

CROCKETT COMMUNITY SERVICES DISTRICT

Regular Business Meeting AGENDA FOR WEDNESDAY, SEPTEMBER 23, 2020

TIME: 7:00 PM

PLACE: ** TELECONFERENCE - SEE BELOW **

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:

Based on the mandates by the Governor in *Executive Order 33-20* and the County Public Health Officer to shelter in place and the guidance from the CDC, to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District offices are not open to the public at this time. (*See Resolution No. 19/20-18*)
- The meeting will be conducted via tele conference using Zoom.
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner described below. See end of agenda for information on How to Submit Public Comments.

HOW TO OBSERVE THE MEETING:

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

Enter the Meeting ID# 853 7589 1271 followed by the pound (#) key.

More phone numbers can be found on Zoom's website at <https://zoom.us/j/85375891271>.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/85375891271> using a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)

Mobile: Login through the Zoom mobile app on a smartphone and enter Meeting ID# 853 7589 1271.

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1. CALL TO ORDER – ROLL CALL
 2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
 3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:
(*The Board is prohibited from discussing items not on this agenda. Matters brought up that are not on the agenda may be referred to staff for action or calendared on a future agenda.*)
 4. REPORTS FROM COMMISSIONERS:
(*This item is typically for exchange of information only. No action will be taken at this time.*)
 5. PUBLIC HEARING: (*Public comments limited to two minutes for each person with full discussion limited to twenty minutes unless extended by Board President.*)
 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 payment of District bills.
 - b. Receive Minutes of Commissions and Committees.
 - c. Receive SDMRA Medical Benefits 2021 Open Enrollment letter.
8. **ADMINISTRATIVE:**
 - a. Consider consent Items removed from Consent Calendar.
 - b. Authorize execution of Separation Agreement and General Release of General Manager McDonald.
 - c. Consider dissolving Property Acquisition Ad Hoc Committee and forming Chapel Renovation Ad Hoc Committee, Board President to appoint members.
 - d. Discuss and consider changes to Personnel Committee.
 - e. Employment Agreement Modification for Sanitary Department Manager Barnhill, increasing pay scale by one step to Level II, Step E equal to \$5,888 salary per month.
9. **BUDGET AND FINANCE:**
 - a. Consider monthly Summary Worksheets and Investment Reports and staff report on financial matters.
 - b. Annual review of investment policy of the District, Gov Code Dec 53646.
 - c. Approve agreement with Denalect Alarm to install intrusion detection system at Hosselkus Chapel for \$3,065 and monitoring at \$39 per month.
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, Bartlebaugh, Cusack, Sutton, and Wilson
 - b. Budget & Finance Committee – Members Mackenzie and Peterson
 - c. Ad Hoc Committees: Strategic Planning, Property Acquisition, Staff Management
 - d. Inter-agency meetings:
11. **FUTURE AGENDA ITEMS:**
 - Award contract(s) for hazardous mitigation of 1 Rolph Park Drive (Oct)
 - Discuss policy on delegation of authority to Commissions (Oct/Nov).
 - Adopt capital asset depreciation schedule.
 - Adopt capacity charge ordinance on Accessory Dwelling Units.
 - Review and adopt ADA compliance plan.

Adopt policy for use of private devices and e-accounts.
Develop policy on proposals for new programs without established funding.

12. BOARD COMMENTS:

13. CLOSED SESSION:

- a. CONFERENCE WITH LABOR NEGOTIATOR(S): Agency Designated Representative(s) to confer with Crockett Community Services District Board regarding General Manager position, Pursuant to Government Code Section 54957.6.

RECONVENE IN OPEN SESSION

- b. Report on any action taken.

14. ADJOURNMENT to October 28, 2020

HOW TO SUBMIT PUBLIC COMMENTS:

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

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

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

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

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 / Board of Directors

FROM: General Manager *jm*

SUBJECT: Crockett Sanitary Department Managers Report

DATE: September 9, 2020

The Crockett Sanitary Department Managers Report highlights items of interest that occurred between August 12, 2020 and September 9, 2020. The District offices remains closed to the public due to Coronavirus (COVID-19) orders. Social distancing and other safe practices recommended by the CDC and County Health Officer are being followed.

Operation and Maintenance

- There were no Sanitary Sewer Overflows (SSO) in August. Staff responded to five incidents since last month's report, three at the Crockett Pump Station; engine running, low water pressure, and air pressure tank alarm. Sink hole near 598 Pomona was determined not to be sewer related. Private lateral sewer discharge at 29 Baldwin.
- West County Wastewater District noticed that the grit system pump isolation valves were unable to close completely. Gaskets expanded which prevents valves from closing. This occurred once before in 2011 with different pumps. In both instances C&H was by-passing process wastewater through our pump station over a lengthy period, it is suspect the process wastewater is causing expansion of the gaskets in the pumps. Tanya at C&H has been notified, and staff has asked for temperature readings of the process wastewater. WCWD will test isolation valves one week after C&H by-pass is over.
- Transfer Pump #5 impeller and ball bearings failed, WCWD authorized to repair at estimated cost of \$2,500. Transfer Pump #5 remains out of service until repair is completed scheduled end of September.

Capital Improvements / Projects

- Limited planning activity in August and September. No projects performed.

Administrative/Financial:

- C&H Sugar paid their 4th installment of FY 19/20 sewerage fees. 1st installment for FY 20/21 sewerage fees, due September 15, has not yet been received.
- General Manager McDonald spent 35% of his time towards Crockett Sanitary Department operations and 0% on Capital Projects in August. The rest of his time was spent on District business 42%, Recreation 6%, Port Costa 7%, Maintenance 1%, and Hosselkus Chapel 9%. He worked a total of 171 hours in August with 2 hours of overtime.
- Assistant Sanitary Department Manager Barnhill spent 85% of his time towards Crockett Sanitary Department operations. The rest of his time, 15%, was spent on Port Costa business. He worked a total of 170 hours in August with 1 hour of overtime.

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 9/4/20 Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
09/04/2020	RONALD D. WILSON	Payroll 8/1/20 - 8/31/20	2,569.85	8871
09/04/2020	ARIEL I. FISCHER	Payroll 8/16/20 - 8/31/20	282.02	8872
09/04/2020	ASHER H. LABINSKI	Payroll 8/16/20 - 8/31/20	265.60	8873
09/04/2020	CASSANDRA D. CONTRERAS	Payroll 8/16/20 - 8/31/20	426.48	8874
09/04/2020	DAMIAN A. FISCHER	Payroll 8/16/20 - 8/31/20	337.07	8875
09/04/2020	GABRIEL J. OSTI	Payroll 8/16/20 - 8/31/20	383.16	8876
09/04/2020	HARIKESH SHRI-SHASHITHA...	Payroll 8/16/20 - 8/31/20	531.53	8877
09/04/2020	JOCELYN M. OSTI	Payroll 8/16/20 - 8/31/20	358.41	8878
09/04/2020	JUSTIN T. CROW	Payroll 8/16/20 - 8/31/20	545.07	8879
09/04/2020	LINDSAY A. BARRELLA	Payroll 8/16/20 - 8/31/20	165.78	8880
09/04/2020	MONICA A. MUNOZ	Payroll 8/16/20 - 8/31/20	668.24	8881
09/04/2020	PAIGE E. PAULSELL	Payroll 8/16/20 - 8/31/20	725.61	8882
09/04/2020	SKYLER X. PASCHALL	Payroll 8/16/20 - 8/31/20	361.55	8883
09/04/2020	STELLA T.E. MANNELL	Payroll 8/16/20 - 8/31/20	152.62	8884
09/04/2020	SUSAN G. WITSCHI	Payroll 8/16/20 - 8/31/20	2,143.37	8885
09/04/2020	TREVOR B. DEES	Payroll 8/16/20 - 8/31/20	328.97	8886
09/04/2020	ZOE H. LABINSKI	Payroll 8/16/20 - 8/31/20	180.92	8887
09/04/2020	AT&T	Phone - 510-787-2414	373.43	8888
09/04/2020	Knorr Systems, Inc.	Repair Priority Valve Piston Gate	780.26	8889
09/04/2020	LESLIE'S POOL SUPPLIES	Soda Ash and DK Weir Gate	99.13	8890
09/04/2020	PG&E	Gas and Electric	2,900.79	8891
09/04/2020	TERRACARE ASSOCIATES	Landscaping services	2,171.00	8892
09/04/2020	MONICA A. MUNOZ	Staff Party Reimbursement for Pizza	41.07	8893
09/04/2020	RONALD D. WILSON	Mileage Reimbursement	105.23	8894
09/04/2020	MEYERS NAVE	General Advice	52.87	8895
09/04/2020	David Farnsworth, CPA	Audit Services Fee - 50% Progres...	1,428.49	8896
09/04/2020	UNITED STATES TREASURY (...)	--	3,466.14	8897
09/04/2020	EMPLOYMENT DEVELOPMEN...	✓	389.75	8898
09/04/2020	CalPERS Public Employees Ret...	CalPERS#1977684412, Retir. 194...	1,238.45	8899
09/04/2020	SDRMA	Mem. #5505, Member #5505	1,636.08	8900
Total FUND 3241 - RECREATION			25,108.94	
TOTAL			<u>25,108.94</u>	

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CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 9/4/20 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
09/04/2020	ARMOR LOCKSMITH SERVICES	Rekey Locks for Hosseikus Chapel	197.42	6222
09/04/2020	AT&T	Phone - 510-787-2992	136.12	6223
09/04/2020	L.R. PAULSELL CONSULTING	Crockett Sewer Maintenance	10,986.25	6224
09/04/2020	EBMUD	Water - 1 Rolph Park Drive	65.81	6225
09/04/2020	PG&E	Electric	3,048.51	6226
09/04/2020	V.W. Housen & Associates	Complete Hydraulic Model Wet Weather Calibration	2,964.00	6227
09/04/2020	Regional Government Services	Contract Services for July - Hosseikus	254.50	6228
09/04/2020	WEST COUNTY WASTEWATE...	CSD Contract Services - July 2020	3,414.38	6229
09/04/2020	MEYERS NAVE	General Advice and Labor and Employment	862.89	6230
09/04/2020	David Farnsworth, CPA	Audit Services Fee - 50% Progress Billing	3,164.13	6231
09/04/2020	UNITED STATES TREASURY (...)		1,542.56	6232
09/04/2020	EMPLOYMENT DEVELOPMEN...		452.71	6233
09/04/2020	CalPERS Public Employees Reti...	CalPERS#1977684412, Retir. 1946207465, Retire. 1946207465	4,731.73	6234
09/04/2020	SDRMA	Mem. #5505	892.50	6235
09/04/2020	STATE WATER RESOURCES ...	Contract No. 00822-550-0, A/R No. 00822-19-18	7,666.49	6236
09/04/2020	EI Sobrante Sewer	Camera inspection	250.00	6237
09/04/2020	DALE A. McDONALD	Payroll 8/1/20 - 8/31/20	4,464.10	6238
09/04/2020	JAMES G. BARNHILL	Payroll 8/1/20 - 8/31/20	4,274.13	6239
Total FUND 3426 - CV SANITARY - O&M			49,368.23	
TOTAL			49,368.23	



CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: 9/14/20 Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
09/04/2020	L.R. PAULSELL CONSULTING	Sewer Cleaning on August 18, 2020	1,057.50	1256
09/04/2020	Eurofins Calscience LLC	Lab Testing	700.00	1257
09/04/2020	PG&E	Electric	324.87	1258
09/04/2020	MEYERS NAVE	General Advice, Labor and Employment	372.14	1259
09/04/2020	David Farnsworth, CPA	Audit Services Fee - 50% Progress Billing	380.30	1260
Total FUND 3425 - PC SANITARY - O&M			2,834.81	
TOTAL			<u>2,834.81</u>	



CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: 9/18/20 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
09/21/2020	Crockett Recreation Dept.	Annual office rent 7/1/20 to 6/30/21	7,200.00	6240
09/21/2020	DALE A. McDONALD	Reimbursement for Coffee & Mileage	70.34	6241
09/21/2020	L.R. PAULSELL CONSUL...	Sewer Maintenance from 9/4 - 9/11	7,872.50	6242
09/21/2020	STATE COMPENSATION ...	Workers Comp	472.37	6243
09/21/2020	EBMUD	Water	395.16	6244
09/21/2020	U.S. BANK	Various ?	514.47	6245 ?
Total FUND 3426 - CV SANITARY - O&M			16,524.84	
TOTAL			<u>16,524.84</u>	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 9/18/20 Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
09/21/2020	ARIEL I. FISCHER	Payroll 9/1/20 - 9/15/20	55.06	8901
09/21/2020	ASHER H. LABINSKI	Payroll 9/1/20 - 9/15/20	198.00	8902
09/21/2020	CASSANDRA D. CONTRERAS	Payroll 9/1/20 - 9/15/20	74.24	8903
09/21/2020	DAMIAN A. FISCHER	Payroll 9/1/20 - 9/15/20	73.42	8904
09/21/2020	GABRIEL J. OSTI	Payroll 9/1/20 - 9/15/20	108.28	8905
09/21/2020	HARIKESH SHRI-SHASHITH...	Payroll 9/1/20 - 9/15/20	72.72	8906
09/21/2020	JOCELYN M. OSTI	Payroll 9/1/20 - 9/15/20	108.28	8907
09/21/2020	JUSTIN T. CROW	Payroll 9/1/20 - 9/15/20	125.03	8908
09/21/2020	LINDSAY A. BARRELLA	Payroll 9/1/20 - 9/15/20	55.06	8909
09/21/2020	MONICA A. MUNOZ	Payroll 9/1/20 - 9/15/20	200.39	8910
09/21/2020	PAIGE E. PAULSELL	Payroll 9/1/20 - 9/15/20	221.09	8911
09/21/2020	SKYLER X. PASCHALL	Payroll 9/1/20 - 9/15/20	55.06	8912
09/21/2020	SUSAN G. WITSCHI	Payroll 9/1/20 - 9/15/20	2,141.94	8913
09/21/2020	TREVOR B. DEES	Payroll 9/1/20 - 9/15/20	145.49	8914
09/21/2020	LESLIE'S POOL SUPPLIES	Pool Chemicals	1,257.58	8915
09/21/2020	PG&E	Gas & Electric	363.95	8916
09/21/2020	TERRACARE ASSOCIATES	Landscaping services	2,171.00	8917
09/21/2020	Sierra Chemical Company	Multichlor, Sodium Hypochlorite	520.30	8918
09/21/2020	EBMUD	Water	5,237.08	8919 ?
09/21/2020	STATE COMPENSATION IN...	Workers Comp	638.13	8920
09/21/2020	U.S. BANK	Various	764.91	8921 ?
Total FUND 3241 - RECREATION			14,587.01	
TOTAL			14,587.01	

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CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 9/18/20 Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
09/21/2020	Valley Operators, LLC	September Monthly Service Fee / Standard ...	4,502.36	1261
09/21/2020	Sierra Chemical Company	Multichlor, Sodium Hypochlorite	516.18	1262
09/21/2020	CALIFORNIA DIESEL & POW...	General service and load bank Invoice 01-3...	1,778.24	1263
09/21/2020	L.R. PAULSELL CONSULTING	Sewer Cleaning on 9/11/20	235.00	1264
09/21/2020	U.S. BANK	Various	38.14	1265
Total FUND 3425 - PC SANITARY - O&M			7,069.92	
TOTAL			<u>7,069.92</u>	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 9/18/20 Fund: 324200 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3242 - MAINTENANCE				
09/21/2020	David Farnsworth, CPA	Audit Services Fee - 50% Progres...	37.58	429
Total FUND 3242 - MAINTENANCE			37.58	
TOTAL			<u>37.58</u>	

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CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 9/18/2020 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
09/28/2020	DALE A. McDONALD	Final Paycheck Salary Period Sept 2020	4,464.10	6246
09/28/2020	DALE A. McDONALD	Final Payout Accrued Vacation and Si...	17,652.82	6247
Total FUND 3426 - CV SANITARY - O&M			22,116.92	
TOTAL			22,116.92	

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12:00 PM

09/18/20

CROCKETT COMMUNITY SERVICES DISTRICT

Reconciliation Detail

US Bank VISA, Period Ending 09/21/2020

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							728.21
Cleared Transactions							
Charges and Cash Advances - 41 Items							
Credit Card C...	09/21/2020	REC	Instacart	Snack Bar	X	-204.45	-204.45
Credit Card C...	09/21/2020	REC	Amazon	Disinfecting Wipes	X	-102.24	-306.69
Credit Card C...	09/21/2020	REC	Walgreens	Masks	X	-87.37	-394.06
Credit Card C...	09/21/2020	REC	AT&T	Internet	X	-80.25	-474.31
Credit Card C...	09/21/2020	REC	Instacart	Snack Bar	X	-69.52	-543.83
Credit Card C...	09/21/2020	CVSan	Crockett Auto Service	Gas for Company Truck	X	-62.05	-605.88
Credit Card C...	09/21/2020	CVSan	AT&T	Internet	X	-58.85	-664.73
Credit Card C...	09/21/2020	CVSan	AT&T	Internet	X	-58.85	-723.58
Credit Card C...	09/21/2020	REC	Home Depot	Disinfecting Wipes	X	-57.07	-780.65
Credit Card C...	09/21/2020	REC	Smart & Final	Snack Bar	X	-52.68	-833.33
Credit Card C...	09/21/2020	REC	Microsoft	Online Subscription	X	-50.00	-883.33
Credit Card C...	09/21/2020	CVSan	Microsoft	Subscription	X	-50.00	-933.33
Credit Card C...	09/21/2020	REC	Etsy	Masks - COVID-19	X	-41.20	-974.53
Credit Card C...	09/21/2020	REC	Target	Snack Bar & COVID-19	X	-39.88	-1,014.41
Credit Card C...	09/21/2020	CVSan	Alhambra & Sierra Spr...	Water	X	-39.74	-1,054.15
Credit Card C...	09/21/2020	CVSan	Alhambra & Sierra Spr...	Water	X	-39.74	-1,093.89
Credit Card C...	09/21/2020	REC	Home Depot	Nozzles	X	-38.59	-1,132.48
Credit Card C...	09/21/2020	CVSan	AT&T	Cell Phone	X	-38.14	-1,170.62
Credit Card C...	09/21/2020	PCSan	AT&T	Phone Alarm System	X	-38.14	-1,208.76
Credit Card C...	09/21/2020	CVSan	Adobe Creative Cloud	Licenses	X	-33.98	-1,242.74
Credit Card C...	09/21/2020	REC	Safeway	Snack Bar	X	-31.56	-1,274.30
Credit Card C...	09/21/2020	REC	Costco	Snack Bar	X	-31.26	-1,305.56
Credit Card C...	09/21/2020	CVSan	Google Apps	Google Cloud	X	-30.00	-1,335.56
Credit Card C...	09/21/2020	CVSan	Zoom	Standard Pro Monthly	X	-29.98	-1,365.54
Credit Card C...	09/21/2020	CVSan	FedEx	Hoselkus Chapel Grant Deed	X	-28.70	-1,394.24
Credit Card C...	09/21/2020	REC	Safeway	Snack Bar	X	-21.86	-1,416.10
Credit Card C...	09/21/2020	CVSan	Bill's Ace Hardware	Kleenguard Gloves for truck	X	-21.82	-1,437.92
Credit Card C...	09/21/2020	REC	Safeway	Snack Bar	X	-20.70	-1,458.62
Credit Card C...	09/21/2020	REC	Mountain Mike's	Staff Lunch	X	-19.56	-1,478.18
Credit Card C...	09/21/2020	REC	Safeway	Snack Bar	X	-18.06	-1,496.24
Credit Card C...	09/21/2020	REC	Rodeo Hardware	Caution Tape for Play Equipment	X	-16.23	-1,512.47
Credit Card C...	09/21/2020	CVSan	Safeway	Popcorn	X	-15.22	-1,527.69
Credit Card C...	09/21/2020	REC	Target	Advil	X	-12.23	-1,539.92
Credit Card C...	09/21/2020	REC	Home Depot	Armorall	X	-11.74	-1,551.66
Credit Card C...	09/21/2020	REC	Home Depot	Hose Reel Repair	X	-11.48	-1,563.14
Credit Card C...	09/21/2020	REC	Ace Hardware	Acid Tank Repair	X	-11.42	-1,574.56
Credit Card C...	09/21/2020	REC	Safeway	Snack Bar	X	-10.49	-1,585.05
Credit Card C...	09/21/2020	REC	Safeway	Snack Bar	X	-10.49	-1,595.54
Credit Card C...	09/21/2020	REC	Target	Disinfectant Wipes - COVID-19	X	-6.10	-1,601.64
Credit Card C...	09/21/2020	CVSan	Fastrak Violation Proc...	Toll Violation	X	-6.00	-1,607.64
Credit Card C...	09/21/2020	CVSan	Post Office	Postage	X	-1.40	-1,609.04
Total Charges and Cash Advances						-1,609.04	-1,609.04
Payments and Credits - 7 Items							
Check	08/21/2020	6221	U.S. BANK	Statement Period 6/2/2020 to 7/6/20...	X	728.21	728.21
Check	09/21/2020	1265	U.S. BANK	Various	X	38.14	766.35
Credit Card C...	09/21/2020	REC	Snow Joe	Kleenguard Gloves	X	91.96	858.31
Credit Card C...	09/21/2020	REC	Food Service Direct	Snack Bar	X	97.32	955.63
Credit Card C...	09/21/2020	REC	Amazon	Disinfecting Wipes	X	102.24	1,057.87
Check	09/21/2020	6245	U.S. BANK	Various	X	514.47	1,572.34
Check	09/21/2020	8921	U.S. BANK	Various	X	764.91	2,337.25
Total Cleared Transactions						728.21	728.21
Cleared Balance						-728.21	0.00
Register Balance as of 09/21/2020						-728.21	0.00
Ending Balance						-728.21	0.00

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, JULY 6, 2020

1. CALL TO ORDER: The meeting was called to order at 6:04 PM by Chairperson Cusack.

Present were Commissioners Scheer and Valentini, along with Department Manager Wilson and Facilities Manager/Asst. Secretary Witschi. Also present was Sanitary Commissioner Wais. Commissioners Airoidi and Choquette were absent.

