

# PORT COSTA SANITARY COMMISSION

Regular Business Meeting  
AGENDA FOR MONDAY, FEBRUARY 24, 2020

TIME: 7:00 PM  
PLACE: Port Costa School, 1 Plaza Del Hambre, Port Costa

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

1. CALL TO ORDER – ROLL CALL
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:  
(The Board is prohibited from discussing items not on this agenda. Matters brought up that are not on the agenda may be referred to staff for action or calendared on a future agenda.)
4. PUBLIC HEARING:
5. REPORT OF DISTRICT COUNSEL:
6. ADMINISTRATIVE:
  - a. Consider report on actions taken by the District Board and receive briefing on Hosselkus Chapel acquisition.
  - b. Receive 2019 Annual Self-Monitoring Report and December 2019 cover letters.
  - c. Consider making recommendation to fill vacancy on Port Costa Commission.
7. BUDGET AND FINANCE:
  - a. Consider monthly Summary Worksheet and staff report on other financial matters.
  - b. Authorize reallocation of operating reserves in the amount of \$49,909 and authorize payment up to \$200,000 to Clean Harbors.
  - c. Receive water usage report and initial draft budget for FY 20/21, discuss and form opinions.
8. WASTEWATER:

Discuss status of the septic tank, wastewater treatment plant, and waste disposal.
9. REPORT OF DEPARTMENT MANAGER: (These items are typically for exchange of information only. No action will be taken at this time.)
  - a. Operations, maintenance and capital improvements.
  - b. Governmental matters.
  - c. Announcements and discussion.

10. REPORTS FROM COMMISSIONERS: (These items are typically for exchange of information only. No action will be taken at this time.)
  - a. Budget & Finance Committee – Members Mann and Surges
  - b. Inter-agency Meetings:
11. CONSENT CALENDAR: Consideration of a motion to approve the following item:  
Approve Minutes of January 13, 2020.
12. FUTURE AGENDA ITEMS:
13. COMMENTS FROM COMMISSIONERS:
14. ADJOURNMENT to March 11, 2020.

You will find the Minutes of this meeting posted on our website at [www.town.crockett.ca.us](http://www.town.crockett.ca.us)  
Visit our website for more information on meetings and activities of the Crockett Community Services District and the towns of Crockett and Port Costa on the picturesque Carquinez Strait of the San Francisco Bay.

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

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

February 29, 2020

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

SUBJECT: 2019 Annual Self-Monitoring Report Submittal for Crockett Community Services District (CCSD) WWTP Port Costa, CA

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

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

The following is submitted to satisfy the annual monitoring and reporting requirements specified in Order R2-2018-0053 (NPDES No. CA0037885):

There were six permit violations in 2019. The weekly and monthly average limit for BOD was exceeded in January. Accelerated monitoring was conducted and two consecutive results below the monthly limit were recorded. No definitive cause of the elevated BOD was determined.

pH was below the minimum limit on 8/30, 8/31, 9/1, & 9/3. pH is typically near the minimum limit and is believed to be primarily due to the large volume of the septic tank. When the detention time in the septic is too long septic conditions cause the formation of acids which depletes alkalinity and causes a drop in pH.

Valley Operators (the contract operators) reference the Operations & Maintenance Manual (O&M) which was developed for the 2007 plant upgrade. O&M manuals were also produced for the control systems; emergency generator, alarm auto-dialer and other equipment installed. There were no major changes this year to the operation of the facility. The O&M Manual was reviewed January 2020. The SSMP was reviewed and audited April 23, 2018. The Contingency and Spill Prevention Plan was reviewed in May 2019.

Staff continues to work with contract engineers and with Valley Operators to concentrate on ways to enhance the operations at the facility.

COPY

Please note results from annual PCB testing are attached to the report in CIWQS as a pdf attachment rather than a cdf file.

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

Prepared by:



Nick Gaunt, Chief Plant Operator  
Valley Operators

cc: Casey Wichert, Valley Operators

Legally Responsible Official:



James Barnhill  
Sanitary Department Manager

cc: Dale McDonald, CCSD



COPY

January 26, 2020

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

SUBJECT: Self-Monitoring Report Submittal for December 2019 for Crockett Community Services District (CCSD) WWTP Port Costa, CA

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

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The monthly report for December 2019 and forth quarter has been uploaded to the CIWQS website.

During the month of December 2019, no violations have occurred at the Port Costa WWTP.

