

CROCKETT COMMUNITY SERVICES DISTRICT

Regular Business Meeting AGENDA FOR WEDNESDAY, JULY 24, 2019

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

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 HEARINGS:
 - a. Hearing on ordering collection of specific charges on the tax roll and recommend adoption of Resolution No. 19/20-01 for the property located at 1235 Lillian Street, Crockett.
 - b. Hearing on ordering collection of specific charges on the tax roll and recommend adoption of Resolution No. 19/20-02 for the property located at 701 Edwards Street, Crockett.
 - c. Hearing on ordering collection of specific charges on the tax roll and recommend adoption of Resolution No. 19/20-03 for the property located at 1225 Starr Street, Crockett.
 - d. Hearing on ordering collection of specific charges on the tax roll and recommend adoption of Resolution No. 19/20-04 for the property located at 1334 Wanda Street, Crockett.
 - e. Hearing on ordering collection of specific charges on the tax roll and recommend adoption of Resolution No. 19/20-05 for the property located at 42 Canyon Lake Drive, Port Costa.
6. REPORT OF DISTRICT COUNSEL:
7. 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.

8. **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 June 26, 2019.
 - b. Approve payment of District bills.
 - c. Receive Minutes of Commissions and Committees.

9. **ADMINISTRATIVE:**
 - a. Consider consent items removed from Consent Calendar.
 - b. Accept resignation of Vanessa Eskildsen from the Recreation Commission.
 - c. Consider Resolution No. 19/20-06 re-appointing Tom Cusack to the Recreation Commission.
 - d. Consider Resolution No. 19/20-07 authorizing an ordinance to add to, amend, and correct the District Code of the Crockett Community Services District.
 - e. Hosselkus Chapel property at Pomona and Rolph Park Drive to be sold, consider forming ad-hoc committee to investigate feasibility of property acquisition for relocation of District and sanitary department offices and additional facility use by the Recreation Department.
 - f. Authorize release of District's annual newsletter.

10. **BUDGET AND FINANCE:**
 - a. Consider monthly Summary Worksheets and Investment Reports and staff report on financial matters.
 - b. Select auditor to perform audit services for fiscal year ending June 30, 2019 and authorize the General Manager to execute contract with auditor recommended by the B&F Committee.

11. **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:
 - d. Inter-agency meetings:

12. **FUTURE AGENDA ITEMS:**
 - Public hearing on Ordinance No. 19-2, repealing and adopting District Code (Aug).
 - Resolution demanding preservation of historic building and access to waterfront (Aug).
 - Personnel Evaluation of General Manager (Aug).
 - Policy on supporting non-District projects (Sept).
 - Review and adopt ADA compliance plan.
 - Adopt purchasing procedures and spending limits.

13. **BOARD COMMENTS:**

14. **ADJOURNMENT** to August 28, 2019

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

July 15, 2019

Diana Lynn
1235 Lillian Street
Crockett, CA 94525

INSTALLMENT NOTICE

1235 Lillian Street, Crockett
APN 354-173-001

As agreed to by the Access and Repair Agreement between you and the Crockett Community Services District September 9, 2016 for the repair of defective sewer lateral, the District will place the third and final installment amount of **\$1,094.08** on the upcoming 2019/2020 tax roll.

The amount represents one-third of the full amount due from the sewer lateral repair, plus an interest amount equivalent to 1.5% more than the District received on its LAIF accounts for the quarter ending June 30.

\$1,066.68	Remaining balance (Original amount \$3,200)
\$1,066.68	Third and final installment
<u>\$ 27.40</u>	Interest rate 4.07% on balance
\$1,094.08	Amount for FY 2019/2020 tax year

As a formality, the Crockett Community Services District Board will consider this matter at an administrative public hearing on July 24, 2019. You are not required to attend. If you have any questions, please do not hesitate to call.

