

CROCKETT COMMUNITY SERVICES DISTRICT

Regular Business Meeting AGENDA FOR WEDNESDAY, DECEMBER 21, 2022

TIME: PLACE:
850 Pomona Avenue, Crockett**

****IN-PERSON OR BY TELECONFERENCE****

In accordance with Government Code section 54953(e) and the county Board of Public Health, Board members may participate in this meeting remotely. This meeting will be accessible to all members of the public in-person, or by Zoom.

Telephone: Listen to the meeting live by calling Zoom at +1 669 900 9128.
Enter the Meeting ID# 410 765 9435 followed by the pound (#) key.
More phone numbers can be found on *Zoom's* website at <https://zoom.us/u/kb4PW3DxF2>

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://us02web.zoom.us/j/4107659435> using a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)

Mobile: Login through the Zoom mobile app on a smartphone and enter Meeting ID# 410 765 9435.

1. CALL TO ORDER - ROLL CALL
2. CLOSED SESSION:
 - a. CONFERENCE WITH LEGAL COUNSEL -ANTICIPATED LITIGATION: Significant exposure to litigation pursuant to Govt. Code, Section 54956.9, subdivision (d), sections (2), (3), and (4).
3. OPEN SESSION: Announcement of Actions taken during closed session.
4. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
5. 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.)*
6. PUBLIC FORUM/DISCUSSION *(Discussion of topic of public interest, No action will be taken at this time)*
 - a. Port Costa Field Semester
7. PUBLIC HEARING: *(Public comments limited to two minutes for each person with full discussion limited to twenty minutes unless extended by Board President)*

8. **MANAGERS' REPORTS:** *(These items are typically for exchange of information only. No action will be taken at this time.)* Recreation Department.
 - a. Maintenance Department.
 - b. Port Costa Sanitary Department.
 - c. Crockett Sanitary Department.
 - d. Governmental matters.
 - e. Announcements and discussion

9. **REPORTS FROM COMMISSIONERS AND COMMITTEES:**

(This item is typically for exchange of information only. No action will be taken at this time.)

 - a. Personnel Committee - Members Barassi, Bartlebaugh, Cusack, Wilson
 - b. Budget & Finance Committee - Members Mackenzie, Peterson
 - c. Police Liaison Committee -
 - d. Memorial Hall Committee -
 - e. Ad Hoc Committees:
 - f. Inter-agency meetings:

10. **CONSENT CALENDAR:** Consideration of a motion to approve the following items:

(Items are subject to removal from Consent Calendar by request of any Board Member or on request for discussion by a member of the public. Items removed from the Consent Calendar will be considered with the Administrative Items.)

 - a. Approve minutes of CCSD Board meeting, November 16, 2022
 - b. Approve payment of District bills.
 - c. Receive Minutes of Commissions and Committees.
 - d. Receive annual report on compliance with identity theft regulations (FACTA)
 - e. Consider Resolution **22/23-16** authorizing teleconferencing and hybrid meetings for the period of January 1, 2023 through January 30, 2023 in conformity with AB 361.

11. **ADMINISTRATIVE:**
 - a. Consider items removed from Consent Calendar.
 - b. Accept resignation of Charles Davis from Crockett Sanitary Commission.
 - c. Approve bid documents for MCC project.
 - d. Election of officers.
 - e. Approve Payroll Schedule for calendar year 2023.
 - f. Approve Salary Schedule to meet January 2023 requirements

12. **BUDGET AND FINANCE:**
 - a. Consider Monthly Summary Worksheets and Investment Reports and staff report on financial matters.

13. **REPORTS FROM BOARD MEMBERS:**

(These items are typically for exchange of information only. No action will be taken at this time.)

14. **FUTURE AGENDA ITEMS:**

Consider changes to District Code
Annual long-term strategy workshop.

15. **COMMENTS FROM BOARD MEMBERS:**

16. **ADJOURNMENT UNTIL DECEMBER 21, 2022**

HOW TO SUBMIT PUBLIC COMMENTS:

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

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

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

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

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

CROCKETT COMMUNITY SERVICES DISTRICT

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

MINUTES OF REGULAR MEETING, NOVEMBER 16, 2022

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by President Barassi. Present were Board Members Bartlebaugh, Kirker, Mackenzie and Peterson, along with General Manager Murdock, Recreation Department Manager Wilson, Administrative Services Manager Gunkelman, Sanitary Dept. Manager Barnhill and Assistant Secretary Witschi. Also present were Sanitary Commissioners Manzione and Wais.
2. CLOSED SESSION: Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to Govt. Code, Section 54956.9, subdivision (d), sections (2), (3) and (4). The Board went into closed session at 7:03 pm.
3. OPEN SESSION: The Board resumed in open session at 7:45 pm. Mr. Murdock said there were no reportable items to report.
4. AGENDA ORDER: Item 11.b. was moved after item 5.
5. PUBLIC COMMENTS: A Port Costa resident was present and said he is concerned about the Port Costa Field Semester Proposal impact on the District and wants to be informed. He would like to discuss this at a future meeting.
- 11.b. BUDGET FY 22/23: The Budget & Finance Committee met and reviewed the budget and there were some changes that needed to be made and they have all been corrected. A motion to approve Resolution No. 22/23-14 adopting an operating and capital budget for the FY 2022/23 carried unanimously (kp/jm).
6. PUBLIC HEARING: None
7. REPORTS FROM COMMISSIONERS AND COMMITTEES: None
- 8.a. RECREATION DEPT. REPORT: The Board received the Minutes of September 12. Mr. Wilson reported he drained the pool in order for the Pool Replaster Project to begin on November 7. He said the storm drain inspection passed. He received a 262 page ADA inspection report for the Community Center, pool and park. He said Luk and Associates completed the land survey of Alexander Park as part of the Prop. 68 grant.
- 8.b. MAINTENANCE DEPARTMENT: Director Peterson said the street light on Pomona Street has been replaced.
- 8.c. PORT COSTA SANITARY DEPT.: Mr. Barnhill reported that the scum layer in chamber #1 of the septic tank has built up and needs to be removed in preparation for the wet weather season. He said he contacted WCWD to schedule their vacuum truck and crew. The scum layer has been removed twice per year following the tank rehabilitation, the baffles are working well to prevent the floating scum layer from passing to the treatment plant. He said

the sludge is settling throughout the first three chambers of the tank, no sludge has been measured in the final (4th) chamber. He recommended that staff time be dedicated in planning for sludge removal. Mr. Barnhill recommended dedicating staff time toward researching and obtaining an emergency pump capable of handling town flow in the event of primary influent pump failure.

8.d. CROCKETT SANITARY DEPT.: Mr. Murdock reported the Motor Control Center (MCC) Upgrade Project is ready to go to bid. He said there is a two year completion date on this project. He said Automatic Data Processing (ADP) payroll system is up and running.

