

CROCKETT COMMUNITY SERVICES DISTRICT

Regular Business Meeting AGENDA FOR WEDNESDAY, MARCH 24, 2021

TIME: 7:00 PM

PLACE: ** TELECONFERENCE - SEE BELOW **

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:

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

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

HOW TO OBSERVE THE MEETING:

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

Enter the Meeting ID# 844 6176 5566 followed by the pound (#) key.

More phone numbers can be found on Zoom's website at <https://zoom.us/u/aeON0A5qL>.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/84461765566> using a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)

Mobile: Login through the Zoom mobile app on a smartphone and enter Meeting ID# 844 6176 5566.

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

Update District Board on actions taken by Director Barassi and Director Peterson.

6. **MANAGERS' REPORTS/REPORTS FROM COMMISSIONERS:** *(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.
7. **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 February 24, 2021.
 - b. Approve payment of District bills.
 - c. Receive Minutes of Commissions and Committees.
 - d. Receive Status Reports on outstanding issues.
8. **ADMINISTRATIVE:**
- a. Consider consent Items removed from Consent Calendar.
 - b. Consider a Performance Award Bonus to Susan Witschi for \$1,000, as recommended by the Personnel Committee.
 - c. Consider Resolution No. 20/21-14 supporting Phillips 66 Rodeo Renewed Project.
 - d. Consider district sponsorship for the Crockett Improvement Association's town cleanup using the old mortuary.
9. **BUDGET AND FINANCE:**
- a. Consider monthly Summary Worksheets and Investment Reports and staff report on financial matters.
 - b. Receive audit of District FY 19/20 performed by David Farnsworth, CPA.
10. **REPORTS FROM BOARD MEMBERS:**
(These items are typically for exchange of information only. No action will be taken at this time.)
- a. Personnel Committee – Members Barassi, Bartlebaugh, Cusack and Wilson
 - b. Budget & Finance Committee – Members Mackenzie and Peterson
 - c. President's Advisory Committee: Members Mackenzie, Peterson and Wolthuis
 - d. Inter-agency meetings:
11. **CLOSED SESSION:**
- a. **CONFERENCE WITH LABOR NEGOTIATOR(S):** Agency Designated Representative(s) to confer with Crockett Community Services District Board regarding Acting General Manager, Administrative Services Manager, District Engineer and District Secretary positions, Pursuant to Government Code Section 54957.6.

OPEN SESSION:

12. ANNOUNCEMENT OF ACTIONS TAKEN DURING CLOSED SESSION:

13. FUTURE AGENDA ITEMS:

- Discuss policy on delegation of authority to Commissions.
- Adopt capital asset depreciation schedule.
- Adopt capacity charge ordinance on Accessory Dwelling Units.
- Review and adopt ADA compliance plan.
- Adopt policy for use of private devices and e-accounts.
- Develop policy on proposals for new programs without established funding.

14. BOARD COMMENTS:

15. ADJOURNMENT to April 28, 2021

HOW TO SUBMIT PUBLIC COMMENTS:

Written/ Read Aloud: Please email your comments to manager@town.crockett.ca.us, write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (*not to exceed three minutes at staff's cadence*), prominently write "Read Aloud at Meeting" at the top of the email. All comments received before 3:00 PM the day of the meeting will be included as an agenda supplement on the District's website under the relevant meeting date and provided to the Directors at the meeting. Comments received after this time will be treated as telephonic/electronic comments.

Telephonic / Electronic Comments: During the meeting, the Board President or designee will announce the opportunity to make public comments and identify the cut off time for submission. The public can speak up at that time or use the Zoom chat feature to indicate they want to make a public comment. If needed, a short recess (generally less than 10 minutes) will take place during the time public comment is open to allow the comments to be collected. Use Zoom chat or email your comments to manager@town.crockett.ca.us, write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. Once the public comment period is closed, all submitted comments timely received will be read aloud. Comments received after the close of the public comment period will be added to the record after the meeting.

You will find the Minutes of this meeting posted on our website at www.town.crockett.ca.us Visit our website for more information on meetings and activities of the Crockett Community Services District and the towns of Crockett and Port Costa.

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

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item, and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection. The Board has designated the District's website located at <https://www.town.crockett.ca.us/meetings> as the place for making those public records available for inspection. The documents may also be obtained by calling the District Manager, at the Crockett Community Services District Office in Crockett. If, however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda. The office address is 850 Pomona Street, Crockett, California 94525.

CROCKETT 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 Commission
FROM: Gaunt Murdock
SUBJECT: Crockett Sanitary Department Managers Report
DATE: March 17, 2021

The Crockett Sanitary Department Managers Report highlights items of interest that occurred between Jan. 8, 2020 and Feb. 11, 2021. The District offices remains closed to the public due to Coronavirus (COVID-19) orders. Social distancing and other safe practices recommended by the CDC and County Health Officer are being followed.

Operation and Maintenance

- There were no Sanitary Sewer Overflows (SSO) in February
- One Certificate of Compliance was issued.
- A homeowner at 637 3rd complained that his bathtub would not drain. The lateral was cleaned by Advanced Trenchless, (hired by the property owner). The main was rodded by West County Public works, but they were unable to advance past C-21-01A to the final cleanout at C-21-01 due to angled sections in the pipe layout. The main was cleaned by snake by Advanced Trenchless to functional capacity. The inaccessible section will be replaced by HDPE.

Capital Improvements / Projects

- Damage to our sewer under the crosswalk on Pomona at 3rd was uncovered, temporarily fixed by way of a detoured section and trenchplated. The PG&E locator identified the offending conduit as being a PG&E asset. Discussion is underway with the legal department to recoup costs. The trenchplate is currently in place until PG&E engineers can inspect the damage.

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MINUTES OF REGULAR MEETING, FEBRUARY 24, 2021

1. CALL TO ORDER: The meeting was called to order at 7:04 PM by President Barassi. Present were Board Members Bartlebaugh, Kirker, Mackenzie and Peterson, along with Recreation Department Manager Wilson, Sanitary Dept. Manager Barnhill, Assistant Secretary Witschi, District Engineer Murdock and Administrative Services Manager Gunkelman. Also present was Sanitary Commissioner Wais.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
5. UPDATE BY DIRECTORS: Director Barassi said there was a staff meeting on Tuesday, February 24, however there was a sewer emergency so it was not well attended. He visited the pump station to get oriented to that facility which he never visited before. He met with Mr. Gunkelman so he could access the general manager account for email and then decided that Director Kirker would continue to monitor the email and dispatch emails to the appropriate person. Director Peterson said he met with Mr. Gunkelman and went over the various budget reports.
- 6.a. RECREATION DEPT. REPORT: The Board had received the Minutes of January 4. Mr. Wilson reported he received the Return-to-Source checks for both the Recreation Department and Crockett Sanitary Department from the Crockett Community Foundation (CCF). He also received a \$20,000 check for Memorial Hall which represents the \$15,000 donation from Phillips 66 along with the \$5,000 match from the CCF. He said we have two projects in the park; one to remove three trees and the other project is to trim the trees in the park and surrounding areas to thin some of the branches. He received a \$1,000 micro grant for each project from the CCF. Mr. Wilson reported on the 2020 Aquatics Performance Report. He said the pool was open for 63 days, about 30 days less than we normally are, and still brought in \$34,047 in revenue. The pool made \$8,590 in rent, but we had to refund \$3,600. He said there is a new item for COVID expenses which includes rental refunds, disinfectant and counter shields. We had total expenses of \$82,855 with an operating deficit of \$48,808. Mr. Wilson reported a loss of nearly \$50,000. In 2019, we had 7,574 people use the pool and this year we were restricted to 46 at a time and we still had 3,697 people attend. Pool rental revenue was \$10,000 less than the year before. This year we did not have any lessons, but we sold \$3,817 at the snack bar. Utilities were a little more than the year before. Mr. Wilson said the Community Center has no revenue whatsoever coming in, except for the small amount that the Crockett Sanitary Department is paying for rental of office space, but our utility bills are quite high. He would like the Crockett Sanitary Department to consider helping a little bit more on the payment of the utility bills. He said 60% of the bill belongs to the Recreation Department because of all the security lighting that we have. Director Kirker said he attended the Phillips 66 125th year anniversary their new renewable energy plant today. He said it was brought to his attention

that multiple agencies in the area are giving them an accolade for their support in the past and knowing that they have donated a lot of money towards the Memorial Hall we wanted to acknowledge them in some way and thank them for what they have done for the District. Mr. Wilson said he would just mention that since 2017 we have received over \$85,000 from Phillips 66 for the Memorial Hall. Director Barassi said should we write a resolution. Mr. Wilson said in Rodeo on the renew website there are groups that are supporting that project, which is they are going to be eliminating processing of crude oil. It is a huge undertaking and rebuilding of the plant and only processing renewable energy sources. They will be closing the Santa Maria refinery and the coke plant. Director Kirker said Phillips 66 has supported the District and we should support them. Director Barassi asked Director Peterson if he would be willing to write a resolution from the Board supporting Phillips 66 and to extend our appreciation. Director Peterson said he can write a resolution. The resolution will be placed on the agenda next month for approval.

