

# PORT COSTA SANITARY COMMISSION

Regular Business Meeting  
AGENDA FOR WEDNESDAY, APRIL 8, 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.

Agenda packets are available on our website at <https://www.town.crockett.ca.us/2020-04-08-port-costa-sanitary-commission-meeting>.

## HOW TO OBSERVE THE MEETING:

**Telephone:** Listen to the meeting live by calling Zoom at (669) 900-6833. Enter the Meeting ID# 820 843 868 followed by the pound (#) key. More phone numbers can be found on Zoom's website at <https://zoom.us/j/abb4GNs5xM> if the line is busy.

**Computer:** Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/820843868> 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# 820 843 868.

## 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.

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

1. CALL TO ORDER – ROLL CALL
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:  
*(The Board is prohibited from discussing items not on this agenda. Matters brought up that are not on the agenda may be referred to staff for action or calendared on a future agenda.)*
4. PUBLIC HEARING:  
Hearing to allow public comment on the District's revised Sewer System Management Plan (SSMP), and consider motion to recommend adoption, as required by State Water Resources Control Board (SWRCB) Order No. 2006-0003-DWQ and 2013-0058-EXEC, al.
5. ADMINISTRATIVE:
  - a. Consider report on actions taken by the District Board.
  - b. Receive Self-Monitoring Report cover letter for January 2020 and February 2020.
  - c. Appoint Port Costa Chair and Vice-Chair, continued from meeting of January 13.
6. BUDGET AND FINANCE:
  - a. Consider monthly Summary Worksheet and staff report on other financial matters.
  - b. Receive 9-month Budget Report and preliminary FY 2021/21 Budget
  - c. Consider requesting inter-department loan from Crockett Sanitary Commission.
  - d. Consider payment of Clean Harbor invoices related to septic tank cleaning project.
7. WASTEWATER: Instruct staff on sewer service charge for FY 2020/21.
8. 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.
9. REPORTS FROM COMMISSIONERS: (These items are typically for exchange of information only. No action will be taken at this time.)
  - a. Budget & Finance Committee – Members Mann and Surges
  - b. Wastewater Committee – Member Mann
  - c. Inter-agency Meetings:

10. CONSENT CALENDAR: Consideration of a motion to approve the following items:
  - a. Approve Minutes of January 13 and February 24, 2020.
  - b. Receive Status Report on outstanding issues.
12. FUTURE AGENDA ITEMS:
13. COMMENTS FROM COMMISSIONERS:
14. ADJOURNMENT to May 13, 2020.

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

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

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

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

TO: All Sanitary Commissioners and Directors  
FROM: General Manager   
SUBJECT: SSMP Update and Recertification  
DATE: March 4, 2020

The Sanitary Sewer Management Plan (SSMP) originally adopted by Resolution No. 07/08-03 on October 24, 2007 guides the Crockett and Port Costa Sanitary Departments in managing their respective collection systems. The State Water Resources Control Board (State Water Board) requires a 5-year update and recertification of our SSMP. On March 27, 2019 the Board, by Resolution No. 18/19-09, adopted the updated August 2016 SSMP and directed staff to complete the next SSMP bi-annual audit by May 1, 2020 and incorporate any required updates into the SSMP no later than August 31, 2020.

Staff and our District Consultant V.H. Housen & Associates has reviewed the District's SSMP and determined that objectives and elements of the SSMP remain generally unchanged. The District's updates to the SSMP completed in February 2020, were of an administrative nature, and did not reflect any substantive changes to the District's policies or procedures. The bi-annual audit was completed on March 3, 2020 and is included in this report to the sanitary commissions. The full SSMP can be found on our website <https://www.town.crockett.ca.us/sewer-system-management-plan>.

The State Water Board is in process of renewing its "Monitoring & Reporting Program" (MRP) for the "Statewide General Waste Discharge Requirements for Sanitary Sewer Systems" (SSO WDR). Revisions are anticipated to be implemented in late 2020 or 2021 after public hearings at the State level are completed. Staff will watch for proposed changes to the MRP that would create new policy or add substantive requirements.

Once proposed revisions to the MRP of the SSO WDR are adopted, staff will review the SSMP and implement changes as needed. The Sanitary Commissions and Board will be notified if an increase in funding is required to implement the proposed changes.

## COMMISSION ACTION REQUESTED:

The sanitary commissions are asked to solicit feedback from the public on the District's SSMP, discuss impact of update to SSMP, and form recommendation to the District Board.

## BOARD ACTION REQUESTED:

The Board is asked to consider adoption of Resolution No. 19/20-19 updating the SSMP.

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## Crockett Community Services District SSMP Audit Report Form

Audit Period Covered: January 1, 2018 through December 31, 2019

Audit completed by: V. W. Housen & Associates, Inc. on 3/03/2020

<b>Introduction</b>		<b>Yes</b>	<b>No</b>
Is the current system description complete and up to date? Are all infrastructure statistics current and complete?		X	
Discussion: The District's SSMP was updated in February 2020.			
<b>Element 1 – Goals</b>		<b>Yes</b>	<b>No</b>
A	Are the goals stated in the SSMP still appropriate and accurate?	X	
Discussion:			

<b>Element 2 -- Organization</b>		<b>Yes</b>	<b>No</b>
A	Is the Contact Information current?	X	
B	Is the Sanitary Sewer Overflow Responder List current?	X	
C	Is the Organization Chart in Figure 2-1 of the SSMP current?	X	
D	Are the position descriptions an accurate portrayal of staff responsibilities?	X	
E	Is the chain of communication for reporting and responding to SSOs accurate and up-to-date?	X	
Discussion: All aspects of Element 2 were updated as part of the District's February 2020 update.			

**Element 3 – Legal Authority****Yes****No**

Does the SSMP contain current references to the CCSD Ordinance documenting the District's legal authority to:		Yes	No
A	Prevent illicit discharges?	X	
B	Require proper design and construction of sewers and connections?	X	
C	Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by CCSD?	X	
D	Limit discharges of fats, oil and grease?	X	
E	Enforce any violation of its sewer ordinances?	X	
F	Were any changes or modifications made in the past year or since the last SSMP audit to District's Ordinances, Regulations, or standards?	X	

Discussion:

Note 1: The District Code was updated and readopted by Ordinance 19-8 in November 2019.

**Element 4 – Operations and Maintenance****Yes****No**

<b>Collection System Maps</b>		Yes	No
A	Does the SSMP reference the current process and procedures for maintaining the CCSD sanitary sewer system maps?	X	
B	Are the wastewater collection system maps complete, current, and sufficiently detailed?	X (Note 1)	
<b>Prioritized Preventive Maintenance</b>		Yes	No
C	Does the SSMP describe current preventive maintenance activities and the system for prioritizing the cleaning of sewer lines?	X	
D	Based upon the SSO information in CIWQS and the Annual SSO Report, are the District's preventive maintenance activities sufficient and effective in minimizing SSOs and blockages?	X	

**Element 4 – Operations and Maintenance**

**Yes**

**No**

<b>Rehabilitation and Replacement Program</b>			
E	Is there an ongoing condition assessment program sufficient to rank the condition of sewer pipes and schedule rehabilitation? Are the current components of this program documented in the SSMP?	X	
F	Does the rehabilitation and replacement plan include a capital improvement plan that addresses proper management and protection of the infrastructure assets? Does the plan include a time schedule for implementing the short and long-term plans plus a schedule for developing the funds needed for the capital improvement plan?	X	
<b>Contingency Equipment and Replacement Inventory</b>			
G	Does the SSMP list the major equipment currently used in the operation and maintenance of the collection system?		NA Note 2
H	Are contingency equipment and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance?	X Note 2	
<b>Training</b>			
I	Are the training records current?	X	
J	Does the SSMP document current training expectations and programs?	X	
<p>Discussion:</p> <p>Note 1 – Maps are complete. Recently constructed pipelines (10-15 segments) may not be reflected on the existing map and are being added in 2020.</p> <p>Note 2. The District uses outside contractors to complete all pipeline maintenance, and O&amp;M of the lift stations as discussed in the SSMP. The District’s contractors provide and maintain their equipment, including managing replacement/spare parts.</p>			