8.e. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. Gunkelman reported the Maintenance Parcel Tax passed and he has not received any numbers yet or the official declaration that it passed. He said that State Lands have begun demolishing the old Nantucket and the piers. Mr. Murdock said the goats down at the EQ area have finished eating all the grass and will need to start being fed by hay. He said Kathy has left the area and she was originally going to be taking care of them, so he's thinking maybe they should be put up for adoption.

8.f. STAFF ANNOUNCEMENTS: None

9. CONSENT CALENDAR: The consent items were approved unanimously (kp/jm):

- a. Approve Minutes of October 26, 2022.
- b. Approve payment of District bills (warrants Rec. 9860-9882, 9884-9885, 9887-9888; PCSan 1642-1649; CVSan 6788-6803; Maintenance 527-542).
- c. Receive Minutes of Commissions and Committees.
- d. Receive Resolution 22/23-15 authorizing teleconferencing and hybrid meetings for the period of December 1, 2022 through December 30, 2022 in conformity with AB 361.

10.a. CONSENT ITEMS REMOVED: None

10.b. REAPPOINT COMMISSIONERS: A motion to approve Resolution 22/23-13 reappointing commissioners carried unanimously (kp/mk).

10.c. MEETING SCHEDULE FOR 2023: A motion to approve the meeting and holiday schedule for 2023, as amended, carried unanimously (jm/sb).

10.d. CHANGES TO DISTRICT CODE: Director Barassi asked if the Board could get a red line copy, so they could see what changes are being made. Mr. Murdock said the attorney has basically rewritten Chapters 1.08 and 1.10, so it is all new. The Directors asked for a copy of the existing chapters. Director Barassi said he and Director Peterson will meet to go over the changes that were made to District Code and bring this item back next month.

10.e. MCC UPGRADE PROJECT: Mr. Murdock said the bid documents for the MCC Upgrade Project are similar to the prior documents. He said Vivian Housen, Engineer and Tom Friesch, Engineer both worked on this. Mr. Murdock said a temperature on/off control unit will be used during the transition. He said he will check to see if they need SCADA capability, but he is not sure if they will be it. Director Peterson said he has some information he will email Mr. Murdock to be included that will alert bidders to abnormal situations. The Board asked that this goes back to the Crockett Sanitary Commission and bring back with their recommendations.

10.f. SEWER SERVICE CHARGE ADJUSTMENT – 404 EDWARDS: Mr. Murdock reported the property owner, Brian Montgomery, appeared before the Board in July and requested a change of use which was designated as a duplex but was better described as a single family residence (SFR). He said since this item was not agendized, it was tabled until the August meeting. At the August meeting the Board said the owner had not presented a formal application for refund and this was again tabled. Mr. Murdock reported he has researched the database and can verify that this property has been classified as a duplex since at least 2018 and recommends refunding the property owner. A motion to approve the sewer service charge adjustment in the amount of \$1,876.00 carried unanimously (kp/jm).

11.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Mr. Gunkelman said financial reports for September and October for all departments, except the Recreation Department, are attached.

12.a. PERSONNEL COMMITTEE REPORT: None

12.b. BUDGET & FINANCE COMMITTEE REPORT: None

12.c. AD HOC COMMITTEE REPORTS: None

12.d. INTER-AGENCY MEETINGS: None

13. FUTURE AGENDA ITEMS:

- Annual long-term strategy workshop.
- Commission and Committee meeting attendance.
- District communication capabilities.

14. BOARD COMMENTS: The Board thanked Directors Bartlebaugh and Kirker for service on the District Board.

15. ADJOURNMENT: The meeting was adjourned at 9:30 PM until December 21, 2022.

Respectfully submitted,

Susan Witschi

Susan Witschi
December 16, 2022

CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: _____ Fund: 324100 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3241 - RECREATION				
11/15/2022	Ron Wilson.	Mileage and supplies rei...	160.71	9886
11/15/2022	Susan Witschi	Reimbursement for suppl...	23.51	9889
11/15/2022	CONTRA COSTA CO...	Supplemental payment f...	40.00	9890
Total FUND 3241 - RECREATION			<u>224.22</u>	
TOTAL			<u>224.22</u>	

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CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: _____ Fund: 324200 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3242 - MAINTENANCE				
11/15/2022	JOEL A CADENA	Payroll 11/1 - 11/14/22 - ...	1,027.54	543
11/15/2022	GAUNT A. MURDOCK	Mileage and expense rei...	1,541.21	544
11/15/2022	JOEL A CADENA	Reimbursement for equi...	545.70	545
11/18/2022	EBMUD	Water Charges at 1 Rolp...	300.58	546
11/18/2022	DENALECT ALARM CO.	Annual alarm charge - In...	528.00	547
11/18/2022	STATE COMPENSATI...	Workers Comp - All Dept...	3,045.05	548
Total FUND 3242 - MAINTENANCE			<u>6,988.08</u>	
TOTAL			<u><u>6,988.08</u></u>	

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CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 342500 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3425 - PC SANITARY - O&M				
11/18/2022	BAY AREA NEWS GROUP	Ord. 22-2 posting in WCT	475.20	1650
11/18/2022	PG&E	Elec. charges - Aug-Sept - Acc...	362.89	1651
11/18/2022	Sierra Chemical Company	Treatment chemicals - Inv#14...	2,147.25	1652
11/18/2022	Valley Operators, LLC	October Service fee - Inv#2194	4,600.00	1653
Total FUND 3425 - PC SANITARY - O&M			<u>7,585.34</u>	
TOTAL			<u><u>7,585.34</u></u>	

CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: _____ Fund: 342600 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3426 - CV SANITARY - O&M				
11/15/2022	AT&T Mobility	Emergency phone	160.40	6804
11/18/2022	EBMUD	Water charges at pump s...	2,271.19	6805
11/18/2022	PG&E	Gas and electric charges...	2,521.32	6806
11/18/2022	UNION PACIFIC RAIL...	Lease of pipeline encroa...	2,897.76	6807
11/18/2022	BAY AREA NEWS GR...	Ord. 22-3 posting in WCT	475.20	6808
Total FUND 3426 - CV SANITARY - O&M			<u>8,325.87</u>	
TOTAL			<u><u>8,325.87</u></u>	

CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: _____ Fund: 324100 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3241 - RECREATION				
11/22/2022	EBMUD	Pool water charges - 9/6-11/2/22 - Acct#...	1,223.05	9891
11/22/2022	EBMUD	Pool&Park water charges - 9/8-11/7/22 -...	2,760.44	9892
11/21/2022	CONTRA COSTA C...	Payroll & processing - ADP - November ...	5,453.82	9893
11/22/2022	PG&E	Swimming Pool. 7/23-10/20/2022. Acc...	1,109.37	9894
11/22/2022	PG&E	Comm.Ctr. July-October. Acct#675744...	2,000.09	9895
11/22/2022	PG&E	Swimming pool - FY21-22 through Octo...	1,500.52	9896
11/22/2022	LESLIE'S POOL SU...	Sump Pump and pool supplies	1,129.67	9897
11/22/2022	Thryv	The real yellow pages advertising charg...	61.35	9898
11/22/2022	TERRACARE ASSO...	Landscaping services - Nov. 2022	2,305.00	9899
11/22/2022	UNIVERSAL BUILDI...	Oct. Janitorial Svcs & event work	1,887.69	9900
Total FUND 3241 - RECREATION			<u>19,431.00</u>	
TOTAL			<u>19,431.00</u>	

10b

CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: _____ Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
12/02/2022	CONTRA COSTA COUNTY ...	ADP payroll - November Monthl...	7,363.01	9901
12/02/2022	Yanira Espinoza	Event Deposit Refund - double ...	1,000.00	9902
Total FUND 3241 - RECREATION			<u>8,363.01</u>	
TOTAL			<u><u>8,363.01</u></u>	

10b

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 342500 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3425 - PC SANITARY - O&M				
12/02/2022	BACWA	BACWA FY22-23 Membership #CRC0...	2,525.00	1654
Total FUND 3425 - PC SANITARY - O&M			2,525.00	
TOTAL			<u>2,525.00</u>	

10b

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
12/02/2022	CONTRA COSTA COUNTY TR...	ADP payroll - November 2022	24,062.29	6809
12/02/2022	Terracon Consultants, Inc.	Assessment, Sampling & Report -...	4,550.00	6810
Total FUND 3426 - CV SANITARY - O&M			<u>28,612.29</u>	
TOTAL			<u><u>28,612.29</u></u>	

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
 Auditor's Date: *12/22/22 vrb* Fund: 324100 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3241 - RECREATION				
12/07/2022	AT&T (Phone)	Nov-Dec Phone charges - 5107...	1,159.07	9903
12/07/2022	EBMUD	Sept-Oct Water charges MH par...	947.11	9904
12/07/2022	PG&E	Oct-Nov elec & gas charges - P...	1,819.03	9905
12/07/2022	CINTAS CORP	Inspection & Maintenance 11/29...	2,750.80	9906
12/07/2022	Edgeworth Integration LLC	New camera install at pool. Inv...	525.00	9907
12/07/2022	KEL-AIRE HEATING & AIR C...	Evaporative cooler and bathroo...	7,660.00	9908
12/07/2022	Luk and Associates	Topo survey at Alexander Park -...	9,000.00	9909
12/07/2022	Milkman Creations	20 Shirts for staff - Inv#2200	763.00	9910
12/07/2022	Sierra Chemical Company	330gal pool chemical delivery - I...	978.15	9911
12/07/2022	TERMINIX	Quarterly Pest Control - Acct# 5...	163.00	9912
12/07/2022	CalPERS Public Employees ...	CalPERS Sept & Oct 2022	4,744.68	9913
Total FUND 3241 - RECREATION			<u>30,509.84</u>	
TOTAL			<u><u>30,509.84</u></u>	

2022 DEC -6 P 3:07
 AUDITOR-CONTROLLER

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CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
 Auditor's Date: *12/16/22* Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
12/07/2022	L.R. PAULSELL CONSULTING	High pres. cleaning 11/16/22. Inv PCS...	810.00	1655
12/07/2022	Valley Operators, LLC	November Monthly Service Fee. Inv#2...	4,600.00	1656
12/07/2022	PG&E	Elec. charges - Sept-Oct. - Acct# 2704...	167.21	1657
Total FUND 3425 - PC SANITARY - O&M			<u>5,577.21</u>	
TOTAL			<u><u>5,577.21</u></u>	

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2022 DEC -6 P 3:07
 AUDITOR-CONTROLLER

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CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 12/16/2022 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
12/07/2022	L.R. PAULSELL CONSULTING	High pres. clean 11/16-11/22 & C...	25,098.90	6811
12/07/2022	PG&E	Gas and electric charges for CVS...	3,029.27	6812
12/07/2022	USA North	2022 Annual membership - Reiss...	300.00	6813 ←
12/07/2022	MEYERS NAVE	Sept. Services - Inv# 199072	14,149.08	6854
12/07/2022	CalPERS Public Employees Re...	CalPERS - Sept & Oct 2022	8,294.75	6855
Total FUND 3426 - CV SANITARY - O&M			50,872.00	
TOTAL			50,872.00	



AUDITOR-CONTROLLER
 2022 DEC - 6 1 P 3 0-

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
 Auditor's Date: 12/9/22 Fund: 324100 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3241 - RECREATION				
12/09/2022	LINCOLN AQUATICS	Pool Supplies, safety equip & ch...	308.71	9914 ✓
12/09/2022	Montserrat Becerra	C/D return - event 10/29/22	605.00	9915 ✓
12/09/2022	DOLORES M. MORALES	Mileage reimbursement - concor...	21.25	9916 ✓
12/09/2022	RONALD D. WILSON	Mileage Reimbursement - Nove...	54.38	9917 ✓
12/09/2022	U.S. BANK	Nov. credit card purchases - Ac...	1,509.38	9918 ✓
12/09/2022	U.S. BANK	Outstanding balance - Jul, Aug ...	10,852.81	9919 ✓
12/09/2022	Chris Karnsouong	Replacement for chk# 9845 - C/...	225.00	9920 ✓
Total FUND 3241 - RECREATION			13,576.53	
TOTAL			13,576.53	SAB

2022 DEC -9 P 1:56
 AUDITOR-CONTROLER

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CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 12/9/22 Fund: 342600 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3426 - CV SANITARY - O&M				
12/09/2022	JAMES G. BARNHILL	RACO purchase on employee CC	2,060.82	6856 ✓
12/09/2022	U.S. BANK	Nov. credit card purchases - Acct...	1,907.82	6857 ✓
12/09/2022	U.S. BANK	Outstanding balance - Jul, Aug & ...	10,852.81	6858 ✓
Total FUND 3426 - CV SANITARY - O&M			14,821.45	
TOTAL			14,821.45	

SAB

2022 DEC -9 P 1:59
 AUDITOR-CONTROLLER

10b

CROCKETT COMMUNITY SERVICES DISTRICT

IDENTITY THEFT PREVENTION PROGRAM

**In Accordance with the
Fair and Accurate Credit Transactions Act of 2003**

Adopted October 22, 2008

Revised December 22, 2010

INTRODUCTION

Regulations adopted by the Federal Trade Commission (“FTC”) pursuant to the Fair and Accurate Credit Transaction Act (“FACTA”) require public agencies such as the Crockett Community Services District (“District”) that act as creditors for purposes of such legislation to evaluate and formally adopt programs to detect, prevent, and mitigate identity theft before November 1, 2008. The District has a long history of protecting the personal financial and private information of its residents, businesses, and ratepayers. The following Identity Theft Prevention Program (“Program”) is intended to memorialize and outline the identity protections and procedures of the District and to formalize their continued use and update, as required by law.