Sincerely,



Dale McDonald
General Manager

RESOLUTION

NO. 19/20-01

**A RESOLUTION ORDERING COLLECTION OF SPECIFIC CHARGES
ON THE TAX ROLL**

WHEREAS, the Crockett Community Services District has entered into an Access and Repair Agreement on September 9, 2016 with the property owner of 1235 Lillian Street, Crockett, APN 354-173-001 to correct the defective lateral on the property; and

WHEREAS, a contractor replaced the entire sewer lateral correcting the deficiencies of the building sewer on September 9, 2016; and

WHEREAS, the owner agreed to be responsible for all costs incurred by the District to repair or replace the property lateral; and

WHEREAS, the District paid the contractor \$3,200.00 on September 21, 2016; and

WHEREAS, the Local Agency Investment Fund (LAIF) interest rate on June 30, 2019 was 2.57%; and

WHEREAS, the District is allowed to place an installment amount on the tax roll representing one-third of the full amount due, plus an interest amount equivalent to 1.5% more than the interest the District receives on its LAIF accounts for the quarter ending June 30, on each of the next three annual property tax rolls beginning with fiscal year 2017-2018.

WHEREAS, the owner was assessed the first installment amount of \$1,144.10 on Resolution No. 17/18-05 and the second installment amount of \$1,139.20 on Resolution No. 18/19-01.

NOW, THEREFORE, BE IT RESOLVED that the General Manager is hereby instructed that the third and final installment amount of **\$1,094.08** associated with this Access and Repair Agreement be assessed against this property (APN 354-173-001) as a surcharge on sewer service charges and collected on the 2019/20 tax roll.

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held on July 24, 2019 by the following vote:

AYES:

NOES:

ABSENT:

Kent Peterson, President

ATTEST:

Dale McDonald, District Secretary

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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July 15, 2019

Joan Peterson
701 Edwards Street
Crockett, CA 94525

INSTALLMENT NOTICE

701 Edwards Street, Crockett
APN 354-103-033

As agreed to by the Access and Repair Agreement between you and the Crockett Community Services District January 3, 2017 for the repair of defective sewer lateral, the District will place the third and final installment amount of **\$1,538.54** on the upcoming 2019/2020 tax roll.

The amount represents one-third of the full amount due from the sewer lateral repair, plus an interest amount equivalent to 1.5% more than the District received on its LAIF accounts for the quarter ending June 30.

\$1,500.00	Remaining balance (Original amount \$4,500)
\$1,500.00	Third and final installment
<u>\$ 38.54</u>	Interest rate 4.07% on balance
\$1,538.54	Amount for FY 2019/2020 tax year

As a formality, the Crockett Community Services District Board will consider this matter at an administrative public hearing on July 24, 2019. You are not required to attend. If you have any questions, please do not hesitate to call.

Sincerely,



Dale McDonald
General Manager

RESOLUTION

NO. 19/20-02

**A RESOLUTION ORDERING COLLECTION OF SPECIFIC CHARGES
ON THE TAX ROLL**

WHEREAS, the Crockett Community Services District has entered into an Access and Repair Agreement on January 3, 2017 with the property owner of 701 Edwards Street, Crockett, APN 354-103-033 to correct the defective lateral on the property; and

WHEREAS, a contractor replaced the sewer lateral correcting the deficiencies of the building sewer on January 17, 2017; and

WHEREAS, the owner agreed to be responsible for all costs incurred by the District to repair or replace the property lateral; and

WHEREAS, the District paid the contractor \$4,500.00 on February 21, 2017; and

WHEREAS, the Local Agency Investment Fund (LAIF) interest rate on June 30, 2019 was 2.57%; and

WHEREAS, the District is allowed to place an installment amount on the tax roll representing one-third of the full amount due, plus an interest amount equivalent to 1.5% more than the interest the District receives on its LAIF accounts for the quarter ending June 30, on each of the next three annual property tax rolls beginning with fiscal year 2017-2018.