**Element 5 – Design and Performance Standards**

**Yes**

**No**

A	Does the SSMP reference current design and construction standards for the installation of new sanitary sewer systems, pump stations and other appurtenances and for the rehabilitation and repair of existing sanitary sewer systems?	X	
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**Element 5 – Design and Performance Standards****Yes****No**

<b>B</b>	Does the SSMP document current procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and the rehabilitation and repair of existing sewer lines?	X	
Discussion:			

**Element 6 – Overflow and Emergency Response Plan****Yes****No**

<b>A</b>	Does the Overflow Emergency Response Plan (OERP) contain proper notification procedures so that the primary responders and regulatory agencies are informed of all sanitary sewer overflows (SSOs) as required by the WDR and MRP?	X	
<b>B</b>	Does the OERP have a program to ensure an appropriate response to all overflows?	X	
<b>C</b>	Does the OERP contain procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities of all SSOs that potentially affect public health or reach waters of the State in accordance with the MRP? Does the SSMP identify the officials who will receive immediate notification of such SSOs?	X	
<b>D</b>	Are staff and contractor personnel aware of and appropriately trained on the procedures of the OERP?	X	
<b>E</b>	Does the OERP contain procedures to address emergency operations such as traffic and crowd control and other necessary response activities?	X	
<b>F</b>	Does the OERP ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge?	X	
<b>G</b>	Considering SSO performance data, is the OERP effective in handling SSOs in order to safeguard public health and the environment?	X	

<b>Element 6 – Overflow and Emergency Response Plan</b>		<b>Yes</b>	<b>No</b>
H	Is the Water Quality Monitoring Plan current and has it been trained on and practiced by staff that would be involved in a SSO of large volume?		X Note 2
I	Was sampling conducted within 48 hours for all SSOs greater than 50,000 gallons and were results entered for these SSOs through the CIWQS website?		NA Note 1
J	Has the District prepared a Technical Report for all SSOs larger than 50,000 gallons? Have all Technical Reports been filed on the CIWQS website as required?		NA Note 1
<p>Discussion:</p> <p>Note 1. The District had no SSOs greater than 50,000 gallons during the audit period.</p> <p>Note 2. If there is a spill &gt; 50,000 gallons, the District works with WCWD to monitor, do Water Quality testing, and laboratory analysis.</p>			

<b>Element 7 – Fats, Oils, and Grease (FOG) Control Program</b>		<b>Yes</b>	<b>No</b>
A	Does the Fats, Oils, and Grease (FOG) Control Program include a description of public education outreach efforts that promote proper handling and disposal of FOG?		NA Note 1
B	Does the FOG program include a plan for the disposal of FOG generated within the sewer system service area?		NA Note 1
C	Does the District have sufficient legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG?	X	
D	Are there requirements to install grease removal devices (such as traps or interceptors), best management practices (BMP) requirements, record keeping, maintenance requirements and reporting requirements established in the FOG Control Program?	X	
E	Does the District have authority to inspect grease producing facilities and have sufficient staff to inspect and enforce the FOG ordinance?	X	
F	Does the FOG control program identify sections of the collection system subject to FOG blockages, establish a cleaning schedule and address source control measures to minimize these blockages?		NA Note 1

**Element 7 – Fats, Oils, and Grease (FOG) Control Program****Yes****No**

G	Does the FOG control program implement source control measures for all sources of FOG discharged to the collection system?		NA Note 1
H	Is the current FOG program effective in minimizing blockages of sewer lines resulting from discharges of FOG to the system?		NA Note 1

Discussion:

Note 1. The District has had only one FOG-related SSO in the past 5 years (i.e., in 2015), and had no FOG-related SSOs during the audit period.

**Element 8 – System Evaluation and Capacity Assurance Plan****Yes****No**

A	Does the System Evaluation and Capacity Assurance Plan evaluate hydraulic deficiencies in the system and provide estimates of peak flows associated with conditions similar to those causing overflow events, if applicable?		X Note 1
B	Does the capital improvement program (CIP) establish a schedule of approximate completion dates for both short-term and long-term improvements and is the schedule reviewed and updated to reflect current budgetary capabilities and activity accomplishment?		NA Note 1
C	Does the District take steps needed to establish a short and long-term CIP to address hydraulic deficiencies, including prioritization, alternatives analysis, and schedules? Are repair and replacement projects developed based upon condition assessment and/or field maintenance results?		NA Note 1

Discussion:

Note 1: The District has had no capacity related SSOs in the past 5 years, including during the heavy wet weather event on 2/13/2019. Therefore, a capacity-related CIP is not needed. However, the District plans to conduct a hydraulic analysis of the system within the next 5 years for documentation purposes only.

**Element 9 – Monitoring, Measurement, and Program Modifications****Yes****No**

A	Does the District maintain relevant information that can be used to establish and prioritize appropriate SSMP activities?	X	
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<b>Element 9 – Monitoring, Measurement, and Program Modifications</b>		<b>Yes</b>	<b>No</b>
B	Does the District monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP?	X	
C	Does the District assess the success of the preventive maintenance program?	X	
D	Does the District update program elements, as appropriate, based upon monitoring or performance evaluations?	X	
E	Does the SSMP identify and illustrate SSO trends, including frequency, location and volume of SSOs?	X	
Discussion: All SSO trends have been updated through December 2019 in the current SSMP.			

<b>Element 10 – SSMP Audits</b>		<b>Yes</b>	<b>No</b>
A	Does the audit focus on the effectiveness of the SSMP? If not, what needs to be changed to increase the effectiveness of the overall collection system program?	X	
B	Were the audit results shared with the Department Commissions and District Board? And the public, via the CCSD website?		X Note 1
C	Will the SSMP Audit be completed, reviewed, and filed as an Appendix to the SSMP on a biennial basis?	X	
D	Do any proposed changes to the SSMP require Board approval as they have a substantial change in the policies and procedures for collection system operations and maintenance?		X Note 2
Discussion:			
Note 1. The results of this audit will be presented to the District Board in conjunction with the 2020 SSMP Update in early 2020.			
Note 2. The SSMP changes that were included in the 2020 update were of an administrative nature, and did not reflect any substantive changes to the District's policies or procedures.			

**Element 11 – Communication Program**

		<b>Yes</b>	<b>No</b>
A	Does the District communicate on a regular basis with the public and other agencies about the development and implementation of the SSMP? Does the communication system provide the public the opportunity to provide input as the program is developed and implemented? Were annual progress reports and metrics of implementation of the SSMP provided to the District Board?	X	

**Change Log**

		<b>Yes</b>	<b>No</b>
A	Is the SSMP Change Log current and up to date?	X	

Discussion: The SSMP Change log has no items, as this audit is being prepared directly after completion of the 2020 SSMP update.

February 27, 2020

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

SUBJECT: Self-Monitoring Report Submittal for January 2020 for Crockett Community Services District (CCSD) WWTP Port Costa, CA

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

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

The monthly report for January 2020 has been uploaded to the CIWQS website.

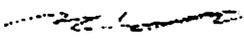
During the month of January 2020, no violations have occurred at the Port Costa WWTP.

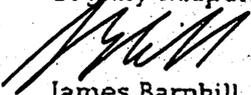
During the month of January, rehabilitation of the septic tank was completed. During this rehabilitation from January 9<sup>th</sup> thru 22<sup>nd</sup>, flow was diverted to the contactors tanks and no effluent flow was discharged from the plant.

