.51	-36,474.00
Accrued Debt PCSan Ending Balance	392,128.36	302,196.85	265,722.85
CSD GENERAL FUND 3240: CASH BUDGET DETAIL *******			
Property Taxes Held in 3240 Beginning Balance	47,068.36	47,055.22	32,585.42
Property Taxes Held in 3240 Ending Balance	47,055.22	32,585.42	38,858.00
Difference (increase / decrease)	-13.14	-14,469.80	6,272.58
County charges held in 3240	0.00	0.00	0.00

CROCKETT SANITARY DEPARTMENT
11-MONTH ACTUALS AND PROPOSED BUDGET FY 2019/30 (6/20/19)

	PY Actual	Budgeted	11-month Actuals	Estimated Current Year	Proposed Budget
	FY 17/18	FY 18/19	FY 18/19	FY 18/19	FY 19/20
GENERAL FUND 3426 - Revenue					
3426i · FUND 3426 CVSAN. Revenue********					
300 · OPERATING REVENUE					
301.1 · SEWER USE CHARGES - CY **	1,274,512.00	1,349,482.00	1,333,295.01	1,333,295.01	1,328,293.00
301.2 · SEWER USE CHARGES - PY	7,500.00	10,000.00	0.00	0.00	0.00
301.3 · SEWER USE CHARGES - C&H **	185,404.81	190,967.00	190,966.95	190,966.95	190,967.00
302 · PERMIT FEES	3,240.00	3,000.00	1,680.00	1,920.00	3,000.00
303 · CONNECTION / CAPACITY CHARGES	8,892.00	2,425.00	2,425.00	2,425.00	2,425.00
307 · PENALTIES AND FINES COLLECTED	158.58	1,000.00	500.00	500.00	1,000.00
318 · COST RECOVERY			0.00		
318.2 · Abatement Costs	1,005.10	1,500.00	504.06	504.06	1,000.00
318.1 .3 .6 · C&H reimburse and Other	256.73	1,000.00	12,851.29	12,923.80	1,000.00
318.8m · Payroll - repaid by Maint.	3,391.86	2,837.00	0.00	0.00	0.00
318.8pc · Payroll - repaid by PCSan	16,060.68	17,653.00	0.00	0.00	0.00
318.8re · Payroll - repaid by Rec	26,941.40	25,336.00	0.00	0.00	0.00
Total 318 · COST RECOVERY	47,655.77	48,326.00	13,355.35	13,427.86	2,000.00
Total 300 · OPERATING REVENUE	1,527,363.16	1,605,200.00	1,542,222.31	1,542,534.82	1,527,685.00
325 · NON-OPERATING REVENUE					
311 · INTEREST	32,153.91	36,000.00	63,046.28	63,046.28	69,351.00
314 · PROPERTY TAX-transfer from 3240	293,000.00	296,000.00	323,000.00	323,000.00	305,920.00
316 · PAYMENTS PRIVATE SEWER AGRMT	13,083.32	7,617.00	6,722.38	6,722.38	7,682.00
319 · GRANTS	51,700.00	43,945.00	47,330.00	47,330.00	40,869.00
320 · OTHER NON-OP INCOME / PASSTHRU	3,029.91	2,400.00	2,983.15	2,983.15	2,400.00
322 · INTERFUND TRANSFER FROM 3427	12,618.30	103,104.00	0.00	7,878.47	106,387.00
325.8 · CONTRACTOR BONDS	8,000.00	3,000.00	4,000.00	4,000.00	3,000.00
325.9 · INTERFUND LOAN PRINCIPAL PCSAN	88,958.58	89,931.00	89,931.51	89,931.51	36,474.00
Total 325 · NON-OPERATING REVENUE	502,544.02	581,997.00	537,013.32	544,891.79	572,083.00
Allocation from Rate Stabilization Reserve	0.00	74,316.00	0.00	0.00	0.00
Interfund G/L non-operating income adj.	0.00	0.00	0.00	0.00	0.00
Total 3426i · FUND 3426 CVSAN. Revenue *****	2,029,907.18	2,261,513.00	2,079,235.63	2,087,426.61	2,099,768.00

CROCKETT SANITARY DEPARTMENT
11-MONTH ACTUALS AND PROPOSED BUDGET FY 2019/30 (6/20/19)

	PY Actual	Budgeted	11-month Actuals	Estimated Current Year	Proposed Budget
	FY 17/18	FY 18/19	FY 18/19	FY 18/19	FY 19/20
GENERAL FUND 3426 - Expense					
3426e · FUND 3426 CVSAN. Expense*******					
410 · COLLECTION SYSTEM ******			****** *COLLECTION SYSTEM* ******		
410.211 · LOAN PRINCIPAL	72,936.83	75,236.00	75,684.46	75,684.46	78,545.00
410.25 · GAS, FUEL, OIL, MAINT (DIST. VEHICI	393.23	600.00	1,790.77	1,870.77	1,000.00
410.30 · INSURANCE	30,445.43	31,359.00	32,321.37	32,444.47	35,918.00
410.50 · WEST COUNTY O&M (PS)	47,610.28	44,141.00	26,593.43	29,846.03	40,665.00
410.55 · PROF. SVCS. (Coll.)	10,618.25	12,000.00	7,804.32	7,974.32	12,000.00
410.65 · RENT/LEASE EASEMENTS	2,392.24	2,350.00	2,448.10	2,448.10	2,500.00
410.70 · MAINTENANCE			0.00		
70.1 · Sewers - preventive maint.	83,590.16	93,936.00	76,399.54	81,899.54	86,882.00
70.2 70.3 70.4 · Weeds, Hardware, & Repairs	2,596.67	1,500.00	824.76	2,624.76	2,800.00
Total 410.70 · MAINTENANCE	86,186.83	95,436.00	77,224.30	84,524.30	89,682.00
410.90 · UTILITIES					
90.1 · Electricity	30,219.13	30,429.00	27,943.44	30,006.55	31,016.00
90.2 · Water	610.69	1,000.00	926.29	1,111.78	1,134.00
Total 410.90 · UTILITIES	30,829.82	31,429.00	28,869.73	31,118.33	32,150.00
410.95 · OTHER OPERATING (Coll.)					
95.1 · Capital Repl. - Pump Station	10,546.65	32,100.00	2,078.84	3,313.44	30,300.00
95.2 · Other Operating Costs + HHW	3,566.48	3,680.00	1,412.00	1,512.00	3,500.00
Total 410.95 · OTHER OPERATING (Coll.)	14,113.13	35,780.00	3,490.84	4,825.44	33,800.00
Total 410 · COLLECTION SYSTEM ******	295,526.04	328,331.00	256,227.32	270,736.22	326,260.00
411 · TREATMENT PLANT ********			****** *TREATMENT PLANT* ******		
411.50 · C&H - JTP O&M	663,217.12	678,625.00	631,907.18	709,018.56	720,123.00
411.95 · CAPITAL REPLACEMENT (Treat)	37,506.68	11,893.00	20,267.07	24,474.83	11,893.00
Total 411 · TREATMENT PLANT ********	700,723.80	690,518.00	652,174.25	733,493.39	732,016.00
414 · ADMINISTRATIVE ********			****** *ADMINSTRATIVE* ******		
414.20 · ELECTIONS	0.00	1,000.00	1,051.23	1,051.23	0.00
414.35 · MEMBERSHIPS	4,764.33	5,296.00	4,680.52	4,755.04	4,800.00
414.40 · OFFICE					
40.1 · Postal	1,299.92	1,406.00	1,516.36	1,540.36	1,400.00
40.2 · Supplies	1,920.96	2,011.00	1,750.49	1,920.49	2,017.00
40.3 · Miscellany	855.25	1,800.00	1,666.01	1,816.01	1,800.00
Total 414.40 · OFFICE	4,076.13	5,217.00	4,932.86	5,276.86	5,217.00
414.55 · PROF. SVCS. (Admin.)					
55.4 · Attorney	4,594.70	4,800.00	5,181.39	5,681.39	6,250.00
55.5 · Auditor / Financial Consult.	3,349.40	3,700.00	3,799.24	4,039.17	5,655.00
55.6 · Engineer / Consultants (non-Capl)	6,286.75	2,000.00	0.00	500.00	50,000.00
Total 414.55 · PROF. SVCS. (Admin.)	14,230.85	10,500.00	8,980.63	10,220.56	61,905.00
414.60 · PRINTING/PUBLISHING	779.91	1,400.00	1,793.24	1,793.24	1,800.00
414.65 · RENTS&LEASES	2,400.00	2,400.00	2,400.00	2,400.00	3,000.00

CROCKETT SANITARY DEPARTMENT
11-MONTH ACTUALS AND PROPOSED BUDGET FY 2019/30 (6/20/19)

	PY Actual	Budgeted	11-month Actuals	Estimated Current Year	Proposed Budget
	FY 17/18	FY 18/19	FY 18/19	FY 18/19	FY 19/20
414.80 · VEHICLE / TRAVEL REIMBURSE	482.82	685.00	628.30	777.93	800.00
414.90 · TELEPHONE / INTERNET / CELL	4,960.92	5,600.00	3,233.58	3,474.71	3,500.00
414.94 · SOFTWARE SUBSCRIPTIONS	0.00	0.00	1,536.64	1,536.64	27,840.00
414.95 · OTHER ADMIN					
95.3 · County & State Charges	5,959.31	5,965.00	6,618.48	6,618.48	6,650.00
95.x · Recoverable exp. (excl. Payroll)	6,792.53	5,000.00	9,028.75	9,099.46	8,000.00
95.9 · Training and Conferences	821.44	1,500.00	525.39	525.39	1,500.00
95 · Other Misc.	293.39	1,000.00	3,026.15	3,041.15	1,000.00
Total 414.95 · OTHER ADMIN	13,866.67	13,465.00	19,198.77	19,284.48	17,150.00
Total 414 · ADMINISTRATIVE ********	45,561.63	45,563.00	48,435.77	50,570.69	126,012.00
Total 3426e · SUB-TOTAL O&M Expense*******	1,041,811.47	1,064,412.00	956,837.34	1,054,800.30	1,184,288.00
6560 · PAYROLL EXPENSES **********					
CVSan - O&M SALARY/BENEFITS					
General Manager / Dept. Manager	51,294.57	56,619.00	55,573.01	60,613.84	67,737.00
Asst. Department Manager	45,755.93	44,285.00	44,997.19	49,411.75	56,216.00
Assistant District Secretary	9,571.13	10,974.00	6,526.22	7,250.78	9,538.00
Other salaried employees	0.00	2,000.00	430.55	615.91	3,000.00
Total CVSan O&M SALARY/BENEFITS	106,621.63	113,878.00	107,526.97	117,892.28	136,491.00
Recoverable REC Payroll	26,941.40	19,597.00	0.00	0.00	0.00
Recoverable PCSAN Payroll	15,757.07	14,706.00	0.00	0.00	0.00
Recoverable MAINT Payroll	3,391.86	2,626.00	0.00	0.00	0.00
Total Recoverable Payroll	46,090.33	36,929.00	0.00	0.00	0.00
Other Payroll Exp. (WC premium / credit adj.)	0.00	1,200.00	0.00	0.00	100.00
Total 6560 · PAYROLL O&M EXPENSES **********	152,711.96	152,007.00	107,526.97	117,892.28	136,591.00
Total O&M Expense	1,194,523.43	1,216,419.00	1,064,364.31	1,172,692.58	1,320,879.00
411.99 Other Non-Op Interfund trsfr to 3427	8,892.00	2,425.00	2,425.00	2,425.00	8,084.00
423.1 Loan Interest Non-Op Expense	0.00	0.00	23,404.98	23,404.98	20,544.00
423 Non-Op Expense Other / Cash Bond Refund	2,400.00	3,400.00	3,400.00	3,400.00	3,000.00
Contingency Expense 10%		121,642.00			132,088.00
111 Capital Project Funding Allocation		917,627.00			391,122.00
Actual spent on Capital Projects	527,598.34		61,199.56	127,436.65	
411.98 Trnsfr to 3427 for 3rd-clarifier capx reser	32,000.00		0.00	32,000.00	
Allocation to Rate Stabilization Reserve	0.00	0.00	0.00	0.00	0.00
Interfund G/L operation adjustment	3,428.80	0.00	0.00	0.00	0.00
TOTAL EXPENSE (w/ Capital Alloc. & Contingency)	1,768,842.57	2,261,513.00	1,154,793.85	1,361,359.21	1,875,717.00
NET BUDGET EXCESS or (DEFICIT)	261,064.61	0.00	924,441.78	726,067.40	224,051.00

CROCKETT SANITARY DEPARTMENT
OPERATING BUDGET FY 2019/20 PROPOSED (6/20/19)

	PY Actual	Budgeted	Estimated Yearly Totals	Proposed Budget
	FY 17/18	FY 18/19	FY 18/19	FY 19/20
CONSTRUCTION FUND 3427: BUDGET DETAIL *******				
Opening Cash Balance	833,739.84	871,741.96	871,741.96	904,967.38
Interest (non-operating)	9,783.42	13,400.00	19,384.19	21,322.13
Connection Fees / Capacity Charges *	8,892.00	2,425.00	2,425.00	8,084.00
Misc. Fees	0.00	0.00	0.00	0.00
Annexation Fees	0.00	0.00	0.00	0.00
Investment Fees	-55.00	-55.00	-87.00	-88.00
Transfer for Treatment Plant Cap Impr.	-12,618.30	-103,104.00	-20,496.77	-106,387.00
Interfund Transfers - to JTP CapX Reserves *	32,000.00	32,000.00	32,000.00	32,000.00
YEAR-END BALANCE	871,741.96	816,407.96	904,967.38	859,898.51
CAPITAL RESERVE FUND 3429: BUDGET DETAIL *******				
Opening Cash Balance	67,138.20	67,924.25	67,924.25	69,450.66
Loans	0.00	0.00	0.00	0.00
Interfund Transfers	0.00	0.00	0.00	0.00
Interest (non-operating)	790.05	1,260.00	1,534.41	1,841.31
Cost Recovery	0.00	0.00	0.00	0.00
Investment Fees	-4.00	-4.00	-8.00	-8.00
Interfund Transfers	0.00	0.00	0.00	0.00
YEAR-END BALANCE	67,924.25	69,180.25	69,450.66	71,283.97

* JTP Capital Improvement Reserve Breakdown

	Balance Carried Forward	Allocated in FY 19/20	Ending Reserve Balance June 30, 2020
Third Clarifier (Polishing) Reserve	288,000.00	0.00	288,000.00
Diffuser Membranes #1, #2, #3	64,000.00	32,000.00	96,000.00

FY 19/20 will be last year $32K will need to be added to JTP Cap Imp. Reserves barring another large identified project.

CROCKETT SANITARY DEPARTMENT
OPERATING BUDGET FY 2019/20 PROPOSED (6/20/2019)

CAPITAL BUDGET DETAIL *******	Funding Carryover FY 17/18	Funded FY 18/19	Estimated Spending FY 18/19	Estimated Balance June 30, 2019
Capital Project Cost Centers	+	+	-	=
Sewers (collection system)	387,120.00	375,098.00	95,970.62	666,247.38
Loan Projects / Interest *	0.36	23,405.00	0.00	0.00
Pump Station	219,157.91	378,006.00	3,441.32	593,722.59
Treatment Plant	3,905.78	109,118.00	11,599.31	101,424.47
Clarifier Reserve to Fund 3427	0.00	32,000.00	32,000.00	0.00
Equipment	4,500.03	0.00	8,425.40	-3,925.37
Other	0.00	0.00	8,000.00	-8,000.00
TOTAL	614,684.08	917,627.00	159,436.65	1,349,469.07

** Interest on long-term project loans must be counted as No-Operating Expense per SCO, removed from capital in FY 18/19.*

	Funding Carryover FY 19/20	Capital Improvements Identified FY 19/20		Draft Budget Allocation FY 19/20
Capital Projects Cost Centers	-	+	*Contingency* **	=
Sewer Projects	666,247.38	980,103.00	*10%*	345,241.00
Pump Station	593,722.59	262,800.00	*10%*	0.00
Treatment Plant	101,424.47	106,387.00	*10%*	5,456.00
Clarifier Reserve *	0.00	32,000.00		32,000.00
Equipment	-3,925.37	4,500.00		8,425.00
Other	-8,000.00	0.00		0.00
TOTAL	1,349,469.07	1,385,790.00		391,122.00

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

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

Capital Projects for FY 2019/20 *PROPOSED (6/20/19)*

CROCKETT SANITARY DEPARTMENT

SEWER PROJECTS		CAPITAL IMPROVEMENTS FIXED ASSET	CAP. IMP. FUNDING SOURCE
Planned projects funding		$212,230.00	#3426
Prior uncompleted projects		$594,800.00	Reserves
Emergency projects / unidentified		$90,000.00	Reserves
TV inspection program		$22,000.00	#3426
Flow metering		$3,000.00	#3426
Staff salary& benefits		$17,671.00	#3426
Capital project contracted oversight		$40,402.00	#3426
	TOTAL	$980,103.00	

EQUIPMENT		CAPITAL IMPROVEMENTS	CAP. IMP. FUNDING SOURCE
Safety equipment and tools		$1,000.00	#3426
Computer software upgrades/replacement		$2,500.00	#3426
Office equipment		$1,000.00	#3426
	TOTAL	$4,500.00	

Capital Projects for FY 2019/20 *PROPOSED (6/20/19)*

CROCKETT SANITARY DEPARTMENT

PUMP STATION	CAPITAL REPLACEMENTS O&M	CAPITAL IMPROVEMENTS FIXED ASSET	CAP. IMP. FUNDING SOURCE
MCC Replacement (parts in 2019, finish July 2020)		$250,000.00	#3426/Reserve
Improve ventilation of wet well (additional. vent fans)		$3,300.00	Reserve
Rebuild/replace fresh water system booster pump	$5,500.00		
Rebuild Air Compressor and motor 1 & 2	$11,000.00		
Rebuild of Grit Pump No. 1	$11,000.00		
Rebuild/replace/modify Pump No. 5 air vent syste	$2,800.00		
Loring Power Generator Package		$9,500.00	
TOTAL	$30,300.00	$262,800.00	

TREATMENT PLANT	CAPITAL REPLACEMENTS	CAPITAL IMPROVEMENTS	CAP. IMP. FUNDING
Replace DAF air compressor	$3,370.00		
Install french drain south of reactors	$5,055.00		Fund 3427
New wires from control room tp reactor pump	$940.00		
Miscellaneous projects - cap replacement	$2,528.00		
Replace influent pumps, impellers, etc.		$8,425.00	
Replace sewer liner		$13,712.00	Fund 3427
Overhaul DAF #1		$84,250.00	Fund 3427
Trns to JTP Cap. Reserve - diffusers/3rd clarifier		$32,000.00	#3426
TOTAL	$11,893	$138,387.00	

PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

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

TO: Port Costa Sanitary Commission / Board of Directors

FROM: Dept. Manager James Barnhill JB

SUBJECT: Port Costa Sanitary Department Managers Report for May 2019

DATE: June 4, 2019

The Port Costa Sanitary Department Managers Report highlights items of interest in May 2019.

Operation and Maintenance

- No Sanitary Sewer Overflows (SSO's) occurred in May
- Operators continue to remove weeds
- Received storm system information from Contra Costa County Public Works
- Valley Operators to install pump room door louver which was provided by Mr. Mann
- Valley to look into disconnecting the pump room ventilation fan from the light switch to allow the fan to operate continuously
- Requirements for emergency remote shutoff switch and other issues do not pertain to District generators

Administrative

- Victoria Ryan requested and was given a declaration statement on Prospect Avenue property dispute.
- Contingency Plan and Spill Prevention Plan reviewed and updated
- BAAQMD permit renewal report submitted

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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

TO: Crockett Sanitary Commissioners / Board of Directors

FROM: General Manager

SUBJECT: Crockett Sanitary Department Managers Report

DATE: June 11, 2019

The Crockett Sanitary Department Managers Report highlights items of interest that occurred between May 9, 2019 and June 11, 2019.

Operation and Maintenance

- There were no Sanitary Sewer Overflows (SSO) reported in May and no incidents where staff was required to respond.
- Staff continues to respond to lock or gate issues at the waterfront. Emergency vehicle response cut the chains for all fences on Sunday June 2 and State Lands Commission contact was informed. Staff secured two of the four gates to restrict access to the roadway to the equalization tank grounds.

Capital Improvements / Projects

- Meeting scheduled with John Swett Unified School District to coordinate repair to collection system sewer between bleachers and football field.
- Flyght Cloud Based Supervisory Control and Data Acquisition (SCADA) product demo scheduled as possible SCADA option for MCC Panel replacement project.

Administrative/Financial:

- Contingency Plan and Spill Prevention Plan reviewed and updated as required by NPDES permit.
- Transferred funds from reserve to cash account for Joint-Treatment-Plant capital projects expended in FY 18/29.
- Printouts on sewer use charges created as part of the Sewer Use Charge Study Report , available in the District office for review (District Code Sec. 6.24.160.B).
- General Manager McDonald spent approximately 28% of his time towards Crockett Sanitary Department operations and 2% on Capital Projects in May. The rest of his time was spent on District business 33%, Recreation and PLC 24%, Maintenance 2%, and Port Costa 11%. He worked a total of 134 hours in April, excluding vacation and holiday leave.
- Assistant Sanitary Department Manager Barnhill spent approximately 77% of his time on Crockett Sanitary Department operations and 3% of his time on Capital Projects. The rest of his time, 20%, was spent on Port Costa issues.

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CROCKETT COMMUNITY SERVICES DISTRICT

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MINUTES OF REGULAR MEETING, APRIL 24, 2019

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by President Peterson. Present were Board Members Barassi and Sutton, along with District Counsel Rachel Hundley, General Manager McDonald, Recreation Department Manager Wilson, Assistant Sanitary Dept. Manager Barnhill, and Assistant Secretary Witschi. Also present were Sanitary Commissioners Bartlebaugh and Wais. Directors Kirker and Mackenzie were absent.

2. AGENDA ORDER: There were no requests to hear agenda items out of order.

3. PUBLIC COMMENTS: None

4. REPORTS FROM COMMISSIONERS: None

5.a. PUBLIC HEARING - CUPCCAA: Mr. McDonald reported this ordinance is to establish informal bidding procedures. He said Ordinance 19-1 has been published in the West County Times and resolution electing to be subject to alternative bidding and Uniform Public Construction Cost Accounting Act procedures has been sent to the State Controller's Office. Director Peterson opened the hearing for public comments. Having heard all who wished to speak on this subject, Director Peterson closed the hearing. Director Peterson said on the first page of the ordinance the last item under number 2 he would like the District Board to approve the contracts rather than the General Manager. Director Sutton asked if there a ceiling amount the commission can approve. Mr. McDonald said the ceiling amount is approved during the budget process. A motion to establish informal bidding procedures under the California Uniform Public Construction Cost Accounting Act (CUPCCAA) and the adoption of Ordinance No. 19-1 to be added to Crockett Community Services District Code, as amended, carried unanimously (es/lb).

5.b. PUBLIC HEARING - MSR: Mr. McDonald presented the Contra Costa Local Agency Formation Commission (LAFCO) Draft Municipal Service Review (MSR) update that has been released for review. Mr. McDonald said the update contains no boundary changes or suggested changes in services we provide. Director Peterson opened the hearing for public comments. Director Sutton asked about unfunded pension obligations on page 21-18. Mr. McDonald said State government has been requiring local governments to be more transparent. The unfunded pension obligation is primarily due to CalPERS actuarial assumptions on investments not being met. The District receives a bill on its share of unfunded pension liability annually and it is included in the budget as a payroll expense. Having heard all who wished to speak on this subject, Director Peterson closed the hearing. Director Peterson asked about statement "The CSD's reserve goal is unknown." Mr. McDonald said this section was specifically discussing Port Costa and not the entire District. Director Peterson said CSD does not provide solid waste services. He also said there are properties off Vista Del Rio that are on septic tank but may be extended to public sewers someday. Mr. McDonald said he will submit a comment letter to LAFCO to ask for these items to be clarified in the final MSR.

Members of the Board: Luigi Barassi, Michael Kirker, John MacKenzie, Kent Peterson, Emma Sutton

6. REPORT OF DISTRICT COUNSEL: District Counsel Rachel Hundley introduced herself and gave a brief overview of her work history and said she is excited to be here.