To summarize, FACTA regulations require creditors like the District to adopt programs that can spot identity theft “red flags” (patterns, practices, or specific activities that indicate possible misuse or theft of personal financial information) and then act appropriately. In accordance with Federal Trade Commission guidelines and regulations, the District’s Program is broken up into four parts¹ and provides “reasonable policies and procedures” to do the following:

- 1) Identify “red flags” applicable to the types of financial or service accounts maintained by the District and incorporate those “red flags” into the Program;
- 2) Detect those “red flags” that have been incorporated into the Program as they occur;
- 3) Ensure that District staff respond appropriately to detected “red flags” so as to prevent and mitigate identity theft;
- 4) Ensure that the Program itself is updated periodically, to reflect changes in identity theft risk to District customers or the District;

The District places the highest priority on protecting any confidential financial and personal information submitted to it in the course of providing District services. The Program listed herein satisfies all FACTA requirements.

Section 1. Program “Red Flags”

FACTA covers certain District transactions in which the District defers payment for goods or services. Most, if not all, such District transactions are those connected with the District collection of payments for the provision of wastewater and recreation services. These are typically collected by Contra Costa County on the property tax roll and are not under the District’s control. Additionally, the District does not manage any credit accounts and only accepts payment by credit card only for services at the Aquatics and

¹ Identity Theft Red Flags and Address Discrepancies Under the Fair and Accurate Credit Transactions Act of 2003. 72 Fed. Reg. 63717, 63773 (Nov. 9, 2007) (codified at 16 CFR Part 681).

Community Center. Nevertheless, the District takes all steps necessary for the protection of personal information in its hands.

Under the FTC regulations, the District must identify those red flags that are relevant and applicable to its FACTA-covered activities. The following are those red flags that the District's Program is designed to spot:

- A. A consumer credit reporting agency reports the following in response to a credit check request:
 - 1) Fraud or active duty
 - 2) Credit freeze
 - 3) The Social Security Number (SSN) is invalid or belongs to a deceased person.
 - 4) The age or gender on the credit report is clearly inconsistent with information provided by the customers.

- B. Suspicious Documents
 - 1) Documents provided for identification appear to have been altered or forged.
 - 2) The photograph or physical description on the identification is not consistent with the appearance of the applicant or customer presenting the identification.
 - 3) Other information on the identification is not consistent with information provided by customer.

- C. Suspicious Personal Identifying Information
 - 1) The SSN provided by the customer belongs to another customer in the Utility Billing system.
 - 2) The person opening the covered account fails to provide all required personal identifying information on an application or in response to notification that the application is incomplete.

- D. Unusual Use of, or Suspicious Activity Related to, the Covered Account
 - 1) A customer other than the account holder or co-applicant requests information or asks to make changes to an established utility account.
 - 2) A customer notifies the District of the following activities:
 - a) Utility statements are not being received
 - b) Unauthorized changes to a utility account
 - c) Fraudulent activity on the customer's bank account or credit card that is used to pay utility charges

- E. Notice from Customers, Victims of Identity Theft, Law Enforcement Authorities, or Other Persons Regarding Possible Identity Theft in Connection With Covered Accounts Held by the Financial Institution or Creditor
 - 1) The District is notified by a customer, a victim of identity theft, a law enforcement authority, or any other person that it has opened a fraudulent account for a person engaged in identity theft.

Section 2. Red Flag Detection

In connection with the opening and servicing of utility accounts, District Staff will take the following steps to detect the red flags identified in Section 1.

A. New Accounts:

- 1) Require certain identifying information such as name, date of birth, SSN, residential or business address, telephone number, email address, driver's license or other identification; and
- 2) Verify the customer's identify (for instance, review a driver's license or other identification card); or
- 3) Review the Business License system to determine the existence of the business entity before establishing the utility account; or
- 4) Request a consumer credit report check

B. Existing Accounts:

- 1) Verify the identification of customers using date of birth, SSN, telephone number, or email address if they request account information other than the outstanding balance owed; and
- 2) Verify the validity of requests to change billing addresses; and
- 3) Verify changes in banking information given for billing and payment purposes

Section 3. District Response to Detected Red Flags

Each situation shall be evaluated on a case by case basis. Responses may include, but are not limited to, the following:

- 1) Marking an account in the Utility Billing system and monitoring it for evidence of identity theft;
- 2) Contacting the customer;
- 3) Not opening the new account;
- 4) Closing an existing account
- 5) Reopening an utility account with a new account number;
- 6) Notifying the appropriate law enforcement and/or prosecutorial agencies; and
- 7) Taking no action at all, if no identity theft or other malfeasance is found to have taken place

Section 4. Oversight of Program Administration

Under FACTA regulations, an identity theft prevention program must be overseen by a District Board, an appropriate committee of the District Board, or a designated employee at the level of senior management. In the District's Program, the Finance Director shall have the specific responsibility for the Program's implementation and to approve reports prepared by District Staff regarding compliance of the Program with FACTA regulations. Material changes to the Program as necessary to address changing identity theft risks shall be reviewed by the Finance Director and approved by the District Manager.

By December 31 of every year, District Staff shall prepare a report on the District's compliance with FACTA regulations to the General Manager. The report shall address materials related to the Program and evaluate such issues as:

1. The effectiveness of the District's policies and procedures in addressing the risk of identity theft in connection with the opening of covered accounts and with respect to existing covered accounts;
2. Security of service provider arrangements, if applicable;
3. Significant incidents involving identity theft and District management's response; and
4. Recommendations for material changes to the Program, if necessary.