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

Prepared by:

Legally Responsible Official:

  
Nicholas Gaunt,  
Chief Plant Operator

  
James Barnhill  
Port Costa Manager

cc: Casey Wichert, Valley Operators

March 27, 2020

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

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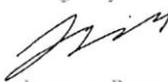
*I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designated to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage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

Prepared by:



Nicholas Gaunt,  
Chief Plant Operator

Legally Responsible Official:



James Barnhill  
Port Costa Manager

cc: Casey Wichert, Valley Operators

# PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

## MONTHLY SUMMARY WORKSHEET

PREPARED FOR MTG. :	2/26/20	LATEST FUND REPORT:	2/12/20
-----			
OPERATING FUND 3425			
-----			
CASH CARRIED FORWARD:	\$67,259.20	ACCRUED DEBT:	
ACTIVITY:			
CHECKS (1195-1202)	(\$39,106.68)	PYs due CVSan Dept.	\$24,233.49
Payroll recovery	(\$2,805.41)	Loan#2 due CVSan	\$277,963.36
Trns from investmnt	\$42,514.08		
-----			
CASH BALANCE:	\$67,861.19	ACCRUED DEBT:	\$302,196.85
ADV ON SUC BEG. BALANCE:	\$132,226.40		
No activity	\$0.00		
Ending Balance	\$132,226.40		
INVESTED BEGIN. BALANCE:	\$42,514.08		
Trns to cash	(\$42,514.08)		
Ending Balance	\$0.00		
-----			
FUND BALANCE:	\$200,087.59	\\san\pc\bud&fin\wrksht	

03/12/20

## Reconciliation Detail

FUND 3425 - PC SANITARY - O&M, Period Ending 03/11/2020

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							241,999.68
Cleared Transactions							
Checks and Payments - 11 Items							
Check	02/21/2020	1195	HydroScience En...	Septic tank assessment Project 4...	X	-20,368.25	-20,368.25
Check	02/21/2020	1198	U.S. BANK	Septic tank project, cell alarm, sh...	X	-6,527.63	-26,895.88
Check	02/21/2020	1197	Valley Operators, ...	Monthly treatment plant operation...	X	-4,451.00	-31,346.88
Check	02/21/2020	1196	L.R. PAULSELL C...	Sewer cleaning Invoice 20-2	X	-587.50	-31,934.38
Transfer	02/26/2020			Payroll recovery PCSan to REC F...	X	-35.65	-31,970.03
Check	03/06/2020	1201	HydroScience En...	Septic tank engineering inspection ...	X	-5,867.50	-37,837.53
Check	03/06/2020	1200	Eurofins Calscien...	Lab testing Feb Invoice 57000188...	X	-595.00	-38,432.53
Check	03/06/2020	1199	MEYERS NAVE	Attorney general advice	X	-382.67	-38,815.20
Check	03/06/2020	1202	PG&E	Electricity	X	-327.13	-39,142.33
Transfer	03/11/2020			Payroll reovery Feb 2020	X	-2,690.04	-41,832.37
Transfer	03/11/2020			Payroll reovery Feb 16-29 2020 P...	X	-79.72	-41,912.09
Total Checks and Payments						-41,912.09	-41,912.09
Total Cleared Transactions						-41,912.09	-41,912.09
Cleared Balance						-41,912.09	200,087.59
Register Balance as of 03/11/2020						-41,912.09	200,087.59
Ending Balance						-41,912.09	200,087.59

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

6.a.

# PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

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

TO: Board of Directors and Port Costa Sanitary Commissioners  
FROM: General Manager   
SUBJECT: 9-month Budget Report and preliminary FY 2020/21 Budget  
DATE: March 22, 2020

The 9-month Port Costa Sanitary Department Budget Report details are incorporated within the attached draft Fiscal Year (FY) 20/21 budget. The Port Costa Sanitary Department will have a deficit by fiscal year end and will need to adopt a revised budget.

## HIGHLIGHTS

- Septic tank cleaning, under Other Operating (#416.96) is well above the budgeted amount of \$43,000. In December 2019, an estimated quote of \$117,658, based on 10 days of work, was approved. Due to sludge material the work took substantially longer to complete. The invoice from the contractor, Clean Harbors, is one of the last pending expenses for the project. Staff believes it will be close to \$200,000. The baffle replacement project cost an additional \$40,758 and is included under Capital Replacements Treatment Plant line item (#416.96.1). The Commission has approved using operating reserves and the balance of contingency funds to pay for cleaning, baffle replacement, and any other related overruns but this will provide only \$50,000 in additional funding. To help offset the shortfall it is recommended that an inter-department loan in the amount of \$100,000 be executed to carry the department through FY 19/20 and increase to the Sewer Use Charge (SUC) for FY 20/21.
- Sewer Use Charge (SUC) income (#301.0) is almost the sole source of revenue planned for in FY 20/21 minus a small amount from sewer permit fees. Absent identifying another source of funding, the annual SUC per unit will need to increase, at minimum, \$272 or 13.8%, to cover expenses through June 30, 2021. Even with this increase the unallocated balance at the close of FY 20/21 will be a token \$2.
- Regular septic tank cleaning (#416.96) will occur annually, as requested by operators, to avoid a repeat of the major septic tank cleaning required after years of deferred maintenance. Included in Capital Sewer Projects (#111.x) is \$5,000 for cutting maintenance hatches in the septic tank.
- Payroll costs for Port Costa will decrease in FY 20/21 as staff spends less time on Port Costa issues.
- The COVID-19 shelter-at-home order has not yet affected the Port Costa Sanitary Department. District sanitary staff are First Responders providing protection of public health and safety, and as such are categorically exempt from the Statewide and County Order to shelter at home. There is a possibility that additional operating costs will be incurred if the crisis continues and impacts Valley Operators or other contractors that provide service to the Port Cosa treatment plant.

- There is currently no Capital Project Reserve Fund. Any emergency capital projects will require identification of funding at time of the declaration of emergency.
- The exhausted Operating Reserves must be rebuilt over the next 2 to 5 years. A total of \$25K is being budgeted for FY 20/21 along with a contingency reserve of \$17,551.
- In addition to the budget financials, this report includes an updated Sewer Use Charge Revenue Detail worksheet, updated Commercial Property Water Usage worksheet, and Standards for Water Consumption and Cost Factor worksheet based on SUC of \$2,245 and 6-year average cost factor of \$0.3836.

### SUMMARY

The attached budget report shows the Port Costa Sanitary Department has drawn down its unallocated cash balance and will run out of funds to operate before the end of next month absent action by the Port Costa Sanitary Commission and District Board.

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**FY 2020-2021 PORT COSTA SANITARY DEPARTMENT BUDGET - FUND 3425 PRELIMINARY 3/21/2020**

