

# CROCKETT SANITARY COMMISSION

Regular Business Meeting  
AGENDA FOR WEDNESDAY, JUNE 17, 2020

TIME: 7:00 PM

PLACE: \*\* TELECONFERENCE - SEE BELOW \*\*

## IMPORANT 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.

Agenda packet can be accessed at <https://www.town.crockett.ca.us/2020-06-16-crockett-sanitary-commission-meeting>.

## HOW TO OBSERVE THE MEETING:

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

Enter the Meeting ID# 245 517 801 followed by the pound (#) key.

More phone numbers can be found on Zoom's website at <https://zoom.us/u/abb4GNs5xM>.

**Computer:** Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/245517801> 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, enter Meeting ID# 245 517 801.

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*The Crockett 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 Commission 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 for a future date.)*

4. PUBLIC HEARING:

5. CONSENT CALENDAR: Consideration of a motion to approve the following item:

*(Items are subject to removal from Consent Calendar by request of any Commissioner 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 May 20, 2020.

6. ADMINISTRATIVE:
  - a. Consider report on actions taken by the District Board.
  - b. Receive notice of public hearing to be held on June 24, 2020 and draft ordinance establishing and providing for the collection of sewer service charges for Crockett.
7. WASTEWATER:
  - a. Facilities Needs Assessment for the Crockett Sanitary Department and anticipated use of the Hosselkus Chapel.
  - b. Existing and future staffing requirements of the Crockett Sanitary Department.
8. BUDGET AND FINANCE:
  - a. Consider monthly Summary Worksheet and staff report on financial matters.
  - b. Receive 11-month FY 2019/20 financial report and proposed budget for FY 2020/21.
  - c. Video outreach – Collaboration on Wipes Clogs Pipes advertising on YouTube.
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. Wastewater Committee – Members Bartlebaugh and Manzione
  - b. Budget & Finance Committee – Members Wolthuis and Adams
  - c. Inter-agency meetings:
11. FUTURE AGENDA ITEMS:
  - Capacity Charge Accessory Dwelling Unit (ADU) Ordinance (Aug)
  - Recommend award of contract(s)
  - Recommend payment for sewer project(s).
12. COMMENTS FROM COMMISSIONERS:
13. ADJOURNMENT to July 15, 2020.

## HOW TO SUBMIT PUBLIC COMMENTS:

**Written/ Read Aloud:** Please email your comments to [manager@town.crockett.ca.us](mailto: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](mailto: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](http://www.town.crockett.ca.us) after they are adopted. 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 COMMISSION

of the Crockett Community Services District

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## MINUTES OF REGULAR MEETING, MAY 20, 2020

1. CALL TO ORDER: The meeting was called to order at 7:02 PM by Chairperson Bartlebaugh. Present were Commissioners Adams and Manzione, along with General Manager McDonald, Assistant Dept. Manager Barnhill and Asst. Secretary Witschi. Commissioners Wais and Wolthuis arrived later.
2. AGENDA ORDER: There were no requests to change the agenda order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
5. CONSENT CALENDAR: The consent item was approved unanimously (ha/mm):
  - a. Approve Minutes of April 15, 2020.
- 6.a. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in April. He said the Board approved the Sewer Use Charge Reports for Crockett and Port Costa, adopted updated Sewer System Management Plan, approved District Newsletter, set date of June 24 for public hearing to adopt proposed FY 2020/21 Budget, and approved inter-department loan of \$150K for Port Costa.
- 6.b. PROP. 218 NOTICES MAILED: Mr. McDonald reported the Notice of Public Hearing required under Prop. 218 in order to raise rates for sewer service in Crockett was been mailed out. Commissioner Manzione asked if staff has received any comments from residents on the increase. Mr. McDonald said he has only received one indirect comment.
- 6.c. ATHERTON-COOKE SEWER PROJECT: Mr. McDonald reported he is very happy with the work ECAST Engineering has done on this project. Commissioner Bartlebaugh asked if the additional work on the Pomona sewer east of Cooke was a project that was planned for in the future. Mr. McDonald said the Pomona line was planning to be replaced in a year or two, but opportunity now allowed for construction cost savings based on great public bid rate. Commissioner Manzione said it looks like it was a very successful project. A motion to accept the Atherton-Cooke sewer replacement Project C-1002 as complete, order staff to file Notice of Completion, and recommend final payment retention amount of \$43,548.18 plus final billing from the County on the Encroachment permit carried unanimously (mm/ha).
- 6.d. CARQUINEZ MIDDLE SCHOOL SEWER REPLACEMENT: Mr. McDonald reported that a public sewer which needs replacement runs through the project site where a new Carquinez Middle School is being built. He said the sewer was a failing in two spots. He went to the John Swett Unified School District (JSUSD) and reached an agreement to split the cost of the project with JSUSD. A proposal by Carone & Company in the amount of \$87,200 was accepted and the contract for work was executed. The sanitary department's share of the project was calculated at \$46,973.60 and JSUSD would pay \$40,226.40. Commissioner Wais

arrived at 7:28 pm. A motion to accept the Carquinez Middle School sewer replacement Project C-1015 as complete, order staff to file the Notice of Completion, and recommend final payment retention amount of \$8,720 carried unanimously (mm/ha).

**7.a. ENFORCEMENT ACTIONS:** Mr. McDonald reported the lifting of COVID-19 restrictions on private construction has allowed private sewer replacement projects to be scheduled again. The sanitary departments restarted issuing permits for lateral sewer replacements on May 4. He said staff continues to postpone non-critical enforcement action items.

**7.b SEWER INSPECTION PROGRAM:** Mr. Barnhill reported L.R. Paulsell completed the annual sewer inspection program awarded in 2019 and performed well. He said the total line segments planned for 2019 was 83, total length planned for inspection was 12,009 LF, and total cost for the program was \$26,681. There were 52 serious defects documents by inspection in 2019 with 2 identified as urgent priorities. Commissioner Wolthuis arrived at 7:40 pm.

**8.a. FINANCIAL REPORT:** The monthly statement of Department finances and report on investments were examined by the Commission. Mr. McDonald reported the new loan has been added to the Port Costa Sanitary Department accrued debt amount owed to Crockett Sanitary shown on the bottom of the worksheet. He reported transferring \$16,862.03 from Fund 3427 (Construction) to Fund 3426 (O&M) to reimburse for the Joint Treatment Plant Capital projects completed this fiscal year. Mr. McDonald reported interest received from the Local Agency Investment Fund (LAIF) for the fourth quarter of \$14,957.90.

**8.b. 10-MONTH BUDGET REPORT:** Mr. McDonald reported the sanitary department is in a strong financial position with estimated expenses for the collection system, treatment plant, and administrative cost centers all under budget. The contingency and rate stabilization reserves are not planned to be used this year. No budget deficit is forecast and no need to revise its current budget. No recommended changes to the preliminary budget for FY 20/21 were made.

**9.a. STAFF REPORT ON OPERATIONS:** Mr. McDonald reported one Sanitary Sewer Overflow (SSO) in April. It occurred at Carquinez Middle School construction site when a by-pass pump hose crimped causing 180 gallons of sewage to spill onto the ground and into the adjacent storm drain.

**9.b. STAFF REPORT ON GOVERNMENTAL MATTERS:** Mr. McDonald said there will be two seats on the District Board that are up for re-election at the next General Election held on November 3. The official filing period begins on July 13 and ends on August 7 and if anyone has an interest running for a Board seat please contact him for more information.

**9.c. STAFF ANNOUNCEMENTS:** None

**10.a. WASTEWATER COMMITTEE REPORT:** None

**10.b. BUDGET & FINANCE COMMITTEE REPORT:** Commissioner Wolthuis said the committee previously met in March to discuss the budget. No further report.

**10.c. INTER-AGENCY MEETINGS:** None

11. FUTURE AGENDA ITEMS:

- Detailed Facilities Needs Analysis for Crockett Sanitary Department (June)
- Existing and future staffing FTE report requirements (June)
- Capacity Charge Accessory Dwelling Unit (ADU) Ordinance (August).
- Recommend award of contract(s).
- Recommend payment for sewer project(s).

13. COMMISSIONER COMMENTS: None

14. ADJOURNMENT: The meeting was adjourned at 8:29 PM until June 16, 2020.

Respectfully submitted,

*Susan Witschi*

Susan Witschi  
May 22, 2020

ORDINANCE NO. 20-2

AN ORDINANCE ESTABLISHING AND PROVIDING FOR  
THE COLLECTION OF SEWER SERVICE CHARGES  
TO BE BILLED BY THE CROCKETT COMMUNITY SERVICES DISTRICT  
TO ALL SERVED PROPERTIES IN CROCKETT FOR 2020-2021

WHEREAS, the Board of Directors of the Crockett Community Services District has analyzed the present sewer service charge rate schedule and has determined that the residential annual sewer service charge rates for the user classification Single Family Residence should increase by an amount of \$30 and the user classification Apartment should be increased by an amount of \$35 for fiscal year 2020-2021. Non-residential, industrial and mixed-use rates will vary with water consumption in proportion to the District standard for residential use. The District has also analyzed the rates and the water use standard and has determined both should be modified; and

WHEREAS, the sewer service charges was last increased in fiscal year 2018-2019; and

WHEREAS, in adopting Ordinance No. 20-2, the Board relied on various studies and documents, which are available for inspection at the District offices; and

WHEREAS, the Board has determined that the sewer service charge rate increase is necessary to fund the current anticipated costs of the operations and maintenance functions and capital improvements of the District for the 2020/21 fiscal year (including new federal, state and regional water quality requirements) and to provide for the repayment of loans.