Finally, whenever the District engages a service provider to perform an activity in connection with one or more covered accounts, the District shall take steps to ensure that the activity of the service provider is conducted in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft. In this regard, the District may, if it deems appropriate, require the service provider to have policies and procedures to detect relevant red flags, as set forth in this Program.

c:\mydocs\admin\legal\identitytheftprogram.doc

RESOLUTION NO. 22/23-16

**A RESOLUTION OF THE CROCKETT COMMUNITY SERVICES DISTRICT
AUTHORIZING REMOTE TELECONFERENCING MEETINGS OF THE
LEGISLATIVE BODIES OF THE CROCKETT COMMUNITY SERVICES DISTRICT
FOR THE PERIOD OF JANUARY 1, 2023 THROUGH JANUARY 30, 2023 UNDER
GOVERNMENT CODE SECTION 54953(e) (AB 361)**

WHEREAS, the Crockett Community Services District ("District") is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, the District is an independent special district and the meetings of its legislative bodies are open and public in compliance with the legal requirements of the Ralph M. Brown Act (Government Code§ 54950 - 54963); and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors previously adopted Resolution Number 21/22-6 on October 27, 2021 finding that the requisite conditions exist for the legislative bodies of the District to conduct remote teleconference meetings without compliance with section 54953(b)(3); and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e) the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

WHEREAS, such conditions persist in the District, specifically, under the Proclamation of a State of Emergency by Governor Newsom on March 4, 2020, and Assembly Bill 361, which provides that under Government Code section 54953(e), a legislative body subject to the Brown Act may continue to meet using teleconference without complying with the non-emergency

RESOLUTION NO. 22/23-16

teleconferencing rules in Government Code section 54953(b)(3) if a state of emergency still exists and state or local officials have recommended measures to promote social distancing; and

WHEREAS, Contra Costa County has issued health recommendations and guidelines for public safety, recommending teleconference meetings as the lowest risk of transmission for SARS-COV-2; and

WHEREAS, the Board of Directors does hereby find that a potential threat to public health and safety continues to exist, and is likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to re-ratify the proclamation of the state of emergency by the Governor of the State of California, and the guidelines set forth by Contra Costa County; and

WHEREAS, as a consequence of the emergency circumstances, the Board of Directors does hereby find that the legislative bodies of the Crockett Community Services District shall continue to conduct their meetings without compliance with section 54953(b)(3), as authorized by section 54953(e), and such legislative bodies shall comply with the requirements for the public to access the meetings as described in 54953(e)(2); and

WHEREAS, the District's regular meeting place has been established as the Crockett Community Center in Crockett by District Code Section 2.04.040, except as otherwise designated pursuant to District Resolution 1920-18; and

WHEREAS, it is the intent of the Board for it and its other legislative bodies to continue to hold meetings in order to receive information, provide direction, and make decisions on behalf of the District while still complying with social distancing requirements during the pandemic; and

WHEREAS, the District shall continue to hold all meetings subject to the Brown Act via teleconference or other electronic means, as posted on the District webpage, and as noticed on the bulletin boards located at the Crockett Community Center.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors of the Crockett Community Services District, that:

1. The above referenced recitals are true and correct and material to the adoption of this Declaration.
2. The Board hereby proclaims that the safety of life and property cannot be assured in the District at this time.
3. The Board will continue to recommending meeting by teleconference as authorized by Assembly Bill 361, in accordance to the provisions of Government Code section 54953(e).
4. The Staff and legislative bodies of the District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution, including conducting regular meetings of the Board, and any and all other meetings of

RESOLUTION NO. 22/23-16

the Crockett Community Services District's legislative bodies that are subject to the Brown Act.

5. This Resolution shall take effect immediately and shall remain in effect until January 31, 2023, or such time that the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the Crockett Community Services District may continue to teleconference without compliance with section 54953(e)(3).

This Declaration is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the Crockett Community Services District, its departments, officers, employees, contractors, or any other person.

PASSED AND ADOPTED by the Board of Directors of the Crockett Community Services District on this 21st Day of December, 2023, by the following roll call votes:

AYES:

NOES:

ABSENT:

ABSTAINED:

Luigi Barassi,
Board President

ATTEST:

Gaunt Murdock,
General Manager

CROCKETT COMMUNITY SERVICES DISTRICT

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

TO: Board of Directors, CCSD
FROM: Gaunt Murdock
SUBJECT: Notice of resignation of Commissioner Charles Davis from CVSan
DATE: 12/16/2022

Charles Davis has tendered his resignation from the Crockett Valona Sanitary Commission, as he has been unable to attend a number of meetings of late. The resignation was made by verbal request to General Manager Gaunt Murdock on December 16, 2022 for the benefit of the District, in hopes that they will be better able to meet quorum for meetings of CVSan.

**CROCKETT COMMUNITY SERVICES DISTRICT
PAYROLL SCHEDULE 2023**

<i>Month</i>	<i>Timesheets Due</i>	<i>Paychecks Available at District Office By</i>
January	Tuesday 3 Monday 16	Tuesday 10 Wednesday 25
February	Wednesday 1 Thursday 16	Friday 10 Friday 24
March	Wednesday 1 Thursday 16	Friday 10 Friday 24
April	Monday 3 Monday 17	Monday 10 Tuesday 25
May	Monday 1 Tuesday 16	Wednesday 10 Thursday 25
June	Thursday 1 Friday 16	Friday 9 Friday 23
July	Monday 3 Monday 17	Monday 10 Tuesday 25
August	Tuesday 1 Wednesday 16	Wednesday 10 Friday 25
September	Friday 1 Monday 18	Friday 8 Monday 25
October	Monday 2 Monday 16	Tuesday 10 Wednesday 25
November	Wednesday 1 Thursday 16	Friday 10 Wednesday 22
December	Friday 1 Monday 18	Friday 8 Friday 22

Approved _____

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CROCKETT COMMUNITY SERVICES DISTRICT

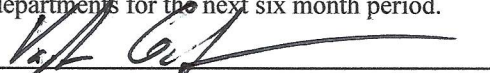
INVESTMENT REPORT

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AS OF OCTOBER 3, 2022

<u>Beginning invested balance:</u>	<u>10/3/2022</u>	<u>\$ 4,332,929.94</u>
<u>RECREATION DEPT. OPERATING FUND 3241</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 1.35% on 9/30/22		\$ 179,200.53
Activity:		
1st Quarter Interest:		\$ 609.75
Ending balance:		\$ 179,810.28
<u>MAINTENANCE DEPT. MEMORIAL HALL FUND 3242</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 1.35% on 9/30/22		\$ 223,854.69
Activity: 1st Quarter Interest:		\$ 761.70
Ending balance:		\$ 224,616.39
<u>PORT COSTA SANITARY DEPT. OPERATING FUND 3425</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 1.35% on 9/30/22		\$ 40,488.54
Activity:		
1st Quarter Interest:		\$ 137.78
Ending balance:		\$ 40,626.32
<u>CROCKETT SANITARY DEPT. OPERATING FUND 3426</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 1.35% on 9/30/22		\$ 2,791,565.81
Activity:		
1st Quarter Interest:		\$ 9,498.67
Ending balance:		\$ 2,801,064.48
<u>CROCKETT SANITARY DEPT. CONSTRUCTION FUND 3427</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 1.35% on 9/30/22		\$ 1,026,081.63
Activity: 1st Quarter Interest:		\$ 3,083.06
Ending balance:		\$ 1,029,164.69
<u>CROCKETT SANITARY DEPT. CAPITAL RESERVE FUND 3429</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 1.35% on 9/30/22		\$ 71,738.74
Activity: 1st Quarter Interest:		\$ 244.10
Ending balance:		\$ 71,982.84
<u>Closing invested balance:</u>	<u>12/7/2022</u>	<u>\$4,347,265.00</u>