	PY 2018-19 Actual	FY 2019-20 Approved Budget	FY 2019-20 Est. Year End	FY 2020-21 Prelim Budget
<b>Collection System</b>				
Liability Insurance	\$ 3,723	\$ 4,178	\$ 4,282	\$ 4,453
Profess. Services.	\$ 1,000	\$ 1,000	\$ 0	\$ 1,000
Sewers Maint.	\$ 14,808	\$ 10,000	\$ 9,505	\$ 10,000
Other Operating	\$ 1,800	\$ 1,000	\$ 657	\$ 1,000
Permits & Fees	\$ 2,286	\$ 2,331	\$ 2,625	\$ 2,678
<b>Total Collection System</b>	<b>\$ 23,617</b>	<b>\$ 18,509</b>	<b>\$ 17,069</b>	<b>\$ 19,131</b>
<b>Treatment Plant</b>				
Generator fuel / oil	\$ 60	\$ 100	\$ 266	\$ 300
Property Insurance	\$ 974	\$ 1,217	\$ 1,207	\$ 1,267
Contract Operator	\$ 48,000	\$ 54,000	\$ 51,480	\$ 55,200
Chemicals	\$ 4,523	\$ 3,500	\$ 3,750	\$ 4,137
Hardware/Supplies & Misc.	\$ 294	\$ 800	\$ 1,137	\$ 1,000
Profess. Svcs. (Engineer, Lab, Technici	\$ 19,827	\$ 20,772	\$ 12,311	\$ 20,006
Electricity	\$ 3,186	\$ 3,074	\$ 3,442	\$ 3,479
Alarm system phone	\$ 1,586	\$ 1,580	\$ 1,020	\$ 1,580
Cap. Replacement	\$ 2,820	\$ 3,000	\$ 44,344	\$ 3,000
Operating fees/permits	\$ 4,551	\$ 4,395	\$ 6,782	\$ 6,918
Other Operating - septic cleaning	\$ 0	\$ 43,000	\$ 211,000	\$ 10,000
<b>Total Treatment Plant</b>	<b>\$ 85,821</b>	<b>\$ 135,438</b>	<b>\$ 336,738</b>	<b>\$ 106,887</b>
<b>Adminstrative</b>				
Elections	\$ 77	\$ 0	\$ 0	\$ 78
Crime Insurance	\$ 22	\$ 25	\$ 25	\$ 25
Memberships	\$ 2,427	\$ 2,480	\$ 1,675	\$ 1,709
Office / Postal	\$ 218	\$ 250	\$ 115	\$ 250
Profess. Svcs.(admin)	\$ 1,774	\$ 3,500	\$ 4,771	\$ 4,914
Printing/Publishing	\$ 1,424	\$ 1,412	\$ 250	\$ 258
Software Subscription	\$ 171	\$ 350	\$ 1,235	\$ 1,259
Vehicle/Travel/Meetings	\$ 89	\$ 100	\$ 228	\$ 150
Other	\$ 773	\$ 1,600	\$ 339	\$ 1,000
County Charges	\$ 686	\$ 660	\$ 1,014	\$ 1,054
<b>Sub-Total Administrative</b>	<b>\$ 7,660</b>	<b>\$ 10,377</b>	<b>\$ 9,653</b>	<b>\$ 10,697</b>
Salaries and Benefits (O&M)	\$ 20,313	\$ 25,589	\$ 34,589	\$ 29,640
Other Payroll Exp. (WC premiums etc.	\$ 0	\$ 0	\$ 0	\$ 0
<b>Total Administrative</b>	<b>\$ 27,973</b>	<b>\$ 35,966</b>	<b>\$ 44,241</b>	<b>\$ 40,337</b>
<b>Total O&amp;M Expenses</b>	<b>\$ 137,410</b>	<b>\$ 189,913</b>	<b>\$ 398,048</b>	<b>\$ 166,355</b>
<b>Non-Operational Expenses</b>				
Loan Principle	\$ 89,932	\$ 36,474	\$ 0	\$ 83,977
Loan Interest on PY Cap Projects	\$ 12,236	\$ 12,692	\$ 0	\$ 42,045
Non-Op Other	\$ 7,100	\$ 0	\$ 0	\$ 0
<b>Fixed Assets and Other</b>				
Capital Projects Allocation	\$ 6,240	\$ 68,000	\$ 38,061	\$ 26,500
Allocation to operating reserves	\$ 0	\$ 35,000	\$ 0	\$ 25,000
Contingency Reserve	\$ 0	\$ 18,991	\$ 0	\$ 17,551
<b>Total Expenditures</b>	<b>\$ 252,918</b>	<b>\$ 361,070</b>	<b>\$ 436,109</b>	<b>\$ 361,428</b>
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 252,918</b>	<b>\$ 361,070</b>	<b>\$ 436,109</b>	<b>\$ 361,428</b>
<b>TOTAL REVENUES</b>				
Sewer use charge	\$ 262,501	\$ 272,528	\$ 272,528	\$ 300,165
Capacity charge	\$ 0	\$ 0	\$ 0	\$ 0
Permit fees	\$ 60	\$ 180	\$ 60	\$ 180
Interest (non-op)	\$ 939	\$ 1,483	\$ 1,575	\$ 315
Misc fees / cost recovery (ops)	\$ 0	\$ 3,403	\$ 3,712	\$ 2,783
Grants (non-op)	\$ 0	\$ 0	\$ 0	\$ 0

**PORT COSTA SANITARY DEPARTMENT  
PRELIMINARY BUDGET FY 2020/2021 (3/21/2020)**

**GENERAL FUND 3425: EXPENDITURE DETAIL**

	PY Actuals	Current Budget	9 Month Actual	Est. Year End	Draft Budget
	FY 18/19	FY 19/20	FY 19/20	FY 19/20	FY 20/21
<b>415 · SEWAGE COLLECTION *****</b>					
415.30 · INSURANCE - Liability	3,723.03	4,178.00	4,282.36	4,282.36	4,453.00
415.55 · PROF. SVCS. (Coll.)	1,000.00	1,000.00	0.00	0.00	1,000.00
415.70 · MAINTENANCE	14,807.50	10,000.00	7,005.00	9,504.99	10,000.00
415.96 · OTHER OPERATING (Coll.)	1,800.00	1,000.00	156.72	656.72	1,000.00
415.96.2c · Permits & Fees (Coll.)	2,286.00	2,331.00	2,625.00	2,625.00	2,678.00
<b>Total 415 · SEWAGE COLLECTION *****</b>	<b>23,616.53</b>	<b>18,509.00</b>	<b>14,069.08</b>	<b>17,069.07</b>	<b>19,131.00</b>
416.25 · GASOLINE, OIL, FUEL	\$60.07	\$100.00	\$265.85	\$265.85	\$300.00
416.31 · INSURANCE - Property	\$974.35	\$1,217.00	\$1,207.09	\$1,207.09	\$1,267.00
416.51.1pc · Treatment Plant Operators	\$48,000.00	\$54,000.00	\$38,280.00	\$51,480.00	\$55,200.00
416.51.2pc · Chemicals	\$4,523.13	\$3,500.00	\$2,550.09	\$3,750.09	\$4,137.00
416.51.3pc · Hardware, Supplies, & Misc	\$293.52	\$800.00	\$937.14	\$1,137.15	\$1,000.00
416.56.2pc .3pc · Prof. Svcs. - Engineer	\$8,341.25	\$5,000.00	\$62.50	\$62.50	\$5,000.00
416.56.3pc · Prof. Svcs. -Technician	\$3,010.00	\$5,000.00	\$2,000.00	\$2,000.00	\$5,000.00
416.56.7pc · Prof. Svcs. - Lab Testing	\$8,476.00	\$10,572.00	\$7,348.00	\$10,198.00	\$9,806.00
416.56.x · Prof. Svcs. - Attorney / Other	\$0.00	\$200.00	\$0.00	\$50.01	\$200.00
416.91.1pc · Electricity	\$3,185.61	\$3,074.00	\$2,673.60	\$3,441.90	\$3,479.00
416.91.6pc and 416.96.3 · Plant Alarm System	\$1,585.56	\$1,580.00	\$908.95	\$1,019.95	\$1,580.00
416.96.1 · Capital Replacements (Treat.)	\$2,820.31	\$3,000.00	\$44,343.57	\$44,343.57	\$3,000.00
416.96.2 · Permits & Fees (Treat.)	\$4,551.00	\$4,395.00	\$6,377.00	\$6,782.00	\$6,918.00
416.96 · OTHER OP (Treat) - Septic Cleaning	\$0.00	\$43,000.00	\$0.00	\$196,000.00	\$10,000.00
416.99 · ENFORCEMENT PENALTIES	\$0.00	\$0.00	\$15,000.00	\$15,000.00	\$0.00
<b>Total 416 · SEWAGE TREATMENT *****</b>	<b>85,820.80</b>	<b>135,438.00</b>	<b>121,953.79</b>	<b>336,738.11</b>	<b>106,887.00</b>
<b>417. ADMIN/GENERAL</b>					
417.21 · ELECTIONS	77.18	0.00	0.00	0.00	78.00
417.31 · INSURANCE -Crime(employee bond)	21.50	25.00	0.00	25.00	25.00
417.36 · MEMBERSHIPS - BACWA & CASA	2,427.00	2,480.00	1,675.00	1,675.00	1,709.00
417.41 · OFFICE POSTAL / SUPPLIES	217.98	250.00	58.45	115.45	250.00
417.56 · PROF SVCS (Admin) Attorney/Auditor	1,773.98	3,500.00	4,071.18	4,771.17	4,914.00
417.61 · PRINTING/ PUBLISHING	1,424.36	1,412.00	130.00	250.00	258.00
417.70 · SOFTWARE SUBSCRIPTION	170.53	350.00	1,147.60	1,235.11	1,259.00
417.80 · VEHICLE / TRAVEL REIMBURSEMEN	88.90	100.00	203.17	228.16	150.00
417.96 · OTHER ADMIN. / RECOVERY	772.97	1,600.00	338.51	338.51	1,000.00
417.96.3pc · County Charges	685.71	660.00	972.17	1,014.17	1,054.00
<b>Total 417 · ADMIN / GENERAL *****</b>	<b>7,660.11</b>	<b>10,377.00</b>	<b>8,596.08</b>	<b>9,652.57</b>	<b>10,697.00</b>
<b>6560 · PAYROLL EXPENSES *****</b>					
6560.x · Salary & Benefits	20,312.59	25,589.00	27,133.56	33,962.93	28,990.00
6560.2 · CalPERS Unfunded Liability	0.00	0.00	625.58	625.58	650.00
<b>Total 6560 · PAYROLL EXPENSES *****</b>	<b>20,312.59</b>	<b>25,589.00</b>	<b>27,759.14</b>	<b>34,588.51</b>	<b>29,640.00</b>
<b>Total O&amp;M Expense</b>	<b>137,410.03</b>	<b>189,913.00</b>	<b>172,378.09</b>	<b>398,048.26</b>	<b>166,355.00</b>
<b>Non-Op and Capitol Expenses</b>					
416.212 · LOAN PRINCIPAL (non-op)	89,931.51	36,474.00	0.00	0.00	83,977.00
419.1 · Loan Interest - Non-Op Expense	12,236.13	12,692.00	0.00	0.00	42,045.00
111.x · Capitol Sewer Projects and CCTV	6,240.00	68,000.00	28,560.75	38,060.75	26,500.00
419 · Non-Op Expense - Other	7,100.00	0.00	0.00	0.00	0.00
<b>Operating Reserves - Budget Allocation</b>					
Septic Tank Heavy Cleaning (\$50k over 5yrs - 2025)		30,000.00			8,000.00
NPDES Permit Reserve (\$40k over 5yrs - 2024)		2,000.00			10,000.00
WWTP Cap Repl. Reserve (\$20K over 5yrs - 2025)		3,000.00			4,000.00
RWQCB Operations Reserve (\$15K over 3yrs - 2023)		0.00			3,000.00
Contingency 10%		18,991.00			17,551.00
<b>TOTAL EXPENSES</b>	<b>\$252,917.67</b>	<b>\$361,070.00</b>	<b>\$200,938.84</b>	<b>\$436,109.01</b>	<b>\$361,428.00</b>
<b>Net Ordinary O&amp;M Income</b>	<b>126,090.28</b>	<b>87,681.00</b>	<b>105,236.99</b>	<b>(20,173.18)</b>	<b>137,088.24</b>
<b>Net Include. Contingency, Capital, &amp; Reserves</b>	<b>\$10,582.64</b>	<b>(83,476.00)</b>	<b>76,676.24</b>	<b>(58,233.93)</b>	<b>\$ (57,984.76)</b>

