

CROCKETT COMMUNITY SERVICES DISTRICT

Regular Business Meeting
AGENDA FOR WEDNESDAY, JANUARY 23, 2019

TIME: 7:00 PM
PLACE: 850 Pomona Avenue, Crockett

1. INSTALLATION OF OFFICERS - 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. REPORTS FROM COMMISSIONERS:
(This item is typically for exchange of information only. No action will be taken at this time.)
5. PUBLIC HEARING:
6. MANAGERS' REPORTS: (These items are typically for exchange of information only.
No action will be taken at this time.)
 - a. Recreation Department.
 - b. Maintenance Department.
 - c. Port Costa Sanitary Department.
 - d. Crockett Sanitary Department.
 - e. Governmental matters.
 - f. Announcements and discussion.
7. CONSENT CALENDAR: Consideration of a motion to approve the following items:
(Items are subject to removal from Consent Calendar by request of any Board Member on request for discussion by a member of the public. Items removed from the Consent Calendar will be considered with the Administrative Items.)
 - a. Approve Minutes of December 19, 2018.
 - b. Approve payment of District bills.
 - c. Receive Minutes of Commissions and Committees.
 - d. Annual report of Sanitary Sewer Overflows that occurred in 2018.
 - e. Receive Status Reports on outstanding items.
 - f. Receive letter of Suspension of Service Crockett Marine Services.
8. ADMINISTRATIVE:
 - a. Consider consent Items removed from Consent Calendar.
 - b. Standing Committee appointments; Budget & Finance, Personnel.
 - c. Reauthorization of Ad-Hoc Committees; Ad-hoc Strategic Planning, Ad-Hoc Communication, Ad-Hoc District Code Review.

- d. Discuss changing Memorial Hall Advisory Committee from a standing committee to an Ad-Hoc committee, form recommendations and provide direction to staff.
- e. Consider Resolution No. 18/19-06 re-appointing Commissioners Choquette, Beauchemin, Adams, and Manzione to their respective commissions.
- f. Amendment to Legal Services Engagement Letter, Meyers Nave to continue as firm representing the Crockett Community Services District.

9. **BUDGET AND FINANCE:**

- a. Consider monthly Summary Worksheets, Investment Reports, proposed budget schedule, and staff report on financial matters.
- b. Receive independent auditor's report for FY 17/18 from Dennis L. Lorette Accountancy Corporation.
- c. Mid-year budget report for FY 18/19.

10. **REPORTS FROM BOARD MEMBERS:**

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

- a. Personnel Committee – Members Barassi, Burnett, Mann and Wilson
- b. Budget & Finance Committee – Members Mackenzie and Peterson
- c. Ad Hoc Committees:
- d. Inter-agency meetings:

11. **FUTURE AGENDA ITEMS:**

- Action Plan for 2019 (Feb.).
- Draft Budget FY 19/20 (Feb.).
- Memorial Hall Committee recommendation on soil stabilization (Feb.)
- Review and adopt ADA compliance plan.
- Adopt purchasing procedures and spending limits.
- Adopt policy for use of private devices and e-accounts.
- Develop policy on proposals for new programs without established funding.
- Consider Ad Hoc Committee on long range planning.

12. **BOARD COMMENTS:**

13. **ADJOURNMENT** to February 27, 2019

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 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.

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

TO: Port Costa Sanitary Commission / Board of Directors

FROM: Dept. Manager James Barnhill *JB*

SUBJECT: Port Costa Sanitary Department Managers Report for December 2018

DATE: January 9, 2019

The Port Costa Sanitary Department Managers Report highlights items of interest in December 2018.

Operation and Maintenance

- No Sanitary Sewer Overflows (SSO's) occurred in December.

Administrative

- On December 12 the Water Board approved the Port Costa five year NPDES Discharge Permit. Order No. R2-2018-0053 NPDES, No. CA0037885 will be effective February 1, 2019 and will expire January 31, 2024. The next application for a reissuance of NPDES permit is due May 1, 2023.
- On December 19, commissioners Scheer and Beauchemin toured the WWTP and septic tank properties with Mr. Barnhill.
- One permit for sewer lateral work was issued in 2018.

6.c.

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TO: Crockett Sanitary Commissioners / Board of Directors
FROM: General Manager *DM*
SUBJECT: Crockett Sanitary Department Managers Report
DATE: January 9, 2019

The Crockett Sanitary Department Managers Report highlights items of interest that occurred between December 4, 2018 and January 8, 2019.

Operation and Maintenance

- There were no Sanitary Sewer Overflows (SSO) that reported in December.
- Crockett Sanitary Department staff continues site visits to the pump station. Staff responded to four incidents, one was an emergency alarm at the pump station related to a power outage during the storm event on January 6. The remaining incidents were for a wet patch noticed near a manhole, problem with locks on gate at the gravel lot near Nantucket, and a call from Contra Costa Environmental Health who received report of sewer lid off near Nantucket.
- Telstar calibrated HydroRanger flow meters and reprogrammed to measure in 5 minute increments as recommended by our District Engineer to assist with high level storm flow data capture for hydraulic study.
- Duke's Root control performed foaming root control on one line segment as a pilot program to compare against more traditional rodding or hydro collection system maintenance.
- Dosing continues at two locations using AquaNatural grease breakdown enzymes to see if grease removal buildup in the collection system and at the pump station improve.
- Preventative maintenance program audited to confirm all sewer line segments have maintenance and CCTV inspections scheduled.

Capital Improvements / Projects

- Atherton and Cooke project plan updates submitted to Cunha Engineering.
- CCTV inspection and capital flow studies worked on.

Administrative/Financial:

- Crockett Marine Services (CMS) and The Nantucket have been notified that sewer service has been suspended. Union Pacific Railroad replied that their primary focus at this time is to see that CMS removes any and all improvements impacting railroad property.
- Independent Financial Audit FY 17/18 remains underway.
- New District website rolled out on December 31, 2018.

6.d.

- Tax Rate Area (TRA) jurisdictional property tax revenue for FY 18/19 received from Contra Costa County. There was an increase of 7.02% from the prior year bringing the total allocation to the Crockett Sanitary Department to \$303,495.
- Annual Air Pollution Bay Area Air Quality District (BAAQMD) application for permit submitted.
- Certificate of Insurances audited; both C&H Sugar Company and West County Wastewater District certificates are in good standing.
- EBMUD water data requested for sewer use charge study.
- General Manager McDonald spent approximately 39% of his time towards Crockett Sanitary Department operations and 1% on Capital Projects in December. The rest of his time was spent on District business 40%, Recreation and PLC 14%, Maintenance 2%, and Port Costa 4%. He worked a total of 174 hours in November.
- Assistant Sanitary Department Manager Barnhill spent approximately 72% of his time on Crockett Sanitary Department operations such as collection system maintenance and emergency sewer response and 10% of his time on Capital Project CCTV and Flow studies in December. Time spent on Port Costa issues was 17% and toward District business was 1%. He worked a total of 170 hours in December.

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MINUTES OF REGULAR MEETING, DECEMBER 19, 2018

1. OATH OF OFFICE: Board President Barassi administered the Oath of Office to Michael Kirker, John Mackenzie, and Emma Sutton and welcomed them on board as elected Directors of the Crockett Community Services District.
2. CALL TO ORDER: The meeting was then called to order at 7:02 PM by President Barassi. Present were Board Members Kirker, Mackenzie, Peterson and Sutton, along with General Manager McDonald, Recreation Department Manager Wilson, and Assistant Sanitary Dept. Manager Barnhill. Also present were Sanitary Commissioners Mann and Wais. Assistant Secretary Witschi was absent excused.
3. AGENDA ORDER: There were no requests to hear agenda items out of order.
4. PUBLIC COMMENTS: Ms. Wais thank Ron Wilson and the Recreation Department for the utterly fabulous District dinner held at the Crockett Community Center last week.
5. REPORTS FROM COMMISSIONERS: None.
6. PUBLIC HEARING CROCKETT MARINE SERVICES: Mr. McDonald informed the Board that Crockett Marine Services (CMS was properly noticed on the public hearing to consider terminating sewer service serving their buildings at the marina including The Nantucket restaurant. He said he has spoken with State Lands Commission (SLC) representative Nick Lavoie as well as the County Code Enforcement Officer and can confirm there are multiple agencies pursuing the termination of their leases or services for the buildings along the waterfront. Mr. McDonald says there has been no contact from CMS regarding their default prior year sewer service charge payments, delinquent sewer service charges for FY 18/19, or on the notice of termination of their sanitary sewer service. Staff supports the recommendation of the Crockett Sanitary Commission to suspend sewer service, to authorize the General Manager to take steps necessary to disconnect the sewer from the sewer system, and to authorize the General Manager to take all steps necessary including litigation to obtain payment of the delinquent sewer service charges and the penalty interest due. Mr. McDonald said that he does not plan to physically disconnect the sewer anytime soon but instead plans to work with other agencies to safely secure the facilities to prevent environmental harm as various leases and rights are terminated. Mr. Peterson asked when the SLC general lease termination grace period of 90 days is up. Mr. McDonald said that the Nantucket must vacate and secure the building by March 7, 2019 and to restore the lease premises back to their natural state. Mr. Kirker said it would be good to notify CMS and the SLC of our action. Mr. McDonald said he will share our findings with SLC and others such as the Union Pacific Railroad, the lessor holding a lease with CMS for a portion of the restaurant and marine building that encroaches onto the railroad right-of-way. Mr. Barassi expressed concern that the building, if boarded up and left abandon, would fall into further disrepair leading to demolition as the only choice rather than having someone else take ownership and restore the

restaurant and waterfront area for public benefit. He is worried about loss of access to services along the waterfront. Mr. McDonald informed SLC contact Nick Lavoie that citizens as well as individual commission and board members have expressed their interest in maintaining a viable business along the waterfront if it is at all possible. A motion finding that CMS has not paid their delinquent sewer service charges since June 21, 2018, confirming the suspension of sewer service to the property, authorizing the general manager to disconnect the sewer, and authorizing the general manager to collect payment of delinquent sewer service charges as amended to include directing staff to look into attaching a lien on the assets of the corporation carried unanimously (kp/es).

7.a. RECREATION DEPT. REPORT: The Board had received the Minutes of November 5. Mr. Wilson presented the Recreation Department manager's report. He said the Community Center tar roof was repaired. The lawn area in front of the gazebo was raised to level out with a low spot. He said a fire marshal with the Crockett-Carquinez Fire Department performed an inspection at the Community Center and it did not go well. Mr. Peterson asked for an explanation. Mr. Wilson give a summary of the inspection findings and discussed his overall dissatisfaction that the some of the violations identified are not clear on what action needs to be taken to resolve. He questioned the calculations that were used to determine capacity for the auditorium as they are clearly incorrect. Mr. Mackenzie said he contacted the fire department chief and said the District should expect a letter, addressed to the General Manager, referencing the fire department codes for each of the identified violations which should clarify what action will be needed. Mr. Mackenzie said for example the Crockett Community Center sprinkler system was installed prior to when the codes related to tying sprinkler systems into alarm systems were passed and therefore this issue should be grandfathered in and not be considered a violation.

7.b. MAINTENANCE DEPARTMENT: Mr. Peterson said the replacement decorative streetlamp for the Port and Pomona corner has not yet been delivered. Mr. McDonald said that once the replacement pole is installed and all invoices have been received LDI Trucking will be billed as they committed to paying for the cost of the replacement streetlamp. Mr. Peterson said a proposal for soil stabilization has been received and forwarded to our geotechnical engineer and structural engineer for comment. Most of the questions were on the sufficiency of the proposal. He expects the Memorial Hall Committee to discuss this issue at their regular January meeting. He said it will be an important meeting and suggested planning for an item to be added to the next District Board agenda to review the committee's recommendation so that timely action can be taken. Mr. Barassi asked if this is just for soil stabilization and asked would it also level out the building. Mr. Peterson said the stabilization would not level the building but only address the dead weight of the building from further shifting; it would not address the seismic stability required during an earthquake event for both vertical and horizontal movement. He said we still would need to go out to public bid for the soil stabilization work but what we have to really do is determine if the value warrants pursuing this method of strengthening. Mr. Wilson said the State Parks, Environment and Water Bond Proposition 68 passed in June with \$4 billion being allocated for park and water projects. He said he is still looking into the language of the bond measure to see if the District would qualify for any improvement to our parks similar to the previous bond measure that passed and benefited our Crockett Community Center and grounds.

7.c. PORT COSTA SANITARY DEPT.: The Board had received the Minutes of November 7. Mr. Barnhill reported No Sanitary Sewer Overflows (SSO's) occurred in November. He informed

the Board that the Port Costa NPDES permit was approved to be effective February 1, 2019. He said the department is waiting on the last invoice from Larry Walker Associates (LWA) for their work on the permit renewal. The total cost of the permit renewal is expected to be well under the budgeted allocation. The invoices paid are just shy of \$20,000 and the outstanding invoice is expected to be around \$2,500. Savings were recognized in part because the Regional Water Quality Control Board (RWQCB) allowed the existing dilution study to be used rather than having the sanitary department contract for a new study. Mr. Mann said he's been very happy with the work that Mr. Barnhill has done driving the permit process, working with LWA and the RWQCB, and for the amount of money that has been saved on issues related to the permit process. He said the Port Costa Sanitary Commission is appreciative of all involved. Mr. Barnhill said that the remaining unspent funding puts the department in a good position mid-year. There are other maintenance items that need to be addressed in Port Costa. It is expected the unspent funds will be available for outstanding work needed at the septic tank and treatment plant. The Commission will be considering these items in the near future after the mid-year budget report is complete.

7.d. CROCKETT SANITARY DEPT.: The Board had received the Minutes of November 14. Mr. McDonald presented the written Crockett Sanitary Department managers report. He drew attention to the emergency repair of the shoreline sewer and said the work has been completed. C&H has agreed to pay for all damages incurred. Staff will be submitting invoices in January once all contractors and vendors submit their bills. Mr. Peterson asked where the damage occurred. Mr. McDonald said the damaged section of pipe was adjacent to the C&H refinery process line that was repaired earlier by C&H Sugar, directly under the eastbound 80 highway bridge near the bridge footing and uphill from the shoreline and the C&H process diversion pipe. This was west of the creek crossing and before the manhole that turns and cuts underneath the railroad tracks towards the pump station. He said only the top of the pipe was broken and there was no Sanitary Sewer Overflow event caused by the damage. The West County Wastewater District (WCWD) and ASR-C&H Sugar Joint-Treatment Plant (JTP) operation reports were presented and examined.

7.e. STAFF REPORT ON GOVERNMENTAL MATTERS: None

7.f. STAFF ANNOUNCEMENTS: Mr. Peterson asked when the next Contra Costa Special District Association (CCSDA) meeting would be occurring. Mr. McDonald said that the next meeting will be in Walnut Creek and that there will be a Collection System Operations (CSO) tour afterwards. He said Mr. Barnhill will attend the next CCSDA meeting. He informed the Board that he regularly shares announcements and agenda postings for various partner agencies, such as CCSD and CASA, to the Board if he sees something on their agenda that the Board may be interested in. In this case with the CCSDA meeting occurring in Walnut Creek and with the focus on CSO he thought it was best to send staff to represent the District. He will continue to share notices of interest and the Directors can decide for themselves if they want to attend or not. He said the Directors can also subscribe to receive notices directly from many of the agencies and associations to receive all of their respective notices.

8. CONSENT CALENDAR: Mr. Peterson asked that Item 8.c. be removed from the consent calendar. Mr. McDonald handed out additional warrant transmittal statements for the upcoming payments to be made on December 20. The consent items 8.a. b. and d. were approved unanimously (kp/jm):

- a. Approve Minutes of November 28, 2018.
- b. Approve payment of District bills (warrants REC 7765-7807; PCSan 1058-1065;

CVSan 5745-5770; MAINT 400-408).

d. Annual report on compliance with identity theft regulations (FACTA).

9.a. CONSENT ITEMS REMOVED: Mr. Peterson asked for clarification to the Crockett Sanitary Commission minutes of November 14, 2018 saying it is not clear what properties had public hearings under item 4.a and 4.b. Mr. McDonald said he will have the minutes corrected to include the property addresses. A motion to receive the Minutes of Commissions and Committees as amended carried unanimously (kp/mk).

9.b. ELECTION OF OFFICERS: A motion to appoint Director Peterson to serve as Board President and Director Kirker as Vice President, to be effective at the conclusion of this meeting, carried unanimously (kp/jm).

9.c. AUDIT REPORT: Mr. McDonald said the independent audit report for FY 17/18 is still pending completion. He said there have been delays in preparing the report due to GASB68 pension liability reporting requirements and in reconciling staff payroll allocations that had been split between departments. He said the State Controller's Office (SCO) electronic Financial Transaction Report (FTP) is due January 31, 2019. Once the audit report is available he will send it to the Board in advance of the next Board meeting of January 23, 2019 so they have time to review. The auditor is aware of the FTP deadline and they have said there will be enough time for to complete the online FTP reporting requirements.

9.d. RESIGNATION OF ELENA GOMEZ: A motion to accept the resignation of Elena Gomez from the Crockett Recreation Commission and Crockett Police Liaison Committee effective January 1, 2019 carried unanimously (es/jm). Mr. Peterson asked if Vanessa Eskildsen, who was appointed to the Recreation Commission last year, has been attending the meetings. Mr. McDonald said that she missed some meetings mid-year due to a variety of factors but that she has been attending regularly more recently. He said at the last meeting she seemed interested in promoting programs for young children.

9.e. ANNUAL USE OF RECREATION TAXES: Mr. McDonald presented the annual report which included language that the special tax is allocated and expended first for the improvement, maintenance, and operation of park and recreation facilities and services within the area served by the District. A motion to approve annual report on use of recreation taxes (Gov't Code Sec. 50075.3) carried unanimously (mk/es).

9.f. CROCKETT ENGAGED NEWSLETTER: Mr. Peterson presented the January-February Crockett Engaged newsletter and asked for feedback from the Board to develop the final version. Mr. Barassi is very thankful for the work on the newsletter Mr. Peterson has put together. Mr. Kirker asked if the newsletter is available on our website. Mr. McDonald said past Crockett Engaged and annual newsletters will be on our newly redesigned website anticipated to be live by the end of this month. There was some discussion on the promotion of using social media referenced in the draft newsletter. Mr. Peterson said one of the findings of the Little Hoover Commission related to special districts was the need for them to increase their social media presence. Discussion has been ongoing with the Ad-hoc Communication Committee as well as discussions with the Personnel Committee to see if we need to make changes to our current social media policy and what resources would be required to do that. Mr. McDonald reminded the Board that staff is following the current policy whereby social media is used to promote events held by the District but is not used as a tool for discussion with the public. Staff had been previously instructed to urge people to attend our various

Commission and District meetings if they want more information rather than engage them on social media platforms. The Board can consider changing this policy in the future. Mr. Barassi said it would be nice to inform the community in a future newsletter that we would be prepared to do battle with the State to keep them from trying to over regulate smaller districts, for example the requirement that District must have a web site, without providing funding to pay for it. Ms. Sutton said she is not in support of fighting unfunded mandates. Mr. Peterson says he always looks forward to comments from others to help put out a better product and thanked the Board for their comments. The newsletter will be updated and reviewed by management before final publication.

10. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Mr. McDonald presented the monthly summary worksheets to the Board. He asked if there are any comments people may have on the worksheets or their corresponding reconciliation detail pages. He reported that the Tax Rate Area (TRA) allocation of property taxes for FY 2018/2019 was received from the County on December 15. There was a 7.02% increase in property taxes received over the prior year. He described the historical breakdown of property taxes between the Crockett Sanitary Department and Recreation Department to the Board. Total taxes received were \$355K with the Crockett Sanitary Department receiving \$303K and the Recreation Department receiving \$52K. Receiving the share of property taxes is very helpful as it helps keep sewer use charges lower in Crockett and provides a steady stream of slowly increasing funding for recreation services. He said our departments are in sound financial shape with the exception of the Maintenance Department which, due to lack of ongoing funding sources, the Board should pay close attention to. Mr. Mann asked if the Port Costa sewer use charges have been received. Mr. McDonald said that the special tax assessment for all sewer use charges billed was placed in our Advance on Taxes sub-fund mid-October and about half the funds were transferred to our cash account on December 15. The remaining funds will convert to cash about a month after the County receives the 2nd property tax installment payment from property owners.

11.a. PERSONNEL COMMITTEE REPORT: Mr. Peterson asked when management foresees the need for another Personnel Committee meeting. Mr. McDonald said he may hold the next one in January or February depending on action required.

11.b. BUDGET & FINANCE COMMITTEE REPORT: Mr. McDonald said the next Budget & Finance Committee meeting will occur in February after the review of the mid-year budget reports by the respective commissions and Board in January.

11.c. AD HOC COMMITTEE REPORTS: Mr. Peterson that said the Strategic Planning Committee has not met. He said the Board can consider reconstituting the ad-hoc committees in January if the need is still supported by the board.

11.d. INTER-AGENCY MEETINGS: None

12. FUTURE AGENDA ITEMS:

- Seating of Officers (Jan.)
- Consider reconstituting Ad-hoc Committees (Jan.)
- Committee appointments (Jan.)
- Mid-year budget reports (Jan.)
- Consider Memorial Hall Committee recommendations (Jan./Feb.)

Adopt Action Plans for 2019 (Jan/Feb)
Review and adopt ADA compliance plan.
Adopt purchasing procedures and spending limits.
Adopt policy for use of private devices and e-accounts.
Develop policy on proposals for new programs without established funding.

13. BOARD COMMENTS: Ms. Wais, as Police Liaison Committee (PLC) member, said she forgot to mention that the PLC called for a town wide meeting at the beginning of their January 7 meeting to discuss illegal side shows and the impact they have on the community. The PLC meeting will be held in the main auditorium. She is hoping invited representatives from the county and state will attend and urged any Directors who are interested to attend as well. Mr. Barassi thanked the Board for letting him served as president over the last year and he is now happy to take a secondary role as a regular board member come January. Mr. Mann thanked Mr. Luigi for his service to the community.