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


 Vaughn Gunkelman, Administrative Services Manager

Date: 12/15/2022

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CROCKETT RECREATION DEPARTMENT

of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525
 Telephone (510) 787-2414
 Fax (510) 787-3049

MONTHLY SUMMARY WORKSHEET

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

PREPARED FOR BOARD MTG: 12-21-22

LATEST FUND REPORT: 12-21-22

OPERATING FUND 3241

CASH CARRIED FORWARD: \$ 324,029.39

ACTIVITY:

CHECKS AND PAYMENTS

Wells Fargo Fees (\$353.32)

Duplicate warrant 9819 \$1,786.00

Warrants (9819, 9821, 9825 - 9874) (\$64,751.82)

DEPOSITS AND CREDITS

Comm Center Bookings,
 Security & C/D &
 Pool Deposits & \$25,233.00
 Bathroom keys &
 Tennis Court keys

C/D deposit refund (\$2,915.00)

Other returns / deposit (\$3,010.00)

C/D - Silapasay \$ (700.00)

CASH BALANCE: \$ 279,318.25

ADV ON TAXES : \$0.00

REC Tax assessment \$136,400.00

NET ADV ON TAXES: \$136,400.00

INVESTED BALANCE: \$179,200.53

No Activity

NET INVESTED: \$179,200.53

\$50,222.82 c/d deposits

\$128,977.71 avail. funds

FUND BALANCE: \$594,918.78

*** Below held in cash account ***

C/D BEGINNING BALANCE: \$50,222.82

c/d deposit receipts \$0.00

c/d deposit refunds \$0.00

Trnsfr recovery \$0.00

NET C/D ENDING BALANCE \$50,222.82

CAP / RESTRICTED BAL: \$4,639.60

Donations \$0.00

\$0.00

NET CAPITAL REPL. BAL: \$4,639.60

POLICE LIAISON BALANCE \$8,171.84

Parking revenue \$0.00

Payroll/Expenses \$0.00

NET PLC ENDING BALANCE \$8,171.84

XMAS LIGHT BEG BALANCE \$496.57

No activity \$0.00

XMAS LIGHT END BALANCE \$496.57

CERT ACTIVITY: None \$0.00

CERT Ending Balance: \$0.00

PETTY CASH BALANCE: \$60.00

TAXES held in 3240: \$15,235.94

CO.charges in 3240: \$ -

CROCKETT COMMUNITY SERVICES DISTRICT

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

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BD. MTG: 12-21-22

LATEST FUND REPORT: 11-14-22

CCSD FUND 3240	CCSD FUND 3240
CASH CARRIED FORWARD: <u>REC DEPT:</u> \$15,235.94 ACTIVITY: 21-22 SEC corr-final (\$19.66) PY Abstract corr. (\$18.10) 18/19 SAM corr. (\$0.06) 19/20 SAM corr. (\$0.32)	CASH CARRIED FORWARD: <u>CVSAN DEPT:</u> \$248,074.57 ACTIVITY: 21-22 SEC corr-final (\$100.36) PY Abstract corr. (\$92.37) 18/19 SAM corr. (\$0.30) 19/20 SAM corr. (\$1.62)
CASH BALANCE (Rec): \$15,197.80	CASH BALANCE (CVSan): \$247,879.92
ADV ON TAXES (Rec): \$65,488.13 060 Adv beginning bal \$65,034.94 No Activity	ADV ON TAXES (CVSan): \$334,233.20 060 Adv beginning bal \$331,919.85 No Activity \$0.00
Ending Balance \$65,034.94	Ending Balance \$331,919.85
160 Supplmt begin bal \$453.19 No Activity	160 Supplmt begin bal \$2,313.35 No Activity \$0.00
Ending Balance \$453.19	Ending Balance \$2,313.35
FUND BALANCE (Rec): \$80,685.93	FUND BALANCE (CVSan): \$582,113.12
	MAINT DEPT PROPERTY TAXES ALLOC: Cash Carried Forward: (\$13,085.16) 21-22 SEC corr-final (\$2.32) PY Abstract corr. (\$2.13) 18/19 SAM corr. (\$0.01) 19/20 SAM corr. (\$0.04) Cash Balance (Maint): (\$13,089.66)
	060 Adv Beginning Bal: \$7,698.10 No Activity Ending Balance: \$7,698.10
	160 Supplmt begin bal: \$53.58 No Activity \$0.00
	Ending Balance \$53.58
	FUND BALANCE (Maint): (\$5,337.98)
	TOTAL CSD 3240 BALANCE: \$657,461.07

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CROCKETT RECREATION DEPARTMENT

of the Crockett Community Services District

850 Pomona Avenue ~ Crockett, CA 94525

Telephone (510) 787-2414

Fax (510) 787-3049

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG: 12-21-22

LATEST FUND REPORT: 11-14-22
e-mail: recreation@town.crockett.ca.us
website: www.town.crockett.ca.us

OPERATING FUND 3241

CASH CARRIED FORWARD: \$ 279,318.25

INVESTED BALANCE: \$179,200.53

LAIF interest - Q1 \$609.75

ACTIVITY:

NET INVESTED: \$179,810.28

CHECKS AND PAYMENTS

Warrants (9875-9888) (\$29,603.68)

\$50,222.82 c/d deposits

\$129,587.46 avail. funds

Wells Fargo Fees (\$278.66)

FUND BALANCE: \$580,611.19

Investment Svcs - Q1 (\$3.00)

Levy code fee (\$250.00)

*** Below held in cash account ***

Levy collection fee (\$942.40)

C/D BEGINNING BALANCE: \$50,222.82

Assr Use Code fee (\$111.60)

c/d deposit receipts \$0.00

c/d deposit refunds \$0.00

Trnsfr recovery \$0.00

DEPOSITS AND CREDITS

NET C/D ENDING BALANCE \$50,222.82

Comm Center Bookings,
Security & C/D &
Pool Deposits & \$19,586.00
Bathroom keys &
Tennis Court keys

CAP / RESTRICTED BAL: \$4,639.60

Donations \$0.00

\$0.00

NET CAPITAL REPL. BAL: \$4,639.60

Other returns / deposi (\$3,314.00)

POLICE LIAISON BALANCE \$8,171.84

Parking revenue \$0.00

Payroll/Expenses \$0.00

NET PLC ENDING BALANCE \$8,171.84

CASH BALANCE: \$ 264,400.91

XMAS LIGHT BEG BALANCE \$496.57

No activity \$0.00

XMAS LIGHT END BALANCE \$496.57

CERT ACTIVITY: None \$0.00

CERT Ending Balance: \$0.00

ADV ON TAXES : \$136,400.00

PETTY CASH BALANCE: \$60.00

REC Tax assessment \$0.00

TAXES held in 3240: \$15,197.80

NET ADV ON TAXES: \$136,400.00

CO.charges in 3240: \$ -

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CROCKETT MAINTENANCE DEPARTMENT

of the Crockett Community Services District

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

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BD. MTG: 12-21-22 LATEST FUND REPORT 11-14-22