7.a. RECREATION DEPT. REPORT: The Board had received the Minutes of March 4 and March 25. Mr. Wilson reported he received a call from the detective working on the pool break in. The detective said the District Attorney has filed commercial burglary charges. Mr. Wilson reported this is the third summer we have met our lifeguard requirements and we are fully staffed. There is a public meeting on Wild Fires at the Community Center on Thursday, April 25 from 6:00 – 8:30 pm.

7.b. MAINTENANCE DEPARTMENT: Mr. McDonald reported he gave authority to Kent Peterson to reach out to Caltrans for the outstanding Bridgehead related projects in part to limit staff expenses. Commissioner Bartlebaugh said he did volunteer work at the Bridgehead, as part of Crockett Public Services, on Tuesday, April 23 from 8:00 am – 2:00 pm.

7.c. PORT COSTA SANITARY DEPT.: The Board had received the Minutes of March 13 and March 26. Mr. Barnhill reported there were no Sanitary Sewer Overflows (SSO's) in March. He said H&R Plumbing repaired manhole P-00-00A, concrete structure and steel ring/lid were failing. Chemical tanks and secondary containment were installed at the Wastewater Treatment Plant (WWTP). The installation of secondary containment for the tote at the septic tank and the tanks at the WWTP were reported to the Regional Water Quality Control Board via email. The tentative draft of the second Nutrient Discharge Permit has been received. Director Peterson asked Mr. Barnhill for clarification on what the two Biochemical Oxygen Demand (BOD) exceedences that occurred in January were. Mr. Barnhill said the operator's have not identified any specific cause. He said during the BOD exceedences timeframe there was high flow and cold weather.

7.d. CROCKETT SANITARY DEPT.: The Board had received the Minutes of March 20. Mr. McDonald reported West County Wastewater District (WCWD) treatment plant has a new acting supervisor who also oversees our Crockett pump station. Staff is bringing him up to speed on outstanding maintenance projects at the pump station. Mr. McDonald said that reports from C&H and WCWD are not handed out to the Board, only the Sanitary Commission, and that those details are in the Sanitary Commission packet if the Board is interested in additional details. The Board is okay with staff continuing this practice. The service agreement with ServiceMaster Restore has been executed to give staff resources if needed for sewer spill cleanups.

7.e. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. McDonald reported AB 1672 which generally regulates the disposal, management and recycling of solid waste is moving through the legislature. This bill would, on or after January 1, 2021, prohibit a covered entity, as defined, from labeling a covered product as safe to flush, safe for sewer systems, or safe for septic systems, unless the product is a flushable wipe that meets certain performance standards. The bill would require nonflushable products to be labeled clearly and conspicuously to communicate that they should not be flushed.

7.f. STAFF ANNOUNCEMENTS: Mr. McDonald reported he attended the Bay Area Clean Water Agency (BACWA) hosted Manager's Rountable meeting on April 5 in Oakland. He said iBank, an Infrasturcture State Revolving Fund (SRF) Program provides financing to public agencies and could serve as a source of revenue as the Federal government shrinks funding to States for their own SRF programs. He said he also attended the Heat Illness Prevention

Training on April 23 and said changes to the District's Illness and Prevention Training program will be required.

8. CONSENT CALENDAR: Director Barassi asked that item 8.a. be removed from the consent calendar for further discussion. The following consent items were approved unanimously (es/lb):
   b. Approve payment of District bills (warrants Rec. 7966-7982; PCSan, 1090-1098; CVSan 5838-5855).
   c. Receive Minutes of Commissions and Committees.

9.a. CONSENT ITEM REMOVED: Item 8.a. Minutes of March 27, 2019. Director Barassi said under item 7.b. Maintenance Department – It says, "Mr. Barassi says he does not see the need for the committee because we are now approaching the construction aspect of the Memorial Hall rehabilitation and believes this should be handled at a staff level." What it should say is "let's discuss why we have this committee." A motion to approve the Minutes of March 27, 2019, as amended, carried unanimously (lb/es).

9.b. EXCESS LIABILITY INSURANCE COVERAGE REPORT: Mr. McDonald presented a report on the District's commercial insurance package policy and reported that the Recreation Commission has a concern that the total liability coverage, currently $5(M)illion, would not be enough to protect the District if someone gets severely injured and life-long care is required. The policy base liability coverage is $1M. The insurance underwriter has offered to increase the Commercial Excess Liability coverage to $9M giving the District a total of $10M in total liability coverage for an additional $2,500 annually. Director Sutton said an additional $2,500 annually is not that much to pay to receive an additional $5M in coverage. Mr. McDonald reported that Port Costa Sanitary Commission supports the increase. He said the Crockett Sanitary Commission was not against raising the limit but that it does not believe the increase benefits the Crockett sanitary community and they have asked that a different allocation split be considered for this additional coverage. A motion authorizing the General Manager to increase the District's Excess Liability coverage from $4M to $9M, as supported by the Recreation and Port Costa Commissions, carried unanimously (es/lb). Mr. McDonald will bring the question on allocation of excess liability insurance premiums to the District's Budget & Finance Committee and invite a representative from each Commission to contribute to the discussion.

9.c. REGIONAL GOVERNMENT SERVICES AUTHORITY (RGS): Mr. McDonald presented an Agreement for Management and Administrative Services between the District and RGS. He said RGS will be able to provide training to all employees on sexual harassment in the workplace along with providing other Human Resources (HR) and administrative support as needed. Mr. McDonald reported the agreement has been reviewed by District Counsel. Director Sutton said she has concerns about using them for more services than needed. Director Peterson said he thinks the Board members should attend training also. A motion to approve entering into agreement with Regional Government Services Authority to provide administrative and HR assistance to the District as needed carried unanimously (lb/es).

10.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Mr. McDonald reported the second Secured Cash Conversion of the remaining property tax held in the Advance on Taxes account in Fund 3240 occurred on April 15. The current Local Agency Investment Fund interest rate is 2.55%.

10.b. PRELIMINARY BUDGET AND SETTING DATE FOR PUBLIC HEARING: Mr. McDonald reported there are very few changes from the prior reviewed draft budget. He said the LED lighting capital improvement project in the auditorium is not going to be pursued. The format of the Maintenance Department of the budget layout has been changed and now includes an overview summary page and separate budget pages for the Memorial Hall, Bridgehead/ Landscaping and Plaza/Street Light/Fence cost centers. Director Peterson called for a public hearing to consider adoption of the budget for FY 2019/2020 to be held on June 26. Director Barassi said he will be on vacation and will miss the meeting.

10.c. SEWER USE CHARGE: Mr. McDonald reported that based on budget review he does not see a need to undertake a Sewer Use Charge (SUC) Study Report for Crockett or Port Costa. This recommendation has been shared with Port Costa and Crockett Sanitary Commissions. A motion to hold off SUC rate increases for the towns of Port Costa and Crockett for FY 2018/19 as recommended by the Port Costa and the Crockett Sanitary Commissions, confirming suspension of SUC study report for FY 2018/19, and confirming the requirements of Prop. 218 do not apply as no rate increase will be imposed carried unanimously (lb/es).

10.d. OVERRULING OBJECTIONS TO THE METHOD OF COLLECTION - CROCKETT: A question was raised asking if a public hearing is required. This item has been tabled to a future agenda to allow staff to research with counsel and bring back to the Board.

10.e. OVERRULING OBJECTIONS TO THE METHOD OF COLLECTION – PORT COSTA: Continued to a future agenda.

10.f. REALLOCATING FUNDS: Mr. McDonald reported the Recreation Department's unrestricted operations and maintenance fund has been growing steadily over the last few years as unspent funds in the annual budget contingency reserve have not been used. He said multiple capital projects have been identified over the next five years that should be undertaken and recommending funds be transferred to the capital reserve. A motion to approve Resolution No. 18/19-15 reallocating $250K from the Recreation operating fund to the Recreation capital improvement fund carried unanimously (lb/es).

10.g. FISCAL SPONSORSHIP: Mr. McDonald reported the District accepts requests to act as fiscal sponsor for Crockett Community Foundation (CCF) grant applicants who are not tax-exempt charities. Up until now no formal policy exists on getting Board approval and requests have been considered on a case by case basis. It would be helpful to have a policy that will guide staff. He said this policy presented entails receiving charitable grants from CCF, managing and dispensing that money responsibly, and ensuring that all requirements of grant agreements are met by the grant applicant, including all required grant reports and final accounting for grant projects to the satisfaction of CCF. Director Barassi said he believes staff time should be reimbursed by the applicant. Mr. McDonald said he will include that requirement to the policy. A motion to approve Resolution No. 18/19-18 establishing a policy on fiscal sponsorship for Crockett Community Foundation Grant applicants who are not tax-exempt charities, as amended, carried unanimously (es/lb).

11.a. PERSONNEL COMMITTEE REPORT: None

11.b. BUDGET & FINANCE COMMITTEE REPORT: None

11.c. AD HOC COMMITTEE REPORTS: None

11.d. INTER-AGENCY MEETINGS: None

11. FUTURE AGENDA ITEMS:
Consider annual Recreation Special Tax for FY 2019/20 (May).
Resolution Demanding Preservation of Historic Building and Access to Waterfront (May).
Adopt budget for FY 2019/20 (June).
Review and adopt ADA compliance plan.
Adopt purchasing procedures and spending limits.
Adopt policy for use of private devices and e-accounts.
Develop policy on proposals for new programs without established funding.

12. BOARD COMMENTS: Director Barassi, as a follow up to the earlier question and answer session with the new attorney, said he doesn't support capacity charges when Accessory Dwelling Units are created. He also said that, for Port Costa, most of the town's sewers and homes were developed after mapping and subdivision of the town, and as a result there are no formal dedications or recorded easements for much of our collection system. He said the District should proceed with caution on action against Port Costa property owners where our sewer lines are under buildings because the District doesn't have clear legal descriptions and it appears some of the structures were constructed with permits at a time when it was permissible to build above sewer collection pipes. This would make our sub-surface prescriptive rights subject to their prior surface rights, not the other way around as we generally assert.

13. ADJOURNMENT: The meeting was adjourned at 9:10 PM until May 22, 2019.

Respectfully submitted,

Susan Witschi

Susan Witschi
June 21, 2019

CROCKETT COMMUNITY SERVICES DISTRICT

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MINUTES OF REGULAR MEETING, MAY 22, 2019

1. CALL TO ORDER: The meeting was called to order at 7:01 PM by President Peterson. Present were Board Members Barassi and Sutton, along with Recreation Department Manager Wilson, Assistant Sanitary Dept. Manager Barnhill, and Assistant Secretary Witschi. Also present were Sanitary Commissioners Bartlebaugh and Wais. Director Mackenzie arrived later. Director Kirker and General Manager McDonald were absent.

2. AGENDA ORDER: There were no requests to hear agenda items out of order.

3. PUBLIC COMMENTS: Mary Wais said on Memorial Day (May 27) at Rithet Park there will be a concert from 1-3 pm.

4. REPORTS FROM COMMISSIONERS: None

5. PUBLIC HEARING: None

6. REPORT OF DISTRICT COUNSEL: No report.

7.a. RECREATION DEPT. REPORT: The Board had received the Minutes of April 1. Mr. Wilson reported the Walk of Honor was held on May 18. He said mailing out the Walk of Honor flyers early helped attendance. Mr. Wilson reported 10 lifeguards have passed the lifeguarding class, there were 6 recertifications and three were promoted to management positions. The pool opens on May 25. Director Sutton asked Mr. Wilson how much a family pass is for Crockett residents. Mr. Wilson said the cost is $210.

7.b. MAINTENANCE DEPARTMENT: Director Peterson reported the street light in front of the gas station has been knocked down and he is hopeful for insurance recovery. He said the architect worked on the Phase 1 revision for Memorial Hall at no cost. Director Mackenzie arrived at 7:06 pm.

7.c. PORT COSTA SANITARY DEPT.: The Board had received the Minutes of April 10. Mr. Barnhill reported no Sanitary Sewer Overflows (SSO's) occurred in April. He said the plant operators will be removing the weeds over the next two weeks. Identified location of storm system in relation to sewer main behind 92 Canyon Lake Drive. The District entered into an Access & Repair agreement with the owner at 42 Canyon Lake Drive for lateral replacement. The District paid the invoice in the amount of $6,400 to Sewer Works, Inc., to be recovered over the next three years on the tax roll. Mr. Barnhill received a request from Emma Sutton to tour the Port Costa treatment facilities. He is meeting with the property owner on Prospect Avenue regarding an easement dispute.

7.d. CROCKETT SANITARY DEPT.: The Board had received the Minutes of April 24. Mr. Barnhill presented the Manager's Report. Director Peterson asked Mr. Barnhill about PVC pipe mentioned in the minutes that is prohibited by District Code. Mr. Barnhill said staff took

Members of the Board: Luigi Barassi, Michael Kirker, John MacKenzie, Kent Peterson, Emma Sutton

the proposed updates to the District engineer and was told it is used quite commonly for wastewater collection systems. Director Peterson said he will pursue with Mr. McDonald when he returns from vacation.

7.e. STAFF REPORT ON GOVERNMENTAL MATTERS: None

7.f. STAFF ANNOUNCEMENTS: None

8. CONSENT CALENDAR: Director Peterson asked that item 8.a. be removed from the consent calendar and Director Barassi asked that items 8.f., 8.g. and 8.h. be removed for further discussion. The following consent items were approved unanimously (es/lb):
   b. Approve payment of District bills (warrants Rec 7983-8029; PCSan, 1099-1104; CVSan 5856-5872; Maintenance 417-418).
   c. Receive Minutes of Commissions and Committees.
   d. Receive Status Reports on outstanding District and department items.
   e. Receive letter sent to Contra Costa County LAFCO, comments on Chapter 21 – Crockett CSD MSR.

9.a. CONSENT CALENDAR: Item 8.a. Minutes of April 24, 2019 - Director Peterson asked for *Item 9.b. Insurance Report* to be rewritten and brought back next month for considered approval. *Items 8.f. and 8.h. Letter sent to State Lands Commission* and *draft letter from Board of Supervisors to State Lands Commission* – Director Barassi said that he is concerned that we would be perceived as the lead agency backing this. Director Sutton said she thinks it's jumping the gun to think this and that this is a long ways off. Director Mackenzie said this letter clearly states we are supporting two other agencies. Mr. Wilson said this group is applying for a grant for the work. Director Peterson said it matters depending where Mr. McDonald bills his time to. Mary Wais does not think this is the time to discuss it. Director Sutton said this should be added to the agenda next month for further discussion, she said we are getting ahead of ourselves, and that policies should be discussed as an agenda item. *Item 8.g.* Director Barassi said he did not understand this letter. A motion to approve Items 8.f, 8.g. and 8.h. were approved unanimously (lb/es).

9.b. REQUEST FOR PROPOSAL: Mr. Barnhill presented the Request for Proposal (RFP) for financial audit services for FY 2018/19. Director Peterson asked that a short sentence be added to the first paragraph under "Description of the District" stating that we are a small agency. A motion to authorize the release of a Request for Proposal (RFP) seeking contractual services for financial audit for fiscal year 2018-19 with option to renew for two additional fiscal years periods, 2019-20 and 2020-21, to be circulated for competitive bidding, as amended, carried unanimously (lb/es).

9.c. DISABILITY INSURANCE: Mr. Barnhill presented a resolution to renew the District's short and long-term disability insurance offered to its full-time employees. Director Peterson said he found two mistakes on the fifth paragraph. The word "to" should be added after "authorized" and the word "not" should be added after the word "does." A motion to approve Resolution No. 18/19-18 authorizing the General Manager to renew group short and long-term disability insurance with the Lincoln National Life Insurance Company, as amended, carried unanimously (jm/es).

9.d. ANNUAL RECREATION TAX: Mr. Wilson reported the Recreation Commission received the report and recommended continuing annual Recreation Special Tax. A motion to approve

Resolution No. 18/19-19 levying an annual Recreation Special Tax for FY 2019/20 in the amount of $110.00 on all residential parcels carried unanimously (es/lb).

9.e. INFORMAL BIDDING PROCEDURES: A motion to approve Resolution No. 18/19-20 confirming publication of Ordinance No. 19-1 establishing informal bidding procedures under the Uniform Public Construction Cost Accounting Act carried unanimously (lb/es).

9.f. ADDITIONAL SERVICES REQUEST: Director Peterson reported revisions to the Memorial Hall seismic project cannot go out to bid until this is revised. A motion to approve Additional Services Request (ASR) #2 with Holmes Structures in the amount of $4,000 for Memorial Hall structural engineering design services to provide deep foundation system utilizing drilled, cast-in-place concrete piers with structural drawings, calculations, and specifications sufficient for bidding, to include approval directing staff to develop bid documents for project identified as Seismic Phase 1 MH-1901 carried unanimously (jm/lb).

10. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board.

11.a. PERSONNEL COMMITTEE REPORT: None

11.b. BUDGET & FINANCE COMMITTEE REPORT: None

11.c. AD HOC COMMITTEE REPORTS: None

11.d. INTER-AGENCY MEETINGS: None

12. FUTURE AGENDA ITEMS:
Public hearing to approve the rate charges and method of collection (June).
Adopt budget for FY 2019/20 (June).
Adopt annual appropriations limit (June)
Adopt purchasing procedures and spending limits.
Adopt policy for use of private devices and e-accounts.
Develop policy on proposals for new programs without established funding.
Consider Ad Hoc Committee on long range planning.

13. BOARD COMMENTS: None

14. ADJOURNMENT: The meeting was adjourned at 8:03 PM until June 26, 2019.

Respectfully submitted,

Susan Witschi

Susan Witschi
June 25, 2019

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 6/21/19 **Fund: 324100 Account : 0830**

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
06/21/2019	DOLORES M. MORALES	Payroll June 1-15, 2019	834.25	8075
06/21/2019	KATELYNN M. CLEMONS	Payroll June 1-15, 2019	766.86	8076
06/21/2019	SUSAN G. WITSCHI	Payroll June 1-15, 2019	1,578.52	8077
06/21/2019	HARLEY W. MANDICINO	Payroll June 1-15, 2019	205.72	8078
06/21/2019	TREVOR B. DEES	Payroll June 1-15, 2019	133.29	8079
06/21/2019	ANA B. GAMERO-HERRERA	Payroll June 1-15, 2019	120.24	8080
06/21/2019	ANDREW LOPEZ-PENA	Payroll June 1-15, 2019	55.41	8081
06/21/2019	ARIANA M. BUGGS	Payroll June 1-15, 2019	231.04	8082
06/21/2019	ASHER H. LABINSKI	Payroll June 1-15, 2019	22.62	8083
06/21/2019	CASSABDRA D. CONTRERAS	Payroll June 1-15, 2019	243.23	8084
06/21/2019	DENISSE V. CORREA	Payroll June 1-15, 2019	394.56	8085
06/21/2019	ELEXIA B. PONTHIER	Payroll June 1-15, 2019	158.89	8086
06/21/2019	GABRIEL J. OSTI	Payroll June 1-15, 2019	172.36	8087
06/21/2019	HARIKESH SHRI-SHASHITHA...	Payroll June 1-15, 2019	753.58	8088
06/21/2019	JOCELYN M. OSTI	Payroll June 1-15, 2019	202.30	8089
06/21/2019	JOSHUA A. WENTZ	Payroll June 1-15, 2019	402.23	8090
06/21/2019	JUSTIN T. CROW	Payroll June 1-15, 2019	120.24	8091
06/21/2019	KARA D. BROWN	Payroll June 1-15, 2019	739.85	8092
06/21/2019	KELSEY S. O'SHEA	Payroll June 1-15, 2019	52.64	8093
06/21/2019	MADELINE H. LEVEQUE	Payroll June 1-15, 2019	52.15	8094
06/21/2019	MADISON A. KOZIER	Payroll June 1-15, 2019	364.91	8095
06/21/2019	MADISON N. UDY	Payroll June 1-15, 2019	362.19	8096
06/21/2019	MARLO P. HATCH	Payroll June 1-15, 2019	153.57	8097
06/21/2019	MONICA A. MUNOZ	Payroll June 1-15, 2019	178.18	8098
06/21/2019	NATHAN B. ROCK	Payroll June 1-15, 2019	380.76	8099
06/21/2019	NAYA K. MURDOCK	Payroll June 1-15, 2019	585.83	8100
06/21/2019	ROSE C. SCOTT	Payroll June 1-15, 2019	134.56	8101
06/21/2019	SOPHIA R. AYALA	Payroll June 1-15, 2019	202.29	8102
06/21/2019	STELLA T.E. MANNELL	Payroll June 1-15, 2019	365.08	8103
06/21/2019	STATE COMPENSATION INS...	Workers Comp	608.45	8104
06/21/2019	LINCOLN FINANCIAL GROUP	LTD & STD insurance July 2019	69.19	8105
06/21/2019	BAY AREA NEWS GROUP	Publishing Ord 19-1 ac 2005020	142.87	8106
06/21/2019	Fox Electric	GFI outlet installations	875.00	8107
06/21/2019	G & C Refrigeration Inc.	Freezer and bar cooler repair Invoi...	426.45	8108
06/21/2019	Anthony Polcari	Hillside weed/grass fire clearance	2,500.00	8109
06/21/2019	Michelle Roybal	Cleaning and damage deposit refu...	700.00	8110
06/21/2019	Laali Gonzales	Cleaning and damage deposit refu...	700.00	8111
06/21/2019	Carmen Hernandez	Cleaning and damage deposit refu...	700.00	8112
06/21/2019	LESLIE'S POOL SUPPLIES	Pool chemical supplies	1,308.94	8113
06/21/2019	LINCOLN AQUATICS	Rope floats and pool rope	19.88	8114
06/21/2019	PG&E	Gas & Electricity	1,254.17	8115
06/21/2019	Sierra Chemical Company	Sodium Hypochlorite invoice 1242...	393.16	8116
06/21/2019	TERRACARE ASSOCIATES	New irrigation controller installed i...	1,200.00	8117
06/21/2019	UNIVERSAL BUILDING SERVI...	Janitorial services	373.60	8118
06/21/2019	U.S. BANK	Various	3,614.97	8119
Total FUND 3241 - RECREATION			24,854.03	
TOTAL			**24,854.03**	

Kent Peterson

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 6/21/19 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
06/21/2019	STATE COMPENSATION INS...	Workers Comp	591.05	5889
06/21/2019	BAY AREA NEWS GROUP	Publish ord 19-1 AC 2005020	245.57	5890
06/21/2019	C&H Sugar Co. (830 Loring)	JTP monthly costs May 2019	52,863.34	5891
06/21/2019	LINCOLN FINANCIAL GROUP	LTD & STD insurance July 2019 ...	120.12	5892
06/21/2019	Anthony Polcari	EQ tank weed removal - fire safety	1,800.00	5893
06/21/2019	L.R. PAULSELL CONSULTING	High pressure sewer cleaning Inv...	7,475.00	5894
06/21/2019	DALE A. McDONALD	Reimbursement coffee for office	19.99	5895
06/21/2019	JAMES G. BARNHILL	Reimbursement mileage & water...	78.72	5896
06/21/2019	U.S. BANK	Various	1,441.02	5897
Total FUND 3426 - CV SANITARY - O&M			64,634.81	
TOTAL			**64,634.81**	

Kent Peterson

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 6/21/19 **Fund: 342500 Account : 0830**

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
06/21/2019	VOID	*** VOID ***		1112
06/21/2019	VOID	*** VOID ***		1113
06/21/2019	Valley Operators, LLC	Monthly Service Fee May	4,000.00	1114
06/21/2019	BAY AREA NEWS GROUP	Publish Ord 19-1 AC 2005020	27.36	1115
06/21/2019	U.S. BANK	Lab test, diesel, alarm, GSuite	864.14	1116
Total FUND 3425 - PC SANITARY - O&M			4,891.50	
TOTAL			**4,891.50**	