**PORT COSTA SANITARY DEPARTMENT  
PRELIMINARY BUDGET FY 2020/2021 (3/21/2020)**

Sewer Use Charge \$2,245

**GENERAL FUND 3425: REVENUE DETAIL**

	PY Actual FY 18/19	Adopted FY 19/20	9 Month Actual FY 19/20	Est. Year End FY 19/20	Draft Budget no SUC Increase FY 20/21
301.0 Sewer use charge	\$262,501.00	\$272,528.00	\$272,528.00	\$272,528	\$300,165.66
303.0 Capacity charge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
302.0 Permit fees	\$60.00	\$180.00	\$0.00	\$60.00	\$180.00
306.0 Misc fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>SUB-TOTALS O&amp;M</b>	<b>\$262,561.00</b>	<b>\$272,708.00</b>	<b>\$272,528.00</b>	<b>\$272,588.00</b>	<b>\$300,345.66</b>
311.0 Interest	\$939.31	\$1,483.00	\$1,574.77	\$1,574.77	\$314.57
318.0 Cost recovery (Non-op)	\$0.00	\$3,403.00	\$3,512.31	\$3,712.31	\$2,783.00
317.0 Inter-department Loan	\$0.00	\$0.00	\$0.00	\$100,000.00	\$0.00
319.0 Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUE</b>	<b>\$263,500.31</b>	<b>\$277,594.00</b>	<b>\$277,615.08</b>	<b>\$377,875.08</b>	<b>\$303,443.24</b>

**FUND 3425 - BALANCE OVERVIEW**

	PY ACTUAL FY 18/19	ADOPTED FY 19/20	9 Month Actual FY 19/20	ESTIMATED YEAR END FY 19/20	DRAFT BUDGET FY 20/21
<b>Opening Cash Balance</b>					
Septic Tank Replacement Reserve	\$ 16,820.15	\$ 28,820.15	\$ 28,820.15	\$ 28,820.15	\$ -
Discharge Permit Reserve	\$ 29,946.25	\$ 32,908.75	\$ 32,908.75	\$ 32,908.75	\$ -
Plumbing Pipe Refurb. Reserve	\$ 10,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ -
RWQCB Violation Fines Reserve	\$ 6,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ -
Contingency Reserve ***	\$ -	\$ -	\$ -	\$ -	\$ -
Carry Over (unallocated)	\$ 42,871.48	\$ 34,491.62	\$ 34,491.62	\$ 34,491.62	\$ 57,986.59
<b>TOTAL OPENING CASH BALANCE</b>	<b>\$ 105,637.88</b>	<b>\$ 116,220.52</b>	<b>\$ 116,220.52</b>	<b>\$ 116,220.52</b>	<b>\$ 57,986.59</b>
<b>ESTIMATED REVENUE</b>	<b>\$263,500.31</b>	<b>\$277,594.00</b>	<b>\$277,615.08</b>	<b>\$377,875.08</b>	<b>\$ 303,443.24</b>
<b>ESTIMATED O&amp;M EXPENSES</b>	<b>\$ (137,410.03)</b>	<b>\$ (189,913.00)</b>	<b>\$ (172,378.09)</b>	<b>\$ (398,048.26)</b>	<b>\$ (166,355.00)</b>
<b>ESTIMATED CAP. PROJ. EXPENSES</b>	<b>\$ (6,240.00)</b>	<b>\$ (68,000.00)</b>	<b>\$ (28,560.75)</b>	<b>\$ (38,060.75)</b>	<b>\$ (26,500.00)</b>
<b>ESTIMATED LOAN PRINCIPAL</b>	<b>\$ (89,931.51)</b>	<b>\$ (36,474.00)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (83,977.00)</b>
<b>ESTIMATED LOAN INTEREST</b>	<b>\$ (12,236.13)</b>	<b>\$ (12,692.00)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (42,045.00)</b>
<b>NON-OPERATING EXPENSE - OTHER</b>	<b>\$ (7,100.00)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Closing Fund Balance</b>					
<b>Operating Reserves Included in Balance</b>					
Septic Tank Rehab/Replace Reserve	\$ 28,820.15	\$ 15,820.15	\$ -	\$ -	\$ 8,000.00
Discharge Permit Reserve	\$ 32,908.75	\$ 34,908.75	\$ 34,908.75	\$ -	\$ 10,000.00
Plumbing Pipe Refurb. Reserve	\$ 12,000.00	\$ 15,000.00	\$ 15,000.00	\$ -	\$ 4,000.00
RWQCB Violation Fines Reserve	\$ 8,000.00	\$ 8,000.00	\$ -	\$ -	\$ 3,000.00
Contingency ***	\$ -	\$ 18,991.00	\$ -	\$ -	\$ 17,551.00
Interfund G/L non-op adjustment	\$ -	\$ -	\$ -	\$ -	\$ -
Carry Over(unallocated)	\$ 34,491.62	\$ (5,984.38)	\$ 142,988.01	\$ 57,986.59	\$ 1.83
<b>TOTAL CLOSING FUND BALANCE</b>	<b>\$ 116,220.52</b>	<b>\$ 86,735.52</b>	<b>\$ 192,896.76</b>	<b>\$ 57,986.59</b>	<b>\$ 42,552.83</b>