WHEREAS, in adopting this Ordinance, the Board of Directors finds that:

- a. Notice of Public Hearing containing information on the proposed fee increase was duly mailed by first class postage to every property owner receiving sewer service from the District at least 45 days prior to the public hearing on the proposed increase conducted on June 24, 2020, at which time all who wished to comment on this matter were heard.
- b. All written protests presented by the affected property owners were considered and tallied at the public hearing on June 24, 2020 and the District was not presented with protests by a majority of the owners of the identified parcels affected by this change.
- c. The amount of the charges imposed does not exceed the proportional cost of the service attributable to the properties receiving service, and revenues from the charges and fees are not being used for any other purpose than that for which they are imposed.
- d. The charge is imposed only on those properties actually receiving service or those for which service is immediately available.
- e. This action is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15273(a) (1), (2), (3), and (4) of the State CEQA Guidelines, in that the sewer service fee is being charged to meet operating expenses, purchase materials, meet financial reserve needs and provide for capital projects necessary to maintain service within the existing service area.

The Board of Directors of the Crockett Community Services District DOES HEREBY ORDAIN as follows:

Section 1. GENERAL PROVISIONS

1A. Purpose and Scope

The purpose of this Ordinance is to establish a set of equitable service charges for the use of the sanitary sewer collection system of the Crockett Community Services District, and to provide for the collection of such charges on the tax roll of Contra Costa County, pursuant to Government Code Section 61115. This Ordinance applies to all users of the District's system within and without the boundaries of the Crockett Sanitary Department of the Crockett Community Services District. This Ordinance does not apply within the boundaries of the Port Costa Sanitary Department.

1B. Authorization

The adoption of this Ordinance by the Board of Directors of the Crockett Community Services District is authorized by Government Code Section 61115.

1C. Title and Definition

This Ordinance shall be known as, and may be cited as, the Crockett Sanitary Department Sewer Service Charge Ordinance. As used in this Ordinance, the term "District" shall mean the Crockett Community Services District, and the Term "Owner" shall mean any person, firm, corporation, unincorporated association, trustee or other legal holder of title to real property.

Section 2. SEWER SERVICE CHARGE

2A. Rate and Charges

Every owner of real property that is connected to the District's sanitary sewer system or for which service is immediately available shall pay a charge for sewer service. The following service charges are in addition to, and do not affect ad valorem property taxes, capacity charges, annexation charges, and/or construction-related charges.

Water consumption data is requested from the municipal water supplier in January each year in order to be received in time to make necessary calculations of sewer usage in March. Consequently, the water data used to calculate use of the sewer system by individual properties or classes of properties shall be the latest fiscal year data available to the District in January and will not be for the current fiscal year. Water data over the last six years is averaged to generate the use factor and cost factors used to calculate the sewer use charge. Water consumption data from FY 18/19, FY 17/18, FY 16/17, FY 15/16, FY 14/15, and FY 13/14 has therefore



been used in support of this Ordinance is for sewer service charges to be imposed in FY 20/21.

Each separately metered (water) use of a property shall be charged independently as a residential account, non-residential account or mixed-use account. The property owner shall be charged the sum of the charges for all accounts on the property.

2A-1. Residential Accounts

2A-1a. Single Family Residence

The term "single family residence" shall herein refer to any detached structure designed, improved and/or used as one residential unit with no other separate use or additional residential units. The term shall include a single condominium residence unit. It shall not refer to a mobile home residence.

Each single family residence shall pay a flat charge per year in the amount set forth in Exhibit "A" for a single family residence.

2A-1b. Duplex

The term "duplex" shall herein refer to any structure containing two residential units and no other separate use or additional residential units. This shall include two flats, two apartments side-by-side, or a primary dwelling with an attached "second unit" known as a "granny flat" or "in-law unit" or "accessory dwelling unit" or "junior accessory dwelling unit".

Each duplex shall pay a flat charge per year in the amount set forth in Exhibit "A" for a duplex.

2A-1c. Multiple Unit Residential Building

Multiple unit residential buildings shall pay an annual charge per apartment in the amount set forth in Exhibit "A" for a single apartment.

The term "apartment" shall herein refer to any residential unit (other than condominium) in a structure designed, improved and/or used for two or more families living independently in units which are structurally joined and have separate entrances. This shall include any residential unit (such as a flat) in a mixed-use structure, except when a commercial unit has been added to a single family home. For the purposes of this Ordinance, a mobile home residence shall be treated as a single apartment.

2A-1d. Accessory Dwelling Unit

The term "accessory dwelling unit" or ADU shall herein refer to any residential unit located on the same lot as an existing single family home, where the total floor area does not exceed 1,200 square feet, where the increased floor area does not exceed 50 percent of the living area of the single family home, and which includes all of the amenities found in a primary dwelling: a kitchen,

bathroom, sleeping area, and storage. It shall not refer to a "junior accessory dwelling unit" or JADU.

Each accessory dwelling unit shall pay a flat charge per year in the amount set forth in Exhibit "A" for a single accessory dwelling unit.

#### 2A-2 Non-Residential Accounts

Each non-residential use (or combination thereof) that is separately metered for water shall be considered one non-residential account.

Each non-residential account, including but not limited to commercial, industrial and institutional users, shall pay an annual flat fee use charge in the amount set forth in Exhibit "A", plus the per unit amount set forth in Exhibit "A" for each 100 cubic feet of water consumption in excess of 5443 cubic feet per year.

Any property with multiple non-residential accounts shall be charged the sum of the charges for all accounts.

#### 2A-3. Mixed-Use Accounts

Any combination of residential and non-residential uses together on one water meter shall be considered one mixed-use account.

Each mixed-use account shall pay an annual flat fee use charge in the amount set forth in Exhibit "A" plus the per unit amount set forth in Exhibit "A" for each 100 cubic feet of water consumption in excess of 5443 cubic feet per year. In no case shall the total annual charge for each account be less than the per-unit charge set forth in 2A-1c for apartments times the number of apartments served, plus the charge set forth for a single family residence times the number of single family residences served.

Any property with multiple accounts (of whatever kind) shall be charged the sum of the charges for all accounts.

#### 2B. Single Family Residential Water Use Standard

##### 2B-1. Basis of Charges

The District has developed a District-wide standard for typical use of the sewer system by a single family residence. The single family residential standard reflects a reasonable estimation of the average water consumption (for indoor use) of a single family residence within the District. That figure is 6701 cubic feet per year. The sewer use charge for single family residences is based on that estimated average use.

##### 2B-2. Volumetric Basis of Charges

Charges imposed on all residential users are established based on the relative

volumetric water use of that user or class of user. The charges set forth in this Ordinance are intended to reflect proportionately equal payment of charges for a similar burden imposed on the District's sewerage system based on the relative water use of various classes of users or separately metered users.

**2B-3. Industrial Properties**

The District finds that for the industrial properties within the District, water consumption is not an accurate way to measure discharge to its system, because industrial processes use an enormous amount of water that is not in fact discharged to the District's system. For purposes of this Ordinance, industrial properties include properties engaged in food processing, electrical production, and hydroprocessing, but does not include the C&H sugar refinery plant properties.

Therefore, for industrial properties, not including the C&H sugar refinery plant properties, which is charged for and pays its sewer service charges under separate agreement with the District, there shall be a flat charge plus an additional per unit charge for each 100 cubic feet of water actually discharged to the District. The flat and per-unit charges shall be the same as for other non-residential properties served by the Crockett Sanitary Department. The volume of water discharged from such properties shall be measured by flow meters installed at District-approved locations in all pipelines discharging water to the District's system. The required pump or flow meters shall be approved by the District Board. The required flow meters shall operate on a 24-hour basis to measure and record in electronic format on one-minute intervals the volume of water passing through each metered location. All required flow meters shall be placed in a location accessible to the District for inspection, and all raw data collected shall be routinely transmitted electronically to the District on a regular monthly basis. For those time periods during which the required flow meters fail to collect reliable flow data for whatever reason, the District will substitute its own calculations of flow during those periods using its best efforts.

**Section 3. BILLINGS AND COLLECTION**

**3A. Sewer Service Charges Collected on the Tax Roll**

All charges established and assessed in section herein shall become due and payable on receipt of tax bill therefore. Such charges shall be paid to the Tax Collector as directed on the tax bill. All charges shall be rounded to the nearest whole dollar.

**3B. Directly Billed Sewer Service Charges**

All sewer service charges that are not placed on the tax roll shall be billed directly to the Owner. Payments for such sewer service charges are due upon expiration of 15 days after the date of the billing. Sewer Service Charges that are directly billed shall become delinquent if any portion of the charge that is not in bona fide dispute remains unpaid after the expiration of the 30-day period.

3C. Imposition of a Lien

Pursuant to the terms of Government Code section 61115(c), the Board of Directors may recover any sewer service charges and penalties by recording with the County Recorder a certificate declaring the amount due, and the name and last known address of the person liable for those charges. From the time of recordation of the certificate, the amount of the charges and penalties shall constitute a lien against all real property of the delinquent property owner in the County.

3D. Penalties Interest and Remedies

A basic penalty of 10% shall be imposed for nonpayment of the sewer use charge, and an additional penalty of interest at a rate of 1% per month shall be imposed for nonpayment at such time as the payment becomes delinquent. (Gov't Code Section 61115(a)(3)(C).

In addition to other remedies provided by law including the discontinuance of sewer service, action may be brought in the name of the Crockett Community Services District in any court of competent jurisdiction for the collection of delinquent charges and to enforce the lien thereon. The remedies herein established shall be cumulative and in addition to any or all other remedies available for the collection of said charges.

Section 4. IMPLEMENTATION OF SERVICE CHARGE

4A. Effect of this Ordinance

Charges for users of the District's sewer system set out in this Ordinance will be initiated for the fiscal year beginning July 1, 2020, and shall continue thereafter in effect until further action of the Board of Directors. To the extent this Ordinance No. 20-2, or the sewer service charges adopted herein, is challenged and set aside for any reason, Ordinance No. 18-2 and the preexisting sewer service charges adopted therein shall be immediately restored and will be effective until further action of the Board of Directors.

4B. Effective Date

This Ordinance shall become effective for the fiscal year beginning July 1, 2020 and shall continue in effect until further order of the Board of Directors.

Section 5. PUBLICATION

This Ordinance shall be published once in the West County Times and posted in three places within the District with the names of the members of the Board of Directors voting for and against same. This Ordinance shall then take effect after thirty days following the adoption by the Board of Directors.