Kent Peterson

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 6/5/19 Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
06/07/2019	RONALD D. WILSON	Payroll May 2019	2,402.93	8030
06/07/2019	ARIANA M. BUGGS	Payroll May 16-31, 2019	183.39	8031
06/07/2019	DENISSE V. CORREA	Payroll May 16-31, 2019	50.91	8032
06/07/2019	ELEXIA B. PONTHIER	Payroll May 16-31, 2019	57.26	8033
06/07/2019	GABRIEL J. OSTI	Payroll May 16-31, 2019	62.22	8034
06/07/2019	HARIKESH SHRI-SHASHITHAR...	Payroll May 16-31, 2019	129.29	8035
06/07/2019	JOCELYN M. OSTI	Payroll May 16-31, 2019	56.56	8036
06/07/2019	KARA D. BROWN	Payroll May 16-31, 2019	319.88	8037
06/07/2019	MADELINE H. LEVEQUE	Payroll May 16-31, 2019	40.57	8038
06/07/2019	MADISON A. KOZIER	Payroll May 16-31, 2019	314.68	8039
06/07/2019	MADISON N. UDY	Payroll May 16-31, 2019	69.54	8040
06/07/2019	MONICA A. MUNOZ	Payroll May 16-31, 2019	48.08	8041
06/07/2019	NAYA K. MURDOCK	Payroll May 16-31, 2019	223.32	8042
06/07/2019	SOPHIA R. AYALA	Payroll May 16-31, 2019	45.25	8043
06/07/2019	STELLA T.E. MANNELL	Payroll May 16-31, 2019	49.26	8044
06/07/2019	ZOE H. LABINSKI	Payroll May 16-31, 2019	72.44	8045
06/07/2019	HARLEY W. MANDICINO	Payroll May 16-31, 2019	254.97	8046
06/07/2019	TREVOR B. DEES	Payroll May 16-31, 2019	226.01	8047
06/07/2019	DOLORES M. MORALES	Payroll May 16-31, 2019	506.08	8048
06/07/2019	KATELYNN M. CLEMONS	Payroll May 16-31, 2019	47.47	8049
06/07/2019	SUSAN G. WITSCHI	Payroll May 16-31, 2019	1,959.44	8050
06/07/2019	UNITED STATES TREASURY (L...	Fed Tax Payroll Liability	1,166.88	8051
06/07/2019	EMPLOYMENT DEVELOPMENT...	State Tax Payroll Liability	102.57	8052
06/07/2019	CalPERS Public Employees Reti...	CalPERS Liability	1,584.88	8053
06/07/2019	LINCOLN FINANCIAL GROUP	LTD & STD Insurance June CCSVSD...	69.09	8054
06/07/2019	MacDonald Accounting Services	Consulting April-May Invoice 1407	139.59	8055
06/07/2019	ALLIANT INSURANCE SERVICES	Crime Ins renewal - Invoice ACIP182	225.40	8056
06/07/2019	Alhambra & Sierra Springs	Concessions water	164.77	8057
06/07/2019	AT&T (Phone)	Telephone service center and pool	324.53	8058
06/07/2019	CONTRA COSTA HEALTH SER...	CUPA haz permit 7000773925, Invoic...	1,040.00	8059
06/07/2019	Delta One Security, Inc.	Security guards for events	906.30	8060
06/07/2019	EBMUD	Water service	1,484.73	8061
06/07/2019	LESLIE'S POOL SUPPLIES	Pool chemicals	596.89	8062
06/07/2019	LINCOLN AQUATICS	Whistles and caps for Lifeguard invoi...	391.50	8063
06/07/2019	PG&E	Gas & Electricity	2,496.15	8064
06/07/2019	Sierra Chemical Company	Sodium hypochlorite invoice 123965	393.16	8065
06/07/2019	TERRACARE ASSOCIATES	Landscaping services	3,971.00	8066
06/07/2019	DOLORES M. MORALES	Mileage reimbursement May	39.44	8067
06/07/2019	RONALD D. WILSON	Mileage reimbursement May	172.84	8068
06/07/2019	Wendi Walker	Cleaning and damage deposit refund	700.00	8069
06/07/2019	Kim Gonzalez	Cleaning and damage deposit refund	550.00	8070
06/07/2019	ROSE C. SCOTT	Reimbursement for LG class	282.00	8071
06/07/2019	UNIVERSAL BUILDING SERVIC...	Monthly janitorial services May 2019 I...	1,271.00	8072
06/07/2019	SUSAN G. WITSCHI	Mileage reimburse April & May	64.96	8073
06/07/2019	Teresa Ochoa	Cleaning and damage deposit refund	700.00	8074
Total FUND 3241 - RECREATION			25,957.23	
TOTAL			**25,957.23**	

Kent Peterson

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 6/5/19 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
06/07/2019	DALE A. McDONALD	Payroll May 2019	3,777.45	5873
06/07/2019	JAMES G. BARNHILL	Payroll May 2019	4,295.24	5874
06/07/2019	UNITED STATES TREASURY...	Fed Tax Payroll Liability	1,372.24	5875
06/07/2019	EMPLOYMENT DEVELOPME...	State Tax Payroll Liaibility	372.27	5876
06/07/2019	CalPERS Public Employees R...	CalPERS Retirement	4,237.61	5877
06/07/2019	LINCOLN FINANCIAL GROUP	LTD & STD insurance June 2019	120.12	5878
06/07/2019	MacDonald Accounting Services	Consulting April-May - Invoice 14...	239.93	5879
06/07/2019	V.W. Housen & Associates	Engineering support services	2,354.00	5880
06/07/2019	C&H SUGAR CO.	Shared JTP costs	89,197.61	5881
06/07/2019	CCSDA	CCSDA annual membership 2019...	100.00	5882
06/07/2019	AT&T (Phone)	District office phone fax 5107872...	139.57	5883
06/07/2019	EBMUD	Water service	185.49	5884
06/07/2019	PG&E	Electricity service	2,063.11	5885
06/07/2019	WEST COUNTY WASTEWAT...	Contract services April	4,487.20	5886
06/07/2019	DALE A. McDONALD	Recoverable expenses	210.24	5887
06/07/2019	ALLIANT INSURANCE SERVI...	Crime Ins renewal - Invoice ACIP...	123.10	5888
Total FUND 3426 - CV SANITARY - O&M			113,275.18	
TOTAL			**113,275.18**	

Kent Peterson

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 6/5/19 Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
06/07/2019	CONTRA COSTA HEALTH SERV...	CUPA 7000773926 Invoice IN0224406,...	402.00	1105
06/07/2019	L.R. PAULSELL CONSULTING	High Pressure Cleaning CSO - Invoice ...	4,140.00	1106
06/07/2019	PG&E	Electricity AC #2704121327-6	289.11	1107
06/07/2019	Sierra Chemical Company	Hypo and Metabisulfate	1,043.15	1108
06/07/2019	MacDonald Accounting Services	Consulting financial April-May Invoice 1...	26.73	1109
06/07/2019	V.W. Housen & Associates	Septic tank engineering review - invoic...	250.00	1110
06/07/2019	ALLIANT INSURANCE SERVICES	Crime Ins. renewal - Invoice ACIP182	21.50	1111
Total FUND 3425 - PC SANITARY - O&M			6,172.49	
TOTAL			**6,172.49**	

Kent Peterson

CROCKETT RECREATION COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, MAY 6, 2019

1. CALL TO ORDER: The meeting was called to order at 6:00 PM by Chairperson Cusack. Present were Commissioners Airoldi, Scheer and Valentini, along with Department Manager Wilson and Facilities Manager/Asst. Secretary Witschi. Commissioners Botta, Choquette and Eskildsen were absent.

2. AGENDA ORDER: There were no requests to hear agenda items out of order.

3. PUBLIC COMMENTS: None

4. CONSENT CALENDAR: The following consent items were approved unanimously (jv/ja):
   a. Approve Minutes of April 1, 2019.
   b. Receive Report from Facilities Manager.
   c. Receive Statue Report on outstanding issues.

5. RECREATION SPECIAL TAX: A motion to recommend continuation of recreation special tax in the amount of $110 per residential parcel carried unanimously (jv/as).

6. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. Wilson reported a fund balance of $39K and an investment balance of $490K.

7.a. DISTRICT BOARD ACTIONS: Mr. Wilson reported on the actions taken by the District Board in April. He said the Board approved increasing Excess Liability coverage to $9 M giving CSD a total of $10M in liability coverage.

7.b. DEVELOPMENT OF COST ALLOCATION RATES: Mr. Wilson asked the Commissioners if one of them would be interested to participate in the development of the Cost Allocation Rates for FY 2019/20. Commissioner Cusack said he would like to participate.

8. REPORT OF DEPT. MANAGER: Mr. Wilson reported he has received 13 lifeguard applications and they will all be attending the lifeguard swim class on May 11 and 12. He said he purchased a new Merchandiser for the pool. The District Attorney's office is filing commercial burglary charges against the person who broke into the pool. The Walk of Honor is on May 18. Staff has raised over $200K for the restoration of Memorial Hall to date. A grant has been submitted to the Crockett Community Foundation to resurface the tennis courts.

9. COMMISSIONERS: No reports.

10. FUTURE AGENDA ITEMS:
    Consider termination of waterfront lease and impact
    on waterfront access and recreation, form recommendations.

Commissioners: Jeff Airoldi, David Botta, Louise Choquette, Tom Cusack,Vanessa Eskildsen, Anne Scheer, John Valentini

8.c.

11. COMMISSIONER COMMENTS: No reports.

12. ADJOURNMENT: The meeting was adjourned at 6:20 PM until June 3, 2019.

Respectfully submitted,

Susan Witschi

Susan Witschi
May 7, 2019

CROCKETT POLICE LIAISON COMMITTEE

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, MAY 6, 2019

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Angell. Present were Committee members Cardwell, Currington, Melero and Wais. Committee members Botta and Valentini were absent.

2. AGENDA ORDER: No requests for items out of order.

3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: The Crockett Signal is available for purchase. On May 18 St. Marks will celebrate their 70th anniversary. The public is invited to a reception. There is a petition to allow passage over the railroad tracks in the Nantucket area in hopes that investors will promote/renovate the property.

4.a. REPORT FROM DEPUTY: Deputy Spangler is on vacation. Deputy Jackson reported that they are working to clear the elaborate camp near the Dead Fish. There was quite a set up including having an RV. There was only one large camp including a fire pit. There was an arrest outside the Dead Fish with a lot of police presence. A person was arrested and in custody for a break in.

4.b. REPORT FROM CHP ON TRAFFIC ISSUES: There were two hit and runs and two DUI's. Speeding continues to be an issue on the Cummings Skyway. The officer will continue to monitor and ticket. There were no calls for sideshows.

5. NEIGHBORHOOD WATCH: None

6. REPORTS FROM COMMITTEE MEMBERS: John Swett High School graduation is June 7.

7. CONSENT CALENDAR: The consent items were approved unanimously (mw/sm):
   a. Approve Minutes of April 1, 2019
   b. Approve Financial Report.

8. FUTURE AGENDA ITEMS:
   Consider zoning issues.
   Consider survey to identify community priorities.

9. ADJOURNMENT: The meeting was adjourned at 7:37 PM until June 3, 2019.

Respectfully submitted,
Barbara Cardwell

PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, May 8, 2019

1. CALL TO ORDER: The meeting was called to order at 7:05 PM by Acting Chairperson Mann. Present were Commissioners Scheer and Beauchemin along with Dept. Manager Barnhill and General Manager McDonald. Mr. Surges was absent excused. Mr. Cusack arrived at 7:15 PM and he took over the roll of Chairperson at item 6.b.

2. AGENDA ORDER: There were no requests to hear agenda items out of order.

3. PUBLIC COMMENTS: Director Barassi was in attendance as a member of the public. He said he came to stay up to date on the issues in Port Costa.

4. PUBLIC HEARING: None.

5.a. DISTRICT BOARD ACTIONS: Mr. Barnhill reported that the District Board adopted Ordinance No. 19-1 establishing informal bidding procedures under the Uniform Cost Accounting Act AB 2249. The Board also approved the increase to Excess Liability coverage from $5 million to $10 million. The Port Costa Sanitary Department will contribute an estimated $195 annual share of the premium increase.

5.b. SELF-MONITORING REPORT: The Commission received the cover letter for the March electronic Self-Monitoring Report (eSMR). The report was certified and submitted through the California Integrated Water Quality System (CIWQS). No violations occurred in March.

5.c. COST ALLOCATION RATES FOR FY 2019/20: Mr. McDonald invited the Port Costa Sanitary Commission to choose a representative to participate in a meeting to develop Cost Allocation Rates for FY 2019/20, he said Mr. Cusack is slated to represent the Recreation Department. Mr. Mann showed interest in representing Port Costa and Ms. Scheer expressed interest in also attending the meeting. Mr. McDonald said the meeting will be public and anyone can attend. He said any other commissioner in attendance will have to adhere to the Brown Act and refrain from speaking since Mr. Mann and Mr. Cusack will represent their respective commissions.

6.a. FINANCIAL REPORT: The Commission received the monthly Summary Worksheet. No questions were raised.

6.b. RECEIVE 10 MONTH FINANCIAL AND PRELIMINARY FY 2019/20 BUDGET REPORTS: Mr. Barnhill said the Septic Cleaning FY18/19 was reduced from $25,000 to $2,000 as the project was moved to FY 19/20 increasing the budget line item from $20,000 to $43,000. Mr. Mann asked if anything else was changed in the budget report that should be discussed. Mr. McDonald said only minor adjustments were made throughout the budget review process and the only large adjustment is the one Mr. Barnhill described. He said the adjustments do not substantially affect the bottom line and end of year balance.

7. CONSIDER THREE YEAR CONTRACT OPERATOR SERVICES AGREEMENT: Mr. Barnhill said Valley Operators reviewed the proposed contract extension, gave feedback on the O&M Manual, and also requested a rate increase from $4,000 to $4,400 per month for their services. Concern was raised regarding the weed and grass buildup in the sand filter beds. Ms. Scheer asked if there is a guiding document that Contract Operators are supposed to follow. Mr. Barnhill said he had already brought concerns to the operators and they are to follow the O&M Manual. Mr. McDonald said Exhibit A covers contractor requirements. Mr. Barnhill said Exhibit A refers to the O&M Manual and he would email Exhibit A to the Commissioners. A motion to recommend signing the three year contract effective October 1, 2019 through October 1, 2022 between the District and Valley Operators, LLC was unanimous (jm/as).

8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported that no Sanitary Sewer Overflows (SSO's) occurred in April. The Commission discussed their concern that the weeding at the sand beds has not been kept per standards. Mr. Barnhill said Valley Operators reported to him that they held off on the weeding due to the high volume of water because of the heavy rains. Valley Operators said they planned to wait until the beds dry before weeding. Mr. McDonald said the security system was activated by two skateboarders on the wastewater treatment plant (WWTP) property. He responded to the alarm and told the trespassers to depart. Mr. Barnhill said he was able to see the storm system culvert behind 92 Canyon Lake when he was onsite inspecting the sewer lateral that was replaced. The culvert is within 10 feet and runs parallel to the public sewer, the storm system and the sewer system are at a similar elevation to each other.

8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

8.c. STAFF ANNOUNCEMENTS: None.

9.a. BUDGET & FINANCE COMMITTEE REPORT: None

9.b. INTER-AGENCY MEETINGS: None.

10. CONSENT CALENDAR:
   a. Approve Minutes of April 10, 2019.
   b. Receive Status Report on outstanding issues. Mr. Barnhill said he will delete Engineering Matter 7/16 E-8 NPDES Reissuance – Discharge study since it will be years before the NPDES reissuance will need to be addressed. He said Maintenance Matters 3/16 Remove all sludge – septic tank is now pending proposal and he will change that item. He said he wants to delete Maintenance Matters Condition of plumbing at plant since the condition will be assessed under item 7/12 M-3 Clean/paint plumbing. The consent items were approved unanimously with changes to the Status Report as reported (rb/jm):

11. FUTURE AGENDA ITEMS:
   Engineering proposal to inspect and assess septic tank.

12. COMMISSIONER COMMENTS: None.

13. ADJOURNMENT: The meeting was adjourned at 8:10 PM until June 12, 2019.

Respectfully submitted,

James Barnhill
May 28, 2019

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, MAY 15, 2019

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Wais. Present were Commissioners Bartlebaugh, Manzione and Wolthuis, along with General Manager McDonald and Asst. Secretary Witschi. Commissioner Adams and Assistant Dept. Manager Barnhill were absent.

2. AGENDA ORDER: There were no requests to change the agenda order.

3. PUBLIC COMMENTS: None

4. PUBLIC HEARING 601 WINSLOW: Mr. McDonald reported that the owner of the property has contracted with a company to provide a video inspection of the sewer. The video inspection is pending. A motion to continue the public hearing for one month carried unanimously (mm/sb).

5. CONSENT CALENDAR: The consent items were approved unanimously (sb/mm):
   a. Approve Minutes of April 17, 2019, as amended, with one word addition to the minutes item 9.a. "...does not *equally* benefit....".
   b. Receive Status Report on outstanding issues.
   c. Receive Agency Comment letter sent to Department of Conservation Department; County File #LP19-2017 land use application for public park along waterfront.
   d. Receive draft letter from the Board of Supervisors to State Lands Commission; request to proceed to seek new commercial tenant for 501 Port Street, Crockett.

6. REPORT OF CONSULTING ENGINEER: None

7.a. ENFORCEMENT ACTIONS: Mr. McDonald presented the Status Report on Enforcement Actions. Mr. Bartlebaugh asked the status of 2 Crolona Heights smoke test violation. Mr. McDonald said the Notice of Violation was recorded and a public hearing on the issue will be scheduled for June 19.

7.b. MODIFICATION TO STANDARD SPECIFICATIONS: Mr. McDonald presented a memo outlying the need to revise the Crockett Community Services District Standard Specifications. He said District Code Section 9.08.060 allows addenda to be issued periodically by Resolution. Draft revisions with additions underlined and deletions ~~struck~~ was presented to the Commission. After questions and discussion by the Commission a motion to approve the modification to Standard Specification for design, construction, and use of sanitary sewers as presented to 1) allow common laterals to remain if both buildings are on the same parcel, 2) add section on Horizontal Directional Drilling, 3) update specifications to allow PVC pipe to be used for gravity sewers, and 4) add Backwater Prevention Device materials list to standard drawings carried unanimously (jw/mm). A Resolution will be drafted and presented to the District Board.

Commissioners: Howard Adams, Scott Bartlebaugh, Mark Manzione, Mary Wais, Jon Wolthuis

8.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments was handed out and examined by the Commission. Mr. McDonald reported various fund transfers including property tax and Advance-on-Taxes has been converted and moved to the cash account. He said the department earned $17K in interest on Crockett Sanitary Department investment accounts this quarter.

8.b. AUTHORIZE PAYMENT FOR SEWER REPAIR: Mr. McDonald reported the spot sewer repair next to the library had to be expanded to a full line replacement due to major tree roots and unmarked utilities impacting repair. As such the project costs exceeded the previously approved funding. Unidentified sewer projects funding remains available in the budget for this extra work and staff is recommending approval of payment for work completed. A motion to approve payment of $40,805.42 to L.R. Paulsell Consulting for emergency sewer replacement of line segment C-14-01 to C-00-14; 100' of 8" HDPE pipe installed, carried unanimously (mm/sb).

9.a. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in April. He said the Board approved (1) establishing informal bidding procedures under the California Uniform Public Construction Cost Accounting Act (CUPCCAA) and the adoption of Ordinance 19-1; (2) entering into agreement with Regional Government Services Authority (RGS) to provide training to all employees on sexual harassment in the workplace along with other Human Resources and administrative support; (3) confirmed no Sewer Use Charge rate increase for either Crockett or Port Costa for FY 2019/20; and (4) adopted policy on fiscal sponsorship for Crockett Community Foundation Grant applicants who are not tax-exempt charities.

9.b. REPRESENTATIVE TO PARTICIPATE : Mr. McDonald asked Commissioners if one of them would like to participate in the development of the Cost Allocation Rates for FY 2019/20. Commissioner Manzione said he would like to participate. Commissioner Wais said she would like to observe. Mr. McDonald said the meeting is tentatively scheduled for June 13 at 3:00 pm.

10.a. STAFF REPORT ON OPERATIONS: Mr. McDonald presented the manager's report. He said one Category 3 Sanitary Sewer Overflow (SSO) in April was caused by paper hung up on offset in sewer at the top of 2nd Avenue of a recently cleared line. Commissioner Bartlebaugh asked if cleaning was lower in April. Mr. McDonald said totals were lower in April but this is by design. He said other months are higher as reflected by the Monthly Maintenance Summary yearly totals reported.

10.b. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. McDonald reported the following Legislative and Regulatory updates:

- Both SB332, the ocean discharge ban, and SB 69, the ocean denitrification mandate, will be heard in the Senate Appropriations Committee.
- AB 1672, flushable and non-flushable wipes labeling, will be heard by Assembly Appropriations Committee.
- All of the bills on the Senate and Assembly "suspense files" will be voted on during simultaneous hearings on Thursday, May 16.

10.c. STAFF ANNOUNCEMENTS: None

11.a. WASTEWATER COMMITTEE REPORT: None

11.b. BUDGET & FINANCE COMMITTEE REPORT: None

11.c. AD HOC COMMITTEES REPORT: None

11.d. INTER-AGENCY MEETINGS: None

12. FUTURE AGENDA ITEMS:
Consider recommended enforcement actions.
Lateral repair bids.
Consider comprehensive rehabilitation program.
Recommend award of contract(s)
Recommend payment for sewer project(s).

13. COMMISSIONER COMMENTS: Commissioner Bartlebaugh would like to schedule a tour of the facility. Commissioner Manzione also expressed his interest to attend. Mr. McDonald said he is waiting to hear back from C&H on access requirements to the Joint Treatment Plant. Commissioner Wais said the San Francisco Bay Conservation and Development Commission (BCDC) have been taken to the whipping shed after a State audit said they have not been doing their job effectively.

14. ADJOURNMENT: The meeting was adjourned at 7:35 PM until June 19, 2019.

Respectfully submitted,

Susan Witschi

Susan Witschi
May 16, 2019

CROCKETT COMMUNITY SERVICES DISTRICT

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MINUTES OF PERSONNEL COMMITTEE MEETING
JUNE 17, 2019

CALL TO ORDER: The meeting was called to order at 4:04 PM by Director Sutton. Also present were Commissioners Bartlebaugh and Cusack and Recreation Department Manager Wilson, along with General Manager McDonald and Assistant Secretary Witschi. Director Barassi was absent. Mr. Burnett recently announced his resignation from the Personnel Committee.

PUBLIC COMMENTS: None

1. DISTRICT CODE TITLE 4 – PERSONNEL: Mr. McDonald presented proposed changes to Title 4 Personnel of District Code. He said on March 12 the Personnel Committee asked that two questions be answered and that Title 4 be brought back for final review.

   - *Should Title 4 Section 4.08.020 and 4.08.030 be updated to address protection of our employees from aggressive or harassing members of the public?* Prohibited conduct has been updated to add protections for our employees. No additional changes were needed in Section 4.08.030.

   - *Title 4 Section 4.24 deals with Employer Employee Relations. Does it apply to small Districts such as ours?* The provisions in Section 4.24 are based on the Meyers-Milias-Brown Act, which applies to all public agencies and their employees. Even though the District is small, it is still possible that the few employees' eligible employees could become represented by an employee organization.

   The proposed additional Title 4 changes were also reviewed. A motion to recommend to the District Board changes to Title 4 Personnel of District Code carried unanimously (rw/tc).

2. FORM SSA-1945 STATEMENT FOR JOBS NOT COVERED: Mr. McDonald reported that State and local government employers need to provide a statement to employees hired January 1, 2005 or later in a job not covered under Social Security. The District has four employees that participate in CalPERS retirement that do not contribute to Social Security. The statement explains how a pension from their job could affect future Social Security benefits to which they may become entitled. Form SSA-1945 is the document that employers should use to meet the requirements of the law. The document explains the potential effects of two provisions in the Social Security law for workers who also receive a pension based on their work in a job not covered by Social Security. The Windfall Elimination Provision can affect the amount of a worker's Social Security retirement or disability benefit. The Government Pension Offset Provision can affect a Social Security benefit received as a spouse, surviving spouse, or an ex-spouse. The Personnel Committee supports providing form to existing now and future employees upon hire.

CROCKETT COMMUNITY SERVICES DISTRICT

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MINUTES OF BUDGET & FINANCE COMMITTEE MEETING
JUNE 18, 2019

CALL TO ORDER: The meeting was called to order at 3:10 PM by Director Peterson. Also present were Crockett Sanitary Commissioner Manzione, Crockett Sanitary Commissioner Wais, Recreation Commissioner Cusack, General Manager McDonald, Recreation Dept. Manager Wilson, and Port Costa Sanitary Department Manager Barnhill. Director Mackenzie arrived later.

PUBLIC COMMENTS: Mr. Manzione suggested moving item #5 up to discuss while waiting for Director Mackenzie to arrive.