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

3. PUBLIC COMMENTS: None

4. CONSENT CALENDAR: The following consent items were approved unanimously (jv/as):

- a. Approve Minutes of June 1, 2020.
- b. Receive Status Report on outstanding items.
- c. Receive Recreation Pool/Park Appointment list for 2020.

5. COVID-19 IMPACT ON RECREATION DEPARTMENT: Mr. Wilson reported the County re-opened the park and families and members of the same household are allowed to use the picnic tables. He said the play structures remain closed to the public. Over the weekend there were two big parties. One had over 100 people and the other one had about 70 people. He said one of the parties had a smoker and it was blowing smoke into the pool area. The pool manager had asked the event to move the smoker and they began to yell at the manager. Commissioner Scheer asked if the park has to be open to the public. Mr. Wilson said no. A motion to close the picnic areas in Alexander Park carried unanimously (as/jv).

6. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. Wilson reported a cash balance of \$81K and \$429K in investments.

7. DISTRICT BOARD ACTIONS: None

8. REPORT OF DEPT. MANAGER: No further report.

9. COMMISSIONERS: No reports.

10. FUTURE AGENDA ITEMS:

11. COMMISSIONER COMMENTS: Commissioner Cusack said his thoughts are with Jim and Louise Choquette.

12. ADJOURNMENT: The meeting was adjourned at 6:54 PM until August 3, 2020.

Respectfully submitted,

Susan Witschi

Susan Witschi
July 9, 2020

PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

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

MINUTES OF REGULAR MEETING, AUGUST 12, 2020

1. CALL TO ORDER: The meeting was called to order at 7:05 PM by Chairperson Surges. Present were Commissioners Cusack, List and Scheer, along with General Manager McDonald, Dept. Manager Barnhill and Asst. District Secretary Witschi. Also present were Directors Barassi and Kirker. Commissioner Klaiber arrived later.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
- 5.a. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in July. The Board approved the purchase of Hosselkus Chapel. He said the Board approved to collect the annual installment for sewer lateral repair work at 42 Canyon Lake, as agreed to by the Access and Repair Agreement with the property owner, on their next property tax roll. He said the Board wanted the picnic tables and barbeques at Alexander Park open for household living units, prohibition on large gatherings remain.
- 5.b. SELF-MONITORING REPORTS: Mr. Barnhill reported no exceedances in May or June.
- 6.a. FINANCIAL REPORT: The monthly statement of Department finances was examined by the Commission. No further report.
- 6.b. CAPITAL PROJECTS: Mr. Barnhill reported staff is seeking authorization to begin planning the previously budgeted Capital Projects for FY 2020/21. He said CCTV will be combined with smoke testing, depending on the location of the line and accessibility, to receive the most beneficial data. Mr. McDonald said the Board has already approved the Capital Projects for FY 2020/21 and this is just a formality that the Commission would authorize the planning of the items. Director Barassi asked how the budget is looking in terms of revenue since the hotel and restaurants are substantially closed. His specific concern is that it may not be prudent this year to authorize work such as CCTV and smoke testing which will open up additional work that needs to be done. He said he wants to keep costs in conformance with our anticipated financial situation. Mr. McDonald reported the County has granted an extension to special districts for filing assessments but at this moment there is no indication that sewer use charges due Port Costa will be delayed causing a cash shortage. The County has given no indication that they would hold off property tax assessment mailings. We have been guaranteed in the past that the County will allow Advance-on-Taxes to pay bills as the assessment amount is pending. The CCTV inspection is the largest capital expense but is the most critical and is a mandatory requirement by the state under our Sanitary Sewer Management Plan. We need to identify issues with the system in order to set future rates. He said we don't necessarily have to fix things immediately, but at least by next year we need to have a better understanding at our collection system. Commissioner Scheer said since the department was given direction by the Board to come up with a plan for inspection then it is needed in order to understand the system. Commissioners Scheer and Cusack

agree that they are for inspection. Commissioner List said the inspection is a good idea to see what exactly we have and what needs to be replaced. A motion to authorize previously identified and budgeted Capital Projects for FY 2020/21 carried unanimously (tc/tl).

7.a. REMOVAL OF SCUM LAYER: Mr. Barnhill reported that Valley Operators are monitoring the scum and sludge in the septic tank, it is 8-9 inches thick floating on the top. He said it is fats, oil and grease (FOG) and flushable wipes and it has to be removed. Mr. McDonald reached out to Central Contra Costa Sanitary District to see if they might be able to help but he has not heard back. Mr. Barnhill has reached out to three contractors and received one proposal for \$4,600. He asked Valley Operators to reach out to contractors as well. Commissioner List asked if the scum layer has only accumulated since it was cleaned out earlier this year. Mr. Barnhill said yes, it has accumulated since the full cleaning, it is about 6 months of accumulation. Commissioner List asked what requirements a contractor must meet to remove the scum. Mr. Barnhill said a licensed contractor is required and we need verification that the waste is accepted at a disposal facility and is disposed of properly. There is already a permit to dispose of the scum through the end of the year in Suisun which will save us money if we haul there. Valley Operators said the scum layer may have to be removed twice a year. Commissioner List asked if the material could be carried out through the main hatch. Mr. Barnhill said we could get the majority of it out of the main opening. He said we are seeing a large buildup of FOG and suspects it is most likely due to more people staying at home. He said that Valley Operators supported this thought and had informed Mr. Barnhill that they are seeing the same problem at other treatment plants. Mr. McDonald said that community outreach could be helpful. Commissioner Scheer said she has been approached by a resident publishing a community newspaper called "The Brick" and they want her to do an article about the sewer system. She could write an article and send to the Commission first to get comments and approval before sending it out. The Commission supported writing an article.

7.b. STATUS REPORT ON OUTSTANDING ITEMS: Mr. Barnhill reported Bill's Underground CCTV'd the blockage on sewer segment P-03-12 to P-03-09 and found no obstruction. L.R. Paulsell installed a lighter weight, hinged, locking HDPE manhole cover at the influent sampling point. Commissioner List had mentioned the pipe condition in the wet well is poor, he had said rust has become an issue. He said when he worked on replacing water system pump #3 some of the pipes crumbled and we should consider using a plumber to replumb them. Mr. Barnhill said that the operators are responsible to identify issues, notify the sanitary department of the issues, contact services to receive proposals for approval, and to oversee projects.

7.c. CCTV INSPECTION AND SMOKE TESTING: Mr. Barnhill reported that some sewer lines in Port Costa that cannot be CCTV'd. Smoke testing would be ideal for the sewers under the Canyon Lake storm drain gutters. Mr. McDonald said the combo effort of CCTV and smoke is also done in Crockett. Staff is trying to find those line segments that we do not know anything about and would like to get it done before the wet season begins.

8.a. STAFF REPORT ON OPERATIONS: No further report. Mr. Barnhill thanked Commissioner List for taking care of the pump and providing assessment of the piping. He added that he is happy the new baffles are doing their job by containing the FOG in the first chamber of the septic tank.

8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

8.c. STAFF ANNOUNCEMENTS: None

9. REPORTS FROM COMMISSIONERS: None

10. CONSENT CALENDAR: The consent item was approved unanimously (as/tc):

- a. Approve Minutes of June 16, 2020.

11. FUTURE AGENDA ITEM:

Long-Range Planning Meeting.

12. COMMISSIONER COMMENTS: Commissioner List said that he was happy to be available and that the operators first call was to him and he was able to respond quickly. Mr. Barnhill said that the operators notified the sanitary department as well and said it is important that any information is reported to the sanitary department. Commissioner Klaiber joined in and asked about the status on a tap lateral connection at 23 South Street. Mr. Barnhill said he had already addressed that and will report on it at the next meeting.

13. ADJOURNMENT: The meeting was adjourned at 8:00 PM until September 9, 2020.

Respectfully submitted,

Susan Witschi

Susan Witschi
September 4, 2020

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, AUGUST 19, 2020

1. CALL TO ORDER: The meeting was called to order at 7:01 PM by Chairperson Bartlebaugh. Present were Commissioners Adams, Wais and Wolthuis, along with General Manager McDonald and Assistant District Secretary Witschi. Also present was Director Kirker. Commissioner Manzione and Assistant Dept. Manager Barnhill were absent.
2. AGENDA ORDER: Mr. McDonald said 5.b. should be removed.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
5. CONSENT CALENDAR: The consent item was approved unanimously (mw/jw):
 - a. Approve Minutes of June 17, 2020.
- 6.a. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in July. He said the Board authorized the purchase of the Hosselkus Chapel for \$615K. Debt management installment loan combining purchase and refinance of 2006 City National Bank installment was approved. The Board approved to collect annual installments for sewer lateral repair work, as agreed to by the Access and Repair Agreements, with property owners on their next property tax roll for 1334 Wanda and 1225 Starr.
- 6.b. RECENT ENFORCEMENT ACTIONS: Mr. McDonald reported there have been 22 properties that sold since January. He said staff suspended enforcement since the pandemic. The County is now open and backlogged. Staff would like to restart limited enforcement. There are approximately 43 properties in various stages of enforcement that need individual attention, 18 of them are routine enforcement related to building lateral inspections. This does not include the new properties recently sold. It was the consensus of the Commission to have staff restart enforcement as they see fit.
7. STATUS REPORT ON OUTSTANDING ISSUES: Mr. McDonald reported he has spent 25% of his time on Crockett Sanitary and 46% on CSD (audit and financials). Commissioner Wolthuis said staff should continue to work through the list of backlogged items. Commissioner Bartlebaugh asked staff where do you see the advanced planning of the Joint Use Agreement (JUA). Mr. McDonald said that is going to happen in 2021.
- 8.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. McDonald reported a majority of the annual audit was completed last week.
- 8.b. CAPITAL SEWER COLLECTION SYSTEM PROJECTS: Mr. McDonald reported staff is seeking authorization to replace 10 sewer line segments and repair 17 sewer segments in FY 20/21. The adopted budget includes funding for the projects identified, included in the

authorization is \$53,986 for capital project oversight and \$12,939 in staff costs. A motion to approve authorization of \$652,285 for identified projects and for staff to begin planning for the construction of projects carried unanimously (mw/jw).

9.a. STAFF REPORT ON OPERATIONS: Mr. McDonald reported C&H will pay their 4th quarter FY 19/20 sewer use fees on August 24. The annual District Audit is underway. He said staff will be offsetting increased PG&E's costs and paying the Recreation Department for our departments increased use of the Multi-Purpose Room as an office during COVID-19 restrictions.

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

9.c. STAFF ANNOUNCEMENTS: None

10.a. WASTEWATER COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. INTER-AGENCY MEETINGS: None

11. FUTURE AGENDA ITEMS:

Capacity Charge Accessory Dwelling Unit (ADU) Ordinance (Sept.).