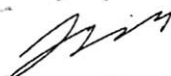
*I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designated to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage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

Prepared by:



Nicholas Gaunt,  
Chief Plant Operator

Legally Responsible Official:



James Barnhill  
Port Costa Manager

cc: Casey Wichert, Valley Operators

# CROCKETT COMMUNITY SERVICES DISTRICT

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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](mailto:manager@town.crockett.ca.us)  
website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

## **ANNOUNCEMENT OF VACANCY**

### **AND INVITATION TO APPLY FOR THE PORT COSTA SANITARY COMMISSION**

The District is now taking applications for a vacancy on the Port Costa Sanitary Commission. Applicant must be a resident of Port Costa and registered to vote. Anyone interested should apply by written letter, clearly identifying the applicant by name, P.O. Box, street address and Port Costa phone number. Applications must contain a statement of interest and qualifications in the letter. The deadline to submit applications to the Crockett Community Services District, PO Box 578, Crockett, CA 94525 is February 12, 2020.

The Sanitary Commission will interview applicants on February 12, 2020. An appointment to the Commission will be made later by the District Board of Directors on February 26, 2020. The term of office is 24 months. Please call Crockett Community Services District at (510) 787-2992 for more information.

January 13, 2020

# 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.:	1/22/20	LATEST FUND REPORT:	1/13/20
<b>OPERATING FUND 3425</b>			
CASH CARRIED FORWARD:	\$17,636.51	ACCRUED DEBT:	
ACTIVITY:			
CHECKS (1171-1183)	(\$15,337.28)	PYs due CVSan Dept.	\$24,233.49
Payroll recovery	(\$5,091.14)	Loan#2 due CVSan	\$277,963.36
Trns SUC from AdvTax	140,626.40		
Trns to cash	(\$120,000.00)		
CASH BALANCE:	\$17,834.49	ACCRUED DEBT:	\$302,196.85
ADV ON SUC BEG. BALANCE:	\$272,852.80		
Trns SUC to cash	(\$140,626.40)		
Ending Balance	\$132,226.40		
INVESTED BEGIN. BALANCE:	\$42,120.48		
Trns from cash	\$120,000.00		
Ending Balance	\$162,120.48		
FUND BALANCE:	\$312,181.37	\\san\pc\bud&fin\wrksht	

01/15/20

## Reconciliation Detail

FUND 3425 - PC SANITARY - O&M, Period Ending 01/13/2020

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							332,609.79
Cleared Transactions							
Checks and Payments - 16 Items							
Check	12/20/2019	1171	Valley Operators, LLC	November service, PSPS ...	X	-4,708.32	-4,708.32
Check	12/20/2019	1174	Daykin Electric	Pump and chem room exh...	X	-2,295.00	-7,003.32
Check	12/20/2019	1172	Sierra Chemical Co...	Sodium Metabisulfite Invoi...	X	-763.16	-7,766.48
Check	12/20/2019	1175	U.S. BANK	Software subscription, shar...	X	-92.19	-7,858.67
Check	12/20/2019	1173	BAY AREA NEWS ...	Legal notices Ord 19-8	X	-39.45	-7,898.12
Transfer	12/20/2019			Payroll recovery Dec 1-15 ...	X	-25.60	-7,923.72
Check	01/07/2020	1176	CSRMA	Liability Insurance 1/1/20...	X	-4,282.36	-12,206.08
Check	01/07/2020	1182	L.R. PAULSELL CO...	High pressure cleaning No...	X	-1,725.00	-13,931.08
Check	01/07/2020	1180	Eurofins Calscience ...	Lab testing Invoice 57000...	X	-550.00	-14,481.08
Check	01/07/2020	1177	David Farnsworth, C...	Financial Audit FY 2019 Fi...	X	-346.35	-14,827.43
Check	01/07/2020	1183	PG&E	Electricity	X	-287.05	-15,114.48
Check	01/07/2020	1179	Streamline	Web hosting 6 months	X	-111.84	-15,226.32
Check	01/07/2020	1178	MEYERS NAVE	Attorney general legal advi...	X	-74.06	-15,300.38
Check	01/07/2020	1181	Larry Walker Associ...	Advise on WWTP and sep...	X	-62.50	-15,362.88
Transfer	01/10/2020			Payroll and misc recovery ...	X	-5,017.97	-20,380.85
Transfer	01/10/2020			Payroll recovery Dec 16-3...	X	-47.57	-20,428.42
Total Checks and Payments						-20,428.42	-20,428.42
Total Cleared Transactions						-20,428.42	-20,428.42
Cleared Balance						-20,428.42	312,181.37
Register Balance as of 01/13/2020						-20,428.42	312,181.37
Ending Balance						-20,428.42	312,181.37