WHEREAS, the owner was assessed the first installment amount of \$1,608.90 on Resolution No. 17/18-07 and the second installment amount of \$1,602.00 on Resolution No. 18/19-02.

NOW, THEREFORE, BE IT RESOLVED that the General Manager is hereby instructed that the third and final installment amount of **\$1,538.54** associated with this Access and Repair Agreement be assessed against this property (APN 354-103-033) as a surcharge on sewer service charges and collected on the 2019/20 tax roll.

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held on July 24, 2019 by the following vote:

AYES:

NOES:

ABSENT:

Kent Peterson, President

ATTEST:

Dale McDonald, District Secretary

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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July 15, 2019

Rhonda Porter
1225 Starr Street
Crockett, CA 94525

INSTALLMENT NOTICE

1225 Starr Street, Crockett
APN 354-125-002

As agreed to by the Access and Repair Agreement between you and the Crockett Community Services District April 10, 2018 for the repair of defective sewer lateral, the District will place the second installment amount of **\$2,269.26** on the upcoming 2019/2020 tax roll.

The amount represents one-third of the full amount due from the sewer lateral repair completed, plus an interest amount on the balance equivalent to 1.5% more than the District received on its LAIF accounts for the quarter ending June 30.

\$4,316.67	Balance carried forward (original amount \$6,475.00)
\$2,158.33	Second installment
<u>\$ 110.93</u>	Interest rate 4.07% on balance
\$2,269.26	Amount for FY 2019/2020 tax year

As a formality, the Crockett Community Services District Board will consider this matter at an administrative public hearing on July 24, 2019. You are not required to attend. If you have any questions, please do not hesitate to call.

Sincerely,



Dale McDonald
General Manager

RESOLUTION

NO. 19/20-03

**A RESOLUTION ORDERING COLLECTION OF SPECIFIC CHARGES
ON THE TAX ROLL**

WHEREAS, the Crockett Community Services District has entered into an Access and Repair Agreement on April 10, 2018 with the property owner of 1225 Starr Street, Crockett, APN 354-125-002 to correct the defective lateral on the property; and

WHEREAS, a contractor replaced the entire sewer lateral correcting the deficiencies of the building sewer on April 20, 2018; and

WHEREAS, the owner agreed to be responsible for all costs incurred by the District to repair or replace the property lateral; and

WHEREAS, the District paid the contractor \$400.00 on April 6, 2018 and \$6,075 on May 4, 2018; and

WHEREAS, the Local Agency Investment Fund (LAIF) interest rate on June 30, 2019 was 2.57%; and

WHEREAS, the District is allowed to place an installment amount on the tax roll representing one-third of the full amount due, plus an interest amount equivalent to 1.5% more than the interest the District receives on its LAIF accounts for the quarter ending June 30, on each of the next three annual property tax rolls beginning with fiscal year 2018-2019; and

WHEREAS, the owner was assessed the first installment amount of \$2,378.48 on Resolution No. 18/19-04 adopted July 25, 2018.

NOW, THEREFORE, BE IT RESOLVED that the General Manager is hereby instructed that the second installment amount of **\$2,269.26** associated with this Access and Repair Agreement be assessed against this property (APN 354-125-002) as a surcharge on sewer service charges and collected on the 2019/20 tax roll.

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held on July 24, 2019 by the following vote:

AYES:

NOES:

ABSENT:

Kent Peterson, President

ATTEST:

Dale McDonald, District Secretary

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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July 15, 2019

Susan Purcell
2523 Patra Drive
El Sobrante, CA 94803

INSTALLMENT NOTICE

1334 Wanda Street, Crockett
APN 354-124-006

As agreed to by the Access and Repair Agreement between you and the Crockett Community Services District January 17, 2019 for the replacement of your building sewer lateral, the District will place the first of three installment amounts of **\$2,760.96** on the upcoming 2019/2020 tax roll.