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

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

# Capital Projects for FY 2020/21 *Prelim (3/21/2020)*

## PORT COSTA SANITARY DEPARTMENT

SEWER COLLECTION SYSTEM PROJECTS	CAPITAL IMPROVEMENTS FIXED ASSET	GRANT FUNDED	PCSAN FUNDED
Emergency project(s)	\$5,000.00		\$5,000.00
CCTV Inspection	\$10,000.00		\$10,000.00
<b>TOTAL</b>	\$15,000.00		

TREATMENT PLANT	CAPITAL REPLACEMENTS O&M	CAPITAL IMPROVEMENTS FIXED ASSET	
Septic Tank Hatches		\$5,000.00	\$5,000.00
Sump high alarm		\$1,500.00	\$1,500.00
Various emergency WWTP	\$3,000.00	\$5,000.00	\$8,000.00
<b>TOTAL</b>	\$3,000.00	\$11,500.00	

EQUIPMENT		CAPITAL IMPROVEMENTS	
No tools or equipment planned		\$0.00	
<b>TOTAL</b>		\$0.00	
			\$29,500.00

### Future Capital Reserve for large WWTP projects

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

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

**FY 20/21**

**SUC 2245**

TOTAL REVENUE	NUMBER OF PROPERTIES	TYPE OF PROPERTY	COMMERCIAL USERS	SINGLE FAMILY RESIDENCES	APARTMENTS
\$11,030	3	COMMERCIAL USE ONLY	3	0	0
\$84,841	3	MIXED USE	3	0	22
\$159,395	71	SINGLE DWELLING		71	0
\$31,430	7	TWO DWELLINGS		4	10
\$0	0	THREE DWELLINGS		0	0
\$0	0	FOUR DWELLINGS		0	0
\$11,225	1	FIVE DWELLINGS		0	5
\$0	0	SIX DWELLINGS		0	0
\$0	0	SEVEN DWELLINGS		0	0
\$0	0	NINE DWELLINGS		0	0
\$0	0	TEN DWELLINGS		0	0
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\$297,920	85	TAX ROLL	6	75	37
\$2,245	1	MELTON		1	0
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\$300,165	86	SUB-TOTAL	6	76	37
	133.70	EQUIV. UNITS			

\$272,528 PRIOR YEAR

\$27,637 Difference over prior year



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

with SUC of **\$2,245**

FY YEAR	SFR CU. FT.	USE FACTOR	APT CU. FT.	USE FACTOR	COST FACTOR
2008/09	7056	1.00	7056	1.00	\$0.2218
2009/10	7658	1.00	7658	1.00	\$0.2126
2010/11	7364	1.00	7364	1.00	\$0.2265
2011/12	6883	1.00	6883	1.00	\$0.2452
2012/2013	6391	1.00	6391	1.00	\$0.2721
2013/2014	7150	1.00	7150	1.00	\$0.2439
2014/2015	6985	1.00	6985	1.00	\$0.2525
2015/2016	7125	1.00	7125	1.00	\$0.2497
2016/2017	6997	1.00	6997	1.00	\$0.2621
2017/2018	5777	1.00	5777	1.00	\$0.3174
2018/2019	4928	1.00	4928	1.00	\$0.3415
2019/2020	4780	1.00	4780	1.00	\$0.4128
Data from 19/20 2020/2021	5507	1.00	5507	1.00	\$0.4076

T1= 5507 CU. FT.

S1= \$0.4076 /CU. FT.

S147= \$2,245 /SFR (Previously \$1,973) Adopted FY 18/19=

Alternative 3 year average

Cu Ft	Cost Factor
5072	\$0.4426
5901	\$0.3344

APT CALC: \$2,245 /APT

R1= \$2,245 /APT (Previously \$1,973)

Alternative 6 year average

Cu Ft	Cost Factor
5852	\$0.3836

Number of homes for average

<b>69</b>	Auto filled from WaterData <TAB>					
	January	March	May	July	September	November
	505.00	547.00	587.00	871.00	946.00	848.00
	7.32	7.93	8.51	12.62	13.71	12.29

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

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

Total weighted average Units For Year      3,800 Per Year

10.41 Day

Average Units per House year      55.07 units      411.97064

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

15.09 Cubic Feet per Day (CFPD)

Average Gallons per House Year      41,197

112.87 Gallons per Day (GPD) for October through March

HCF = Hundred Cubic Feet

1 cubic foot = 7.48051948 US gallons

## LOAN AGREEMENT

This Inter-Department Loan Agreement ("**Agreement**") is entered into effective as of \_\_\_\_\_ ("**Effective Date**") by and between the *Port Costa Sanitary Department* of the Crockett Community Services District ("**PCSAN**") and the *Crockett Sanitary Department* of the Crockett Community Services District ("**CVSAN**"). The PCSAN and CVSAN departments are collectively referred to herein as the "**Parties**."

**WHEREAS**, following the formation of Crockett Community Services District (CSD) in 2006, a Port Costa Sanitary Commission was appointed by the District Board to oversee transfer of the sewage facilities to a new Port Costa Sanitary Department (PCSAN); and

**WHEREAS**, the Port Costa Sanitary Commission approved project to decant and clean the Port Costa wastewater settling tank and perform necessary baffle repairs ran over budget, depleting the operating reserves of PCSAN; and

**WHEREAS**, PCSAN would run out of operating funds if it were to pay the outstanding balance due Clean Harbors Environmental Services, Inc in the amount of \$ \_\_\_\_\_; and

**WHEREAS**, PCSAN would like to take borrow funds from CVSAN's rate stabilization funds to protect the community of Port Costa from having to resort to extreme measures; including but not limited to reduction of service and implementing substantial increases to the sewer use charges collected on the tax roll; and

**WHEREAS**, CVSAN will allow PCSAN to repay the amount due over some reasonable time period, with interest; and

**WHEREAS**, CVSAN will benefit from a higher rate of return on its investment than what it currently receives from the Local Agency Investment Fund (LAIF); and

**WHEREAS**, PCSAN will benefit from a lower interest rate than what is currently available in the private market; and

**WHEREAS**, the Port Costa Sanitary Commission, the Crockett Sanitary Commission, and the Crockett Community Services District Board approve paying off the loan for mutual benefit.

### NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. CVSAN transfer the amount of \$ \_\_\_\_\_ from their rate stabilization reserves, kept in Fund 3426, to PCSAN's Operating Fund #3425.
2. PCSAN will pay CVSAN over 10-years, based on the amortization schedule below, plus an interest amount equivalent to 1.5% more than the interests the District receives on its LAIF accounts for the quarter ending June 30 on the balance, by October 15 of each year beginning on October 15, 2021. Interest is only an estimate in amortization schedule below.
3. PCSAN agrees to pay the loan in full no later than October 15, 2030.

4. PCSAN agrees that if an annual payment is late or missed, that interest on the balance will continue to accrue and that it will increase its sewer use charge to cover the shortfall of the amount not paid, plus interest, as an assessment on the property tax the following year.

5. PCSAN can choose to prepay either the partial or full loan balance at any time without penalty.

7. In exchange for benefiting from this program, PCSAN agrees to pay the full amount due to CVSAN and waives any right to protest the amounts billed.

*\*\*\* INSERT AMORITIZATON TABLE SCHEDULE HERE ONCE TERMS ESTABLISHED \*\*\**

Dated: \_\_\_\_\_, 2020

CROCKETT SANITARY DEPARTMENT of the CSD

By: \_\_\_\_\_  
General Manager / Crockett Sanitary Department Manager

PORT COSTA SANITARY DEPARTMENT of the CSD

By: \_\_\_\_\_  
Port Costa Department Manager

Adopted by the CROCKETT COMMUNITY SERVICES DISTRICT BOARD on \_\_\_\_\_.