Commissioners: Tom Cusack, John Mann, Anne Scheer, Joe Surges

**PORT COSTA: STANDARDS FOR WATER CONSUMPTION AND COST FACTOR Water Data 18/19**

with SUC of **\$1,973**

FY YEAR	SFR CU. FT.	USE FACTOR	APT CU. FT.	USE FACTOR	COST FACTOR
2008/09	7056	1.00	7056	1.00	\$0.2218
2009/10	7658	1.00	7658	1.00	\$0.2126
2010/11	7364	1.00	7364	1.00	\$0.2265
2011/12	6883	1.00	6883	1.00	\$0.2452
2012/2013	6391	1.00	6391	1.00	\$0.2721
2013/2014	7150	1.00	7150	1.00	\$0.2439
2014/2015	6985	1.00	6985	1.00	\$0.2525
2015/2016	7125	1.00	7125	1.00	\$0.2497
2016/2017	6997	1.00	6997	1.00	\$0.2621
2017/2018	5777	1.00	5777	1.00	\$0.3174
2018/2019	4928	1.00	4928	1.00	\$0.3415
2019/2020	4780	1.00	4780	1.00	\$0.4128
Data from 18/19 2020/2021	5507	1.00	5507	1.00	\$0.3583

T1= 5507 CU. FT.

S1= \$0.3583 /CU. FT.

S147= \$1,973 /SFR

APT CALC: \$1,973 /APT

R1= \$1,973 /APT (Previously \$1,973)

Use Alternative 3 year average

Cu Ft	Cost Factor
5072	\$0.3890
5901	\$0.3344

(Previously \$1,973) Adopted FY 18/19=

Number of homes for average

**69**

Auto filled from WaterData <TAB>						
January	March	May	July	September	November	
505.00	547.00	587.00	871.00	946.00	848.00	
7.32	7.93	8.51	12.62	13.71	12.29	

Total 6 Wet Weather Months (Dec,Jan,Feb, Mar,Oct, Nov) 1,900

Average Units per Month (Dec,Jan,Feb, Mar,Oct, Nov/6) 317 Per Wet Months

10.41 Day

Total weighted average Units For Year 3,800 Per Year

Average Units per House year 55.07 units 411.97064

Average Cubic Feet per House per Year(unitsx100) 5,507 15.09 Cubic Feet per Day (CFPD)

Average Gallons per House Year 41,197 112.87 Gallons per Day (GPD) for October through March

HCF = Hundred Cubic Feet

1 cubic foot = 7.48051948 US gallons





\*\*\* 3- year average water used for Sewer Use Charges \*\*\*

		18/19 (FY DATA)												Apt	SFR	Cost Factor	Water use SFR								
		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	CUBIC FEET	EQUIV UNITS	VOLUME CHARGE	MIN. CHARGE	New CHARGE	PROPERTY	Units	TOTAL CHARGE	LAST YEAR			
<b>COMMERCIAL PROPERTY WATER USAGE</b>														\$1,973	\$1,973	0.3344	5901	\$1,973							
APN	Water Data in Water Units																								
<b>368-146-001 CHURCH</b>																									
CHURCH 1 PROSPECT 103251	31	0	62	0	1	1	9500	1.61	\$3,176	\$1,973	\$3,176	CHURCH 368-146-001	1	\$3,176	\$4,347										
<b>368-147-006 WAREHOUSE CAFÉ</b>																									
5 CANYON LAKE 104752 / 104852	130	186	136	129	165	143	88900	15.07	\$29,724	\$27,622	\$29,724	REST. + 13 APT 368-147-006	14	\$29,724	\$37,848										
<b>368-145-019 BURLINGTON HOTEL</b>																									
2 CANYON LAKE 107853	26	23	24	15	25	21	13400	2.27	\$4,480	\$1,973	\$4,480	19 HOTEL ROOM 368-145-019	1	\$4,480	\$4,848										
<b>368-145-027 BULL VALLEY</b>																									
14 CANYON LAKE 107901	155	162	158	142	159	137	91300	15.47	\$30,526	\$7,892	\$30,526	REST. + 3APT 368-145-027	4	\$30,526	\$30,158										
<b>368-147-004 MERCHANTILE</b>																									
15-17 CANYON LAKE 104409/4604/4656	42	45	47	46	43	41	26400	4.47	\$8,827	\$13,811	\$13,811	Live/Work + 6 368-147-004	7	\$13,811	\$13,811										
<b>368-133-007 SCHOOL</b>																									
1 PLAZA EL HOMBRE 109452 / 109430	22	19	10	1	2	6	6000	1.02	\$2,006	\$1,973	\$2,006	SCHOOL 368-133-007	1	\$1,973	\$1,973										
	5	0	7	6	14	14	300		* Exemption for Community Gardens				*												
													39.91	TOTAL		\$83,724		\$83,691	\$92,985						