6.b. MAINTENANCE DEPARTMENT: Director Peterson reported he is going to begin mowing the weeds at the Bridgehead on Friday. Director Kirker said he and Director Peterson received an email about the Dog Park maintenance. Mr. Wilson said the Recreation Maintenance Department will pick up the trash weekly and check to see if there is any minor maintenance that needs to be done. Director Peterson said the Dog Park Committee is finalizing a revised application. He said there is something about our commitments, but we don't seem to have approved anything in writing, but we have made some verbal commitments or assurances that we would provide some minimal maintenance. At some point we may have to commit to something in writing officially from the Board before Caltrans will approve the Dog Park. Director Barassi said this was something that was discussed briefly in the weekly staff meeting and the feeling was it was a minor obligation that would be readily handled by volunteers.

6.c. PORT COSTA SANITARY DEPT.: The Board had received the Minutes of January 6. Mr. Barnhill reported we did not have any spills or exceedances last month. He said there was a flood in the pump room of the treatment plant. It was the number three water system and it flooded out that room, submerged the pumps, and that sump pump could not keep up with the inflow. The number three system shut down and the sump pump drained the water back out. Telstar was called out to go over the system and got everything back up and running. Valley Operators suspended the pump and pumped water out to the box and continued standard treatment to the plant.

6.d. CROCKETT SANITARY DEPT.: The Board had received the Minutes of January 13. Mr. Murdock reported there was one spot repair at Third and Rose and that area had a previous Sanitary Sewer Overflow (SSO). He said there is an ongoing issue at Pomona and Third, where our sewer has been skewered by someone else's conduit. He said we have a date now for March 2 for Bills Underground to dig that up and we will have Contra Costa Public Works there as well as PG&E and AT&T. He said we had a problem with electronics at the Pump Station where the machine was sending error messages and we ended up running blind for several days. He said it was never clear what the issue was, but it is up and running now. Director Peterson said he thought West County was not involved in that. Mr. Murdock said yes that is correct West County was not involved in any repairs on that. Mr. Barnhill said Jeff Winters is a long standing operator at West County Wastewater District and he is retiring next month and beyond that the next person has been there for six years, so they have lost all their experienced operators at this point. Director Kirker said in the past when there was a problem with an outside agency, we usually tracked our time if they

busted our line or something, we would track our time and also bill them for the repair, staff time and expenses we had on the project to correct their problem. Director Peterson said he has no response from C&H regarding our outfall lease. He said that Tanya is too busy. He said it has been a year since he talked to the State Lands Commission since they requested a lot of information that he is responding to. He will have to notify State Lands that C&H is unresponsive, and therefore we cannot answer the various questions. Director Peterson said he will work on this for another month.

6.e. STAFF REPORT ON GOVERNMENTAL MATTERS: None.

6.f. STAFF ANNOUNCEMENTS: None

7. CONSENT CALENDAR: The consent items were approved unanimously (kp/sb): Director Bartlebaugh said he had one comment on the Port Costa Sanitary Commission minutes. He said there was discussion about whether to send out notices of issues that were found with the smoke testing. He was wondering if there is a way to put a longer timeline to address the issues. Mr. Barnhill said that would make a lot of sense to extend the date. Mr. Barnhill said generally we are in communication with an owner on any issue as long as they keep us updated, keep in contact and then we work with them. He said there are not many property owners that are going to be affected by this.

a. Approve Minutes of January 27, 2021.

b. Approve payment of District bills (warrants Rec. 9035-9062; PCSan, 1301-1307; CVSan 6341-6366).

c. Receive Minutes of Commissions and Committees.

8.a. CONSENT ITEMS REMOVED: None

8.b. HOSSELKUS BENCH: Director Peterson said there is a state requirement that an agency declaring surplus property must offer it to other government agencies. But we can assume there are two granite benches and they may not have any value to other agencies since they have a Hosselkus business name on them. He said we are required to get reasonable compensation for anything that is surplus property so I he would oppose giving something away of this nature for free. He suggested that some negotiation occur and they may want to offer some compensation for one or two benches. Director Mackenzie said his view is the benches are basically trash; they have no value to the district. He said just like the sign that was taken down off the wall at Hosselkus Chapel or the sheetrock that was also demolished inside has no value that we would probably have to pay somebody to haul it away. Director Peterson said it is an amenity that we paid for and we have some responsibility to our community and ratepayers to get any revenue that we can. Director Mackenzie said the benches are advertisement for the chapel and they have no value. Director Bartlebaugh said he thinks the benches have some value and would not be opposed to some nominal amount from the grandson. Director Kirker said he agrees with Director Bartlebaugh. He said the benches could be included with all the rest of the belongings that were left behind. Director Barassi said he could see having the benches plus all the belongings that were left behind in the chapel part of a yard sale. A motion to approve Hosselkus granite bench(s) as surplus property and give to Jared Kenny, grandson of Delbert Hosselkus, in remembrance of his grandfather did not pass with 2 Ayes and 3 Nays.

8.c. RE-APPOINT COMMISSIONER: A motion to re-appoint Anne Scheer to the Crockett Recreation Commission carried unanimously (mk/sb).

9.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Mr. Gunkelman reported an invested amount of \$3,000,579.

9.b. 7-MONTH BUDGET REPORTS: Director Bartlebaugh asked what is the shortfall for the Recreation Department and recommendation of reallocation of funds. Mr. Gunkelman said he probably put that down a little too hastily. If there's reallocation that I need to do, that doesn't involve Board approval just in the funds as our accounting system works. He said it is looking like a deficit is a possibility before the end of the year, but he has not put together a revised budget yet. Director Peterson said all the Budget & Finance committees for each commission should meet to go over their individual reports and some insight may come out of those meetings and show up in the next round of budget reports.

10.a. PERSONNEL COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. PRESIDENT'S ADVISORY COMMITTEE REPORT: Director Mackenzie said the committee has Friday weekly meetings to discuss what needs to be done at the new office building. He said all the abatement that was contracted out has been completed. He said we are taking bids for the repair work to the dry rot, insulation and wainscoting the walls four feet up to protect the walls from being damaged. He met with a company called PSR out of Lafayette and they are going to be updating their bid they had previously given us.

10.d. INTER-AGENCY MEETINGS: None

11. CLOSED SESSION: The Board went into closed session at 8:24 pm.

a. CONFERENCE WITH LABOR NEGOTIATOR(S): Agency Designated Representative(s) to confer with Crockett Community Services District Board regarding Acting General Manager, Administrative Services Manager, District Engineer and District Secretary positions, Pursuant to Government Code Section 54957.6.

OPEN SESSION: The Board resumed at 8:40 pm.

12. ANNOUNCEMENT OF ACTIONS TAKEN DURING CLOSED SESSION: Director Barassi said there were no reportable actions taken in closed session.

13. FUTURE AGENDA ITEMS:

Receive audit of District FY 19/20 performed by David Farnsworth, CPA (March).

Consider district sponsorship for a CIA town cleanup (March).

Discuss policy on delegation of authority to Commissions.

Adopt capital asset depreciation schedule.

Adopt capacity charge ordinance on Accessory Dwelling Units.

Review and adopt ADA compliance plan.

Adopt policy for use of private devices and e-accounts.

Develop policy on proposals for new programs without established funding.

14. BOARD COMMENTS: Director Peterson asked to have an agenda item next month to consider district sponsorship for a Crockett Improvement Association (CIA) town cleanup using the parking lot at the old mortuary at no cost to the District.

15. ADJOURNMENT: The meeting was adjourned at 8:56 PM until March 24, 2021.

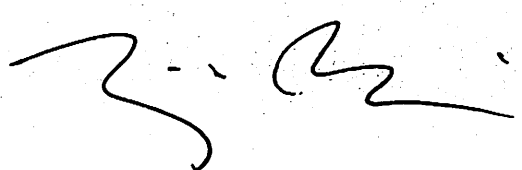
Respectfully submitted,

Susan Witschi

Susan Witschi
March 12, 2021

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date 3-4-21 Fund: 342500 Account: 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
03/05/2021	Eurofins Calscience LLC	Invoice #5700049611	515.00	1308
03/05/2021	L.R. PAULSELL CONSULTING	PC Sewer Cleaning on 2/19/21	480.00	1309
03/05/2021	PG&E	Account # 2704121327-6	353.35	1310
Total FUND 3425 - PC SANITARY - O&M			<u>1,348.35</u>	
TOTAL			<u><u>1,348.35</u></u>	

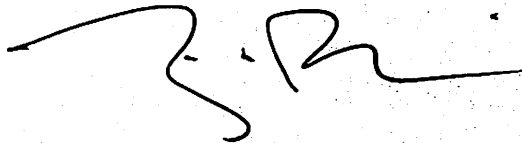


CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: 3-4-21 Fund: 342600 Account: 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
03/05/2021	L.R. PAULSELL CONSULTING	Invoice # CVSD 21-3.	6,240.00	6367
03/05/2021	MEYERS NAVE	Invoice # 2021010210	2,137.81	6368
03/05/2021	PG&E	Account: 6193854060-8.	2,573.81	6369
03/05/2021	Regional Government Services	Invoice #11788	200.00	6370
03/05/2021	VAUGHN P. GUNKELMAN		12.32	6371
03/05/2021	AT&T	Account # 510.787.2992 510 1 & 51...	202.22	6372
03/05/2021	CalPERS Public Employees R...	Retire. 1946207465, Retir. 19462074...	854.70	6373
03/05/2021	C&H SUGAR CO.	JTP Operations for Dec and Jan	66,928.46	6374
03/05/2021	SDRMA	Mem. #5505	986.74	6375
03/05/2021	UNITED STATES TREASUR...	68-0114159	3,227.10	6376
03/05/2021	EMPLOYMENT DEVELOPME...	698-1442-4	501.98	6377
03/05/2021	GAUNT A. MURDOCK	Payroll 2/16/21 to 2/28/21	2,140.35	6378
03/05/2021	VAUGHN P. GUNKELMAN	Payroll 2/16/21 to 2/28/21	1,760.60	6379
03/05/2021	JAMES G. BARNHILL	Payroll 2/1/21 to 2/28/21	4,386.40	6380
Total FUND 3426 - CV SANITARY - O&M			<u>92,152.49</u>	
TOTAL			<u>92,152.49</u>	



CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: 3-4-21 Fund: 324100 Account: 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
03/05/2021	Daniel Miglio	Rental Refund	4,860.00	9063
03/05/2021	Lizbeth Mora	Rental Refund	3,142.00	9064
03/05/2021	TERRACARE ASSOCIATES	February Monthly Maintenance	2,171.00	9065
03/05/2021	LESLIE'S POOL SUPPLIES	Pool Chemicals. Invoice 00137-01-051478	458.81	9066
03/05/2021	Sierra Chemical Company	Invoice # 134518	760.46	9067
03/05/2021	AT&T	Account 510.787.2414 368 4	399.96	9068
03/05/2021	PG&E	Account # 8212111930-7 & 6757445609-0	1,669.34	9069
03/05/2021	Ron Wilson.	Mileage expenses for February	85.12	9070
03/05/2021	Contra Costa County Clerk Re...	Notice of Exemption - CEQA Filing Fees (co...	50.00	9071
03/05/2021	CalPERS Public Employees R...	CalPERS#1977684412, Retir. 1946207465	1,016.33	9072
03/05/2021	SDRMA	Mem. #5505	904.34	9073
03/05/2021	UNITED STATES TREASURY ...	68-0114159	851.72	9074
03/05/2021	EMPLOYMENT DEVELOPME...	698-1442-4	111.22	9075
03/05/2021	RONALD D. WILSON	Payroll 2/1/21 to 2/28/21	2,572.36	9076
03/05/2021	ASHER H. LABINSKI	Payroll 2/16/21 to 2/28/21	93.09	9077
03/05/2021	SUSAN G. WITSCHI	Payroll 2/16/21 to 2/28/21	2,137.10	9078
03/05/2021	TREVOR B. DEES	Payroll 2/16/21 to 2/28/21	47.51	9079
Total FUND 3241 - RECREATION			<u>21,330.36</u>	
TOTAL			<u><u>21,330.36</u></u>	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
 Auditor's Date: 3/18 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
03/19/2021	GAUNT A. MURDOCK	Payroll 3/1/21 - 3/15/21	2,353.70	6381
03/19/2021	VAUGHN P. GUNKELMAN	Payroll 3/1/21 - 3/15/21	1,599.82	6382
03/18/2021	LINCOLN FINANCIAL GROUP	CCSVD-BL-1564438	48.15	6383
03/19/2021	COUNTY CLERK	November 3, 2020 Presidential El...	150.00	6384
03/19/2021	EBMUD	Water - 86466230369	102.14	6385
03/19/2021	U.S. BANK	Various 4127134555573937	1,425.47	6386
03/19/2021	STATE COMPENSATION INS...	Workers Comp 219383	475.88	6387
Total FUND 3426 - CV SANITARY - O&M			6,155.16	
TOTAL			6,155.16	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 3/19 Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
03/19/2021	A Plus Tree Service	#150162 2021 Pruning	2,775.00	9081
03/19/2021	Judy Marsh	Refund for Event	1,700.00	9082
03/19/2021	LESLIE'S POOL SUPPLIES	Pool Chemicals and Supplies	565.31	9083
03/19/2021	PG&E	Gas & Electric - #2501517473-0	317.41	9084
03/19/2021	Romeo Sanchez	Refund for Canceled Event	200.00	9085
03/19/2021	Ron Wilson	Refund for Bissell Spin Mop	104.00	9086
03/19/2021	TERRACARE ASSOCIATES	March Monthly Maintenance	2,171.00	9087
03/19/2021	COUNTY CLERK	November 3, 2020 Presidential Ele...	140.07	9088
03/19/2021	U.S. BANK	Various 4127134555573937	821.82	9089
03/19/2021	Susan Witschi	Mileage Reimbursement	31.51	9090
03/19/2021	STATE COMPENSATION INSU...	Workers Comp 219383	388.12	9091
03/19/2021	Brightview Tree Care Services	Tree Removal - Invoice 7279986	4,875.00	9092
03/19/2021	LINCOLN FINANCIAL GROUP	CCSVD-BL-1564438	69.19	9093
03/19/2021	ASHER H. LABINSKI	Payroll 3/1/2021 - 3/15/2021	93.09	9094
03/19/2021	SUSAN G. WITSCHI	Payroll 3/1/2021 - 3/15/2021	2,226.00	9095
03/19/2021	TREVOR B. DEES	Payroll 3/1/2021 - 3/15/2021	95.03	9096
Total FUND 3241 - RECREATION			16,572.55	
TOTAL			16,572.55	

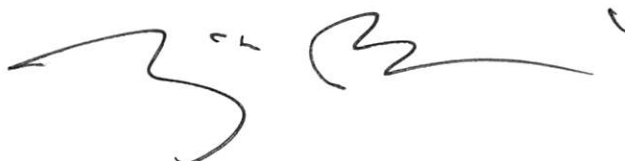


CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: 3/18 Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
03/19/2021	Regional Monitoring Program c/o S...	Alternate Monitoring and Reporting Req. I...	184.00	1311
03/19/2021	Valley Operators, LLC	Monthly Service - February	4,400.00	1312
03/19/2021	COUNTY CLERK	November 3, 2020 Presidential Election	9.93	1313
03/19/2021	U.S. BANK	Various 4127134555573937	703.60	1314
Total FUND 3425 - PC SANITARY - O&M			5,297.53	
TOTAL			5,297.53	



CROCKETT RECREATION COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, FEBRUARY 1, 2021

1. CALL TO ORDER: The meeting was called to order at 6:03 PM by Chairperson Cusack. Present were Commissioners Scheer and Valentini, along with Department Manager Wilson, Facilities Manager/Asst. Secretary Witschi and Administrative Services Manager Gunkelman. Commissioners Airoidi and Choquette 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 item was approved unanimously (jv/as):
a. Approve Minutes of January 4, 2021.

5.a. AQUATICS REPORT FOR 2020: Mr. Wilson presented the 2020 Aquatics Performance Report with some of our key measurements that are done every summer. He said the pool was open for 63 days, about 30 days less than we normally are, and still brought in \$34,047 in revenue. The pool made \$8,590 in rent, but we had to refund \$3,600. He said there is a new item for COVID expenses which includes rental refunds, disinfectant and counter shields. We had total expenses of \$82,855 with an operating deficit of \$48,808. Mr. Wilson reported a loss of nearly \$50,000. In 2019, we had 7,574 people use the pool and this year we were restricted to 46 at a time and we still had 3,697 people attend. Pool rental revenue was 10,000 less than the year before. This year we did not have any lessons, but we sold \$3,817 at the snack bar. Utilities were a little more than the year before.

5.b. QUOTES FOR TREE REMOVAL AND TRIMMING: Mr. Wilson reported he received estimates from two different tree companies. He said there are two estimates from each company, one for tree removal and one for trimming. He said the cedar tree off the hillside is leaning over and it needs to be removed. If it falls it may hit somebody on the sidewalk or a car in the street. He said we need to trim the trees in the park and other areas to raise the canopy to make sure we are above seven feet, which is the limit, and to remove some of the branches out of the other trees to reduce the risk of a branch falling on someone in the park. He said A Plus gave us an estimate of \$2,705 for removal of the leaning cedar tree. Brightview gave us an estimate of \$4,875 for the cedar tree removal, along with two additional trees that are leaning. Mr. Wilson will have A Plus come back and give staff an estimate on the two additional trees that need to be removed. Mr. Wilson reported he has applied for a \$1,000 grant from the Crockett Community Foundation for the tree removal and trim trimming projects. It was the consensus of the commission to move forward on the projects once he receives a second estimate from A Plus.

6. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. Gunkelman reported cash conversions and taxes over the last month of \$73,865.

7. DISTRICT BOARD ACTIONS: Mr. Gunkelman reported on the actions taken by the District Board in January. He said Director Barassi is the new Board President.

8. REPORT OF DEPT. MANAGER: Mr. Wilson reported the Recreation Department received over \$2,500 in donations last month and another \$1,000 is on its way. He said we started to repair some of the pavers in the back of the community center and the layout has been defined and dug out for David Botta's bench. The new pool covers have arrived and the old covers lasted 10 years and they usually last about 6 years. The Per Capita Grant application was submitted at the end of December and because Crockett is considered a severely disadvantaged community we are not required to have any matching funds and we received an additional \$2,025 for a total of \$179,025. The Pomona Street Retaining Wall and Stairs project required an arborist report on the protected trees and that report has been forwarded to the County. He said we are just waiting on the County to give us the variance so we can get the permit. Mr. Wilson reported some of the COVID restrictions have been loosened and some high school low contact sports can resume, swim team being one of them. We have not heard from John Swett High School as to whether or not they are going to have a swim team or if they want to rent the pool.