Board President: \_\_\_\_\_

## Options for proposed Inter-department Loan from CVSan to PCSan

Loan Amount	\$100,000
Rate	3.75%
Term (fixed)	10-Years
Annual payments	Due Dec 31
Last Payment	Due June 30, 2030

### Installment Loan Amortization Schedule - \$100,000

Date	Payment	Interest	Principal	Balance
31-Dec-20	\$6,004	\$1,843	\$4,161	\$95,839
31-Dec-21	\$12,007	\$3,448	\$8,559	\$87,280
31-Dec-22	\$12,007	\$3,121	\$8,886	\$78,394
31-Dec-23	\$12,007	\$2,782	\$9,225	\$69,169
31-Dec-24	\$12,007	\$2,430	\$9,577	\$59,592
31-Dec-25	\$12,007	\$2,065	\$9,942	\$49,650
31-Dec-26	\$12,008	\$1,686	\$10,322	\$39,328
31-Dec-27	\$12,008	\$1,292	\$10,716	\$28,612
31-Dec-28	\$12,007	\$883	\$11,124	\$17,488
31-Dec-29	\$12,008	\$459	\$11,549	\$5,939
30-Jun-30	\$6,004	\$65	\$5,939	\$0
	<b>\$120,074</b>	<b>\$20,074</b>	<b>\$100,000</b>	

Loan Amount	\$50,000
Rate	3.75%
Term (fixed)	10-Years
Annual payments	Due Dec 31
Last Payment	Due June 30, 2030

### Installment Loan Amortization Schedule - \$50,000

Date	Payment	Interest	Principal	Balance
31-Dec-20	\$3,002	\$921	\$2,081	\$47,919
31-Dec-21	\$6,004	\$1,724	\$4,280	\$43,640
31-Dec-22	\$6,004	\$1,561	\$4,443	\$39,197
31-Dec-23	\$6,004	\$1,391	\$4,613	\$34,584
31-Dec-24	\$6,004	\$1,215	\$4,789	\$29,796
31-Dec-25	\$6,003	\$1,032	\$4,971	\$24,824
31-Dec-26	\$6,004	\$843	\$5,161	\$19,664
31-Dec-27	\$6,004	\$646	\$5,358	\$14,306
31-Dec-28	\$6,004	\$442	\$5,562	\$8,744
31-Dec-29	\$6,003	\$229	\$5,774	\$2,969
30-Jun-30	\$3,002	\$33	\$2,969	\$0

# PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

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## MINUTES OF REGULAR MEETING, FEBRUARY 24, 2020

**1. CALL TO ORDER:** The meeting was called to order at 7:04 PM by Chairperson Surges. Present were Commissioners Cusack, Scheer, and Mann, along with Dept. Manager Barnhill, and General Manager McDonald. Ms. Humann, Ms. Klaiber, and Mr. List were also in attendance as applicants to the vacant commission seat.

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

**3. PUBLIC COMMENTS:** None

**4. PUBLIC HEARING:** None

**5. REPORT OF DISTRICT COUNSEL:** None

**6.a. DISTRICT BOARD ACTIONS:** Mr. McDonald gave a report on the actions the Board took in January. He said the Hosselkus Chapel property is still being inspected and the District Board will consider entering into purchase agreement at tomorrow's Board meeting.

**6.b. ANNUAL AND DECEMBER SELF-MONITORING REPORTS:** Mr. Barnhill reported that there were a total of six permit violations in 2019 and no exceedences occurred in the month of December. He said the majority were a series of pH exceedences in August and September. Mr. Mann asked if the pH issue will be resolved since the septic tank is now cleaned. Mr. Barnhill said that there is a chance it will help but he would not state with certainty that there will be no more issues, he said the tank was past due to be cleaned and the excessive buildup of sludge and the failed internal structures was not helping treatment. He said it was operators opinion that the lowered pH could be caused by long detention time and contact with the sludge within the septic tank.

**6.c. FILLING COMMISSION VACANCY:** The three applicants were introduced and they stated their reasons for their interest in serving on the commission. Mr. Cusack said we never had three people interested in one open seat and asked if there can be two alternates in addition to the appointed seat. Mr. McDonald said the commission can make any recommendation to the Board but suggested at minimum appointing one person to serve as commissioner. Chairperson Surges moved that the decision on who should be appointed should be discussed at the end of the agenda.

**7.a. FINANCIAL REPORT:** The monthly statement of Department finances was examined by the commission. Mr. McDonald explained the reconciliation of funds with the County Treasurer's office, when the Advance on Sewer Use Charges funds are made available, and where on the report the accrued debit is displayed.

**7.b. AUTHORIZE TO REALLOCATE OPERATING RESERVES AND PAY CLEAN HARBORS:**

A motion to continue this discussion to the next meeting, after Clean Harbors delivers their invoice, was approved unanimously. (as/jm).

**7.c. RECEIVE WATER USAGE REPORT AND INITIAL DRAFT BUDGET FOR FY20/21:** Mr.

McDonald presented the Port Costa Standards for Water Consumption which showed that the community increased their water use for Single Family Residences (SFR) and Apartments while commercial property water use, as a group, decreased. The change will result in decrease of revenue from commercial properties, a drop in revenue of -\$9,294 before any Sewer Use Chare (SUC) increase is even considered.

Mr. McDonald next presented the initial draft Port Costa Sanitary Department Budget for the upcoming FY 2020/21. He informed everyone that the District's fiscal year follows the state, July 1 to June 30. Expenditure details were examined for the collection system, treatment plant, and administration. He pointed out the majority of the expense incurred last year and projected for next year is for the treatment of wastewater and payment of outstanding loans. Revenue, if left unchanged and without a SUC increase, will result in a negative balance of \$32,329 by June 30, 2021. It is this shortfall that needs to be made up during this budget process. He said a lot is dependent on the final Clean Harbors cost for the septic tank cleanup and the department should have firmer numbers before the preliminary budget is presented in April. He believes an inter-department loan should be looked at to cover the gap in funding rather than implementing a steep SUC rate hike.

**8. STATUS OF SEPTIC TANK, WASTEWATER TREATMENT PLANT, WASTE DISPOSAL:**

Mr. Barnhill reported that the septic tank, which is the primary treatment unit for the wastewater treatment plant (WWTP), is operational following thorough cleaning, engineering inspection, and baffle wall construction. The baffle walls were completed adhering to engineering construction plans. The baffles are designed based on original construction in order to not change the way the primary treatment works within the septic tank. He said, according to historic cutaway drawings, there were supposed to be three wooden baffle walls but only two baffles were found in the tank. Only one of the baffle walls was still standing and intact, the other one was found lying on the bottom of the tank. He said the baffle walls were fastened with nails rather than bolts or screws which forced the need to demolish and replace the one remaining baffle wall. A total of three baffle walls were constructed. The baffles are designed to hold sludge back on the bottom and to hold floating debris (scum) on the water surface from floating downstream, a 4" gap spanning the width of the tank (18') set in the water column allows clarified water to pass downstream through the four chambers and out to the WWTP. Mr. Mann asked about a contamination issue that happened during the project. Mr. Barnhill said the plan to decant the sludge onsite did not work out and a substantial volume of sludge transferred from the septic tank area to the WWTP contaminating all of the basins, pumps, and lines to sand filter beds #1 & 3. He said the sludge/water material has had to sit for an extended and unexpected period of time to allow the solids to decant to allow the liquid to be hauled to dispose in Crockett for cost savings purposes. The solids were hauled to Protrero Hills Suisun. Clean Harbors cleaned the basins, lines and all active sand filter beds at the WWTP. He said that some sand was wasted but not a substantial amount, the sludge did not sink into the sand and the surface was shoveled clean. He said the sand is likely due or past due for replacement. He said there was difficulty figuring out how to move materials and equipment to and from the WWTP since there is no railroad crossing. The pumps, tanks and equipment had to be hand carried across the Union Pacific railroad tracks. He said the water and discharge hoses had to be pulled through the 10" public sewer line

which crosses under the railroad tracks. He reported that the final two 5,000 gallon containers full of sludge and the empty weir tank will be removed within the next week or two. There was discussion on how often the septic tank should be pumped out in the future to avoid this from happening again. Mr. Barnhill said the operators believe it should be done more frequently, possibly annually with a quick clean, followed every 5th year with deep cleaning for example. Access hatches would be required for each baffled chamber and the cutting of these hatches has been included in the budget for FY 20/21. Ms. Sheer asked about the test on the concrete, in particular the H2S effect on the concrete surface. Mr. Barnhill said the engineer reported that concrete appeared to be in overall good condition. The engineer said the ceiling and floor are in good shape. The tank walls above and below water line look fine but the concrete at the water surface level where the air and water interface shows signs of H2S degradation all the way around the tank and that area should be poly coated or otherwise protected to prevent further erosion. Mr. Barnhill said the coating should be planned in future full entry cleaning projects.