6 PROPERTIES

(\$9,295)  
CHANGE

Commercial /Institutions	3	=	\$9,630
Mixed Use	3	=	\$74,061
			\$83,691

On Water (does not take min vol into accoi On Charges (Use this or	
4.90 * Minus for School gardens	4.88
35.01	37.54
42.43 EQUIVALENT DISCHARGE UNITS	42.42

Manual Water Data Cells  
Last Years Water Data

**PORT COSTA SEWER USE CHARGE REVENUE DETAIL:**

**FY 20/21**  
**SUC 1973**

TOTAL REVENUE	NUMBER OF PROPERTIES	TYPE OF PROPERTY	COMMERCIAL USERS	SINGLE FAMILY RESIDENCES	APARTMENTS
\$9,630	3	COMMERCIAL USE ONLY	3	0	0
\$74,061	3	MIXED USE	3	0	22
\$140,083	71	SINGLE DWELLING		71	0
\$27,622	7	TWO DWELLINGS		4	10
\$0	0	THREE DWELLINGS		0	0
\$0	0	FOUR DWELLINGS		0	0
\$9,865	1	FIVE DWELLINGS		0	5
\$0	0	SIX DWELLINGS		0	0
\$0	0	SEVEN DWELLINGS		0	0
\$0	0	NINE DWELLINGS		0	0
\$0	0	TEN DWELLINGS		0	0
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\$261,261	85	TAX ROLL	6	75	37
\$1,973	1	MELTON		1	0
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\$263,234	86	SUB-TOTAL	6	76	37
	133.42	EQUIV. UNITS			