Video outreach for FOG and no wipes down drain (Sept.).

Recommend award of contract(s).

Recommend payment for sewer project(s).

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 7:37 PM until September 16, 2020.

Respectfully submitted,



Susan Witschi
August 13, 2020

September 16, 2020

Mr. Dale McDonald
Crockett Community Services District
Post Office Box 578
Crockett, CA 94525

Medical Benefits 2021 Open Enrollment: October 1, 2020 through October 31, 2020

Dear Mr. McDonald,

SDRMA is holding our annual open enrollment period from October 1, 2020 through October 31, 2020 for our medical benefits program. During this month you will receive open enrollment documents via email that will need to be given to participants enrolled in medical benefits or looking to enroll in medical benefits effective January 1, 2021.

We wanted to remind your agency about the open enrollment period and supply you with our 2021 Health Benefits brochure.

For any changes to a participant's current enrollment or for new enrollments a Participant Enrollment/Change Form will need to be received in the SDRMA office by October 31st. Due to security and privacy concerns, in particular to HIPAA, enrollment forms must be either faxed or mailed - Do not send by email. Any changes requested will be effective January 1, 2021.

If you have any questions please contact me. Thank you for your continued participation in our programs!

Sincerely,
Special District Risk Management Authority



Alana Little
Health Benefits Manager

Enclosure: SDRMA Health Benefits brochure showing plan descriptions and rates for 2021

SEPARATION AGREEMENT AND GENERAL RELEASE

THIS SEPARATION AGREEMENT AND GENERAL RELEASE (hereafter, "Release" or "Agreement") of all claims against the CROCKET COMMUNITY SERVICES DISTRICT, which includes without limitation, the DISTRICT Council, DISTRICT's directors, officers, departments, commissions, predecessors, successors, subsidiaries, related entities, past and present employees, independent contractors, managers, attorneys, agents, assigns and DISTRICT Council members (collectively, the "DISTRICT"), is made by DALE MCDONALD ("MCDONALD").

RECITALS

WHEREAS, MCDONALD is separating from his at-will employment with the DISTRICT for no cause, effective September 27, 2020 at 5:00 p.m., subject to the terms of this Agreement; and

WHEREAS, MCDONALD has worked for the DISTRICT as the DISTRICT'S at-will General Manager since June 1, 2010, pursuant to an employment agreement entered into on May 24, 2010; and

WHEREAS, MCDONALD and the DISTRICT have mutually agreed to part ways; and

WHEREAS, the DISTRICT has offered, and MCDONALD has accepted, the consideration described below in exchange for executing this Agreement; and

WHEREAS, as set forth herein, MCDONALD desires to resolve, fully and forever, any and all actual and potential grievances, disputes, controversies, claims, actions and lawsuits against the DISTRICT in exchange for the consideration described below.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

TERMS

1. MCDONALD and DISTRICT hereby irrevocably agree to end his at-will employment with the DISTRICT effective September 27, 2020 at 5:00 p.m., after which date MCDONALD understands that he does not possess any rights or claims to future employment with the DISTRICT. On September 28, 2020, MCDONALD will receive his final paycheck in the amount of Eight Thousand Fifty Nine Dollars and no Cents (\$8,059.00) less all applicable State, Federal and/or Local withholding, which amount reflects compensation for employment during the DISTRICT pay period that begins September 1, 2020, plus cash out of his accrued vacation leave which amounts to Twenty Three Thousand Three Hundred Forty Eight Dollars and Two Cents (\$23,348.02). The parties agree that this payment represents the final and total monetary payment that MCDONALD is entitled to pursuant to the employment agreement entered into between him and the DISTRICT on May 24, 2010.

2. In connection with MCDONALD's separation from employment, consistent with the intent of Section III (c) of the employment agreement entered into between MCDONALD and the DISTRICT on May 24, 2010, on September 27, 2020, at 5:00 p.m., the DISTRICT will provide MCDONALD accrued sick leave pay, a total sum of Three Thousand Seven Hundred Twenty and Eighty Cents (\$3,720.80), less all applicable State, Federal and/or Local withholding. This payment will be in addition to the payout described in paragraph 1.

3. In consideration of the foregoing consideration and payments, MCDONALD, for himself, his heirs, executors, assigns and successors, fully and forever

releases, discharges and covenants not to sue or otherwise institute in any way, actively participate in or voluntarily assist in the participation of any legal or administrative proceedings against the DISTRICT (which includes without limitation its DISTRICT Council, the DISTRICT's directors, officers, departments, commissions, predecessors, successors, subsidiaries, related entities, past and present employees, independent contractors, managers, attorneys, agents, assigns and DISTRICT Council members) with respect to any matter arising out of, connected with or related in any way to MCDONALD's employment with the DISTRICT, resignation from DISTRICT employment, and/or any act or omission by the DISTRICT prior to the execution of this Agreement. This RELEASE includes any and all liabilities, claims, demands, contracts, debts, obligations and causes of action of every nature, kind and description, in law, equity, or otherwise, whether or not now known or ascertained, which heretofore do or may exist, and including any matter, cause or thing arising out of, relating to, or connected to MCDONALD 's employment with the DISTRICT, resignation from employment with the DISTRICT, and/or any act or omission by the DISTRICT prior to the execution of this Agreement.

4. MCDONALD understands and expressly agrees that this Agreement extends to all claims of every nature and kind, known or unknown, suspected or unsuspected, past, present or future, arising from or attributable to MCDONALD 's employment with the DISTRICT, resignation from employment with the DISTRICT, and/or any act or omission by the DISTRICT prior to the execution of this Agreement. MCDONALD acknowledges that any and all rights granted to him under Section 1542 of the California Civil Code or any analogous state or federal law or regulation are hereby

expressly waived. MCDONALD recognizes and acknowledges that factors which have induced him to enter into this Agreement might turn out to be incorrect or different from what he had previously anticipated, and MCDONALD expressly assumes all of the risks of this waiver of California Civil Code Section 1542. Said Section 1542 of the California Civil Code, reads as follows:

A general release does not extend to claims which the creditor does not know or suspect to exist in his or her favor at the time of executing the release, which if known by him or her must have materially affected his or her settlement with the debtor.

5. MCDONALD pledges his cooperation in ensuring a positive transition from his employment with the DISTRICT. In addition, MCDONALD represents and warrants that he will return all DISTRICT property in his possession, including any keys, access cards, electronic equipment and other property no later than 6:00 p.m., September 28, 2020.

6. In further consideration of the foregoing, MCDONALD agrees, acknowledges and recognizes that this Agreement is a “no fault” settlement in light of disputed claims, and that nothing contained in this Agreement shall constitute or be treated as an admission of liability or wrongdoing by the DISTRICT or MCDONALD, which liability or wrongdoing is expressly denied.

7. In the event that any term, condition or provision of this Agreement shall be held by a court of competent jurisdiction to be invalid or against public policy, that term, condition or provision shall be deemed to be deleted, and the remaining terms, conditions and provisions shall continue in full force and effect.

8. The validity, interpretation and performance of this Agreement shall be construed and interpreted according to the laws of the State of California.

9. MCDONALD represents and warrants that he has full power to make the releases and agreements contained herein. MCDONALD expressly represents and warrants that he has not assigned, encumbered or in any manner transferred all or any portion of the claims covered by the releases and agreements contained herein. MCDONALD acknowledges and agrees that this warranty and representation is an essential and material term of this Agreement.

10. The parties acknowledge that this Agreement constitutes the sole and entire agreement of the parties in this matter, that any modifications may only be effected by a writing signed by all affected parties, and that this Agreement supersedes any prior written or oral agreement concerning the subject matter of its provisions. The parties agree that there are no representations, agreements, arrangements or understandings, either written or oral, between or among the parties relating to the subject matter of this Agreement which are not fully expressed herein.

11. The DISTRICT shall defend, save harmless and indemnify MCDONALD in any action or proceeding alleging an act or omission within the scope of MCDONALD's employment with respect to any matter arising out of, connected with or related in any way to MCDONALD's employment with the DISTRICT, resignation from DISTRICT employment, and/or any act or omission by the DISTRICT prior to the execution of this Agreement..

12. Any provision of this Agreement that imposes an obligation after termination or expiration of this Agreement shall survive the termination or expiration

and be binding on the parties, including, but not limited to, the indemnification clause in paragraph 11.

13. The parties agree to execute all documents and perform all acts necessary to effectuate the terms and purposes of this Agreement.

14. The parties agree to execute in counterparts, with the same force and effect as if executed in a single, complete document.

DALE MCDONALD DATED: _____

Michael Kirker, Board President
Crockett Community Services District DATED: _____

APPROVED AS TO FORM:

Rachel Hundley, District Counsel

3587054.1

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

TO: District Board

FROM: General Manager 

SUBJECT: Final Report on Property Acquisition of Hosselkus Chapel
1 Rolph Park Drive, APN 354-203-002-2

DATE: September 20, 2020

On September 16, 2019, the Crockett Community Services District ("CCSD") and Wilson & Kratzer Mortuaries parent company Carriage Services, Inc. entered into an Exclusive Negotiation Agreement for the purpose of discussing the potential sale of the above-described real property at 1 Rolph Park Drive in Crockett (Hosselkus Chapel). On August 20, 2020, the purchase was completed, escrow with Old Republic Title Company was closed, and Grant Deed Document #2020-0176775 was recorded with the Contra Costa County Recorder's Office.

DISTRICT RESPONSIBILITY

The acquired property is owned by the CCSD who has the authority to determine how it is to be used for public benefit. No formal town meeting has been called due to COVID-19 pandemic health orders. Issues of concern that remain are capital improvement and capital replacement projects that need coordinating, ongoing maintenance expenses, and how the costs are going to be split between CCSD departments.

The initial and primary use of the facility will be for new District and Crockett Sanitary Department offices, along with secure garage space for sanitary department use. The Crockett Sanitary Department is considered the anchor tenant and will pay the loan and annual operating and maintenance expenses until additional tenants or shared use is identified. The Port Costa Sanitary Department, Recreation Department, and Maintenance Department would be minor stakeholders benefiting from the shared office space, garage area, parking lot, and future rentals of the chapel. The District Board must still determine the "buy-in" costs along with any allocation of ongoing expenses based on percentage of building use.

FINANCIAL

The property purchase was financed with a loan through Municipal Finance Corporation comprising of \$615,000 in principal balance and \$27,500 for costs of issuance. Installment payments are due bi-annually with the first payment due on February 11, 2021 in the amount of \$21,970.11.

Property acquisition costs totaled \$15,729.25. Board action is needed to determine how these expenses should be allocated. The Crockett Sanitary Department, who paid most of the

expenses during the acquisition period, expect to recover a portion of the expenses paid to date. *See the attached report for breakdown of acquisition expenses.* Receipts and payroll records for acquisitions expenses are available in the District office.

The building is treated as an asset with the loan and principal payments considered an annual expense. Accounts have been added to QuickBooks under Crockett Sanitary Department Fund 3426 to track operations and maintenance expenses of this new Administration Building.