14. ADJOURNMENT: The meeting was adjourned at 8:35 PM until January 23, 2019.

Respectfully submitted,



Dale McDonald
December 20, 2018

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				
01/18/2019	STATE COMPENSATI...	Workers Comp ...	409.75	5788
01/18/2019	C&H SUGAR CO.	JTP Op costs Dec 2018	55,232.81	5789
01/18/2019	BAY AREA AIR QUALI...	Permit Renewal Invoice 4...	924.00	5790
01/18/2019	Crockett Award & Trophy	Names plates and gavel l...	45.21	5791
01/18/2019	U.S. BANK	Various office	723.44	5792
Total FUND 3426 - CV SANITARY - O&M			<u>57,335.21</u>	
TOTAL			<u>57,335.21</u>	

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: _____ Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
01/18/2019	DOLORES M. MORAL...	Payroll Jan 1-15	710.09	7834
01/18/2019	KATELYNN M. CLEM...	Payroll Jan 1-15	236.66	7835
01/18/2019	SUSAN G. WITSCHI	Payroll Jan 1-15	1,585.76	7836
01/18/2019	HARLEY W. MANDICI...	Payroll Jan 1-15	91.61	7837
01/18/2019	TREVOR B. DEES	Payroll Jan 1-15	146.00	7838
01/18/2019	STATE COMPENSATI...	Workers Comp ...	789.75	7839
01/18/2019	Alhambra & Sierra Spri...	Water for offices and staff	44.97	7840
01/18/2019	ARMOR LOCKSMITH ...	Fix lock on womans park ...	230.00	7841
01/18/2019	CONTRA COSTA HEA...	Health permits FY 19/20	2,551.00	7842
01/18/2019	Delta One Security, Inc.	Security guards	807.30	7843
01/18/2019	PG&E	Electricity and gas at pool	262.23	7844
01/18/2019	Sierra Chemical Comp...	Hydrochloric acid ...	476.21	7845
01/18/2019	Smart Care - EEC Acq...	Ice Machine service Cust...	367.71	7846
01/18/2019	TERRACARE ASSOCI...	Landscaping services Ac...	1,871.00	7847
01/18/2019	UNIVERSAL BUILDIN...	Janitorial Services	1,353.80	7848
01/18/2019	YP	Central CC Advertising a...	617.40	7849
01/18/2019	EBMUD	Water	546.99	7850
01/18/2019	DOLORES M. MORAL...	Mileage reimbursement ...	18.53	7851
01/18/2019	LESLIE'S POOL SUPP...	Pool chemicals ...	360.69	7852
01/18/2019	U.S. BANK	Various	2,164.86	7853
01/18/2019	Ruth Maricich	Cleaning and damage de...	425.00	7854
01/18/2019	Solis Gardening	Removal of broken table...	110.00	7855
Total FUND 3241 - RECREATION			<u>15,767.56</u>	
TOTAL			<u>15,767.56</u>	

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				
01/18/2019	Valley Operators, LLC	Monthly operations treatmemt ...	4,000.00	1071
01/18/2019	Sierra Chemical Company	Chemicals ...	1,056.58	1072
01/18/2019	U.S. BANK	Lab, hydrant deposit, office	2,034.01	1073
Total FUND 3425 - PC SANITARY - O&M			<u>7,090.59</u>	
TOTAL			<u><u>7,090.59</u></u>	

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				
01/18/2019	Holmes Structures	Geo-grouting option prof service...	1,102.50	410
01/18/2019	The PRA Group, Inc.	Pressure grouting prof services -...	852.50	411
01/18/2019	EBMUD	Water at MH	49.26	412
01/18/2019	TERRACARE ASSOCI...	Landscaping services MH	300.00	413
Total FUND 3242 - MAINTENANCE			<u>2,304.26</u>	
TOTAL			<u><u>2,304.26</u></u>	

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 1/3/19 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				
01/04/2019	DALE A. McDONALD	Payroll December 2018	4,108.21	5771
01/04/2019	JAMES G. BARNHILL	Payroll December 2018	3,787.50	5772
01/04/2019	UNITED STATES T...	Fed Tax Payroll Liability ...	944.44	5773
01/04/2019	EMPLOYMENT DEV...	State Tax Payroll Liability ...	306.28	5774
01/04/2019	CalPERS Public Em...	CalPERS Retirement, 457 Plan,...	3,805.25	5775
01/04/2019	LINCOLN FINANCIA...	LTD premium Jan 2019	120.12	5776
01/04/2019	CSRMA	PIP Liability insurance 12/31/18-...	30,668.47	5777
01/04/2019	MEYERS NAVE	Attorney general advice Nov 2018	1,047.92	5778
01/04/2019	CITY NATIONAL BA...	Loan Agreement #06-045-AF	27,651.07	5779
01/04/2019	AT&T (Phone)	Telephone District Office	127.85	5780
01/04/2019	Crockett Recreation ...	Rent for District Office FY 18/19	2,400.00	5781
01/04/2019	CONTRA COSTA C...	Fee Release Doc No. 2018-010...	15.00	5782
01/04/2019	Duke's Root Control,...	Sewer root control - Invoice 149...	249.63	5783
01/04/2019	PG&E	Electricity	2,087.49	5784
01/04/2019	Streamline	Web hosting 6-months Jan-Jun	708.72	5785
01/04/2019	WEST COUNTY W...	Pump Station and CSO mainten...	4,182.65	5786
Total FUND 3426 - CV SANITARY - O&M			<u>82,210.60</u>	
TOTAL			<u><u>82,210.60</u></u>	

KGP

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
 Auditor's Date: 1/31/19 Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
01/04/2019	RONALD D. WILSON	Payroll December 2018	2,266.57	7808
01/04/2019	DOLORES M. MORA...	Payroll Dec 16-31	401.41	7809
01/04/2019	KATELYNN M. CLE...	Payroll Dec 16-31	264.17	7810
01/04/2019	SUSAN G. WITSCHI	Payroll Dec 16-31	1,554.60	7811
01/04/2019	HARLEY W. MANDI...	Payroll Dec 16-31	57.90	7812
01/04/2019	TREVOR B. DEES	Payroll Dec 16-31	100.02	7813
01/04/2019	UNITED STATES TR...	Fed Tax Payroll Liability	1,072.36	7814
01/04/2019	EMPLOYMENT DEV...	State Tax Payroll Liability	53.90	7815
01/04/2019	CalPERS Public Emp...	CalPERS Retirement, 457 Plan, Unf...	1,534.60	7816
01/04/2019	LINCOLN FINANCIA...	LTD insurance premium	69.19	7817
01/04/2019	CSRMA	Liability insurance 12/31/18-12/31/1...	13,403.95	7818
01/04/2019	MEYERS NAVE	Attorney general advice Nov 2018	414.87	7819
01/04/2019	Streamline	Web hosting Jan-June Invoice 99174	412.32	7820
01/04/2019	AT&T (Phone)	Telephone and internet	325.00	7821
01/04/2019	Fox Exlectric	Service light fixture on side of comm...	234.00	7822
01/04/2019	GBS LINENS	Laundry services - table cloths Job ...	99.42	7823
01/04/2019	PG&E	Gas & Electricity	1,787.31	7824
01/04/2019	Station-1 Fire Protecti...	Quarterly sprinkler inspection	135.00	7825
01/04/2019	TERMINIX	Pest control	126.00	7826
01/04/2019	UNIVERSAL BUILDI...	Janitorial Services	373.60	7827
01/04/2019	YP	Vallejo-Benicia YP dirctory - annual	224.00	7828
01/04/2019	RONALD D. WILSON	Mileage reimbursement Dec 2018	124.81	7829
01/04/2019	SUSAN G. WITSCHI	Mileage reimbursement Nov-Dec 20...	80.44	7830
01/04/2019	Zoe Alava	Cleaning and damage deposit refund	700.00	7831
01/04/2019	Marie Bentiz	Cleaning and damage deposit refund	623.00	7832
Total FUND 3241 - RECREATION			<u>26,438.44</u>	
TOTAL			<u><u>26,438.44</u></u>	

KGP

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 1/3/19 Fund: 324200 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3242 - MAINTENANCE				
01/04/2019	CSRMA	PIP liability insurance 12/31/18-12/31/19 I...	<u>192.39</u>	409
Total FUND 3242 - MAINTENANCE			<u>192.39</u>	
TOTAL			<u><u>192.39</u></u>	

KCP

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 1/31/19 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				
01/04/2019	CSRMA	PIP Liability insurance 12/31/18-12/31/19 I...	3,723.03	1066
01/04/2019	MEYERS NAVE	Attorney general advice Nov 2018	79.45	1067
01/04/2019	Streamline	Web hosting 6-months Jan-Jun	78.96	1068
01/04/2019	Larry Walker Associa...	Professional services NPDES thru 11/30/...	675.00	1069
01/04/2019	PG&E	Electricity	295.41	1070
Total FUND 3425 - PC SANITARY - O&M			<u>4,851.85</u>	
TOTAL			<u><u>4,851.85</u></u>	

KGP

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 1/8/19 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				
01/08/2019	CalPERS Public Emplo...	CalPERS Retir. PERAP ...	<u>294.88</u>	5787
Total FUND 3426 - CV SANITARY - O&M			<u>294.88</u>	
TOTAL			<u><u>294.88</u></u>	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 1/9/19 Fund: 324100 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3241 - RECREATION				
01/09/2019	Maria Escalante	Cleaning and damage de...	<u>623.00</u>	7833
Total FUND 3241 - RECREATION			<u>623.00</u>	
TOTAL			<u><u>623.00</u></u>	



CROCKETT RECREATION COMMISSION

of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525

Telephone (510) 787-2414

Fax (510) 787-3049

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

website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, DECEMBER 3, 2018

1. CALL TO ORDER: The meeting was called to order at 6:00 PM by Chairperson Cusack. Present were Commissioners Airoidi, Choquette, Eskildsen, and Valentini, along with General Manager McDonald and Department Manager Wilson. Commissioner Botta, Gomez, and Facilities Manager/Asst. Secretary Witschi were absent. Director Barassi and Commissioner Wais were also in attendance. Chairperson Cusack announced that Elaina Gomez has resigned effective January 1.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: Mr. Choquette thanked Ron Wilson for the fabulous Veteran's Day event held at Memorial Hall. Mr. McDonald informed the Commission that Crockett Marine Services and The Nantucket has lost its lease with State Lands and will be required to vacate the marina property and restore the area back to a natural state. He said it may be an issue if the Recreation Commission wants to get involved to protect recreation use of the area. Mr. Barassi added it may be an opportunity to develop the waterfront after the current tenants leave. He said he believes it is important to encourage all parties involved to keep public access to the waterfront. Mr. Cusack supports adding the item to next month's agenda for discussion.
4. CONSENT CALENDAR: The following consent items were approved unanimously (jv/lc):
 - a. Approve Minutes of November 5, 2018.
 - b. Receive Report from Facilities Manager.
- 5.a. USE OF RECREATION TAXES : Mr. McDonald presented the 2018 Annual Report on the Use of Recreation Taxes to the Commission for their review and comment. The report will be submitted to the District Board later this month as required by law. No comments received.
- 5.b. PROPOSAL ON DOG PARK: Mr. McDonald said the District Board has been hearing from a local independent Dog Park Committee (DPC) over the last few years as they work to develop a dog park proposal for the area below the bridge off 6th Avenue. The Board has supported the concept of a dog park in Crockett and staff has been working with the DPC and Caltrans on its implementation. Staff has recently received a draft lease from Caltrans for use of the bridgehead area. The Board has asked the Recreation Commission for their opinion on establishing a dog park as there is a possibility that if the DPC cannot maintain the dog park the responsibility would fall onto the Recreation Department. Mr. Wilson said he has already volunteered to empty the trash can at the dog park once it is developed. It was the consensus of the Recreation Commission to support development of a dog park at the bridgehead property. Staff will report back to the Board of the Commissions support.
6. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. McDonald noted quarterly investment interest of \$2,193 has been received. No questions were raised.

7.a. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in November. He said the Board approved a minimum wage increase to be effective January 1, 2019 to keep in line with State minimum wage requirements. The increases will primarily add to staff operating cost at the pool but this has already been factored into the current budget.

7.b. ELECTION OF OFFICERS: A motion to keep Tom Cusack as Chair and appoint Jeff Airoidi as Vice-Chair carried unanimously (jv/ja).

8. REPORT OF DEPT. MANAGER: Mr. Wilson reported that on November 11 a commemoration recognizing the end of World War I was held at Crockett's Memorial Hall. It was a great event with about 200 people in attendance. The annual tree lighting and town Christmas party was held last night and attendance was the most seen in its history. It is one of the best and well received events of the year and really showcases small town life. This past Saturday the final Boy Scout Eagle project, the block retaining wall along Rolph Avenue back toward Alexander Park, was completed. The Community Center tar and gravel roofs on both sides of the center were repaired. During the repair a leak that was occurring on the east side of the building over the table and chair storage area was identified as coming from a transom window. The lawn area in front of the gazebo was leveled out and new sod planted. Mr. Wilson concluded with reminding the Commission of the upcoming District Holiday dinner on December 14 and urged those who would like to go to RSVP soon if not already done so.

9. COMMISSIONERS: Ms. Choquette thanked Ron Wilson for a wonderful year. She thanked him for his continued service to the community.

10. FUTURE AGENDA ITEMS: Mr. Airoidi asked that the discussion on Alexander Park trash should be considered in January. Chair Cusack asked that the Ad-Hoc Committee of Airoidi, Valentini, and Cusack meet and present a report and suggestions next month. Ms. Eskildsen said she got involved with the Commission in part to develop programs that can benefit the community. She asked that programs for young children be added to a future agenda.

- Consider solutions for Alexander Park summer park use and trash (Jan.).
- Waterfront access and recreation at The Nantucket location (Jan.).
- Mid-year budget report FY 18/19 (Jan.).
- Children's Program Events (Feb.).

11. COMMISSIONER COMMENTS: No reports.

12. ADJOURNMENT: The meeting was adjourned at 7:00 PM until January 7, 2019.

Respectfully submitted,



Dale McDonald
January 4, 2019

CROCKETT POLICE LIAISON COMMITTEE

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

MINUTES OF REGULAR MEETING, DECEMBER 3, 2018

1. CALL TO ORDER: The meeting was called to order at 7:05 PM by Chairperson Angell. Present were Committee members Cardwell, Meler, Valentini, and Wais. Board Committee members Botta and Gomez were absent. General Manager McDonald and Board President Barassi were also in attendance.
2. AGENDA ORDER: No requests for items out of order.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: Mr. McDonald reported that the State Lands Commission (SLC) held a hearing today and found Crockett Marine Services in default of its lease. The lease was terminated and SLC authorized the State Lands Executive Officer to take all steps necessary to secure payment of back rent; the removal of the commercial marina, restaurant (The Nantucket), boat repair facility, and appurtenant facilities; and to restore the land to its previous condition. Mr. Barassi said he is concerned that everything will be torn down or fenced off and said it would be good to get ahead of the issue to make sure the town has input and retains recreational access to the waterfront.
- 4.a. REPORT FROM DEPUTY AND CHP: Deputy Spangler reported she is still working to get the trailer pulled/towed at Nantucket. There were only two car break-ins at the Dead Fish in November, which is down. Might be attributable to the Dead Fish hiring additional security. Deputy Spangler attended the community tree lighting and party. She thought it was great and was amazed at the community participation.

Officer Leviste was in attendance. Although he was not present at the recent sideshow he gave a detailed report on these types of events. A lengthy discussion raising questions and giving answers was held with community participants expressing their frustration and concern that the sideshows were escalating along with increased gunshots during the events. Officer Leviste encourages the community to call in these concerns as soon as they see them with as much detail as possible. He also suggested we contact our County Supervisor, Federal Glover to express our concerns.

A resident asked if License Plate Reader (LPR) cameras could be installed as a way help identify those involved in illegal sideshows. Mr. McDonald said LPRs were previously looked into by the Police Liaison Committee and, after a cost-benefit-analysis was done, the District Board chose not to pursue. Residents can reach out to our Board members if they disagree with the decision or want the District Board to reconsider LPR cameras.

It was suggested that the next Police Liaison meeting be held in the auditorium and the public invited. It was further suggested that at this meeting we request both CHP and Sheriff to be present to discuss the illegal sideshows along with Supervisor Glover and a Representative from Public Works, perhaps even Caltrans. There was consensus to have the town meeting even if elected officials may not be able to make it. A request to show

footage of sideshows on the big screen in the auditorium was made. Mr. McDonald said he will reach out to our elected officials and schedule the next meeting in the auditorium.

4.b. NEIGHBORHOOD WATCH: Margaret Faria mentioned again that she is available to hold meetings but there has not been any interest.

4.c. TRUCK AND TRAFFIC UPDATES: No report.

4.d. PUBLIC DISCUSSION: Discussed during Law Enforcement Report Item 4.a. No further discussion.

5.a. ELECTION OF OFFICERS: A motion to continue to have John Angell as Chairperson and Mary Wais as Vice Chair carried unanimously (bc/sm).

5.b. DOWNTOWN PARKING SURVEY RESULTS: Mr. McDonald provided a summary report on the parking survey that was mailed to all addressed in Crockett breaking down the YES and NO votes on questions. Margaret Faria and D'Arcy Trask questioned the results as both turned in surveys but noticed for question #10, do you work in downtown, it only shows 1 YES vote. They both work in downtown. Mr. McDonald said he believes the results are fairly representative of the surveys completed but recommends continuing this agenda item to give staff an opportunity to verify the results and compile written comments as well. Larry Haden said in reviewing the survey it looks like everyone across the board wants parking. He said that at some point a group consisting of property owners, businesses, and renters should be formed to rationalize and develop parking solutions that work for everyone. Mr. Angell continued this item until the next meeting in January.

6. REPORTS FROM COMMITTEE MEMBERS: Mr. Angell said Elena Gomez has submitted a letter of resignation from this committee to be effective January 1, 2019.

7. CONSENT CALENDAR: The consent item was approved unanimously (bc/sm):

- a. Approve Minutes of May 7, 2018
- b. Approve Financial Report.

8. FUTURE AGENDA ITEMS:

- Illegal Sideshows – Town Meeting (Jan.)
- Downtown Parking Survey Results (Jan.)
- Consider zoning issues.
- Consider survey to identify community priorities.
- Code Enforcement presentation.

9. ADJOURNMENT: The meeting was adjourned at 8:47 PM until January 7, 2018 at the Crockett Community Center Auditorium, 850 Pomona Street, Crockett.

Respectfully submitted,
Barbara Cardwell

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

MINUTES OF REGULAR MEETING, DECEMBER 12, 2018

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Surges. Present were Commissioners Scheer, Mann, Beauchemin and Cusack, along with Dept. Manager Barnhill.
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 COUNCEL: None
- 6.a. DISTRICT BOARD ACTIONS: Mr. Barnhill reported that on November 21 the District Board approved the meeting and Holiday schedule for 2019.
- 6.b. SELF-MONITORING REPORT: Mr. Barnhill presented the Self-Monitoring Report cover letter for October 2018. The electronic Self Monitoring Report (eSMR) was certified and submitted through the California Integrated Water Quality System (CIWQS). There were no exceedences in October. The effluent flow meter was calibrated by Telstar on October 23.
- 6.c. NPDES PERMIT: Mr. Barnhill reported that the NPDES Discharge Permit was approved by the Water Board on October 12. The Order will become effective February 1, 2019.
- 6.d. ELECTION OF OFFICERS: There was a consensus to maintain Mr. Surges as Chair and Mr. Cusack as Vice Chair. The Budget & Finance Committee remained unchanged with Mr. Mann and Mr. Surges. The Wastewater Committee remains the same, with Mr. Mann and Mr. Beauchemin.
7. FINANCIAL REPORT: The Commission received the monthly Summary Worksheet ending November 13. Ms. Scheer asked what share of the payment amount is for the interdepartment loan #2. Mr. Barnhill said he does not have the figure with him but it is less than half of what was paid this month.
- 8.a. GENERATOR COMPLIANCE: Mr. Barnhill reported that no Sanitary Sewer Overflows (SSO's) occurred in November. Mr. Barnhill said that more stringent regulations for generator compliance have been brought to his attention. He said that the regulations might not pertain to the Port Costa generator though and the matter needs some research.

8.b. INTERCEPTOR CLEANING AND CONCRETE STRUCTURES: Mr. Barnhill said the cleaning of the sewer interceptor is delayed and will likely take place in early January. He said that degraded concrete and a failed manhole cover ring were observed in the manhole located near the wastewater treatment. The degraded concrete looks similar to damage caused by H₂S which breaks down concrete. He said the condition of the concrete structure of the septic tank needs to be verified. Mr. Barnhill said the manhole needs to be repaired.

8.c. SEPTIC TANK: Mr. Barnhill said that an engineer should be consulted to make recommendations on the septic tank rather than continuing on with the current model of simple cleaning with vacuum trucks. He said the engineer should assess the condition of the structure and propose methods or adjustments of use to more efficiently operate the tank.

9.a. STAFF REPORT ON OPERATIONS: There were no questions regarding the Managers report. Mr. Barnhill handed out the 2019 meeting and Holiday schedule.

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

9.c. STAFF ANNOUNCEMENTS: None

10.a. BUDGET & FINANCE COMMITTEE REPORT: None

10.b. WASTEWATER COMMITTEE REPORT: None

10.c. INTER-AGENCY MEETINGS: None

11. CONSENT CALENDAR: The consent items were approved unanimously (tc/rb):
Approve Minutes of November 7, 2018.

12. FUTURE AGENDA ITEMS:

13. COMMISSIONER COMMENTS: Ms. Scheer said that she wants to tour the facilities.

14. ADJOURNMENT: The meeting was adjourned at 7:41 PM until January 9, 2019.

Respectfully submitted,



James Barnhill
January 2, 2019

CROCKETT 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

MINUTES OF REGULAR MEETING, DECEMBER 12, 2018

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Adams. Present were Commissioners Bartlebaugh, Manzione, Wais and Wolthuis, along with General Manager McDonald and Asst. Secretary Witschi. Also present was Director Emma Sutton. Assistant Dept. Manager Barnhill was absent.
2. AGENDA ORDER: Commissioner Manzione suggested moving the public hearing towards the end of the agenda to allow Crockett Marine Services or others time to arrive later.
3. PUBLIC COMMENTS: None
5. REPORT OF DISTRICT COUNSEL: Mr. McDonald reported that District Counsel Kent Alm is retiring at the end of the month. A new legal services agreement will be provided to the Board.
6. CONSENT CALENDAR: The consent item was approved unanimously (mw/ha):
 - a. Approve Minutes of November 14, 2018.
7. REPORT OF CONSULTING ENGINEER: None
8. ENFORCEMENT ACTIONS: Mr. McDonald presented the status report on recent enforcement actions. He reported 288 Kendall has capped their cleanout, is no longer in violation, and has paid all penalties and abatement charges.
- 9.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission.
- 9.b. ITRACKER SMART FLOW MONITORING SYSTEM: Mr. McDonald reported staff has been working to calibrate the current flow meters and during the discussions with Telstar and our consulting engineer, V.H. Housen, it was determined that additional readings upstream would be beneficial for future hydraulic study. This new technology would put new equipment in manholes that can be read from the truck using Wi-Fi. The total cost for 4 portable meters is \$6,940. Commissioner Manzione asked if the device have a flume. Mr. McDonald said the equipment is suspended from within the manhole, does not use a flume, and calculates measurements from the base of the channel. A motion to approve purchase of (4) iTracker Smart flow monitoring systems for \$6,940 carried unanimously (jw/mm).
- 10.a. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in November. He said the Pay Scale of Wages to adjust for the State required minimum wage increase was adopted. The 2019 meeting and holiday schedule was adopted.
- 10.b. ELECTION OF OFFICERS: A motion to nominate Mary Wais for Chair and Scott Bartlebaugh for Vice-chair carried unanimously (jw/mm).

11.a. STAFF REPORT ON OPERATIONS: Mr. McDonald reported there was no Sanitary Sewer Overflows (SSO's) that occurred in November. He presented the written manager's report that outlines operational, capital, and administrative items that have occurred through December 4. The Nantucket remains in default of their prior year sewer service charges.

4. PUBLIC HEARING ON TERMINATION OF SEWER SERVICE: Mr. McDonald reported California State Lands Commission has terminated the lease with Crockett Marine Services, Inc. (CMS). With the termination of the lease The Nantucket restaurant will have to vacate the buildings within 90 days of the termination letter. He said he spoke with District Counsel Kent Alm and he said it does not look like we will be able to recover the delinquent prior year outstanding sewer use charges or current delinquent charges for FY 18/19 without spending more on attorney fees that the amount outstanding. Mr. McDonald supports suspension of sewer service. Commissioner Wais asked if staff has been contacted by The Nantucket. Mr. McDonald said no. A motion finding that the Payment Agreement for Delinquent Sewer Service dated September 27, 2017 is in default as last payment was made on June 21, 2018, confirming that sewer service charges for FY 18/19 are delinquent, and authorizing suspension of sewer service carried unanimously (jm/mw). Staff will present the findings to the District Board on December 19, 2018 for further enforcement action.

11.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

11.c. STAFF ANNOUNCEMENTS: None

12.a. WASTEWATER COMMITTEE REPORT: None

12.b. BUDGET & FINANCE COMMITTEE REPORT: None

12.c. AD HOC COMMITTEES REPORT: None

12.d. INTER-AGENCY MEETINGS: None

13. FUTURE AGENDA ITEMS:

- Annual report on sewer inspection program (Jan).
- Annual report on sewer repair/replacement program (Jan.).
- Committee appointments (Jan.).
- Mid-year budget report (Jan.).
- Consider recommended enforcement actions.
- Lateral repair bids.
- Consider comprehensive rehabilitation program.
- Recommend award of contract(s)
- Recommend payment for sewer project(s).

14. COMMISSIONER COMMENTS: Commissioner Wais said the Recreation Christmas dinner is on Friday, December 14 at 6:30 pm.

15. ADJOURNMENT: The meeting was adjourned at 7:41 PM until January 17, 2019.

Respectfully submitted,

Susan Witschi

Susan Witschi
January 10, 2019

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

TO: Sanitary Commissioners / Board of Directors
FROM: General Manager *LM*
SUBJECT: Annual Report of Sanitary Sewer System Overflows for Calendar Year 2018
DATE: January 2, 2019

The purpose of this memo is to provide a summary of the Sanitary Sewer System Overflows (SSOs) that occurred in sanitary sewer systems of the Crockett Community Services District (District) during Calendar Year 2018. The District operates two separate collection systems in the towns of Crockett and Port Costa.

On October 3, 2012, the San Francisco Bay Regional Water Quality Control Board (RWQCB) issued a letter discontinuing the requirement to submit annual SSO reports to the RWQCB. Staff continued to update its respective Commissions and the District Board on SSO's that occurred from its collection system and report SSOs through the State's California Integrated Water Quality System (CIWQS).

This report does not include SSOs that occurred from private sewer service laterals within the Crockett Community Services District jurisdiction that were caused by conditions in privately-owned laterals or on private property. The property owners are responsible for the condition and the operation of those sewer service laterals.

Number and Size of SSOs

There was a total of two (2) SSOs for the reporting period; one force main failure in Crockett and one gravity sewer overflow in Port Costa. All SSOs were associated with dry weather conditions. Neither spill was contained nor returned to the sewer system. Neither SSO reached the waters of the State. Details of the SSOs are shown in Table below.