\$272,528 PRIOR YEAR

(\$9,294) Difference over prior year

**FY 2020-2021 PORT COSTA SANITARY DEPARTMENT BUDGET - FUND 3425 DRAFT 2/5/2020**

	<u>PY 2018-19</u>	<u>FY 2019-20</u>	<u>FY 2019-20 Est.</u>	<u>FY 2020-21</u>
	<u>Actual</u>	<u>Approved Budget</u>	<u>Year End</u>	<u>Draft Budget</u>
<b>Collection System</b>				
Liability Insurance	\$ 3,723	\$ 4,178	\$ 4,282	\$ 4,496
Profess. Services.	\$ 1,000	\$ 1,000	\$ 0	\$ 1,000
Sewers Maint.	\$ 14,808	\$ 10,000	\$ 8,962	\$ 10,000
Other Operating	\$ 1,800	\$ 1,000	\$ 500	\$ 1,000
Permits & Fees	\$ 2,286	\$ 2,331	\$ 2,625	\$ 2,678
<b>Total Collection System</b>	<b>\$ 23,617</b>	<b>\$ 18,509</b>	<b>\$ 16,369</b>	<b>\$ 19,174</b>
<b>Treatment Plant</b>				
Generator fuel / oil	\$ 60	\$ 100	\$ 473	\$ 300
Property Insurance	\$ 974	\$ 1,217	\$ 1,207	\$ 1,267
Contract Operator	\$ 48,000	\$ 54,000	\$ 51,480	\$ 55,200
Chemicals	\$ 4,523	\$ 3,500	\$ 3,750	\$ 4,137
Hardware/Supplies & Misc.	\$ 294	\$ 800	\$ 1,219	\$ 1,000
Profess. Svcs. (Engineer, Lab, Technici	\$ 19,827	\$ 20,772	\$ 13,109	\$ 20,228
Electricity	\$ 3,186	\$ 3,074	\$ 3,371	\$ 3,442
Alarm system phone	\$ 1,586	\$ 1,580	\$ 1,304	\$ 1,580
Cap. Replacement	\$ 2,820	\$ 3,000	\$ 43,644	\$ 3,000
Operating fees/permits	\$ 4,551	\$ 4,395	\$ 6,782	\$ 6,918
Other Operating - septic cleaning	\$ 0	\$ 43,000	\$ 204,280	\$ 10,000
<b>Total Treatment Plant</b>	<b>\$ 85,821</b>	<b>\$ 135,438</b>	<b>\$ 330,618</b>	<b>\$ 107,072</b>
<b>Adminstrative</b>				
Elections	\$ 77	\$ 0	\$ 0	\$ 80
Crime Insurance	\$ 22	\$ 25	\$ 25	\$ 25
Memberships	\$ 2,427	\$ 2,480	\$ 1,675	\$ 1,709
Office / Postal	\$ 218	\$ 250	\$ 169	\$ 250
Profess. Svcs.(admin)	\$ 1,774	\$ 3,500	\$ 4,782	\$ 4,925
Printing/Publishing	\$ 1,424	\$ 1,412	\$ 250	\$ 258
Software Subscription	\$ 171	\$ 350	\$ 1,265	\$ 1,290
Vehicle/Travel/Meetings	\$ 89	\$ 100	\$ 143	\$ 150
Other	\$ 773	\$ 1,600	\$ 1,010	\$ 1,000
County Charges	\$ 686	\$ 660	\$ 952	\$ 1,019
<b>Sub-Total Administrative</b>	<b>\$ 7,660</b>	<b>\$ 10,377</b>	<b>\$ 10,272</b>	<b>\$ 10,706</b>
Salaries and Benefits (O&M)	\$ 20,313	\$ 25,589	\$ 33,757	\$ 29,854
Other Payroll Exp. (WC premiums etc.)	\$ 0	\$ 0	\$ 0	\$ 0
<b>Total Administrative</b>	<b>\$ 27,973</b>	<b>\$ 35,966</b>	<b>\$ 44,028</b>	<b>\$ 40,560</b>
<b>Total O&amp;M Expenses</b>	<b>\$ 137,410</b>	<b>\$ 189,913</b>	<b>\$ 391,016</b>	<b>\$ 166,806</b>
<b>Non-Operational Expenses</b>				
Loan Principle	\$ 89,932	\$ 36,474	\$ 0	\$ 83,977
Loan Interest on PY Cap Projects	\$ 12,236	\$ 12,692	\$ 0	\$ 42,045
Non-Op Other	\$ 7,100	\$ 0	\$ 0	\$ 0
<b>Fixed Assets and Other</b>				
Capital Projects Allocation	\$ 6,240	\$ 68,000	\$ 40,885	\$ 26,500
Allocation to operating reserves	\$ 0	\$ 35,000	\$ 0	\$ 35,000
Contingency Reserve	\$ 0	\$ 18,991	\$ 0	\$ 16,681
<b>Total Expenditures</b>	<b>\$ 252,918</b>	<b>\$ 361,070</b>	<b>\$ 431,901</b>	<b>\$ 371,009</b>
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 252,918</b>	<b>\$ 361,070</b>	<b>\$ 431,901</b>	<b>\$ 371,009</b>
<b>TOTAL REVENUES</b>				
Sewer use charge	\$ 262,501	\$ 263,233	\$ 272,528	\$ 263,234
Capacity charge	\$ 0	\$ 0	\$ 0	\$ 0
Permit fees	\$ 60	\$ 180	\$ 60	\$ 180
Interest (non-op)	\$ 939	\$ 1,483	\$ 1,552	\$ 310
Misc fees / cost recovery (ops)	\$ 0	\$ 3,403	\$ 3,712	\$ 2,783
Grants (non-op)	\$ 0	\$ 0	\$ 0	\$ 0