5. MUNICIPAL SERVICE REVIEW PROPOSED FINANCIAL REPORTING CHANGES: Mr. McDonald reported that the Contra Costa LAFCO Municipal Service Review (MSR) Update included suggestions related to the finances of the District. The MSR concluded that overall the Comprehensive Annual Financial Reports (CAFRs), required by the State Controller's Office (SCO), are presented clearly however a list of changes could be incorporated to improve the transparency of our financials. Mr. Wilson asked about the unfunded pension liabilities mentioned at the top of page 21-18. Mr. McDonald explained that CalPERS treats unfunded liability separately from that of pension contributions. He gave a brief history of how actuarial assumptions on investment earnings for CalPERS have not been met which has resulted in the State requiring separate reporting of unfunded liabilities, GASB 68 rule, as well as additional billed contributions in order to back-fill the shortfall. The District's annual unfunded liability share for fiscal year (FY) 19/20 is $8,364 and will be billed July 1, 2019. As part of the upcoming Cost Allocation Rate study a worksheet was developed breaking out the percentage of unfunded liability payments between the recreation and sanitary departments based on current and retired employee assumptions. The share to be billed to Crockett Sanitary for FY 19/20 will be 61.28%, Recreation will be 30.98%, and Port Costa Sanitary will be 7.75%. The MSR suggests the District identify measures to address the increasing pension liabilities. Director Mackenzie arrived at 3:18 PM. Ms. Wais asked about the suggestion that future CAFRs are searchable and asked what the District is doing to address this item. Mr. McDonald said the District has been slowly upgrading software to allow searchable PDF documents and hopes the planned upgrade from Office 2007 to Office 365 next fiscal year will give further tools to help publish searchable results. Mr. Manzione said the District should be careful of posting financials to the web to avoid being hacked. Mr. McDonald said the CAFRs would be PDF documents and separate from our internal system. He said the recent website upgrade to Streamline further insulates the District from potential hacking by letting professionals host the front-end documents that can be searched. Mr. McDonald said budget documents providing a more detailed narrative can be done but it will take additional staff time to develop. He said combining the Sewer Use Charge (SUC) Study Reports along with adding public friendly graphs and charts may be a way to help improve transparency. Mr. Peterson said he is ok with leaving it up to the General Manager to prioritize what might need to be included in next year's budget report. He said the MSR transparency suggestions are that of the consultant hired to develop the report for LAFCO. He asked how often LAFCO updates the MSR. Mr. McDonald said it is updated every five years. Mr. Peterson suggested staff work to

accomplish the majority of the items listed before the next MSR is completed. Mr. McDonald took the suggestions and will consider them when he begins developing the fiscal budget for FY 20/21 in January 2020.

1. COST ALLOCATION RATES: Mr. McDonald reminded the Budget & Finance (B&F) Committee and informed the Commissioners in attendance that many of the District's costs are not specific to one department and therefore are considered "indirect costs". These indirect costs are shared by various departments using allocation formulas on the Cost Allocation Rate. A new version of the allocation worksheet with the inclusion of prior year costs and estimated expenses was provided to the committee to help facilitate discussion. Changes were made to the allocation formulas including changing the weighted allocation formulas for the General Manager's unallocated CSD time which is one of the largest expenses along with liability insurance. Mr. Wilson asked if the dollar amounts listed are the actual costs. Mr. McDonald said that they are estimates based on a variety of factors anticipated in the upcoming fiscal year. There was some discussion on what was included in the District's liability insurance coverage, employee crime insurance, and errors & omissions coverage. Mr. McDonald said the District has a Commercial Package Policy which includes general liability, business auto, excess liability, and public officials and management liability. Mr. Wilson has no objection to move the 0.4% liability split from the Maintenance Department to the Recreation Department as they are managing the park grounds around Memorial Hall now. Mr. McDonald said has shopped for alternative liability insurance providers in the past but, as we have not had any claims filed, our discounted rate with Alliant Insurance Services, Inc. though partnership with California Sanitation Risk Management Authority (CSRMA) has provided the lowest cost. Mr. Manzione said that the Crockett Sanitary Commission recognizes that revenue needs to be allocated for shared District costs from each department but they have a duty to the rate payers to make sure it is an equitable allocation. He said the allocation rate split should be developed based on the question of risk if possible. Mr. McDonald will research to see if the costs for policy can be broken out and, if so, the business auto liability amount can be applied to the Crockett Sanitary Department as other District Vehicle costs are paid by the Crockett Sanitary Department. Mr. Mackenzie asked if Port Costa should contribute to the share of the truck maintenance and insurance. Mr. McDonald said the truck use is by Port Costa is inconsequential and that the administrative time to split these charges between Crockett and Port Costa is not warranted. He said if there is vehicle use that is excessive the Port Costa Department may be billed by Crockett Sanitary for mileage recovery based on the IRS mileage rate in effect. Mr. Wilson said before the Crockett Recreation Association joined the District in 2006 it was paying over $20K for insurance for the pool and park and suspects the insurance rate we are currently receiving is fair. Mr. McDonald will review the liability insurance allocation, remove the Maintenance department allocation, and update the Cost Allocation Rates before presentation to the District Board. The Committee accepted the Cost Allocation Rates, as submitted with the minor adjustment to the liability allocation removing the Maintenance Department, and made the recommendation that the District Board to accept the Cost Allocation Rates for FY 19/20. Mr. Manzione and Ms. Wais left the meeting.

2. COST OF SERVICES: Mr. McDonald presented the Cost of Services rate sheet with an added prior year rate column to facilitate discussion. Mr. Peterson asked if there were any changes to the extrapolation formulas. Mr. McDonald said the same formulas were used this year for the Cost of Services rate sheet presented. He pointed out the increase in cost for recording Notices of Violation related to property enforcement. The billable rates were developed based on the most current proposed budget for FY 19/20. Cost of Services rate sheet to be effective July 1, 2019 was approved by the Budget & Finance Committee and will be submitted to the District Board for approval.

3. PROPERTY TAX REAPPORTIONMENT: Mr. McDonald presented a draft resolution to the Committee to consider amending the allocation policy to affix the amount allocated to the Crockett Sanitary Department and Crockett Recreation Department based on the amount they received in 2007 and to allow the unallocated property taxes above $281,211 to remain in the District CSD Fund #3240. These funds would to be available for the District Board to allocate as they see fit as part of the annual budget process. Mr. Peterson asked if either the Recreation Commission or Crockett Sanitary Commission have any issues with this proposal. Mr. McDonald briefed both Commissions on the proposal as part of the budget discussions but did not submit the resolution with actual policy language for review. Mr. McDonald said adopting the resolution changing the current policy will give the Board more flexibility in addressing unidentified issues as they come up. Mr. Peterson asked if the budget included the property tax withheld from the Crockett Sanitary Department and Crockett Recreation Department. He said he is worried about creating a slush fund that can be lost in the budget process. Mr. McDonald said property tax revenue is identified under each respective department's budget but that a roll up District CSD Fund 3240 balance summary is not included in the budget. He said it can be easily added as the financial information is readily available in our accounting system. Mr. Peterson said is about time we considered revising the policy and is in favor of passing the resolution, the concept of reallocation is valid, and glad staff came up with the idea. It was the consensus of the B&F Committee to submit the resolution, with minor spelling items corrected, to the District Board for consideration.

4. PROPOSED BUDGET FOR FY 19/20: The proposed FY 19/20 budget was presented to the Committee which included the 11-month budget reports for each of the respective departments. Mr. McDonald said there are two adjustments that will be made to the final budget; 1) the Port Costa Sanitary budget was missing $1,000 in interest income and this has been added and 2) the Crockett Dog Park Committee has donated $1,000 to cover the Maintenance Department's administrative costs as they related to the proposed dog park project at the Crockett Bridgehead. Both these items will be updated before presentation to the District Board. Mr. Peterson said, as he understands it, there are no significant changes from what was previously presented in March. Mr. McDonald said the memos included with each department's budget highlight changes since the March report but that overall, he agrees that there have been no significant changes. Mr. McDonald did mention that the Port Costa Sanitary Department recently received a proposal to perform septic tank cleaning in preparation for an engineering study of the condition of the septic tank but it was well above what was estimated in the budget, so much so that even any reasonably acceptable sewer use charge increase would not be enough to cover the additional expense that would occur. He said there is not enough reserve funds to cover the shortfall and staff is researching options to bring back the Port Costa Sanitary Commission. Mr. Peterson gave the General Manager an EBMUD flyer, Customer Pipeline from May – June 2019, which had an article on How Your Bill Finances the Future. He thought the way the breakdown in costs of each dollar was presented could serve our District in our budget report or in reaching out to our rate payers. Mr. McDonald said we do not have the graphic expertise in house to publish such a flyer but that he will take a look at it when developing the District's own annual newsletter, which has been delayed until after the budget is adopted. There were no objections to the proposed FY 19/20 budget. Mr. McDonald will make minor adjustments as discussed and present to the District Board at the public hearing on June 26.

6. OTHER ISSUES OF CONCERN: Mr. McDonald reported that the Personnel Committee met yesterday and supported implementation of a Cost-of-Living Adjustment (COLA) for the upcoming budget year. A summary memo and Bureau of Labor Statics News Release showing the Consumer Price Index, San Francisco Area for April 2019 was handed out. A proposed COLA

increase of 3.98%, to be effective July 1, 2019, will be submitted to the Board on June 26 for their consideration. Mr. McDonald felt it important to brief the B&F Committee and seek input before submittal to the Board. Mr. McDonald said the proposed FY 19/20 budget was developed with an anticipated increase in salary and benefits for its employees factored in so funding is available for the COLA increase. Mr. Peterson asked if the rates are revisited annually. Mr. McDonald said while most agencies have a program for automatic adjustments, usually dictated by union negotiated agreements or management contracts, the proposed COLA increase for our District would be reviewed annually by the Board and increased only by Board action. Mr. Barnhill provided a personal reminder that if a COLA program were in place, and salary schedules were adjusted accordingly to similar nearby agencies, it may have allowed him to have the income level necessary to be able to keep his home. Mr. Peterson wondered how Mr. Wolthuis would feel about the program, not being involved on the Personnel Committee or on the District B&F Committee he has not had a chance to comment on it. Mr. Peterson asked who would be subject to the COLA. Mr. McDonald said all employee pay schedules would receive COLA except for the hourly seasonal pool, maintenance attendant, and temporary positions as they received minimum wage increase in hourly pay on January 1, 2019. Mr. McDonald mentioned that the Personnel Committee received a salary survey along with COLA report and they may recommend further action besides COLA at a later date. Mr. Peterson asked if there is more that needs to be done regarding COLA. Mr. McDonald said that the Personnel Committee supported moving the COLA recommendation to the Board now and directed staff to bring back a revised salary survey to develop target salary goals for management and other year round employee positions. Mr. Peterson is leaning against support of a COLA program without more information. Mr. Mackenzie says the District should consider the impact inflation has on the salary of its employees. He believes we have to keep up with the costs our employees face. He said is leaning to support implementing COLA. Mr. McDonald will report to the Board that the B&F Committee received information on the COLA proposed but did not form a consensus opinion. He will include a summary of the salary study presented to the Personnel Committee with the Board packet.

ADJOURNMENT: The meeting was adjourned at 4:45 PM.

Respectfully submitted,

Dale McDonald
June 19, 2019

3. SALARY AND BENEFITS STUDY: Mr. McDonald suggested discussing Items 1-3 and then making suggestions to the Board taking in the totality of potential salary and benefit impacts to the District employees. He provided a salary study on full-time year-round employees. Mr. Bartlebaugh asked who does the Office Team Survey. Mr. McDonald said Robert Half International compiles the data and provides the survey annually. Mr. McDonald used the mid-point percentile in the survey. He said as the report details the majority of District employee salaries are substantially lower than districts surveyed across the board. Ms. Sutton said, as an entity, we have to have a pay scale but it's at our discretion on how it's implemented. Mr. McDonald said the District's pay schedule was developed in part based on an anticipated 20-year career but the recent trend in the industry are salary schedules that are much shorter, reflecting people working at one position for 5 years or less. Other than minimum wage increases and negotiated contracts the District's pay schedule has not changed. Mr. Bartlebaugh said establishing a target relative to market survey would make sense. Mr. McDonald gathered information from agencies with similar types of service, budgets, and populations served and compared them against the District. The Event Supervisor position is the only position that appears to be adequately compensated compared to similar positions elsewhere. The Facilities Manager/Assistant District Secretary is close to reaching the top of her pay scale and at minimum, this scale should be adjusted. The remaining three positions are appointed exempt management positions who have, over the last year and a half, extended their contracts with the District. Mr. McDonald recommends increasing the pay schedule of the Facilities Manager by $4 per hour so that starting pay for Step 1a would be $21 per hour. To recognize the years of service to the District while balancing the District's financial needs, it is suggested the current Facilities Manager's pay should be increased to at least $25 per hour. Mr. Bartlebaugh said a policy could be created based on making Cost-of-Living Adjustment plus 1% to slowly bring our pay scale back in alignment with other agencies. Mr. McDonald asked if you'd like the target goal to be developed by the Personnel Committee or by the Board. Mr. Bartlebaugh said the Personnel Committee or the Board should come up with target goals for the salary schedules. Mr. McDonald will come up with ideas on target goals and bring back to the committee for further discussion.

4. COST OF LIVING ADJUSTMENTS (COLA) POLICY: Mr. McDonald reported the District currently does not apply Cost-of-Living Adjustments (COLA) to its pay schedule of wages. He said the District's pay schedule is well below other comparable agencies in part because few COLA adjustments have been made over the years. Of the 38 agencies that responded to the 2019 CASA benefits study 27 make annual COLA adjustments, 9 make adjustments on a different frequency and 2 did not offer COLA adjustments, the District being one of them. The average amount of projected 2019 COLA in the CASA study was 3.83%. Mr. McDonald asked our attorney for a sample COLA resolution, which has been provided, to facilitate discussion. Mr. Wilson said no one has ever really taken the time to check out these studies seriously and implement changes. Ms. Sutton said it seems very clear that we need to do something. She asked what happens when an employee reaches the top of their pay scale, would you consider reclassifying that position. Mr. McDonald said the District has not had to address that question since he has been employed. Ms. Sutton said COLA could essentially be tailored to help those positions that are in need of being raised. She said the District can also leave the seasonal employees off the COLA. Mr. McDonald said the majority of COLA increases for public agencies usually take effect on July 1; however we can always do COLA increases, along with minimum wage increases on January 1. He suggested some kind of plan be put in place so that staff can focus energies elsewhere rather than revisiting the question on salary adjustments every year or two. Mr. Bartlebaugh

said there is cost of living and competitive pressure on what other employers are paying and the total compensation package, i.e., healthcare, comes into play as well.

5. HEALTH BENEFITS PROGRAM: Mr. McDonald handed out a Health Benefits Discussion memo he developed after speaking with Regional Governmental Services (RGS) on the matter of health benefit options and possible cash-in-lieu of benefits. Mr. McDonald said he has put a placeholder of $800 per month per full-time employee in the FY 19/20 budget to cover a health care program if the District decides to pursue one. He said CalPERS is a comprehensive program that is expensive and would put in place an obligation for the District for its employees and its retirees. Mr. McDonald said he was worried about the administrative burden a health program will impose on the District. Ms. Sutton asked if RGS knows of any consortiums that we could join to help keep costs down and still provide health care choices to our employees. Mr. McDonald said it is important to continue this discussion now to allow us to keep the process moving forward with the goal of having something to consider by October/November. Mr. Bartlebaugh asked if $800 would cover 100% of the premium for employees. Mr. McDonald said for most plans it would cover 100% for individual coverage, the District would still have to decide what if any would be contributed for self plus one or family health premiums. Mr. McDonald said that employees who are on the Affordable Care Act (ACA) exchange can choose to stay on the exchange if it is a better choice for the employee. Cash-in-lieu of benefits was discussed as an option. Mr. McDonald said that if that is pursued he believes a stipend would be in the District's best interest. Ms. Sutton has some concerns about the cash-in-lieu of benefits and believes our goal should be to offer up an employee plan. The committee said that staff should contact a broker to see if there are any health benefit programs that will work for our small agency. Mr. McDonald will speak with Rodeo Sanitary District, who has their health benefit program through the Special District Risk Management Authority (SDRMA), as they will have insight into the administrative burden it has on their small agency. Mr. McDonald will also reach out to SDRMA to ask more questions on continued qualification for plan offerings if the District drops below the 75% threshold of required employee participation to partake in the plan. After discussion of the agenda items 1 thru 3, a motion to recommend the Facilities Manager and Assistant District Secretary position starting pay be raised by $4 per hour to $21 per hour, adjust the salary of Facilities Manager Witschi to at least $25 per hour, and implement a Cost-of-Living Adjustment based on the Consumer Price Index for Urban Areas (CPI-U), for the average 12-month period ending December 2018 equal to 3.98% to all other year-round employees carried unanimously (sb/tc). The discussion of health benefits will be continued with no action taken at this time. Mr. McDonald will draft a resolution based on the motion made for consideration by the Board on June 26 to be effective July 1.

6. GENERAL DISCUSSION OF EMPLOYMENT ISSUES: Mr. McDonald.reported the District has an Employee Assistant Program (EAP) through Lincoln Financial and there is no need to seek this benefit from other service providers as part of a greater health care package or insurance. He said action on the Communications Assistant position is being tabled for now. He said at some point we will need to discuss Ms. Morales' working hours as she is below her contracted number of hours and has not meet the CalPERS full-time equivalent threshold in recent years. California Senate Bill SB 1300 expanded the definition of sexual harassment and offers new legal protections for employees who are harassed opening up the possibility of agencies being held civilly liable even if Federal thresholds for harassment are not legally met. Mr. Wilson asked Mr. McDonald what the definition of violence is as it relates to our Personnel Policy and the protections our employees are entitled to. Mr. McDonald will add this to a future agenda and bring it back to the Personnel Committee for discussion, possibly as soon as early July.

ADJOURNMENT: The meeting was adjourned at 5:44 PM.

Respectfully submitted,

Susan Witschi

Susan Witschi
June 25, 2019

Crockett Community Services District - District Data and Public Accountability

District Data

Current System Vendor	Current System Product	A brief statement of the system's purpose	A general description of categories or types of data	The department that serves as the system's primary custodian	How frequently system data is collected	How frequently system data is updated
Microsoft	Access 2007	To track property owner of record, property use for setting sewer use charges and recreation assessments, sewer lateral inspection compliance, and to manage permits and contractors authorized to perform sewer repairs.	Property descriptions, property owners and their contact information, sewer easements on private property, sewer contractors, sewer permit records, and sewer lateral compliance records.	Administrative	Annual audit against County Assessor records performed in July. Manual review, no imports.	Records updated on average at least once a week as changes are identified.
Intuit	QuickBooks 2017	Track District finances including lists of customers, vendors, invoices, deposits, and employee payroll. Financial system audited annually.	Customer, vendors, invoices, deposits, and payroll.	Administrative	Added to system as needed. No imports.	Records updated on average twice a month.

The information above is in compliance with Gov Code Section 6270.5 requiring public agencies to catalog detailed information about the information system used to store various kinds of public data. The information is posted on our agency's website and is reviewed annually.

Updated: *6/8/2016*
Reviewed, no changes required: *6/11/2017*
Updated QB Version: *6/11/2018*
Reviewed, no changes required: *6/8/2019*

8.d.

COST ALLOCATION RATES FY 19/20 *(draft 6/18/2019)*

	REC. DEPT.	CVSAN DEPT.	PCSAN DEPT.	MAINT DEPT.
Allocation weighted, 25% by population served and CY 75% budgeted O&M expenditures (excl. Maint.)				
GENERAL MANAGER *(CSD allocated time)*	32.64%	57.83%	9.53%	0%
ASSIST. DISTRICT SECRETARY *(CSD allocted)*	32.64%	57.83%	9.53%	0%
LEGAL / CONSULTING ADVICE (unallocated time)	32.64%	57.83%	9.53%	0%
DISTRICT OFFICE RENT *(Sanitary Depts. only)*	0%	88.51%	11.49%	0%
EOC / OES STAFF TIME (Sanitary Depts. only)	0%	88.51%	11.49%	0%
ICOM SOFTWARE *(Sanitary population only)*	0%	93.16%	6.84%	0%
Allocated by ratio of CY O&M budgeted expenditures (excluding Maint. Dept.)				
CSD OFFICE SUPPLIES	28.48%	62.19%	9.32%	0%
LAFCO / COUNTY CHARGES *(CSD only)*	28.48%	62.19%	9.32%	0%
WEB, EMAIL, SOFTWARE SUBSCRIPTIONS	28.48%	62.19%	9.32%	0%
Allocations by other factors				
LIABILITY INSURANCE *(PY actual O&M)* *	*Use audited O&M from prior year to allocate*			
(Estimate displayed - only for historical comparison)	*29.5%*	*62.9%*	*7.6%*	*0.0%*
REC split 33% to Comm Center, Pool, & Park				
MAINT split 45% to Mem Hall, 10% Bridgehead, 45% to Plaza				
PROPERTY INSURANCE (use actual split) *	*Use allocation by actual split once bill arrives*			
(Estimate displayed - only for historical comparison)	*33.2%*	*34.9%*	*22.2%*	*9.7%*
(REC Breakdown - Comm Center 24.8%, Pool 6.3%, Park 2.1%)				
EMPLOYEE CRIME INSURANCE (CY O&M payroll)	58.14%	34.63%	6.23%	1.00%
CALPERS UNFUNDED LIAB. (pensions)	30.98%	61.28%	7.74%	0%
AUDITOR'S FEES (PY O&M expenditures)	27.69%	64.45%	7.12%	0.74%
ELECTION COSTS *(by ratio of registered voters)*	50%	46.69%	3.31%	0%
CCSDA / CSDA MEMBERSHIP (Sanitary 80% popul.)	20.00%	74.52%	5.48%	0%
BACWA MEMBERSHIP DUES (PCSAN only)	0%	0%	100%	0%
CASA MEMBERSHIP DUES *(CVSan only benefit)*	0%	100.00%	0%	0%
CSD PHONE/FAX/INTERNET (paid by CVSAN)	0%	100%	0%	0%
DISTRICT VEHICLE (CVSAN w/ mileage recov.)	0%	100%	0%	0%
PO BOX 578 FEES (paid by CVSAN)	0%	100%	0%	0%
USA NORTH FEES *(paid by CVSAN)*	0%	100%	0%	0%
USB / COSTCO CREDIT CARD FEES (Paid by REC)	100%	0%	0%	0%
Allocations for Maintenance Dept	Mem Hall	Bridgehead	Plaza/Lights	
PAYROLL SPLIT *(PY O&M exld. insurance)*	91.03%	6.95%	2.02%	
OTHER *(Unallocated incidentals)*	100%	0%	0%	

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CSD B&F Approved 6/18/19 CSD Approved _____

8.e.