OPERATING FUND 3242		BALANCES BY CLASS	
CASH CARRIED FORWARD:	\$24,693.82	MEMORIAL HALL	
ACTIVITY:		Walk Honor & P66	\$276,750.00
CHECKS and PAYMENTS		Arch. Phasel	(\$15,427.99)
Warrant (534-542)	(\$8,527.96)	Engnr. Phasel	(\$33,934.00)
InvestSvcs - Q1	\$ (3.00)	Other CapX	(\$4,605.65)
DEPOSITS:		WofH P66 Balance	\$222,782.36
No Activity	\$ -	Other MH O&M Bal	\$1,905.31
		BRIDGEHEAD	\$1,174.34
		PLAZA/FENCES/LIGHT	(\$876.68)
		DOGPARK COST CENTE	\$2,351.14
CASH BALANCE:	\$16,162.86	ACCRUED DEBT:	
INVESTED BEG. BAL:	\$223,833.69	PCADVISORY due MH	\$1,170.20
LAIF interest Q1	\$761.70		
INVESTED END. BAL:	\$224,595.39		
FUND BALANCE:	\$240,758.25	TAXES held in 3240	(\$5,337.98)

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PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR MTG.: 12/21/22 LATEST FUND REPORT 11/14/22

OPERATING FUND 3425

CASH CARRIED FORWARD:	\$193,858.58	ACCRUED DEBT:	
ACTIVITY:		PYs due CVSan Dep	\$24,233.49
Warrants (1646-1649):	(\$7,531.35)	Loan#2 due CVSan	\$165,426.19
Levy code fee	(\$250.00)	Loan#3 due CVSan	\$150,000.00
Levy collection fee	(\$64.60)		
21/22 AssrUseCode fee	(\$7.65)		
Investment Svcs - Q1	(\$1.00)		
Xcl outdated checks	\$30.02		

CASH BALANCE:	\$186,034.00	ACCRUED DEBT:	\$339,659.68
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ADV ON SUC BEG. BALANCE	\$296,932.72	DUE FROM REC DEPT	\$ (2,123.06)
SewerSvcChr GB appor	\$0.00		
Ending Balance	\$296,932.72		\$ -

TOTAL: \$ (2,123.06)

INVESTED BEGIN. BALANCE	\$40,488.54	PAID BY REC DEPT:	
LAIIF interest - Q1	\$137.78	**taxes & fees not included	

Ending Balance	\$40,626.32	Balance Owed	\$ (2,123.06)
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FUND BALANCE: \$523,593.04 | \\san\pc\bud&fin\wrksht

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CROCKETT SANITARY DEPARTMENT

VG

of the Crockett Community Services District

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

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG:	12-21-22	LATEST FUND REPORT:	11-14-22
OPERATING FUND 3426		CONSTRUCTION FUND 3427	
CASH CARRIED FORWARD:	\$605,713.80	CASH CARRIED FORWARD:	\$6,429.28
ACTIVITY:		Investment Svcs Q1	(\$11.00)
Warrants (6795-6803)	\$ (76,017.34)		
Investment Svcs Q1	\$ (32.00)	CASH BALANCE:	\$6,418.28
Levy code fee	\$ (250.00)		
Levy Collection fee	\$ (886.92)	INVESTED BEGIN BAL.:	\$1,026,081.63
Assr usecode fee	\$ (105.03)		
Prmt 22-31	\$ 30.00	LAIF Interest Q1	\$3,083.06
Yr end Accts Rcvable	\$ (1,060.00)		
CASH BALANCE:	\$527,392.51	INVESTED BALANCE:	\$1,029,164.69
ADV ON TAXES:	\$ 1,512,601.46	FUND 3427 BALANCE:	\$1,035,582.97
060 Prop tax Beginning	\$ 1,512,601.46		
No Activity	\$0.00		
Ending Balance	\$ 1,512,601.46	CAPITAL RESERVE FUND 3429	
160 Adv Supp Prop tax	\$ -	CASH CARRIED FORWARD:	\$255.00
No Activity	\$ -	Investment Svcs Q1	(\$1.00)
Ending Balance	\$ -		
INVESTED BEG. BALANCE:	\$2,791,565.81	CASH BALANCE:	\$254.00
LAIF Interest Q1	\$9,498.67		
Ending Balance:	\$2,801,064.48	INVESTED BEGIN BAL.:	\$71,738.74
FUND 3426 BALANCE:	\$4,841,058.45	LAIF Interest Q1	\$244.10
TAXES held in 3240:	\$247,879.92	INVESTED BALANCE:	\$71,982.84
CO.charges in 3240:	\$0.00		
ACCRUED DEBT OWED TO CVSAN:		FUND 3429 BALANCE:	\$72,236.84
PCSAN DEPT.	\$339,659.68	CONTRACTOR BONDS ON FILE:	
		39 contractors	\$39,500.00

CROCKETT COMMUNITY SERVICES DISTRICT

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

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BD. MTG:	12-21-22	LATEST FUND REPORT:	12-12-22
-----		-----	
CCSD FUND 3240		CCSD FUND 3240	
-----		-----	
CASH CARRIED FORWARD:		CASH CARRIED FORWARD:	
<u>REC DEPT:</u>	\$15,197.80	<u>CVSAN DEPT:</u>	\$247,879.92
ACTIVITY:		ACTIVITY:	
PropTax-prior-supp	(\$134.10)	PropTax-prior-supp	(\$684.52)
PropTax-prior-sec	(\$189.88)	PropTax-prior-sec	(\$969.23)
-----		-----	
CASH BALANCE (Rec):	\$14,873.82	CASH BALANCE (CVSan):	\$246,226.17
-----		-----	
ADV ON TAXES (Rec):	\$72,472.65	ADV ON TAXES (CVSan):	\$369,885.97
060 Adv beginning bal	\$65,034.94	060 Adv beginning bal	\$331,919.85
Sec PropTax - current	\$5,315.03	Sec PropTax - current	\$27,130.80
1% unitary PropTax	\$1,669.49	1% unitary PropTax	\$8,521.97
Ending Balance	\$72,019.46	Ending Balance	\$367,572.62
-----		-----	
160 Supplmt begin bal	\$453.19	160 Supplmt begin bal	\$2,313.35
No Activity		No Activity	
Ending Balance	\$453.19	Ending Balance	\$2,313.35
-----		-----	
FUND BALANCE (Rec):	\$87,346.47	FUND BALANCE (CVSan):	\$616,112.14
-----		-----	
		MAINT DEPT PROPERTY TAXES ALLOC:	
		Cash Carried Forward:	(\$13,089.66)
		PropTax-prior-supp	(\$15.85)
		PropTax-prior-sec	(\$22.45)
		Cash Balance (Maint):	(\$13,127.96)