**PORT COSTA SANITARY DEPARTMENT**  
**DRAFT BUDGET FY 2020/2021 (2/5/2020)**

**GENERAL FUND 3425: EXPENDITURE DETAIL**

	PY Actuals	Current Budget	7 Month Actual	Est. Year End	Draft Budget
	FY 18/19	FY 19/20	FY 19/20	FY 19/20	FY 20/21
<b>415 · SEWAGE COLLECTION *****</b>					
415.30 · INSURANCE - Liability	3,723.03	4,178.00	4,282.36	4,282.36	4,496.00
415.55 · PROF. SVCS. (Coll.)	1,000.00	1,000.00	0.00	0.00	1,000.00
415.70 · MAINTENANCE	14,807.50	10,000.00	3,795.00	8,961.65	10,000.00
415.96 · OTHER OPERATING (Coll.)	1,800.00	1,000.00	0.00	500.00	1,000.00
415.96.2c · Permits & Fees (Coll.)	2,286.00	2,331.00	2,625.00	2,625.00	2,678.00
<b>Total 415 · SEWAGE COLLECTION *****</b>	<b>23,616.53</b>	<b>18,509.00</b>	<b>10,702.36</b>	<b>16,369.01</b>	<b>19,174.00</b>
416.25 · GASOLINE, OIL, FUEL	\$60.07	\$100.00	\$265.85	\$472.57	\$300.00
416.31 · INSURANCE - Property	\$974.35	\$1,217.00	\$1,207.09	\$1,207.09	\$1,267.00
416.51.1pc · Treatment Plant Operators	\$48,000.00	\$54,000.00	\$29,480.00	\$51,480.00	\$55,200.00
416.51.2pc · Chemicals	\$4,523.13	\$3,500.00	\$1,987.41	\$3,750.09	\$4,137.00
416.51.3pc · Hardware, Supplies, & Misc	\$293.52	\$800.00	\$886.14	\$1,219.49	\$1,000.00
416.56.2pc.3pc · Prof. Svcs. - Engineer	\$8,341.25	\$5,000.00	\$62.50	\$62.50	\$5,000.00
416.56.3pc · Prof. Svcs. -Technician	\$3,010.00	\$5,000.00	\$2,000.00	\$2,000.00	\$5,000.00
416.56.7pc · Prof. Svcs. - Lab Testing	\$8,476.00	\$10,572.00	\$6,318.00	\$10,863.00	\$10,028.00
416.56.x · Prof. Svcs. - Attorney / Other	\$0.00	\$200.00	\$0.00	\$183.35	\$200.00
416.91.1pc · Electricity	\$3,185.61	\$3,074.00	\$2,010.38	\$3,370.87	\$3,442.00
416.91.6pc and 416.96.3 · Plant Alarm System	\$1,585.56	\$1,580.00	\$833.58	\$1,303.58	\$1,580.00
416.96.1 · Capital Replacements (Treat.)	\$2,820.31	\$3,000.00	\$22,884.78	\$43,643.57	\$3,000.00
416.96.2 · Permits & Fees (Treat.)	\$4,551.00	\$4,395.00	\$6,377.00	\$6,782.00	\$6,918.00
416.96 · OTHER OP (Treat) - Septic Cleaning	\$0.00	\$43,000.00	\$0.00	\$189,280.32	\$10,000.00
416.99 · ENFORCEMENT PENALTIES	\$0.00	\$0.00	\$0.00	\$15,000.00	\$0.00
<b>Total 416 · SEWAGE TREATMENT *****</b>	<b>85,820.80</b>	<b>135,438.00</b>	<b>74,312.73</b>	<b>330,618.43</b>	<b>107,072.00</b>
<b>417. ADMIN/GENERAL</b>					
417.21 · ELECTIONS	77.18	0.00	0.00	0.00	80.00
417.31 · INSURANCE -Crime(employee bond)	21.50	25.00	0.00	25.00	25.00
417.36 · MEMBERSHIPS - BACWA & CASA	2,427.00	2,480.00	1,675.00	1,675.00	1,709.00
417.41 · OFFICE POSTAL / SUPPLIES	217.98	250.00	49.87	168.87	250.00
417.56 · PROF SVCS (Admin) Attorney/Auditor	1,773.98	3,500.00	3,615.13	4,781.78	4,925.00
417.61 · PRINTING/ PUBLISHING	1,424.36	1,412.00	130.00	250.00	258.00
417.70 · SOFTWARE SUBSCRIPTION	170.53	350.00	1,119.23	1,265.08	1,290.00
417.80 · VEHICLE / TRAVEL REIMBURSEMEN	88.90	100.00	101.65	143.30	150.00
417.96 · OTHER ADMIN. / RECOVERY	772.97	1,600.00	254.49	1,010.39	1,000.00
417.96.3pc · County Charges	685.71	660.00	910.17	952.17	1,019.00
<b>Total 417 · ADMIN / GENERAL *****</b>	<b>7,660.11</b>	<b>10,377.00</b>	<b>7,855.54</b>	<b>10,271.59</b>	<b>10,706.00</b>
<b>6560 · PAYROLL EXPENSES *****</b>					
6560.x · Salary & Benefits	20,312.59	25,589.00	15,935.19	33,131.01	29,204.00
6560.2 · CalPERS Unfunded Liability	0.00	0.00	625.58	625.58	650.00
<b>Total 6560 · PAYROLL EXPENSES *****</b>	<b>20,312.59</b>	<b>25,589.00</b>	<b>16,560.77</b>	<b>33,756.59</b>	<b>29,854.00</b>
<b>Total O&amp;M Expense</b>	<b>137,410.03</b>	<b>189,913.00</b>	<b>109,431.40</b>	<b>391,015.62</b>	<b>166,806.00</b>
<b>Non-Op and Capitol Expenses</b>					
416.212 · LOAN PRINCIPAL (non-op)	89,931.51	36,474.00	0.00	0.00	83,977.00
419.1 · Loan Interest - Non-Op Expense	12,236.13	12,692.00	0.00	0.00	42,045.00
111.x · Capitol Sewer Projects and CCTV	6,240.00	68,000.00	0.00	40,885.00	26,500.00
419 · Non-Op Expense - Other	7,100.00	0.00	0.00	0.00	0.00
<b>Operating Reserves - Budget Allocation</b>					
Septic Tank Heavy Cleaning (\$50k over 5yrs - 2025)		30,000.00			10,000.00
NPDES Permit Reserve (\$40k over 5yrs - 2024)		2,000.00			16,000.00
WWTP Cap Repl. Reserve (\$20K over 5yrs - 2025)		3,000.00			4,000.00
RWQCB Operations Reserve (\$15K over 3yrs - 2023)		0.00			5,000.00
Contingency 10%		18,991.00			16,681.00
<b>TOTAL EXPENSES</b>	<b>\$252,917.67</b>	<b>\$361,070.00</b>	<b>\$109,431.40</b>	<b>\$431,900.62</b>	<b>\$371,009.00</b>
<b>Net Ordinary O&amp;M Income</b>	<b>126,090.28</b>	<b>87,681.00</b>	<b>167,790.08</b>	<b>(13,163.39)</b>	<b>99,701.00</b>
<b>Net Include. Contingency, Capital, &amp; Reserves</b>	<b>\$10,582.64</b>	<b>(83,476.00)</b>	<b>167,790.08</b>	<b>(54,048.39)</b>	<b>\$ (104,502.00)</b>