I HEREBY CERTIFY that the foregoing Ordinance was duly and regularly adopted by the Board of Directors of the Crockett Community Services District, Contra Costa County, California, at a regular meeting thereof, held on the 24th day of June 2020 by the following vote, to wit:

AYES:

NOES:

ABSENT:

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Michael Kirker, President  
Crockett Community Services District  
Contra Costa County, California

ATTEST:

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Dale McDonald, Secretary  
Crockett Community Services District  
Contra Costa County, California

Approved as to Form:

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Rachel Hundley  
District Counsel

**EXHIBIT "A"**  
**TO**  
**CROCKETT COMMUNITY SERVICES DISTRICT**  
**ORDINANCE NO. 20-2**  
**ESTABLISHING SEWER SERVICE CHARGES**  
**Rates Effective July 1, 2020**

Single family residence (SFR)	\$819.00 per year
Duplex	\$1,318.00 per year
Apartments (per unit) (APT)	\$659.00 per year
Accessory Dwelling Units (per unit) (ADU)	\$659.00 per year
Non-residential account -	
Flat fee	\$659.00 per year
Plus per-unit charge	\$12.72 per 100 cubic feet of water consumption in excess of 5443 cubic feet per year
Mixed-use account -	
Flat fee	\$659.00 per year
Plus per-unit charge	\$12.72 per 100 cubic feet of water consumption in excess of 5443 cubic feet per year
• Minimum charge	not less than \$659.00 per APT plus \$819.00 per SFR.
Industrial account -	
Flat fee	\$659.00 per year
Plus per-unit charge	\$12.72 per 100 cubic feet of water discharged in excess of 5443 cubic feet per year

# CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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## MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG: 6-24-20

LATEST FUND REPORT: 6-11-20

### OPERATING FUND 3426

### CONSTRUCTION FUND 3427

CASH CARRIED FORWARD: \$115,411.88

CASH CARRIED FORWARD \$60,048.28

#### ACTIVITY:

#### ACTIVITY:

Warrants (6141-6162) (\$111,824.10)  
Payroll recov to REC (\$1,588.11)

No activity \$0.00

Trs from investments \$150,000.00  
Payroll recov REC PCS: \$2,767.68  
PCSan SUC for bypass \$1,927.27  
Acces & Repair Reimbur: \$4,500.00  
Cost recovery \$67.70  
Permit fees \$90.00

CASH BALANCE: \$60,048.28

CASH BALANCE: \$161,352.32

INVESTED BEGIN BAL.: \$894,294.96

No activity \$0.00

#### ADV ON TAXES:

060 Prop tax Beginning \$57,305.00  
No activity \$0.00

INVESTED BALANCE: \$894,294.96

FUND 3427 BALANCE: \$954,343.24

Ending Balance \$57,305.00  
160 Adv Supp Prop tax \$4,117.89  
No activity \$0.00  
Ending Balance \$4,117.89

### CAPITAL RESERVE FUND 3429

CASH CARRIED FORWARD \$265.00

INVESTED BEG. BALANCE: \$2,956,138.30  
Transfer to cash (\$150,000.00)

#### ACTIVITY:

No activity \$0.00

Ending Balance: \$2,806,138.30

CASH BALANCE: \$265.00

INVESTED BEGIN BAL.: \$70,805.52

No activity \$0.00

FUND 3426 BALANCE: \$3,028,913.51

INVESTED BALANCE: \$70,805.52

FUND 3429 BALANCE: \$71,070.52

TAXES held in 3240: \$45,812.98  
CO.charges in 3240: \$0.00

#### ACCURED DEBT OWED TO CVAN:

#### CONTRACTOR BONDS ON FILE:

PCSAN DEPT. \$452,196.85

27 contractors \$27,500.00

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Reconciliation Detail**  
**FUND 3426 - CV SANITARY - O&M, Period Ending 06/11/2020**

Type	Date	Num	Name	Memo	Clr	Amount	Balance
<b>Beginning Balance</b>							3,132,973.07
<b>Cleared Transactions</b>							
<b>Checks and Payments - 24 items</b>							
Check	05/21/2020	6145	C&H SUGAR CO.	JTP April 2020 shared costs and reconcila...	X	-8,732.51	-8,732.51
Check	05/21/2020	6141	U.S. BANK	Prop 218 mailing, car rental during COVID...	X	-2,093.57	-10,826.08
Check	05/21/2020	6143	MEYERS NAVE	Legal advise - Board meetings and COVID...	X	-1,927.80	-12,753.88
Check	05/21/2020	6146	EBMUD	Water	X	-428.30	-13,182.18
Liability C...	05/21/2020	6142	STATE COMPE...	Workers Comp	X	-416.00	-13,598.18
Check	05/21/2020	6144	BAY AREA NE...	Publishing Ord 20-1 Summary Statement ...	X	-273.77	-13,871.95
Check	05/21/2020	6147	DALE A. McDO...	Reimbursement supplies and mileage Feb...	X	-178.60	-14,050.55
Transfer	05/22/2020			Payroll recovery May 1-15 CVSAN to REC	X	-1,588.11	-15,638.66
Check	06/05/2020	6155	ECAST Enginee...	Atherton-Cooke C-1002 Final Pay and Rel...	X	-47,024.42	-62,663.08
Check	06/05/2020	6157	L.R. PAULSELL...	Winslow Project C-1016 and consulting	X	-14,633.31	-77,296.39
Check	06/05/2020	6156	APB GENERAL ...	Pomona & First Project C-1017 Full Paym...	X	-9,500.00	-86,796.39
Check	06/05/2020	6158	WEST COUNT...	CSO PS contract services March & April	X	-7,233.04	-94,029.43
Paycheck	06/05/2020	6148	DALE A. McDO...	Payroll May 2020	X	-4,373.09	-98,402.52
Paycheck	06/05/2020	6149	JAMES G. BAR...	Payroll May 2020	X	-4,274.13	-102,676.65
Liability C...	06/05/2020	6150	CalPERS Public...	CalPERS Retirement and 457 Plan	X	-4,156.65	-106,833.30
Check	06/05/2020	6161	PG&E	Electricity	X	-2,451.44	-109,284.74
Liability C...	06/05/2020	6151	UNITED STATE...	Fed Tax Payroll Liability	X	-1,524.84	-110,809.58
Transfer	06/05/2020			Payroll recovery CVSAN to REC May 16-31	X	-1,382.36	-112,191.94
Check	06/05/2020	6159	PSR West Coas...	Contruccion cost projection Hosselkus Cha...	X	-902.50	-113,094.44
Liability C...	06/05/2020	6153	SDRMA	Health Benefit Premium Liability	X	-892.50	-113,986.94
Liability C...	06/05/2020	6152	EMPLOYMENT ...	EDD State Tax Payroll Liability	X	-440.53	-114,427.47
Check	06/05/2020	6160	AT&T	Telephone and alarm cell	X	-191.98	-114,619.45
Liability C...	06/05/2020	6154	LINCOLN FINA...	LTD Premium Liability	X	-120.12	-114,739.57
Check	06/05/2020	6162	CONTRA COST...	Environmental Filing Fee CEQA and lien r...	X	-55.00	-114,794.57
<b>Total Checks and Payments</b>						<b>-114,794.57</b>	<b>-114,794.57</b>
<b>Deposits and Credits - 7 items</b>							
Transfer	05/15/2020			Corrected transfer of MAINT payroll liabilit...	X	11.84	11.84
Deposit	05/18/2020			Permit 20-13 DP808349	X	30.00	41.84
Deposit	06/05/2020			Permit 20-15 DP809263	X	60.00	101.84
Transfer	06/05/2020			Payroll recovery MAINT to CVSAN May 20...	X	117.93	219.77
Transfer	06/05/2020			Payroll recovery PCSan to CVSan May 20...	X	1,734.52	1,954.29
Transfer	06/05/2020			Payroll recovery REC to CVSAN May 2020	X	2,285.75	4,240.04
Deposit	06/05/2020			Bypass PCSAN SUC, Recovery DP809275	X	6,494.97	10,735.01
<b>Total Deposits and Credits</b>						<b>10,735.01</b>	<b>10,735.01</b>
<b>Total Cleared Transactions</b>						<b>-104,059.56</b>	<b>-104,059.56</b>
<b>Cleared Balance</b>						<b>-104,059.56</b>	<b>3,028,913.51</b>
<b>Register Balance as of 06/11/2020</b>						<b>-104,059.56</b>	<b>3,028,913.51</b>
<b>Ending Balance</b>						<b>-104,059.56</b>	<b>3,028,913.51</b>



# CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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TO: Crockett Sanitary Commissioners and Board of Directors

FROM: General Manager 

SUBJECT: Proposed FY 2020/2021 Budget

DATE: June 8, 2020

The 11-month FY 19/20 Crockett Sanitary Budget Report details are incorporated within the proposed FY 20/21 budget. The Crockett Sanitary Department is on a strong financial foundation with estimated expenses for the collection system, treatment plant, and administrative cost centers all under budget. The contingency and rate stabilization reserves will not be used this year. No budget deficit is forecast for the Crockett Sanitary Department for the year ending June 30, 2020 and there is no need to revise its current budget.

## HIGHLIGHTS

- Collection system sewer replacement projects remain relatively unchanged from what was presented in May, \$771,785 has been budgeted for sewer projects in FY 20/21. It is estimated that \$762,746 will have been spent on sewer projects by the end of this fiscal year.
- West County Wastewater District (WCWD) has cut their collection system maintenance schedules in half during the COVID-19 crisis and is anticipating addressing the deferred backlog over six months after the emergency order is lifted by the county. As such, the estimates for Pump Station Operations & Maintenance (O&M) for FY 19/20 and the first few months of FY 20/21 has been lowered.
- Rate Stabilization Reserve is anticipated to be \$2,092,795 on June 30, 2020. The Bartle Wells study of 2012 projected a reserve of \$2.2 M by June 30, 2020. The department is on target to reach the goal of \$2.5 M in reserves by 2022.
- Joint-Treatment-Plant (JTP) O&M expenses (#411.50) remain the largest expense of the Crockett Sanitary Department. Expenses were lower this year as it was a dry winter. A credit of \$43,232 was received from C&H Sugar after the JTP annual cost reallocation was completed for the period April 1, 2019 to March 31, 2020.
- The budget includes expense line items for the anticipated acquisition of the Hosselkus Chapel for use as sanitary department offices and garage. These items are found on page 3, accounts #414.65 thru #414.75, for a total \$89,236. The allocation of \$30,000 for rent will be for the anticipated shared use of the facility that benefits the sanitary department. The Board has authorized the purchase of the Hosselkus Chapel with final offer price dependent on negotiation of asbestos removal and restoration of drywall.
- Payroll expenses will increase both for existing staff and for anticipated new part-time hire. The District Board has formed an Ad Hoc committee to look at staffing workload and will formulate recommendations for efficient operations of the departments. The Crockett Sanitary Department has added \$32K to the budget as a placeholder for additional O&M part time staff,

this may change after feedback from the Ad Hoc committee. Contracted capital project oversight is included in the capital budget in the amount of \$53,986, this amount may be used for in-house staff salary for oversight of capital sewer projects.