The amount represents one-third of the full amount due from the recent sewer lateral replacement, plus an interest amount equivalent to 1.5% more than the District received on its LAIF accounts for the quarter ending June 30.

\$7,690.00	District Paid Glossage Engineering on February 7, 2019.
\$2,563.33	First installment
<u>\$ 197.63</u>	Interest rate 4.07% on balance
\$2,760.96	Amount for FY 2019/2020 tax year

As a formality, the Crockett Community Services District Board will consider this matter at an administrative public hearing on July 24, 2019. You are not required to attend. If you have any questions, please do not hesitate to call.

Sincerely,



Dale McDonald
General Manager

RESOLUTION

NO. 19/20-04

**A RESOLUTION ORDERING COLLECTION OF SPECIFIC CHARGES
ON THE TAX ROLL**

WHEREAS, the Crockett Community Services District has entered into an Access and Repair Agreement on January 17, 2019 with the property owner of 1334 Wanda Street, Crockett, APN 354-124-006 to correct the defective lateral on the property; and

WHEREAS, a contractor replaced the entire sewer lateral correcting the deficiencies of the building sewer on January 17, 2019; and

WHEREAS, the owner agreed to be responsible for all costs incurred by the District to repair or replace the property lateral; and

WHEREAS, the District paid the contractor \$7,690.00 on February 7, 2019; and

WHEREAS, the Local Agency Investment Fund (LAIF) interest rate on June 30, 2019 was 2.57%; and

WHEREAS, the District is allowed to place an installment amount on the tax roll representing one-third of the full amount due, plus an interest amount equivalent to 1.5% more than the interest the District receives on its LAIF accounts for the quarter ending June 30, on each of the next three annual property tax rolls beginning with fiscal year 2019-2020; and

NOW, THEREFORE, BE IT RESOLVED that the General Manager is hereby instructed that the first installment amount of **\$2,760.96** associated with this Access and Repair Agreement be assessed against this property (APN 354-124-006) as a surcharge on sewer service charges and collected on the 2019/20 tax roll.

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held on July 24, 2019 by the following vote:

AYES:

NOES:

ABSENT:

Kent Peterson, President

ATTEST:

Dale McDonald
District Secretary

PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

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July 15, 2019

Michele Forde
P.O. Box 81
Port Costa, CA 94569

INSTALLMENT NOTICE

42 Canyon Lake Drive, Port Costa
APN 368-145-008

As agreed to by the Access and Repair Agreement between you and the Crockett Community Services District April 9, 2019 for the replacement of your building sewer lateral, the District will place the first of three installment amounts of **\$2,297.80** on the upcoming 2019/2020 tax roll.

The amount represents one-third of the full amount due from the recent sewer lateral replacement, plus an interest amount equivalent to 1.5% more than the District received on its LAIF accounts for the quarter ending June 30.

\$6,400.00	District Paid Sewer Works on May 6, 2019.
\$2,133.33	First installment
<u>\$ 164.47</u>	Interest rate 4.07% on balance
\$2,297.80	Amount for FY 2019/2020 tax year

As a formality, the Crockett Community Services District Board will consider this matter at an administrative public hearing on July 24, 2019. You are not required to attend. If you have any questions, please do not hesitate to call.

Sincerely,



Dale McDonald
General Manager

RESOLUTION

NO. 19/20-05

**A RESOLUTION ORDERING COLLECTION OF SPECIFIC CHARGES
ON THE TAX ROLL**

WHEREAS, the Crockett Community Services District has entered into an Access and Repair Agreement on April 9, 2019 with the property owner of 42 Canyon Lake Drive, Port Costa, APN 368-145-008 to correct the defective lateral on the property; and

WHEREAS, a contractor replaced the entire sewer lateral correcting the deficiencies of the building sewer on April 16, 2019; and