**PORT COSTA SANITARY DEPARTMENT  
DRAFT BUDGET FY 2020/2021 (2/5/2020)**

Sewer Use Charge **\$1,973**

**GENERAL FUND 3425: REVENUE DETAIL**

	PY Actual	Adopted	7 Month Actual	Est. Year End	Draft Budget no SUC Increase
	FY 18/19	FY 19/20	FY 19/20	FY 19/20	FY 20/21
301.0 Sewer use charge	\$262,501.00	\$272,528.00	\$272,528.00	\$272,528	\$263,234.00
303.0 Capacity charge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
302.0 Permit fees	\$60.00	\$180.00	\$0.00	\$60.00	\$180.00
306.0 Misc fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>SUB-TOTALS O&amp;M</b>	<b>\$262,561.00</b>	<b>\$272,708.00</b>	<b>\$272,528.00</b>	<b>\$272,588.00</b>	<b>\$263,414.00</b>
311.0 Interest	\$939.31	\$1,483.00	\$1,181.17	\$1,551.92	\$310.00
318.0 Cost recovery (Non-op)	\$0.00	\$3,403.00	\$3,512.31	\$3,712.31	\$2,783.00
317.0 Inter-department Loan	\$0.00	\$0.00	\$0.00	\$100,000.00	\$0.00
319.0 Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUE</b>	<b>\$263,500.31</b>	<b>\$277,594.00</b>	<b>\$277,221.48</b>	<b>\$377,852.23</b>	<b>\$266,507.00</b>