- Minor adjustments to various expense line items have been made to the preliminary budget.

Total O&M expenditures for FY 20/21 are estimated to be \$1,433,570 which is below total operating revenue of \$1,641,492 anticipated.

Sewer projects comprise most of the capital expenditure in FY 19/20 with only a few small projects completed at the Joint Treatment Plant and Crockett Pump Station. WCWD and C&H have not provided feedback on the proposed Capital Replacement and Capital Improvement projects budgeted for FY 20/21. Collection sewer system projects will remain the largest share of capital projects, budgeted at \$771,785 for FY 20/21.

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**FY 2020-21 CROCKETT SANITARY DEPARTMENT BUDGET - FUND 3426 PROPOSED - 6/8/2020**

	PY 2018-19	FY 2019-20	FY 2019-20 Est.	FY 2020-21
	Actual	Approved	Year End	Proposed
<b>Collection System</b>				
Loan Principal	\$ 75,684	\$ 78,545	\$ 78,545	\$ 81,525
Gas, Fuel, Vehicle (District owned)	\$ 1,882	\$ 1,000	\$ 870	\$ 1,376
Insurance	\$ 32,321	\$ 35,918	\$ 34,848	\$ 37,611
West County O&M Pump Station	\$ 26,593	\$ 40,665	\$ 39,541	\$ 41,519
Prof. Services (Collection Sys) Non WCWD	\$ 7,804	\$ 12,000	\$ 3,897	\$ 6,000
Rent/Lease Easements	\$ 2,448	\$ 2,500	\$ 2,485	\$ 2,500
Maintenance (CSO) Paulsell & WCWD	\$ 86,499	\$ 89,682	\$ 95,459	\$ 102,841
Utilities	\$ 28,870	\$ 32,150	\$ 33,704	\$ 33,602
Cap. Replacement (O&M) Pump Station	\$ 2,079	\$ 30,300	\$ 0	\$ 28,000
Other	\$ 1,412	\$ 3,500	\$ 10,070	\$ 3,140
<b>Total Collection System</b>	<b>\$ 265,595</b>	<b>\$ 326,260</b>	<b>\$ 299,419</b>	<b>\$ 338,114</b>
<b>Treatment Plant</b>				
JTP Operations & Maint - C&H	\$ 684,771	\$ 720,123	\$ 603,709	\$ 710,754
Capital Replacement (O&M) JTP	\$ 20,267	\$ 11,893	\$ 8,813	\$ 11,893
<b>Total Treatment Plant</b>	<b>\$ 705,038</b>	<b>\$ 732,016</b>	<b>\$ 612,522</b>	<b>\$ 722,647</b>
<b>Administrative</b>				
Elections	\$ 1,051	\$ 0	\$ 0	\$ 1,060
Membership	\$ 4,681	\$ 4,800	\$ 4,750	\$ 4,800
Office - Supplies/Postal/Misc.	\$ 5,040	\$ 5,217	\$ 5,084	\$ 5,466
Professional Services (Admin)	\$ 8,981	\$ 61,905	\$ 37,960	\$ 45,374
Printing / Publishing	\$ 2,039	\$ 1,800	\$ 2,522	\$ 1,800
Rents/Leases - Office Space	\$ 2,400	\$ 3,000	\$ 3,000	\$ 30,000
Capital Replacement (Admin Bldg.)	\$ 0	\$ 0	\$ 0	\$ 46,000
Admin Bldg Office Operating	\$ 0	\$ 0	\$ 0	\$ 13,236
Travel/Meetings/Vehicle	\$ 683	\$ 800	\$ 687	\$ 800
Telephone and Internet	\$ 3,369	\$ 3,500	\$ 3,739	\$ 3,600
Software subscriptions	\$ 1,584	\$ 27,840	\$ 15,125	\$ 14,056
County & State Charges	\$ 6,618	\$ 6,650	\$ 6,917	\$ 7,400
Recoverable Expenses / Other Misc.	\$ 12,079	\$ 9,000	\$ 15,701	\$ 9,000
Training and Conferences	\$ 525	\$ 1,500	\$ 1,416	\$ 1,500
<b>Sub-Total Administrative</b>	<b>\$ 49,049</b>	<b>\$ 126,012</b>	<b>\$ 96,901</b>	<b>\$ 184,092</b>
Salaries and Benefits (O&M)	\$ 116,478	\$ 136,491	\$ 140,840	\$ 180,309
Other Payroll Exp. (WC liab, LTD, etc.)	\$ 6,396	\$ 100	\$ 8,158	\$ 8,408
<b>Total Administrative</b>	<b>\$ 171,923</b>	<b>\$ 262,603</b>	<b>\$ 245,899</b>	<b>\$ 372,809</b>
<b>Fixed Assets</b>				
Capital Projects Allocation	\$ 152,045	\$ 391,122	\$ 819,801	\$ 700,974
423 Other Non-Op Interfund trsfr to 3427	\$ 2,425	\$ 8,084	\$ 4,850	\$ 7,275
<b>Total Fixed Assets</b>	<b>\$ 154,470</b>	<b>\$ 399,206</b>	<b>\$ 824,651</b>	<b>\$ 708,249</b>
Interfund loan to Port Costa	\$ 0	\$ 0	\$ 150,000	\$ 0
Non-operation expenses	\$ 26,805	\$ 23,544	\$ 61,770	\$ 20,563
Contingency Expense 10%	\$ 0	\$ 132,088	\$ 0	\$ 143,357
Payroll Liability G/L Adjustment	\$ 499	\$ 0	\$ 0	\$ 0
<b>Total Expenditures</b>	<b>\$ 1,324,329</b>	<b>\$ 1,875,717</b>	<b>\$ 2,194,261</b>	<b>\$ 2,305,739</b>
<b>TOTAL APPROPRIATIONS</b>	<b>\$</b>	<b>\$ 1,875,717</b>	<b>\$</b>	<b>\$ 2,305,739</b>
<b>TOTAL REVENUES</b>	<b>\$ 2,091,036</b>	<b>\$ 2,099,768</b>	<b>\$ 2,037,415</b>	<b>\$ 2,204,604</b>
Property Tax	\$ 323,000	\$ 305,920	\$ 318,000	\$ 310,887
Sewer Use Charges	\$ 1,333,295	\$ 1,328,293	\$ 1,332,213	\$ 1,423,521
Sewer Use Charges - C&H	\$ 190,967	\$ 190,967	\$ 190,967	\$ 196,696
Permit fees	\$ 1,800	\$ 3,000	\$ 1,692	\$ 3,000
Capacity charges	\$ 2,425	\$ 2,425	\$ 4,850	\$ 7,275
Building Rental Revenue	\$ 0	\$ 0	\$ 0	\$ 8,000
Interest (non-op)	\$ 63,046	\$ 69,351	\$ 66,428	\$ 28,414
Cost Recovery including payroll	\$ 13,437	\$ 2,000	\$ 53,786	\$ 2,000
Grants - RTS (non-op) and others	\$ 47,330	\$ 40,869	\$ 42,968	\$ 32,226
Interfund transfer 3427	\$ 11,599	\$ 106,387	\$ 16,862	\$ 106,387
Loan repayment from Port Costa	\$ 89,932	\$ 36,474	\$ 0	\$ 73,977
Other - Penalties, pass thru, bonds, etc.	\$ 14,206	\$ 14,082	\$ 9,648	\$ 12,221
Allocation from Rate Stabilization Reserve	\$ 0	\$ 0	\$ 0	\$ 0

**CROCKETT SANITARY DEPARTMENT  
OPERATING BUDGET FY 2020/21 PROPOSED (6/8/2020)**

	<u>PY Actual</u>	<u>Estimated</u>	<u>Proposed Budget</u>
	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>
<b>GENERAL FUND 3426: CASH BUDGET DETAIL *****</b>			
<b>Opening Cash Balance</b>			
Contingency Fund roll-over *	-	-	-
Capital Account Balance Carryover	605,792.08	1,171,649.18	928,181.63
Rate Stabilization Reserve	1,822,184.98	2,023,036.24	2,092,795.12
<b>TOTAL OPENING CASH BALANCE</b>	<b><u>2,427,977.06</u></b>	<b><u>3,194,685.42</u></b>	<b><u>3,020,976.75</u></b>
<b>ESTIMATED REVENUES (excl. PCSan Repay &amp; 3427 Trns)</b>	<b>1,989,505.33</b>	<b>2,020,552.64</b>	<b>2,024,240.00</b>
Interdepartment receivable Port Costa Loans	89,931.51	0.00	73,977.00
Const. Fund 3427 Transfer for projects	11,599.31	16,862.03	106,387.00
<b>ESTIMATED O&amp;M OUTLAY EXPENSE</b>	<b>-1,142,554.07</b>	<b>-1,157,840.02</b>	<b>-1,433,570.00</b>
Interdepartment loan to Port Costa (#3)	0.00	-150,000.00	0.00
<b>ESTIMATED CAPITAL OUTLAY EXPENSE</b>	<b>-120,045.24</b>	<b>-787,800.85</b>	<b>-1,117,972.00</b>
Contingency Expense 10% *	0.00	0.00	-143,357.00
Non-Op Expense / Cash Bond Refunds	-26,804.98	-61,770.44	-20,563.00
Transfer to Capital Construction Fund # 3427 **	-34,425.00	-36,850.00	-39,275.00
Transfer from Capital Reserve Fund # 3429	0.00	0.00	0.00
Payroll Liability G/L Adjustment	-498.50	0.00	0.00
<b>TOTAL PROJECTED CLOSING YEAR-END CASH BALANCE</b>			
Capital Account Balance in Fund #3426	1,171,649.18	928,181.63	224,506.63
Rate Stabilization Reserve	2,023,036.24	2,092,795.12	2,246,337.12
<b>TOTAL PROJECTED CLOSING YEAR-END CASH BALANCE ***</b>	<b><u>3,183,086.11</u></b>	<b><u>3,020,976.75</u></b>	<b><u>2,470,843.75</u></b>