9. COMMISSIONERS: No reports.

10. FUTURE AGENDA ITEM:
Consider mid-year budget report.

11. COMMISSIONER COMMENTS: Commissioner Scheer thanked Mr. Wilson and Ms. Witschi for their work applying for the Per Capita Grant.

12. ADJOURNMENT: The meeting was adjourned at 6:38 PM until March 1, 2021.

Respectfully submitted,

Susan Witschi

Susan Witschi
February 2, 2021

PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, FEBRUARY 10, 2021

1. CALL TO ORDER: The meeting was called to order at 7:03 PM by Chairperson Surges. Present were Commissioners Cusack, Klaiber and List, along with Dept. Manager Barnhill, Assistant District Secretary Witschi and Administrative Services Manager Gunkelman. Commissioner Scheer was absent.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
- 5.a. SELF-MONITORING REPORTS: Mr. Barnhill reported no exceedances or spills for the entire year of 2020.
- 5.b. DISTRICT BOARD ACTIONS: None
- 6.a. FINANCIAL REPORT: The monthly statement of Department finances was examined by the Commission. Mr. Gunkelman reported a cash conversion of \$136,740.68.
- 6.b. 7-MONTH BUDGET REPORT: The commission reviewed the 7-month budget report. No further questions or comments.
7. SMOKE TESTING RESULTS: Mr. Barnhill reported he emailed the smoke testing results to all the Commissioners last month. Mr. Barnhill said he will leave it up to the commission to let him know when to send out the letters regarding the smoke testing results. He will draft the letter and email it to the commission to look over and discuss in March. Commissioner Surges said May 1 might be the best time to mail out the letters. Mr. Barnhill said he will start to get proposals from contractors on the little issues like spot repairs.
- 8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported the scum layer in the tank is at or above 12-14 inches deep. He said it's at that point where it needs to be pumped out again; otherwise we are going to start having a carry through to the chamber. The sludge layer is up to a foot already and we are talking roughly a calendar year to gain a foot of sludge. He thought we would be able to last five years between sludge pump outs but we might not be able to do that. He will talk with the operators and start to accelerate our monitoring and try to narrow down how many inches per month we are gaining. Commissioner List asked if you pump out of the tank would it pay for us to invest in a vacuum truck. Mr. Barnhill said it can be pretty expensive to purchase and maintain a vacuum truck. Commissioner List asked how often the operators inspect the tank. Mr. Barnhill said every month. He said the best thing we can do is just attack it and pump it all out, get the equipment we need, and just get it done. He said we might be able to get it done within one shot with a couple decent size trucks. He

said West County Wastewater was very helpful last time and they were the last ones to pump out the chamber for us.

8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

8.c. STAFF ANNOUNCEMENTS: None

9. REPORTS FROM COMMISSIONERS: None

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

- a. Approve Minutes of January 6, 2021.
- b. Receive Status Report on outstanding items.

11. FUTURE AGENDA ITEM:

- Review draft smoke testing letter (March).
- Discuss Port Costa school sewer system.

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 7:21 PM until March 10, 2021.

Respectfully submitted,

Susan Witschi

Susan Witschi
February 11, 2021

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, FEBRUARY 17, 2021

1. CALL TO ORDER: The meeting was called to order at 7:03 PM by Vice-Chairperson Wais. Present were Commissioners Adams, Manzione and Wolthuis, along with Assistant Dept. Manager Barnhill, District Engineer Murdock, Administrative Services Manager Gunkelman and Asst. Secretary Witschi.
2. AGENDA ORDER: There were no requests to change the agenda order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
5. CONSENT CALENDAR: The consent items were approved unanimously (jw/ha):
 - a. Approve Minutes of January 13, 2021.
 - b. Receive Sewer Repair/Replacement Program report for 2020.
- 6.a. DISTRICT BOARD ACTIONS: Mr. Gunkelman reported on the actions taken by the District Board in January. He said Luigi Barassi was appointed President of the Board.
- 6.b. ANNOUNCEMENT OF VACANCY: The Announcement of Vacancy will be reposted for 30 days.
- 6.c. SAFETY TRAINING: Mr. Murdock reported on the Crockett Sanitary Department Safety Training Program. He said there is a fair amount of safety material, and there have been a couple of different safety programs, but it is not well-organized or updated. He said we just need to go through and update the material we have on file. Mr. Murdock said we should implement a safety program and setup quarterly safety meetings. As far as training, we need a confined space and it's debatable whether the pump station is a permit required confined space. It requires two people to be present, some paperwork and training. He said we can modify that facility so nobody goes down in the pit. Mr. Murdock asked the commission what is your direction with safety training. Commissioner Manzione said his sense is that it should definitely be a present item and then the Commission has a role. Commissioner Wolthuis said you should make that valve accessible so you don't have to go into the pit. He said there is no reason if it's not an exorbitant amount. Commissioner Manzione said that would require a hardware change so we'll need to have some more specifics as to what would be done, the cost and who would do it. He asked about the confined space training. He said that the usefulness of confined space training is that somebody's working in the field, unable to identify what is a dangerous confined space or not. In the case of the pump station valve pit, if the ventilation is off, then it can make space a dangerous confined space. He said it's worth having all three staff members get some confined space safety training. Commissioner Adams said he would support that. He would recommend setting up a designated date, perhaps every three months and then brainstorm and bring Robin Paulsell in as well. Commissioner Manzione said he thinks it is a great idea that we have resources with our contractors. He said if staff can identify some

more formalized training about construction site safety, trench safety, and confined space safety he believes the commission would be supportive of getting the formal training.

6.d. PROGRESS REPORT FOR NEW OFFICE: Commissioner Manzione said he noticed the contractors were at the new office building and they have the site ready for the asbestos removal. Commissioner Wolthuis said his understanding is that Synergy may be done with the asbestos removal and now we are looking at bids on the roof. He believes it's done and safe to go in the building. He said the final invoice from Synergy for \$19,000 has been turned into staff for payment. Commissioner Wolthuis said he met with Directors Mackenzie and Peterson earlier this week. He said they want to get more bids on the roofing job, and Director Peterson was looking into a couple proposals on what the office space would look like. He said the committee is supposed to meet once a week. Commissioner Manzione said we have three employees operating a sewer system who will work in that building. He asked if there is anything we should do now to coordinate planning for staff. Commissioner Wolthuis said they have some proposals and the committee will ask staff what the arrangement would be at this point. Commissioner Manzione said he wants to make sure staff is involved in the planning process of office space. Commissioner Wolthuis said he will make sure they are involved.

7.a. PUMP STATION SITE CLEANUP: Mr. Barnhill said there is general cleanup, and some items stored in the pump station that don't belong there and it would be best to remove it. He said a lot of that can be stored in the garage at the new office building. He said if the garage is available now we could move those items over now. The ideal time would be when we have to do work or improvements or deal with a panel upgrade project. We actually need those bricks to be out of the way. There are going to be bypass pumps, generators and contractor vehicles coming in and going out of there and obviously the junk that we have sitting inside the building would be in the way and be stacked up in a corner. The only loose items in that facility should be the tools used to keep it running. Commissioner Manzione said his suggestion on the bricks is we contact the Crockett Improvement Association (CIA) and ask for either permission to dispose of them or to have them removed. Mr. Barnhill said the bricks stacked up on a double pallet. The pallets are slowly falling apart and that is a hazard. Commissioner Wolthuis said we should set a deadline for them to get out of there. Commissioner Manzione asked if any of the commissioners are active with the CIA. Commissioner Adams said he was. Commissioner Manzione asked him to make a preliminary approach to the CIA. Commissioner Adams asked what the deadline is to have the bricks removed. Commissioner Manzione said if the CIA would take some action, perhaps getting them restacked on pallets, we could see about having a contractor come in with a forklift, load them up and get them out of there. Commissioner Adams said the CIA has been inactive for the past year. Commissioner Manzione said we need a clear decision if they want the bricks. Commissioner Wolthuis said it's a safety issue and the bricks should be removed as soon as possible.

7.b. EQUALIZATION TANK CONDITION: Commissioner Manzione said Mr. Barnhill took him out to look at the equalization tank in January when it was in use and had four feet of water in it. He observed some maintenance items for the equalization tank site. He saw nothing that was disastrous, but we should be look at multiple maintenance items. Mr. Murdock said he agrees but doesn't think there is anything that is going to bring the walls down tomorrow. It is an expensive asset that we need to take care of it or we lose it. It has cracks, but he is not qualified to put an engineering opinion on this. He found someone who looks very qualified and he has done a lot of work on a variety of sites. The cost for the first

analysis is \$2,300 which is a visual inspection. Mr. Murdock said there are things that can be done to make it last longer like coating it so we don't have sewage seeping through the cracks. He said it is blistering in some spots. Commissioner Wolthuis said for \$2,300 we can have an initial inspection. A motion to get an evaluation of the EQ Tank condition up to \$2,300 carried unanimously (jw/ha). Commissioner Manzione said he is a civil engineer with experience in wastewater equipment. He said the cost of doing the maintenance would depend upon which priorities were done or whether everything was done. He said the rough estimate that we are looking at is under \$10,000. One of the main questions is if it's clear what the repair and costs would be costs about the same as doing an inspection, then we can do the repair.