The Crockett Sanitary Commission has made their position clear that the Crockett Sanitary Department should only pay its fair share for use of the building, that it alone should not fund or carry the full responsibility for the property. However, during the renovation and construction period accounting would be simplified by having only one department pay for the expenses with fair-share allocation figured out later. The Crockett Sanitary Department budget for FY 20/21 includes \$30,000 set aside for rent which can be reallocated for the loan principal and interest payment to Municipal Finance Company due this fiscal year. In addition, \$46,000 has been budgeted for capital replacement expenses, \$13,236 for operation and maintenance expenses, and \$75,000 for capital improvements through June 30, 2021. Enough funding is in the budget to begin hazardous mitigation and renovation of the new Administration Building.

NEXT STEPS

Staff recommends formation of a renovation ad-hoc committee to stay on top of the renovation and plan for its conversion for use as the District office along with other community use.

Staff recommends holding a town meeting to gather community input on other uses of the building for community benefit.

Staff recommends the Budget & Finance Committee address the acquisition costs incurred and develop a plan to have departments ultimately reimburse the Crockett Sanitary Department, whether sooner or later.

Attachment: Hosselkus - Recoverable costs and staff time spent on property acquisition.

Hosselkus - Recoverable Costs and staff time spent on property acquisition

Date	Staff Time # of Minutes	Notes	Payroll Costs	Material Costs
9/9/2019	45	RGS Tina - initial call and email		
9/11/2019	15	Paul Elliot - Carriage Services		
9/16/2019	45	Carriage - Letter of Intent email		
9/17/2019	5	Carriage signed letter		
9/21/2019	5	Gaunt Murdock CCF email review		
9/23/2019	10	Gaunt email reply		
9/25/2019	20	CSD Board meeting, approved entering into negotiations		
9/26/2019	5	Email to Gaunt		
9/26/2019	10	Emails to attorney		
9/27/2019	10	Property appraiser list emails		
10/2/2019	10	Dennis Smith Appraisal communications		
10/3/2019	5	Dennis Smith emails		
10/21/2019		Appraisal - Smith & Associates retainer, CVSAN paid		\$2,400.00
10/21/2019	40	Pre-property inspection calls, emails, and research		
10/22/2019	10	J Roche Inspection		
10/23/2019	n/a	CSD Board meeting		
10/25/2019	15	Notify inspection companies - J Roche selected		
10/30/2019	40	Appraisal received and reviewed		
11/2/2019	5	with Tina		
11/2/2019	10	Emails to coordinate site visit; Roche and others		
11/4/2019	15	Inspection agreement received and reviewed		
11/5/2019	75	J Roche Inspection - open and close building		
11/5/2019		Meyers Nave Attorney costs Sept 2019, <i>CSD split</i>		\$226.80
11/5/2019		RGS Sept 2019, <i>CSD split</i>		\$268.00
11/5/2019		Roche Home Inspection Services, CVSan paid		\$1,125.00
11/5/2019		Appraisal - Smith & Associates balance, CVSan paid		\$1,600.00
11/16/2019	10	Update Board and Ad-hoc via email		
11/18/2019	5	Email to Paul Elliot - Carriage Services		
11/20/2019	n/a	<i>CSD Board meeting - closed session</i>		
12/3/2019	60	CEQA Rachel Hundley questions		
12/5/2019	60	Repair and Upgrade Cost Estimate worksheet created		
12/5/2019	60	Ad Hoc Meeting		
		Meyers Nave Attorney costs Oct 2019, CSD split		\$194.40
12/7/2019	45	Needs Analysis created		
12/18/2019	60	Develop Board Closed Session memo		
12/18/2019	n/a	<i>CSD Board meeting - open and closed session</i>		
12/27/2019	45	Offer to purchase - review and rewrite - from Tina RGS		
DEC TOTAL	740	Staff time billed CSD thru Dec 31, 2019	\$664.89	\$5,814.20
<i>Sub-total CSD paid material costs</i>				<i>\$689.20</i>
<i>Sub-total CVSAN paid material costs</i>				<i>\$5,125.00</i>

Hosselkus - Recoverable Costs and staff time spent on property acquisition

Date	Staff Time # of Minutes	Notes	Payroll Costs	Material Costs
1/2/2020	10	Email to Rachel to review Offer to Purchase		
1/7/2020	10	Email offer to Carriage Services		
1/8/2020	5	W-9 Tax ID request		
1/11/2020	15	Emails to schedule B&H meeting to discuss financing etc.		
1/22/2020		Meyers Nave Attorney costs Dec 2019, <i>CSD split</i>		\$388.80
1/12-1/31	170	Staff time on Hosselkus Chapel through end of January		
JAN TOTAL	210	Staff time billed to CVSan, material costs to CSD	\$137.93	\$388.80
2/7/2020		RGS Dec 2019, <i>CVSan paid all</i>		\$670.00
2/7/2020		Old Republic Title - Condition of Title ordered		\$400.00
2/21/2020		RGS Jan 2020, <i>CVSan paid all</i>		\$268.00
2/1-2/29/20	2515	Staff time on Hosselkus Chapel February	\$1,616.62	
3/1-3/31/20	235	Staff time on Hosselkus Chapel March	\$169.71	
4/7/2020		Meyers Nave Jan billing, <i>CVSan paid all</i>		\$1,587.60
4/1-4/30/20	40	Staff time on Hosselkus Chapel April	\$31.26	
5/1-5/31/20	175	Staff time on Hosselkus Chapel May	\$137.75	
6/5/2020		PSR West Cost Builders - construction estimate		\$902.50
6/1-6/30/20	580	Staff time on Hosselkus Chapel June	\$499.75	
7/1-7/31/20	395	Staff time on Hosselkus Chapel July	\$331.79	
8/7/2020		Old Republic Title - Escrow deposit for closing		\$500.00
8/7/2020		FedEx - sending Installment signature documents		\$28.70
8/7/2020		RGS June 2020 ck#6207		\$603.00
8/19/2020		Old Republic Title - Closing Costs		\$3,012.00
8/19/2020		Contra Costa County ETF Wire Transfer Fee		\$20.00
8/1-8/31/20	930	Staff time on Hosselkus Chapel August	\$838.69	
9/4/2020		RGS July 2020 ck#6228		\$254.50
9/8/2020		Old Republic Title - Credit for title fees		-\$340.00
9/1-9/30/20	360	Staff time on Hosselkus Chapel September	\$315.89	
FEB -SEPT		Billed to CVSan, recover from depts after reallocation	\$2,155.13	\$6,568.30
SUB - TOTAL PAID BY CVSAN			\$2,293.06	\$11,693.30
SUB - TOTAL PAID BY CSD			\$664.89	\$1,078.00
TOTAL			\$2,957.95	\$12,771.30
TOTAL ACQUISITION COSTS				<u>\$15,729.25</u>

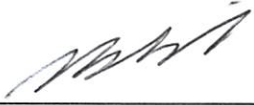
EMPLOYMENT AGREEMENT MODIFICATION

The Management Employment Agreement (the "Agreement") entered into by and between Crockett Community Services District ("District") and James Barnhill ("Employee") on December 9, 2015, is hereby modified as follows. The Agreement modification is contingent upon approval by the District's Board of Directors.


SECTION IV (a), salary modified to pay a monthly salary according to the Pay Scale of Wages for the Port Costa Sanitary Department Manager, Level II Step E, currently equal to \$5,888, for which salary shall be deemed effective September 1, 2020.

All terms of the employment agreement remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have hereunto affixed their signatures as of the date and year first above written.



Employee
Dated: 9/17/2020



District
Dated: 9/17/2020

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: 9-23-20

LATEST FUND REPORT: 9-11-20

CCSD FUND 3240

CCSD FUND 3240

CASH CARRIED FORWARD:

CASH CARRIED FORWARD:

REC DEPT: \$9,986.90

CVSAN DEPT: \$29,924.00

ACTIVITY:

ACTIVITY:

No activity \$0.00

No activity \$0.00

CASH BALANCE (Rec): \$9,986.90

CASH BALANCE (CVSan): \$29,924.00

ADV ON TAXES (Rec): \$51,715.31

ADV ON TAXES (CVSan): \$300,448.89

060 Adv beginning bal \$51,641.09

060 Adv beginning bal \$300,017.68

No activity (\$0.00)

Adjustment (\$0.01)

Ending Balance \$51,641.09

Ending Balance \$300,017.67

160 Supplmt begin bal \$74.22

160 Supplmt begin bal \$431.22

No activity \$0.00

No activity \$0.00

Ending Balance \$74.22

Ending Balance \$431.22

FUND BALANCE (Rec): \$61,702.21

FUND BALANCE (CVSan): \$330,372.89

MAINT DEPT PROPERTY TAXES ALLOC:

Cash Carried Forward \$0.00

No activity \$0.00

Cash Balance (Maint) \$0.00

060 Adv Beginning Bal \$15,105.00

No activity \$0.00

Ending Balance \$15,105.00

FUND BALANCE (Maint): \$15,105.00

TOTAL CSD 3240 BALANCE: \$407,180.10

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

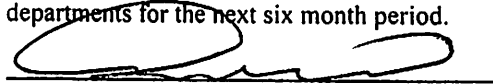
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CROCKETT COMMUNITY SERVICES DISTRICT
INVESTMENT REPORT

AS OF AUGUST 31, 2020

<u>Beginning invested balance:</u>	<u>8/1/2020</u>	<u>\$ 4,384,061.87</u>
<u>RECREATION DEPT. OPERATING FUND 3241</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 1.36% on 7/15	\$	356,666.43
Activity: No activity	\$	-
Ending balance:	\$	356,666.43
<u>MAINTENANCE DEPT. MEMORIAL HALL FUND 3242</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 1.36% on 7/15	\$	188,073.40
Activity: No activity	\$	-
Ending balance:	\$	188,073.40
<u>PORT COSTA SANITARY DEPT. OPERATING FUND 3425</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 1.36% on 7/15	\$	223.23
Activity: No activity	\$	-
Ending balance:	\$	223.23
<u>CROCKETT SANITARY DEPT. OPERATING FUND 3426</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 1.36% on 7/15	\$	2,666,236.31
Activity: No activity	\$	-
Ending balance:	\$	2,666,236.31
<u>CROCKETT SANITARY DEPT. CONSTRUCTION FUND 3427</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 1.36% on 7/15	\$	897,558.08
Activity: No activity	\$	-
Ending balance:	\$	897,558.08
<u>CROCKETT SANITARY DEPT. CAPITAL RESERVE FUND 3429</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 1.36% on 7/15	\$	71,063.87
Activity: No activity	\$	-
Ending balance:	\$	71,063.87
<u>Closing invested balance:</u>	<u>8/31/2020</u>	<u>\$ 4,179,821.32</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: 9/18/2020

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. MT(9-23-20

LATEST FUND REPORT: 9-11-20

OPERATING FUND 3241

CASH CARRIED FORWARD: \$50,562.67

INVESTED BALANCE: \$356,666.43

No activity \$0.00

ACTIVITY:

NET INVESTED: \$356,666.43

CHECKS AND PAYMENTS

Warrants 8843-8900 * (\$42,333.09)

\$50,222.82 c/d deposits

Wells Fargo CC Fees (\$124.99)

\$306,443.61 avail. funds

Payroll recovery (\$1,812.06)

Cash under (pool) (\$5.00)

FUND BALANCE: \$376,646.85

* Includes \$3,198 in COVID19 refunds

DEPOSITS AND CREDITS

Comm Center Booking \$0.00

Property Insurance Ac \$276.82

*** Below held in cash account ***

C/D BEGINNING BALANCE: \$49,522.82

c/d deposit receipts \$0.00

c/d deposit refunds \$700.00

Trnsfr recovery \$0.00

NET C/D ENDING BALANCE: \$50,222.82

Concessions \$1,566.00

Swim admission fees \$5,190.50

Aquatics season pass \$194.00

Pool lessons \$0.00

Tennis keys \$4.00

Other sales \$2.00

CAP / RESTRICTED BAL: \$4,439.60

Donations \$ -

No activity \$ -

NET CAPITAL REPL. BAL: \$4,439.60

Parking fines \$297.18

Payroll recov CV-PC \$1,962.39

POLICE LIAISON BALANCE: \$7,932.86

Parking revenue \$297.18

Payroll/Expenses (\$9.25)

NET PLC ENDING BALANCE: \$8,220.79

Dontations \$4,200.00

CASH BALANCE: \$19,980.42

XMAS LIGHT BEG BALANCE: \$496.57

No activity \$0.00

XMAS LIGHT END BALANCE: \$496.57

CERT ACTIVITY: None \$0.00

CERT Ending Balance: \$0.00

ADV ON TAXES : \$0.00

No activity \$0.00

PETTY CASH BALANCE: \$60.00

TAXES held in 3240: \$ 61,702.22

CO.charges in 3240: \$ -

NET ADV ON TAXES: \$0.00

ACCRUED CREDIT: \$ 8,000.00

PY due from MAINT Dept.

\\rec\bud&fin\wrksht.xls

Commissioners: Jeff Airoidi, Louise Choquette, Tom Cusack, Anne Scheer, John Valentini

5:49 AM

09/18/20

CROCKETT COMMUNITY SERVICES DISTRICT

Reconciliation Detail

FUND 3241 - RECREATION, Period Ending 09/11/2020

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							407,229.10
Cleared Transactions							
Checks and Payments - 60 items							
Check	08/14/2020		Wells Fargo Merchant...	Wells Fargo cc fees EDP DP813103	X	-39.99	-39.99
Check	08/21/2020	8866	Yolanda Ponce	Cancelled Event Due to COVID-19	X	-3,598.00	-3,637.99
Paycheck	08/21/2020	8859	SUSAN G. WITSCHI	Payroll 8/1/20 - 8/15/20	X	-1,963.47	-5,601.46
Check	08/21/2020	8870	U.S. BANK	Various	X	-1,757.75	-7,359.21
Check	08/21/2020	8864	LESLIE'S POOL SUP...	Fresh N Clear, Perfect Weekly 3L, Alka ...	X	-806.90	-8,166.11
Paycheck	08/21/2020	8856	PAIGE E. PAULSELL	Payroll 8/1/20 - 8/15/20	X	-774.65	-8,940.76
Paycheck	08/21/2020	8845	ASHER H. LABINSKI	Payroll 8/1/20 - 8/15/20	X	-658.66	-9,599.42
Check	08/21/2020	8867	Crockett Rodeo Glass...	French Door Glass	X	-640.00	-10,239.42
Liability Ch...	08/21/2020	8869	STATE COMPENSAT...	Workers Comp	X	-638.13	-10,877.55
Check	08/21/2020	8863	Sierra Chemical Com...	Sodium Hypochlorite 330 gl.	X	-619.19	-11,496.74
Paycheck	08/21/2020	8849	HARIKESH SHRI-SH...	Payroll 8/1/20 - 8/15/20	X	-613.29	-12,110.03
Paycheck	08/21/2020	8851	JUSTIN T. CROW	Payroll 8/1/20 - 8/15/20	X	-530.27	-12,640.30
Paycheck	08/21/2020	8855	MONICA A. MUNOZ	Payroll 8/1/20 - 8/15/20	X	-478.38	-13,118.68
Paycheck	08/21/2020	8858	STELLA T.E. MANNE...	Payroll 8/1/20 - 8/15/20	X	-468.67	-13,587.35
Paycheck	08/21/2020	8861	ZOE H. LABINSKI	Payroll 8/1/20 - 8/15/20	X	-423.84	-14,011.19
Paycheck	08/21/2020	8857	SKYLER X. PASCHALL	Payroll 8/1/20 - 8/15/20	X	-391.57	-14,402.76
Paycheck	08/21/2020	8846	CASSANDRA D. CO...	Payroll 8/1/20 - 8/15/20	X	-371.24	-14,774.00
Paycheck	08/21/2020	8860	TREVOR B. DEES	Payroll 8/1/20 - 8/15/20	X	-351.09	-15,125.09
Check	08/21/2020	8865	Cheryl Chase	Cancelled Event Due to COVID-19	X	-300.00	-15,425.09
Paycheck	08/21/2020	8844	ARIEL I. FISCHER	Payroll 8/1/20 - 8/15/20	X	-293.67	-15,718.76
Paycheck	08/21/2020	8852	LINDSAY A. BARREL...	Payroll 8/1/20 - 8/15/20	X	-287.56	-16,006.32
Paycheck	08/21/2020	8854	MADISON A. KOZIER	Payroll 8/1/20 - 8/15/20	X	-236.41	-16,242.73
Paycheck	08/21/2020	8850	JOCELYN M. OSTI	Payroll 8/1/20 - 8/15/20	X	-210.37	-16,453.10
Paycheck	08/21/2020	8847	DAMIAN A. FISCHER	Payroll 8/1/20 - 8/15/20	X	-208.03	-16,661.13
Paycheck	08/21/2020	8848	GABRIEL J. OSTI	Payroll 8/1/20 - 8/15/20	X	-173.25	-16,834.38
Paycheck	08/21/2020	8853	MADELINE H. LEVE...	Payroll 8/1/20 - 8/15/20	X	-151.82	-16,986.20
Paycheck	08/21/2020	8843	ANDREW B. TAW	Payroll 8/1/20 - 8/15/20	X	-107.07	-17,093.27
Check	08/21/2020	8862	Alhambra & Sierra Sp...	Concessions water	X	-101.68	-17,194.95
Liability Ch...	08/21/2020	8868	LINCOLN FINANCIAL...	LTD CCSVD-BL-1564438	X	-69.19	-17,264.14
Liability Ch...	09/04/2020	8897	UNITED STATES TR...	Fed Payroll Tax Liability	X	-3,466.14	-20,730.28
Check	09/04/2020	8891	PG&E	Gas and Electric	X	-2,900.79	-23,631.07
Paycheck	09/04/2020	8871	RONALD D. WILSON	Payroll 8/1/20 - 8/31/20	X	-2,569.85	-26,200.92
Check	09/04/2020	8892	TERRACARE ASSO...	Landscaping services	X	-2,171.00	-28,371.92
Paycheck	09/04/2020	8885	SUSAN G. WITSCHI	Payroll 8/16/20 - 8/31/20	X	-2,143.37	-30,515.29
Liability Ch...	09/04/2020	8900	SDRMA	Health Benefits Mem. #5505, Member #55...	X	-1,636.08	-32,151.37
Check	09/04/2020	8896	David Farnsworth, CPA	Audit Services Fee - 50% Progress Billing	X	-1,428.49	-33,579.86
Liability Ch...	09/04/2020	8899	CalPERS Public Empl...	CalPERS Retir.and 457	X	-1,238.45	-34,818.31
Check	09/04/2020	8889	Knorr Systems, Inc.	Repair Priority Valve Piston Gate	X	-780.26	-35,598.57
Paycheck	09/04/2020	8882	PAIGE E. PAULSELL	Payroll 8/16/20 - 8/31/20	X	-725.61	-36,324.18
Paycheck	09/04/2020	8881	MONICA A. MUNOZ	Payroll 8/16/20 - 8/31/20	X	-668.24	-36,992.42
Paycheck	09/04/2020	8879	JUSTIN T. CROW	Payroll 8/16/20 - 8/31/20	X	-545.07	-37,537.49
Paycheck	09/04/2020	8877	HARIKESH SHRI-SH...	Payroll 8/16/20 - 8/31/20	X	-531.53	-38,069.02
Paycheck	09/04/2020	8874	CASSANDRA D. CO...	Payroll 8/16/20 - 8/31/20	X	-426.48	-38,495.50
Liability Ch...	09/04/2020	8898	EMPLOYMENT DEV...	State Payroll Tax Liability	X	-389.75	-38,885.25
Paycheck	09/04/2020	8876	GABRIEL J. OSTI	Payroll 8/16/20 - 8/31/20	X	-383.16	-39,268.41
Check	09/04/2020	8888	AT&T	Phone - 510-787-2414	X	-373.43	-39,641.84
Paycheck	09/04/2020	8883	SKYLER X. PASCHALL	Payroll 8/16/20 - 8/31/20	X	-361.55	-40,003.39
Paycheck	09/04/2020	8878	JOCELYN M. OSTI	Payroll 8/16/20 - 8/31/20	X	-358.41	-40,361.80
Paycheck	09/04/2020	8875	DAMIAN A. FISCHER	Payroll 8/16/20 - 8/31/20	X	-337.07	-40,698.87
Paycheck	09/04/2020	8886	TREVOR B. DEES	Payroll 8/16/20 - 8/31/20	X	-328.97	-41,027.84
Paycheck	09/04/2020	8872	ARIEL I. FISCHER	Payroll 8/16/20 - 8/31/20	X	-282.02	-41,309.86
Paycheck	09/04/2020	8873	ASHER H. LABINSKI	Payroll 8/16/20 - 8/31/20	X	-265.60	-41,575.46
Paycheck	09/04/2020	8867	ZOE H. LABINSKI	Payroll 8/16/20 - 8/31/20	X	-180.92	-41,756.38
Paycheck	09/04/2020	8880	LINDSAY A. BARREL...	Payroll 8/16/20 - 8/31/20	X	-165.78	-41,922.16
Paycheck	09/04/2020	8884	STELLA T.E. MANNE...	Payroll 8/16/20 - 8/31/20	X	-152.62	-42,074.78
Check	09/04/2020	8894	RONALD D. WILSON	Mileage Reimbursement	X	-105.23	-42,180.01
Check	09/04/2020	8890	LESLIE'S POOL SUP...	Soda Ash and DK Weir Gate	X	-99.13	-42,279.14
Check	09/04/2020	8895	MEYERS NAVE	General Advice	X	-52.87	-42,332.01
Check	09/04/2020	8893	MONICA A. MUNOZ	Staff Party Reimbursement for Pizza	X	-41.07	-42,373.08
Transfer	09/10/2020			Payroll cost recovery Aug 2020	X	-1,812.06	-44,185.14
Total Checks and Payments						-44,185.14	-44,185.14
Deposits and Credits - 39 items							
Deposit	08/14/2020			Pool Deposit #50 - cc	X	79.00	79.00
Deposit	08/14/2020			Pool Deposit #51	X	173.00	252.00
Deposit	08/14/2020			Donation DP813114	X	200.00	452.00
Deposit	08/14/2020			Pool Deposit #52	X	226.50	678.50
Deposit	08/14/2020			Pool Deposit #53	X	315.50	994.00
Deposit	08/14/2020			Pool Deposit #50	X	318.25	1,312.25
Deposit	08/18/2020			Pool Deposit #52 - cc	X	144.00	1,456.25
Deposit	08/18/2020			Pool Deposit #54	X	283.75	1,740.00
Deposit	08/18/2020			Pool Deposit #56	X	326.75	2,066.75
Deposit	08/18/2020			Pool Deposits #53-55 - cc	X	374.75	2,441.50
Deposit	08/18/2020			Pool Deposit #55	X	476.00	2,917.50