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

\*\* Includes Clarifier Reserve and Capacity Charges collected

\*\*\* Total excluding taxes held in 3240

**INVESTMENT ASSETS OUTSIDE FUND 3426 \*\*\*\*\***

Accrued Debt PCSan Beginning Balance	392,128.36	302,196.85	452,196.85
Interdepartment Loan #3 from CVSAN	0.00	150,000.00	0.00
Loan Prinipal Payments	-89,931.51	0.00	-73,977.00
<b>Accrued Debt PCSan Ending Balance</b>	<b><u>302,196.85</u></b>	<b><u>452,196.85</u></b>	<b><u>378,219.85</u></b>

**CSD GENERAL FUND 3240: CASH BUDGET DETAIL \*\*\*\*\***

Property Taxes Held in 3240 Beginning Balance	47,055.22	39,996.19	38,879.95
Property Taxes Held in 3240 Ending Balance	39,996.19	38,879.95	40,000.00
<b>Difference (Increase / decrease)</b>	<b>-7,059.03</b>	<b>-1,116.24</b>	<b>1,120.05</b>

**CROCKETT SANITARY DEPARTMENT  
PROPOSED BUDGET FY 2020/21 (6/8/2020)**

	<u>PY Actual</u>	<u>Budgeted</u>	<u>11-month</u>	<u>Estimated</u>	<u>Proposed</u>
	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>Actuals</u>	<u>Current Year</u>	<u>Budget</u>
			<u>FY 19/20</u>	<u>FY 19/20</u>	<u>FY 20/21</u>
<b>GENERAL FUND 3426 - Revenue</b>					
<b>3426i · FUND 3426 CVSAN. Revenue*****</b>					
<b>300 · OPERATING REVENUE</b>					
301.1 · SEWER USE CHARGES - CY **	1,333,295.01	1,328,293.00	1,332,213.27	1,332,213.27	1,423,521.00
301.2 · SEWER USE CHARGES - PY	0.00	0.00	0.00	0.00	0.00
301.3 · SEWER USE CHARGES - C&H **	190,966.95	190,967.00	143,225.20	190,966.95	196,696.00
302 & 306 · PERMIT FEES & MISC. SERVICE F	1,800.00	3,000.00	1,572.20	1,692.20	3,000.00
303 · CONNECTION / CAPACITY CHARGES	2,425.00	2,425.00	4,850.00	4,850.00	7,275.00
304 · BUILDING RENTAL REVENUE	0.00	0.00	0.00	0.00	8,000.00
307 · PENALTIES AND FINES COLLECTED	500.00	1,000.00	74.88	74.88	1,000.00
<b>318 · COST RECOVERY</b>					
318.2 · Abatement Costs	504.06	1,000.00	0.00	0.00	1,000.00
318.1 .3 .6 · C&H reimburse and Other	12,932.50	1,000.00	13,559.92	53,786.32	1,000.00
<b>Total 318 · COST RECOVERY</b>	<b>13,436.56</b>	<b>2,000.00</b>	<b>13,559.92</b>	<b>53,786.32</b>	<b>2,000.00</b>
<b>Total 300 · OPERATING REVENUE</b>	<b>1,542,423.52</b>	<b>1,527,685.00</b>	<b>1,495,495.47</b>	<b>1,583,583.62</b>	<b>1,641,492.00</b>
<b>325 · NON-OPERATING REVENUE</b>					
311 · INTEREST	63,046.28	69,351.00	66,428.18	66,428.18	28,414.00
314 · PROPERTY TAX-transfer from 3240	323,000.00	305,920.00	318,000.00	318,000.00	310,887.00
316 · PAYMENTS PRIVATE SEWER AGRMT	6,722.38	7,682.00	7,662.84	7,662.84	6,221.00
319 · GRANTS / RTS	47,330.00	40,869.00	42,968.00	42,968.00	32,226.00
320 · OTHER NON-OP INCOME / PASSTHRU	2,983.15	2,400.00	910.00	910.00	2,000.00
322 · INTERFUND TRANSFER FROM 3427	11,599.31	106,387.00	16,862.03	16,862.03	106,387.00
325.8 · CONTRACTOR BONDS	4,000.00	3,000.00	1,000.00	1,000.00	3,000.00
325.9 · INTERFUND LOAN PRINCIPAL PCSAN	89,931.51	36,474.00	0.00	0.00	73,977.00
<b>Total 325 · NON-OPERATING REVENUE</b>	<b>548,612.63</b>	<b>572,083.00</b>	<b>453,831.05</b>	<b>453,831.05</b>	<b>563,112.00</b>
Allocation from Rate Stabilization Reserve	0.00	0.00	0.00	0.00	0.00
Interfund G/L non-operating income adj.	0.00	0.00	0.00	0.00	0.00
<b>Total 3426i · FUND 3426 CVSAN. Revenue *****</b>	<b>2,091,036.15</b>	<b>2,099,768.00</b>	<b>1,949,326.52</b>	<b>2,037,414.67</b>	<b>2,204,604.00</b>

**CROCKETT SANITARY DEPARTMENT  
PROPOSED BUDGET FY 2020/21 (6/8/2020)**

	<u>PY Actual</u>	<u>Budgeted</u>	<u>11-month</u> <u>Actuals</u>	<u>Estimated</u> <u>Current Year</u>	<u>Proposed</u> <u>Budget</u>
	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 19/20</u>	<u>FY 19/20</u>	<u>FY 20/21</u>
<b>GENERAL FUND 3426 - Expense</b>					
<b>3426e · FUND 3426 CVSAN. Expense*****</b>					
<b>410 · COLLECTION SYSTEM *****</b>			<b>***** COLLECTION SYSTEM *****</b>		
410.211 · LOAN PRINCIPAL	75,684.46	78,545.00	78,545.40	78,545.40	81,525.00
410.25 · GAS, FUEL, OIL, MAINT (DIST. VEHIC)	1,881.96	1,000.00	786.46	869.79	1,376.00
410.30 · INSURANCE	32,321.37	35,918.00	34,724.67	34,847.77	37,611.00
410.50 · WEST COUNTY O&M (PS)	26,593.43	40,665.00	39,541.02	39,541.02	41,519.00
410.55 · PROF. SVCS. (Coll.)	7,804.32	12,000.00	3,896.50	3,896.50	6,000.00
410.65 · RENT/LEASE EASEMENTS	2,448.10	2,500.00	2,484.70	2,484.70	2,500.00
410.70 · MAINTENANCE			0.00		
70.1 · Sewers - preventive maint.	83,874.54	86,882.00	84,927.62	94,927.62	98,341.00
70.2 70.3 70.4 · Weeds, Hardware, & Repairs	2,624.76	2,800.00	531.70	531.70	4,500.00
<b>Total 410.70 · MAINTENANCE</b>	<b>86,499.30</b>	<b>89,682.00</b>	<b>85,459.32</b>	<b>95,459.32</b>	<b>102,841.00</b>
<b>410.90 · UTILITIES</b>					
90.6 · Autodialer Alarm	0.00	0.00	1,978.22	2,037.26	717.00
90.1 · Electricity	27,943.44	31,016.00	29,487.80	29,487.80	30,962.00
90.2 · Water	926.29	1,134.00	1,990.36	2,179.36	1,923.00
<b>Total 410.90 · UTILITIES</b>	<b>28,869.73</b>	<b>32,150.00</b>	<b>33,456.38</b>	<b>33,704.42</b>	<b>33,602.00</b>
<b>410.95 · OTHER OPERATING (Coll.)</b>					
95.1 · Capital Repl. - Pump Station	2,078.84	30,300.00	0.00	0.00	28,000.00
95.2 · Other Operating Costs + HHW	1,412.00	3,500.00	9,570.00	10,070.00	3,140.00
<b>Total 410.95 · OTHER OPERATING (Coll.)</b>	<b>3,490.84</b>	<b>33,800.00</b>	<b>9,570.00</b>	<b>10,070.00</b>	<b>31,140.00</b>
<b>Total 410 · COLLECTION SYSTEM *****</b>	<b>265,593.51</b>	<b>326,280.00</b>	<b>288,464.45</b>	<b>299,418.92</b>	<b>338,114.00</b>
<b>411 · TREATMENT PLANT *****</b>			<b>***** TREATMENT PLANT *****</b>		
411.50 · C&H - JTP O&M	684,770.52	720,123.00	549,621.06	603,709.06	710,754.00
411.95 · CAPITAL REPLACEMENT (Treat)	20,267.07	11,893.00	6,285.37	8,813.37	11,893.00
<b>Total 411 · TREATMENT PLANT *****</b>	<b>705,037.59</b>	<b>732,016.00</b>	<b>555,906.43</b>	<b>612,522.43</b>	<b>722,647.00</b>
<b>414 · ADMINISTRATIVE *****</b>			<b>***** ADMINSTRATIVE *****</b>		
414.20 · ELECTIONS	1,051.23	0.00	0.00	0.00	1,060.00
414.35 · MEMBERSHIPS	4,680.52	4,800.00	4,650.43	4,750.43	4,800.00
<b>414.40 · OFFICE</b>					
40.1 · Postal	1,523.61	1,400.00	915.55	948.88	1,400.00
40.2 · Supplies	1,842.34	2,017.00	2,324.81	2,474.81	2,266.00
40.3 · Miscellany	1,674.00	1,800.00	1,510.00	1,660.00	1,800.00
<b>Total 414.40 · OFFICE</b>	<b>5,039.95</b>	<b>5,217.00</b>	<b>4,750.36</b>	<b>5,083.69</b>	<b>5,466.00</b>
<b>414.55 · PROF. SVCS. (Admin.)</b>					
55.7 · Consultants (Appraisal / Financial / RG)	0.00	0.00	7,557.73	7,807.73	3,008.00
55.4 · Attorney	5,181.39	6,250.00	16,373.35	16,894.18	13,515.00
55.5 · Auditor	3,799.24	5,655.00	6,524.92	6,524.92	6,851.00
55.6 · Engineer / Consultants (non-Capl)	0.00	50,000.00	6,732.75	6,732.75	22,000.00
<b>Total 414.55 · PROF. SVCS. (Admin.)</b>	<b>8,980.63</b>	<b>61,905.00</b>	<b>37,188.75</b>	<b>37,959.58</b>	<b>45,374.00</b>
414.60 · PRINTING/PUBLISHING	2,038.81	1,800.00	2,221.76	2,521.76	1,800.00