8.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. No further questions or comments.

8.b. MID-YEAR BUDGET REPORT: Mr. Gunkelman asked the Commission if they had any questions about the budget. He said there has been a \$150,000 transfer made. The loan payment from Port Costa is not listed on the budget. He said we are a lot closer to about 90% of budget. The bottom line number should be closer to about \$922,000 rather than negative \$36,000.

9.a. STAFF REPORT ON OPERATIONS: Mr. Murdock reported no Sanitary Sewer Overflows (SSO's) in January. He said we had an incident when the joint operating plant called and asked staff to divert flow. He said they had a pump that was down for repairs at the same time C&H wasn't able to slow down their diverted wastewater production, so we had six hours of diverting flow and had no issues at the Loring Pump Station. He said staff did another repair up on Second and Rose. He said either PG&E or AT&T put a conduit through our sewer at Pomona and Third Street right underneath the crosswalk. He talked to AT&T and they seem pretty cooperative. He heard from the PG&E claims investigator but hasn't wrote back to her again. He said last year's sewer replacement program achieved their goal of 2% replacements, and for most years we haven't made that goal. Commissioner Manzione said he views the capital improvement projects to be important for our department. He said his recollection is that County Public Works installed the traffic feature there, and they could be a third entity involved in that conduit through the sewer. Mr. Murdock said he has tried to get a hold of them but has had no response. Mr. Barnhill said he wanted to mention that staff is dealing with a logic controller that went out again at the pump station. He said the logic controller does not control the automation of the pump station it takes data and transfers it over to the skada so we are still collecting data on the board. He said Telstar was able to get the alarms back online. Telstar has been out there for days and potentially replaced that computer which is a 20 years old.

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

9.c. STAFF ANNOUNCEMENTS: None

10.a. WASTEWATER COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. AD HOC COMMITTEES REPORT: None

10.d. INTER-AGENCY MEETINGS: None

11. FUTURE AGENDA ITEMS:

- Progress reports as appropriate for new District offices.
- Capacity Charge Accessory Dwelling Unit (ADU) Ordinance.
- Video outreach for FOG and no wipes down drain.
- Recommend award of contract(s).
- Recommend payment for sewer projects(s).

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 8:19 PM until March 17, 2021.

Respectfully submitted,

Susan Witschi

Susan Witschi
February 18, 2021

CROCKETT COMMUNITY SERVICES DISTRICT

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MINUTES OF PERSONNEL COMMITTEE MEETING MARCH 3, 2021

CALL TO ORDER: The meeting was called to order at 4:00 PM by Director Barassi. Present were Director Bartlebaugh, Commissioner Cusack and Recreation Department Manager Wilson and Assistant District Secretary Witschi. Mr. Gunkelman arrived later.

PUBLIC COMMENTS: None

1. **PERFORMANCE AWARD:** Director Barassi reported that Mr. Wilson brought up that it would be nice to give a performance award to Ms. Witschi for her extra work and efforts during this transition period when Mr. McDonald left. Mr. Wilson reported she has taken on a lot more responsibilities and duties and there is a lot of stress and anxiety that was associated with all of that as well. He said it is just a nice gesture to recognize that additional effort and give a cash bonus award of \$1,000. Director Barassi said the bonus should not just come out of the Recreation Department's budget because the extra work was filling the gaps that were left when Mr. McDonald departed so it might be more appropriate that it gets distributed out of the normal cost sharing formula. Mr. Wilson said he thinks that makes sense. A motion to recommend approval of a performance award bonus and Certificate of Recognition to Ms. Witschi for \$1,000 carried unanimously (lb/sb).
2. **CONTRACTS FOR NEW HIRES:** Director Barassi reported he put this item on the agenda because we have the two probationary employees and we will need to address their contracts. He said we should increase the frequency of the Personnel Committee meetings for the next month or two. There has been some discussion informally using a different contract instead of the one we currently use. Mr. Wilson said he thinks you should because you are limited in what you can do with the existing contracts. Director Barassi just wanted to get people aware and thinking of it and then we can do our homework by reading the contracts and coming to some opinions about it. He said if we do hire a part-time General Manager our previous method of operating will also take some work in terms of the job description and integrating that template that Directors Kirker and Peterson made of assigning the job duties and actually integrating those into the job descriptions. He said the Personnel Committee this year has a fair amount of work on our plate in terms of the new position, the two new hires, and the two unfilled part-time positions and whether we expect to expand the job duties of one of the new hires to include the General Manager position or whether we go forward with this idea of a part-time General Manager.
3. **CLOSED SESSION:** The Committee went into closed session at 3:30 pm.
 - a. **CONFERENCE WITH LABOR NEGOTIATOR(S):** Agency Designated Representative(s) to confer with Crockett Community Services Personnel Committee regarding Acting General Manager, Administrative Services Manager, District Engineer and District Secretary positions, Pursuant to Government Code Section 54957.6.

OPEN SESSION: The Committee resumed in open session at 3:41 pm.

4. ANNOUNCEMENT OF ACTIONS TAKEN DURING CLOSED SESSION: Director Barassi said there were no reportable actions.

5. GENERAL DISCUSSION: Mr. Gunkelman arrived at 3:42 pm. Mr. Gunkelman said he was hoping to get a revised schedule to free up a weekday in which to conduct some personal and work business in another company he has. He said he's not asking for decreased hours or commitment just asking for a weekday. Director Barassi said we can work with you on that. He said our goal is to get you trained.

ADJOURNMENT: The meeting was adjourned at 3:51 PM.

Respectfully submitted,

Susan Witschi

Susan Witschi
March 9, 2021

CSD STATUS REPORT

MARCH

DATE	REF.	TASK	STATUS	NEXT STEP
Ongoing		Financial Accounting & Budget	Adopted FY 20/21 Budget	Audit of FY 19/20 with David Farnsworth CPA
Ongoing		ADA Compliance Plan Review - District needs to update its ADA plan. Consider outsourcing study and develop budget to implement changes to meet ADA plan requirements.	ON HOLD	Contract inspection
Ongoing		Inventory of capital assets - recommended by auditor to match with QuickBooks value of assets. Begin with insurance appraisal list and expand to include assets above capital threshold. Consider increasing capital threshold policy from \$1,000.	BACKLOGGED	Create and then update list annually
Ongoing		Local Hazard Mitigation Plan (LHMP) - Strategic Planning Committee along with management staff to review and update based on currently identified and future hazards. Consider consultant to create work product.	BACKLOGGED	Develop current
1/17	C-31	Waiver of Subrogation - initial inquiry requested by Board member over concern with contract language.	District does not have	Alliant to quote additional insurance cost.
1/17	C-30	Establishment of By-Laws - Commissions and Committees currently do not have their own by-laws to provide guidance on responsibilities. Must develop with feedback from Commissions and Board.	BACKLOGGED	Staff to Draft
10/17	C-29	Meeting Cancellation Policy - currently cancellation of meetings can be requested by chairpersons and management. Request to development policy for what constitutes non-pressing matter cancellations.	BACKLOGGED	Policy needs to be written.
1/18	C-28	Second Signer Policy - develop policy on when a second signer can sign documents when the primary signer is not available.	BACKLOGGED	Staff to Draft

*Items marked COMPLETED will be removed from the Status Report the following month.

7.d.

5/18	C-27	Lateral Issues Report - report to Board on sanitary departments policies and enforcement of private lateral sewers issues. Address non-conforming laterals installed in Port Costa prior to District ownership in 2008.	BACKLOGGED	Staff to Draft
7/17	C-25	Dog Park at Bridgehead - Resolution No. 17/18-09 supporting development and to determine feasibility. Independent Dog Park Committee pursuing with Caltrans. New restrictions such as bathroom on site raised by Caltrans. Dog Park funds held under the Maintenance Department.	Suspended Work	Awaiting Caltrans final lease
5/17	C-24	Personal Accounts and Devices - complying with recent public records act decision regarding emails and text messages. Policy needs to be developed. Legal review is required.	BACKLOGGED	All Directors, Commissioners, and staff following law by saving District records.
1/16	C-23	Social Media - Facebook, Twitter, and web page. Used only to post information about District events, no debate online. Direction by Board to consolidate to one Facebook page. In changing climate Board should reconsider its use of social media for engagement with community.	ON HOLD	Board directed to limit to District posts. Funding required for additional social media engagement.
12/14	C-21	Emergency Operations Center (EOC) - Crockett Community Center to serve as EOC for the District per Resolution No. 14/15-10. Staff directed to attend SEMS training. Consider resolution rescinding EOC at Community Center.	SUSPENDED WORK	Support EOC at Loring Fire Station, center to serve as public meeting place, draft resolution.
3/14	C-20	Safety & Wellness Program - program for employees adopted by Resolution No. 13/14-17 but implementation postponed until funding can be identified.	ABANDONED PROGRAM	Program abandoned due to lack of funding.
10/12	C-12	Revise internal chart of accounts - recommended by auditor. Move to class based accounting and simplification of chart of accounts recommended.	Planned for FY 20/21	Consult CPA to assist

*Items marked COMPLETED will be removed from the Status Report the following month.