9.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported that no SSO's occurred in January.

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

9.c. STAFF ANNOUNCEMENTS: None

10.a. BUDGET & FINANCE COMMITTEE REPORT: None

10.b. INTER-AGENCY MEETINGS: None – Staff was directed to remove this item from future agendas.

11. CONSENT CALENDAR: The consent item will carry to the next agenda:  
a. Approve Minutes of January 13, 2020.

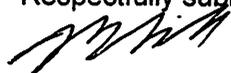
12. FUTURE AGENDA ITEMS:

13. COMMISSIONER COMMENTS: None

6.c. CONTINUATION OF FILLING VACANCY ON COMMISSION: The three applicants left the building and were informed as they exited that staff will reach out to each of them to let them know the commissions recommendation. Discussion continued between the commissioners. A motion was made by the commission to recommend appointment of Tom List to fill the vacant seat as commissioner and to have both Sarah-Louise Humann and Karen Klaiber serve as alternates.

14. ADJOURNMENT: The meeting was adjourned at 8:54 PM until March 11, 2020.

Respectfully submitted,



James Barnhill  
March 4, 2020

# PORT COSTA SANITARY COMMISSION

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of the Crockett Community Services District

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## MINUTES OF REGULAR MEETING, JANUARY 13, 2020

1. CALL TO ORDER: The meeting was called to order at 7:10 PM by Chairperson Surges. Present were Commissioners Cusack and Mann, along with Dept. Manager Barnhill, and General Manager McDonald. Mr. Barassi was in attendance as a member of the public. Commissioner Scheer was absent excused.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
5. REPORT OF DISTRICT COUNSEL: None
- 6.a. DISTRICT BOARD ACTIONS: Mr. McDonald gave a report on the actions the Board took in December. He said that the District is investigating the potential purchase of the Hosselkus Chapel in Crockett. Mr. Mann asked which meeting this was discussed at. Mr. McDonald said the discussion was held at the District Board and was publicly posted.
- 6.b. SELF-MONITORING REPORT: Mr. Barnhill reported that no exceedences occurred in the month of November.
- 6.c. ENCROACHMENT VARIANCE: Mr. McDonald recommended that the commission consider a variance to allow 58 Canyon Lake Drive structure to remain over the existing sewer alignment. Based on precedent set with 70 Canyon Lake Drive where the commission allowed an exception that the house can remain as it has existed, over the sewer alignment. The requirement that a manhole needs to be installed where different pipe materials meet was also discussed, there were no objections to waive this requirement. The owner of 58 Canyon Lake Drive will be responsible to install a new public main sewer pipe section under the house, along with a lateral cleanout and overflow device to be located outside of the building footprint. The commission allowed an exception to the requirement of the installation of manholes where different materials join. A motion to allow variance and waive the requirement to install manholes was approved unanimously (jm/tc).
- 6.d. STATUS REPORT AND ACTION PLAN FOR 2020: Mr. Mann questioned why item 2 on the Action Plan is needed. Mr. Barnhill reported that filter bed #1 gunite is cracked. He said that Valley Operators had previously examined the crack and reported that it seemed to be localized near the top of the bed and it looked like the crack reduced further down, under the sand level. Mr. Mann questioned the need to inspect the filter bed. Mr. Barnhill said the concern is that there is a potential of water escaping from the wastewater treatment plant. He said the trees and bushes outside of the filter bed are green whereas other vegetation surrounding the wastewater treatment plant do not look as green. He said that contractors other than Valley have noticed the cracks and vegetation growth as well. Mr. Mann said that

investigations were done when the plant was transferred from the County and the beds, other than bed 4, were determined not to be leaking. He said the investigating to the bottom where the crack ends can be done to see if the sand is wet before a professional is hired to investigate. He agrees that the bed cannot leak wastewater.

6.e. COMMISSION VACANCY: Mr. McDonald informed the members that residents who are interested in joining the Commission must submit letter in accordance with instructions within the Announcement of Vacancy. It was the consensus of the commission to accept applications through February 12, 2020 and hold the interviews at the next Port Costa Sanitary Commission meeting.

6.f. APPOINT CHAIR AND VICE-CHAIR: There was a consensus of the Commission to carry this item to the next meeting to allow all members to be present to discuss.

6.g. BUDGET & FINANCE APPOINTMENTS: There was a consensus of the Commission to carry this item to the next meeting.

7.a. FINANCIAL REPORT: The monthly statement of Department finances, fund end date December 11, 2019, was examined by the Commission.

7.b. MID-YEAR BUDGET REPORT: Mr. McDonald presented the mid-year budget report for FY 19/20. He projects that the Port Costa Sanitary Department will have a deficit by fiscal year end and will need to adopt a revised budget. The exhaustion of all reserves will be required to pay for additional cleaning, baffle replacement, and other cost overruns related to the septic tank cleaning project.

8.a. SEWER BLOCKAGE: Mr. Barnhill reported a blockage located in the public sewer behind 92 Canyon Lake Drive. He said the blockage was discovered during routine hydro cleaning maintenance. The blockage prevented further cleaning. CCTV inspection was utilized to locate the blockage. A dig project will be needed to remove the blockage. There were no objections to seeking bids to perform the work.

8.b. SEPTIC TANK CLEANING PROJECT: Mr. Barnhill reported the project is ongoing, but the scope has changed. The plan was to perform onsite decanting, bypass, and treatment, but the bypass filtration failed to work due to the abnormal nature of the sludge. The sludge would not drop out of the water as expected and, once mixed, the material became similar to pancake batter consistency. It was recommended to remove sludge on a more regular basis to avoid this. He said the plan was changed to containment and hauling for offsite disposal at Protrero Hills Landfill in Suisun. Other waste disposal sites did not accept the waste material. The cleaning contractor requested two more storage tanks to contain incoming town flow which will be trucked to Crockett for treatment.

9.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported that no SSO's occurred in December.

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

9.c. STAFF ANNOUNCEMENTS: None

10.a. BUDGET & FINANCE COMMITTEE REPORT: None

10.b. INTER-AGENCY MEETINGS: None

11. CONSENT CALENDAR: The consent item was approved unanimously (tc/jm):  
a. Approve Minutes of December 3, 2019.

12. FUTURE AGENDA ITEMS:

13. COMMISSIONER COMMENTS: None

14. ADJOURNMENT: The meeting was adjourned at 8:48 PM until February 12, 2020.

Respectfully submitted,



James Barnhill  
March 3, 2020

# CROCKETT COMMUNITY SERVICES DISTRICT

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TO: Board of Directors / *Commissioners*  
FROM: General Manager *M*  
SUBJECT: Status Reports on previously ordered actions  
DATE: March 9, 2020

District staff has strived to address the backlogged items on the various Status Reports presented, balancing risk and costs in prioritizing action. It has become increasingly difficult to keep up with the ever-growing list with existing staff.

I have reprioritized tasks and directed staff to focus on State mandated items as their priority along with focusing on their day-to-day operations. Backlogged work will remain on the Status Report lists as pending until such time staff can free up time, additional staff is brought on board, consultants leveraged, and/or volunteers are identified to assist.

I have also implemented an administrative order limiting multiple large-scale projects from occurring simultaneously across various departments absent funding to address the administrative burden these large projects have on our limited staff.

## ACTION

Discuss and formulate opinions, direct staff accordingly.

\*\*\*\*\*