**CROCKETT SANITARY DEPARTMENT  
PROPOSED BUDGET FY 2020/21 (6/8/2020)**

	<u>PY Actual</u>	<u>Budgeted</u>	<u>11-month</u>	<u>Estimated</u>	<u>Proposed</u>
	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>Actuals</u>	<u>Current Year</u>	<u>Budget</u>
			<u>FY 19/20</u>	<u>FY 19/20</u>	<u>FY 20/21</u>
414.65 · RENTS & LEASES	2,400.00	3,000.00	3,000.00	3,000.00	30,000.00
414.70 · CAPITAL REPL. (Admin Bld.)	0.00	0.00	0.00	0.00	46,000.00
414.75 · ADMIN BLDG OFFICE OPERATING	0.00	0.00	0.00	0.00	13,236.00
414.80 · VEHICLE / TRAVEL REIMBURSE	682.76	800.00	620.07	686.74	800.00
414.90 · TELEPHONE / INTERNET / CELL	3,369.14	3,500.00	3,447.39	3,739.06	3,600.00
414.94 · SOFTWARE SUBSCRIPTIONS	1,583.57	27,840.00	14,968.93	15,124.93	14,056.00
414.95 · OTHER ADMIN					
95.3 · County & State Charges	6,618.48	6,650.00	6,917.22	6,917.22	7,400.00
95.x · Recoverable exp. (excl. Payroll)	9,052.45	8,000.00	14,221.54	14,238.21	8,000.00
95.9 · Training and Conferences	525.39	1,500.00	1,416.48	1,416.48	1,500.00
95 · SUC Refund, COVID-19, and Other Misc	3,026.15	1,000.00	1,462.49	1,462.49	1,000.00
<b>Total 414.95 · OTHER ADMIN</b>	<b>19,222.47</b>	<b>17,150.00</b>	<b>24,017.73</b>	<b>24,034.40</b>	<b>17,900.00</b>
<b>Total 414 · ADMINISTRATIVE *****</b>	<b>49,049.08</b>	<b>126,012.00</b>	<b>94,865.42</b>	<b>96,900.59</b>	<b>184,092.00</b>
<b>Total 3426e · SUB-TOTAL O&amp;M Expense*****</b>	<b>1,019,680.18</b>	<b>1,184,288.00</b>	<b>939,236.30</b>	<b>1,008,841.94</b>	<b>1,244,853.00</b>
<b>6560 · PAYROLL EXPENSES *****</b>					
<b>CVSan - O&amp;M SALARY/BENEFITS</b>					
General Manager / Dept. Manager	59,822.16	67,737.00	64,298.50	64,298.50	69,442.00
Asst. Department Manager	48,882.10	56,216.00	54,982.42	54,982.42	56,632.00
Assistant District Secretary	7,141.19	9,538.00	13,777.40	15,159.40	16,675.00
Other hourly employees	632.28	3,000.00	6,399.87	6,399.87	37,560.00
<b>Total CVSan O&amp;M SALARY/BENEFITS</b>	<b>116,477.73</b>	<b>136,491.00</b>	<b>139,458.19</b>	<b>140,840.19</b>	<b>180,309.00</b>
Other Payroll (CalPER Unfnd/LTD/WC prem)	6,396.16	100.00	8,157.89	8,157.89	8,408.00
<b>Total 6560 · PAYROLL O&amp;M EXPENSES *****</b>	<b>122,873.89</b>	<b>136,591.00</b>	<b>147,616.08</b>	<b>148,998.08</b>	<b>188,717.00</b>
<b>Total O&amp;M Expense</b>	<b>1,142,554.07</b>	<b>1,320,879.00</b>	<b>1,086,852.38</b>	<b>1,157,840.02</b>	<b>1,433,570.00</b>
<b>Net Ordinary O&amp;M Revenue</b>	<b>399,869.45</b>	<b>206,806.00</b>	<b>408,643.09</b>	<b>425,743.60</b>	<b>207,922.00</b>
411.99 Other Non-Op Interfund trsfr to 3427	2,425.00	8,084.00	4,850.00	4,850.00	7,275.00
423.1 Loan Interest Non-Op Expense	23,404.98	20,544.00	20,544.04	20,544.04	17,563.00
423 Non-Op Expense Other / Cash Bond Refund	3,400.00	3,000.00	41,226.40	41,226.40	3,000.00
Contingency Expense 10%		132,088.00			143,357.00
111 Capital Project Funding Additional Allocation		391,122.00			700,974.00
<i>Actual spent on Capital Projects</i>	120,045.24		779,952.85	787,800.85	
411.98 Trnsfr to 3427 for 3rd clarifier capx reser	32,000.00		32,000.00	32,000.00	
Interdepartment loan to Port Costa (#3)	0.00	0.00	150,000.00	150,000.00	
Payroll Liability G/L Adjustment	498.50	0.00	0.00	0.00	0.00
<b>TOTAL EXPENSE (w/ Capital Alloc. &amp; Contingency)</b>	<b>1,324,327.79</b>	<b>1,875,717.00</b>	<b>2,115,425.67</b>	<b>2,194,261.31</b>	<b>2,305,739.00</b>

**CROCKETT SANITARY DEPARTMENT  
OPERATING BUDGET FY 2020/21 PROPOSED (6/8/2020)**

	<u>PY Actual</u>	<u>Budgeted</u>	<u>Estimated Yearly Totals</u>	<u>Proposed Budget</u>
	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 19/20</u>	<u>FY 20/21</u>
<b>CONSTRUCTION FUND 3427: BUDGET DETAIL *****</b>				
Opening Cash Balance	871,741.96	913,864.84	913,864.84	954,343.24
Interest (non-operating)	19,384.19	21,322.13	20,560.43	10,280.00
Connection Fees / Capacity Charges *	2,425.00	8,084.00	4,850.00	7,275.00
Misc. Fees	0.00	0.00	0.00	0.00
Annexation Fees	0.00	0.00	0.00	0.00
Investment Fees	-87.00	-88.00	-70.00	-80.00
Transfer for JTP Plant Cap Impr.	-11,599.31	-106,387.00	-16,862.03	-106,387.00
Transfer for PS & collec sewer Cap Impr.	0.00	0.00	0.00	0.00
Interfund Transfers - to JTP CapX Reserves *	32,000.00	32,000.00	32,000.00	32,000.00
<b>YEAR-END BALANCE</b>	<b>913,864.84</b>	<b>868,795.97</b>	<b>954,343.24</b>	<b>897,431.24</b>

**CAPITAL RESERVE FUND 3429: BUDGET DETAIL \*\*\*\*\***

Opening Cash Balance	67,924.25	69,450.66	69,450.66	71,070.52
Loans	0.00	0.00	0.00	0.00
Interfund Transfers	0.00	0.00	0.00	0.00
Interest (non-operating)	1,534.41	1,841.31	1,627.86	1,465.00
Cost Recovery	0.00	0.00	0.00	0.00
Investment Fees	-8.00	-8.00	-8.00	-8.00
Interfund Transfers	0.00	0.00	0.00	0.00
<b>YEAR-END BALANCE</b>	<b>69,450.66</b>	<b>71,283.97</b>	<b>71,070.52</b>	<b>72,527.52</b>

**\* JTP Capital Improvement Reserve Breakdown**

	<u>Balance Carried Forward</u>	<u>Allocated in FY 20/21</u>	<u>Ending Reserve Balance June 30, 2021</u>	<u>Est. District Share of Project Costs</u>
Third Clarifier (Polishing) Reserve	288,000.00	0.00	288,000.00	324,363.00
Diffuser Membranes #1, #2, #3	96,000.00	32,000.00	128,000.00	141,596.00
<b>TOTAL</b>	<b>384,000.00</b>		<b>416,000.00</b>	<b>465,959.00</b>



**CROCKETT SANITARY DEPARTMENT  
OPERATING BUDGET FY 2020/21 PROPOSED (6/8/2020)**

	<u>Funding Carryover</u>	<u>Funded</u>	<u>Estimated Spending</u>	<u>Estimated Balance</u>
	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 19/20</u>	<u>June 30, 2020</u>
<b>CAPITAL BUDGET DETAIL *****</b>				
Capital Project Cost Centers	+	+	-	=
Sewers (collection system)	665,681.50	345,241.00	762,746.07	248,176.43
Pump Station	593,679.88	0.00	7,064.78	586,615.10
Treatment Plant	101,424.47	5,456.00	16,862.03	90,018.44
JTP Cap Reserve to Fund 3427	0.00	32,000.00	32,000.00	0.00
Equipment	-3,925.37	8,425.00	1,127.97	3,371.66
Other	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<u>1,356,860.48</u>	<u>391,122.00</u>	<u>819,800.85</u>	<u>928,181.63</u>

*\* Interest on long-term project loans must be counted as No-Operating Expense per SCO.*