1/11	C-17	Sewer map - update printed map of sewers and adopt resolution to define our responsibility.	Capital projects to date need to be updated into ICOM system.	RedZone ICOM to create new PDF map. Once drafted staff to verify format and accuracy.
8/06	C-1.5	WCWD Service Agreement - current agreement is from 1990, new agreement would better define the scope of services and needs of our District.	ON HOLD	Develop needs - CVSan Wastewater Comm.
9/18	C-26	Workshop for Directors on Public Contracting - request to better understand Board responsibility and liability in regards to CUPPA	Identify	Schedule workshop
12/19	C-32	IT Support - contract for assistance with networking and PC troubleshooting as necessary	Find willing partner	Complete network migration to AT&T Fiber

*Items marked COMPLETED will be removed from the Status Report the following month.

PERSONNEL STATUS REPORT

DATE	REF.	TASK	STATUS	NEXT STEP
4/14	P-1	Review Job Descriptions - update as needed, compare to WC Comp Codes.	Provided to Staffing Ad Hoc Committee	To Personnel Committee for review and comment.
11/16	P-2	Injury & Illness Prevention Plan - review, update, and develop additional training material as needed. Additional requirements in 2020 and OSHA COVID-19 directive require review and update.	BACKLOGGED	Staff or outside contractor needs to draft revisions then to Personnel then Board for approval by Resolution
11/16	P-3	Floater Holidays - written definition and guideline on use of floating holidays. Floater Holidays are extra holidays outside of District observed holidays which are included in management contracts with no restrictions on use.	BACKLOGGED	Provide to Personnel Committee
06/17	P-5	Harassment Training - class for all employees, directors, and commissioners. AB 1661 / SB 1343	RGS trained in 2019, currently providing online training for new hires.	Training required every 2 years. Next training for directors and commissioners by May 2021.
06/17	P-6	Non-Employee Conduct - develop simple policy that staff can follow on how to escalate complaints against Commissioners and/or volunteers.	BACKLOGGED	Policy to include interview with at least two people
12/17	P-10	Hiring Procedures - consolidate and train staff	BACKLOGGED	Summarize written procedures - Personnel Committee

** Larger project tasks are included on the Status Report. Smaller incidental and regular ongoing tasks are excluded from this report.

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*Items marked COMPLETED will be removed from the Status Report the following month.

MAINT. DEPT. STATUS REPORT

MARCH

<u>DATE</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
Ongoing	Plaza maint. thru CIA	on schedule	continue per MOU
Ongoing	Veterans Memorial Hall Seismic Retrofit	Engineer review of concrete pier	Memorial hall to meet
Ongoing	Veterans Memorial Fundraising		
Ongoing	Hillside Maintenance	Fire on hillside	CALFIRE called for removal, no return call yet
Ongoing	Bridgehead maintenance	Limited maintenance	Identify resources, plan of action
1/19	M-13 Parcel tax for maintenance	CIA researching	Report from CIA
9/18	M-11 GeoTechnical Engineering Alternative Push Pier Design for Memorial Hall	Received drawings and calculations	Committee to determine if alternate seismic work is feasible
8/17	M-12 Investigate acquisition of corner bridgeview lot	No movement	KP investigating
7/17	M-9 Dog park at Bridgehead - lease or MOU	SUSPEND WORK	Waiting for Caltrans final lease
8/07	M-3 Caltrans property - Bridgehead	permit rec'd 3/12	Waiting on Caltrans for new encroachment permit or abandon

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*Items marked COMPLETED will be removed from the Status Report the following month.

REC. DEPT. STATUS REPORT

MARCH

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
Ongoing		Facility maintenance - Community Center, pool, and park.	All safety issues corrected	
Ongoing		Financial accounting & budget	FY 20/21 Budget Adopted	Ongoing COVID-19 impact
Ongoing		Prop 68 Park & Water Bond	Application Packet Submitted	Submit project to OGALS
Ongoing		Hazardous Material Training	Trained seasonal staff	Update Injury & Illness Prevention Plan

MAINTENANCE ISSUES

4/13	M-8	Hillside Maintenance - long-term hillside cleaning plan needs to be developed.	Grass Cut	CalFire or other to clear hillside of dead trees
2/19	M-9	Signage for the Park - post rules	Pending	Get new signs - trash

CAPITAL IMPROVEMENTS

3/14	C-1	West side covered deck Project	postponed until 2021	Identify funding. Do project in phases
12/18	C-2	Fire suppression alarm system for Center	pending	Waiting on addtl.quotes
2/20	C-3	Memorial bench for David Botta	Bench/Plaque Received	Concrete Pad to be Installed

ADMINISTRATIVE MATTERS

9/10	A-21	Signs - no skateboards or bikes	Sec. 7.12.090 prohibits	add to signage for park rules
11/08	A-20	Rec Policies & Procedures Manual - both the community center and aquatics center.	BACKLOGGED	
2/20	A-36	100-year plaque at Community Center	Pending	Order plaque

** Larger project tasks are included on the Status Report. Smaller incidental and regular ongoing tasks are excluded from this report.

PORT COSTA SAN. DEPT. STATUS REPORT

MARCH

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>	<u>RESPONSIBLE</u>
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ADMINISTRATIVE MATTERS

Ongoing		Review/revise O&M manual	Reviewed	Annual review	Staff
Ongoing		Revise sewer system management plan	Audit complete	Audit Feb 2022	Staff
Ongoing		System rehabilitation program	Smoke tested entire CS Nov 19,2020	Analyze smoke testing results. Send deficiency letters. (see E-8)	Staff
Ongoing		Property database	Current thru 12/2019	Received assessor report from county. Backlogged	Asst District Secretary
Ongoing		Financial accounting & budget	Identify funding		GM
4/15	A-4	Sludge disposal procedure document	Review with operators		Staff
2/19	A-5	Delayed payment of loan #2	Scheduled FY 20/21	Pay in October. Authorized by Commission	Asst District Secretary/ Commission
8/15	A-6	Encroachment 70 CLD. Property is listed, replacement of sewer main, if needed, is owners responsibility	Backlogged	owner to comply	Staff
8/15	A-7	Small Community Grant	Postponed	Revisit State grant options	Commission

ENGINEERING MATTERS

1/13	E-3	Install high water alarm in sump. This will ensure notification if sump pump fails or if flooding occurs	Operator to seek proposal/aquire/install float switch. Telstar to link to PLC	Receive/approve estimate (commission).	Staff
6/08	E-7	#4 filter condition. Investigation to identify location of leak	ON HOLD	Excavate content of filler bed 4	Operator
3/16		Railroad crossing. Needed for health & safety purposes and equipment access	ON HOLD	will approach this if equipment access to WWTP is needed for emergency or maintenance.	Commission / Board
1/17		Install backup Watson Marlo chem pump	Valley to send for diagnosis/est/repair	Authorize repair	Operator
6/17		Constant Level Gate. The constant level gate does not hold position without being held down by a pole. If not held down the gate will lift allowing mass volume to transfer from splitter box into wet well.	Pending assessment		Operator

*Items marked COMPLETED will be removed from the Status Report the following month.

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>	<u>RESPONSIBLE</u>
5/18		Upgrade PLC. Valley recommends upgrading PLC due to age of system, warns that issues will begin to crop up as time passes	Contact vendor for estimate		Operator
12/19	E-8	CCTV Inspection Project	Scheduled for late 2020	Obtain bids	Staff/Commission
1/20	E-11	Polycoat septic tank wall. Engineers found that concrete is degrading at the water air interface.	Consider in 2025	Obtain bids	Commission to direct staff to seek proposals + decide on timing and contract. Contract Operators to oversee work

MAINTENANCE MATTERS

		Monitor sludge level - WWTP Septic Tank	Valley - ongoing. Operator to advise when it is necessary to remove	Operator to seek bids. Commission to review and accept pumping proposal. Operator to schedule work, manage project	Operator
		Monitor scum level - WWTP Septic Tank	Valley - ongoing. Scum in chamber #1 removed Sept 2020. Prior cleaned Jan 2020 full maintenance	Staff to contact WCWD to vac material. Operator to oversee and accept work	Operator/staff
8/17		Repair/replace #3 dosing siphon in dosing structure. Siphon is broken and has been removed.	Pending Valley verification of specs. Valley is verifying specs on replacement (\$535 per unit)	Seek installation proposal once part is verified. Commission to accept proposal	Operator
8/18	M-7	Install signage at WWTP. Property warning signs should be installed within the fenceline rather than on the fence to help prevent sign and property vandalism	Commission volunteered	Pending	Commission
2/17	M-6	Remove shrubbery. Plants and roots are causing major damage to wwtp	Commission volunteered	Pending	Commission
		Transplant sand into filter bed #3. Filter bed 3 is low on sand material, level needs to be brought up. Plan was to transfer sifted sand from waste pile or from abandoned bed #4.	Suspended following bio assay failures. Unverified if transferred sand was the specific cause but the failures coincided with transfer. Unverified risk of metal and other contaminants collecting in static sand due to proximity to the railroad.		Operator

*Items marked COMPLETED will be removed from the Status Report the following month.

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>	<u>RESPONSIBLE</u>
10/16		Annual load bank/fluid svc on genset. Preventative maintenance	Last service Aug 2020	Next due- Aug 2021	Licensed Service - overseen by operator
1/13	M-1	Raise manhole elevations. Will address as needed if county informs us of paving & manhole elevation issues	Obtain quote as needed		Staff
7/12	M-3	Clean/paint plumbing. Pump room is a moist environment. Pipes and pumps develop rust, it must be removed and equipment must be coated.	Mitigate rust, replace as needed / paint		Operator / Commission
7/12	M-4	Repair eroded wet well stopper valve	Define scope of work	Receive add'l quotes for work	Operator
7/12	M-5	Reset siphon valve #3	Drain north side/buy parts/ gate valve open	Drain/close valve/ reset valve height	Operator. Verify that this is ongoing operation rather than project status

** Larger project tasks are included on the Status Report. Smaller incidental and regular ongoing tasks are excluded from this report.