	Volume (gallons)	Event Type	Cause
Crockett Loring N-00-21 to N-00-20 Rubber gasket coupling failure	155	Cat 3	Infrastructure Failure
Port Costa Railroad P-01-03 to P-01-02 Backup out of rodding inlet	480	Cat 3	Debris (dirt) blockage

Members of the Board: Luigi Barassi, Michael Kirker, John MacKenzie, Kent Peterson, Emma Sutton

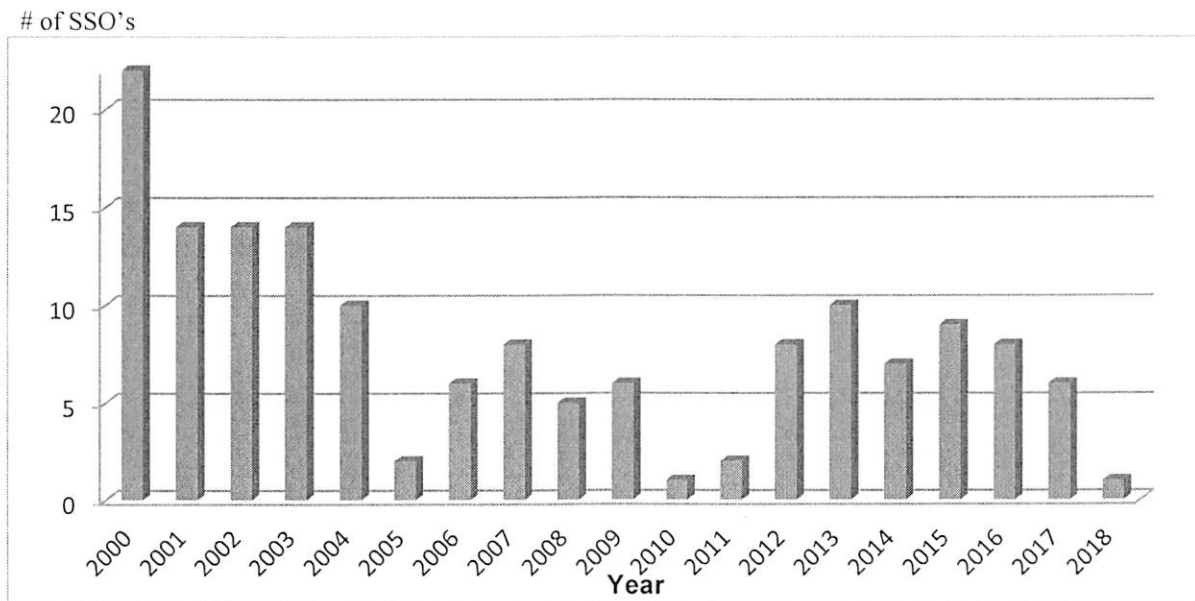
Location of SSOs

Crockett and Port Costa are small towns in Contra Costa County located along the Carquinez Strait. There is no predominant location where SSOs tend to occur. During this time period the SSO incidents occurred in two unrelated sanitary sewer locations.

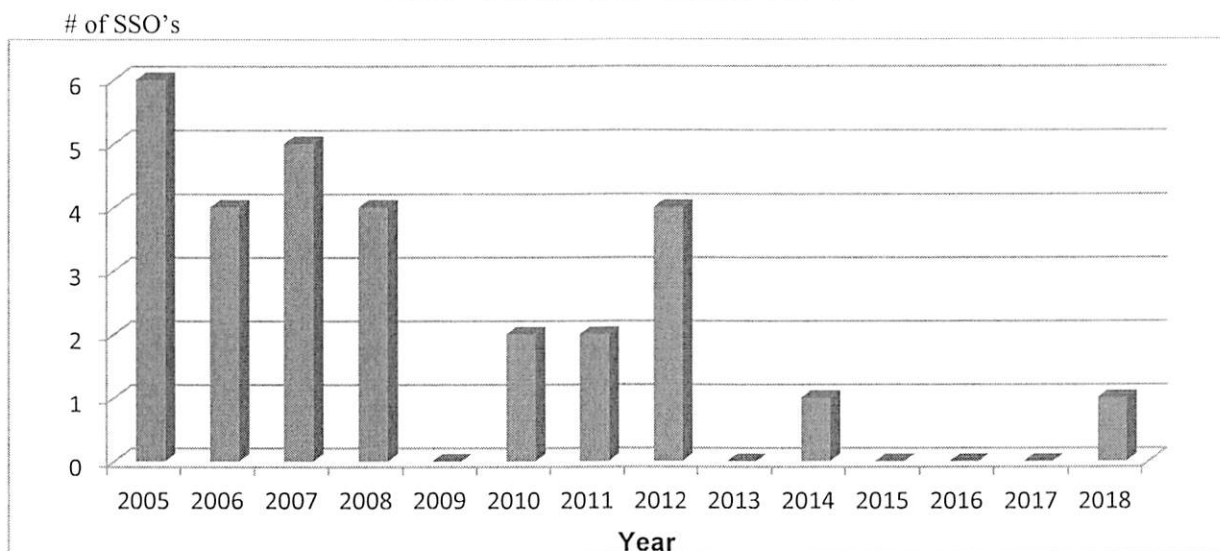
SSO Trends

The following charts will compare data for the current reporting period with previous reporting periods for the Crockett and Port Costa Sanitary Departments.

CROCKETT SANITARY DEPT.



PORT COSTA SANITARY DEPT.



Jurisdiction over the Port Costa collection system only passed to Crockett CSD in May, 2008, and this summary report includes records from the former permit holder, Contra Costa County Sanitation District #5 without being able to verify their accuracy and completeness regarding SSOs that have occurred before that transition of authority.

Summary

The District’s Sewer System Management Plan (SSMP) includes a District goal to minimize the frequency and duration of SSOs, including implementing regular, proactive maintenance of the system to remove issues that may cause sewer backups or SSOs. The District’s SSMP was last updated August 2016 and was audited mid-2018. Staff continues to use data collected from SSOs to revise maintenance cleaning schedules and to update sewer repair priorities. Both the Crockett Sanitary Department and Port Costa Sanitary Department are managing their respective collection system well.

The Federal Clean Water Act largely prohibits any discharge of pollutants from a point source to the waters of the United States except as authorized under an NPDES permit. The State Regional Water Quality Control Board (SRWQB) enforces the Statewide General Waste Discharge Requirements (WDR) as authorized by California Water Code sections 13263, 13050, and others. In 2017, the RWQCB questioned staff on the high number of SSOs in the Crockett collection system compared to State average. No formal action has been requested of the District but enforcement action related to the number and volume of SSOs remains a possibility.

The Crockett Sanitary Commission, Port Costa Sanitary Commission, and District Board should review the report and form recommendations as needed.

CSD STATUS REPORT

JANUARY

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
Ongoing		Financial Accounting & Budget	Audit FY 17/18	Draft FY 18/19 budget
Ongoing		Revise District Code and Polices - make sure critical guiding documents remain current. Adopt by Ordinance, Resolution, and motion as appropriate, Update District Code Administration, Personnel, Permits and Licenses, and Sewers chapters.	Develop Ordinances. Professional codification of District code tabled in 2015.	Adopt Ordinances. Seek legal advice as needed.
7/17	C-25	Dog Park at Bridgehead - Resolution No. 17/18-09 supporting development and to determine feasibility.	Awaiting Caltrans final lease	Review lease and develop Memorandum of Understanding (MOU)
5/17	C-24	Personal Accounts and Devices - complying with recent public records act decision regarding emails and text messages.	All Directors, Commissioners, and staff following law by saving District records.	Develop formal policy and/or procedures and adopt by Resolution.
1/16	C-23	Social Media - Facebook, Twitter, and web page. Used only to post information about District events, no debate online. Direction by Board to consolidate to one Facebook page.	ON HOLD	Board directed to limit to District posts.
12/14	C-21	Emergency Operations Center (EOC) - Crockett Community Center to serve as EOC for the District per Resolution No. 14/15-10. Staff directed to attend SEMS training.	BACKLOGGED	Support EOC at Loring Fire Station, center to serve as public meeting place, draft resolution.
8/14	C-22	Purchasing and Materials Policy - become subject to the California Uniform Public Construction Accounting Act (CUPCAA), develop Bidding and Procurement Procedures, update Chapter 2.36 of District Code.	CUPCAA Resolution being drafted	Review resolution, adopt Ordinance, and draft procedures
3/14	C-20	Safety & Wellness Program - program for employees adopted by Resolution No. 13/14-17 but implementation postponed until funding can be identified.	Identify Funding	Discuss at B&F Committee
10/12	C-12	Revise internal chart of accounts - recommended by auditor. Move to class based accounting and simplification of chart of accounts recommended.	BACKLOGGED	Staff to migrate QuickBooks accounts once impact to reporting can be confirmed

1/11	C-17	Sewer map - update printed map of sewers and adopt resolution to define our responsibility.	Updating digital map	Create new PDF map.
8/06	C-1.5	WCWD Service Agreement - current agreement is from 1990, new agreement would better define the scope of services and needs of our District.	BACKLOGGED	Meet with new GM at WCWD

PERSONNEL STATUS REPORT

DATE	REF.	TASK	STATUS	NEXT STEP
4/14	P-1	Review Job Descriptions - update as needed, compare to WC Comp Codes.	With Personnel Committee	Board adopt any proposed changes
11/16	P-2	Injury & Illness Prevention Plan - review, update, and develop additional training material as needed.	BACKLOGGED	To Personnel then Board for approval by Resolution
11/16	P-3	Floater Holidays - written definition and guideline on use of floating holidays.	BACKLOGGED	Provide to Personnel Committee
06/17	P-5	Harassment Training - class for all employees, directors, and commissioners.	Identify trainer (AB 1661 / SB 1343)	Schedule for May 2019 to include new summer hires
06/17	P-6	Non-Employee Conduct - develop simple policy that staff can follow on how to escalate complaints against Commissioners and/or volunteers.	Policy to include interview with at least two people	To Personnel Committee
08/17	P-7	Outsource Administrative Tasks - gather costs of outsourcing certain tasks.	Communication Assistant position drafted.	Identify funding then to Board for approval
11/17	P-8	Merit Policy - revisit and consider removal of "pay raises" and "wage increase" from existing policy.	To be updated with Personnel & Policy Procedures Manual	To Personnel Committee for review
11/17	P-9	No Tip Policy - research and develop.	BACKLOGGED	To Personnel Committee
12/17	P-10	Hiring Procedures - consolidate and train staff	Summarize written procedures	To Personnel Committee for feedback

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

REC. DEPT. STATUS REPORT

JANUARY

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
Ongoing		Facility marketing - print, web, and social media.	Ongoing	Update web site, setup new Facebook access for REC
Ongoing		Facility maintenance - Community Center, pool, and park.	on schedule	Finished replacing pathway lights with LED
Ongoing		Financial accounting & budget	FY18/19 review	19/20 Draft Budget

FINANCIAL MATTERS

10/17	F-10	Outside Appraisal of District Properties including REC facilities	COMPLETED	Alliant to submit report
2/09	F-9	Fence damage recovery (#2) - Harris	\$1300.26 judgment	Ron to collect or sell debt

MAINTENANCE ISSUES

4/13	M-8	Hillside Maintenance - long-term hillside cleaning plan needs to be developed.	Research underway	Identify funding. Cal FIRE did not return calls
3/17	M-9	Park and Play Structure Inspection - Community Playgrounds to inspect.	Inspections complete	Develop plan and repair some play structures

CAPITAL IMPROVEMENTS

3/14	C-1	West side covered deck Project	ON HOLD	Identify funding. Downsize project or do in phases.
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ADMINISTRATIVE MATTERS

10/17	A-30	Add More Classes and Activities - at the Community Center	future item to Commission	Ad Hoc to identify costs and resources to implement.
6/16	A-29	Review Policy and Rules on Banners - for banners on fence at Rolph and Pomona.	BACKLOGGED	
5/12	A-24	Revise rules on Loitering Policy	BACKLOGGED	
3/12	A-23	Sign - no students during school hours	draft policy	Submit to Commission
9/10	A-21	Signs - no skateboards or bikes	draft policy	Staff to develop policy
11/08	A-20	Rec Policies & Procedures Manual - both the community center and aquatics center.	BACKLOGGED	

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

MAINT. DEPT. STATUS REPORT

JANUARY

<u>DATE</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
Ongoing	Plaza maint. thru CIA	on schedule	continue per MOU
Ongoing	Streetlight maint. thru CPS	Replacement pole ordered	Install replacement pole at Port and Pomona
Ongoing	Veterans Memorial Hall Seismic Retrofit	Soil stabilization being investigated	Find additional funding
Ongoing	Veterans Memorial Fundraising		
Ongoing	Hillside Maintenance	Hillside cleared of grasses	Perform dead tree removal or possible Cal FIRE contract for hillside clearing
Ongoing	Bridgehead maintenance	Limited maintenance	Identify resources for volunteer cleanup
9/18	M-11 GeoTechnical Engineering Alternative Push Pier Design for Memorial Hall	Received drawings and calculations	Determine if alternate seismic work is feasible
7/17	M-9 Dog park at Bridgehead	Waiting on Caltrans lease	Draft MOU or sub-lease with Dog Park group
6/10	M-8 Barrier at storm drain	BACKLOGGED	
1/09	M-5 Hazmat signs	in progress	
8/07	M-3 Caltrans property - Bridgehead	permit rec'd 3/12	Waiting on Caltrans for new encroachment permit
1/07	M-2 Roof access prevention	BACKLOGGED	

PC SAN. DEPT. STATUS REPORT

JANUARY

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

4/15	A-4	Sludge disposal procedure document	review with operators	
7/18	A-3	ICOM/CMMS	In use	
Ongoing		Review/revise O&M manual	Reviewed	
Ongoing		Revise sewer system management plan		next audit June 2020
Ongoing		System rehabilitation program	update 5-year plan	Continue video inspection
Ongoing		Property database	Current thru 8/2017	Inventory District property
Ongoing		Financial accounting & budget	Monitoring expenses	
Ongoing		NPDES permit re-issuance	Tentative order issued	comments due Nov 19th

ENGINEERING MATTERS

12/12		Repair/replace MH -P-00-00		
1/13	E-3	Install high water alarm in sump	Valley to aquire/install float switch	Telstar to tie into PLC
6/08	E-7	#4 filter condition	On hold	Excavate content of filler bed #4
3/16		Railroad crossing	On hold	will approach this if equipment access to WWTP is needed for emergency or maintenance
7/16	E-8	NPDES Reissuance - Discharge study	study performed/submitted by RWQCB. By PCSD request	
		Replace Septic pump	Installed	Monitor performance
1/17		Install backup Watson Marlo chem pump	Pending Valley	Pump to be diagnosed
6/17		Constant Level Gate	Pending assessment	
5/18		Upgrade PLC	contact vendor for estimate	
~6/18		Locate and document P-03-09 + P-03-05	located, documented	sent letters to properties

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

8/17		Repair/replace #3 dosing siphon in dosing structure	Pending	
8/17		Remove sludge from septic tank chamber #4	Ongoing	
		Install signage at WWTP	Commission volunteered	Pending
		Condition of plumbing at plant	pending assessment by Valley Operators	
2/17		Replace P-00-01 MH cover	Commission volunteered	F construct new lid
2/17		Remove shrubbery	Commission volunteered	Pending
		Transplant sand into filter bed #3	suspended	
7/16		Remove sludge - WWTP Basin/wetwell	3" single diaphragm pump + dewatering bag	schedule work
3/16		Remove all sludge - septic tank	pending assessment	contract with engineer
10/16		Annual load bank/fluid svc on genset	Pending	EST Fall 2018
1/13	M-1	Raise manhole elevations	Received quotes (on hold)	Raise manholes (on hold)
7/12	M-3	Clean/paint plumbing	Identify need	Budget work
7/12	M-4	Repair eroded wet well stopper valve	Define scope of work	Receive add'l quotes for work
7/12	M-5	Reset siphon valve #3	Drain north side/buy parts/ gate valve open	Drain/close valve/ reset valve height
5/16		properly cover sodium hypochlorite tote	Obtain uv cover / tarp	
18-Sep		Add secondary containment for chemicals		

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

CV SAN. DEPT. STATUS REPORT

JANUARY

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
Ongoing		Flow data analysis	changed timing	Order Micro Flow monitors
Ongoing		Sewer database & repair records	current thru 6/13	Add to ICOM CMMS
Ongoing		Financial accounting & budget	Mid-year FY 18/19	Draft FY19/20 budget
Ongoing		JTP cost allocation adjustment	allocation complete	review 4/19
Ongoing		C&H diversion analysis	current thru 6/18	reattach level transducer
Ongoing		Creek pollution monitoring	BACKLOGGED	
Ongoing		Manhole maintenance	pending	clear brush & debris

FINANCIAL MATTERS

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

ENGINEERING MATTERS

5/18	E-27	XiO cloud SCADA with MCC	engineer investigating	MCC plans to XiO
12/12	E-26	Protect pump station from floods	POSTPONED	remove bricks by Mar 2019
5/12	E-25	6" sewer behind Third/Wanda	BACKLOGGED	install access point
10/10	E-24	Loring pump station alt. power backup	on hold	identify pad location
7/07	E-21	Mercury TMDL	BACKLOGGED	review / research
4/07	E-20	Pool discharge permitting	BACKLOGGED	create permit
3/05	E-10	EQ tank rehabilitation	cleaned 9/14	engineers study required
6/04	E-9.5	Sewer replacement schedule	2% per year	Wastewater to review 2019
8/02	E-5	I&I study	BACKLOGGED	to engineer
10/01	E-4	Easement agreement (405 Alhambra)	BACKLOGGED	hire surveyor
8/01	E-3	Edwards Creek tunnel project	COMPLETED	record grant of easement

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

1/18	A-32	Easement Protection Program	as discovered	revisit enforcement priority
6/17	A-31	Access & Repair Agreement Program	BACKLOGGED	develop formal program
4/17	A-30	Abandon sewer easement 550 Alhambra	Attorney for language	record abandonment
9/12	A-28	Capacity charge payment plan	under review	revise fee ordinance
3/12	A-27	Common lateral ordinance	DELAYED	review ordinance
2/10	A-26	Capacity charge ordinance	under review	revise by ordinance
11/09	A-25	Double permit fees for no permit	BACKLOGGED	draft ordinance
3/08	N-11	Penalties for lateral SSO negligence	WW Cmte review	develop fines
4/07	A-20.5	Lateral replacement	on hold	
11/06	A-19	Safety training requirements	identify	annual training
3/04	A-16	C&H access requirements	BACKLOGGED	abandon sewers
8/03	A-15.9	Grease trap inspection control program	specs updated	develop procedures
8/03	A-15.8	Grease trap maintenance	BACKLOGGED	require specified maint.
8/03	A-15.7	Grease traps	BACKLOGGED	notify commercial kitchens
3/03	A-15	N-00-29 sewer easement	Docs updated	parties to sign
3/02	A-14	Encroachment permit (9 Crolona Hgts)	BACKLOGGED	send agreement
2/01	A-11	Sewer main acceptance records	BACKLOGGED	disavow by resolution
2/99	A-8	West County contract review	on hold	meet with new WCWD GM
5/98	A-4	Emergency binder	revision underway	complete revision

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
December 27, 2018

Jacqueline Carver
Kenneth Carver, II
Crockett Marine Service Inc.
4850 Sandmound Boulevard
Oakley, CA 94561

SUSPENSION OF SEWER SERVICE


501 Port Street, Crockett
APN 354-320-004

On December 19, 2018 the Crockett Community Services District (District) Board found Crockett Marine Services, Inc. (CMS) to be in default of the Payment Agreement for Prior Year Delinquent Sewer Service Charges dated September 27, 2017, confirmed sewer service charges for FY 18/19 became delinquent on December 1, 2018, ordered the suspension of sewer service to the property known as 501 Port Street, Crockett, authorized staff to take all steps necessary to disconnect the building sewer from the sanitary sewer system as allowed by Section 1.08.040 of the District Code, and authorized staff to take all steps necessary, including litigation or lien, to cause payment of delinquent sewer service charges and penalty interest.

The effective date of suspended service is December 27, 2018. As authorized by the Board the General Manager or his representatives may enter upon the premises for the purposes of disconnecting the sewer and doing such things as may be reasonably necessary to alleviate or remove any hazard or menace the disconnection may cause. Staff would like to coordinate the disconnection of sewer service with you and other concerned parties to avoid harm to human health and the environment.

Please contact me at (510) 787-2992 or manager@town.crockett.ca.us to discuss.

Sincerely,



Dale McDonald
General Manager

cc: Carver Enterprises, Inc. dba The Nantucket
Kenton Alm, Attorney, Meyers Nave
Nicholas Lavoie, State of California, California State Lands Commission
Peter Kenney, Real Estate, Union Pacific Railroad
Dominic Aliano, Office of Supervisor Federal D. Glover, Contra Costa County
Amaillia Cunningham, Department of Conservation and Development, Contra Costa County
Michael Montgomery, San Francisco Bay Regional Water Quality Control Board

RESOLUTION

NO. 18/19-06

A RESOLUTION RE-APPOINTING COMMISSIONERS

WHEREAS, the District Board has by Resolution No. 06/07-02 created the Crockett Recreation Commission and made appointments thereto; and

WHEREAS, the District Board has by Resolution No. 06/07-02 created the Crockett Sanitary Commission and made appointments thereto; and

WHEREAS, the District Board has by Resolution No. 07/08-05 created the Port Costa Sanitary Commission and made appointments thereto; and

WHEREAS, the District Board has by Resolution No. 06/07-10 determined that the term of office of a commissioner shall be 24 months.

NOW, THEREFORE, BE IT RESOLVED that Louise Choquette is hereby re-appointed to the Crockett Recreation Commission as Commissioner.

BE IT FURTHER RESOLVED that Rene Beauchemin is hereby re-appointed to the Port Costa Sanitary Commission as Commissioner.

BE IT FURTHER RESOLVED that Howard Adams and Mark Manzione are hereby re-appointed to the Crockett Sanitary Commission as Commissioners.

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held in Crockett on January 23, 2019 by the following vote:

AYES:

NOES:

ABSENT:

Kent Peterson, President

ATTEST:

Dale McDonald
District Secretary

S.e.



555 12th Street, Suite 1500
Oakland, California 94607
tel (510) 808-2000
fax (510) 444-1108
www.meyersnave.com

John D. Bakker
Attorney at Law
jbakker@meyersnave.com

January 15, 2019

Kent Peterson, President
Crockett Community Services District
P.O. Box 578
Crockett, CA 94525

Re: Amendment to Legal Services Engagement Letter

Dear Mr. Peterson:

As you know, Kent Alm left Meyers Nave as of December 31, 2018. Meyers Nave appreciates its more than 15-year relationship with Crockett Community Services District and its predecessor, the Crockett-Valona Sanitary District. We desire to continue the relationship at least that long. Enclosed herewith is the existing engagement letter between Meyers Nave and the District, dated November 20, 2002. We are comfortable with continuing to use it as the legal services agreement with three changes.

First, as Kent is no longer with the firm, we would propose that Associate Thomas Smith serve as the District Counsel. Mr. Smith has been serving the District since he joined Meyers Nave approximately 1 year ago. Mr. Smith's biography is attached. Mr. Smith would be the District's principal point of contact and would attend meetings of the Board of Directors as necessary. I would be the principal in charge of representing the District's interest, and I would assist Mr. Smith as necessary with complex matters that may arise.

Second, we would propose to replace the rate sheet that was attached to the 2002 engagement letter with the attached rate sheet, which reflects current market rates and is consistent with fees we charge other current clients for like work.

Finally, Meyers Nave has updated its standard engagement letter with the following two provisions that deal with arbitration and document. We would propose that these provisions be incorporated into the engagement letter.

8. Dispute Resolution. In the event you become dissatisfied with any aspect of our relationship, we encourage you to bring such concerns to our attention immediately. If we are unable to resolve any dispute, either arising out of or in connection with this Agreement or relating to the services performed by our firm or any of its attorneys, to our mutual satisfaction, our firm will first comply with any mandatory dispute resolution procedures that may apply to any such dispute.

If we are unable to resolve any dispute, and after mandatory dispute resolution procedures have been waived or exhausted, the parties shall submit such dispute to final and binding arbitration in Contra Costa County, California before the American Arbitration Association, pursuant to its then prevailing rules, unless the parties agree in writing to a different arbitration method or forum.

By signing this agreement, you acknowledge and agree that you have read and understand this arbitration provision. You understand that by agreeing to arbitration we each give up the right to present our claims or defenses for trial by a judge or jury, and we also give up the right to an appeal. The initial resort to the courts by either party shall not be considered a waiver of that party's right to compel binding arbitration under this provision. This agreement shall be governed by and construed in accordance with the laws of the State of California without regard to principles of conflicts of laws.