CROCKETT COMMUNITY SERVICES DISTRICT

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

Cost of Services - Crockett CSD

(as of 7/1/2019)

Item / Task	Actual Cost	+ Overhead	Billable Rate
Photocopy / printouts per page	0.5421	$0.05	$0.60
Second page	0.0910	$0.01	$0.10
Double sided - second side	0.0840	$0.01	$0.10
Faxing per page (sending)	0.8625	$0.09	$1.00
Faxing per page (receiving)	0.4314	$0.04	$0.50
Check Processing			
Create and cut checks	$2.24	$1.61	
Counter sign checks	$0.45	$0.32	
Prepare and mail checks	$0.59	$0.43	
Postage and envelope	$0.60	$0.06	
Total Cost Per Check	$3.88	$2.42	$6.30
Bounced Check Fee			$50.00
Reissue check 2x check fee			$12.60
Staff / Abatement Costs Per Hour			
General Manager	$53.91	$38.74	$92.65
Department Manager	$41.17	$29.59	$70.76
Assistant District Secretary	$31.50	$15.27	$46.77
Recreation Manager	$39.14	$18.98	$58.11
Facilities Coordinator	$31.50	$15.27	$46.77
Event Supervisor	$24.80	$12.03	$36.83
REC General Assistant	$15.47	$7.50	$22.98
Recording / Release Notice of Violation			
Average 20 minutes staff time at billable rate. Use Cost Report Calculation for recovery.			$63.57
County fees of $15 first page, $3 each additional page, plus $15 notary fee			
Incidental Costs (no overhead)			
Envelope and postage	0.60		$0.60
Certified Mail	3.50		$3.50
Vehicle Mileage	0.580		$0.58
** Billable labor overhead REC / CSD	48.49%		
Billable labor overhead SANITARY	71.86%		
Surcharge on direct-costs	10%		

Approved by B&F on 6/18/19

Approved by CSD _____

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Members of the Board: Luigi Barassi, Michael Kirker, John MacKenzie, Kent Peterson, Emma Sutton

CROCKETT COMMUNITY SERVICES DISTRICT

RECREATION POOL / PARK PERSONNEL - 2019

First Name	Last Name	Date of Employment	Pay Schedle of Wages Job Classification / Position	Pay Rate 2019
Kara	Brown	4/8/19	Assistant Mgr 1c	$17.00
H. "Harry"	Shri-Shashitharan	5/25/19	Assistant Mgr 1a	$16.00
Madison	Kozier	5/14/19	Office Manager 1b	$14.50
Ariana	Buggs	5/25/19	Office 1a / Instructor	$12.00
Stella	Mannell	5/25/19	Office / Lifeguard 1c	$12.55
Naya	Murdock	5/25/19	Head LG 1c	$13.25
Ana	Gamero	5/29/19	Lifeguard 1b	$12.40
Asher	Labinski	6/8/19	Lifeguard 1a	$12.25
Cassandra	Contreras	5/25/19	Lifeguard 1a	$12.25
Denisse	Correa	5/26/19	Lifeguard 1a	$12.25
Elexia	Ponthier	5/25/19	Lifeguard 1b	$12.40
Gabe	Osti	5/25/19	Lifeguard 1a	$12.25
Jocelyn	Osti	5/25/19	Lifeguard 1a	$12.25
Joshua	Wentz	5/21/19	Lifeguard 1b	$12.40
Justin	Crow	5/25/19	Lifeguard 1b	$12.40
Madeline	LeVeque	5/25/19	Lifeguard 1c	$12.55
Madison	Udy	5/25/19	Lifeguard 1c	$12.55
Marlo	Hatch	5/25/19	Lifeguard 1c	$12.55
Monica	Munoz	5/25/19	Lifeguard 1a	$12.25
Nathan	Rock	5/21/19	Lifeguard 1b	$12.40
Rose	Scott	5/21/19	LG. 1b / Off1b backup	$12.40
Sophia	Ayala	5/25/19	Lifeguard 1a	$12.25
Zoe	Labinski	5/25/19	Lifeguard 1c	$12.55
Katelynn	Clemons	5/18/17	EvSup / LG 1e bkup	$13.00
Harley	Mandicino	5/15/17	Maint 1c / LG 1c bkup	$12.55
Trevor	Dees	5/15/17	Maint 1c / LG 1c bkup	$12.55
Kelsey	O'Shea	5/30/19	Instructor 1a	$12.00
Noah	Chapman	pending	Instructor 1b	$12.15
Paige	Paulsell	5/25/19	Insrtructor 1b	$12.15
Andrew	Lopez	6/12/19	Pool Maint / Instructor 1a	$12.00

** Appointment list to be advised on and recognized by District Board per District Code Section 4.04.020.*

Approved by CSD Board: _____

8.g.

RESOLUTION

NO. 18/19-24

RESOLUTION REVISING THE STANDARD SPECIFICATIONS FOR DESIGN, CONSTRUCTION AND USE OF SANITARY SEWERS IN THE TOWNS OF CROCKETT AND PORT COSTA

WHEREAS, the Crockett Community Services District ("District") desires to update its Standard Specifications for the design, construction and use of sanitary sewers for public and private infrastructure within the District boundaries; and

WHEREAS, District Code Section 9.08.060 allows substantial additions, amendments, corrections, or repeals of all or any part or portion of the Standard Specifications to be made periodically by Resolution; and

WHEREAS, the General Manager, in conjunction with the District's consulting engineer, has prepared and presented updates and additions to the Standard Specifications as herein attached as Exhibit A; and

WHEREAS, the Crockett Sanitary Commission approved the changes as presented and recommended Board adoption.

NOW THEREFORE, BE IT RESOLVED by the Crockett Community Services Board of Directors that:

1. The attached, Exhibit A, is hereby adopted as part of the District's Standard Specifications. The changes include:
    a. allowing non-confirming common laterals to remain if the buildings are on the same property
    b. adding Section 33 to allow the horizontal directions drilling (HDD) method to be used to install sewer pipe
    c. updating specifications to allow Polyvinyl Chloride (PVC) SDR 26 pipe or lower to be used in new gravity sewer construction
    d. adding an approved materials page to Section 28-34 showing Type 1 and Type 2 Backwater Prevention Devices (BPDs) allowed in side sewer lateral installations
2. That the District's Standard Specifications, as revised, shall apply to public and private sewer design, construction and use within the District boundaries.
3. That the General Manager is authorized to incorporate the revisions into the District's Standard Specifications.
4. A copy of the revised standards adopted herein shall be maintained on file in the District office and made available on the District web site. Individual copies of the District's Standard Specifications may be purchased by members of the public for the cost of reproduction.

THE FOREGOING RESOLUTION revising the District's Standard Specifications for design, construction, and use of sanitary sewers was adopted by the District Board of the Crockett Community Services District at a Regular Meeting held on June 26, 2019 by the following vote:

AYES:

NOES:

ABSENT:

_____
Kent Peterson, President

ATTEST:

_____
Dale McDonald
District Secretary

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3-08. RIGHT-OF-WAY POLICY

The Right-of-Way Policy requires that all public sewers be constructed in easements granted or dedicated to the District for public sewers.

All new sewer easements must be created by Irrevocable Offers of Dedication to the District. All Irrevocable Offers of Dedication must be on standard forms supplied by the District (see Section 8). The properly executed and notarized Offers of Dedication shall be delivered to the District for recording prior to the final review for construction.

All sewers in public roads shall be within the paved portion of said road. It is the intent of the District to eliminate the use of side yard and rear yard public sewers. Whenever possible, the Job Engineer shall design public sewer systems so that they will be located within paved rights of way. In cases where new sewers cannot be installed within roadways, all-weather vehicular access to manholes shall be provided for maintenance of all public sewers (see Section 28-55).

Sewer easements are dedicated to the District for the purposes of constructing, altering, replacing, repairing, maintaining, and operating sewer pipes, appurtenances, and appliances together with the reasonable right of access to such easement for said purposes over the remaining lands of the grantor. In addition, no buildings, permanent improvements, or trees shall be placed on said easements, nor shall anything be done within the easement area that may interfere with the District's full enjoyment of said easement unless permitted by encroachment permit from the District as recorded by the County Costa County Recorder (see Section 8-01.I).

3-09. THE LINE SIZE AND SERVICE POLICY

The line size and service policy requires that the minimum size of any new public sewer shall be six (6) inches in diameter. Side sewers shall be connected only to existing or new six (6), eight (8), ten (10), or twelve (12) inch diameter main sewers. All side sewer connections to public sewers over twelve (12) inches in diameter shall be made at manholes or by extending an eight (8) inch main from a downstream manhole to the parcels being served, unless written special approval to allow taps is received from the District.

The side sewer size is four (4) inches in diameter for single family residential, duplex, or accessory dwelling. Six (6) inches or larger diameter side sewer shall be installed where use is to be industrial, commercial, or multi-family residential as required by capacity (see Section 4.01). Joint use of side sewers (known as common laterals) will not be permitted for new connections. Side sewers shall have an approved backwater overflow device installed on or near the cleanout. (See Sections 18-02.D and 28-34.)

3-10. THE ENGINEERING POLICY

All engineering plans, specifications, reports, or documents shall be prepared by the Job Engineer registered in the State of California and shall be signed by him and

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12. Joint Building Sewers Not Permitted – Every building containing sanitary plumbing or an interior drainage system shall be connected to the sewer system. A separate building sewer shall be provided for each building.

    Where a joint building sewer ("common lateral") preexists these Specifications, such conditions are considered non-conforming. It is the policy of the District Board that non-conforming conditions, with the exception of common lateral on the same parcel, shall be abated as soon as possible and that no permit to repair or alter a common lateral shall be issued absent determination by the General Manager that no feasible alternative exists. Where common laterals are known to exist between multiple property owners, they shall be recorded with the Contra Costa County Recorder as awaiting abatement of non-conforming conditions and the owners shall be notified.

C. Pipe Cover and Clearance

The following minimum pipe covers and clearances shall be attained in design and construction of sanitary sewers. Any portion of a job, as shown on the Plans or encountered in the field, which does not meet the minimum cover or clearance requirements, must be changed or receive special approval before proceeding with the work. (See Section 4-01.)

Where sanitary main or trunk sewers are being designed for installation in parallel with other utility pipe and/or conduit lines, the Job Engineer shall design the vertical location of the sanitary sewer in a manner which will permit future side connection of main and/or side sewers and avoid conflict with paralleling utilities without abrupt changes in vertical grade of main or side sewers. Under no conditions or circumstances shall other utilities be allowed to be installed directly over and parallel or at flat angle crossings to any sanitary sewer installations.

1. Main and Trunk Sewers - Main and trunk sewers shall have the following pipe cover:

    a. The minimum pipe cover in existing roadways shall be six (6) feet. Where sewers are to be installed in existing roadways, which are not expected to receive major grade or surfacing changes, the pipe cover may be measured from the existing road surface to the top of pipe. Where sewers are to be installed in new roadways and/or in areas expected to become roadway, or in existing roadways that are intended to receive major grade or surfacing changes, the pipe cover shall be measured from the rough subgrade to the top of pipe. No sewer work shall begin in new or existing roadways that are scheduled for major improvement, until the roadway has been completely rough-graded to within six (6) inches of design subgrade.

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SECTION 32

SEWER LATERALS

32-01 SEWER LATERALS

This specification references and consolidates other Sections related to sewer laterals. When conflicts occur between this Section 32 and the referenced specification sections, the referenced section takes precedence.

32-02 LINE SIZE AND SERVICE POLICY (ref. Section 3-09)

A. Side sewers shall be connected only to existing or new six (6), eight (8), ten (10), or twelve (12) inch diameter main sewers. All side sewer connections to public sewers over twelve (12) inches in diameter shall be made at manholes or by extending an eight (8) inch main from a downstream manhole to the parcels being served, unless written special approval to allow taps is received from the District.

B. The side sewer size is four (4) inches in diameter for single family residential, duplex, or accessory dwelling. Six (6) inches or larger diameter side sewer shall be installed where use is to be industrial, commercial, or multi-family residential as required by capacity (see Section 4.01). Joint use of side sewers (known as common laterals) will not be permitted for new connections. Side sewers shall have an approved backwater overflow device installed on or near the cleanout. (See Sections 18-02.D, 28-34A, and 28-34B.)

32-03 BASIC SEWER SERVICE POLICY (ref. Section 3-11)

Generally, the limit of public ownership and responsibility on each branch of the sewer system is defined as the last upstream manhole, lamphole or rodding inlet on each branch. Beyond that point the District shall bear no responsibility for maintenance and repair of sewer piping. Such piping that may exist is hereby defined as part of a building sewer or common lateral and is subject to private property maintenance requirements of Ordinance 78-79-2. Private sewers, i.e., the sewer pipeline from the building to the public sewer, including the connection to the public sewer, are owned and maintained by the Owner. (ref. Section 3-10)

32-04 SEWER LATERAL DESIGN STANDARDS (ref. Section 4)

A. Each individual building shall be connected by a separate side sewer. Sample side sewer layouts are illustrated in Section 4-02B.

B. Side sewers of six (6) inches or eight (8) inches diameter require two (2) prints of Site Plans for permit issuance.

C. Size and Slope

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Contra Costa County Recorder; (4) that the County Environmental Health Department will be notified of an existing health hazard to be abated; and (5) that in the event of non-compliance the District may install an overflow device and recover abatement costs on the next tax roll as a surcharge on sewer service charges.

8. In the event of a damage claim from the property owner for a sewage overflow that leads to a settlement of the claim, as a condition of payment the owner shall be required to sign an agreement that a portion of the settlement amount shall be withheld by the District to fund installation of an overflow device on the owner's behalf.

M. Joint Building Sewers Not Permitted

1. Every building containing sanitary plumbing or an interior drainage system shall be connected to the sewer system. A separate building sewer shall be provided for each building.

2. Where a joint building sewer ("common lateral") preexists these Specifications, such conditions are considered non-conforming. It is the policy of the District Board that non-conforming conditions, with the exception of common lateral on the same parcel, shall be abated as soon as possible and that no permit to repair or alter a common lateral shall be issued absent determination by the General Manager that no feasible alternative exists. Where common laterals are known to exist between multiple property owners, they shall be recorded with the Contra Costa County Recorder as awaiting abatement of non-conforming conditions and the owner's shall be notified.

N. Pipe Cover. Side sewers shall have the following pipe cover:

That portion of a side sewer within public roadway (lateral) shall have the minimum cover of five (5) feet at the property line or at a point five (5) feet outside the curb face or edge of paving, whichever is the greater distance from the roadway center line.

Minimum cover for side sewers in driveways, parking, and all other traffic areas within properties other than single family residential shall be five (5) feet. Such cover conditions shall exist from the property line to a point within eight (8) feet of the building drain connection. If the minimum cover cannot be obtained, cast iron or ductile iron pipe shall be used.

The minimum cover for side sewers outside of traffic areas from the property line to a point within eight (8) feet of the building drain connection shall be thirty (30) inches.

Minimum cover for side sewers at the point of connection to the building drain

SECTION 33

HORIZONTAL DIRECTIONAL DRILLING (HDD)

33.01 GENERAL SUMMARY

A. The Contractor shall furnish and install sewer pipe, complete and in place, by the horizontal directional drilling (HDD) method. All work shall be performed as indicated in the Contract Documents and as required in these Specifications and shall be supervised by personnel experienced in HDD pipe installation. Note that HDD installation of sewers will only be allowed where the design slope is at least three percent (3 percent; $S \geq 0.0300$).

B. The HDD rig and tooling shall be of sufficient capacity to complete the pilot bore, reaming and pull-back of pipe.

C. The drilling fluid mixing and delivery system shall be of sufficient capacity to successfully complete the HDD work.

D. The Contractor shall provide all materials, labor, equipment and services necessary for bypass pumping and/or diversion of sewage flow (if required), installation of sewer pipe and testing of the completed pipe system.

33.02 EXPERIENCE REQUIREMENTS

A. Contractor shall have a minimum of three (3) HDD projects of similar diameter, length, soil type and installation conditions successfully completed within the last 3 years.

B. Fusion equipment shall be operated only by technicians who have been certified by the pipe manufacturer or supplier and who have a minimum of three (3) years of experience fusion welding 4-inch or larger diameter HDPE pipelines.

33.03 SUBMITTALS

A. The Contractor shall submit the following to the District for review and approval prior to ordering materials:

1. Cut Sheets for field staking at twenty (20) foot intervals along the proposed centerline of the pipe alignment. No HDD work shall be started prior to the District's field check of the stakes.

2. Site maps to scale indicating the locations proposed for pipe assembly work (e.g., butt-fusion welding), laydown areas, pipe and material storage areas, insertion and receiving pits, Pipe location monitoring grid, tanks, pumps, HDD rig and trailers.

3. Technical data for pipe and fittings, and pipe joining, drilling, reaming, pulling and locating equipment.
4. A proposed construction sequencing plan.
5. Procedure for handling and disposal of drilling fluids and cuttings including the locations of disposal sites.
6. Calculations of anticipated HDD installation loads demonstrating that the pipe and pipe fittings system is capable of withstanding the anticipated installation and operating loads with an appropriate factor of safety.
7. Calculations of minimum penetration rates for all reaming passes.
8. Contingency Plan for dealing with the potential for drilling fluids to surface (e.g., through hydrofractures).
9. Material Safety Data Sheets (MSDS) for all drilling fluids, lubricants, and other products used for the HDD drilling and pipe installation work.
10. A statement of the qualifications of the foreman, local operator and crew who will be responsible for HDD work. No Substitution of these personnel shall be made without the written acceptance of the District.

B. The Contractor shall submit the following installation information daily:

1. Raw pilot hole data including all magnetic steering and surface monitoring readings.
2. The pitch and three (3) dimensional (x, y, z) coordinates of the probe for every drill rod length or thirty (30) feet, whichever is shorter length. Coordinates shall be referenced to the drilling entry pit coordinate taken as the origin (0, 0, 0).
3. A log of the maximum thrust, maximum torque, and maximum slurry flow during pull back at every drill rod length or thirty (30) feet whichever is shorter length.
4. Records of any hydrofracture encountered or other problems and correction measures taken.
5. The Contractor shall submit detail drawings and a written description of the construction procedure, sequence to bypass sewage flow, install pipe, and reconnect lateral sewers.
6. The Contractor shall submit Pre- and Post-CCTV Inspection videos of all sanitary sewer mains within the scope of work. See Section 18-03D, TELEVISION INSPECTION.
7. The Contractor shall submit a copy of the technician's certification(s) for the operation of the fusion equipment for HDPE pipe.

8. Submit debeading process and equipment for use in removing the internal bead for the newly joined HDPE pipe sections.

33.04 QUALITY ASSURANCE

A. The Contractor shall test and inspect the installed pipeline and shall conduct post- job television inspection in accordance with the requirements of Section 18-03D, TELEVISION INSPECTION.

B. All HDD work shall be done by a qualified Contractor with at least five (5) years' experience with HDD and a minimum of three (3) projects of similar diameter, depth, and length.

33.05 DELIVERY, STORAGE, AND HANDLING

A. The Contractor shall exercise special care during the unloading, handling, and storage of all polyethylene pipe to ensure that the pipe is not cut, gouged, scored or otherwise damaged. Any pipe segment which has cuts in the pipe wall exceeding 10 percent of the wall thickness shall be cut out and removed from the site at the Contractor's cost. The pipe shall be stored so that it is not deformed axially or circumferentially.

B. All pipe without an ultraviolet inhibitor shall not be stored uncovered outside.

33.10 PRODUCTS

A. The Contractor shall provide HDPE pipe with butt fusion welded joints, as specified in Section 18-01D(2), HIGH DENSITY POLYETHYLENE (HDPE) PIPE.

1. For installations with shallow cover, restrained-joint ductile iron pipe as specified in Section 18-01C(3), DUCTILE IRON PIPE (DIP) may be used if approved by the District.

33.11 HDD EQUIPMENT AND MATERIALS

A. The drill unit shall be a remote-steerable tunneling system that is designed and is capable of accurately drilling (true to line and grade as specified on the drawings) through the ground conditions identified in the geotechnical report and in bedrock and in mixed bedrock and soil face conditions. The drilling system shall utilize a high-pressure, low-volume, slurry-assisted, mechanical excavation technology capable of installing pipelines of the diameter required.

B. The drilling slurry compound shall be totally inert.

C. The Contractor shall provide and use an electronic detection system that is capable of continuously locating the position of the drilling head to an accuracy of one percent (1%) of the depth in both the horizontal and vertical planes (e.g., within 0.1 feet when the drilling head is ten (10) feet deep), if the design slope of the sewer being installed by HDD is less that ten percent (10%; S = < 0.010 feet per foot). Where the design slope for the sewer being installed by HDD is equal to or greater than ten percent (10%), the electronic detection system shall be capable of continuously locating the drilling head to an accuracy of five percent (5%) of the depth in both the horizontal and vertical planes (e.g., within 0.5 feet when the drilling head is ten (10) feet deep).

D. All drilling equipment shall have a permanent, inherent alarm system capable of detecting an electrical current. The equipment shall be grounded and shall be equipped with an audible alarm to warn the operator when the drill head nears electrified cable.

E. All crews shall be provided with grounded safety mats, heavy gauge ground cables with connectors, hot boots and gloves.

33.20 EXECUTION

A. Work shall meet or exceed the requirements of these Standard Specifications.

B. The Contractor shall protect all surface and subsurface site improvements, facilities, and utility pipelines, ducts and conduits from being damaged by the directional drilling operation.

33.21 PREPARATION

A. Cut Stakes shall be provided at twenty (20) foot intervals along centerline to provide for monitoring of the drilling head.

B. Easements shall be staked at fifty (50) foot intervals.

C. Potholing shall be required for marked utilities within ten (10) feet of centerline.

D. The Contractor shall walk the alignment to check for potential sources of interference that could affect the accuracy of the drilling head locating system. The Contractor shall properly calibrate the locating system prior to beginning and regularly during the HDD operation as required to achieve the accuracy specified herein.

33.22 BYPASS PUMPING

A. The Contractor shall provide bypass pumping and/or diversion when required for acceptable completion of the pipe installation.

33.23 PIPE INSTALLATION

A. The Contractor shall locate, design, construct, properly brace or shore, dewater, maintain, and restore insertion and receiving pits. Insertion and receiving pits shall be a minimum of four (4") feet by six (6") feet in horizontal cross section and shall be shored in accordance with Section 16-02D, SHORING. Bracing shall be adequate to resist drilling and pull-back loads.

B. The Contractor shall employ a slurry-assisted, mechanical excavation process for the HDD operation. The drilling slurry compound shall maintain boring stability and provide lubrication to reduce frictional drag while the pipe is being installed.

C. The Contractor shall employ a mobile vacuum spoils recovery vehicle or drilling fluid recycling system to remove drilling spoils from the access pits. The Contractor shall collect, transport, and properly dispose of drilling spoils away from the jobsite. Disposal of drilling spoils to sanitary, storm or other public or private drainage systems or waterways is strictly prohibited. The Contractor shall immediately clean up any leakage or spillage of drilling fluids.

D. Mechanical, pneumatic, or water-jetting methods are unacceptable due to the possibility of surface subsidence.

E. After a pilot bore has been completed, a reamer shall be installed at the termination pit and the bore shall be reamed, as many times as necessary, for proper insertion of the pipe, before the pipe is pulled back to the starting pit. The reamer shall be capable of discharging drilling slurry compound to facilitate the installation of the pipe into a stabilized and lubricated tunnel.

F. Prior to insertion of thermo-fusion welded HDPE pipe larger than six (6) inches in diameter, the Contractor shall properly remove all internal weld beads from the interior surface of the pipe.

G. During insertion, the pipe shall be supported on roller supports to isolate the pipe from the ground or pavement and avoid damage to the pipe.

H. During pull back operations, the maximum safe pulling load for the pipe shall not be exceeded.

I. Prior to making connection at each end of an installed reach of HDPE pipe,

the Contractor shall allow a minimum of six (6) hours to elapse to allow pipe to relax from the tension resulting from pulling the pipe into and for the pipe to equalize with ambient ground temperature.

J. Upon completion of boring and pipe installation, the Contractor shall remove all spoils, debris and unsuitable material from the starting and termination pits. All pits shall be backfilled in accordance with the requirements of Section 16-03, TRENCH BACKFILLING.

K. The installed pipeline shall be within six (6) inches horizontal and one (1) inch vertical of the alignment indicated in the Project Contract Documents at all locations. In addition, for gravity sewers the pipeline shall be free-draining throughout.

L. The Contractor shall repair, replace or compensate the respective Owners for any damage to property including, but not limited to, utilities, pavements, landscaping and other improvements.

END OF SECTION

following design parameters:

i. Backfill density of one hundred twenty pounds (120 lbs.) per cubic foot.

ii. A totally vertical trench configuration from trench bottom to finish surface or subgrade within three (3) feet of finish grade.

iii. A maximum trench width in conformance with Section 16-02.B of these Specifications.

iv. Any deviation from the above design assumptions or parameters by either material or method of installation shall be noted on the Plans submitted for approval in accordance with Sections 5 and 6 of these Specifications.

PIPE COVER TABLE

SIZE (In)	MATERIAL	TYPE/CLASS	COVER IN FEET	
			MIN	MAX
LATERALS				
4-6	PVC	SDR26	5	24
4-6	C900	DR25	5	24
4-6	C900	DR18	4	24
4-6	HDPE	SDR17	5	24
MAINS UNDER ROADWAY				
8-10	PVC	SDR 26	5	24
8-10	C900	DR25	5	24
8-10	C900	DR18	4	24
8-10	HDPE	SDR17	5	24
MAINS NOT UNDER ROADWAY				
8-10	PVC	SDR 26	4 *	24
8-10	C900	DR14	3	24
SMALL TRUNK SEWERS				
12-15	C905	DR51	6	24
14-24	C905	DR41, DR32.5, DR25, DR21, DR18	6	24

* unless otherwise authorized by District.