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*Items marked COMPLETED will be removed from the Status Report the following month.

CROCKETT SANITARY DEPT. STATUS REPORT

MARCH

DATE	REF.	TASK	STATUS	NEXT STEP	RESPONSIBLE
Ongoing		Flow data analysis - gather meter data regularly, process flow data, print and archive, update dry weather and wet weather worksheets.	Hydraulic study underway on capacity of collection systems.	Meter calibrations in 2021	JB
Ongoing		Sewer database & repair records - permanent paper and digital records of construction projects.	Paper files through 2018, ICOM maintenance scheduled updates, map and line segment data current thru 6/13	Catalog and archive paper records. Update ICOM3 data records, create new wall map based on changes.	JB
Ongoing		Financial accounting & budget	Adopted FY 20/21	Mid-Year FY 20/21 report in December	GM
Ongoing		JTP cost allocation adjustment - annual review done in April to adjust treatment plant costs based on actual flow.	Allocation complete for April 2019-March 2020	Review in April 2021	JB
Ongoing		C&H diversion analysis - data gathered monthly and records stored with flow data.	current thru 4/20	Verify diversions reported by review of flow data, complete in March 2021.	JB
Ongoing		Creek pollution monitoring - SSMP requires monitoring of large spills that reach the waters of the state. WCWC to perform these services as needed. Insufficient staff to be proactive for collection of baseline data.	BACKLOGGED		WCWD
Ongoing		Manhole maintenance - annual maintenance to site visit known trouble spots to clear brush and debris.	brush & debris cleared	Review Summer 2020	JB

FINANCIAL MATTERS

4/18	F-23	10-year revenue program	updated in 2018	BACKLOGGED	GM
3/18	F-22	Climate change impacts	POSTPONED	Strategic planning in fall	Comm/Board
3/18	F-21	Advance planning renegotiate JUA	POSTPONED	Review JUA in winter	Comm/Board
3/18	F-20	Advance planning for flow reduction C&H	POSTPONED	To Wastewater Committee	WWC

ENGINEERING MATTERS

5/18	E-27	Flyght SCADA with MCC	engineer investigating	To bid October 2020	VW Housen
12/12	E-26	Protect pump station from floods	POSTPONED	remove bricks by Feb 2021	CIA
5/12	E-25	6" sewer behind Third/Wanda	BACKLOGGED	install access point	Constr. Mgr.

DATE	REF.	TASK	STATUS	NEXT STEP	RESPONSIBLE
10/10	E-24	Loring pump station alt. power backup	WCWD Power	install generator	WCWD / JB
7/07	E-21	Mercury TMDL	BACKLOGGED	review / research	WWC
4/07	E-20	Pool discharge permitting	BACKLOGGED	create permit	GM / Legal
3/05	E-10	EQ tank rehabilitation	cleaned 9/14	engineers study required	VW Housen & other
6/04	E-9.5	Sewer replacement schedule	2% per year	Wastewater to review 2021	GM / WWC
10/01	E-4	Easement agreement (405 Alhambra)	BACKLOGGED	hire surveyor	GM
8/01	E-3	Edwards Creek tunnel project	COMPLETED	record grant of easement	GM
7/17	E-28	Update contacts with DIR	BACKLOGGED	Contractors must be registered	Constr. Mgr.
<u>ADMINISTRATIVE MATTERS</u>					
1/18	A-32	Easement Protection Program	BACKLOGGED	revisit enforcement priority	GM / Board
6/17	A-31	Access & Repair Agreement Program	BACKLOGGED	develop formal program	GM / Board
4/17	A-30	Abandon sewer easement 550 Alhambra	Attorney for language	record abandonment	GM
10/15	A-29	Order protection of easement 515 Winslow	BACKLOGGED	draft letter and request payment of abatement costs	GM
8/15	A-33	Enforcement Procedures - rewrite	BACKLOGGED	Draft and legal review	GM / Legal
9/14	A-34	Grant Easement Transfer 330 Alhambra	BACKLOGGED	draft and record	GM
9/12	A-28	Capacity charge payment plan	POSTPONED	revise fee ordinance	GM / Legal
3/12	A-27	Common lateral ordinance	DELAYED	review ordinance	GM / Legal
2/10	A-26	Capacity charge ordinance	POSTPONED	revise by ordinance	GM / Legal
11/09	A-25	Double permit fees for no permit	drafted	adopt ordinance	GM / Legal
3/08	N-11	Penalties for lateral SSO negligence	BACKLOGGED	develop fines	GM / Board
4/07	A-20.5	Lateral replacement	ON HOLD		GM / Board
11/06	A-19	Safety training requirements	Identify	annual training	JB
3/04	A-16	C&H access requirements	BACKLOGGED	abandon sewers	GM / Legal
8/03	A-15.9	Grease trap inspection control program	BACKLOGGED	develop procedures	JB
8/03	A-15.7	Grease traps/FOG	BACKLOGGED	notify commercial kitchens	JB

DATE	REF.	TASK	STATUS	NEXT STEP	RESPONSIBLE
3/03	A-15	N-00-29 sewer easement	Docs updated	parties to sign	GM / Prop. Owner
3/02	A-14	Encroachment permit (9 Crolona Hgts)	BACKLOGGED	send agreement	JB
2/01	A-11	Sewer main acceptance records	BACKLOGGED	disavow by resolution	GM / Legal
2/99	A-8	West County contract review	ON HOLD	continue with existing	GM / Comm.
5/98	A-4	Emergency binder	BACKLOGGED	Update and revise	GM
6/20	A-33	Letter to railroad re crossing	BACKLOGGED	Protect access to outfall	GM / Legal
1/20	A-34	Outfall lease SLC #25959	Incomplete	Address outstanding items	GM

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RESOLUTION NO. 20/21-14

**A RESOLUTION IN APPRECIATION
AND SUPPORT OF THE PHILLIPS 66 REFINERY**

WHEREAS, the PHILLIPS 66 Refinery in Rodeo, CA has been a good neighbor to the town of Crockett; and

WHEREAS, the PHILLIPS 66 Refinery has unveiled plans to convert its petroleum facilities to the large-scale production of renewable fuels; and

WHEREAS, the Crockett Community Services District serves the town of Crockett in the environmental protection of local water quality and air quality; and

WHEREAS, the Crockett Community Services District recognizes a significant local benefit to air quality in the reduction of sulfur emissions that will result from the refinery conversion to renewable fuels; and

WHEREAS, the Crockett Community Services District recognizes that long-term climate change threatens all life as we know it on our planet earth.

NOW, THEREFORE, BE IT RESOLVED that the District Board of the Crockett Community Services District hereby finds that the planned conversion of petroleum facilities to the production of renewable fuels is a positive step forward in the long-term protection of the Crockett and Bay Area environment and in meeting California's environmental goals, principally its low-carbon emission objectives; and

BE IT FURTHER RESOLVED that the District Board of the Crockett Community Services District supports this PHILLIPS 66 project dubbed '*Rodeo Renewed*' and hereby voices appreciation for the positive steps being proposed by PHILLIPS 66 in the existential battle against climate change.

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held in Crockett on March 24, 2021 by the following vote:

AYES:

NOES:

ABSENT:

Luigi Barassi, President

ATTEST:

Kent Peterson
Board Secretary

CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525
 850 Pomona Street
 Telephone (510) 787-2992
 Fax (510) 787-2459

MONTHLY SUMMARY WORKSHEET

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

PREPARED FOR BD. MTG: 3-24-21

LATEST FUND REPORT: 3-11-21

CCSD FUND 3240		CCSD FUND 3240	
CASH CARRIED FORWARD:		CASH CARRIED FORWARD:	
REC DEPT:	\$14,553.62	CVSAN DEPT:	\$56,371.31
ACTIVITY:		ACTIVITY:	
SEC SPT 1516-1920	\$ (552.38)	SEC SPT 1516-1920	\$ (2,819.66)
CASH BALANCE (Rec): \$14,001.24		CASH BALANCE (CVSan): \$53,551.65	
ADV ON TAXES (Rec): \$ 30,726.03		ADV ON TAXES (CVSan): \$156,861.71	
060 Adv beginning bal	\$30,680.89	060 Adv beginning bal	\$156,558.04
No Activity		No Activity	\$0.00
Ending Balance	\$ 30,680.89	Ending Balance	\$156,558.04
160 Supplmt begin bal	\$45.14	160 Supplmt begin bal	\$303.67
No Activity	\$ -	No Activity	\$ -
Ending Balance	\$45.14	Ending Balance	\$303.67
FUND BALANCE (Rec): \$44,727.27		FUND BALANCE (CVSan): \$210,413.36	
		MAINT DEPT PROPERTY TAXES ALLOC:	
		Cash Carried Forward: \$4,087.14	
		SEC SPT 1516-1920 \$ (65.31)	
		PropTaxSplit (2/11/20) \$0.01	
		Cash Balance (Maint) \$4,021.84	
		060 Adv Beginning Bal \$3,636.29	
		No Activity	
		Ending Balance \$3,636.29	
		160 Supplmt begin bal (\$6.95)	
		No Activity	
		Ending Balance (\$6.95)	
		FUND BALANCE (Maint): \$7,651.18	
		TOTAL CSD 3240 BALANCE: \$262,791.81	