9. Document Retention. In the course of the Firm's representation of Crockett Community Services District, you may provide us with and we may obtain documents that are relevant to the representation. Some of those documents may be important to you and so that there is no confusion we find that it is useful at the inception of the representation for us to communicate our Document Retention Policy. Meyers Nave is committed to using less paper and eliminating unnecessary copies of documents. This helps us manage information, helps the environment and helps us control costs. The materials pertaining to this matter belong to you and you may access them or have duplicates provided to you at any time during your representation with the exception of certain Meyers Nave Firm and accounting information. At the conclusion of this matter, no further representation will be provided and we recommend that you make arrangements to retrieve all original documents.

It is the Firm's general policy that we maintain records for a period of ten (10) years after conclusion of the matter, although due to certain practical considerations that is not always possible. Additionally, while we take steps to ensure that all records are held in strict confidence and maintained in a secure location, we cannot guarantee that something beyond our control will not occur resulting in damage to client records.

Thus, if in the course of our representation you provide us with original documents that you consider important or desire to keep, we recommend that, first, you inform us in writing that the documents are important. And second, we ask that you take immediate possession of such documents upon the conclusion of our representation. If we do not hear from you, we will generally retain only the documents and materials pertaining to this matter which we designate as vital for a period of ten years. After which such documents will be destroyed unless, before that time, you notify us in writing that you wish to take possession of them.

We would request that you review this letter carefully and, if it is consistent with your understanding of our respective responsibilities, please so indicate by returning a signed copy

Crockett Community Services District
January 15, 2019
Page 3

of this letter to me at your earliest convenience. Again, we thank you for allowing us the opportunity to serve as your lawyers.

Very truly yours,

John D. Bakker
Attorney at Law

JB:GVR
Enclosures
c: Conflicts Department
Billing Department

These terms are accepted and agreed to as of the date of this letter.

Crockett Community Services District

By: _____
Kent Peterson, President

3140572.1

November 20, 2002

Douglas Tubb, President
 Board of Directors
 Crockett-Valona Sanitary District
 P.O. Box 578
 Crockett, CA 94525

RE: Engagement of Legal Services

Dear Mr. Tubb:

Thank you for continuing to use the services of Kenton Alm and retaining the firm of Meyers, Nave, Riback, Silver & Wilson to perform legal services in connection with Crockett-Valona Sanitary District. We appreciate the opportunity to serve as your lawyers and look forward to working with you.

This letter sets forth our agreement concerning the legal services we will provide and our fee arrangements for those services. Please read this entire agreement before signing and returning it to us.

1. Scope of Engagement. We will provide the legal services reasonably required to represent and advise you in connection with General Counsel Services for the Crockett-Valona Sanitary District. Our work is limited to such services. We will also provide legal services for additional matters that you request of us, (such as litigation), provided we agree to perform that additional work. A letter confirming such additional work shall bring such work within the scope of this agreement.

2. Fees and Personnel. As compensation for our services, our fees will be based on our current standard billing rate for the personnel performing services under this agreement at the time such services are rendered; or at the current rate of the client's insurance carrier, if the carrier is providing for the cost of the defense. Our standard billing rates for attorneys, paralegals and legal assistants are attached as Attachment 1.

I will be the shareholder in charge of representing your interests. If other attorneys and/or paralegals and/or legal assistants are assigned to work on your matter, the then current hourly rates of those individuals will be utilized. This agreement retains the legal services of our law firm and not of a particular attorney. Hourly rates are subject to reasonable change, usually at the beginning of each year.

North Bay Office
 Santa Rosa, California

Central Valley Office
 Stockton, California

Re: Engagement of Legal Services

November 20, 2002

Page 2

3. **Disbursements and Expenses.** In addition to hourly fees, we may incur out-of-pocket expenses related to your representation. Our Statement of Fee and Billing Information, which sets forth the details of our disbursement and expense policy, is attached (Attachment 2).

4. **Billing and Payment Responsibilities.** We will send monthly statements which are due within 30 days of receipt. If you have any questions about an invoice, please promptly telephone or write me so that we may discuss these matters. Our Statement of Fee and Billing Information sets forth the details of our fee and billing policy.

5. **Termination of Services.** You may terminate our services at any time by written notice. After receiving such notice, we will cease providing services. We will cooperate with you in the orderly transfer of all related files and records to your new counsel.

We may terminate our services at any time with your consent or for good cause. Good cause exists if (a) any statement is not paid within 60 days of its date; (b) you fail to meet any other obligation under this agreement and continue in that failure for 15 days after we send written notice to you; (c) you have misrepresented or failed to disclose material facts to us, refused to cooperate with us, refused to follow our advice on a material matter, or otherwise made our representation unreasonably difficult; or (d) any other circumstance exists in which ethical rules of the legal profession mandate or permit termination, including situations where a conflict of interest arises. If we terminate our services, you agree to execute a substitution of attorneys promptly and otherwise cooperate in effecting that termination.

Termination of our services, whether by you or by us, will not relieve the obligation to pay for services rendered and costs incurred before our services formally ceased.

6. **Insurance.** During the term of this engagement, this law firm shall take out and maintain general liability and property damage insurance in the amount of \$1,000,000; professional errors and omissions insurance, in an amount of \$2,000,000 per occurrence; and \$4,000,000 aggregate, which insurance may not be canceled or reduced in required limits of liability unless at least ten days advance written notice be given to you.

7. **No Guarantee of Outcome.** Any comments made by us about the potential outcome of any matter are expressions of opinion only and are not guarantees or promises about any outcome or results.

8. **Entire Agreement; Full Understanding; Modifications in Writing.** This letter contains our entire agreement about our representation. Any modifications or additions to this letter agreement must be made in writing.

9. Joint Representation. Although, I am a firm member, our firm maintains *of counsel* agreements with certain legal specialists. Because these individuals are deemed independent contractors under the applicable provisions of the tax laws and not employees of the firm, it is necessary that you consent to dual representation by the firm and the specialist in the event the matter which you have engaged us to handle requires the use of that specialist. This arrangement has no effect whatsoever on the cost of your legal services, rather it is an ethical requirement that we disclose this fact and that you consent. You are consenting by signing this letter.

10. Conflicts. The services provided under this agreement are for the benefit of the Crockett-Valona Sanitary District only. Though we do represent many other public entities, Meyers Nave is not aware of any actual conflicts or pending matters where the firm represents public agencies in matters adverse to the Crockett-Valona Sanitary District.

Since 1986, we have represented over five hundred public clients, including numerous cities, redevelopment agencies, special districts, counties and other public entities, and we are accepting new engagements all the time. Meyers, Nave performs a variety of professional services for its clients and it is possible that we will represent public agency clients on other matters with objectives or positions inconsistent with those of Crockett-Valona Sanitary District. Ordinarily, continuing to represent the Crockett-Valona Sanitary District would not create an actual legal conflict. If an actual conflict of interest does arise, however, we will promptly advise the Crockett-Valona Sanitary District of the legal conflict of interest and obtain a waiver of the conflict from the Crockett-Valona Sanitary District and the other entity. Alternatively, if the situation requires it, we will withdraw from representing either the other party, the Crockett-Valona Sanitary District, or both as may be required by the Bar Rules concerning legal ethics.

By signing and returning this letter to us, you acknowledge that we have discussed these matters and you confirm that the Crockett-Valona Sanitary District does not object to our representation of other clients on matters where their legal, governmental or political objectives and/or positions may be different from or those of the Crockett-Valona Sanitary District, and that the Crockett-Valona Sanitary District consents to our representation of such clients with differing legal, governmental or political interests where no actual legal conflict of interest exists. While you would certainly be free to terminate our relationship, you agree that this firm nonetheless would be free to represent such clients even on those matters which you consider inconsistent with your objectives or views provided that no actual legal conflict of interest exists.

These acknowledgments do not permit our firm to represent another client in opposing any project for which we have provided legal advice without your specific written legal consent.

Re: Engagement of Legal Services
November 20, 2002
Page 4

Please review this letter carefully. If it is consistent with your understanding of our respective responsibilities, please sign below and return this letter to me. An additional copy of this letter is enclosed for your records. Again, we thank you for allowing us the opportunity to serve as your lawyers.

Sincerely,

MEYERS, NAVE, RIBACK, SILVER & WILSON



Kenton L. Alm

These terms are accepted and agreed to as of the date of this letter.

By: 

Title: Fres.
Crockett-Valona Sanitary District

Enclosures

Re: Engagement of Legal Services
November 20, 2002
Page 5

bcc: Billing Department

ATTACHMENT 1

MEYERS, NAVE, RIBACK, SILVER & WILSON
RATE SHEET

Sr. Shareholder	\$200
Shareholder	\$200
Sr. Of Counsel	\$200
Jr. Of Counsel	\$150
Sr. Associate	\$150
Jr. Associate	\$135
Paralegal	\$95
Other	\$50

Hourly rates set forth above are reviewed and amended annually in January of each year.

"2004"

ATTACHMENT 2

MEYERS, NAVE, RIBACK, SILVER & WILSON STATEMENT OF FEE AND BILLING INFORMATION

The following is a general description of our fee and billing policies. These general policies may be modified by the specific engagement letter or agreement to which this summary is attached.

Professional Fees. Our fees for professional services are based on the fair value of the services rendered. To help us determine the value of our services, our attorneys and paralegals maintain time records for each client and matter. Our attorneys and paralegals are assigned hourly rates which are based on years of experience, specialization, training and level of professional attainment. We adjust our rates periodically (usually at the beginning of each year) to take into account inflation and the increased experience of our professional personnel.

To keep professional fees at a minimum, legal work that does not require more experienced attorneys will be performed, where feasible, by attorneys with lower billing rates. Of course, the quality of the work is paramount, and we do not sacrifice quality to economy.

Before undertaking a particular assignment, we will, if requested, provide you with a fee estimate to the extent possible. Estimates are not possible for some matters, however, and cannot be relied on in many others because the scope of our work will not be clear at the outset. When a fee estimate is given, it is only an estimate; it is not a maximum or minimum fee quotation. The actual fee may be more or less than the quoted estimate.

Billing And Payment Procedures. Unless other arrangements are made at the time of the engagement, invoices will be sent monthly. Invoices for outside services exceeding \$100 may be billed separately. Occasionally, however, we may defer billing for a given month or months if the accrued fees and costs do not warrant current billing or if other circumstances would make it appropriate to defer billing.

Our invoices contain a brief narrative description of the work performed; if requested, the initials of the attorney who performed the work will appear on the statement. The invoice will include a line item reflecting in-house administrative costs. The firm's in-house administrative costs include, but are not limited to, duplicating, facsimile charges, telephone charges, E-mail, postage, mileage and other administrative expenses. We have determined that the most effective method of accounting for these administrative costs is to charge a flat 8% of the professional fees incurred.

The firm will be reimbursed for all outside services incurred in the course of providing legal services to our client(s). Outside services will include, but are not limited to, all third-party expenses, delivery charges, travel expenses, outside research services, filing fees, expert witness and expert consultant fees. To defray the firm's costs for administering these services, there will be an additional cost advance charge of 2% for all outside services of \$100 or more.

If you have any questions regarding an invoice, the billing manager, controller or shareholder in charge are available to answer your questions. For any unresolved matters, the Bar Association has an arbitration mechanism that can be used to resolve such matters.

Late Payments. Statements for services are payable upon presentation and, in all events, within thirty (30) days after receipt. Occasionally a client has difficulty in making timely payments. To avoid burdening those clients who pay their statements promptly with the added costs we incur as a result of late payments, a late charge will be assessed on statements not paid within thirty (30) days. The maximum monthly late payment charge will be 1.5% per month. In the unlikely event we are required to institute legal proceedings to collect fees and costs, the prevailing party will be entitled to reasonable attorneys' fees and other costs of collection.



Thomas Lloyd Smith
Associate

555 12th Street, Suite 1500
Oakland, CA 94607

T: 510.808.2000
F: 510.444.1108
tsmith@meyersnave.com

Practice Groups
Municipal & Special District Law

Bar Numbers
314631 (CA)
686826 (MA)

Education
Harvard Law School, J.D.
Harvard Kennedy School, Master in Public
Policy

Seton Hall University, B.S., Education,
magna cum laude

Practicing Since: 2012

Thomas Smith is an Associate in the Municipal & Special District Law Practice Group. His unique background of expertise includes a combination of legal services, business strategy, operations management, professional development, institutional governance, finance, and venture capital/start-up advice. Thomas has assisted clients in the public, private and non-profit sectors.

Examples of Thomas' legal services experience for public entities includes currently serving as an Assistant City Attorney for the City of San Leandro, providing guidance to the Planning Commission and the Board of Zoning Adjustments, as well as providing legal counsel to the Central Contra Costa Sanitary District. Thomas has also advised the Board of a community college on evaluating land use options for a public-private partnership, responding to an investigation by the District Attorney and the Department of Environmental Health on underground storage tank site remediation issues, and drafting a letter of intent and a purchase and sale agreement for a \$7 million college property.

Thomas' broad scope of experience also includes:

- Drafting pleadings and representing clients in court proceedings, arbitration and mediation
- Drafting executive employment agreements, dismissal recommendations, statements of charges, termination letters, and settlement agreements
- Investigating complaints, reporting findings of fact, and recommending corrective action
- Drafting articles of incorporation, IRS Form 1023 for 501(c)(3) incorporation, board bylaws, consents, resolutions and minutes, conflict of interest codes and policies, and service contracts

Thomas' legal experience also includes providing governance training services to boards of non-profit organizations; advisory services to founders of new non-profit organizations and schools; and guidance regarding choice of

entity, residency, founder shares, ESOs, etc. For start-ups and venture capital clients, he has conducted company and investor-side due diligence, and drafted charters, stock purchase agreements, investors rights agreements, voting agreements, and IPO applications.

Thomas has specialty expertise in the education field, having served for five years as the Founder and Executive Director of a 6th-8th grade charter school. His responsibilities included the direct management and professional development of all school administrators; oversight of teachers and staff; drafting the school charter, annual reports, business plans, and development plans; and managing a \$3 million operating budget, developing more than \$1 million in start-up funds, and working with the Board on cultivating target donors and foundation grants. Thomas reported directly to the Board and served on and supported all Board committees.

Thomas' senior management experience includes managing four departments across all offices of a global corporate law firm with more than 500 attorneys. He also worked with the firm's executive committee to develop a post-merger integration strategy and implement a balanced scorecard management system throughout the firm. At the law firm, Thomas' business planning and P&L responsibilities covered paralegals, secretaries, marketing, accounting, collections, and procurement. Thomas' business analysis expertise has also been utilized by private, public and social sector institutions that were his clients at McKinsey & Company, a global management consulting firm. Thomas provided these organizations with an extensive range of business strategy advice, including e-commerce, change management, and growth planning.

Thomas currently serves as a Commissioner on the Police Commission for the City of Oakland. The Commission is comprised of seven regular and two alternate members, all of whom are Oakland residents and serve in a volunteer capacity. The purpose of the Police Commission is to oversee the Oakland Police Department's policies, practices and customs to meet national standards of constitutional policing and to oversee the Community Police Review Agency that investigates police misconduct and recommends discipline. On November 8, 2016, Oakland voters approved Measure LL to establish: (1) a Police Commission to oversee the Police Department's policies and procedures and (2) a Community Police Review Agency to investigate police misconduct and recommend discipline. The Mayor and Police Commission Selection Panel made seven appointments (confirmed by the Oakland City Council) to the Police Commission after interviewing 28 of the 144 applicants who applied for the volunteer positions.

Professional Affiliations and Community Service

- Commissioner, Oakland Police Commission
- Board of Directors, Conservatory of Vocal & Instrumental Arts High School
- Member, Equity Pledge Committee, Oakland Unified School District
- Political Action Chairperson, National Association for the Advancement of Colored People, Oakland Chapter
- Member, Charles Houston Bar Association

- Member, California Council of School Attorneys
- Member, American Bar Association
- Member, National Bar Association
- Founder, Helen Y. Davis Leadership Academy Charter Public School (Boston, MA)

Honors and Awards

- Recipient, 2018 Seton Hall University Annual Alumni Achievement Award, the highest alumni achievement award offered by the College of Education and Human Services for making significant contributions to one's profession and community
- Recipient, Public Policy and International Affairs Fellowship, Harvard Kennedy School
- Recipient, University Merit Scholar, Seton Hall University

REVISED ATTACHMENT 1
MEYERS, NAVE, RIBACK, SILVER & WILSON
RATE SHEET

<i>Title</i>	<i>Hourly Rate</i>
General Legal Services	
All Attorneys	\$300
Paralegal/Law Clerks	\$165
Special Counsel and Litigation Services	
Principal	\$350
Of Counsel	\$315
Associate	\$295
Paralegal/Law Clerks	\$165

Hourly rates set forth above are reviewed annually.

Effective February 1, 2019

3141206.1

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

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BD. MTG: 1-23-19 <hr style="border-top: 1px dashed black;"/> CCSD FUND 3240 <hr style="border-top: 1px dashed black;"/> CASH CARRIED FORWARD: <u>REC DEPT:</u> \$14,479.14 ACTIVITY: Sec Cash Conv 12/13 \$26,405.33 Unitry Row Rail 1% \$679.69 Sec Cash Conv 1/11 \$1,499.00 Transfer to 3241 (\$30,000.00) PY SAM Corr (\$2.13)	LATEST FUND REPORT: 1-11-19 <hr style="border-top: 1px dashed black;"/> CCSD FUND 3240 <hr style="border-top: 1px dashed black;"/> CASH CARRIED FORWARD: <u>CVSAN DEPT:</u> \$55,006.98 ACTIVITY: Sec Cash Conv 12/13 \$155,087.72 Unitry Row Rail 1% \$3,992.08 Sec Cash Conv 1/11 \$8,804.17 Transfer to 3426 (\$180,000.00) PY SAM Corr (\$12.54)
<hr style="border-top: 1px dashed black;"/> CASH BALANCE (Rec): \$13,061.04 <hr style="border-top: 1px dashed black;"/> ADV ON TAXES (Rec): \$22,969.41 060 Adv beginning bal \$51,438.32 Tax Conversion (\$26,405.33) Unitry Row Rail 1% (\$679.69) Adj for FY 18/19 (\$55.88) Tax Conversion (\$1,499.00) Ending Balance \$22,798.41 160 Supplmt begin bal \$263.03 Adj Doc 21181221 (\$92.03) Ending Balance \$171.00 <hr style="border-top: 1px dashed black;"/> FUND BALANCE (Rec): \$36,030.45	<hr style="border-top: 1px dashed black;"/> CASH BALANCE (CVSan): \$42,878.40 <hr style="border-top: 1px dashed black;"/> ADV ON TAXES (CVSan): \$134,540.97 060 Adv beginning bal \$301,368.51 Tax Conversion (\$155,087.72) Unitry Row Rail 1% (\$3,992.08) Adj for FY 18/19 \$55.88 Tax Conversion (\$8,804.17) Ending Balance \$133,540.43 160 Supplmt begin bal \$1,541.04 Adj Doc 21181221 (\$540.50) Ending Balance \$1,000.54 <hr style="border-top: 1px dashed black;"/> FUND BALANCE (CVSan): \$177,419.37 TOTAL BALANCE: \$213,449.82

Members of the Board: Luigi Barassi, Michael Kirker, John MacKenzie, Kent Peterson, Emma Sutton

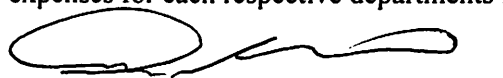
CROCKETT COMMUNITY SERVICES DISTRICT

INVESTMENT REPORT

AS OF DECEMBER 31, 2018

<u>Beginning invested balance:</u>	<u>12/1/2018</u>	<u>\$ 3,426,636.83</u>
<u>RECREATION DEPT. OPERATING FUND 3241</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.16% as of 9/30/2018		\$ 321,596.38
Activity: Transfer from cash (12/19)		\$ 100,000.00
Ending balance:		\$ 421,596.38
<u>MAINTENANCE DEPT. OPERATING FUND 3242</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.16% as of 9/30/2018		\$ 107,606.28
Activity: No activity		\$ -
Ending balance:		\$ 107,606.28
<u>PORT COSTA SANITARY DEPT. OPERATING FUND 3425</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.16% as of 9/30/2018		\$ 60,265.92
Activity: No activity		\$ -
Ending balance:		\$ 60,265.92
<u>CROCKETT SANITARY DEPT. OPERATING FUND 3426</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.16% as of 9/30/2018		\$ 1,885,762.21
Activity: Transfer to cash (12/19)		\$ 1,000,000.00
Ending balance:		\$ 2,885,762.21
<u>CROCKETT SANITARY DEPT. CONSTRUCTION FUND 3427</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.16% as of 9/30/2018		\$ 863,072.54
Activity: No activity		\$ -
Ending balance:		\$ 863,072.54
<u>CROCKETT SANITARY DEPT. CAPITAL RESERVE FUND 3429</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.16% as of 9/30/2018		\$ 68,333.50
Activity: No activity		\$ -
Ending balance:		\$ 68,333.50
<u>Closing invested balance:</u>	<u>12/31/2018</u>	<u>\$ 4,406,636.83</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.


 Dale McDonald, General Manager

Date: 1/14/19

CROCKETT RECREATION DEPARTMENT

of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525

Telephone (510) 787-2414

Fax (510) 787-3049

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

website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD. MTC 1-23-19

LATEST FUND REPORT: 1-11-19

OPERATING FUND 3241

CASH CARRIED FORWARD: \$48,494.41

INVESTED BALANCE: \$321,596.38

Trns from cash \$100,000.00

ACTIVITY:

Trns to cash (\$30,000.00)

NET INVESTED: \$391,596.38

CHECKS AND PAYMENTS

Warrants (7790-7833) (\$42,365.87)

\$34,352.82 c/d deposits

Wells Fargo CC Fees (\$59.81)

\$357,243.56 avail. funds

Payroll recovery (\$2,109.68)

Trns to Investments (\$100,000.00)

FUND BALANCE: \$507,713.10

DEPOSITS AND CREDITS

Comm Center Rentals \$9,486.00

*** Below held in cash account ***

Senior Nutrition \$400.00

C/D BEGINNING BALANCE: \$32,418.32

Outside classes \$90.00

c/d deposit receipts \$2,435.00

Cleaning/Damage Depos \$2,435.00

c/d deposit refunds (\$58.00)

Security Services \$1,876.00

Trnsfr recovery (\$442.50)

Cleaning Services \$240.00

NET C/D ENDING BALANCE: \$34,352.82

Other Non-op recycle \$90.00

CAP / RESTRICTED BAL: \$3,134.47

Tennis Restroom Keys \$20.00

Revenue (Donations) \$ 106.31

Parking fines \$166.29

Cap Expenses \$ -

Donations United Way \$106.31

NET CAPITAL REPL. BAL: \$3,240.78

Dontations \$100.00

POLICE LIAISON BALANCE: \$8,608.21

Payroll recovery \$195.07

Fines & Fees \$166.29

Cost recovery \$150.00

Payroll and mailing (\$336.60)

Cxl ck#623 \$623.00

NET PLC ENDING BALANCE: \$8,437.90

Trns from CSD 3240 \$30,000.00

XMAS LIGHT BALANCE: \$1,043.11

Trns frm Adv on Taxes \$78,815.00

CROCKETT CERT ACTIVITY:

Trns frm Investments \$30,000.00

CERT Beginning Bal: \$0.00

No activity \$0.00

CERT Ending Balance: \$0.00

CASH BALANCE: \$58,751.72

ADV ON TAXES : \$136,180.00

PETTY CASH BALANCE: \$60.00

REC Tax coll 12/14 (\$76,450.00)

TAXES held in 3240: \$ 36,030.45

REC Tax coll 1/11 (\$2,365.00)

CO.charges in 3240: \$ -

NET ADV ON TAXES: \$57,365.00

ACCRUED CREDIT: \$ 8,000.00

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PY due from MAINT Dept.