WHEREAS, the owner agreed to be responsible for all costs incurred by the District to repair or replace the property lateral; and

WHEREAS, the District paid the contractor \$6,400.00 on May 6, 2019; and

WHEREAS, the Local Agency Investment Fund (LAIF) interest rate on June 30, 2019 was 2.57%; and

WHEREAS, the District is allowed to place an installment amount on the tax roll representing one-third of the full amount due, plus an interest amount equivalent to 1.5% more than the interest the District receives on its LAIF accounts for the quarter ending June 30, on each of the next three annual property tax rolls beginning with fiscal year 2019-2020; and

NOW, THEREFORE, BE IT RESOLVED that the General Manager is hereby instructed that the first installment amount of **\$2,297.80** associated with this Access and Repair Agreement be assessed against this property (APN 368-145-008) as a surcharge on sewer service charges and collected on the 2019/20 tax roll.

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held on July 24, 2019 by the following vote:

AYES:

NOES:

ABSENT:

Kent Peterson, President

ATTEST:

Dale McDonald
District Secretary

PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

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TO: Port Costa Sanitary Commission / Board of Directors
FROM: Dept. Manager James Barnhill *SB*
SUBJECT: Port Costa Sanitary Department Managers Report for June, 2019
DATE: July 3, 2019

The Port Costa Sanitary Department Managers Report highlights items of interest in June 2019.

Operation and Maintenance

- No Sanitary Sewer Overflows (SSO's) occurred in June
- Mr. Mann installed the pump room door louver

Administrative

- Contra Costa Health Services completed Hazardous Materials inspection of the chemical storage at the septic tank, no issues were identified and Permit was issued.

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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website: www.town.crockett.ca.us

TO: Board of Directors
FROM: General Manager
SUBJECT: Crockett Sanitary Department Managers Report
DATE: July 20, 2019

The Crockett Sanitary Department Managers Report highlights items of interest that occurred between June 11, 2019 and July 19, 2019.

Operation and Maintenance

- There were no Sanitary Sewer Overflows (SSO) reported in June. Staff responded to a few alarms at the Crockett pump station related to the water pump pressure system.
- Three separate incidents with sanitary sewers have occurred at the PG&E construction site at Port and Wanda.
 - On June 28, a previously unknown 6" clay sewer pipe was exposed during PG&E trenching. The sewer pipe was damaged and was leaking raw sewage into the construction pit. An emergency repair was undertaken. The 6" sewer connects directly to the sewer manhole at Port and Wanda. Further investigation is required on this sewer line as to ownership and upstream connections.
 - On July 18, staff was informed of an exposed lateral sewer serving a property on Wanda and 1st Avenue which is broken and occasionally leaking wastewater into a second PG&E trench. Wastewater is also seeping from the ground at a location adjacent to the District's public sewer lamphole mid-block on Wanda between 1st and Port. Both these minor leaks drain to the lower corner of their trench and slowly seep into the ground. Neither are considered SSOs as they are contained within the trench. Both pipes need to be repaired. Staff meeting to discuss with contractor week of July 22.
 - On July 19, the 8" main clay sewer running down Wanda was exposed, was cracked in multiple locations, and was leaking wastewater into the trench. Emergency sewer repair was undertaken and approximately 6' of sewer was replaced spanning the open trench.

Due to multiple failures identified on this line segment, the brittle nature of older clay pipe exposed to date, and the ability to access the pipe from open PG&E trenches these line segments V-00-08 to V-00-06 are candidates for full line pipe bursting replacement.

- Weeds cut at the Crockett Equalization (EQ) tank grounds for fire prevention.

Capital Improvements / Projects

- John Swett High School sewer repair near the bleachers delayed as proper method for repair would require access from the manhole buried in center of football field. Staff is working with JSUSD to coordinate availability their artificial turf maintenance vendor.
- Atherton/Cooke project drawings marked up, final changes to front-end specifications pending.