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CROCKETT COMMUNITY SERVICES DISTRICT

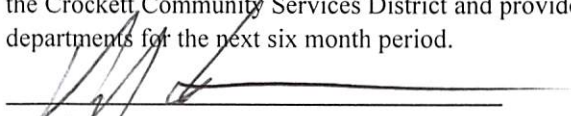
INVESTMENT REPORT

VG

AS OF March 3, 2021

<u>Beginning invested balance:</u>	<u>1/31/2020</u>	<u>\$ 3,579,415.18</u>
<u>RECREATION DEPT. OPERATING FUND 3241</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.63% on 1/15/21		\$ 257,865.86
Activity: No Activity		\$ -
Ending balance:		\$ 257,865.86
<u>MAINTENANCE DEPT. MEMORIAL HALL FUND 3242</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.63% on 1/15/21		\$ 173,770.78
Activity: No Activity		\$ -
Ending balance:		\$ 173,770.78
<u>PORT COSTA SANITARY DEPT. OPERATING FUND 3425</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.63% on 1/15/21		\$ 224.05
Activity: No Activity		\$ -
Ending balance:		\$ 224.05
<u>CROCKETT SANITARY DEPT. OPERATING FUND 3426</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.63% on 1/15/21		\$ 2,175,340.92
Activity:		
Cash Deposit (03/03/21)		\$ 500,000.00
Ending balance:		\$ 2,675,340.92
<u>CROCKETT SANITARY DEPT. CONSTRUCTION FUND 3427</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.63% on 1/15/21		\$ 900,866.19
Activity: No Activity		\$ -
Ending balance:		\$ 900,866.19
<u>CROCKETT SANITARY DEPT. CAPITAL RESERVE FUND 3429</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.63% on 1/15/21		\$ 71,327.38
Activity: No Activity		\$ -
Ending balance:		\$ 71,327.38
<u>Closing invested balance:</u>	<u>3/3/2021</u>	<u>\$ 4,079,395.18</u>

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


 Vaughn Gunkelman, Administrative Services Manager

Date: 3/18/21

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:	3-24-21	LATEST FUND REPORT	3-11-21
OPERATING FUND 3242		BALANCES BY CLASS	
CASH CARRIED FORWARD:	\$2,699.86	MEMORIAL HALL	
ACTIVITY:		Walk Honor & P66	\$258,500.00
CHECKS and PAYMENTS		Arch. Phasel	(\$15,427.99)
Warrants	\$0.00	Engnr. Phasel	(\$33,934.00)
No Activity		Other CapX	(\$4,605.65)
		WofH P66 Balance	\$204,532.36
		Other MH O&M Bal	\$8,609.44
DEPOSITS		BRIDGEHEAD	\$1,174.34
Walk of Honor DP	\$20,000.00	PLAZA/FENCES/LIGHT:	(\$876.68)
		DOGPARK COST CENTE	\$844.14
CASH BALANCE:	\$22,699.86	ACCRUED DEBT:	
INVESTED (MH) BEG. BAL	\$188,770.78	PY due REC Dept.	\$0.00
Invest Interest	\$0.00	PCADVISORY due MH	\$1,170.20
INVESTED (MH) END. BAL	\$188,770.78		
FUND BALANCE:	\$211,470.64	TAXES held in 3240	\$7,651.18

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 3-24-21

LATEST FUND REPORT: 3-11-21

OPERATING FUND 3241			
CASH CARRIED FORWARD:	\$83,075.27	INVESTED BALANCE:	\$257,865.86
ACTIVITY:		Invest Interest	\$0.00
<u>CHECKS AND PAYMENTS</u>		NET INVESTED:	\$257,865.86
Warrants (9053-9079)	(\$26,755.27)	\$50,222.82	c/d deposits
Wells Fargo CC Fees	\$0.00	\$207,643.04	avail. funds
Payroll recovery	\$0.00		
Invest Fees	\$0.00	FUND BALANCE:	\$419,902.86
<u>DEPOSITS AND CREDITS</u>		*** Below held in cash account ***	
Comm Center Booking	-	C/D BEGINNING BALANCE:	\$50,222.82
Fed Tax Refund	-	c/d deposit receipts	\$0.00
Cost Recovery Bocce	-	c/d deposit refunds	\$0.00
Donations	\$1,125.00	Trnsfr recovery	\$0.00
Tennis keys	-	NET C/D ENDING BALANCE	\$50,222.82
Transfer from Invest	-	CAP / RESTRICTED BAL:	\$4,639.60
Cash Conversion	-	Donations	\$0.00
United Way Pass-thru	-		\$0.00
Returned Check Fee	(\$15.00)	NET CAPITAL REPL. BAL:	\$4,639.60
Return-to-source	\$42,182.00	POLICE LIAISON BALANCE	\$8,253.92
Parking fines	-	Parking revenue	\$0.00
Payroll recov CV&PC	-	Payroll/Expenses	\$0.00
		NET PLC ENDING BALANCE	\$8,253.92
CASH BALANCE:	\$99,612.00	XMAS LIGHT BEG BALANCE	\$496.57
		No activity	\$0.00
ADV ON TAXES :	\$62,425.00	XMAS LIGHT END BALANCE	\$496.57
Cash Conversion	\$0.00	CERT ACTIVITY: None	\$0.00
NET ADV ON TAXES:	\$62,425.00	CERT Ending Balance:	\$0.00
		PETTY CASH BALANCE:	\$60.00
		TAXES held in 3240:	\$ 45,279.65
		CO.charges in 3240:	\$ -
		ACCRUED CREDIT:	
		PY due from MAINT Dep	\$ -
		Debt Retired	\$ -
		NET DUE to REC:	\$ -

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

PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

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MONTHLY SUMMARY WORKSHEET

PREPARED FOR MTG.: 3/24/21 LATEST FUND REPORT 3/11/21

OPERATING FUND 3425

CASH CARRIED FORWARD:	\$38,163.39	ACCRUED DEBT:	
ACTIVITY:			
Warrants (1304-1310)	(\$6,627.89)	PYs due CVSan Dep	\$24,233.49
Payroll recov CVSn&RE	\$0.00	Loan#2 due CVSan	\$203,986.49
Investment Services	\$0.00	Loan#3 due CVSan	\$150,000.00

CASH BALANCE:	\$31,535.50	ACCRUED DEBT:	\$378,219.98
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ADV ON SUC BEG. BALANCE	\$163,433.68
No activity	
Ending Balance	\$163,433.68

INVESTED BEGIN. BALANCE	\$224.05
Interest	\$0.00
Ending Balance	\$224.05

FUND BALANCE:	\$195,193.23	\\san\pc\bud&fin\wrksht
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CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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 Fax (510) 787-2459
 e-mail: manager@town.crockett.ca.us
 website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTC 3/24/21 LATEST FUND REPORT: 3-11-21

OPERATING FUND 3426		CONSTRUCTION FUND 3427	
CASH CARRIED FORWARD:	\$1,012,301.28	CASH CARRIED FORWARD:	\$60,024.28
ACTIVITY:		ACTIVITY:	
Warrants (6359-6380)	\$ (121,774.87)	Invest Scvs	\$0.00
Payroll recov PC&Mair	\$0.00		
Return to Source	\$31,818.00		
Permit 21-2	\$30.00	CASH BALANCE:	\$60,024.28
Overpay refund	\$ -		
Transfer to LAIF	\$ (500,000.00)	INVESTED BEGIN BAL.:	\$900,886.19
Wells Fargo Fees	(\$8.29)	Invest Interest	\$0.00
Cost Recovery - shirt	\$0.00		
Payroll recov to REC	\$ -		
		INVESTED BALANCE:	\$900,886.19
CASH BALANCE:	\$422,366.12	FUND 3427 BALANCE:	\$960,910.47
ADV ON TAXES:	\$ 602,624.90		
060 Prop tax Beginnir	\$ 598,507.01		
Cash Conversion	\$0.00		
Ending Balance	\$ 598,507.01	CAPITAL RESERVE FUND 3429	
160 Adv Supp Prop ta	\$4,117.89	CASH CARRIED FORWARD:	\$261.00
No activity	\$0.00	ACTIVITY:	
Ending Balance	\$4,117.89	Invest Scvs	\$0.00
INVESTED BEG. BALANCE:	\$2,175,340.92	CASH BALANCE:	\$261.00
Invest Interest	\$0.00		
Transfer to investmer	\$500,000.00	INVESTED BEGIN BAL.:	\$71,327.38
Ending Balance:	\$2,675,340.92	Invest Interest	\$0.00
FUND 3426 BALANCE:	\$3,700,331.94	INVESTED BALANCE:	\$71,327.38
TAXES held in 3240:	\$210,413.36	FUND 3429 BALANCE:	\$71,588.38
CO.charges in 3240:	\$0.00		
ACCURED DEBT OWED TO CVAN:		CONTRACTOR BONDS ON FILE:	
PCSAN DEPT.	\$378,219.98	35 contractors	\$34,500.00
MAINT DEPT.	\$0.00		