4. Pipe Clearance - Pipe clearance of other facilities shall be as follows: All sewer pipes shall be designed and constructed to have a minimum ten (10) feet horizontal separation from water mains and be at least one (1) foot lower than water mains. All sewer pipes and structures shall be designed and constructed to have a minimum of six (6) inches vertical and five feet horizontal clearance from all other utilities and/or improvements,

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c. ABS pipe is allowed for side sewers only and may not be installed outside the property line.

d. Individual pipe lengths for side sewers shall not exceed twelve and one-half (12.5) feet.

e. See Section 18-02.E for repair procedures for ABS pipe in new construction.

2. HDPE Pipe – All HDPE pipe and fittings shall, at a minimum, conform to the requirements of PPI/ASTM Designation PE 3408 with a material classification as per ASTM 1248, III C 5 P34 and a cell classification of PE 345434C. The pipe shall be gray in color and shall consist of virgin high molecular weight polyethylene, specified under ASTM D3350. All HDPE pipe shall be heat-welded, seamless pipe. Alternately, electrofusion HDPE couplings may be used to connect sections of HDPE pipe.

a. HDPE pipe shall have a yield tensile strength of at least 3,200 psi and a ratio of pipe diameter to wall thickness of SDR 17 or better.

b. Side sewer connections to HDPE pipe shall be made by heat-welding an HDPE stub onto the main and tapping the pipe.

c. Neoprene gasket repair couplings with stainless steel shear bands may be used only to connect HDPE pipe to other pipe materials.

d. All HDPE pipe entering or leaving a concrete structure shall have a standard (water stop) manhole gasket, as supplied by the pipe manufacturer, firmly clamped around the pipe exterior and cast into the structure base or near the structure wall center as a water stop. Where high groundwater is anticipated, a Linkseal may be substituted at the discretion of the Engineer.

3. PVC Solid Wall Pipe

a. All PVC pipe and fittings shall, at a minimum, conform to the requirements of ASTM Designation D 3034~~-73~~, minimum wall thickness of SDR 26, ASTM Designation F-679 Type PS-115, or the requirements for PVC pressure pipe, as they apply to type SDR ~~35~~ 26 PVC Sewer Pipe using an Elastomeric Gasket Joint in a bell and spigot assembly system. Rubber sealing gaskets shall meet the requirements of ASTM Designation D-1869 or F-477. ~~No solvent cement joints will be permitted.~~

b. All PVC pipe entering or leaving a concrete structure shall have a rubber sealing gasket, as supplied by the pipe manufacturer, firmly seated perpendicular to the pipe axis, around the pipe exterior and cast into the structure base or near the structure wall center as a water stop. Said water stop may also consist of a manhole coupling with rubber sealing rings cast into the structure base. All rubber ring gaskets shall be in accordance with ASTM Designation F-477. Lubricant used for field assembly of gasketed PVC Pipe shall have no detrimental effect on the gasket, joint, fitting or pipe and shall be as recommended by the manufacturer. Where high groundwater is anticipated, a Linkseal may be substituted at the discretion of the Engineer.

c. PVC pipe joining may occur at any convenient distance beyond and/or between structures.

d. Cement used for non-gasketed PVC Pipe shall conform to ASTM Designation D 2564. Jointing of wet pipe is not allowed. Jointing of pipe shall be accomplished by applying a coating of cement to the inside of the bell and the outside of the spigot. The cement shall be applied in sufficient quantity to produce a bead of cement around the entire circumference of the pipe joint. Excess cement shall then be removed.~~PVC pipe may be used for pressurized lines only.~~

e. See Section 18-02.E for repair procedures for PVC pipe in new construction.

f. All sun-faded pipe or pipe with noticeable surface defects will be rejected and shall be replaced by the Contractor.

4. PVC Pressure Pipe

a. Where PVC pressure pipe is required, PVC pressure pipe shall conform to the requirements of AWWA C-900-16 minimum Class 150 for Pressure Pipe manufactured in sizes from four (4) inches to thirty-six (36) inches in diameter. PVC pressure pipe shall be furnished in Ductile Iron Pipe equivalent outside diameters with rubber gaskets, separate couplings, or approved equal. Thrust restraint shall be provided at valves and changes of direction for pressure flow applications.

18-02 INSTALLATION

A. Main or Trunk Sewer Installation by Open Cut Methods - All main and trunk

d. ABS pipe is allowed for side sewers only and may not be installed outside the property line.

e. Individual pipe lengths for side sewers shall not exceed twelve and one-half (12.5) feet.

f. See Section 18-02.E for repair procedures for ABS pipe in new construction.

8. HDPE Pipe – All HDPE pipe and fittings shall, at a minimum, conform to the requirements of PPI/ASTM Designation PE 3408 with a material classification as per ASTM 1248, III C 5 P34 and a cell classification of PE 345434C. The pipe shall be gray in color and shall consist of virgin high molecular weight polyethylene, specified under ASTM D3350. All HDPE pipe shall be heat-welded, seamless pipe. Alternately, electrofusion HDPE couplings may be used to connect sections of HDPE pipe.

a. HDPE pipe shall have a yield tensile strength of at least 3,200 psi and a ratio of pipe diameter to wall thickness of SDR 17 or better.

b. Side sewer connections to HDPE pipe shall be made by heat-welding an HDPE stub onto the main and tapping the pipe.

c. Neoprene gasket repair couplings with stainless steel shear bands may be used only to connect HDPE pipe to other pipe materials.

d. All HDPE pipe entering or leaving a concrete structure shall have a standard (water stop) manhole gasket, as supplied by the pipe manufacturer, firmly clamped around the pipe exterior and cast into the structure base or near the structure wall center as a water stop. Where high groundwater is anticipated, a Linkseal, may be substituted at the discretion of the Engineer.

9. PVC Solid Wall Pipe

a. All PVC pipe and fittings shall, at a minimum, conform to the requirements of ASTM Designation D 3034 ~~-73~~, minimum wall thickness of SDR 26, ASTM Designation F-679 Type PS-115, or the requirements for PVC pressure pipe, as they apply to type SDR ~~35~~ 26 PVC Sewer Pipe using an Elastomeric Gasket Joint in a bell and spigot assembly system. Rubber sealing gaskets shall meet the requirements of ASTM Designation D-1869 or F-477. ~~No solvent cement joints will be permitted~~.

b. All PVC pipe entering or leaving a concrete structure shall have a rubber sealing gasket, as supplied by the pipe manufacturer, firmly seated perpendicular to the pipe axis, around the pipe exterior and

cast into the structure base or near the structure wall center as a water stop. Said water stop may also consist of a manhole coupling with rubber sealing rings cast into the structure base. All rubber ring gaskets shall be in accordance with ASTM Designation F-477. Lubricant used for field assembly of gasketed PVC Pipe shall have no detrimental effect on the gasket, joint, fitting or pipe and shall be as recommended by the manufacturer. Where high groundwater is anticipated, a Linkseal, may be substituted at the discretion of the Engineer.

c. PVC pipe joining may occur at any convenient distance beyond and/or between structures.

d. Cement used for non-gasketed PVC Pipe shall conform to ASTM Designation D 2564. Jointing of wet pipe is not allowed. Jointing of pipe shall be accomplished by applying a coating of cement to the inside of the bell and the outside of the spigot. The cement shall be applied in sufficient quantity to produce a bead of cement around the entire circumference of the pipe joint. Excess cement shall then be removed~~PVC pipe may be used for pressurized lines only~~.

e. See Section 18-02.E for repair procedures for PVC pipe in new construction.

f. All sun-faded pipe or pipe with noticeable surface defects will be rejected and shall be replaced by the Contractor.

32-16 SIDE SEWER INSTALLATIONS BY OPEN CUT METHODS (ref Section 18-02)

A. All sewer line connections to manholes, trunk sewers, or side sewers shall be left uncovered until after the inspection has been made. After inspection of the connection, the trench shall be backfilled as specified.

B. Attention is directed to Sections 4-01.C, 4-02, and 28-32 through 28-35 of these Specifications for additional details and requirements pertinent to side sewer installations. When a Backwater Overflow Device or Backwater Check Valve and Shutoff System is required as specified under Section 4-02.B.11, such installation shall be made at the time of connection and at a location where sewage can overflow without serious property damage on adjacent areas.

C. All side sewer pipe, where applicable, shall be laid in conformance with the requirements in Section 18 for Main and Trunk Sewer Pipe laying and to the following requirements:

1. The maximum slope of any portion of a side sewer shall not be greater than one hundred fifty (150) percent, (1-1/2 vertical to 1 horizontal ratio). If a building is located immediately adjacent to a sewer main, the point of

Backwater Prevention Devices (BPDs)

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Required at every location where sanitary sewer piping exits a building/home to prevent sewage from entering homes and businesses and reroute the spill outside the building.

BPD Type	MANUFACTURER	PRODUCT NAME
Type 1 or "Mushroom" Type	Genplex	Kelly Backwater Device (No-Hub & IPS)
Type 2	Stephens Corp	Sewer Popper™ Model S62-304
	Unlimited Home Solutions LLC (www.unlimitedhomesolutions.com)	Sewer Relief Cap

Type 1



Mushroom Type

Type 2



Sewer Popper™ OPD



Sewer Relief Cap

CROCKETT COMMUNITY SERVICES DISTRICT

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TO: Board of Directors

FROM: General Manager

SUBJECT: Property Tax Reapportionment – Resolution No. 18/19-25

DATE: June 21, 2019

By CCSD Resolution No. 07/08-09, the Crockett Sanitary Department (CVSAN) and Recreation Department (REC) are allocated the ad valorem property taxes received from the county by the same formulas historically used by the State. The allocation policy remains in force but includes language that it may be amended, superseded or repealed.

Our previous attorney confirmed that the District can use the property tax money for any authorized District purpose and that there are no restrictions in the law, such as Prop 13, Prop 218 or Prop 26, that would limit what the sanitary department and the recreation department receive. In this sense, the property tax money can be viewed like a general fund.

The District's Budget & Finance (B&F) Committee met on June 18, 2019 and discussed proposed changes to the policy. There was general support that modifying the reallocation policy would be beneficial for the District and the town of Crockett but concern was raised that unallocated funds sitting in Fund 3240 could get lost during the budget process. It was the consensus of the committee to submit the resolution to the District Board for consideration.

The Crockett Sanitary Commission had the opportunity to discuss the impact the property tax reapportionment policy would have on CVSAN. Concern was raised that the draft policy left open the possibility that the property taxes can be used for other yet undefined needs of the District, in effect leaving a balance in the fund that can be interpreted by the public as a "slush" fund. The Commission expressed their support of the policy if the intent of the Board is to restrict funds to CVSAN and REC as they are the current beneficiaries of the tax reapportionment. The Commission suggested the language of the draft resolution may need to be clarified, especially line item #4.

After feedback from both the B&F Committee and Crockett Sanitary Commission staff updated the draft Resolution making changes to line item #4 and the resolve to amend District Code.

The allocation rate for CVSAN is currently 85.45% and REC is 14.55%. Total property tax revenue received in FY 18/19 was $355,168. The FY 19/20 budget anticipates $372,926 in property tax revenue. The budget includes the allocation of $305,920 (82.03%) to CVSAN, $59,947 (16.07%) to REC, with the remaining unallocated $7,059 (2.9%) set aside for potential future use to cover the Maintenance Department operation expenses, if approved by the Board. The District's Monthly Summary Worksheet for Fund 3240 will be updated to track all items.

STAFF RECOMMENDATION

Review the Resolution, provide comments, amendments, or adopt as presented.

****

Members of the Board: Luigi Barassi, Michael Kirker, John MacKenzie, Kent Peterson, Emma Sutton

RESOLUTION

NO. 18/19-25

ALLOCATION OF AD VALOREM PROPERTY TAXES

WHEREAS, after the Crockett and Port Costa voters passed Measure D in 2006 and the Crockett Community Services District ("District') was formed by LAFCO Resolution No. 04-22, ad valorem property taxes that were currently allocated to the agencies being dissolved (Crockett Valona Sanitary District and County Service Area P-1) were reapportioned to the District; and

WHEREAS, the District Board adopted Resolution No. 07/08-09, an allocation policy, to fairly distribute the taxes between the Crockett Sanitary Dept. and the Crockett Recreation Dept. based on the same formulas historically used by the State; and

WHEREAS, property values have grown substantially since the allocation formulas were put in place, providing a secure source of funding for recreation and sanitary services in the town of Crockett; and

WHEREAS, the District wishes to keep our commitment to the voters to protect property taxes that were in place prior to the formation of our District for the benefit of Crockett while at the same time giving the Board some flexibility to adjust to changes it may face in the future; and

WHEREAS, the Tax Rate Area (TRA) property tax allocation formulas have remained fairly consistent over the years between 85.32% and 85.45% for the Crockett Sanitary Dept. and 14.68% to14.55% for the Crockett Recreation Dept.; and

WHEREAS, District Code Section 2.28.020 says money deposited in Fund #3240 consists of property taxes deposited by the State and County and that this fund may be used only to receive property tax revenues collected for benefit of the Recreation Dept. and the Crockett Sanitary Dept. but it does not set the allocation; and

WHEREAS, except as established by District Code and the District's allocation policy, there are no restrictions by law on how the ad valorem property tax can be used as long as it is authorized for District purpose.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Crockett Community Services District that Resolution No. 07/08-09 is hereby superseded.

BE IT FURTHER RESOLVED that the following constitutes the allocation policy as it relates to ad valorem taxes:

1. The Crockett Sanitary Department shall receive a base minimum of $239,918 annually, derived from the allocation rate of 85.315% as was set in FY 07/08.

2. The Crockett Recreation Department shall receive a base minimum of $42,293 annually, derived from the allocation rate of 14.684% as was set in FY 07/08.
3. The base minimum amounts are guaranteed unless the property taxes received drop below $281,211 at which point the historical Tax Rate Area (TRA) allocation formulas will be used to determine the taxes due each department.
4. Property taxes received above $281,211 shall be allocated to departments that serve the town of Crockett based on budgetary needs identified during the annual budget process, taking into consideration the historical (TRA) property tax allocation rates but not requiring them to be followed.
5. The General Manager is instructed to update the TRA allocation formulas annually and alert the Board if there is a significant change year-over-year.
6. The County assessed Property Tax Administrative Charges for the 1% ad valorem property tax and unitary tax shall be prorated by the same TRA formula used to prorate the taxes received.

BE IT FURTHER RESOLVED that this allocation policy shall remain in effect until such time as this Resolution may be amended, superseded or repealed.

BE IT FURTHER RESOLVED that the General Manager is instructed to draft an ordinance to amend District Code Section 2.28.020 adding the Maintenance Dept. to the list of departments that can receive property tax revenues and amend District Code Section 2.28.038 which defines use of the funds deposited into the Maintenance Dept. operating fund, so that other beneficial services can be provided to the town of Crockett, funded from the ad valorem property taxes, as approved by the District Board.

THE FOREGOING RESOLUTION was adopted by the Board of Directors of the Crockett Community Services District at the Regular Meeting held on June 26, 2019 by the following vote:

AYES:

NOES:

ABSENT:

_____
Kent Peterson, President

ATTEST:

_____
Dale McDonald
District Secretary

CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525
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TO: Board of Directors

FROM: General Manager

SUBJECT: Salary Study and Proposed Adjustment to Salary Scheduled of Wages

DATE: June 21, 2019

In December 2017 a study was undertaken to show the comparison of the District's salary and benefits with similar agencies. Over the last few years staff has presented various adjustments to the Pay Scale of Wages to meet mandated minimum wage increases however has not made across the board adjustments based on compensation review or cost-of-living review.

This study is an update to the one completed in 2017 and focuses only on salary of full-time year-round employee positions. Many of the same agencies that were reviewed in 2017 were used in this study. Demographics, income level, type of service, and other comparables completed in the previous study were not reviewed for this study.

HISTORY

The District historically has chosen to hire professional managers rather than engineers or financial accountants to fill key positions within the District as a way to help keep salary costs down. Even taking this into consideration, when compared to other similarly sized agencies performing similar work the pay rates for District employees remain at the very low end of pay scale. The District does not have a Cost-of-Living Adjustment program and therefore salary compensation reviews are conducted regularly. The District requires key employees to live within a certain distance to respond to emergencies limiting affordable housing choices which must be factored in during the compensation review. The District has chosen to slowly increase benefits for its employees, preferring an incremental approach to lessen the cost impact to the public, but over the last few years salary compensation has lagged while benefits have been added. Hourly employee pay schedules are annually adjusted to meet minimum wage increase requirements. Pay schedules are historically updated on July 1 and/or January 1.

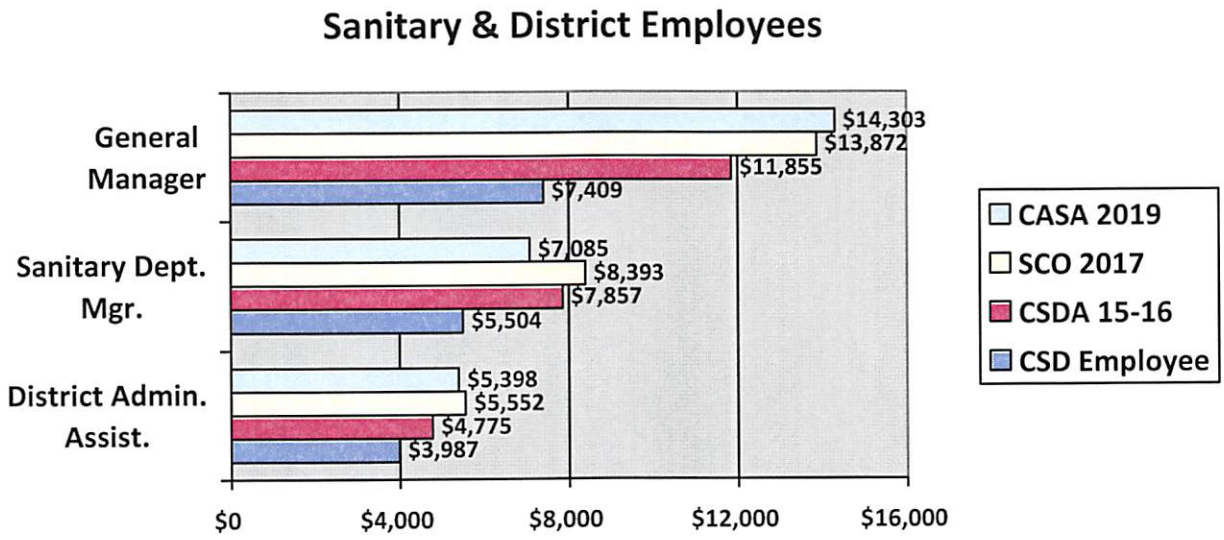
COMPENSATION REVIEW

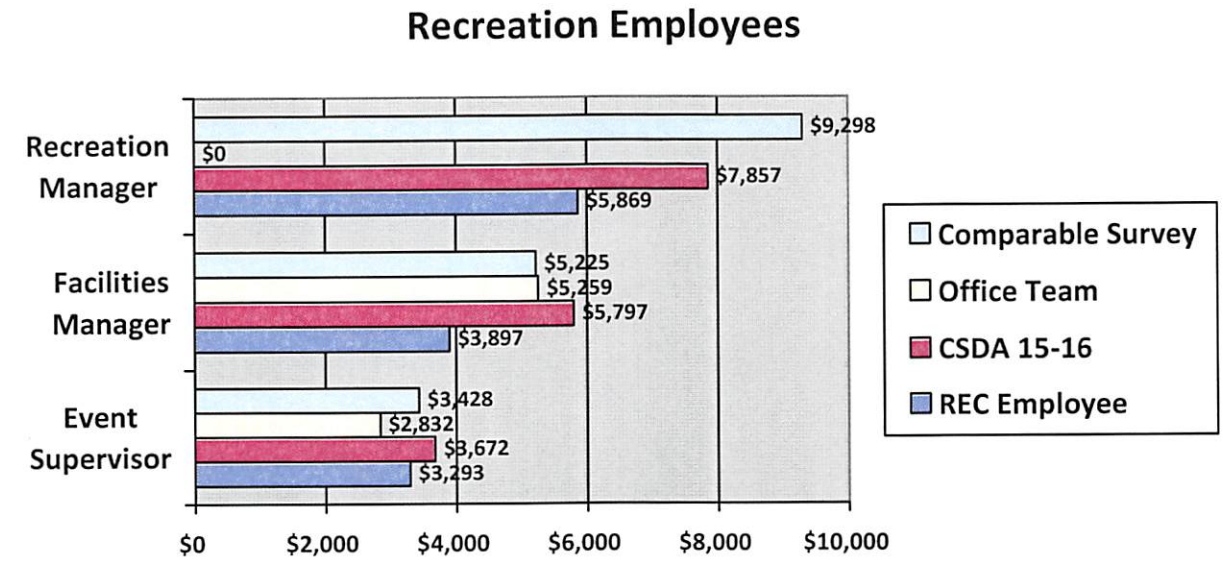
A variety of sources were used to gather data for the compensation review. Salary and benefit data from the State Controller's Office (SCO), California Association of Sanitation Agencies (CASA) 2019 Salary/Benefits Survey, the California Special Districts Association (CSDA) Special District Administrative Salary & Benefits Survey from 2015-2016, Robert Half International's Office Team 2019 Salary Guide for Administrative Professionals, as well as staff research on current open jobs for positions similar to District employee positions was gathered

Members of the Board: Luigi Barassi, Michael Kirker, John MacKenzie, Kent Peterson, Emma Sutton

as part of this compensation study. Agencies with similar type of service, budget, and populations served were compared against the District. Monthly salary comparisons were separated out between the sanitary departments and recreation department and include actual employee salaries as comparables.

The Personnel Committee reviewed the salary study, which included details for each of the comparable agencies and results by source, against the District's employee positions. The supporting documents and full copies of the referenced salary data are available in the District office for review. A summary of those results are provided below.





The results of the study show the Event Supervisor position is the only position that appears to be adequately compensated compared to similar positions elsewhere. The Facilities Manager/Assistant District Secretary is close to reaching the top of her pay scale and, at

minimum, this scale should be adjusted. The Assistant Sanitary Department Manager position, the duties of which are currently being done by the Port Costa Sanitary Department Manager, was reviewed but since it is vacant it was left off the summary. The Personnel Committee will consider adjusting its salary schedule if there is a need to fill this position. The remaining three positions; General Manager, Sanitary Department Manager, and Recreation Department Manager are appointed exempt management positions who have over the last year extended their contracts with the District.

Deferring adjustments to the pay schedule for mid-level and exempt employees over the years has put pressure on the District to take more aggressive steps to raise the pay schedule to avoid falling further behind in comparison to other agencies. The majority of the District's full-time employees are over 50 and it is prudent for the District to consider it salary and benefits package as part of its succession plan.

The Personnel Committee considered the compensation review and supports an increase to the Recreation Facilities Manager classification schedule and District Administrative Assistant classification schedule to bring them into alignment with similar agencies. The current salary for Recreation Facilities Manager Witschi was also recommended to be increased to $25 per hour.

COST OF LIVING ADJUSTMENTS

The District currently does not apply Cost-of-Living Adjustments (COLA) to its pay schedule of wages. It is in the minority of special district agencies that do not make annual salary adjustments to its employee schedules. As part of the compensation review 27 out of 38 agencies that responded to the 2019 California Association Sanitation Agencies Benefits Study make annual adjustments, 9 make adjustments on a different frequency or after board review, and 2 do not provide adjustments, the District being one of them. The majority of agencies surveyed consider COLA adjustments annually as part of employee organization negotiated contracts, usually effective July of each year. The 2019 study showed the agencies' average amount of their last COLA in 2018 was 2.14% and their projected COLA for 2019 was 3.83%.

The Personnel Committee received information on the Consumer Price Index All Items for All Urban Consumers, San Francisco-Oakland-Hayward, published by the U.S. Department of Labor, Bureau of Labor Statistics for the period April 2019 which showed area prices were up 4.0 percent from a year ago. The committee discussed and supports implementing a salary increase for most of the employees equal to a percentage equal to the percentage increase in the for the 12-month period ending December 2018, averaged for the calendar year" (CPI-U), equal to 3.98%.

SUMMARY

It would be financially difficult for the District to adjust all pay schedules in one action due to budget constraints. Funding has been set aside to allow for an increase in the current pay schedules of between 4%-10%, depending on position, as well as for adding new health benefits later this year.

The Crockett Sanitary Commission was able to receive a report and provide input on the proposed salary schedule adjustment during their last meeting. Commissioner Wolthuis commented that at some point the District Board has to look at the impact too step of a rise in salary and benefit costs may have on the taxpayers, taking into consideration the burden it may place on them. He said due

diligence is required when the Board considers whether to provide salary and benefit increases, keeping in mind that it is public money that is being spent. The Crockett Sanitary Commission supports salary increases and expanding benefits but questioned the impact doing both at the same time would have on the budget.