Administrative/Financial:

- PG&E applied for conditional discharge permit to discharge groundwater at Port & Wanda project location. Engineer is reviewing analytical sampling methods and drafting limits before permit is offered to PG&E.
- Sewer map provided to EBMUD as part of the planed EBMUD 8" water main relocation project related to the new Carquinez Middle School project.
- Attended the General Managers Roundtable meeting in Oakland on July 8.
- State Compensation Insurance Fund Workers' Compensation Insurance Payroll Report completed for FY 18/19. Rates for sanitary department management employees are down from 3.48% to 3.04%.
- Bay Area Air Quality Management District inspection at the Crockett EQ tank and Crockett Pump Station completed July 18.
- General Manager McDonald spent approximately 33% of his time towards Crockett Sanitary Department operations and 2% on Capital Projects in June. The rest of his time was spent on District business 48%, Recreation and PLC 10%, Maintenance 3%, and Port Costa 4%. He worked a total of 209 hours in June, averaging 52 hours per week.
- Assistant Sanitary Department Manager Barnhill spent approximately 80% of his time on Crockett Sanitary Department operations and 8% of his time on Capital Projects. The rest of his time, 12%, was spent on Port Costa issues.

CROCKETT COMMUNITY SERVICES DISTRICT

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MINUTES OF REGULAR MEETING, JUNE 26, 2019

1. CALL TO ORDER: The meeting was called to order at 7:01 PM by President Peterson. Present were Board Members Kirker and Sutton, along with General Manager McDonald, Recreation Department Manager Wilson, Assistant Sanitary Dept. Manager Barnhill, and Assistant Secretary Witschi. Director Mackenzie arrived later and Director Barassi was absent.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. REPORTS FROM COMMISSIONERS: None
- 5.a. PUBLIC HEARING METHOD OF SEWER USE CHARGE COLLECTION: A hearing on report of annual sewer use charges within the area served by the Crockett Sanitary Department to be collected on the tax roll. Resolution No. 18/19-21 providing for collection of service charges on the tax roll is also being considered. A legal notice has been properly published in the West County Times. Mr. McDonald presented the General Manager's Sewer Use Charge Report justifying no increase in sewer use charges. He reported that no written or verbal protests had been received.

Director Peterson opened the hearing for comments from the public at this time on the method of collection. Having heard all who wished to speak on this subject, and hearing none, Director Peterson closed the hearing and announced that the protest response was tabulated at zero. A motion to adopt Resolution No. 18/19-21 overruling objections to the method of collection of sewer service charges for Crockett, approving the General Manager's Report and levying charges on the tax roll, carried unanimously with 3 Ayes (mk/es).
- 5.b. PUBLIC HEARING METHOD OF SEWER CHARGE COLLECTION PORT COSTA: A hearing on report of annual sewer use charges within the area served by the Port Costa Sanitary Department to be collected on the tax roll. Resolution No. 18/19-22 providing for collection of service charges on the tax roll is also being considered. A legal notice has been properly published in the West County Times. Mr. McDonald presented the General Manager's Sewer Use Charge Report justifying the sewer use charges for Port Costa.

Director Peterson opened the hearing for comments from the public at this time on the method of collection. Having heard all who wished to speak on this subject, and hearing none, Director Peterson closed the hearing and announced that the protest response was tabulated at zero. A motion to adopt Resolution No. 18/19-22 overruling objections to the method of collection of sewer service charges for Port Costa, accepting the General Manager's Report and levying charges on the tax roll, carried unanimously with 3 Ayes (es/mk).