Commissioners: Jeff Airoldi, David Botta, Louise Choquette, Tom Cusack, Vanessa Eskildsen, John Valentini

CROCKETT COMMUNITY SERVICES DISTRICT

01/14/19

Reconciliation Detail

FUND 3241 - RECREATION, Period Ending 01/11/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							506,270.79
Cleared Transactions							
Checks and Payments - 45 Items							
Check	12/20/2018	7803	TERRACARE ASSOC...	Landscaping services	X	-3,791.00	-3,791.00
Check	12/20/2018	7807	U.S. BANK	Various - see statement for ...	X	-2,885.19	-6,676.19
Check	12/20/2018	7804	UNIVERSAL BUILDI...	Janitorial Services	X	-2,000.00	-8,676.19
Paycheck	12/20/2018	7792	SUSAN G. WITSCHI	Payroll December 1-15	X	-1,543.54	-10,219.73
Paycheck	12/20/2018	7790	DOLORES M. MORA...	Payroll December 1-15	X	-850.51	-11,070.24
Liability Check	12/20/2018	7795	STATE COMPENSAT...	Workers Comp ...	X	-813.26	-11,883.50
Check	12/20/2018	7805	Marie Kricken	Cleaning and damage depo...	X	-595.00	-12,478.50
Check	12/20/2018	7800	LESLIE'S POOL SUP...	Pool chemicals	X	-570.79	-13,049.29
Check	12/20/2018	7806	Jose Alejandro	Cleaning and damage depo...	X	-497.50	-13,546.79
Check	12/20/2018	7801	LINCOLN AQUATICS	Joint sealant Invoice D8622...	X	-298.77	-13,845.56
Check	12/20/2018	7797	ARMOR LOCKSMITH...	Replace broken torsion spri...	X	-294.06	-14,139.62
Check	12/20/2018	7798	Code Three Fire and ...	Service hood Invoice 21558	X	-285.00	-14,424.62
Paycheck	12/20/2018	7791	KATELYNN M. CLEM...	Payroll December 1-15	X	-250.90	-14,675.52
Check	12/20/2018	7802	ROTO-ROOTER SE...	Grease Trap maintenance ...	X	-235.00	-14,910.52
Paycheck	12/20/2018	7793	HARLEY W. MANDICI...	Payroll December 1-15	X	-165.81	-15,076.33
Paycheck	12/20/2018	7794	TREVOR B. DEES	Payroll December 1-15	X	-128.97	-15,205.30
Check	12/20/2018	7799	Construct Your Image	Xmas banner Invoice 1273	X	-54.13	-15,259.43
Check	12/20/2018	7796	Alhambra & Sierra Spr...	Concessions water	X	-45.00	-15,304.43
Check	01/04/2019	7818	CSRMA	Liability insurance 12/31/18...	X	-13,403.95	-28,708.38
Paycheck	01/04/2019	7808	RONALD D. WILSON	Payroll December 2018	X	-2,266.57	-30,974.95
Transfer	01/04/2019			Payroll recovery Dec 2018 ...	X	-2,232.60	-33,207.55
Check	01/04/2019	7824	PG&E	Gas & Electricity	X	-1,787.31	-34,994.86
Paycheck	01/04/2019	7811	SUSAN G. WITSCHI	Payroll Dec 16-31	X	-1,554.60	-36,549.46
Liability Check	01/04/2019	7816	CalPERS Public Empl...	CalPERS Retirement, 457 ...	X	-1,534.60	-38,084.06
Liability Check	01/04/2019	7814	UNITED STATES TR...	Fed Tax Payroll Liability ...	X	-1,072.36	-39,156.42
Check	01/04/2019	7831	Zoe Alava	Cleaning and damage depo...	X	-700.00	-39,856.42
Check	01/04/2019	7819	MEYERS NAVE	Attorney general advice No...	X	-414.87	-40,271.29
Check	01/04/2019	7820	Streamline	Web hosting Jan-June Invoi...	X	-412.32	-40,683.61
Paycheck	01/04/2019	7809	DOLORES M. MORA...	Payroll Dec 16-31	X	-401.41	-41,085.02
Check	01/04/2019	7827	UNIVERSAL BUILDI...	Janitorial Services	X	-373.60	-41,458.62
Check	01/04/2019	7821	AT&T (Phone)	Telephone and internet	X	-325.00	-41,783.62
Paycheck	01/04/2019	7810	KATELYNN M. CLEM...	Payroll Dec 16-31	X	-264.17	-42,047.79
Check	01/04/2019	7822	Fox Electric	Service light fixture on side ...	X	-234.00	-42,281.79
Check	01/04/2019	7828	YP	Vallejo-Benicia YP dirctory - ...	X	-224.00	-42,505.79
Check	01/04/2019	7825	Station-1 Fire Protection	Quarterly sprinkler inspection	X	-135.00	-42,640.79
Check	01/04/2019	7826	TERMINIX	Pest control	X	-126.00	-42,766.79
Check	01/04/2019	7829	RONALD D. WILSON	Mileage reimbursement De...	X	-124.81	-42,891.60
Paycheck	01/04/2019	7813	TREVOR B. DEES	Payroll Dec 16-31	X	-100.02	-42,991.62
Check	01/04/2019	7823	GBS LINENS	Laundry services - table clo...	X	-99.42	-43,091.04
Check	01/04/2019	7830	SUSAN G. WITSCHI	Mileage reimbursement No...	X	-80.44	-43,171.48
Check	01/04/2019	7817	LINCOLN FINANCIAL...	LTD Insurance premium	X	-69.19	-43,240.67
Paycheck	01/04/2019	7812	HARLEY W. MANDICI...	Payroll Dec 16-31	X	-57.90	-43,298.57
Liability Check	01/04/2019	7815	EMPLOYMENT DEVE...	State Tax Payroll Liability ...	X	-53.90	-43,352.47
Check	01/08/2019		Wells Fargo Fees	Credit Card Fees	X	-59.81	-43,412.28
Check	01/09/2019	7833	Maria Escalante	Cleaning and damage depo...	X	-623.00	-44,035.28
Total Checks and Payments						-44,035.28	-44,035.28
Deposits and Credits - 12 Items							
Transfer	12/19/2018			Prop Tax Transfer to REC	X	30,000.00	30,000.00
Transfer	12/20/2018			Payroll recovery Dec 1-15 P...	X	6.90	30,006.90
Transfer	12/20/2018			Payroll recovery CVSan to ...	X	183.90	30,190.80
Deposit	12/21/2018			Comm Ctr Deposit 969	X	5,167.00	35,357.80
Deposit	12/26/2018			Booking - cc	X	200.00	35,557.80
Deposit	12/28/2018			Comm Ctr Deposit #970	X	1,962.60	37,520.40
Deposit	01/02/2019			Cleaning Deposit / Park Bat...	X	520.00	38,040.40
Check	01/04/2019	7832	Marie Bentiz	VOID: Cleaning and damag...	X		38,040.40
Transfer	01/04/2019			Payroll recovery Dec 2018 ...	X	4.27	38,044.67
Transfer	01/04/2019			Payroll recovery Dec 2018 ...	X	122.92	38,167.59
Deposit	01/04/2019			Comm Ctr Deposit #971	X	4,240.00	42,407.59
Deposit	01/07/2019			Rent/CD/Sec - cc	X	3,070.00	45,477.59
Total Deposits and Credits						45,477.59	45,477.59
Total Cleared Transactions						1,442.31	1,442.31
Cleared Balance						1,442.31	507,713.10
Register Balance as of 01/11/2019						1,442.31	507,713.10
Ending Balance						1,442.31	507,713.10

CROCKETT POLICE LIAISON COMMITTEE

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

FINANCIAL REPORT

AS OF DECEMBER 31, 2018

Opening balance: 12/1/2018 \$8,551.97

Activity:

Revenue

Parking Fines – *October* \$43.63
Parking Fines – *November* \$166.29

Expenditures

Payroll recovery *November* (\$54.44)
Payroll recovery *Dec 1-15* (\$35.19)
Survey Monkey Fee (\$37.00)
Postage (\$1.80)

Current balance as of 12/31/18 \$8,633.46

Staff spent approximately 7.5 hours on PLC issues in December.



District Finance Officer

//admin/districtsecretary/plc/financialreport

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: 1/23/19 <hr style="border-top: 1px dashed black;"/> OPERATING FUND 3242 <hr style="border-top: 1px dashed black;"/> CASH CARRIED FORWARD: \$60,906.19 ACTIVITY: CHECKS and PAYMENTS Warrants (407-409) (\$611.46) Payroll recovery (189.47) DEPOSITS None <hr style="border-top: 1px dashed black;"/> CASH BALANCE: \$60,105.26 <hr style="border-top: 1px dashed black;"/> INVESTED BEG. BALANCE: \$107,606.28 No activity \$0.00 INVESTED END. BALANCE: * \$107,606.28 <hr style="border-top: 1px dashed black;"/> FUND BALANCE: \$167,711.54	LATEST FUND REPORT: 1/11/19 <hr style="border-top: 1px dashed black;"/> BALANCES BY CLASS <hr style="border-top: 1px dashed black;"/> MEMORIAL HALL Walk Honor & P66 \$221,500.00 Arch. Phase1 (\$15,427.99) Engnr. Phase1 (\$27,481.50) Other CapX (\$4,605.65) WofH P66 Balance \$173,984.86 Other MH O&M Bal. (\$4,540.00) BRIDGEHEAD (\$654.55) PLAZA/FENCES/LIGHTS (\$1,078.77) <hr style="border-top: 1px dashed black;"/> ACCRUED DEBT: <hr style="border-top: 1px dashed black;"/> PY due REC Dept. \$8,000.00 DOGPARK due BRGHD \$959.98 PCADVISORY due MH \$1,170.20 <hr style="border-top: 1px dashed black;"/> c:\mydocs\maint\bud&fin\wrksht
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01/14/19

Reconciliation Detail

FUND 3242 - MAINTENANCE, Period Ending 01/11/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							168,512.47
Cleared Transactions							
Checks and Payments - 4 Items							
Check	12/20/2018	407	TERRACARE ASS...	Landscaping services	X	-300.00	-300.00
Check	12/20/2018	408	U.S. BANK	WWI Centennial food & drinks	X	-119.07	-419.07
Check	01/04/2019	409	CSRMA	Liability insurance 12/31/18-12/...	X	-192.39	-611.46
Transfer	01/04/2019			Payroll recovery Dec 2018 MAI...	X	-189.47	-800.93
Total Checks and Payments						-800.93	-800.93
Total Cleared Transactions						-800.93	-800.93
Cleared Balance						-800.93	167,711.54
Register Balance as of 01/11/2019						-800.93	167,711.54
Ending Balance						-800.93	167,711.54

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG: 1-23-19

LATEST FUND REPORT: 1-11-19

OPERATING FUND 3426

CONSTRUCTION FUND 3427

CASH CARRIED FORWARD: \$205,358.20

CASH CARRIED FORWARD \$17,341.62

ACTIVITY:

Warrants (5765-5787) (\$140,489.60)
Trns to Investments (\$1,000,000.00)
Trns to REC & PCSan (\$243.90)
Deposits \$1,010.26
Payroll recovery \$3,730.34
Prop Tax from CSD 3240 \$180,000.00
Trns from Adv on Taxes \$769,077.69
Trns from Investment \$120,000.00

ACTIVITY:

No activity \$0.00

CASH BALANCE: \$138,442.99

CASH BALANCE: \$17,341.62

INVESTED BEGIN BAL.: \$863,072.54

No activity \$0.00

INVESTED BALANCE: \$863,072.54

FUND 3427 BALANCE: \$880,414.16

ADV ON TAXES:

060 Prop tax Beginning \$1,289,986.38
SUC Trnsfr 12/14 (\$748,754.19)
SUC Trnsfr 1/11 (\$20,323.50)
Ending Balance \$520,908.69

160 Adv Supp Prop tax \$0.00
Adj Doc 21181221 \$4,117.89
Ending Balance \$4,117.89

CAPITAL RESERVE FUND 3429

CASH CARRIED FORWARD \$277.00

ACTIVITY:

No activity \$0.00

INVESTED BEG. BALANCE: \$1,885,762.21

Trns from cash \$1,000,000.00

Trns to cash (\$120,000.00)

Ending Balance: \$2,765,762.21

CASH BALANCE: \$277.00

INVESTED BEGIN BAL.: \$68,333.50

No activity \$0.00

INVESTED BALANCE: \$68,333.50

FUND 3426 BALANCE: \$3,429,231.78

FUND 3429 BALANCE: \$68,610.50

TAXES held in 3240: \$177,419.37

CO.charges in 3240: \$0.00

ACCURED DEBT OWED TO CVAN:

PCSAN DEPT. \$302,196.85

MAINT DEPT. \$0.00

CONTRACTOR BONDS ON FILE:

25 contractors \$25,500.00

1:58 PM

01/14/19

CROCKETT COMMUNITY SERVICES DISTRICT
Reconciliation Detail
FUND 3426 - CV SANITARY - O&M, Period Ending 01/11/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							3,381,106.79
Cleared Transactions							
Checks and Payments - 26 items							
Check	12/20/2018	5766	C&H SUGAR CO.	JTP shared op costs November	X	-47,633.07	-47,633.07
Check	12/20/2018	5768	L.R. PAULSELL C...	Construction Management & Hyd...	X	-4,710.00	-52,343.07
Check	12/20/2018	5767	CALIFORNIA ASS...	CASA Membership annual	X	-4,456.00	-56,799.07
Check	12/20/2018	5770	U.S. BANK	QB payroll, phone, internet, fuel f...	X	-768.81	-57,567.88
Liability Che...	12/20/2018	5765	STATE COMPENS...	Workers Comp	X	-386.24	-57,954.12
Transfer	12/20/2018			Payroll recovery CVSan to REC	X	-183.90	-58,138.02
Check	12/20/2018	5769	CONTRA COSTA ...	Release of Violation recorder fees	X	-30.00	-58,168.02
Transfer	01/03/2019			Permit for PCSan, incorrectly dep...	X	-60.00	-58,228.02
Check	01/04/2019	5777	CSRMA	PIP Liability insurance 12/31/18-1...	X	-30,668.47	-88,896.49
Check	01/04/2019	5779	CITY NATIONAL B...	Loan Agreement #06-045-AF	X	-27,651.07	-116,547.56
Check	01/04/2019	5786	WEST COUNTY ...	Pump Station and CSO maintena...	X	-4,182.65	-120,730.21
Paycheck	01/04/2019	5771	DALE A. McDONA...	Payroll December 2018	X	-4,108.21	-124,838.42
Liability Che...	01/04/2019	5775	CalPERS Public E...	CalPERS Retirement, 457 Plan, a...	X	-3,805.25	-128,643.67
Paycheck	01/04/2019	5772	JAMES G. BARNH...	Payroll December 2018	X	-3,787.50	-132,431.17
Check	01/04/2019	5781	Crockett Recreatio...	Rent for District Office FY 18/19	X	-2,400.00	-134,831.17
Check	01/04/2019	5784	PG&E	Electricity	X	-2,087.49	-136,918.66
Check	01/04/2019	5778	MEYERS NAVE	Attorney general advice Nov 2018	X	-1,047.92	-137,966.58
Liability Che...	01/04/2019	5773	UNITED STATES ...	Fed Tax Payroll Liability 6...	X	-944.44	-138,911.02
Check	01/04/2019	5785	Streamline	Web hosting 6-months Jan-Jun	X	-708.72	-139,619.74
Liability Che...	01/04/2019	5774	EMPLOYMENT D...	State Tax Payroll Liability	X	-306.28	-139,926.02
Check	01/04/2019	5783	Duke's Root Contr...	Sewer root control - Invoice 14988	X	-249.63	-140,175.65
Check	01/04/2019	5780	AT&T (Phone)	Telephone District Office	X	-127.85	-140,303.50
Transfer	01/04/2019			Payroll recovery Dec 2018 CVSa...	X	-122.92	-140,426.42
Check	01/04/2019	5776	LINCOLN FINANCI...	LTD premium Jan 2019	X	-120.12	-140,546.54
Check	01/04/2019	5782	CONTRA COSTA ...	Fee Release Doc No. 2018-0106...	X	-15.00	-140,561.54
Liability Che...	01/08/2019	5787	CalPERS Public E...	CalPERS Retir. PERAP Tax Def...	X	-294.88	-140,856.42
Total Checks and Payments						-140,856.42	-140,856.42
Deposits and Credits - 10 items							
Transfer	12/19/2018			Prop Tax Transfer to CVSan	X	180,000.00	180,000.00
Deposit	12/21/2018			Permit	X	60.00	180,060.00
Deposit	12/26/2018			Permit - cc	X	60.00	180,120.00
Deposit	12/28/2018			Abatement Fees	X	187.82	180,307.82
Deposit	01/02/2019			SUC - cc	X	642.44	180,950.26
Transfer	01/04/2019			Payroll recovery Dec 2018 MAINT...	X	189.47	181,139.73
Transfer	01/04/2019			Payroll recovery Dec 2018 PCSa...	X	1,431.19	182,570.92
Transfer	01/04/2019			Payroll recovery Dec 2018 REC t...	X	2,232.60	184,803.52
Deposit	01/08/2019			Permit 19-1 - cc	X	60.00	184,863.52
Deposit	01/11/2019		CONTRA COSTA ...	Adj. Doc 21181221	X	4,117.89	188,981.41
Total Deposits and Credits						188,981.41	188,981.41
Total Cleared Transactions						48,124.99	48,124.99
Cleared Balance						48,124.99	3,429,231.78
Register Balance as of 01/11/2019						48,124.99	3,429,231.78
Ending Balance						48,124.99	3,429,231.78

PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR MTG.: 1/23/19 LATEST FUND REPORT: 1/11/19

OPERATING FUND 3425			
CASH CARRIED FORWARD:	(\$116,469.51)	ACCRUED DEBT:	
ACTIVITY:			
CHECKS (1063-1070)	(\$10,172.42)	PYs due CVSan Dept.	\$24,233.49
Payroll recovery	(\$1,442.36)	Loan#2 due CVSan	\$277,963.36
Trns frm Adv on Taxe	148,021.00		
DEPOSIT - permit	\$60.00		
CASH BALANCE:	\$19,996.71	ACCRUED DEBT:	\$302,196.85
ADV ON SUC BEG. BALANCE:	\$260,528.00		
Trns to cash	(\$148,021.00)		
Ending Balance	\$112,507.00		
INVESTED BEGIN. BALANCE:	\$60,265.92		
No activity	\$0.00		
Ending Balance	\$60,265.92		
FUND BALANCE:	\$192,769.63	\\san\pc\bud&fin\wrksht	

01/14/19


Reconciliation Detail

FUND 3425 - PC SANITARY - O&M, Period Ending 01/11/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							204,324.41
Cleared Transactions							
Checks and Payments - 11 Items							
Check	12/20/2018	1063	Valley Operat...	Treatment plant service November	X	-4,000.00	-4,000.00
Check	12/20/2018	1064	L.R. PAULSE...	Hydro cleaning Invoice 18-10	X	-900.00	-4,900.00
Check	12/20/2018	1065	U.S. BANK	Lab testing, phone alarm, QB pa...	X	-420.57	-5,320.57
Transfer	12/20/2018			Payroll recovery Dec 1-15 PCSa...	X	-6.90	-5,327.47
Check	01/04/2019	1066	CSRMA	PIP Liability insurance 12/31/18-...	X	-3,723.03	-9,050.50
Transfer	01/04/2019			Payroll recovery Dec 2018 PCSa...	X	-1,431.19	-10,481.69
Check	01/04/2019	1069	Larry Walker ...	Professional services NPDES thr...	X	-675.00	-11,156.69
Check	01/04/2019	1070	PG&E	Electricity	X	-295.41	-11,452.10
Check	01/04/2019	1067	MEYERS NA...	Attorney general advice Nov 2018	X	-79.45	-11,531.55
Check	01/04/2019	1068	Streamline	Web hosting 6-months Jan-Jun	X	-78.96	-11,610.51
Transfer	01/04/2019			Payroll recovery Dec 2018 PCSa...	X	-4.27	-11,614.78
Total Checks and Payments						-11,614.78	-11,614.78
Deposits and Credits - 1 Item							
Transfer	01/03/2019			Permit for PCSan, incorrectly de...	X	60.00	60.00
Total Deposits and Credits						60.00	60.00
Total Cleared Transactions						-11,554.78	-11,554.78
Cleared Balance						-11,554.78	192,769.63
Register Balance as of 01/11/2019						-11,554.78	192,769.63
Ending Balance						-11,554.78	192,769.63

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

TO: Directors and Commissioners
FROM: General Manager 
SUBJECT: Proposed Budget Schedule
DATE: January 2, 2019

PROPOSED FY 2019/20 BUDGET SCHEDULE

JANUARY	Staff prepares draft budget schedule.
JANUARY	Order envelopes for mailing of hearing notice. Order water use data from EBMUD & CCWD.
JANUARY 7,9,16	Staff presents mid-year budget reports. Appoint 3 Budget & Finance Committees.
JANUARY	Staff calculates water consumption and "increase" in sewer use charges, if needed.
JANUARY	Staff prepares 3 draft operating budgets.
FEBRUARY 1-21	Committees meet to develop preliminary budgets.
MARCH 4,13,20	Staff presents 8-month budget reports and preliminary budgets.
APRIL 1-17	Committees meet to revise preliminary budget and instruct staff on sewer service charge. Staff prepares newsletter, if needed.
APRIL 1,10,17	Committees report recommendations to Commissions and Board.
APRIL 24	Board sets June 26 date for public hearings on proposed budget, on rate increases, and on method of collection.
APRIL 25	Board instructs staff on wording notice of proposal to raise fees by specified amounts. Board approves newsletter.


APRIL 25	Staff updates database with changes in ownership and makes copies of notice & newsletters for mass mailing.
MAY 6	Recreation Commission recommends recreation tax rate.
MAY 10	DEADLINE TO NOTIFY ALL PROPERTY OWNERS BY MAIL NO LESS THAN 45 DAYS BEFORE HEARING. (Prop. 218 and District Code Sec. 6.24.035)
MAY 29	Staff completes draft Sewer Use Charge Study Reports. (H&S Code Sec. 5473 and District Code Sec. 6.24.160.B)
Before JUNE 1	Staff prints out sewer use charges. (District Code Sec. 6.24.160.B)
MAY 31	Deadline for 2 hearing notices emailed to West County Times for publication to run Wed 6/5 & Sat 6/15. (Prop. 218 and H&S Code Sec. 5473.1, Gov't Code Sec. 61110(d) of CSD law, and District Code Sec. 6.24.160.C)
JUNE 1-12	Committees may meet again to develop final budget proposal.
JUNE 3,12,19	Commissions adopt 3 budget proposals and approve SUC Study Reports and rate ordinances.
JUNE 12,19	Distribute final Sewer Use Charge Study Reports to San. Comm.
JUNE 14	Computer run of sewer service charges and Sewer Use Charge Study must be available to public at least 10 days prior to hearing. [Gov't Code Sec. 66016(a)]
JUNE 26	Present final budget proposal to Board.
JUNE 26	Public hearing on Sewer Use Charge Study Reports and committee recommendations for sewer service charges. (Prop. 218 and H&S Code Sec. 5473.1 & Dist. Code Sec. 6.24.160.F) Public hearing on method of collection. (H&S Code Sec. 5473.2) Public hearing on budget (Gov't Code Sec. 61110) Resolution overruling objections to method of collection and adopting Secretary's Report. (H&S Code Sec. 5473.3) Ordinances setting sewer service charges and setting method of collection. Resolution setting recreation tax. Resolution adopting budget. Adopt revised budget for <u>current year</u> if needed.
JUNE 27	Publish Ordinance in West County Times and post publicly.

JULY	Receive new tax roll. Final computer run sewer service charges.
JULY 10	Authorize PCSan capital projects.
JULY 17	Authorize CVSan. capital projects.
AUGUST 9	Deadline to submit rec. tax and sewer service charges to County. (H&S Code Sec. 5473.4)
AUGUST	Receive 3 County print outs for review and correction.

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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

TO: Board of Directors
FROM: General Manager 
SUBJECT: Mid-Year Budget Report for FY 18/19
DATE: January 14, 2019

The Crockett Community Services District 6-month budget reports for each of the respective departments have been presented to the Commissions with the exception of the Maintenance Department which is to be reviewed by the Board. All reports are being presented to the Board for review and to allow the Board to comment or question staff.

Each report is broken out by department and includes a written mid-year budget summary report along with a profit and loss statement as of December 31, 2018. The District's fiscal year is July 1 through June 30.

- Recreation Department – Fund 3241.
- Maintenance Department – Fund 3242.
- Port Costa Sanitary Department – Fund 3425.
- Crockett Sanitary Department – Fund 3426, Fund 3427, and Fund 3429.

STAFF RECOMMENDATION:

Staff recommends the District Board receive the 6-month budget report.

NEXT STEPS:

The respective commissions will be working with staff to develop their draft FY 19/20 budgets in February for presentation to the District Board. The District's Budget & Finance Committee will meet to discuss the recommendations and form their own recommendations to the Board.

CROCKETT RECREATION DEPARTMENT

of the Crockett Community Services District


850 Pomona Avenue - Crockett, CA 94525

Telephone (510) 787-2414

Fax (510) 787-3049

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

website: www.town.crockett.ca.us

TO: Commissioners
FROM: General Manager 
SUBJECT: Mid-Year Budget Report for General Fund 3241
DATE: January 3, 2019

The mid-year Recreation Budget Report includes the 6-month profit and loss statements of the Recreation Department. The adopted FY 18/19 budget included revenue of \$618,383 and expenses of \$618,383 which includes a Capital Project Allocation of \$74,000. Once the 6-month budget report is reviewed by the Commission staff will develop the draft budget for FY 19/20 and present it to the Recreation Budget & Finance Committee.