**FUND 3425 - BALANCE OVERVIEW**

	PY ACTUAL FY 18/19	ADOPTED FY 19/20	7 Month Actual FY 19/20	ESTIMATED YEAR END FY 19/20	DRAFT BUDGET FY 20/21
<b>Opening Cash Balance</b>					
Septic Tank Replacement Reserve	\$ 16,820.15	\$ 28,820.15	\$ 28,820.15	\$ 28,820.15	\$ -
Discharge Permit Reserve	\$ 29,946.25	\$ 32,908.75	\$ 32,908.75	\$ 32,908.75	\$ -
Plumbing Pipe Refurb. Reserve	\$ 10,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ -
RWQCB Violation Fines Reserve	\$ 6,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ -
Contingency Reserve ***	\$ -	\$ -	\$ -	\$ -	\$ -
Carry Over (unallocated)	\$ 42,871.48	\$ 34,491.62	\$ 34,491.62	\$ 34,491.62	\$ 62,172.13
<b>TOTAL OPENING CASH BALANCE</b>	<b>\$ 105,637.88</b>	<b>\$ 116,220.52</b>	<b>\$ 116,220.52</b>	<b>\$ 116,220.52</b>	<b>\$ 62,172.13</b>
<b>ESTIMATED REVENUE</b>	\$263,500.31	\$277,594.00	\$277,221.48	\$377,852.23	\$ 266,507.00
<b>ESTIMATED O&amp;M EXPENSES</b>	\$ (137,410.03)	\$ (189,913.00)	\$ (109,431.40)	\$ (391,015.62)	\$ (166,806.00)
<b>ESTIMATED CAP. PROJ. EXPENSES</b>	\$ (6,240.00)	\$ (68,000.00)	\$ -	\$ (40,885.00)	\$ (26,500.00)
<b>ESTIMATED LOAN PRINCIPAL</b>	\$ (89,931.51)	\$ (36,474.00)	\$ -	\$ -	\$ (83,977.00)
<b>ESTIMATED LOAN INTEREST</b>	\$ (12,236.13)	\$ (12,692.00)	\$ -	\$ -	\$ (42,045.00)
<b>NON-OPERATING EXPENSE - OTHER</b>	\$ (7,100.00)	\$ -	\$ -	\$ -	\$ -
<b>Closing Fund Balance</b>					
<b>Operating Reserves Included in Balance</b>					
Septic Tank Rehab/Replace Reserve	\$ 28,820.15	\$ 15,820.15	\$ -	\$ -	\$ -
Discharge Permit Reserve	\$ 32,908.75	\$ 34,908.75	\$ 34,908.75	\$ -	\$ 16,000.00
Plumbing Pipe Refurb. Reserve	\$ 12,000.00	\$ 15,000.00	\$ 15,000.00	\$ -	\$ 4,000.00
RWQCB Violation Fines Reserve	\$ 8,000.00	\$ 8,000.00	\$ -	\$ -	\$ 5,000.00
Contingency ***	\$ -	\$ 18,991.00	\$ -	\$ -	\$ 16,681.00
Interfund G/L non-op adjustment	\$ -	\$ -	\$ -	\$ -	\$ -
Carry Over(unallocated)	\$ 34,491.62	\$ (5,984.38)	\$ 234,101.85	\$ 62,172.13	\$ (32,329.87)
<b>TOTAL CLOSING FUND BALANCE</b>	<b>\$ 116,220.52</b>	<b>\$ 86,735.52</b>	<b>\$ 284,010.60</b>	<b>\$ 62,172.13</b>	<b>\$ 9,351.13</b>

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

Outstanding Debt	Beginning FY 19/20	Est. Ending FY 19/20	Principle Pay FY 20/21	Est. Ending FY 20/21
Crockett Sanitary (WestA Refi)	\$277,963.36	\$277,963.36	\$73,976.87	\$203,986.49
Crockett Sanitary (Pre-2013 transfers)	\$24,233.49	\$24,233.49	\$0.00	\$24,233.49
Crockett Sanitary (Septic Tank Loan)	\$0.00	\$100,000.00	\$10,000.00	\$90,000.00
<b>Total Debt</b>	<b>\$302,196.85</b>	<b>\$402,196.85</b>	<b>\$83,976.87</b>	<b>\$318,219.98</b>

# Capital Projects for FY 2020/21 DRAFT (2/5/2020)

## PORT COSTA SANITARY DEPARTMENT

SEWER COLLECTION SYSTEM PROJECTS	CAPITAL IMPROVEMENTS FIXED ASSET	GRANT FUNDED	PCSAN FUNDED
Emergency project(s)	\$5,000.00		\$5,000.00
CCTV Inspection	\$10,000.00		\$10,000.00
<b>TOTAL</b>	\$15,000.00		
TREATMENT PLANT	CAPITAL REPLACEMENTS O&M	CAPITAL IMPROVEMENTS FIXED ASSET	
Septic Tank Hatches		\$5,000.00	\$5,000.00
Sump high alarm		\$1,500.00	\$1,500.00
Various emergency WWTP	\$3,000.00	\$5,000.00	\$8,000.00
<b>TOTAL</b>	\$3,000.00	\$11,500.00	
EQUIPMENT		CAPITAL IMPROVEMENTS	
No tools or equipment planned		\$0.00	
<b>TOTAL</b>		\$0.00	
			<b>\$29,500.00</b>

### Future Capital Reserve for large WWTP projects

Sand Replacement Reserve	TBD
Sand bed engineering study	TBD
RR Crossing	TBD