5.c. PUBLIC HEARING FY 2019/20 BUDGET: Director Peterson opened the public hearing for the purpose of taking public comments on the proposed budget for fiscal year (FY) 2019/20. Mr. McDonald reported that all Commissions have reviewed and approved their budgets. Director Kirker said going forward directors should be given more time to look at the budget and its details. Director Sutton asked about the jump in revenue expected by the Recreation Department. Mr. McDonald said that there are a few large capital projects that are planned and anticipated grant funding represents the increase in revenue over last year. Director Peterson requested that the Recreation Department be reimbursed \$8K for the costs to purchase Memorial Hall. Mr. McDonald will bring the question on the \$8K to the Budget & Finance Committee to discuss. Having heard all who wished to speak on this subject, Director Peterson closed the hearing. A motion to approve Resolution No. 18/19-23 adopting a budget of \$3,532,335 for FY 2019/20 carried unanimously (kp/es).

6. REPORT OF DISTRICT COUNSEL: No report.

7.a. RECREATION DEPT. REPORT: The Board had received the Minutes of May 6. Mr. Wilson reported the auto flow control valve at the pool broke last week. This part is no longer manufactured and has to be fabricated. The front porch boards at the Community Center will be replaced by Chuck Dell. The Gazebo had dry rot and has been replaced with redwood. The Recreation Department received a grant from the Crockett Community Foundation in the amount of \$18K, the full amount requested, to repair and resurface the tennis courts. The project will be undertaken later this summer. Bocce league is doing well.

7.b. MAINTENANCE DEPARTMENT: Director Peterson reported another street light on Pomona, near Judy's Place, is gone and this is the ninth one lost to damage by vehicles. He said someone has a video or picture of a truck that may have been involved. Mr. McDonald said CHP was contacted and there is no written accident report on the incident. Contra Costa County Public Works hauled debris away, the luminare and arm were recovered. Mr. McDonald said the Carquinez Recover the Watershed (CRew) Committee and Contra Costa Resource Conservation District (CCRCD) is still planning to plant trees on the bridgehead property north of the freeway ramps and is moving through the grant funding process. The hillside above the Community Center had weeds cut for fire control. There are many dead trees on the hillside that need to be addressed.

7.c. PORT COSTA SANITARY DEPT.: The Board had received the Minutes of May 8. Mr. Barnhill reported no Sanitary Sewer Overflow's occurred in May. He said the plant operators, Valley Operators, has brought in help to remove weeds in the sand bed filters at the treatment plant. He said that Commissioner Mann volunteered and completed the installation of louvers on the pump room door which completes the repair to damages done last year by vandals. The fan in the pump room will be rewired so that it runs continuously. Currently it turns off when the light switch is turned off which allows the humidity to build up in the pump room along with concentrations of vapor. Mr. McDonald said he was asked for a declaration statement on a Prospect Avenue property dispute and provided it to the property owner Victoria Ryan.

7.d. CROCKETT SANITARY DEPT.: The Board had received the Minutes of May 15 and written managers report. Mr. McDonald reported he met with John Swett Unified School District to coordinate repair to public collection system sewer between the bleachers and football field which was damaged during the previous high school field project. He said he met with our District engineer addressed the pump station MCC Panel replacement project,

updates to our Sewer System Management Plan (SSMP) required by the State, and necessary hydraulic study required at an estimated cost of around \$40K. He said the Atherton Cooke project is planned to go out to bid in July. Director Mackenzie arrived at 7:33 pm.

7.e. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. McDonald reported the State Water Resources Control Board (SWRCB) is in the process of developing an order to update its recycling water permit monitoring and reporting requirements for recycle water users as well as for wastewater permittees that do not currently produce, distribute, or use recycled water. He said volumetric reporting of wastewater and recycled water will apply to all permittees covered by NPDES permits. Director Peterson asked that the Board be emailed the letter received from the SWRCB. Mr. McDonald said LAFCO held its final public hearing on its Municipal Service Review (MSR) and accepted the MSR with our recommended clarifications on Port Costa reserves and removal of solid waste reference from the chapter on our District.