COMMUNITY CENTER:

Operating revenue for the Community Center cost center is \$25,815 lower than what was expected for this time of year (77% of target) primarily because Community Center rental income (#4200) has not met expectations. Friday rentals are down from prior years. An increase in pre-event setups Friday may be limiting back-to-back Friday/Saturday events. Smaller events are renting the Multi-Purpose Room on Sundays which could be restricting the availability of the auditorium on those days. Expenses are over budget by a total of \$11,004 (10%). For example building Maintenance (#5132) and Repair #5134) is over budget because equipment such as the beer cooler and ice machine required unplanned service. The anticipated Co-gen Return-To-Source (RTS) revenue of \$10K allocated to the Community Center has not been received from the Crockett Community Foundation (CCF) as they just recently received the RTS funds from the County. The RTS revenue is anticipated to arrive in January and will help offset the income shortfall. Non-Operating Expenses (#5400) include the return of \$8,494 to the CCF for the balance of unspent architectural grant funding allocated to the deck project that has been postponed. The remaining Non-Op expenses were pass-thru grants for CAER and the Summer Concerts. Capital allocation of \$60K remains available for the capital improvement project to add LED lighting in the auditorium.

AQUATICS:

The Aquatics cost center is right where it is anticipated it to be for this time of year. While Swim Admission income (#4860) was lower it was offset by higher Swim Lesson income (#4876) as previously reported on the 2018 Summer Swim Program report. Capital Replacement (#5165.5) assisted pool cover winder has not been ordered which is reflected in the lower expense for this line item. Natural Gas (#5262) and Water (#5263) expenses are higher than anticipated. Total expenses are under budget. There is no concern with the aquatics center budget for the remainder of FY 18/19.

PARK:

This cost center budget is anticipated to be right on target throughout the remainder of the year. Landscape service (#5141) is under budget as additional maintenance anticipated for the park was not undertaken. No revision to the park cost center budget for FY 18/19 is needed.

ADMINISTRATIVE:

Recreation property tax revenue is the primary source of income supporting the administrative costs of the District office. O&M expenses through December 31 were \$29,211. Return-To-Source pass-thru in the amount of \$3,600 for Memorial Hall is anticipated to be received in January. There is no budget deficit forecast for the administrative cost center.

POLICE LIAISON:

Parking fine revenue is the only source of income for the Police Liaison cost center. All staff time spend on Police Liaison Committee (PLC) issues are recovered and are listed as an expense on the budget report. Operating costs are over budget primarily due to the recent costs associated with the Downtown Parking Survey. It is anticipated that there will a budget shortfall by June 30, 2019 for the police cost center. There remains enough cash in the PLC fund allocation to cover any increase in costs.

SUMMARY:

Total recreation income is \$23,034 lower than anticipated and expenses are over budget by \$7,324 resulting in an apparent \$30,357 shortfall as of December 31, 2018. The 10% contingency reserve for the Recreation Department is \$49,163 and it is anticipated that much of it will be used to offset lower revenue and higher costs through June 30, 2019. Unless additional revenue from increased rentals of the Community Center and their associated security deposits materialize the Recreation budget may have to be revised. Staff recommends controlling any unnecessary costs for the remainder of the year.

STAFF RECOMMENDATION:

Staff recommends the Recreation Commission receive the 6-month budget report.

The Recreation Commission's Budget & Finance Committee should meet to discuss the apparent shortfall in the FY 18/19 budget, work with staff to develop the draft FY 19/20 budget, and form recommendations to the Commission accordingly. Increased operations and maintenance expenses in the coming years should be planned for. Capital Projects list should be reviewed and updated.

CROCKETT COMMUNITY SERVICES DISTRICT
REC - CommCenter Budget Report
July through December 2018

	Jul - Dec 18	6-month Budget	\$ Over Budget	Adopted Budget
Ordinary Income/Expense				
Income				
3241i · FUND 3241 REC. Income***				
4000 · OPERATING REVENUE				
4180 · COST RECOVERY (OP)				
4180.1 · Recovered from C/D deposits	954.00	3,000.00	-2,046.00	17,243.00
4180.3 · Other recovery	64.68	500.02	-435.34	1,000.00
Total 4180 · COST RECOVERY (OP)	1,018.68	3,500.02	-2,481.34	18,243.00
4200 · Community Center Rentals	58,833.00	79,500.00	-20,667.00	159,000.00
4201 · Center rents - senior nutrition	2,000.00	2,400.00	-400.00	4,800.00
4202 · Center rents - outside classes	750.00	600.00	150.00	1,200.00
4203 · Center - clean/damage DEPOSITS	17,635.00	18,000.00	-365.00	36,000.00
4750 · Security services	3,220.00	4,479.98	-1,259.98	8,960.00
4780 · Cleaning services	1,968.00	2,100.00	-132.00	4,200.00
4870 · Center Programs	801.60	2,500.00	-1,698.40	2,500.00
4885 · Donations (operations)	1,629.55	200.00	1,429.55	300.00
4886 · Donations (restricted)	109.46	500.00	-390.54	800.00
Total 4000 · OPERATING REVENUE	87,965.29	113,780.00	-25,814.71	236,003.00
4800 · NON-OPERATING REVENUE				
4802 · Recreation Tax	12,579.00	12,579.00	0.00	12,579.00
4803 · Investment interest	2,666.16	1,600.00	1,066.16	3,200.00
4850 · Cost Recovery Non-Op	152.91	300.00	-147.09	600.00
4890 · Non-profit grants (operations)	0.00	0.01	-0.01	6,000.00
4891 · Non-profit grants (restricted)				
4891.1 · Return-to-Source	0.00	0.01	-0.01	10,341.00
4891.3 · Capital projects	0.00	0.01	-0.01	54,000.00
Total 4891 · Non-profit grants (restricted)	0.00	0.02	-0.02	64,341.00
4899 · Other Non-Operating Income	2,934.20	100.00	2,834.20	100.00
Total 4800 · NON-OPERATING REVENUE	18,332.27	14,579.03	3,753.24	86,820.00
Total 3241i · FUND 3241 REC. Income***	106,297.56	128,359.03	-22,061.47	322,823.00
Total Income	106,297.56	128,359.03	-22,061.47	322,823.00
Gross Profit	106,297.56	128,359.03	-22,061.47	322,823.00
Expense				
3241e · FUND 3241 REC. Expense***				
5050 · UNIFORMS	121.10	400.00	-278.90	600.00
5060 · TELEPHONE / INTERNET	1,629.78	1,500.00	129.78	3,000.00
5100 · INSURANCE				
5101 · Property insurance	1,088.46	950.00	138.46	950.00
5102 · Liability insurance	0.00	0.01	-0.01	4,126.00
5103 · Employee bond	0.00	0.01	-0.01	100.00
Total 5100 · INSURANCE	1,088.46	950.02	138.44	5,176.00
5130 · MAINTENANCE				
5131 · Building maint. supplies	449.09	615.52	-166.43	1,231.00
5132 · Building maint. services	2,976.74	2,448.98	527.76	4,898.00

REC

CROCKETT COMMUNITY SERVICES DISTRICT
REC - CommCenter Budget Report
 July through December 2018

	Jul - Dec 18	6-month Budget	\$ Over Budget	Adopted Budget
5133 · Bldg. repair supplies & hdwe	717.11	784.50	-67.39	1,569.00
5134 · Bldg. repair services	3,526.00	974.45	2,551.55	1,937.00
5135 · Janitorial supplies	2,955.47	2,943.98	11.49	5,888.00
5136 · Janitorial services	9,889.38	9,105.52	783.86	18,211.00
5140 · Landscape supplies	179.77	99.98	79.79	200.00
5141 · Landscape services	5,954.00	6,333.98	-379.98	12,668.00
Total 5130 · MAINTENANCE	26,647.56	23,306.91	3,340.65	46,602.00
5150 · MEMBERSHIPS	235.00	220.00	15.00	220.00
5160 · PROGRAM SUPPLIES				
5160.3 · Xmas program (restricted)	1,291.75	700.00	591.75	800.00
5160.6 · July 4th BBQ	1,129.99	1,000.00	129.99	1,000.00
5160.7 · Summer Concerts	3,484.37	30.00	3,454.37	3,250.00
Total 5160 · PROGRAM SUPPLIES	5,906.11	1,730.00	4,176.11	5,050.00
5165 · OTHER OPERATING				
5165.5 · Capital Replacements	3,459.21	5,600.00	-2,140.79	12,100.00
5165.61 · Comm. center - Rental refunds	0.00	1,400.00	-1,400.00	1,400.00
5165.62 · Comm. center -Deposit transfers	954.00	3,800.02	-2,846.02	7,600.00
5165.63 · Comm. center - Deposit refunds	24,446.00	17,000.02	7,445.98	34,000.00
5165.7 · Security Alarm / CCTV	444.00	444.00	0.00	2,800.00
5165.9 · Recoverable costs	353.58	399.98	-46.40	800.00
5165.9e · Other Operating Costs	210.21	500.02	-289.81	1,000.00
Total 5165 · OTHER OPERATING	29,867.00	29,144.04	722.96	59,700.00
5170 · OFFICE				
5171 · Postal	308.50	315.02	-6.52	380.00
5172 · Supplies	410.30	500.02	-89.72	1,000.00
5173 · Furnishings& Equipment	82.63	500.02	-417.39	1,000.00
5174 · Visa transaction fees	488.12	549.98	-61.86	1,100.00
Total 5170 · OFFICE	1,289.55	1,865.04	-575.49	3,480.00
5180 · PROF. SVCS.				
5183 · Security guards	4,753.80	3,930.00	823.80	7,860.00
Total 5180 · PROF. SVCS.	4,753.80	3,930.00	823.80	7,860.00
5190 · PRINT/PUBLISH/LEGAL NOTICES				
5191 · Advertising	50.00	0.00	50.00	780.00
Total 5190 · PRINT/PUBLISH/LEGAL NOTICES	50.00	0.00	50.00	780.00
5230 · TRAINING & CERTIFICATION	0.00	500.00	-500.00	500.00
5250 · VEHICLE/TRAVEL REIMBURSEMENT	382.81	249.98	132.83	500.00
5260 · UTILITIES				
5261 · Electricity	5,563.07	7,247.00	-1,683.93	11,397.00
5262 · Natural gas	583.36	900.00	-316.64	2,470.00
5263 · Water	944.77	2,097.98	-1,153.21	4,196.00
Total 5260 · UTILITIES	7,091.20	10,244.98	-3,153.78	18,063.00
5340 · COUNTY & STATE CHARGES	55.00	355.00	-300.00	1,440.00
5400 · NON-OPERATING EXPENSES	9,851.30	0.00	9,851.30	0.00
Total 3241e · FUND 3241 REC. Expense***	88,968.67	74,395.97	14,572.70	152,971.00

CROCKETT COMMUNITY SERVICES DISTRICT
REC - CommCenter Budget Report
 July through December 2018

	<u>Jul - Dec 18</u>	<u>6-month Budget</u>	<u>\$ Over Budget</u>	<u>Adopted Budget</u>
6560 · PAYROLL EXPENSES ***				
5011fm · REC - FAC. MGR. - Wage/Benefits				
11.7rec · O&M Salary - Fac. Mgr.	16,995.45	18,500.02	-1,504.57	37,000.00
11.8rec · O&M Benefits - Fac. Mgr.	2,241.96	2,499.98	-258.02	5,000.00
Total 5011fm · REC - FAC. MGR. - Wage/Benefits	19,237.41	21,000.00	-1,762.59	42,000.00
5013 · REC- EVENT SUPERVISOR-Comm. Ctr				
13.1dm · Payroll - Morales	12,188.61	15,500.02	-3,311.41	31,000.00
13.2b · Benefits - Morales	2,693.73	3,000.00	-306.27	6,000.00
13.3kc · Payroll - Clemons	4,504.23	2,713.02	1,791.21	5,463.00
13.4kc · Benefits - Clemons	873.19	746.00	127.19	1,496.00
Total 5013 · REC- EVENT SUPERVISOR-Comm. Ctr	20,259.76	21,959.04	-1,699.28	43,959.00
6560 · PAYROLL EXPENSES *** - Other	734.49	0.00	734.49	0.00
Total 6560 · PAYROLL EXPENSES ***	40,231.66	42,959.04	-2,727.38	85,959.00
Total Expense	129,200.33	117,355.01	11,845.32	238,930.00
Net Ordinary Income	-22,902.77	11,004.02	-33,906.79	83,893.00
Net Income	-22,902.77	11,004.02	-33,906.79	83,893.00

REC

CROCKETT COMMUNITY SERVICES DISTRICT
REC - Aquatics Budget Report
 July through December 2018

	Jul - Dec 18	6-month Budget	\$ Over Budget	Adopted Budget
Ordinary Income/Expense				
Income				
3241i · FUND 3241 REC. Income***				
4000 · OPERATING REVENUE				
4180 · COST RECOVERY (OP)				
4180.3 · Other recovery	0.00	50.02	-50.02	100.00
Total 4180 · COST RECOVERY (OP)	0.00	50.02	-50.02	100.00
4205 · Aquatics rents	5,443.00	5,200.00	243.00	20,000.00
4206 · Concessions	4,811.90	5,606.00	-794.10	9,406.00
4860 · Swim admission fees	13,912.00	16,342.00	-2,430.00	27,842.00
4861 · Aquatics season passes	803.00	836.00	-33.00	9,762.00
4874 · Aquatics Programs	0.00	0.00	0.00	250.00
4876 · Swim lessons	6,741.00	4,000.00	2,741.00	14,000.00
4880 · Other sales	111.00	120.00	-9.00	200.00
4881 · Cash over	17.52	0.00	17.52	0.00
4885 · Donations (operations)	50.00	100.00	-50.00	100.00
4886 · Donations (restricted)	0.00	600.00	-600.00	600.00
Total 4000 · OPERATING REVENUE	31,889.42	32,854.02	-964.60	82,260.00
4800 · NON-OPERATING REVENUE				
4802 · Recreation Tax	62,246.00	62,246.00	0.00	62,246.00
4803 · Investment interest	1,435.62	800.00	635.62	1,750.00
4850 · Cost Recovery Non-Op	0.00	400.00	-400.00	1,000.00
4891 · Non-profit grants (restricted)				
4891.1 · Return-to-Source	0.00	0.00	0.00	13,741.00
Total 4891 · Non-profit grants (restricted)	0.00	0.00	0.00	13,741.00
Total 4800 · NON-OPERATING REVENUE	63,681.62	63,446.00	235.62	78,737.00
Total 3241i · FUND 3241 REC. Income***	95,571.04	96,300.02	-728.98	160,997.00
Total Income	95,571.04	96,300.02	-728.98	160,997.00
Gross Profit	95,571.04	96,300.02	-728.98	160,997.00
Expense				
3241e · FUND 3241 REC. Expense***				
5050 · UNIFORMS	1,273.86	600.00	673.86	1,500.00
5060 · TELEPHONE / INTERNET	968.25	999.98	-31.73	2,000.00
5100 · INSURANCE				
5101 · Property insurance	275.14	320.00	-44.86	320.00
5102 · Liability insurance	0.00	0.00	0.00	4,145.00
5103 · Employee bond	0.00	0.00	0.00	60.00
Total 5100 · INSURANCE	275.14	320.00	-44.86	4,525.00
5130 · MAINTENANCE				
5131 · Building maint. supplies	0.00	36.00	-36.00	72.00
5132 · Building maint. services	0.00	45.00	-45.00	90.00
5133 · Bldg. repair supplies & hdwe	391.91	618.00	-226.09	1,236.00
5134 · Bldg. repair services	526.10	25.00	501.10	25.00
5135 · Janitorial supplies	577.99	565.00	12.99	836.00

REC

CROCKETT COMMUNITY SERVICES DISTRICT
REC - Aquatics Budget Report
July through December 2018

	Jul - Dec 18	6-month Budget	\$ Over Budget	Adopted Budget
5136 · Janitorial services	172.95	100.00	72.95	400.00
5140 · Landscape supplies	0.00	25.00	-25.00	100.00
5145 · Pool chemical supplies	6,372.12	7,272.00	-899.88	12,222.00
5146 · Pool maint. supplies	1,861.27	2,600.00	-738.73	4,100.00
5147 · Pool maint. services	30.36	2,057.00	-2,026.64	3,182.00
5148 · Pool repair services	0.00	500.00	-500.00	500.00
Total 5130 · MAINTENANCE	9,932.70	13,843.00	-3,910.30	22,763.00
5150 · MEMBERSHIPS	0.00	200.00	-200.00	200.00
5160 · PROGRAM SUPPLIES				
5160.9 · Other programs	1,091.99	1,000.00	91.99	1,000.00
Total 5160 · PROGRAM SUPPLIES	1,091.99	1,000.00	91.99	1,000.00
5165 · OTHER OPERATING				
5165.5 · Capital Replacements	167.44	7,500.00	-7,332.56	8,500.00
5165.7 · Security Alarm / CCTV	0.00	0.00	0.00	2,800.00
5165.9 · Recoverable costs	0.00	10.00	-10.00	352.00
5165.9e · Other Operating Costs	166.13	200.00	-33.87	1,352.00
Total 5165 · OTHER OPERATING	333.57	7,710.00	-7,376.43	13,004.00
5170 · OFFICE				
5171 · Postal	8.75	24.00	-15.25	24.00
5172 · Supplies	427.18	520.00	-92.82	1,052.00
5173 · Furnishings& Equipment	237.11	0.00	237.11	0.00
5174 · Visa transaction fees	538.20	310.00	228.20	450.00
Total 5170 · OFFICE	1,211.24	854.00	357.24	1,526.00
5190 · PRINT/PUBLISH/LEGAL NOTICES				
5191 · Advertising	0.00	0.01	-0.01	90.00
Total 5190 · PRINT/PUBLISH/LEGAL NOTICES	0.00	0.01	-0.01	90.00
5230 · TRAINING & CERTIFICATION	2,025.00	545.00	1,480.00	3,000.00
5240 · COST OF GOODS SOLD				
5241 · Food concession supplies	4,120.06	4,714.00	-593.94	6,114.00
5242 · Promotional goods	73.55	50.00	23.55	200.00
Total 5240 · COST OF GOODS SOLD	4,193.61	4,764.00	-570.39	6,314.00
5250 · VEHICLE/TRAVEL REIMBURSEMENT	931.23	1,020.00	-88.77	1,400.00
5260 · UTILITIES				
5261 · Electricity	8,350.50	8,495.00	-144.50	15,935.00
5262 · Natural gas	3,938.13	1,481.00	2,457.13	8,011.00
5263 · Water	3,645.59	1,396.00	2,249.59	1,756.00
Total 5260 · UTILITIES	15,934.22	11,372.00	4,562.22	25,702.00
5340 · COUNTY & STATE CHARGES	0.00	10.00	-10.00	2,737.00
Total 3241e · FUND 3241 REC. Expense***	38,170.81	43,237.99	-5,067.18	85,761.00
6560 · PAYROLL EXPENSES ***				
5019 · REC - Park & Pool Wages/Benfts				
19.2 · Payroll - Park & Pool	41,297.34	40,592.00	705.34	51,592.00
19.2b · Benefits - Park & Pool	5,914.57	4,270.00	1,644.57	5,370.00
Total 5019 · REC - Park & Pool Wages/Benfts	47,211.91	44,862.00	2,349.91	56,962.00

REC

CROCKETT COMMUNITY SERVICES DISTRICT
REC - Aquatics Budget Report
July through December 2018

	Jul - Dec 18	6-month Budget	\$ Over Budget	Adopted Budget
Total 6560 · PAYROLL EXPENSES ***	47,211.91	44,862.00	2,349.91	56,962.00
Total Expense	85,382.72	88,099.99	-2,717.27	142,723.00
Net Ordinary Income	10,188.32	8,200.03	1,988.29	18,274.00
Net Income	10,188.32	8,200.03	1,988.29	18,274.00

REC

CROCKETT COMMUNITY SERVICES DISTRICT
REC - Park Budget Report
July through December 2018

	Jul - Dec 18	6-month Budget	\$ Over Budget	Adopted Budget
Ordinary Income/Expense				
Income				
3241i · FUND 3241 REC. Income***				
4000 · OPERATING REVENUE				
4180 · COST RECOVERY (OP)				
4180.3 · Other recovery	1,106.71	50.00	1,056.71	100.00
Total 4180 · COST RECOVERY (OP)	1,106.71	50.00	1,056.71	100.00
4879 · Tennis/restroom keys	84.00	300.00	-216.00	600.00
4885 · Donations (operations)	0.00	100.00	-100.00	100.00
Total 4000 · OPERATING REVENUE	1,190.71	450.00	740.71	800.00
4800 · NON-OPERATING REVENUE				
4802 · Recreation Tax	43,196.00	43,196.00	0.00	43,196.00
4891 · Non-profit grants (restricted)				
4891.1 · Return-to-Source	0.00	0.00	0.00	16,000.00
Total 4891 · Non-profit grants (restricted)	0.00	0.00	0.00	16,000.00
Total 4800 · NON-OPERATING REVENUE	43,196.00	43,196.00	0.00	59,196.00
Total 3241i · FUND 3241 REC. Income***	44,386.71	43,646.00	740.71	59,996.00
Total Income	44,386.71	43,646.00	740.71	59,996.00
Gross Profit	44,386.71	43,646.00	740.71	59,996.00
Expense				
3241e · FUND 3241 REC. Expense***				
5100 · INSURANCE				
5101 · Property insurance	91.71	100.00	-8.29	100.00
5102 · Liability insurance	0.00	0.00	0.00	4,145.00
Total 5100 · INSURANCE	91.71	100.00	-8.29	4,245.00
5130 · MAINTENANCE				
5133 · Bldg. repair supplies & hdwe	86.64	293.48	-206.84	587.00
5134 · Bldg. repair services	294.06	300.00	-5.94	600.00
5135 · Janitorial supplies	47.17	342.00	-294.83	684.00
5136 · Janitorial services	0.00	100.00	-100.00	400.00
5140 · Landscape supplies	227.13	500.02	-272.89	1,000.00
5141 · Landscape services	5,647.00	8,454.52	-2,807.52	16,909.00
5142 · Lighting services	130.30	140.00	-9.70	140.00
5144 · Tennis supplies	158.00	20.00	138.00	60.00
Total 5130 · MAINTENANCE	6,590.30	10,150.02	-3,559.72	20,380.00
5160 · PROGRAM SUPPLIES				
5160.9 · Other programs	166.25			
Total 5160 · PROGRAM SUPPLIES	166.25			
5165 · OTHER OPERATING				
5165.5 · Capital Replacements	480.26	2,000.00	-1,519.74	7,000.00
5165.9 · Recoverable costs	150.00	100.00	50.00	200.00
Total 5165 · OTHER OPERATING	630.26	2,100.00	-1,469.74	7,200.00
5260 · UTILITIES				
5263 · Water	4,641.66	4,440.00	201.66	5,760.00

REC

CROCKETT COMMUNITY SERVICES DISTRICT
REC - Park Budget Report
 July through December 2018

	Jul - Dec 18	6-month Budget	\$ Over Budget	Adopted Budget
Total 5260 · UTILITIES	4,641.66	4,440.00	201.66	5,760.00
Total 3241e · FUND 3241 REC. Expense***	12,120.18	16,790.02	-4,669.84	37,585.00
6560 · PAYROLL EXPENSES ***				
5019 · REC - Park & Pool Wages/Benfts				
19.2 · Payroll - Park & Pool	3,689.50	3,962.48	-272.98	7,925.00
19.2b · Benefits - Park & Pool	853.75	425.02	428.73	850.00
Total 5019 · REC - Park & Pool Wages/Benfts	4,543.25	4,387.50	155.75	8,775.00
6560 · PAYROLL EXPENSES *** - Other	0.00	0.00	0.00	0.00
Total 6560 · PAYROLL EXPENSES ***	4,543.25	4,387.50	155.75	8,775.00
Total Expense	16,663.43	21,177.52	-4,514.09	46,360.00
Net Ordinary Income	27,723.28	22,468.48	5,254.80	13,636.00
Net Income	27,723.28	22,468.48	5,254.80	13,636.00

CROCKETT COMMUNITY SERVICES DISTRICT
REC - Admin Budget Report
 July through December 2018