The Personnel Committee discussed the need to develop target goals to help facilitate discussion and review of the salary schedules for other employees, based on comparable percentages, at a future date.

RECOMMENDATION

Staff recommends the Board approve the Resolution as presented. The Board can also provide direction to staff or the Personnel Committee on future compensation review and other matters of salary schedule adjustments.

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RESOLUTION

NO. 18/19-26

RESOLUTION OF THE CROCKET COMMUNITY SERVICES DISTRICT INCREASING SALARIES AND UPDATING THE SALARY SCHEDULE OF WAGES OF THE DISTRICT EMPLOYEES

WHEREAS, the District conducted a compensation review in June 2018, which results support increasing the salary schedule for the Recreation Facilities Manager classification by 23.5% and the salary schedule for the Assistant District Secretary classification by 33.2%; and

WHEREAS, the District recognizes the need to increase the salary schedules balanced against the District's financial needs, Recreation Facilities Manager Witschi's salary Level and Step should be adjusted to lessen the financial impact to the Recreation Department; and

WHEREAS, the District wishes to grant a wage increase to most District employees equal to a percentage equal to the percentage increase in the Consumer Price Index – All Items for All Urban Consumers, San Francisco-Oakland-Hayward, published by the U.S. Department of Labor, Bureau of Labor Statistics for the 12-month period ending December 2018, averaged for the calendar year" (CPI-U); and

WHEREAS, for the 12-month period ending December 2018, the average percentage increase in the CPI-U for the 2018 calendar year was 3.98%; and

WHEREAS, the hourly pay rate schedules of seasonal pool employees, Maintenance Attendant positions, and temporary positions will not change because of the increase in hourly pay that occurred on January 1, 2019 as a result of the State mandated minimum wage law; and

WHEREAS, management requires and the Personnel Committee supports the creation of a Pool Office Manager classification with responsibility similar in level to that of Head Lifeguard, to be added to the Pay Schedule of Wages at same pay schedule as Head Lifeguard; and

WHEREAS, the Personnel Committee approved the recommended salary increases and salary schedule adjustments on June 17, 2019; and

WHEREAS, the Budget & Finance Committee received salary increase information presented in this Resolution on June 18, 2019, and the Board approved funding that is sufficient to implement these salary increases as part of the FY 19/20 budget on June 26, 2019.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Crockett Community Services District that the Salary Schedule of Wages by Job Classification for the District employees (Attachment 1) is hereby adopted effective July 1, 2019. The salary schedule reflects the Board's approval of a 23.5% wage increase for Recreation Facilities Manager classification, a 33.2% wage increase for the Assistant District Secretary classification, and a 3.98% wage increase for all other District employees other than the seasonal pool, Maintenance Attendant, and temporary classifications.

BE IT FURTHER RESOLVED that Recreation Facilities Manager Witschi's salary be set at Level II Step C, equal to $25.32 per hour, a 10.08% increase effective July 1, 2019.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED by the Board of Directors of the Crockett Community Services District at the Regular Meeting held on June 26, 2019 by the following vote:

AYES:

NOES:

ABSENT:

_____
Kent Peterson, President

ATTEST:

_____
Dale McDonald
District Secretary

SALARY SCHEDULE OF WAGES BY JOB CLASSIFICATION

CROCKETT COMMUNITY SERVICES DISTRICT

(REVISED 6-19-2019 - ADOPTED _____ - EFFECTIVE DATE JULY 1, 2019)

CSD Administration

General Manager / Secretary of the District [1] - Exempt Position

Probation	Level I			Level II			Level III			Level IV			Level V		
Per Hour	Step a	Step b	Step c	Step a	Step b	Step c	Step a	Step b	Step c	Step a	Step b	Step c	Step a	Step b	Step c
n/a	$7,337	$7,460	$7,582	$7,704	$7,833	$7,961	$8,089	$8,224	$8,354	$8,493	$8,636	$8,777	$8,917	$9,067	$9,216

** Monthly salary* Monthly Income= $7,337 min. $9,216 max. Annual Base Full Time Equivalent= $88,042 minimum $110,589 maximum

Assistant District Secretary - Hourly Position, Non-Exempt - Average work load 15 hours per week

Probation	Level I					Level II					Level III					Level IV	
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b
$19.31	$20.65	$21.31	$21.98	$22.64	$23.31	$23.98	$24.64	$25.32	$25.97	$26.64	$27.31	$27.97	$28.64	$29.30	$29.97	$30.64	$31.30

** Hourly salary, paid bi-weekly* Monthly Income= $1,342 min. $2,035 max. Annual Base Full Time Equivalent= $42,944 minimum $65,108 maximum

Sanitary Departments

CVSAN Dept. Manager [1] - Exempt Position - Average work load 30 hours per week

Probation	Level I					Level II					Level III					Level IV					Level V
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a
$22	$4,484	$4,632	$4,781	$4,933	$5,087	$5,243	$5,401	$5,561	$5,723	$5,888	$6,054	$6,223	$6,393	$6,566	$6,740	$6,917	$7,096	$7,277	$7,460	$7,645	$7,832

** Monthly salary* Monthly Income= $4,484 min. $7,832 max. Annual Base Full Time Equivalent= $53,807 minimum $93,988 maximum

PCSAN Dept. Manager [2] - Exempt Position - Average work load 12 hours per week

Probation	Level I					Level II					Level III					Level IV					Level V
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a
$22	$4,484	$4,632	$4,781	$4,933	$5,087	$5,243	$5,401	$5,561	$5,723	$5,888	$6,054	$6,223	$6,393	$6,566	$6,740	$6,917	$7,096	$7,277	$7,460	$7,645	$7,832

** Monthly salary* Monthly Income= $4,484 min. $7,832 max. Annual Base Full Time Equivalent= $53,807 minimum $93,988 maximum

Asst. CVSan Dept. Manager [2]- Hourly Position, Non-Exempt - Average work load 30 hours per week, up to 40 hours per week.

Probation	Level I					Level II					Level III					Level IV	
$21.84	$22.88	$23.40	$23.92	$24.44	$24.96	$25.48	$26.00	$26.51	$27.03	$27.55	$28.07	$28.59	$29.11	$29.63	$30.15	$30.67	$31.19

** Hourly salary, paid bi-weekly* Monthly Income= $2,974 min. $5,407 max. Annual Base Full Time Equivalent= $47,581 minimum $64,884 maximum

Sanitary Administrative Assistant / Field Assistant - Temporary - 0 to 10 hours per week

Probation	Level I				
Per Hour	Step a	Step b	Step c	Step d	Step e
$12.00	$12.50	$13.00	$13.50	$14.00	$14.50

** Hourly salary, paid bi-weekly* Monthly Income= $0 min. $628 max. Annual Base Full Time Equivalent= $26,000 minimum $30,160 maximum

(1) General Manager serves as Secretary of the District, as CVSan. Dept. Mgr., and performs the duties of Asst. CVSan. Dept. Mgr. when position is vacant.

(2) PCSan Dept. Manger assists in managing the CVSAN Dept. and performs the duties of CVSan. Asst. Dept. Mgr. as required when position is vacant.

Recreation Department & Maintenance Departments

Recreation / Maintenance Dept. Manager [3] - Exempt Position - Average work load 19 hours per week, no more than 1000 hours per year

Probation	Level I					Level II					Level III					Level IV					Level V
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a
n/a	$2,250	$2,322	$2,397	$2,474	$2,553	$2,636	$2,720	$2,808	$2,899	$2,993	$3,089	$3,189	$3,293	$3,399	$3,509	$3,624	$3,741	$3,862	$3,987	$4,114	$4,246
* Monthly salary				Monthly Income=	$2,250	min.	$4,246	max.			Annual Base at 19 hours per week =					$27,002	minimum		$50,946	maximum	
											Annual Base Full Time Equivalent =					$56,845	minimum		$107,255	maximum	

(3) Recreation Department Manager serves as the Maintenance Department Manager and Aquatics Manager and performs the duties when positions are vacant.

Rec. Facilities Manager [4]- Hourly Position, Non-Exempt - Average work load 32 hours per week

Probation	Level I					Level II					Level III					Level IV					
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b				
$19.76	$21.00	$21.61	$22.23	$22.85	$23.47	$24.08	$24.70	$25.32	$25.94	$26.55	$27.17	$27.79	$28.41	$29.02	$29.64	$30.26	$30.88				
* Hourly salary, paid bi-weekly				Monthly Income=	$2,911	min.	$4,281	max.			Annual Base Full Time Equivalent=					$43,670	minimum		$64,220	maximum	

(4) Recreation Facilites Manager performs the duties of the Assitant District Secretary when position is vacant.

Event Supervisor - Hourly Position, Non-Exempt - Average work load 30 hours per week.

Probation	Level I					Level II					Level III					Level IV					
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b				
$13.52	$16.12	$16.64	$17.16	$17.68	$18.20	$18.72	$19.24	$19.76	$20.28	$20.80	$21.32	$21.84	$23.40	$22.88	$23.40	$23.92	$24.44				
* Hourly salary, paid bi-weekly				Monthly Income=	$2,095	min.	$3,177	max.			Annual Base Full Time Equivalent=					$33,523	minimum		$50,825	maximum	
** Pay rate for table/chair setup/takedown at Community Center is flat $25.50 per hour regardless of pay schedule level/step.																					

Assistant Event Supervisor - Hourly Position, Non-Exempt - 0 to 16 hours per week

Probation	Level I					Level II															
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c													
$12.48	$13.00	$13.52	$14.04	$14.56	$15.08	$15.60	$16.12	$16.64													
* Hourly salary, paid bi-weekly				Monthly Income=	$0	min.	$1,153	max.			Annual Base Full Time Equivalent=					$27,035	minimum		$34,605	maximum	

Aquatics Manager / Aquatics Administrative Assistant - Seasonal - 0 to 34 hours per week

Probation	Level I					Level II					Level III										
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a										
$17.50	$17.75	$18.25	$18.75	$19.25	$19.75	$20.00	$20.50	$21.00	$21.50	$22.00	$22.50										
* Hourly salary, paid bi-weekly				Monthly Income=	$0	min.	$3,315	max.			Annual Base Full Time Equivalent=					$36,920	minimum		$46,800	maximum	

Aquatics Asst. Manager - Seasonal - 0 to 34 hours per week

Probation	Level I					Level II															
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b														
$15.50	$16.00	$16.50	$17.00	$17.50	$18.00	$18.50	$19.00														
* Hourly salary, paid bi-weekly				Monthly Income=	$0	min.	$2,799	max.			Annual Base Full Time Equivalent=					$33,280	minimum		$39,520	maximum	

Head Lifeguard / Pool Office Manager - Seasonal - 0 to 34 hours per week

Probation	Level I					Level II				
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e
$12.75	$12.75	$13.00	$13.25	$13.50	$13.75	$14.00	$14.50	$15.00	$15.50	$16.00

** Hourly salary, paid bi-weekly* Monthly Income= $0 min. $2,357 max. Annual Base Full Time Equivalent= $26,520 minimum $33,280 maximum

Lifeguard [5] [6] - Seasonal - 0 to 34 hours per week

Probation	Level I					Level II				
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e
$12.25	$12.25	$12.40	$12.55	$12.70	$12.85	$13.00	$13.15	$13.30	$13.45	$13.60

** Hourly salary, paid bi-weekly* Monthly Income= $0 min. $2,004 max. Annual Base Full Time Equivalent= $25,480 minimum $28,288 maximum

Aquatics Instructor - Seasonal - 0 to 20 hours per week

Probation	Level I				
Per Hour	Step a	Step b	Step c	Step d	Step e
$12.00	$12.00	$12.15	$12.30	$12.45	$12.60

** Hourly salary, paid bi-weekly* Monthly Income= $0 min. $1,092 max. Annual Base Full Time Equivalent= $24,960 minimum $26,208 maximum

Aquatics Office Assistant - Seasonal - 0 to 34 hours per week

Probation	Level I				
Per Hour	Step a	Step b	Step c	Step d	Step e
$12.00	$12.00	$12.15	$12.30	$12.45	$12.60

** Hourly salary, paid bi-weekly* Monthly Income= $0 min. $1,856 max. Annual Base Full Time Equivalent= $24,960 minimum $26,208 maximum

Maintenance Attendant [7] - Hourly - 0 to 20 hours per week

Probation	Level I				
Per Hour	Step a	Step b	Step c	Step d	Step e
$12.00	$12.00	$12.15	$12.30	$12.45	$12.60

** Hourly salary, paid bi-weekly* Monthly Income= $0 min. $1,092 max. Annual Base Full Time Equivalent= $24,960 minimum $26,208 maximum

(5) Additional .25 on top of Level/Step for each approved advanced certification (ie. WSI etc.) for Lifeguards.

(6) Instructors moving to Lifeguard maintain their same Level/Step resulting in .25 increase for lateral move.

(7) Maintenance Attendant position can be filled by seasonal aquatics employee. Employee will retain the higer of the two rate schedules.

CROCKETT COMMUNITY SERVICES DISTRICT

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website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BD. MTG:	6-26-19	LATEST FUND REPORT:	6-12-19
CCSD FUND 3240		CCSD FUND 3240	
CASH CARRIED FORWARD:		CASH CARRIED FORWARD:	
REC DEPT:	$11,136.24	**CVSAN DEPT:**	$34,660.39
ACTIVITY:		ACTIVITY:	
SPT HO APPN PY	$2.52	SPT HO APPN PY	$14.83
CY UNS 1%	$74.55	CY UNS 1%	$437.87
PY UNS 1%	$42.77	PY UNS 1%	$251.22
UNS REJECTS	$0.03	UNS REJECTS	$0.15
PY SEC HO APPN	$1.49	PY SEC HO APPN	$8.77
Trns to 3241	($5,000.00)	Trns to 3426	($11,000.00)
CASH BALANCE (Rec):	$6,257.61	CASH BALANCE (CVSan):	$24,373.22
ADV ON TAXES (Rec):	$2,528.60	ADV ON TAXES (CVSan):	$14,485.05
060 Adv beginning bal	$1,465.05	060 Adv beginning bal	$8,242.22
No activity	$0.00	No activity	$0.00
Ending Balance	$1,465.05	Ending Balance	$8,242.22
160 Supplmt begin bal	$116.90	160 Supplmt begin bal	$682.81
SEC SPTADV 14-19	$945.93	SEC SPTADV 14-19	$5,555.77
UNS SPTADV 17-18	$0.72	UNS SPTADV 17-18	$4.25
Ending Balance	$1,063.55	Ending Balance	$6,242.83
FUND BALANCE (Rec):	$8,786.21	FUND BALANCE (CVSan):	$38,858.27
		TOTAL BALANCE:	$47,644.48

CROCKETT COMMUNITY SERVICES DISTRICT

INVESTMENT REPORT

AS OF MAY 31 2019

Beginning invested balance: 5/1/2019	$ 4,734,152.85		
RECREATION DEPT. OPERATING FUND 3241			
LOCAL AGENCY INVESTMENT FUND - Rate 2.55% as of 3/31/2019	$ 466,095.77		
Activity: No activity	$ -		
Ending balance:		$	466,095.77
MAINTENANCE DEPT. OPERATING FUND 3242			
LOCAL AGENCY INVESTMENT FUND - Rate 2.55% as of 3/31/2019	$ 144,009.54		
Activity: No activity	$ -		
Ending balance:		$	144,009.54
PORT COSTA SANITARY DEPT. OPERATING FUND 3425			
LOCAL AGENCY INVESTMENT FUND - Rate 2.55% as of 3/31/2019	$ 120,939.31		
Activity: No activity	$ -		
Ending balance:		$	120,939.31
CROCKETT SANITARY DEPT. OPERATING FUND 3426			
LOCAL AGENCY INVESTMENT FUND - Rate 2.55% as of 3/31/2019	$ 3,060,196.04		
Activity: No activity	$ -		
Ending balance:		$	3,060,196.04
CROCKETT SANITARY DEPT. CONSTRUCTION FUND 3427			
LOCAL AGENCY INVESTMENT FUND - Rate 2.55% as of 3/31/2019	$ 873,734.53		
Activity: No activity	$ -		
Ending balance:		$	873,734.53
CROCKETT SANITARY DEPT. CAPITAL RESERVE FUND 3429			
LOCAL AGENCY INVESTMENT FUND - Rate 2.55% as of 3/31/2019	$ 69,177.66		
Activity: No activity	$ -		
Ending balance:		$	69,177.66
Closing invested balance: 5/31/2019		$	4,734,152.85

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.

Dale McDonald, General Manager

Date: 6/17/19

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	6-26-19	LATEST FUND REPORT:	6-12-19
OPERATING FUND 3241			
CASH CARRIED FORWARD:	$46,058.35	INVESTED BALANCE:	$466,095.77
		Trns to cash	($35,000.00)
ACTIVITY:		NET INVESTED:	$431,095.77
CHECKS AND PAYMENTS			
Warrants (8006-8074)	($48,541.92)	$48,787.82	c/d deposits
Wells Fargo CC Fees	($126.79)	$382,307.95	avail. funds
Payroll recovery	($1,553.16)	FUND BALANCE:	$499,060.24
		*** Below held in cash account ***	
DEPOSITS AND CREDITS		C/D BEGINNING BALANCE:	$52,687.82
Comm Center Rentals	$8,822.00	c/d deposit receipts	$1,000.00
Senior nutrition	$400.00	c/d deposit refunds	($4,545.00)
Cleaning/Damage Depos	$1,000.00	Trnsfr recovery	($355.00)
Security Services	$616.00	NET C/D ENDING BALANCE:	$48,787.82
Aquatics rents	$435.00		
Concessions	$1,633.25	CAP / RESTRICTED BAL:	$3,168.91
Swim admission fees	$4,468.21	Revenue (Donations)	$ 251.18
Aquatic season passes	$4,867.20	Cap Expenses	$ (2,555.70)
Swim lessons	$2,520.00	NET CAPITAL REPL. BAL:	$864.39
Tennis Restroom Keys	$70.00		
Other sales	$20.00	POLICE LIAISON BALANCE:	$7,996.98
Cash over	$25.30	Fines & Fees	$0.00
United Way Donation	$251.18	Payroll and other	($38.82)
Recovery A+ Irrigator	$880.00	NET PLC ENDING BALANCE:	$7,958.16
Mileage recovery	$45.82		
Trns from investment	$35,000.00	XMAS LIGHT BALANCE:	$1,043.11
Trns from CSD 3240	$5,000.00	CROCKETT CERT ACTIVITY:	
Payroll recovery	$354.03	CERT Beginning Bal:	$0.00
		No activity	$0.00
CASH BALANCE:	$62,244.47	CERT Ending Balance:	$0.00
ADV ON TAXES :	$5,720.00	PETTY CASH BALANCE:	$60.00
No activity	$0.00	TAXES held in 3240:	$ 8,786.21
		CO.charges in 3240:	$ -
NET ADV ON TAXES:	$5,720.00		
		ACCRUED CREDIT:	$ 8,000.00
		PY due from MAINT Dept.	

Commissioners: Jeff Airoldi, David Botta, Louise Choquette, Tom Cusack, Vanessa Eskildsen, Anne Scheer, John Valentini

CROCKETT COMMUNITY SERVICES DISTRICT
Reconciliation Detail
FUND 3241 - RECREATION, Period Ending 06/12/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							517,874.12
Cleared Transactions							
Checks and Payments - 71 items							
Check	05/14/2019		Wells Fargo Mercha...	Credit Card Fees	X	-126.79	-126.79
Check	05/17/2019	8029	U.S. BANK	Merchant fridge & various	X	-5,655.67	-5,782.46
Check	05/17/2019	8021	NorCal Lifeguard Tr...	Lifeguard classes - Invoice 14	X	-2,875.00	-8,657.46
Check	05/17/2019	8012	TERRACARE ASS...	Landscaping services	X	-2,171.00	-10,828.46
Paycheck	05/17/2019	8028	SUSAN G. WITSCHI	Paycheck May 1-15	X	-1,741.47	-12,569.93
Check	05/17/2019	8013	PG&E	Gas & Electricity	X	-1,517.74	-14,087.67
Check	05/17/2019	8014	UNIVERSAL BUILDI...	Janitorial service April 2019	X	-1,271.00	-15,358.67
Liability ...	05/17/2019	8006	STATE COMPENS...	Workers Comp	X	-783.71	-16,142.38
Check	05/17/2019	8019	Jaime Reyes	Cleaning and damage deposit re...	X	-700.00	-16,842.38
Check	05/17/2019	8017	Christian Mercado	Cleaning and damage deposit re...	X	-700.00	-17,542.38
Check	05/17/2019	8016	Yessenia Escamilla	Cleaning and damage deposit re...	X	-655.00	-18,197.38
Paycheck	05/17/2019	8026	DOLORES M. MOR...	Paycheck May 1-15	X	-626.66	-18,824.04
Check	05/17/2019	8018	Resource Conservat...	Cleaning and damage deposit re...	X	-550.00	-19,374.04
Paycheck	05/17/2019	8027	KATELYNN M. CLE...	Paycheck May 1-15	X	-542.93	-19,916.97
Check	05/17/2019	8020	Sierra Chemical Co...	Pool chemicals - invoice 122026...	X	-491.67	-20,408.64
Check	05/17/2019	8008	MEYERS NAVE	General attorney advice April 20...	X	-389.64	-20,798.28
Paycheck	05/17/2019	8023	HARLEY W. MANDI...	Paycheck May 1-15	X	-315.47	-21,113.75
Check	05/17/2019	8015	HARIKESH SHRI-S...	Reimburse LG cert & non-cashe...	X	-306.75	-21,420.50
Check	05/17/2019	8010	G & C Refrigeration ...	Turbo-air glass door repair - Inv...	X	-290.73	-21,711.23
Check	05/17/2019	8009	ASCAP	Music program permit annual 1/...	X	-230.00	-21,941.23
Check	05/17/2019	8011	Delta One Security, ...	Security - invoice 3780	X	-213.84	-22,155.07
Paycheck	05/17/2019	8024	TREVOR B. DEES	Paycheck May 1-15	X	-199.92	-22,354.99
Check	05/17/2019	8007	BAY AREA NEWS ...	Publish Ord 19-1 hearing notice ...	X	-137.30	-22,492.29
Check	05/17/2019	8022	Don Barton	Replace toilet girls bathroom - in...	X	-125.00	-22,617.29
Paycheck	05/17/2019	8025	KARA D. BROWN	Paycheck May 1-15	X	-94.19	-22,711.48
Check	06/07/2019	8066	TERRACARE ASS...	Landscaping services	X	-3,971.00	-26,682.48
Check	06/07/2019	8064	PG&E	Gas & Electricity	X	-2,496.15	-29,178.63
Paycheck	06/07/2019	8030	RONALD D. WILSON	Payroll May 2019	X	-2,402.93	-31,581.56
Transfer	06/07/2019			Payroll & other recovery May 20...	X	-2,052.72	-33,634.28
Paycheck	06/07/2019	8050	SUSAN G. WITSCHI	Payroll May 16-31, 2019	X	-1,959.44	-35,593.72
Liability ...	06/07/2019	8053	CalPERS Public Em...	CalPERS Liability	X	-1,584.88	-37,178.60
Check	06/07/2019	8061	EBMUD	Water service	X	-1,484.73	-38,663.33
Check	06/07/2019	8072	UNIVERSAL BUILDI...	Monthly janitorial services May 2...	X	-1,271.00	-39,934.33
Liability ...	06/07/2019	8051	UNITED STATES T...	Fed Tax Payroll Liability	X	-1,166.88	-41,101.21
Check	06/07/2019	8059	CONTRA COSTA H...	CUPA haz permit 7000773925, I...	X	-1,040.00	-42,141.21
Check	06/07/2019	8060	Delta One Security, ...	Security guards for events	X	-906.30	-43,047.51
Check	06/07/2019	8069	Wendi Walker	Cleaning and damage deposit re...	X	-700.00	-43,747.51
Check	06/07/2019	8074	Teresa Ochoa	Cleaning and damage deposit re...	X	-700.00	-44,447.51
Check	06/07/2019	8062	LESLIE'S POOL SU...	Pool chemicals	X	-596.89	-45,044.40
Check	06/07/2019	8070	Kim Gonzalez	Cleaning and damage deposit re...	X	-550.00	-45,594.40
Paycheck	06/07/2019	8048	DOLORES M. MOR...	Payroll May 16-31, 2019	X	-506.08	-46,100.48
Check	06/07/2019	8065	Sierra Chemical Co...	Sodium hypochlorite invoice 123...	X	-393.16	-46,493.64
Check	06/07/2019	8063	LINCOLN AQUATICS	Whistles and caps for Lifeguard ...	X	-391.50	-46,885.14
Check	06/07/2019	8058	AT&T (Phone)	Telephone service center and pool	X	-324.53	-47,209.67
Paycheck	06/07/2019	8037	KARA D. BROWN	Payroll May 16-31, 2019	X	-319.88	-47,529.55
Paycheck	06/07/2019	8039	MADISON A. KOZIER	Payroll May 16-31, 2019	X	-314.68	-47,844.23
Check	06/07/2019	8071	ROSE C. SCOTT	Reimbursement for LG class	X	-282.00	-48,126.23
Paycheck	06/07/2019	8046	HARLEY W. MANDI...	Payroll May 16-31, 2019	X	-254.97	-48,381.20
Paycheck	06/07/2019	8047	TREVOR B. DEES	Payroll May 16-31, 2019	X	-226.01	-48,607.21
Check	06/07/2019	8056	ALLIANT INSURAN...	Crime Ins renewal - Invoice ACI...	X	-225.40	-48,832.61
Paycheck	06/07/2019	8042	NAYA K. MURDOCK	Payroll May 16-31, 2019	X	-223.32	-49,055.93
Paycheck	06/07/2019	8031	ARIANA M. BUGGS	Payroll May 16-31, 2019	X	-183.39	-49,239.32
Check	06/07/2019	8068	RONALD D. WILSON	Mileage reimbursement May	X	-172.84	-49,412.16
Check	06/07/2019	8057	Alhambra & Sierra S...	Concessions water	X	-164.77	-49,576.93
Check	06/07/2019	8055	MacDonald Accounti...	Consulting April-May Invoice 1407	X	-139.59	-49,716.52
Paycheck	06/07/2019	8035	HARIKESH SHRI-S...	Payroll May 16-31, 2019	X	-129.29	-49,845.81
Liability ...	06/07/2019	8052	EMPLOYMENT DE...	State Tax Payroll Liability	X	-102.57	-49,948.38
Paycheck	06/07/2019	8045	ZOE H. LABINSKI	Payroll May 16-31, 2019	X	-72.44	-50,020.82
Paycheck	06/07/2019	8040	MADISON N. UDY	Payroll May 16-31, 2019	X	-69.54	-50,090.36
Check	06/07/2019	8054	LINCOLN FINANCI...	LTD & STD Insurance June CC...	X	-69.09	-50,159.45
Check	06/07/2019	8073	SUSAN G. WITSCHI	Mileage reimburse April & May	X	-64.96	-50,224.41
Paycheck	06/07/2019	8034	GABRIEL J. OSTI	Payroll May 16-31, 2019	X	-62.22	-50,286.63
Paycheck	06/07/2019	8033	ELEXIA B. PONTHI...	Payroll May 16-31, 2019	X	-57.26	-50,343.89
Paycheck	06/07/2019	8036	JOCELYN M. OSTI	Payroll May 16-31, 2019	X	-56.56	-50,400.45
Paycheck	06/07/2019	8032	DENISSE V. CORR...	Payroll May 16-31, 2019	X	-50.91	-50,451.36