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09/18/20

CROCKETT COMMUNITY SERVICES DISTRICT
Reconciliation Detail
FUND 3241 - RECREATION, Period Ending 09/11/2020

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Deposit	08/21/2020			Pool Deposit #59 - cc	X	63.50	2,981.00
Deposit	08/21/2020			Pool Deposit #58 - cc	X	114.00	3,095.00
Deposit	08/21/2020			Pool Deposit #80	X	131.50	3,226.50
Deposit	08/21/2020			Pool Deposits #56 & #57 - cc	X	175.75	3,402.25
Deposit	08/21/2020			Pool Deposit #57	X	243.00	3,645.25
Deposit	08/21/2020			Pool Deposit #58	X	278.25	3,923.50
Deposit	08/21/2020			Pool Deposit #59	X	294.75	4,218.25
Deposit	08/21/2020			Parking Fines DP813514	X	297.18	4,515.43
Deposit	08/24/2020			Pool Deposit #61	X	146.50	4,661.93
Deposit	08/24/2020			Pool Deposit #63	X	309.25	4,971.18
Deposit	08/24/2020			Pool Deposit #62	X	436.75	5,407.93
Transfer	08/25/2020			Payroll recovery Aug 1-15 PCSAN to REC	X	100.68	5,508.61
Transfer	08/25/2020			Prop Insurance reallocation to REC	X	276.82	5,785.43
Deposit	08/25/2020			Pool Deposits #60-62 - cc	X	285.50	6,070.93
Transfer	08/25/2020			Payroll recovery Aug 1-15 CVSAN to REC	X	816.94	6,887.87
Deposit	08/26/2020			Pool Deposit #63	X	24.00	6,911.87
Deposit	09/01/2020			Pool Deposit #64 - cc	X	22.00	6,933.87
Deposit	09/01/2020			Pool Deposit #64	X	121.50	7,055.37
Deposit	09/01/2020			Pool Deposit #65	X	198.25	7,253.62
Deposit	09/02/2020			Pool Deposit #65 - cc	X	106.25	7,359.87
Deposit	09/08/2020			Pool Deposit #67	X	183.00	7,542.87
Deposit	09/08/2020			Pool Deposit #68	X	274.75	7,817.62
Deposit	09/08/2020			Pool Deposit #66	X	305.75	8,123.37
Deposit	09/08/2020			Donation DP814504	X	4,000.00	12,123.37
Deposit	09/09/2020			Pool Deposits #66 & #67 - cc	X	335.75	12,459.12
Deposit	09/10/2020			Pool Deposit #68 - cc	X	99.00	12,558.12
Transfer	09/10/2020			Payroll cost recovery Aug 16-31	X	139.14	12,697.26
Transfer	09/10/2020			Payroll cost recovery Aug 16-31	X	905.63	13,602.89
Total Deposits and Credits						13,602.89	13,602.89
Total Cleared Transactions						-30,582.25	-30,582.25
Cleared Balance						-30,582.25	376,646.85
Register Balance as of 09/11/2020						-30,582.25	376,646.85
Ending Balance						-30,582.25	376,646.85

of the Crockett Community Services District

website: www.town.crockett.ca.us

PREPARED FOR BD. MTG: 9/23/20 LATEST FUND REPORT: 9/11/20

: BALANCES BY CLASS

CASH CARRIED FORWARD:	\$11,116.40	:	MEMORIAL HALL	
		:	Walk Honor & P66	\$243,500.00
ACTIVITY:		:	Archt. Phase1	(\$15,427.99)
CHECKS and PAYMENTS		:	Engnr. Phase1	(\$33,934.00)
Warrants (none)	\$0.00	:	Other CapX	(\$4,605.65)
Payroll recovery	(31.39)	:	WofH P66 Balance	\$189,532.36
		:	Other MH O&M Bal.	\$8,609.44

DEPOSITS		BRIDGEHEAD	\$1,174.34
Property Ins Adjust.	\$125.19	PLAZA/FENCES/LIGHTS	(\$876.68)
		: DOGPARK COST CENTER	\$844.14

CASH BALANCE: \$11,210.20 : ACCRUED DEBT:

INVESTED (MH) BEG. BAL:	\$188,073.40	:	PY due REC Dept.	\$8,000.00
No activity	\$0.00	:	PCADVISORY due MH	\$1,170.20

INVESTED (MH) END. BAL: \$188,073.40 :

FUND BALANCE:	\$199,283.60	:	TAXES held in 3240	\$15,105.00
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Reconciliation Detail

FUND 3242 - MAINTENANCE, Period Ending 09/11/2020

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							199,189.80
Cleared Transactions							
Checks and Payments - 1 item							
Transfer	09/10/2020			Payroll cost re...	X	-31.39	-31.39
Total Checks and Payments						-31.39	-31.39
Deposits and Credits - 1 item							
Transfer	08/25/2020			Prop Insuranc...	X	125.19	125.19
Total Deposits and Credits						125.19	125.19
Total Cleared Transactions						93.80	93.80
Cleared Balance						93.80	199,283.60
Register Balance as of 09/11/2020						93.80	199,283.60
Ending Balance						93.80	199,283.60

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.:	9/23/20	LATEST FUND REPORT:	9/11/20
OPERATING FUND 3425			
CASH CARRIED FORWARD:	\$72,232.54	ACCRUED DEBT:	
ACTIVITY:			
CHECKS (1253-1260)	(\$9,466.49)	PYs due CVSan Dept.	\$24,233.49
Payroll recovery	(\$2,211.78)	Loan#2 due CVSan	\$277,963.36
		Loan#3 due CVSan	\$150,000.00
Property Ins. Adjust.	248.29		
CASH BALANCE:	\$60,802.56	ACCRUED DEBT:	\$452,196.85
ADV ON SUC BEG. BALANCE:	\$0.00		
Close CY SEC Tax	\$0.00		
Ending Balance	\$0.00		
INVESTED BEGIN. BALANCE:	\$223.23		
Interest	\$0.00		
Ending Balance	\$223.23		
FUND BALANCE:	\$61,025.79	\\san\pc\bud&fin\wrksht	

09/16/20

Reconciliation Detail

FUND 3425 - PC SANITARY - O&M, Period Ending 09/11/2020

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							72,455.77
Cleared Transactions							
Checks and Payments - 11 Items							
Check	08/21/2020	1253	Valley Operators, LLC	Monthly Service - July 2020	X	-4,400.00	-4,400.00
Check	08/21/2020	1255	U.S. BANK	Various	X	-1,148.98	-5,548.98
Check	08/21/2020	1254	BAY AREA NEWS ...	Legal Notice - Ordinance 20-3	X	-1,082.70	-6,631.68
Transfer	08/25/2020			Payroll recovery Aug 1-15 P...	X	-100.68	-6,732.36
Check	09/04/2020	1256	L.R. PAULSELL CO...	Sewer Cleaning on August 1...	X	-1,057.50	-7,789.86
Check	09/04/2020	1257	Eurofins Calscience ...	Lab Testing	X	-700.00	-8,489.86
Check	09/04/2020	1260	David Farnsworth, C...	Audit Services Fee - 50% Pr...	X	-380.30	-8,870.16
Check	09/04/2020	1259	MEYERS NAVE	General Advice, Labor and E...	X	-372.14	-9,242.30
Check	09/04/2020	1258	PG&E	Electric	X	-324.87	-9,567.17
Transfer	09/10/2020			Payroll cost recovery Aug 20...	X	-1,971.96	-11,539.13
Transfer	09/10/2020			Payroll cost recovery Aug 16...	X	-139.14	-11,678.27
Total Checks and Payments						-11,678.27	-11,678.27
Deposits and Credits - 1 Item							
Transfer	08/25/2020			Prop Insurance reallocation t...	X	248.29	248.29
Total Deposits and Credits						248.29	248.29
Total Cleared Transactions						-11,429.98	-11,429.98
Cleared Balance						-11,429.98	61,025.79
Register Balance as of 09/11/2020						-11,429.98	61,025.79
Ending Balance						-11,429.98	61,025.79

Commissioners: Tom Cusack, Tom List, John Mann, Anne Scheer, Joe Surges, Karen Kleiber (alt)

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: 9-23-20

LATEST FUND REPORT: 9-11-20

OPERATING FUND 3426

CONSTRUCTION FUND 3427

CASH CARRIED FORWARD: \$139,796.53

CASH CARRIED FORWARD \$60,036.28

ACTIVITY:

Warrants (6213-6239) (\$114,634.93)
Payroll recov to REC (\$1,722.57)
Prop Insurance realloc (\$650.30)

ACTIVITY:

No activity \$0.00

Payroll recovery \$3,815.41
C&H SUC 4th qtr FY19/20 \$47,741.75
Permit 20-22 \$60.00
Title Co refund \$340.00

CASH BALANCE: \$60,036.28

INVESTED BEGIN BAL.: \$897,558.08

No activity \$0.00

CASH BALANCE: \$74,745.89

INVESTED BALANCE: \$897,558.08

FUND 3427 BALANCE: \$957,594.36

ADV ON TAXES:

060 Prop tax Beginning \$0.00
No activity \$0.00

Ending Balance \$0.00

160 Adv Supp Prop tax \$0.00
No activity \$0.00

Ending Balance \$0.00

CAPITAL RESERVE FUND 3429

CASH CARRIED FORWARD \$263.00

ACTIVITY:

No activity \$0.00

INVESTED BEG. BALANCE: \$2,666,236.31
No activity \$0.00

CASH BALANCE: \$263.00

INVESTED BEGIN BAL.: \$71,063.87

No activity \$0.00

Ending Balance: \$2,666,236.31

INVESTED BALANCE: \$71,063.87

FUND 3426 BALANCE: \$2,740,982.20

FUND 3429 BALANCE: \$71,326.87

TAXES held in 3240: \$330,372.89
CO.charges in 3240: \$0.00

ACCURED DEBT OWED TO CVAN:

CONTRACTOR BONDS ON FILE:

PCSAN DEPT. \$452,196.85

30 contractors \$30,500.00

5:23 AM


09/18/20

CROCKETT COMMUNITY SERVICES DISTRICT
Reconciliation Detail
FUND 3426 - CV SANITARY - O&M, Period Ending 09/11/2020

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							2,806,032.84
Cleared Transactions							
Checks and Payments - 32 items							
Check	08/19/2020	6213	Old Republic Title C...	Wire transfer for Hosselkus C...	X	-3,012.00	-3,012.00
Check	08/19/2020	6214	CONTRA COSTA ...	Wire transfer fee - Comerica ...	X	-20.00	-3,032.00
Check	08/21/2020	6216	C&H SUGAR CO.	Share Operating Costs WWT...	X	-58,364.30	-61,396.30
Check	08/21/2020	6215	BAY AREA NEWS ...	Legal Notice - Ordinance 20-2	X	-1,195.20	-62,591.50
Check	08/21/2020	6218	TRI-CITY FENCE C...	Install Fence end of Dowrelio	X	-1,069.50	-63,661.00
Check	08/21/2020	6221	U.S. BANK	Various	X	-728.21	-64,389.21
Liability ...	08/21/2020	6220	STATE COMPENS...	Workers Comp	X	-472.37	-64,861.58
Check	08/21/2020	6217	Specialized Electric...	Videofied Basic Monitoring	X	-285.00	-65,146.58
Liability ...	08/21/2020	6219	LINCOLN FINANCI...	CCSVD-BL-1564438	X	-120.12	-65,266.70
Transfer	08/25/2020			Payroll recovery Aug 1-15 CV...	X	-816.94	-66,083.64
Transfer	08/25/2020			Prop Ins realloc to REC	X	-276.82	-66,360.46
Transfer	08/25/2020			Prop Ins realloc to PCSAN	X	-248.29	-66,608.75
Transfer	08/25/2020			Prop Ins realloc to MAINT	X	-125.19	-66,733.94
Check	09/04/2020	6224	L.R. PAULSELL C...	Crockett Sewer Maintenance	X	-10,986.25	-77,720.19
Check	09/04/2020	6236	STATE WATER RE...	Contract No. 00822-550-0, A/...	X	-7,666.49	-85,386.68
Liability ...	09/04/2020	6234	CalPERS Public E...	CalPERS Retire and 457	X	-4,731.73	-90,118.41
Paycheck	09/04/2020	6238	DALE A. McDONALD	Payroll 8/1/20 - 8/31/20	X	-4,464.10	-94,582.51
Paycheck	09/04/2020	6239	JAMES G. BARNHI...	Payroll 8/1/20 - 8/31/20	X	-4,274.13	-98,856.64
Check	09/04/2020	6229	WEST COUNTY W...	CSD Contract Services - July ...	X	-3,414.38	-102,271.02
Check	09/04/2020	6231	David Farnsworth, ...	Audit Services Fee - 50% Pro...	X	-3,164.13	-105,435.15
Check	09/04/2020	6226	PG&E	Electric	X	-3,048.51	-108,483.66
Check	09/04/2020	6227	V.W. Housen & Ass...	Complete Hydraulic Model W...	X	-2,964.00	-111,447.66
Liability ...	09/04/2020	6232	UNITED STATES T...	Fed Payroll Tax Liability	X	-1,542.56	-112,990.22
Liability ...	09/04/2020	6235	SDRMA	Health Insurance Mem. #5505	X	-892.50	-113,882.72
Check	09/04/2020	6230	MEYERS NAVE	General Advice and Labor an...	X	-862.89	-114,745.61
Liability ...	09/04/2020	6233	EMPLOYMENT DE...	State Tax Liability	X	-452.71	-115,198.32
Check	09/04/2020	6228	Regional Governme...	Contract Services for July - H...	X	-254.50	-115,452.82
Check	09/04/2020	6237	El Sobrante Sewer	Camera inspection	X	-250.00	-115,702.82
Check	09/04/2020	6222	ARMOR LOCKSMI...	Rekey Locks for Hosselkus C...	X	-197.42	-115,900.24
Check	09/04/2020	6223	AT&T	Phone - 510-787-2992	X	-136.12	-116,036.36
Check	09/04/2020	6225	EBMUD	Water - 1 Rolph Park Drive	X	-65.81	-116,102.17
Transfer	09/10/2020			Payroll cost recovery Aug 16-31	X	-905.63	-117,007.80
Total Checks and Payments						-117,007.80	-117,007.80
Deposits and Credits - 5 items							
Deposit	08/24/2020			C&H 4th Qtr Pay DP813584	X	47,741.75	47,741.75
Deposit	09/08/2020			Title Co credit & Permit DP81...	X	400.00	48,141.75
Transfer	09/10/2020			Payroll cost recovery Aug 2020	X	31.39	48,173.14
Transfer	09/10/2020			Payroll cost recovery Aug 2020	X	1,812.06	49,985.20
Transfer	09/10/2020			Payroll cost recovery Aug 2020	X	1,971.96	51,957.16
Total Deposits and Credits						51,957.16	51,957.16
Total Cleared Transactions						-65,050.64	-65,050.64
Cleared Balance						-65,050.64	2,740,982.20
Register Balance as of 09/11/2020						-65,050.64	2,740,982.20
Ending Balance						-65,050.64	2,740,982.20

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: Annual Review of Investment Policy
DATE: September 11, 2020

Government Code Section 53646(a)(2) requires that the "chief fiscal officer of the local agency shall annually render to the legislative body of that local agency a statement of investment policy, which the legislative body of the local agency shall consider at a public meeting. Any change in the policy shall also be considered by the legislative body of the local agency at a public meeting."

The investment policy of the Crockett Community Services District was established on October 11, 2006 by Resolution No. 06/07-15. A copy of that resolution is attached.

The existing policy includes the ability to select the State Local Agency Investment Fund (LAIF) as one acceptable investment strategy. The policy allows the General Manager to select additional investment strategies if so directed.

LAIF interest rates have decreased from 2.57% last year to 1.36%. Total LAIF Interest for FY 19/20 was \$101,112. The District has chosen to invest some of its funds in itself by making inter-department loans which save on interest that would otherwise be paid to banks, while at the same time gaining a higher rate of return for the department which loaned the funds. A third inter-department loan of \$150,000 was made to the Port Costa Department in 2020 bringing the total balance invested in the Port Costa Sanitary Department to \$452,197. Accrued unpaid interest from FY 19/20 earned from the inter-department loans made to the Port Costa Sanitary Department is \$11,313, it is scheduled to be paid in October 2020 along with their FY 20/21 installment payment.

RECOMMENDED ACTION

The Board should review the investment policy, form recommendations, and/or decide that no changes to the policy is required at this time.

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RESOLUTION

NO. 06/07-15

RESOLUTION ESTABLISHING THE INVESTMENT POLICY
OF THE
CROCKETT COMMUNITY SERVICES DISTRICT

WHEREAS, the Board of Directors of the Crockett Community Services District agrees that temporarily idle public funds placed in their trust by the citizens of the District should be invested to produce revenue for the District rather than remain idle; and,

WHEREAS, a primary duty and responsibility of the Board of Directors of the Crockett Community Services District is to protect, preserve and maintain intact cash and investments of the District.

NOW, THEREFORE, BE IT RESOLVED that the investment policy of the Board of Directors of the Crockett Community Services District shall be, in order of priority, to invest idle funds of the District with the basic objectives of investment safety, liquidity and yield. Investment yield shall be a consideration only after the basic requirements of safety and liquidity have been met.

BE IT FURTHER RESOLVED that the basic objectives of the District's investment program shall be defined as:

1. Investment safety - the preservation of invested capital shall be a paramount concern. Interest risk shall also be controlled by limiting the term of all fixed yield investments to not greater than two years;
2. Liquidity - maintenance of sufficient liquidity to meet cash flow needs of the District; and,
3. Yield - attainment of the maximum yield consistent with meeting the first two objectives.

BE IT FURTHER RESOLVED that investing in the State Local Agency Investment Fund constitutes one acceptable investment strategy to meet the above basic objectives of the District's investment program; and,

BE IT FURTHER RESOLVED that the District General Manager is hereby authorized to invest and deposit for safekeeping, as far as possible, all money belonging to or in the custody of the District, pursuant to Section 53635 et seq. of the Government Code of the State of California, and shall submit a monthly report of investments to the Board of Directors; and,


BE IT FURTHER RESOLVED that the investments or securities so purchased with idle funds be kept in safekeeping in a depository in accordance with the provisions of Section 53608 of the Government Code of the State of California while they are the property of the District.

THE FOREGOING RESOLUTION was passed and adopted by the Board of Directors of the Crockett Community Services District at the District's Regular Meeting held on October 11, 2006 by the following vote:

AYES: Burlison, Loveseth, MacKenzie, Petty, Rock

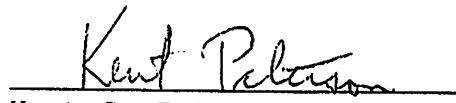
NOES: None

ABSENT: None



Duane Burlison, President

ATTEST:


Kent G. Peterson
General Manager



P.O. Box 5208
1309 Pine Street
Walnut Creek, CA
94596

Tel: 925-932-2211
Fax: 925-935-2323

INTRUSION DETECTION SYSTEM QUOTATION

September 2nd, 2020
Crockett Community Center
Attn: Dale McDonald
850 Pomona St.
Crockett, Ca 94525

Project: New Intrusion Detection System at above address that can be reused after the premise is remodeled.

SCOPE OF WORK

Install (1) Alarm Control Panel that can accommodate 2 partitions (separate systems). Add wireless receiver, back up battery and interior sounder. Install 1 keypad by back roll up doors near door button. Install (3) contacts on front, southeast side and apartment doors. Install (5) motion detectors as follows: 2 in the upstairs apartment; 1 in the garage area: 1 in back room northeast side; 1 in the front entry area.

Install AES radio communicator to eliminate need for phone line to monitor system. Denalect will program the new panel, test & inspect your system and instruct you on the use and operation of the new alarm panel. Customer to supply AC power for the panel.

LIST OF EQUIPMENT

- 1 Partition capable Alarm Control Panel with wireless module and back up battery
- 1 Keypad
- 1 Interior sounder
- 3 surface mount wireless door contacts
- 5 wireless interior motion detectors
- 1 AES radio communicator
- Lot: Wire, connectors & fasteners
- Lot: Labor
- Lot: Freight & taxes

Total Price: \$3,065.00 installed.

Your monitoring fee will be \$39.00 per month based on a 12 month agreement.

Please give me a call if you have any questions. If you would like to proceed with this work, please sign below and I will have the necessary contract sent to you for completion. I can be reached at 925-932-2211 or my cell 510.206.7908

Thank you for the opportunity.

Stan Hellman ACE 532488
Sales

24 Hour Service

Burglar, Fire, Holdup,
CCTV and Card
Access Systems.

Alarm Lic. ACO255
Contractors Lic. 382961



Underwriter
Laboratories listed

Date: _____

Approval to proceed _____

9.c.