	Jul - Dec 18	6-month Budget	\$ Over Budget	Adopted Budget
Ordinary Income/Expense				
Income				
3241i · FUND 3241 REC. Income***				
4000 · OPERATING REVENUE				
4180 · COST RECOVERY (OP)				
4180.3 · Other recovery	8.51	37.50	-28.99	75.00
Total 4180 · COST RECOVERY (OP)	8.51	37.50	-28.99	75.00
Total 4000 · OPERATING REVENUE	8.51	37.50	-28.99	75.00
4800 · NON-OPERATING REVENUE				
4801 · Property Tax transfer from 3240	30,000.00	30,555.00	-555.00	50,555.00
4802 · Recreation Tax	18,159.00	18,379.00	-220.00	18,379.00
4899 · Other Non-Operating Income	0.00	0.00	0.00	3,600.00
Total 4800 · NON-OPERATING REVENUE	48,159.00	48,934.00	-775.00	72,534.00
Total 3241i · FUND 3241 REC. Income***	48,167.51	48,971.50	-803.99	72,609.00
Total Income	48,167.51	48,971.50	-803.99	72,609.00
Gross Profit	48,167.51	48,971.50	-803.99	72,609.00
Expense				
3241e · FUND 3241 REC. Expense***				
5120 · ELECTIONS	0.00	0.01	-0.01	220.00
5165 · OTHER OPERATING				
5165.9 · Recoverable costs	63.09	50.02	13.07	100.00
5165.9e · Other Operating Costs	466.51	650.02	-183.51	1,300.00
Total 5165 · OTHER OPERATING	529.60	700.04	-170.44	1,400.00
5170 · OFFICE				
5171 · Postal	2.97	50.02	-47.05	100.00
5172 · Supplies	350.85	350.02	0.83	700.00
5173 · Furnishings& Equipment	99.00	0.00	99.00	0.00
Total 5170 · OFFICE	452.82	400.04	52.78	800.00
5180 · PROF. SVCS.				
5181 · Attorney	254.64	699.98	-445.34	1,400.00
5182 · Auditor	0.00	1,400.00	-1,400.00	1,400.00
Total 5180 · PROF. SVCS.	254.64	2,099.98	-1,845.34	2,800.00
5230 · TRAINING & CERTIFICATION	54.36	25.00	29.36	400.00
5250 · VEHICLE/TRAVEL REIMBURSEMENT	194.84	150.00	44.84	300.00
5340 · COUNTY & STATE CHARGES	1,840.37	1,683.00	157.37	1,683.00
5400 · NON-OPERATING EXPENSES	800.00	0.00	800.00	3,600.00
Total 3241e · FUND 3241 REC. Expense***	4,126.63	5,058.07	-931.44	11,203.00
6560 · PAYROLL EXPENSES ***				
5010 · REC. DEPT. MANAGER O&M				
10.1rw · Payroll - Wilson	15,714.00	15,534.52	179.48	31,069.00
10.2rw · Benefits - Wilson	1,748.97	1,680.00	68.97	3,360.00
Total 5010 · REC. DEPT. MANAGER O&M	17,462.97	17,214.52	248.45	34,429.00
5011ds · REC - DIST. SECY- Wage/Benefits				
11.1rec · Payroll - Witschi	870.04	1,329.52	-459.48	2,659.00

REC

CROCKETT COMMUNITY SERVICES DISTRICT
REC - Admin Budget Report
 July through December 2018

	Jul - Dec 18	6-month Budget	\$ Over Budget	Adopted Budget
11.2rec · Benefits - Witschi	103.83	150.00	-46.17	300.00
Total 5011ds · REC - DIST. SECY- Wage/Benefits	973.87	1,479.52	-505.65	2,959.00
5011gm · REC - GEN. MGR- Wage/Benefits				
11.3rec · Payroll - McDonald	9,377.50	7,515.00	1,862.50	15,030.00
11.4rec · Benefits - McDonald	1,165.74	1,200.00	-34.26	2,400.00
11.5rec · Payroll - Asst Mgr	206.30	104.48	101.82	209.00
11.6rec · Benefits - Asst Mgr	24.29	15.00	9.29	30.00
Total 5011gm · REC - GEN. MGR- Wage/Benefits	10,773.83	8,834.48	1,939.35	17,669.00
6560 · PAYROLL EXPENSES *** - Other	0.00	25.00	-25.00	75.00
Total 6560 · PAYROLL EXPENSES ***	29,210.67	27,553.52	1,657.15	55,132.00
Total Expense	33,337.30	32,611.59	725.71	66,335.00
Net Ordinary Income	14,830.21	16,359.91	-1,529.70	6,274.00
Net Income	14,830.21	16,359.91	-1,529.70	6,274.00

REC

CROCKETT COMMUNITY SERVICES DISTRICT
REC - Police Budget Report
 July through December 2018

	Jul - Dec 18	6-month Budget	\$ Over Budget	Adopted Budget
Ordinary Income/Expense				
Income				
3241i · FUND 3241 REC. Income***				
4000 · OPERATING REVENUE				
4882 · Parking fines	799.17	978.98	-179.81	1,958.00
Total 4000 · OPERATING REVENUE	799.17	978.98	-179.81	1,958.00
Total 3241i · FUND 3241 REC. Income***	799.17	978.98	-179.81	1,958.00
Total Income	799.17	978.98	-179.81	1,958.00
Gross Profit	799.17	978.98	-179.81	1,958.00
Expense				
3241e · FUND 3241 REC. Expense***				
5165 · OTHER OPERATING				
5165.9e · Other Operating Costs	556.00	25.00	531.00	25.00
Total 5165 · OTHER OPERATING	556.00	25.00	531.00	25.00
5170 · OFFICE				
5171 · Postal	366.79	12.52	354.27	25.00
5172 · Supplies	3.59	24.98	-21.39	50.00
Total 5170 · OFFICE	370.38	37.50	332.88	75.00
Total 3241e · FUND 3241 REC. Expense***	926.38	62.50	863.88	100.00
6560 · PAYROLL EXPENSES ***				
5011ds · REC - DIST. SECY- Wage/Benefits				
11.1rec · Payroll - Witschi	224.25	200.02	24.23	400.00
11.2rec · Benefits - Witschi	27.71	30.00	-2.29	60.00
Total 5011ds · REC - DIST. SECY- Wage/Benefits	251.96	230.02	21.94	460.00
5011gm · REC - GEN. MGR- Wage/Benefits				
11.3rec · Payroll - McDonald	274.43	515.02	-240.59	1,030.00
11.4rec · Benefits - McDonald	33.93	95.02	-61.09	190.00
Total 5011gm · REC - GEN. MGR- Wage/Benefits	308.36	610.04	-301.68	1,220.00
Total 6560 · PAYROLL EXPENSES ***	560.32	840.06	-279.74	1,680.00
Total Expense	1,486.70	902.56	584.14	1,780.00
Net Ordinary Income	-687.53	76.42	-763.95	178.00
Net Income	-687.53	76.42	-763.95	178.00

REC

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

TO: Memorial Hall Committee / Board of Directors

FROM: General Manager 

SUBJECT: Mid-Year Budget Report for General Fund 3424

DATE: January 2, 2019

The mid-year Maintenance Department Budget Report includes a combined 6-month budget profit and loss statement as well as breakdowns for the Memorial Hall, Bridgehead, and Plaza/Streetlight/Fence cost centers. The Maintenance Department Fund balance is \$168,093 as of December 31, 2018. The department is running a deficit and borrowing from the dedicated Walk of Honor reserve fund to pay other cost center bills while waiting for the delayed Return-to-Source grant funding to arrive.

MEMORIAL HALL

- Funding to perform the seismic retrofit of Memorial Hall did not materialize and there does not look to be an opportunity for substantial funding for the rest of this fiscal year (FY). The Walk of Honor event raised \$24,375 in 2018. The Walk of Honor Fund balance has been reduced to \$173,985 after engineering expenses of \$7,638 related to the seismic project were expended. The Return-To-Source Grant funding, which was to fund operating costs, has not yet been received. Additional capital engineering costs are anticipated from PRA and Holmes Structures in early 2019. A new account, Programs (#5160m), was added to track expenses related to fundraising and promotional activity at Memorial Hall such as the recent WWI commemoration event. The Memorial Hall cost center is over budget by \$965.

BRIDGEHEAD

- There have been no donations for bridgehead maintenance in FY 18/19. Donations and the RTS Co-gen pass-thru are the only source of revenue for this cost center. Expenses are over budget by \$996 with Dog Park related attorney and staff expenses being the primary reason for the budget deficit. It is anticipated donations close to \$1,000 will offset the current \$960 in accrued dog park expenses. Absent an increase in donations, it is expected the Bridgehead cost center will run out of funds before the end of the fiscal year.

PLAZA / FENCE / STREETLIGHTS

- Property insurance for the plaza was the largest expense for this cost center. There have been no operational expenses other than minimal payroll reimbursement. Staff has been involved with replacing the streetlamp at North West corner of Port and Pomona and costs associated with this replacement will be billed to LDI Trucking along with any costs incurred to replace the streetlamp. The Plaza/Fence/Streetlight cost center has a negative balance of \$988. Absent a revenue source, it is expected that the negative balance will continue to grow through the remainder of the fiscal year.

SUMMARY

It appears that operation and maintenance expenses will exceed the budgeted allocation before the end of this fiscal year, June 30, 2019. As such, additional funding will need to be identified or expenses reduced along with possible revision of the FY 17/18 budget. Staff suggests the Memorial Hall Committee and District's Budget & Finance Committee meet to discuss the current funding shortfalls and to begin drafting the FY 18/19 budget. Long term funding of the Maintenance Department continues to be a concern as volunteers and donations shrink.

MAINT

CROCKETT COMMUNITY SERVICES DISTRICT
MAINT Budget Report
July through December 2018

	Jul - Dec 18	6month Budget	\$ Over Budget	Adopted Budget
Ordinary Income/Expense				
Income				
3242i · FUND 3424 MAINT.Income***				
4900 · OPERATING REVENUE				
4901 · Donations / Fundrasers (op)	722.87	4,050.00	-3,327.13	4,100.00
4902 · Donations (restricted)	1,200.00	1,000.00	200.00	1,000.00
Total 4900 · OPERATING REVENUE	1,922.87	5,050.00	-3,127.13	5,100.00
4950 · NON-OPERATING REVENUE				
4910 · Grants restricted RTS	0.00	6,000.00	-6,000.00	6,000.00
4960 · Investment Interest (non-op)	1,288.97	930.00	358.97	1,860.00
4980 · Cost Recovery	5.00	15.00	-10.00	15.00
4990 · Non-profit grants (operations)	0.00	250.00	-250.00	500.00
4991 · Non-profit grants (restricted)	0.00	450,000.00	-450,000.00	450,000.00
4992 · Walk of Honor fundraiser	24,375.00	26,000.00	-1,625.00	26,000.00
4998 · Other Non-Operating	20,000.00	21,000.00	-1,000.00	21,000.00
Total 4950 · NON-OPERATING REVENUE	45,668.97	504,195.00	-458,526.03	505,375.00
Total 3242i · FUND 3424 MAINT.Income***	47,591.84	509,245.00	-461,653.16	510,475.00
Total Income	47,591.84	509,245.00	-461,653.16	510,475.00
Gross Profit	47,591.84	509,245.00	-461,653.16	510,475.00
Expense				
3242 · FUND 3242 MAINTENANCE - Expense				
5100m · INSURANCE				
5101m · Property Ins. Maint.	426.54	374.00	52.54	374.00
5102m · Liability Ins. Maint	0.00	45.00	-45.00	201.00
Total 5100m · INSURANCE	426.54	419.00	7.54	575.00
5130m · MAINTENANCE	1,865.67	2,000.02	-134.35	4,000.00
5160m · PROGRAMS (Memorial Hall)	1,270.35			
5165m · OTHER OPERATING				
5165.1 · County Charges	5.00	3.00	2.00	7.00
5165.8m · Capital Replacement (O&M)	352.35	200.00	152.35	200.00
5165.9m · Recoverable Costs	0.00	30.00	-30.00	30.00
Total 5165m · OTHER OPERATING	357.35	233.00	124.35	237.00
5170m · OFFICE				
5170.1m · Postage	1.42	17.98	-16.56	33.00
5170.2m · Supplies	0.00	69.98	-69.98	125.00
Total 5170m · OFFICE	1.42	87.96	-86.54	158.00
5180m · PROFESSIONAL SERVICES				
.56m · Attorney (District)	754.38	150.00	604.38	250.00
5180m · PROFESSIONAL SERVICES - Other	0.00	20.00	-20.00	85.00
Total 5180m · PROFESSIONAL SERVICES	754.38	170.00	584.38	335.00
5260m · UTILITIES				
5260.2 · Water	144.38	148.22	-3.84	296.00
5260.3 · Electricity	0.00	98.02	-98.02	196.00
Total 5260m · UTILITIES	144.38	246.24	-101.86	492.00

MAINT

CROCKETT COMMUNITY SERVICES DISTRICT
MAINT Budget Report
 July through December 2018

	<u>Jul - Dec 18</u>	<u>6month Budget</u>	<u>\$ Over Budget</u>	<u>Adopted Budget</u>
5290m · NON-OPERATING EXPENSES	19,375.00	21,000.00	-1,625.00	21,000.00
Total 3242 · FUND 3242 MAINTENANCE - Expense	24,195.09	24,156.22	38.87	26,797.00
6560 · PAYROLL EXPENSES ***				
5112m · MAINT GEN. MGR. - Wage/Benefits				
12.1m · Payroll - McDonald	2,167.97	1,034.54	1,133.43	2,095.76
12.2m · Benefit - McDonald	271.49	129.98	141.51	263.24
Total 5112m · MAINT GEN. MGR. - Wage/Benefits	2,439.46	1,164.52	1,274.94	2,359.00
5112o · MAINT. OTHER STAFF				
12.1o · Payroll - Other staff	62.69	6.00	56.69	12.00
12.2o · Benefits - Other staff	7.71	1.00	6.71	2.00
Total 5112o · MAINT. OTHER STAFF	70.40	7.00	63.40	14.00
6560 · PAYROLL EXPENSES *** - Other	0.00	10.00	-10.00	20.00
Total 6560 · PAYROLL EXPENSES ***	2,509.86	1,181.52	1,328.34	2,393.00
Total Expense	26,704.95	25,337.74	1,367.21	29,190.00
Net Ordinary Income	20,886.89	483,907.26	-463,020.37	481,285.00
Net Income	20,886.89	483,907.26	-463,020.37	481,285.00

MAINT

CROCKETT COMMUNITY SERVICES DISTRICT

MAINT Mem Hall Budget Report

July through December 2018

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3242i · FUND 3424 MAINT.Income***				
4900 · OPERATING REVENUE				
4901 · Donations / Fundrasers (op)	722.87	4,000.00	-3,277.13	18.07%
4902 · Donations (restricted)	1,200.00	1,000.00	200.00	120.0%
Total 4900 · OPERATING REVENUE	1,922.87	5,000.00	-3,077.13	38.46%
4950 · NON-OPERATING REVENUE				
4910 · Grants restricted RTS	0.00	5,018.00	-5,018.00	0.0%
4960 · Investment interest (non-op)	1,288.97	930.00	358.97	138.6%
4980 · Cost Recovery	5.00	15.00	-10.00	33.33%
4991 · Non-profit grants (restricted)	0.00	450,000.00	-450,000.00	0.0%
4992 · Walk of Honor fundraiser	24,375.00	26,000.00	-1,625.00	93.75%
4998 · Other Non-Operating	20,000.00	21,000.00	-1,000.00	95.24%
Total 4950 · NON-OPERATING REVENUE	45,668.97	502,963.00	-457,294.03	9.08%
Total 3242i · FUND 3424 MAINT.Income***	47,591.84	507,963.00	-460,371.16	9.37%
Total Income	47,591.84	507,963.00	-460,371.16	9.37%
Gross Profit	47,591.84	507,963.00	-460,371.16	9.37%
Expense				
3242 · FUND 3242 MAINTENANCE - Expense				
5100m · INSURANCE				
5101m · Property Ins. Maint.	1.33	2.00	-0.67	66.5%
Total 5100m · INSURANCE	1.33	2.00	-0.67	66.5%
5130m · MAINTENANCE	1,858.09	1,950.00	-91.91	95.29%
5160m · PROGRAMS	1,270.35			
5165m · OTHER OPERATING				
5165.1 · County Charges	5.00	3.00	2.00	166.67%
5165.8m · Capital Replacement (O&M)	352.35	200.00	152.35	176.18%
5165.9m · Recoverable Costs	0.00	30.00	-30.00	0.0%
Total 5165m · OTHER OPERATING	357.35	233.00	124.35	153.37%
5170m · OFFICE				
5170.1m · Postage	1.42	12.98	-11.56	10.94%
5170.2m · Supplies	0.00	59.98	-59.98	0.0%
Total 5170m · OFFICE	1.42	72.96	-71.54	1.95%
5180m · PROFESSIONAL SERVICES				
.56m · Attorney (District)	594.00	150.00	444.00	396.0%
Total 5180m · PROFESSIONAL SERVICES	594.00	150.00	444.00	396.0%
5260m · UTILITIES				
5260.2 · Water	144.38	148.22	-3.84	97.41%
5260.3 · Electricity	0.00	98.02	-98.02	0.0%
Total 5260m · UTILITIES	144.38	246.24	-101.86	58.63%
5290m · NON-OPERATING EXPENSES				
Total 3242 · FUND 3242 MAINTENANCE - Expense	23,601.92	23,654.20	-52.28	99.78%
6560 · PAYROLL EXPENSES ***				

MAINT

CROCKETT COMMUNITY SERVICES DISTRICT
MAINT Mem Hall Budget Report
 July through December 2018

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
5112m · MAINT GEN. MGR. - Wage/Benefits				
12.1m · Payroll - McDonald	1,490.24	634.50	855.74	234.87%
12.2m · Benefit - McDonald	184.57	80.02	104.55	230.66%
Total 5112m · MAINT GEN. MGR. - Wage/Benefits	1,674.81	714.52	960.29	234.4%
5112o · MAINT. OTHER STAFF				
12.1o · Payroll - Other staff	56.83	6.00	50.83	947.17%
12.2o · Benefits - Other staff	6.99	1.00	5.99	699.0%
Total 5112o · MAINT. OTHER STAFF	63.82	7.00	56.82	911.71%
Total 6560 · PAYROLL EXPENSES ***	1,738.63	721.52	1,017.11	240.97%
Total Expense	25,340.55	24,375.72	964.83	103.96%
Net Ordinary Income	22,251.29	483,587.28	-461,335.99	4.6%
Net Income	22,251.29	483,587.28	-461,335.99	4.6%

MAINT

CROCKETT COMMUNITY SERVICES DISTRICT
MAINT Bridgehead Budget Report
 July through December 2018

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3242i · FUND 3424 MAINT.Income***				
4950 · NON-OPERATING REVENUE				
4910 · Grants restricted RTS	0.00	520.00	-520.00	0.0%
4990 · Non-profit grants (operations)	0.00	250.00	-250.00	0.0%
Total 4950 · NON-OPERATING REVENUE	0.00	770.00	-770.00	0.0%
Total 3242i · FUND 3424 MAINT.Income***	0.00	770.00	-770.00	0.0%
Total Income	0.00	770.00	-770.00	0.0%
Gross Profit	0.00	770.00	-770.00	0.0%
Expense				
3242 · FUND 3242 MAINTENANCE - Expense				
5100m · INSURANCE				
5102m · Liability Ins. Maint	0.00	45.00	-45.00	0.0%
Total 5100m · INSURANCE	0.00	45.00	-45.00	0.0%
5130m · MAINTENANCE	7.58	50.02	-42.44	15.15%
5180m · PROFESSIONAL SERVICES				
.56m · Attorney (District)	160.38			
Total 5180m · PROFESSIONAL SERVICES	160.38			
Total 3242 · FUND 3242 MAINTENANCE - Expense	167.96	95.02	72.94	176.76%
6560 · PAYROLL EXPENSES ***				
5112m · MAINT GEN. MGR. - Wage/Benefits				
12.1m · Payroll - McDonald	487.78	350.02	137.76	139.36%
12.2m · Benefit - McDonald	60.78	39.98	20.80	152.03%
Total 5112m · MAINT GEN. MGR. - Wage/Benefits	548.56	390.00	158.56	140.66%
5112o · MAINT. OTHER STAFF				
12.1o · Payroll - Other staff	4.24	0.00	4.24	100.0%
12.2o · Benefits - Other staff	0.53	0.00	0.53	100.0%
Total 5112o · MAINT. OTHER STAFF	4.77	0.00	4.77	100.0%
6560 · PAYROLL EXPENSES *** - Other	0.00	10.00	-10.00	0.0%
Total 6560 · PAYROLL EXPENSES ***	553.33	400.00	153.33	138.33%
Total Expense	721.29	495.02	226.27	145.71%
Net Ordinary Income	-721.29	274.98	-996.27	-262.31%
Net Income	-721.29	274.98	-996.27	-262.31%

MAINT

CROCKETT COMMUNITY SERVICES DISTRICT

MAINT PlazaStreet Budget Report

July through December 2018

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3242i · FUND 3424 MAINT.Income***				
4900 · OPERATING REVENUE				
4901 · Donations / Fundrasers (op)	0.00	50.00	-50.00	0.0%
Total 4900 · OPERATING REVENUE	0.00	50.00	-50.00	0.0%
4950 · NON-OPERATING REVENUE				
4910 · Grants restricted RTS	0.00	462.00	-462.00	0.0%
Total 4950 · NON-OPERATING REVENUE	0.00	462.00	-462.00	0.0%
Total 3242i · FUND 3424 MAINT.Income***	0.00	512.00	-512.00	0.0%
Total Income	0.00	512.00	-512.00	0.0%
Gross Profit	0.00	512.00	-512.00	0.0%
Expense				
3242 · FUND 3242 MAINTENANCE - Expense				
5100m · INSURANCE				
5101m · Property Ins. Maint.	425.21	372.00	53.21	114.3%
Total 5100m · INSURANCE	425.21	372.00	53.21	114.3%
5170m · OFFICE				
5170.1m · Postage	0.00	5.00	-5.00	0.0%
5170.2m · Supplies	0.00	10.00	-10.00	0.0%
Total 5170m · OFFICE	0.00	15.00	-15.00	0.0%
5180m · PROFESSIONAL SERVICES	0.00	20.00	-20.00	0.0%
Total 3242 · FUND 3242 MAINTENANCE - Expense	425.21	407.00	18.21	104.47%
6560 · PAYROLL EXPENSES ***				
5112m · MAINT GEN. MGR. - Wage/Benefits				
12.1m · Payroll - McDonald	189.95	50.02	139.93	379.75%
12.2m · Benefit - McDonald	26.14	9.98	16.16	261.92%
Total 5112m · MAINT GEN. MGR. - Wage/Benefits	216.09	60.00	156.09	360.15%
5112o · MAINT. OTHER STAFF				
12.1o · Payroll - Other staff	1.62	0.00	1.62	100.0%
12.2o · Benefits - Other staff	0.19	0.00	0.19	100.0%
Total 5112o · MAINT. OTHER STAFF	1.81	0.00	1.81	100.0%
Total 6560 · PAYROLL EXPENSES ***	217.90	60.00	157.90	363.17%
Total Expense	643.11	467.00	176.11	137.71%
Net Ordinary Income	-643.11	45.00	-688.11	-1,429.13%
Net Income	-643.11	45.00	-688.11	-1,429.13%

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

TO: Commissioners

FROM: Department Manager JB

SUBJECT: Mid-Year Budget Report for General Fund 3425

DATE: January 2, 2019

The mid-year Port Costa Budget Report includes a 6-month budget report profit and loss statement for fund 3425 of the Port Costa Sanitary Department. The adopted Fiscal Year 2018/19 budget included revenue of \$262,681, Operating & Maintenance (O&M) expenses of \$264,951, Operating Reserves (including contingency) of \$39,248, and capital outlay allocation of \$17,753. While a budget deficit for the District is not forecast and there is no need to adopt a revised budget, it is important to review the 6-month budget report and make adjustments accordingly if needed.

HIGHLIGHTS

- Six month Budget for lab expenses was \$6,000. Substantial additional testing to complete the NPDES Discharge Permit renewal process was not required. Six month actual costs were only \$3,372.
- Septic tank must be addressed in FY 18/19. The \$25K allocated for Capital Replacements (Treat) #416.96.1 for outfall repair has been reallocated to Other Operations (Treat) – Septic Cleaning #416.96. Septic tank cleaning will need to be done annually while the reserves are built up to replace or refurbish the septic tank.
- Interdepartment Loan #1 has been paid in full. The largest expenditures for Port Costa continue to be the remaining loan #2 repayment, contract treatment plant operations, and contract maintenance operations. With the exception of interest expense, all are anticipated to be under or near respective budget line items in FY 18/19.
- Payroll costs are under budget, 91% of anticipated costs as of December 31, 2018. Management expects the payroll costs to maintain a similar trend over the next 6 months as attention will be adjusted to refocus priorities for Port Costa. Estimated final payroll costs ending June 30, 2019 will still be under budget.