	<u>Funding Carryover</u>	<u>Capital Improvements Identified</u>		<u>Proposed Budget Allocation</u>
	<u>FY 20/21</u>	<u>FY 20/21</u>		<u>FY 20/21</u>
Capital Projects Cost Centers	-	+	<i>Contingency **</i>	=
Sewer Projects	248,176.43	771,785.00	10%	575,969.00
Pump Station	586,615.10	162,800.00	10%	0.00
Treatment Plant	90,018.44	106,387.00	10%	18,005.00
JTP Cap Reserve *	0.00	32,000.00		32,000.00
Equipment	3,371.66	2,000.00		0.00
Admin Bldg.	0.00	75,000.00		75,000.00
<b>TOTAL</b>	<u>928,181.63</u>	<u>1,149,972.00</u>		<u>700,974.00</u>

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

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

*\*\*\* State Revolving Fund (SFR) Loan identified as funding source for collection system projects*

Capital Projects for FY 2020/21 PROPOSED (6/8/2020)

**Capital Projects for FY 2020/21** *PROPOSED (6/8/20)*  
CROCKETT SANITARY DEPARTMENT

<b>SEWER PROJECTS</b>		<b>CAPITAL IMPROVEMENTS FIXED ASSET</b>	<b>CAP. IMP. FUNDING SOURCE</b>
Planned projects funding		\$253,860.00	#3426
Prior uncompleted projects		\$331,500.00	Reserves
Emergency projects / unidentified		\$95,000.00	Reserves
TV inspection program		\$23,000.00	#3426
Flow metering		\$1,500.00	#3426
Staff salary & benefits		\$12,939.00	#3426
Capital project contracted oversight		<u>\$53,986.00</u>	#3426
	<b>TOTAL</b>	<u>\$771,785.00</u>	
<b>EQUIPMENT</b>		<b>CAPITAL IMPROVEMENTS</b>	<b>CAP. IMP. FUNDING SOURCE</b>
Safety equipment and tools		\$1,000.00	#3426
Office equipment		<u>\$1,000.00</u>	#3426
	<b>TOTAL</b>	<u>\$2,000.00</u>	
<b>ADMINISTRATION BUILDING</b>	<b>CAPITAL REPLACEMENTS O&amp;M</b>	<b>CAPITAL IMPROVEMENTS</b>	<b>CAP. IMP. FUNDING SOURCE</b>
Flat roof and gutter repair	\$21,000.00		#3426
Moisture damage mitigation and drainage imp		\$45,000.00	#3426
Apartment cosmetic - flooring, paint, misc.	\$20,000.00		#3426
Garage Roof Replacement and rails		\$30,000.00	#3426
Admin office prep	<u>\$5,000.00</u>		#3426
	<b>TOTAL</b>	<u>\$75,000.00</u>	

Capital Projects for FY 2020/21 PROPOSED (6/8/2020)

CROCKETT SANITARY DEPARTMENT

PUMP STATION	CAPITAL REPLACEMENTS O&M	CAPITAL IMPROVEMENTS FIXED ASSET	CAP. IMP. FUNDING SOURCE
MCC Phase 1 - Parts, Phase 2 install in Jul-Aug 2021		\$150,000.00	#3426/Reserve
Improve ventilation of wet well (additional. vent fans)		\$3,300.00	Reserve
Loring Power Generator Package		\$9,500.00	Reserve
Rebuild Air Compressor and motor 1 & 2	\$12,000.00		
Rebuild of Grit Pump No. 1	\$13,000.00		
Rebuild/replace/modify Pump No. 5 air vent system	\$3,000.00		
<b>TOTAL</b>	<b>\$28,000.00</b>	<b>\$162,800.00</b>	

TREATMENT PLANT


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

# CROCKETT SANITARY DEPARTMENT

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

TO: Crockett Sanitary Commissioners  
FROM: General Manager   
SUBJECT: Video Outreach – Collaboration on Wipes Clog Pipes  
DATE: June 10, 2020

The Rodeo Sanitary District has asked if we would like to collaborate with our nearby sister cities to outreach to the residents within the Crockett, Rodeo, and Hercules with a targeted wipes clog pipes YouTube advertising campaign.

Our Pollution Prevention Program (PPP), required by our NPDES permit, includes a requirement for outreach to our community. We have historically included outreach in our annual newsletter which is only mailed to property owners.

You can view a sample of the 15 second ad at <https://youtu.be/zgvpP7suSww> that was done for Ross Valley. All sponsors will be on the last screen where Ross Valley's log is displayed.

The initial start-up for each city/district would be \$500. To run the ad on a monthly basis would be \$300 each district.

Included in the budget for FY 20/21 is \$2,000 for our Household Hazardous Waste program under collection system account #95.2. It would be easy to include PPP expenses under this account as they both are NPDES permit requirements.

**QUESTION:**

Should the Crockett Sanitary Department authorize \$1,100 for 2-month advertising run on YouTube. A 3-month run would be \$1,400.


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# CROCKETT SANITARY DEPARTMENT

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of the Crockett Community Services District

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

TO: Crockett Sanitary Commissioners / Board of Directors  
FROM: General Manager   
SUBJECT: Crockett Sanitary Department Managers Report  
DATE: June 10, 2020

The Crockett Sanitary Department Managers Report highlights items of interest that occurred between May 13, 2020 and June 9, 2020. 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 was no Sanitary Sewer Overflows (SSOs) reported in May.
- Staff responded to three incidents since last month's report; low water pressure due to stuck float at pump station, running water at Pomona and 1<sup>st</sup>, and report of graffiti at the downtown plaza.
- Request from PG&E for a discharge permit for discharging groundwater from a dig site has been received for a job on Port Street.
- West County Wastewater District (WCWD) collection system maintenance review completed and outstanding line segments rodded.
- Tree fell at EQ tank yard during wind events the weekend of June 6 taking out a portion of the fence.

## Capital Improvements / Projects

- Payment of \$40,226.40 from John Swett Unified School District for their share of Carquinez Middle School Sewer Replacement Project C-1015 was received.
- Pomona and First Street Sewer Spot Repair Project C-1017 was completed, fourteen feet of 6" VCP pipe was replaced with 6" CIP by APB Engineering for \$9,500.

## Administrative/Financial:

- Still awaiting 4<sup>th</sup> installment payment from C&H Sugar for FY 19/20 SUC Fees, due by June 15.
- Annual Joint Treatment Plant (JTP) flow reconciliation report for the period April 2019 to March 2020 completed, credit of \$43,232 received.

- State Fund Workers Compensation Policy was renewed for July 1, 2020 to July 1, 2021. Sanitary Department Management WC Code billing rate went up 12.5%, estimated to be an additional \$406 annually.
- V.W. Housen has begun ICOM Geographic Information System (GIS) review in preparation of building a simple hydraulic model for Crockett and Port Costa collection systems.
- Contingency Plan and Spill Prevention Plan reviewed with only minor updates needed.
- General Manager McDonald spent 36% of his time towards Crockett Sanitary Department operations and 3% on Capital Projects in May. The rest of his time was spent on District business 37%, Recreation 14%, Maintenance 1%, and Port Costa 9%. He worked a total of 191 hours in April, including 23 hours of exempt overtime.
- Assistant Sanitary Department Manager Barnhill spent 82% of his time towards Crockett Sanitary Department operation and 9% on Capital Flow and Capital CCTV review in May. The rest of his time, 9%, was spent on Port Costa business. He worked a total of 163 hours in May, including 3 hours of exempt overtime.

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# ASR – C&H Sugar Co., Inc.

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## April 2020 Management, Operations & Maintenance Report

## Summary

JTP

## CSD Report

### Hours

	OT	DT
Luc Beauchemin	17.99	
Justin P.Horton	0	
Brian Prisegem	0	
Victor Ortiz	0	
Kip Fredrickson	0	
<b>Total</b>	<b>17.99</b>	

### Flow and COD

		C&H	CSD
Flow	Avg., mgd	0.483	0.316 *
	Max., mgd	0.691	0.512*
	Total, MG	14.495	9.48 *
COD	Avg., mg/l	2,151	389
	Max., mg/l	7,175	807
	Total, lbs.	229,599	28,620 *

- CSD flow meter was o/s after 04/20 and readings are apx after that.

## Compliance

- No compliance issue for the month.
- No missed samples for the month.

## Maintenance & Repair

- Inframark inspected safety shower an eyewash station.
- Weekly Cleaning of contact Tank- 5<sup>th</sup> channel.
- Fixed broken fence.
- Put a latch with lock on analyzer room.
- Preventive maintenance of Surge composite sampler was done.
- Lubricated upper and lower bearings of RAS pump 2 and checked belt tension.
- Lubricated upper and lower bearings of RAS pump 1 and checked belt tension.
- Monthly walk through safety inspection.
- Reactor 1 and 3 are in service and Reactor 2 is out of service (w.e.f. 3/30/20)
- Inframark inspected safety shower an eyewash station.
- Cleaned and inspected DAF air compressor
- Preventive maintenance of EFF-002 composite sampler was done.
- Sludge pump 1 VFD is o/s and Telstar working on it.
- Influent pump 1 is o/s because of conduit short circuit.