CROCKETT COMMUNITY SERVICES DISTRICT
Reconciliation Detail
FUND 3241 - RECREATION, Period Ending 06/12/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Paycheck	06/07/2019	8044	STELLA T.E. MANN...	Payroll May 16-31, 2019	X	-49.26	-50,500.62
Paycheck	06/07/2019	8041	MONICA A. MUNOZ	Payroll May 16-31, 2019	X	-48.08	-50,548.70
Paycheck	06/07/2019	8049	KATELYNN M. CLE...	Payroll May 16-31, 2019	X	-47.47	-50,596.17
Paycheck	06/07/2019	8043	SOPHIA R. AYALA	Payroll May 16-31, 2019	X	-45.25	-50,641.42
Paycheck	06/07/2019	8038	MADELINE H. LEV...	Payroll May 16-31, 2019	X	-40.57	-50,681.99
Check	06/07/2019	8067	DOLORES M. MOR...	Mileage reimbursement May	X	-39.44	-50,721.43
Total Checks and Payments						-50,721.43	-50,721.43
Deposits and Credits - 30 items							
Deposit	05/20/2019			Crockett Comm Deposit	X	3,936.00	3,936.00
Deposit	05/23/2019			Rent - cc	X	1,080.00	5,016.00
Transfer	05/28/2019			Payroll recovery May 16-20 PCS...	X	26.31	5,042.31
Deposit	05/28/2019			Pool Deposit #2	X	112.25	5,154.56
Transfer	05/28/2019			Payroll recovery May 16-20 CVS...	X	341.88	5,496.44
Deposit	05/28/2019			Pool Deposit #1	X	634.50	6,130.94
Deposit	05/28/2019			Pool Deposit #3	X	1,002.00	7,132.94
Deposit	05/28/2019			Comm Ctr Deposit	X	3,231.18	10,364.12
Deposit	05/29/2019			Pool Deposits #1 and #2 - cc	X	1,093.00	11,457.12
Transfer	05/29/2019			Prop Tax Transfer 3240 to REC ...	X	5,000.00	16,457.12
Deposit	05/30/2019			Pool Deposit #3 - cc	X	1,392.00	17,849.12
Deposit	06/05/2019			Park Restroom Key - cc	X	15.00	17,864.12
Deposit	06/05/2019			Pool Deposit #5 - cc	X	1,288.00	19,152.12
Deposit	06/05/2019			Pool Deposit #4 / Rent - cc	X	1,619.50	20,771.62
Deposit	06/07/2019			Pool Deposit #6 - cc	X	21.75	20,793.37
Transfer	06/07/2019			Payroll & other recovery May 16...	X	31.66	20,825.03
Deposit	06/07/2019			Pool Deposit #7 - cc	X	76.00	20,901.03
Deposit	06/07/2019			Pool Deposit 8	X	260.00	21,161.03
Deposit	06/07/2019			Pool Deposit #5	X	401.25	21,562.28
Deposit	06/07/2019			Pool Deposit #6	X	486.75	22,049.03
Transfer	06/07/2019			Payroll & other recovery May 16...	X	499.56	22,548.59
Deposit	06/07/2019			Pool Deposit #7	X	571.75	23,120.34
Deposit	06/07/2019			Pool Deposit #4	X	832.75	23,953.09
Deposit	06/10/2019			Park Bathroom Key - cc	X	20.00	23,973.09
Deposit	06/10/2019			Pool Deposit #8.2	X	408.00	24,381.09
Deposit	06/10/2019			Pool Deposit #9	X	1,110.21	25,491.30
Deposit	06/10/2019			Pool Deposit #10	X	1,601.00	27,092.30
Deposit	06/10/2019			Comm Ctr Deposit	X	2,907.00	29,999.30
Deposit	06/11/2019			Pool Deposit #9 - cc	X	1,024.50	31,023.80
Deposit	06/12/2019			Pool Deposit #10 - cc	X	883.75	31,907.55
Total Deposits and Credits						31,907.55	31,907.55
Total Cleared Transactions						-18,813.88	-18,813.88
Cleared Balance						-18,813.88	499,060.24
Register Balance as of 06/12/2019						-18,813.88	499,060.24
Ending Balance						**-18,813.88**	**499,060.24**

CROCKETT POLICE LIAISON COMMITTEE

of the Crockett Community Services District

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

FINANCIAL REPORT

AS OF MAY 31, 2019

Opening balance: 5/1/2019	$7,826.47
Activity:	
Revenue	
None	
Expenditures	
Payroll recovery	($70.09)
Current balance as of 5/31/19	$7,756.38

Clancy statement for April is pending.
Staff spent approximately 1.0 hours on PLC issues in May. Clancy

District Finance Officer

//admin/districtsecretary/plc/financialreport

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:	6/26/19	LATEST FUND REPORT:	6/12/19
OPERATING FUND 3242		BALANCES BY CLASS	
CASH CARRIED FORWARD:	$26,141.91	MEMORIAL HALL	
		Walk Honor & P66	$221,500.00
ACTIVITY:		Archt. Phase1	($15,427.99)
CHECKS and PAYMENTS		Engnr. Phase1	($31,229.00)
Warrants (417-418)	($552.39)	Other CapX	($4,605.65)
Payroll recovery	(119.99)	WofH P66 Balance	$170,237.36
		Other MH O&M Bal.	($8.54)
DEPOSITS			
None	$0.00	BRIDGEHEAD	($276.46)
		PLAZA/FENCES/LIGHTS	($473.29)
CASH BALANCE:	$25,469.53	ACCRUED DEBT:	
INVESTED BEG. BALANCE:	$144,009.54	PY due REC Dept.	$8,000.00
No activity	$0.00	DOGPARK due BRGHD	$1,032.02
		PCADVISORY due MH	$1,170.20
INVESTED END. BALANCE:*	$144,009.54		
FUND BALANCE:	$169,479.07	c:\mydocs\maint\bud&fin\wrksht	

06/17/19

Reconciliation Detail

FUND 3242 - MAINTENANCE, Period Ending 06/12/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							170,151.45
Cleared Transactions							
Checks and Payments - 3 items							
Check	05/17/2019	417	U.S. BANK	WoH flyer & assoc. postage	X	-474.95	-474.95
Check	05/17/2019	418	RONALD D. WILSON	Reimburse WWI Armistice photo bo...	X	-77.44	-552.39
Transfer	06/07/2019			Payroll recovery May 2019 MAINT t...	X	-119.99	-672.38
Total Checks and Payments						-672.38	-672.38
Total Cleared Transactions						-672.38	-672.38
Cleared Balance						-672.38	169,479.07
Register Balance as of 06/12/2019						-672.38	169,479.07
Ending Balance						-672.38	169,479.07

PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

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

MONTHLY SUMMARY WORKSHEET

PREPARED FOR MTG.: 6/26/19 LATEST FUND REPORT: 6/12/19

OPERATING FUND 3425			
CASH CARRIED FORWARD:	$7,518.79	ACCRUED DEBT:	
ACTIVITY:			
CHECKS (1101-1111)	($11,143.20)	PYs due CVSan Dept.	$24,233.49
Payroll recovery	($2,093.00)	Loan#2 due CVSan	$277,963.36
Investment svc chg	-		
Trns frm Investments	15,000.00		
CASH BALANCE:	$9,282.59	ACCRUED DEBT:	$302,196.85
ADV ON SUC BEG. BALANCE:	$5,919.00		
No activity	$0.00		
Ending Balance	$5,919.00		
INVESTED BEGIN. BALANCE:	$120,939.31		
Trns frm cash	($15,000.00)		
Ending Balance	$105,939.31		
FUND BALANCE:	$121,140.90	\\san\pc\bud&fin\wrksht	

10:28 AM
06/17/19

CROCKETT COMMUNITY SERVICES DISTRICT
Reconciliation Detail
FUND 3425 - PC SANITARY - O&M, Period Ending 06/12/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							134,377.10
Cleared Transactions							
Checks and Payments - 14 items							
Check	05/17/2019	1101	Valley Operators, LLC	Contract monthly svcs W...	X	-4,000.00	-4,000.00
Check	05/17/2019	1104	U.S. BANK	Eurofin lab, alarm, office s...	X	-869.79	-4,869.79
Check	05/17/2019	1103	MEYERS NAVE	Attorney general advice Ap...	X	-74.62	-4,944.41
Check	05/17/2019	1102	BAY AREA NEWS GRO...	Publ.Ord 19-1 Hearing ...	X	-26.30	-4,970.71
Transfer	05/28/2019			Payroll recovery May 1-15 ...	X	-26.31	-4,997.02
Check	06/07/2019	1106	L.R. PAULSELL CONS...	High Pressure Cleaning C...	X	-4,140.00	-9,137.02
Transfer	06/07/2019			Payroll & other recovery M...	X	-2,035.03	-11,172.05
Check	06/07/2019	1108	Sierra Chemical Company	Hypo and Metabisulfate	X	-1,043.15	-12,215.20
Check	06/07/2019	1105	CONTRA COSTA HEAL...	CUPA 7000773926 Invoice...	X	-402.00	-12,617.20
Check	06/07/2019	1107	PG&E	Electricity AC #270412132...	X	-289.11	-12,906.31
Check	06/07/2019	1110	V.W. Housen & Associat...	Septic tank engineering re...	X	-250.00	-13,156.31
Transfer	06/07/2019			Payroll & other recovery M...	X	-31.66	-13,187.97
Check	06/07/2019	1109	MacDonald Accounting ...	Consulting financial April-...	X	-26.73	-13,214.70
Check	06/07/2019	1111	ALLIANT INSURANCE ...	Crime Ins. renewal - Invoic...	X	-21.50	-13,236.20
Total Checks and Payments						-13,236.20	-13,236.20
Total Cleared Transactions						-13,236.20	-13,236.20
Cleared Balance						-13,236.20	121,140.90
Register Balance as of 06/12/2019						-13,236.20	121,140.90
Ending Balance						-13,236.20	121,140.90

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG:	6-26-19
OPERATING FUND 3426	
CASH CARRIED FORWARD:	$235,436.76
ACTIVITY:	
Warrants (5866-5888)	($162,808.77)
Payroll REC recovery	($341.88)
Trns from Investments	$70,000.00
Trns from CSD 3240	$11,000.00
Trns trm ConstFund 3427	$11,599.31
C&H 4th qtr payment	$47,741.74
Permits	$90.00
Payroll recovery	$3,708.18
CASH BALANCE:	$216,425.34
ADV ON TAXES:	
060 Prop tax Beginning	$48,904.00
No activity	$0.00
Ending Balance	$48,904.00
160 Adv Supp Prop tax	$4,117.89
No activity	$0.00
Ending Balance	$4,117.89
INVESTED BEG. BALANCE:	$3,060,196.04
Trns to cash	($70,000.00)
Ending Balance:	$2,990,196.04
FUND 3426 BALANCE:	$3,259,643.27
TAXES held in 3240:	$38,858.27
CO.charges in 3240:	$0.00
ACCURED DEBT OWED TO CVAN:	
PCSAN DEPT.	$302,196.85
MAINT DEPT.	$0.00

LATEST FUND REPORT:	6-12-19
CONSTRUCTION FUND 3427	
CASH CARRIED FORWARD	$51,729.62
ACTIVITY:	
Trn to 3426 JTP Cap	($11,599.31)
CASH BALANCE:	$40,130.31
INVESTED BEGIN BAL.:	$873,734.53
No activity	$0.00
INVESTED BALANCE:	$873,734.53
FUND 3427 BALANCE:	$913,864.84
CAPITAL RESERVE FUND 3429	
CASH CARRIED FORWARD	$273.00
ACTIVITY:	
No activity	$0.00
CASH BALANCE:	$273.00
INVESTED BEGIN BAL.:	$69,177.66
No activity	$0.00
INVESTED BALANCE:	$69,177.66
FUND 3429 BALANCE:	$69,450.66
CONTRACTOR BONDS ON FILE:	
28 contractors	$27,500.00

Commissioners: Howard Adams, Scott Bartlebaugh, Mark Manzione, Mary Wais, Jon Wolthuis

CROCKETT COMMUNITY SERVICES DISTRICT
Reconciliation Detail
FUND 3426 - CV SANITARY - O&M, Period Ending 06/12/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							3,348,654.69
Cleared Transactions							
Checks and Payments - 25 items							
Check	05/17/2019	5870	L.R. PAULSELL CO...	Loring sewer project and hyd...	X	-46,095.42	-46,095.42
Check	05/17/2019	5872	U.S. BANK	Various	X	-1,588.51	-47,683.93
Check	05/17/2019	5868	MEYERS NAVE	Attorney general advice April...	X	-734.54	-48,418.47
Liability ...	05/17/2019	5866	STATE COMPENS...	Workers Comp	X	-415.79	-48,834.26
Check	05/17/2019	5869	Aqua Natural Solutio...	Microbe Lift solution - invoic...	X	-378.33	-49,212.59
Check	05/17/2019	5867	BAY AREA NEWS ...	Publ. 19-1 public hearing ...	X	-236.00	-49,448.59
Check	05/17/2019	5871	WEST COUNTY RE...	HHW disposal fee ...	X	-85.00	-49,533.59
Transfer	05/28/2019			Payroll recovery May 1-15 C...	X	-341.88	-49,875.47
Check	06/07/2019	5881	C&H SUGAR CO.	Shared JTP costs	X	-89,197.61	-139,073.08
Check	06/07/2019	5886	WEST COUNTY W...	Contract services April	X	-4,487.20	-143,560.28
Paycheck	06/07/2019	5874	JAMES G. BARNHILL	Payroll May 2019	X	-4,295.24	-147,855.52
Liability ...	06/07/2019	5877	CalPERS Public Em...	CalPERS Retirement	X	-4,237.61	-152,093.13
Paycheck	06/07/2019	5873	DALE A. McDONALD	Payroll May 2019	X	-3,777.45	-155,870.58
Check	06/07/2019	5880	V.W. Housen & Ass...	Engineering support services	X	-2,354.00	-158,224.58
Check	06/07/2019	5885	PG&E	Electricity service	X	-2,063.11	-160,287.69
Liability ...	06/07/2019	5875	UNITED STATES T...	Fed Tax Payroll Liability	X	-1,372.24	-161,659.93
Transfer	06/07/2019			Payroll & other recovery May...	X	-499.56	-162,159.49
Liability ...	06/07/2019	5876	EMPLOYMENT DE...	State Tax Payroll Liaibility	X	-372.27	-162,531.76
Check	06/07/2019	5879	MacDonald Accounti...	Consulting April-May - Invoic...	X	-239.93	-162,771.69
Check	06/07/2019	5887	DALE A. McDONALD	Recoverable expenses	X	-210.24	-162,981.93
Check	06/07/2019	5884	EBMUD	Water service	X	-185.49	-163,167.42
Check	06/07/2019	5883	AT&T (Phone)	District office phone fax 510...	X	-139.57	-163,306.99
Check	06/07/2019	5888	ALLIANT INSURAN...	Crime Ins renewal - Invoice ...	X	-123.10	-163,430.09
Check	06/07/2019	5878	LINCOLN FINANCI...	LTD & STD insurance June ...	X	-120.12	-163,550.21
Check	06/07/2019	5882	CCSDA	CCSDA annual membership ...	X	-100.00	-163,650.21
Total Checks and Payments						-163,650.21	-163,650.21
Deposits and Credits - 8 items							
Deposit	05/23/2019			C&H SUC	X	47,741.74	47,741.74
Transfer	05/29/2019			Prop Tax Transfer 3240 to C...	X	11,000.00	58,741.74
Transfer	06/07/2019			Payroll recovery May 2019 ...	X	119.99	58,861.73
Transfer	06/07/2019			Payroll & other recovery May...	X	2,035.03	60,896.76
Transfer	06/07/2019			Payroll & other recovery May...	X	2,052.72	62,949.48
Transfer	06/07/2019			JTP reserve 3427 transfer to...	X	11,599.31	74,548.79
Deposit	06/10/2019			Permit 19-12	X	60.00	74,608.79
Deposit	06/11/2019			Permit 19-19	X	30.00	74,638.79
Total Deposits and Credits						74,638.79	74,638.79
Total Cleared Transactions						-89,011.42	-89,011.42
Cleared Balance						-89,011.42	3,259,643.27
Register Balance as of 06/12/2019						-89,011.42	3,259,643.27
Ending Balance						**-89,011.42**	**3,259,643.27**

RESOLUTION

CROCKETT COMMUNITY SERVICES DISTRICT

NO. 18/19-27

A RESOLUTION OF THE CROCKETT COMMUNITY SERVICES DISTRICT ESTABLISHING THE DISTRICT'S APPROPRIATIONS LIMIT FOR THE 2019-2020 FISCAL YEAR, AND CERTIFYING THAT FISCAL YEAR 2019-2020 APPROPRIATIONS SUBJECT TO LIMITATION DO NOT EXCEED THE APPROPRIATIONS LIMIT

RECITALS

WHEREAS, the Crockett Community Services District was formed on July 11, 2006; and

WHEREAS, Article XIIIB of the California State Constitution, adopted as Proposition 4 (the "Gann Initiative") by the voters of California on November 6, 1979, as expanded by Proposition 111, prohibits, with certain exceptions, an agency's annual Appropriations Subject to Limitation from exceeding a base year Appropriations Limit, except by a formula which adjusts the Appropriations Limit by changes in population and changes in cost-of-living; and

WHEREAS, pursuant to Government Code Section 56811, at the first district election that was held following the first full fiscal year of operation, District voters approved a fiscal year 2008-2009 Appropriations Limit of $2,851,048; and

WHEREAS, the Appropriations Limit for fiscal year 2019-2020 is calculated to be $4,441,839, as determined by applying a percentage increase of 8.10% to the fiscal year 2018-2019 Appropriations Limit of $4,109,004; with such percentage increase being comprised of the 2019 change in the California per capita personal income of a 7.40% increase, as determined by the U.S. Dept. of Commerce, Bureau of Economic Analysis and the annual change in the Contra Costa County countywide population as of January 1, 2019 showing an increase of 0.70%, as determined by the California Department of Finance; and

WHEREAS, the 2019-2020 Appropriations Subject to Limitation have been determined to be $597,073; and

WHEREAS, the documentation for the fiscal year 2019-2020 Appropriations Limit and Appropriations Subject to Limitation have been made available to the public at least fifteen days prior to the Board of Director's consideration of this resolution;

NOW, THEREFORE BE IT RESOLVED by the Crockett Community Services District, as follows:

1. The Board of Directors selects the U.S. Dept. of Commerce State of California changes in cost-of-living and Contra Costa County countywide population as the factor to be used in determining the fiscal year 2019-2020 Appropriations Limit.

2. The Board of Directors hereby adopts an Appropriations Limit of $4,441,839 for fiscal year 2019-2020.

3. The Board of Directors hereby certifies that the Appropriations Subject to Limitation for fiscal year 2019-2020 do not exceed the fiscal year 2019-2020 Appropriations Limit.

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held on June 26, 2019 by the following vote:

AYES:

NOES:

ABSENT:

_____
Kent Peterson, President

ATTEST:

_____
Dale McDonald
District Secretary

Attachment A

Crockett Community Services District 6/10/2019

Calculation of the Fiscal Year 2018-19 Appropriations Limit:

A.	Fiscal Year 2018-19 Appropriations Limit		$4,109,004
B.	2018 California per capita personal income change over prior year	7.40%	
C.	January 2018 Contra Costa County population change over prior year	0.70%	
		8.1002%	
D.	Appropriations Limit change factor from 2018-19 to 2019-20(B+C+1)		1.081002
E.	Appropriations Limit for Fiscal Year 2019-20 (AxD)		$4,441,839

Fiscal Year 2019-20 Appropriations Subject to Limitation (from Proceeds of Taxes) $597,073

Attachment B

Crockett Community Services District
Calculation of Appropriations Subject to Limitation
Fiscal Year 2019-20

	Crockett Recreation/Maint			Crockett/Port Costa Sanitary			Crockett CSD Total		
Fiscal Year 2019-20	**Proceeds of Taxes**	**Non-Proceeds of Taxes**	**Total 2019-20**	**Proceeds of Taxes**	**Non-Proceeds of Taxes**	**Total 2019-20**	**Proceeds of Taxes**	**Non-Proceeds of Taxes**	**Total 2019-20**
Property taxes	$67,006		**$67,006**	$305,920		**$305,920**	$372,926	$0	**$372,926**
Recreation tax	$136,620		**$136,620**			**$0**	$136,620	$0	**$136,620**
User fees in excess of costs			**$0**			**$0**	$0	$0	**$0**
Sales		$400	**$400**			**$0**	$0	$400	**$400**
Grants and loans (inc. Maint.)		$366,352	**$366,352**		$40,869	**$40,869**	$0	$407,221	**$407,221**
Sub Total	$203,626	$366,752	**$570,378**	$305,920	$40,869	**$346,789**	$509,546	$407,621	**$917,167**
Allocation of Interest	$4,607	$8,299	$12,906	$82,919	$11,078	$93,997	$87,527	$19,376	$106,903
Total	**$208,233**	**$375,051**	**$583,284**	**$388,839**	**$51,947**	**$440,786**	**$597,073**	**$426,997**	**$1,024,070**