CAPITAL PROJECTS

The capital budget consists of \$13,653 for loan interest and \$4,100 for capital sewer projects. Actual interest is under budget, capital expense of \$12,236, as Local Agency Investment Fund (LAIF) interest rate has risen slower than anticipated, resulting in lower interest for the outstanding loan. No capital collection system projects are planned through June 30, 2019.

SUMMARY

The attached budget report shows the Port Costa Sanitary Department is effectively managing the expenses. Staff expects to focus on the condition of the septic tank and plans to seek input from an engineering firm. The engineer will offer guidance for an improved approach to maintain the tank or provide alternatives to tank rehabilitation. This guidance will help us focus on the best use of limited funds rather than continuing the current operational model.

There does not appear to be a need to revise the Port Costa Sanitary budget for FY 18/19.

STAFF RECOMMENDATION:

Staff recommends the Port Costa Sanitary Commission receive the 6-month budget report.

The Port Costa Sanitary Commission's Budget & Finance Committee should meet to discuss the FY 19/20 draft budget and form recommendations accordingly. Increased operations and maintenance expenses in the coming years should be planned for. Capital Projects list should be reviewed and updated. Additional revenue needs to be identified to address full septic tank maintenance.

CROCKETT COMMUNITY SERVICES DISTRICT
PCSAN Budget Report
 July through December 2018

	Jul - Dec 18	6-Month Budget	\$ Over Budget	Adopted Budget
Ordinary Income/Expense				
Income				
3425i · FUND 3425 PCSAN. Income***				
30 · OPERATING REVENUE				
301.00 · SEWER USE CHARGES	262,501.00	262,501.00	0.00	262,501.00
302.00 · PERMIT AND INSPECTION FEES	0.00	120.00	-120.00	180.00
Total 30 · OPERATING REVENUE	262,501.00	262,621.00	-120.00	262,681.00
31 · NON-OPERATING REVENUE				
311.00 · INTEREST	265.92			
Total 31 · NON-OPERATING REVENUE	265.92	0.00	265.92	0.00
Total 3425i · FUND 3425 PCSAN. Income***	262,766.92	262,621.00	145.92	262,681.00
Total Income	262,766.92	262,621.00	145.92	262,681.00
Gross Profit				
	262,766.92	262,621.00	145.92	262,681.00
Expense				
3425e · FUND 3425 PCSAN. Expense***				
415 · SEWAGE COLLECTION				
415.30 · INSURANCE - Liability	0.00	0.01	-0.01	3,425.00
415.55 · PROF. SVCS. (Coll.)	1,000.00	250.00	750.00	500.00
415.70 · MAINTENANCE				
415.701 · Sewers - preventive maint.	6,412.50	4,350.00	2,062.50	15,800.00
Total 415.70 · MAINTENANCE	6,412.50	4,350.00	2,062.50	15,800.00
415.96 · OTHER OPERATING (Coll.)				
96.2c · Permits & Fees (Coll.)	2,286.00	2,140.00	146.00	2,140.00
415.96 · OTHER OPERATING (Coll.) - Other	1,800.00	100.00	1,700.00	100.00
Total 415.96 · OTHER OPERATING (Coll.)	4,086.00	2,240.00	1,846.00	2,240.00
Total 415 · SEWAGE COLLECTION	11,498.50	6,840.01	4,658.49	21,965.00
416 · SEWAGE TREATMENT				
416.212 · LOAN PRINCIPAL (NON-OP)	89,931.51	89,931.00	0.51	89,931.00
416.25 · GASOLINE, OIL, FUEL	0.00	100.00	-100.00	100.00
416.31 · INSURANCE - Property	974.35	852.00	122.35	852.00
416.51 · TREATMENT O&M				
51.1pc · Treatment Plant Operators				
51.1.1p · Incidental & Emergency	0.00	600.00	-600.00	1,200.00
51.1pc · Treatment Plant Operators - Oth	24,000.00	24,000.00	0.00	48,000.00
Total 51.1pc · Treatment Plant Operators	24,000.00	24,600.00	-600.00	49,200.00
51.2pc · Chemicals	1,269.78	1,956.98	-687.20	3,914.00
51.3pc · Hardware, Supplies, & Misc	196.11	399.98	-203.87	800.00
Total 416.51 · TREATMENT O&M	25,465.89	26,956.96	-1,491.07	53,914.00
416.56 · PROF. SVCS. (Treat.)				
56.2pc · Engineer	3,582.50	11,971.00	-8,388.50	17,971.00
56.3pc · Technician	1,960.00	4,500.00	-2,540.00	5,700.00
56.7pc · Lab testing	3,372.00	6,000.00	-2,628.00	12,000.00
Total 416.56 · PROF. SVCS. (Treat.)	8,914.50	22,471.00	-13,556.50	35,671.00
416.91 · UTILITIES				

PCSAN

CROCKETT COMMUNITY SERVICES DISTRICT
PCSAN Budget Report
 July through December 2018

	Jul - Dec 18	6-Month Budget	\$ Over Budget	Adopted Budget
91.1pc · Electricity	1,340.67	1,476.98	-136.31	2,954.00
91.6pc · Phone Alarm System	221.88	219.98	1.90	440.00
Total 416.91 · UTILITIES	1,562.55	1,696.96	-134.41	3,394.00
416.96 · OTHER OPERATING (Treat)				
96.3 · Alarm monitoring	570.00	570.00	0.00	1,140.00
96.1 · Capital Replacements (Treat.)	0.00	0.00	0.00	0.00
96.2 · Permits & Fees (Treat.)	4,149.00	3,874.00	275.00	4,289.00
416.96 · OTHER OPERATING (Treat) - Other	0.00	0.01	-0.01	25,000.00
Total 416.96 · OTHER OPERATING (Treat)	4,719.00	4,444.01	274.99	30,429.00
Total 416 · SEWAGE TREATMENT	131,567.80	146,451.93	-14,884.13	214,291.00
417 · ADMIN / GENERAL				
417.21 · ELECTIONS	0.00	0.01	-0.01	35.00
417.31 · INSURANCE -Crime(employee bond)	0.00	0.01	-0.01	25.00
417.36 · MEMBERSHIPS	2,427.00	2,430.00	-3.00	2,435.00
417.41 · OFFICE				
41.1pc · Postal	15.60	30.00	-14.40	60.00
41.2pc · Supplies	65.59	95.02	-29.43	190.00
Total 417.41 · OFFICE	81.19	125.02	-43.83	250.00
417.56 · PROF. SVCS. (Admin.)				
56.4pc · Attorney	884.48	1,750.02	-865.54	3,100.00
56.5pc · Auditor	0.00	0.01	-0.01	400.00
Total 417.56 · PROF. SVCS. (Admin.)	884.48	1,750.03	-865.55	3,500.00
417.61 · PRINTING/PUBLISHING	1,370.70	1,535.00	-164.30	1,535.00
417.80 · VEHICLE / TRAVEL REIMBURSEMENT	50.39	24.98	25.41	50.00
417.96 · OTHER ADMIN.				
96.3pc · County & State Charges	641.71	575.00	66.71	575.00
417.96 · OTHER ADMIN. - Other	101.59	200.02	-98.43	400.00
Total 417.96 · OTHER ADMIN.	743.30	775.02	-31.72	975.00
Total 417 · ADMIN / GENERAL	5,557.06	6,640.07	-1,083.01	8,805.00
Total 3425e · FUND 3425 PCSAN. Expense***	148,623.36	159,932.01	-11,308.65	245,061.00
6560 · PAYROLL EXPENSES ***				
417.11 · PCSan - O&M BENEFITS				
11.1as · Asst Mgr	579.06	606.00	-26.94	1,212.00
11.1dMc · McDonald	315.50	364.50	-49.00	729.00
11.1ds · Witschi	20.66	32.48	-11.82	65.00
Total 417.11 · PCSan - O&M BENEFITS	915.22	1,002.98	-87.76	2,006.00
417.6s · PCSan - O&M SALARY				
6.1as · O&M payroll - Asst Mgr	4,933.97	5,693.48	-759.51	11,387.00
6.1dMc · O&M payroll - McDonald	2,523.89	3,052.50	-528.61	6,105.00
6.1ds · O&M payroll - Witschi	168.39	195.98	-27.59	392.00
Total 417.6s · PCSan - O&M SALARY	7,626.25	8,941.96	-1,315.71	17,884.00
Total 6560 · PAYROLL EXPENSES ***	8,541.47	9,944.94	-1,403.47	19,890.00
Total Expense	157,164.83	169,876.95	-12,712.12	264,951.00
Net Ordinary Income	105,602.09	92,744.05	12,858.04	-2,270.00

PCSAN

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District


P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

TO: Commissioners
FROM: General Manager 
SUBJECT: Mid-Year Budget Report for General Fund 3426
DATE: January 9, 2019

The mid-year Crockett Sanitary Budget Report includes a 6-month budget report statement for funds of the Crockett Sanitary Department; Operating Fund 3426 Construction Fund 3427, and Capital Reserve Fund 3429. The adopted Fiscal Year (FY) 18/19 budget included total revenue of \$2,310,598, Operating & Maintenance (O&M) expenses of \$1,216,419, capital outlay allocation of \$917,627, and a contingency reserve of \$121,642. While a budget deficit for the District is not forecast and there is no need to adopt a revised District budget, it is important to review the 6-month budget report and make adjustments if needed.

The initial draft budget for FY 19/20 will be developed in the coming weeks with help from the Budget & Finance Committee. Staff is awaiting information from West County Wastewater District (WCWD) for capital replacement and capital improvement projects needed at the Crockett Pump Station.

HIGHLIGHTS:

- Operating revenue is lower than anticipated because The Nantucket stopped paying their outstanding prior year Sewer Use Charges (SUC) and are delinquent on their current SUC. Non-operating revenue is higher primarily because interest and property tax revenue was greater than originally anticipated.
- Capital Replacement costs at the pump station (410.95.1) are currently well under budget because WCWD has not completed any identified projects this fiscal year. Key positions at WCWD remain vacant which is putting a strain on existing staff and delaying capital projects. WCWD will provide an update on pending projects in the coming months. Staff anticipates many of the projects moving to FY 19/20.
- Joint Treatment Plant (JTP) O&M costs (411.50) is the largest expense faced by the Crockett Sanitary Department. JTP costs are currently \$7,994 under budget. JTP Capital Replacement costs (411.95) are slightly over budget. C&H has completed repairs to the drainage system metering pump, chlorine liquid sampling equipment, and the hydraulic control unit on the sludge system was replaced. Historically C&H completes the majority of their capital replacement projects in the spring.

- Fewer billable abatement charges were recovered (414.95.5) as enforcement for many property issues were postponed over the fall and winter months.
- Payroll O&M costs of \$59,879 are near the estimated 6-month budget target of \$56,939. The recoverable payroll cost income (318.8) and recoverable expense (414.6) accounts have been removed from the budget report as they are no longer being used. Instead payroll reallocation between departments is being performed when payroll is issued which is resulting in clearer financial reports.

CAPITAL PROJECTS:

Capital expenditures in the amount of \$53,063 have been spent through December 31, 2018, the majority of it on loan interest, well below the department's capital improvement targets. It is doubtful that major projects other than the Cooke/Atherton sewer replacement project and Pump Station MCC panel upgrade project will begin before June 2019. Staff is in discussion with our District Engineer Housen to bundle capital improvement spot repair and pipe bursting collection system projects into one large annual bid project. A sizable unspent capital reserve will roll forward to FY 19/20.

SUMMARY:

The attached budget report shows the Crockett Sanitary Department is managing its expenses well. In conjunction with lower O&M expenses, the Crockett Sanitary Department is in a strong financial position. It does not appear the contingency reserve of \$121,642 will need to be used in FY 18/19. The unspent contingency and rate stabilization reserves will roll forward to next fiscal year on June 30, 2019.

STAFF RECOMMENDATION:

Staff recommends the Crockett Sanitary Commission receive the 6-month budget report.

The Crockett Sanitary Commission's Budget & Finance Committee should meet to discuss the FY 19/20 draft budget and form recommendations accordingly. Increased operations, maintenance, and capital expenses should be planned for in the coming years as the State continues to add permit requirements in regards to water quality. The annual EBMUD water use study will be completed in early February and should give staff a good indication on whether or not there will be a recommendation for a Sewer Use Charge increase in FY 19/20.

CROCKETT COMMUNITY SERVICES DISTRICT
CVSAN Budget Report
July through December 2018

	Jul - Dec 18	6-month Budget	\$ Over Budget	Adopted Budget
Ordinary Income/Expense				
Income				
3426i · FUND 3426 CVSAN. Income***				
300 · OPERATING REVENUE				
301.1 · SEWER USE CHARGES - CY	1,331,953.00	1,349,482.00	-17,529.00	1,349,482.00
301.2 · SEWER USE CHARGES - PY	0.00	5,000.00	-5,000.00	10,000.00
301.3 · SEWER USE CHARGES - C&H	47,741.73	47,741.75	-0.02	190,967.00
302 · PERMIT FEES	1,110.00	1,500.00	-390.00	3,000.00
303 · CAPACITY CHARGES	0.00	2,425.00	-2,425.00	2,425.00
307 · PENALTIES FINES COLLECTED	500.00	500.00	0.00	1,000.00
318 · COST RECOVERY				
318.2 · Abatement Costs	381.79	750.00	-368.21	1,500.00
318.4 · C&H	0.00	750.00	-750.00	750.00
318.6 · Other	203.33	125.02	78.31	250.00
Total 318 · COST RECOVERY	585.12	1,625.02	-1,039.90	2,500.00
Total 300 · OPERATING REVENUE	1,381,889.85	1,408,273.77	-26,383.92	1,559,374.00
325 · NON-OPERATING REVENUE				
311 · INTEREST	33,612.45	24,624.00	8,988.45	36,000.00
314 · PROPERTY TAXES trnsfr from 3240	175,882.11	168,000.00	7,882.11	296,000.00
316 · ACCESS REPAIR PAYMENTS	6,722.38	7,617.00	-894.62	7,617.00
319 · GRANTS	0.00	0.00	0.00	43,945.00
320 · OTHER NON-OP INCOME	583.15	1,400.00	-816.85	2,400.00
322 · INTERFUND TRANSFERS - 3427	0.00	2,595.00	-2,595.00	103,104.00
325.8 · CONTRACTOR BONDS	2,000.00	2,000.00	0.00	3,000.00
325.9 · INTERFUND LOAN PAYMENT PCSAN	89,931.51	89,931.00	0.51	89,931.00
Total 325 · NON-OPERATING REVENUE	308,731.60	296,167.00	12,564.60	581,997.00
Total 3426i · FUND 3426 CVSAN. Income***	1,690,621.45	1,704,440.77	-13,819.32	2,141,371.00
3427i · FUND 3427 CVSAN. Income***				
303x · FUND 3427 Trns capacity charges	0.00	0.00	0.00	2,425.00
304x · FUND 3427 Trns for Reserve	0.00	0.00	0.00	32,000.00
311x · FUND 3427 LAIF Interest (Non-op)	8,722.20	6,700.00	2,022.20	13,400.00
Total 3427i · FUND 3427 CVSAN. Income***	8,722.20	6,700.00	2,022.20	47,825.00
3429i · FUND 3429 CVSAN. Income***				
311y · FUND 3429 LAIF Interest (Non-op)	690.25	630.00	60.25	1,260.00
Total 3429i · FUND 3429 CVSAN. Income***	690.25	630.00	60.25	1,260.00
Total Income	1,700,033.90	1,711,770.77	-11,736.87	2,190,456.00
Gross Profit	1,700,033.90	1,711,770.77	-11,736.87	2,190,456.00
Expense				
3426e · FUND 3426 CVSAN. Expense				
410 · COLLECTION SYSTEM *****				
410.211 · LOAN PRINCIPAL	56,912.02	56,912.02	0.00	75,236.00
410.25 · GAS, FUEL, OIL (DIST. VEHICLE)	1,597.65	300.00	1,297.65	600.00
410.30 · INSURANCE	1,529.80	1,229.00	300.80	31,359.00
410.50 · WEST COUNTY O&M (PS)	13,671.27	22,070.48	-8,399.21	44,141.00

CVSAN

CVSAN Budget Report
July through December 2018

	Jul - Dec 18	6-month Budget	\$ Over Budget	Adopted Budget
410.55 · PROF. SVCS. (Coll.)				
55.2 · Engineer	0.00	1,020.00	-1,020.00	2,040.00
55.3 · Technician	2,432.00	4,980.00	-2,548.00	9,960.00
Total 410.55 · PROF. SVCS. (Coll.)	2,432.00	6,000.00	-3,568.00	12,000.00
410.65 · RENT/LEASE EASEMENTS	2,448.10	2,350.00	98.10	2,350.00
410.70 · MAINTENANCE				
70.1 · Sewers preventive maint (Coll.)				
70.1e · Emergency Call Out	1,200.00	0.00	1,200.00	0.00
70.1 · Sewers preventive maint (Coll.) - Other	38,949.86	47,238.00	-8,288.14	93,936.00
Total 70.1 · Sewers preventive maint (Coll.)	40,149.86	47,238.00	-7,088.14	93,936.00
70.2 · Weeds	0.00	0.00	0.00	1,000.00
70.3 · Hardware	214.71	200.00	14.71	200.00
70.4 · Repairs	505.63	300.00	205.63	300.00
Total 410.70 · MAINTENANCE	40,870.20	47,738.00	-6,867.80	95,436.00
410.90 · UTILITIES				
90.1 · Electricity	12,323.35	15,214.50	-2,891.15	30,429.00
90.2 · Water	359.24	500.02	-140.78	1,000.00
Total 410.90 · UTILITIES	12,682.59	15,714.52	-3,031.93	31,429.00
410.95 · OTHER OPERATING (Coll.)				
95.1 · Capital Replacements (PS)	0.00	29,300.00	-29,300.00	32,100.00
95.2 · Other Operating Costs	586.29	1,764.98	-1,178.69	3,530.00
95.2.5 · HHW collection/disposal	135.00	50.00	85.00	150.00
Total 410.95 · OTHER OPERATING (Coll.)	721.29	31,114.98	-30,393.69	35,780.00
Total 410 · COLLECTION SYSTEM *****	132,864.92	183,429.00	-50,564.08	328,331.00
411 · TREATMENT PLANT				
411.50 · C&H - JTP O&M	331,318.71	339,312.52	-7,993.81	678,625.00
411.95 · CAPITAL REPLACEMENT (Treat)	14,660.46	9,365.00	5,295.46	11,893.00
411.98 · CAP RESERVE Trnsf to 3427	0.00	0.00	0.00	32,000.00
411.99 · CAPACITY CHARGE Trnsfr to 3427	0.00	0.00	0.00	2,425.00
Total 411 · TREATMENT PLANT	345,979.17	348,677.52	-2,698.35	724,943.00
414 · ADMINISTRATIVE				
414.20 · ELECTIONS	0.00	0.00	0.00	1,000.00
414.35 · MEMBERSHIPS				
35.1 · CASA	4,456.00	4,496.00	-40.00	4,496.00
35.2 · CSDA	0.00	0.01	-0.01	75.00
414.35 · MEMBERSHIPS - Other	150.00	554.00	-404.00	725.00
Total 414.35 · MEMBERSHIPS	4,606.00	5,050.01	-444.01	5,296.00
414.40 · OFFICE				
40.1 · Postal	534.62	1,053.02	-518.40	1,406.00
40.2 · Supplies	774.85	1,005.52	-230.67	2,011.00
40.3 · Miscellany	1,208.31	900.00	308.31	1,800.00
Total 414.40 · OFFICE	2,517.78	2,958.54	-440.76	5,217.00
414.55 · PROF. SVCS. (Admin.)				
55.4 · Attorney	773.56	2,400.00	-1,626.44	4,800.00

CROCKETT COMMUNITY SERVICES DISTRICT CVSAN Budget Report July through December 2018

	Jul - Dec 18	6-month Budget	\$ Over Budget	Adopted Budget
55.5 · Auditor	0.00	0.00	0.00	3,700.00
55.6 · Engineer / Consultants	0.00	100.00	-100.00	2,000.00
Total 414.55 · PROF. SVCS. (Admin.)	773.56	2,500.00	-1,726.44	10,500.00
414.60 · PRINTING/PUBLISHING	1,557.24	760.00	797.24	1,400.00
414.65 · RENTS/LEASES	0.00	0.00	0.00	2,400.00
414.80 · VEHICLE / TRAVEL REIMBURSEMENT	353.53	342.52	11.01	685.00
414.90 · TELEPHONE / INTERNET				
90.3 · Office phone/fax	765.49	900.00	-134.51	1,800.00
90.4 · Cell phone	221.88	249.98	-28.10	500.00
90.5 · Internet service	949.93	2,400.00	-1,450.07	3,300.00
Total 414.90 · TELEPHONE / INTERNET	1,937.30	3,549.98	-1,612.68	5,600.00
414.95 · OTHER ADMIN				
95.3 · County & State Charges	5,207.56	5,005.00	202.56	5,965.00
95.4 · Refunds	2,594.00			
95.5 · Recoverable expenses	99.98	2,300.02	-2,200.04	4,600.00
95.5r · Recoverable (Rec.)	114.87	125.02	-10.15	250.00
95.7 · Recoverable (PCSan)	47.57	50.02	-2.45	100.00
95.8 · Recoverable (Maint.)	16.42	24.98	-8.56	50.00
95.9 · Training and Conferences	421.39	600.00	-178.61	1,500.00
414.95 · OTHER ADMIN - Other	160.44	500.02	-339.58	1,000.00
Total 414.95 · OTHER ADMIN	8,662.23	8,605.06	57.17	13,465.00
Total 414 · ADMINISTRATIVE	20,407.64	23,766.11	-3,358.47	45,563.00
423 · NON-OPERATING EXPENSES	1,000.00	2,400.00	-1,400.00	3,400.00
Total 3426e · FUND 3426 CVSAN. Expense	500,251.73	558,272.63	-58,020.90	1,102,237.00
6560 · PAYROLL EXPENSES ***				
414.10 · CVSan - O&M BENEFITS				
10.1dm · O&M Benefits - DMorales	15.53	99.98	-84.45	200.00
10.1as · O&M Benefits - Barnhill	2,759.71	2,656.90	102.81	5,314.00
10.1dMc · O&M Benefits - McDonald	3,762.95	3,396.86	366.09	6,794.00
10.1ds · O&M Benefits - Witschi	326.44	658.56	-332.12	1,317.00
Total 414.10 · CVSan - O&M BENEFITS	6,864.63	6,812.30	52.33	13,625.00
414.5GM · CVSan - O&M SALARY				
5.1dm · O&M payroll - DMorales	73.38	900.00	-826.62	1,800.00
5.1dMc · O&M payroll - McDonald	27,717.43	24,912.64	2,804.79	49,825.00
5.1as · O&M payroll - Barnhill	22,045.50	19,485.58	2,559.92	38,971.00
5.1ds · O&M payroll - Witschi	3,042.22	4,828.44	-1,786.22	9,657.00
Total 414.5GM · CVSan - O&M SALARY	52,878.53	50,126.66	2,751.87	100,253.00
Total 6560 · PAYROLL EXPENSES ***	59,743.16	56,938.96	2,804.20	113,878.00
Total Expense	559,994.89	615,211.59	-55,216.70	1,216,115.00
Net Ordinary Income	1,140,039.01	1,096,559.18	43,479.83	974,341.00
Other Income/Expense				
Other Expense				
3427e · FUND 3427 SAN. Expense***				
414.95x · FUND 3427 service charges	50.00	15.00	35.00	55.00

CVSAN

CVSAN Budget Report

July through December 2018

	<u>Jul - Dec 18</u>	<u>6-month Budget</u>	<u>\$ Over Budget</u>	<u>Adopted Budget</u>
423x · Other Non-Operating Expenses				
321b · INTERFUND TRANSFERS - TO 3426	0.00	0.00	0.00	103,104.00
Total 423x · Other Non-Operating Expenses	0.00	0.00	0.00	103,104.00
Total 3427e · FUND 3427 SAN. Expense***	50.00	15.00	35.00	103,159.00
3429e · FUND 3429 SAN. Expense***				
414.95y · FUND 3429 service charges	4.00	2.00	2.00	4.00
Total 3429e · FUND 3429 SAN. Expense***	4.00	2.00	2.00	4.00
Total Other Expense	54.00	17.00	37.00	103,163.00
Net Other Income	-54.00	-17.00	-37.00	-103,163.00
Net Income	1,139,985.01	1,096,542.18	43,442.83	871,178.00