		060 Adv Beginning Bal:	\$7,698.10
		Sec PropTax - current	\$628.41
		1% unitary PropTax	\$197.39
		Ending Balance:	\$8,523.90

		160 Supplmt begin bal:	\$53.58
		No Activity	
		Ending Balance	\$53.58

		FUND BALANCE (Maint):	(\$4,550.48)

		TOTAL CSD 3240 BALANCE:	\$698,908.13

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CROCKETT RECREATION DEPARTMENT

of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525

Telephone (510) 787-2414

Fax (510) 787-3049

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG: 12-21-22

LATEST FUND REPORT: 12-21-22
 e-mail: recreation@town.crockett.ca.us
 website: www.town.crockett.ca.us

OPERATING FUND 3241

CASH CARRIED FORWARD: \$ 264,400.91

ACTIVITY:

CHECKS AND PAYMENTS

Warrants (9875-9888) (\$72,104.60)

Wells Fargo Fees (\$11.54)

DEPOSITS AND CREDITS

Comm Center Bookings,
 Security & C/D &
 Pool Deposits & \$20,025.16
 Bathroom keys &
 Tennis Court keys

C/D deposit refund (\$400.00)
 Other returns / deposi (\$605.00)

CASH BALANCE: \$ 211,304.93

ADV ON TAXES : \$136,400.00
 REC Tax assessment \$0.00

NET ADV ON TAXES: \$136,400.00

INVESTED BALANCE: \$179,810.28

No activity

NET INVESTED: \$179,810.28

\$50,222.82 c/d deposits

\$129,587.46 avail. funds

FUND BALANCE: \$ 527,515.21

*** Below held in cash account ***

C/D BEGINNING BALANCE: \$50,222.82

c/d deposit receipts \$0.00

c/d deposit refunds \$0.00

Trnsfr recovery \$0.00

NET C/D ENDING BALANCE \$50,222.82

CAP / RESTRICTED BAL: \$4,639.60

Donations \$0.00

\$0.00

NET CAPITAL REPL. BAL: \$4,639.60

POLICE LIAISON BALANCE \$8,171.84

Parking revenue \$0.00

Payroll/Expenses \$0.00

NET PLC ENDING BALANCE \$8,171.84

XMAS LIGHT BEG BALANCE \$496.57

No activity \$0.00

XMAS LIGHT END BALANCE \$496.57

CERT ACTIVITY: None \$0.00

CERT Ending Balance: \$0.00

PETTY CASH BALANCE: \$60.00

TAXES held in 3240: \$14,873.82

CO.charges in 3240: \$ -

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CROCKETT MAINTENANCE DEPARTMENT

of the Crockett Community Services District

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

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BD. MTG: 12-21-22 LATEST FUND REPORT 12-12-22

OPERATING FUND 3242		BALANCES BY CLASS	
CASH CARRIED FORWARD:	\$16,162.86	MEMORIAL HALL	
ACTIVITY:		Walk Honor & P66	\$276,750.00
CHECKS and PAYMENTS		Arch. Phasel	(\$15,427.99)
Warrant (543-548)	(\$6,988.08)	Engnr. Phasel	(\$33,934.00)
		Other CapX	(\$4,605.65)
DEPOSITS:		WofH P66 Balance	\$222,782.36
Xcl Outdated Chk	\$ 80.50	Other MH O&M Bal	\$1,905.31
		BRIDGEHEAD	\$1,174.34
		PLAZA/FENCES/LIGHT	(\$876.68)
		DOGPARK COST CENTE	\$2,351.14
CASH BALANCE:	\$9,255.28	ACCRUED DEBT:	
INVESTED BEG. BAL:	\$224,595.39	PCADVISORY due MH	\$1,170.20
No Activity			
INVESTED END. BAL:	\$224,595.39		
FUND BALANCE:	\$233,850.67	TAXES held in 3240	(\$4,550.48)

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PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR MTG.: 12/21/22 LATEST FUND REPORT 12/12/22

OPERATING FUND 3425

CASH CARRIED FORWARD: \$186,034.00

ACTIVITY:

Warrants (1650-1657): (\$15,687.55)

Permit 22-23 \$60.00

ACCRUED DEBT:

PYs due CVSan Dep \$24,233.49

Loan#2 due CVSan \$165,426.19

Loan#3 due CVSan \$150,000.00

CASH BALANCE: \$170,406.45

ACCRUED DEBT: \$339,659.68

ADV ON SUC BEG. BALANCE \$296,932.72

No Activity

DUE FROM REC DEPT \$ (2,123.06)

Ending Balance \$296,932.72

\$ -

TOTAL: \$ (2,123.06)

INVESTED BEGIN. BALANCE \$40,626.32

No Activity

Ending Balance \$40,626.32

Balance Owed \$ (2,123.06)

FUND BALANCE: \$507,965.49

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CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG: 12-21-22

LATEST FUND REPORT: 12-12-22

OPERATING FUND 3426

CONSTRUCTION FUND 3427

CASH CARRIED FORWARD: \$527,392.51

CASH CARRIED FORWARD: \$6,418.28

ACTIVITY:

No Activity

Warrants (6804-6813) \$ (65,366.33)

Warrants (6854-6858) \$ (37,265.28)

CASH BALANCE: \$6,418.28

Prmt 22-32 \$ 30.00

INVESTED BEGIN BAL.: \$1,029,164.69

No Activity

CASH BALANCE: \$424,790.90

INVESTED BALANCE: \$1,029,164.69

ADV ON TAXES: \$ 1,512,601.46
060 Prop tax Beginning \$ 1,512,601.46
No Activity

FUND 3427 BALANCE: \$1,035,582.97

Ending Balance \$ 1,512,601.46

160 Adv Supp Prop tax \$ -

No Activity

Ending Balance \$ -

CAPITAL RESERVE FUND 3429

CASH CARRIED FORWARD: \$254.00

No Activity

INVESTED BEG. BALANCE: \$2,801,064.48
LAIF Interest Q1

CASH BALANCE: \$254.00

Ending Balance: \$2,801,064.48

INVESTED BEGIN BAL.: \$71,982.84

No Activity

FUND 3426 BALANCE: \$4,738,456.84

INVESTED BALANCE: \$71,982.84

TAXES held in 3240: \$246,226.17
CO.charges in 3240: \$0.00

FUND 3429 BALANCE: \$72,236.84

ACCRUED DEBT OWED TO CVSAN:

CONTRACTOR BONDS ON FILE:

PCSAN DEPT. \$339,659.68

39 contractors \$39,500.00

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