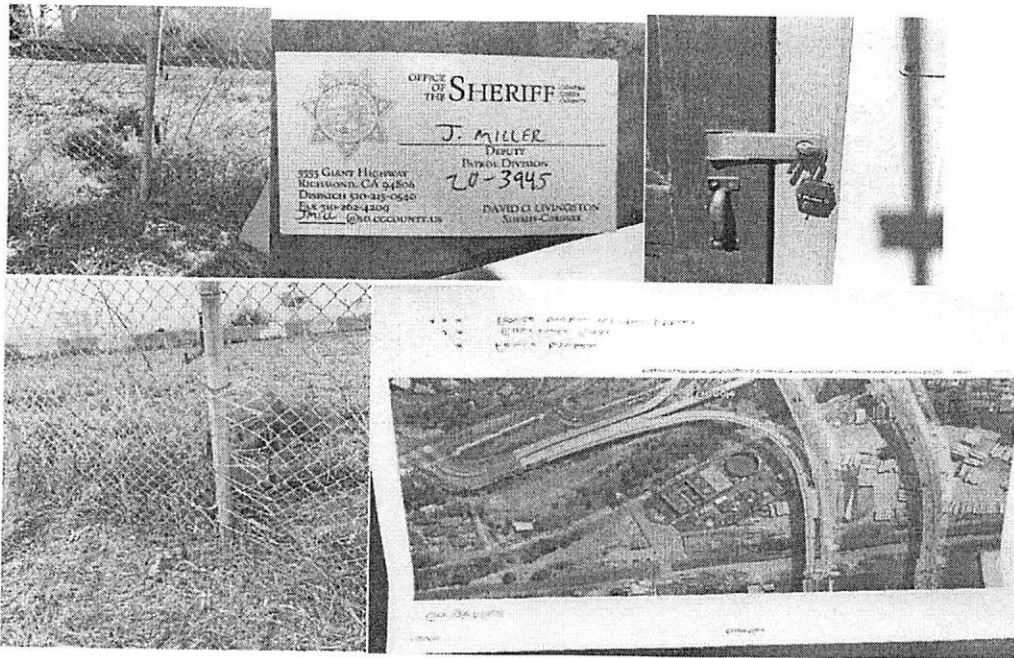


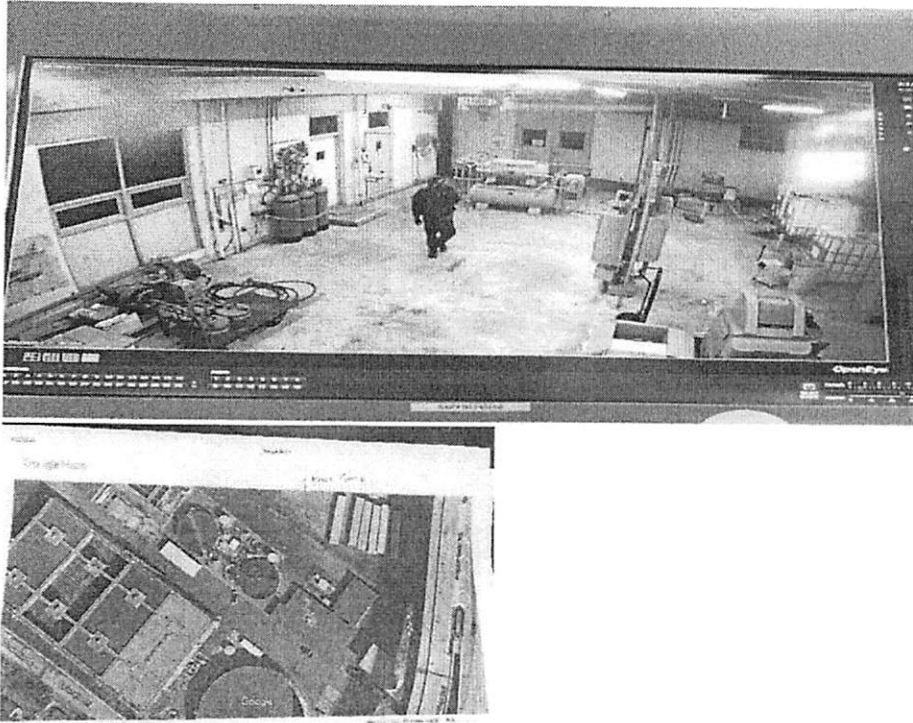
## Incident of theft

A few things found missing in the morning on dated 4/20/2020. Burglary was confirmed after rewinding the DVR we noticed that a person was seen in the porch area trying to open different doors. He took away two gas cans and an electric wire roll. We also noticed that it also happened before (on 4/12/20 @1:01 AM and 4/15/20 @1:25 AM.) and each time two gas cans were taken. We also found a few uniform pants and a wire roll left outside the fence. Contra Costa Sheriff's office was notified. When they visited the site, video footage was shown to them. They took appropriate pictures and assigned case # 20-3945 to the incident.

## Precautions/ Steps taken

1. Rotating post safety Hasp was installed on Chlorine analyzer's door with a new lock.
2. Broken fence was repaired with steel wire.
3. Cans and other stuff moved in to the locked shop.
4. Planning to put more lights towards the fence.





## Health, Safety & Corona virus (COVID-19) precautions

- Contra costa facemask requirement implemented.
- Maintaining social distancing (6 ft. rule in effect) in all meetings.
- Using mask when can't maintain distance.
- Cleaning hands with soap more frequently.
- No visitor allowed without prior appointment.
- Sanitizing work area, restrooms and floors.
- No Lost Time Incidents or CALOSHA recordable.



- Daily tailgate meetings with safety topics being recorded in Inframark Daily Tailgate Safety file.
- Safety issues:
  - Need more lights and cameras covering the fence.
  - Walkway on South side of surge tank is collapsing.
  - Walkway on North side of surge tank is creating a trip hazard.
  - Tank inspection by certified inspector for urea and phosphoric acid tank.
  - Walkway behind the old belt press (East side) needs replacing.
  - All gratings on top of aeration tank should be anchored down.
  - Need to remove weeds growing on reactor basins.
  - Need to mount life rings on Aeration Reactors and DAF units.
  - Faulty/ Intermittent light bulbs need to be replaced (At least 5 of them)

## Operator Certification Status

- Kulwinder Singh      III-43654      Expires 7/23/2021
- Luc Beauchemin      II-8540      Expires 6/30/2021
- Brain Prisegem      II-41539      Expires 5/26/2020
- Victor Ortiz      II-35980      Expires 2/27/2021
- Justin P. Horton      III-43786      Expires 8/22/2022
- Kip Fredrickson      II- 42698      Expires 4/18/2021

**Kip Fredrickson joined us w.e.f. 04/06/20**

## Critical Issues (Capital Projects)

### Projected Expense Projects of Significant Value (Capex):

Item No.	Project Description	Estimated Cost	Payment Schedule
1	Replace sewer line to plant sump	\$80,000	2019-2024
2	Replace influent process pump & piping modifications, etc.	\$50,000	2019
3	Overhaul DAF #1 (sandblasting interior, recoating of interior, rebuild scraper arms)	\$500,000	2019-2024
4	Overhaul DAF #2 (sandblasting interior, recoating of interior, rebuild scraper arms)	\$500,000	2019-2024
5	Replace No. 1 belt filter press	\$350,000	2019-2024
6	Remove former aeration draft tube mixers	\$230,000	TBD: 2020-2023
7	Replace existing Norton diffusers with new diffusers (basin #1)	\$200,000	TBD: 2020-2023
8	Replace existing Norton diffusers with new diffusers (basin #2)	\$200,000	TBD: 2020-2023
9	Replace existing Norton diffusers with new diffusers (basin #3)	\$200,000	TBD: 2020-2023

**Other Projected Expense Projects of Significant Value (Non-Capex):**

<b>Item No.</b>	<b>Project Description</b>	<b>Estimated Cost</b>	<b>Payment Schedule</b>
1	Replace DAF air compressor with new rotary style air compressor. (compressor + labor to install + electrical)	\$20,000	2020
2	Potable water system hydro pneumatic controller and system equipment	\$60,000	2020-2022
3	Replace phosphoric acid tank with similar capacity, double walled tank	\$35,000	2020-2022
4	Miscellaneous projects	\$15,000	2020
5	Update iFix/Intellusion SCADA software and new operating system for CPU	\$35,000	2020-2021
6	Install French drain on South side of reactors to redirect spring water that is coming under roadway	\$30,000	2020-2023
7	Replace /repair recycle system check valves (3 each)	\$45,000	2020-2023
8	Pull new wires from control room to reactor submersible pump system	\$25,000	2020-2020
9	Evaluate structural requirements (Capex Item #6 above)	\$10,000	TBD: 2020-2023
10	Evaluate diffuser options (SOW for Capex Item #7-9 above)	\$15,000	TBD: 2020-2023
11	Replace used sludge truck (gas not diesel)	\$8,000	2023

## Appendix

- Monthly 14-page data report
- Daily chlorine residual sheet/chart
- pH grab vs SCADA sheet
- Paint log



*Community Partner for Our Bay, Our Environment*

June 3, 2020  
Board of Directors  
Crockett Sanitary Department  
P. O. Box 578  
Crockett, CA 94525

To: Dale McDonald, General Manager

Subject: West County Wastewater District Monthly Report- May, 2020

Members of the Board:

The Crockett Sanitary Department (CSD) system operated with no operational interruptions. The average daily flow from the pump station was 2.533 mgd and the 29 day flow total was 73.461mil gals.

A total of 24 hours were spent on behalf of Crockett Sanitary District, including 24.0 hours of Maintenance Division's routine maintenance, 0.0 hours for Maintenance Division's Non-Routine Maintenance, 0.0 hours for Maintenance Division's capital Improvements. Also 0.0 hours for CSO Routine Maintenance and 0.0 hours for CSO Non-Routine Maintenance.

If you need additional information, please do not hesitate to contact me.

Sincerely,

Ted Kozlik

WCWD Maintenance Supervisor

GT:TK

Enclosed: (9) pages

Cc: Gordon Times, WCWD Collection System Supervisor

**Crockett Sanitary Department**

**Monthly Report**

**MAY, 2020**

<b>Flow Totalizer Readings</b>	
April 27, 2020	1948580000
May 4, 2020	1942267200
May 11, 2020	1944292400
May 18, 2020	1946345800
May 26, 2020	1948580000
<b>Total (mil gal )</b>	<b>73.461</b>
<b>29 day Average (mgd)</b>	<b>2.533</b>

<b>Employee Hours</b>	<b>Routine Maintenance</b>	<b>Non-routine Maintenance</b>	<b>Capital Projects</b>	<b>Total</b>
Pump Station	24.0	0.0	0	24.0
Collection System	0.0	0.0	0	0.0
<b>Total</b>	<b>24 .0</b>	<b>0.0</b>	<b>0</b>	<b>24.0`</b>

<b>PUMP STATION NON- ROUTINE MAINTENANCE ACTIVITIES</b>

<b>PUMP STATION CAPITAL PROJECTS</b>