7.f. STAFF ANNOUNCEMENTS: Mr. McDonald reported that a number of agencies have recently experienced audits and adverse findings from CalPERS regarding their use of independent contractor services, resulting in enrollment of independent contractors in PERS plans. He said Regional Government Services Authority (RGS) has provided a memo outlining risk management and best practices when using independent contractors. Mr. McDonald said a formal policy will be developed to document key factors and precautions to keep contractors from being treated as common law employees by our retirement provider CalPERS. Mr. McDonald said Directors may receive an email from the Contra Costa County Elections Department regarding Forms 460/470 and that they can ignore it. The form is only required if the District were to compensate directors over \$200 per month and right now our District has chosen to waive stipends by policy.

8. CONSENT CALENDAR: Mr. McDonald asked that item 8.e. be removed from the consent calendar for further discussion. The following items were approved unanimously (es/jm):

- a. Approve Minutes of April 24 and May 22, 2019.
- b. Approve payment of District bills (warrants Rec. 8030-8119; PCSan, 1105-1116; CVSan 5873-5897).
- c. Receive Minutes of Commissions and Committees.
- d. Receive Catalog of Information Systems used by the District (*Gov. Code Sec. 6270.5*).
- f. Approve Cost of Services – billable rates effective July 1, 2019.
- g. Approve appointment list for Recreation Pool / Park Personnel (*Dist. Code 4.04.020*).

9.a. ITEMS REMOVED FROM CONSENT CALENDAR: Item 8.e. - Approve cost allocation rates for FY 2019/20. Mr. McDonald reported that after the proposed Cost Allocation Rates were presented to the Budget & Finance Committee new information was provided by Alliant Insurance on estimated exposure that can be used as a factor in determining a more accurate liability insurance cost allocation between the departments. Director Sutton asked about the background of the downtown plaza and who maintains it, and questioned whether that group should contribute towards the liability cost. Director Kirker asked if it was a different underwriter than previously used and said we, the Board, can see risk differently and use that judgment to determine the allocation splits. Director Peterson asked to sit down with the General Manager and discuss further the scope of the complexities surrounding the maintenance department and come back to the Board with ideas. Director Kirker and Director Sutton supported the question going to a committee first, such as the Budget & Finance Committee, rather than one-on-one planning. A motion to accept the Cost Allocation Rates

for FY 19/20 as presented carried unanimously (es/jm). Mr. McDonald will bring the questions raised on the Maintenance Department and consideration of liability allocation by exposure to the Budget & Finance Committee.

9.b. REVISING STANDARD SPECIFICATIONS FOR SEWER USE: Mr. McDonald presented the proposed changes to the Standard Specifications include allowing non-conforming laterals to remain if on the same parcel, adding a new section on horizontal directional drilling, allowing PVC SDR 26 pipe to be used, and adding an approved materials page to Section 28. All changes have been approved by the Crockett Sanitary Commission and signed off by the District's consulting engineer. Director Kirker asked for confirmation that bedding material for the PVC pipe is included in the specifications. Mr. McDonald said that PVC pipe is considered plastic pipe and existing bedding requirements in the specifications already cover PVC pipe. Director Peterson asked if the PVC pipe is gasketed. Mr. McDonald said yes, the primary driver for the updates were to provide PVC and horizontal drilling alternatives to lower the cost of the upcoming Atherton/Cooke Sewer Replacement Project, and gasketed pipes will allow phased construction along Atherton. A motion to approve Resolution No. 18/19-24 revising the Standard Specifications for design, construction, and use of sanitary sewers in the towns of Crockett and Port Costa carried unanimously (jm/es).

9.c. PROPERTY TAX REAPPORTIONMENT: Mr. McDonald presented a memo and draft resolution proposing changes to the ad valorem property tax allocation policy between the Crockett Sanitary Department and the Recreation Department. In addition the resolution would instruct the General Manager to draft an ordinance to amend the District Code to add the Maintenance Department to the list of departments that can receive property tax revenues. The Board considered the memo and had a lengthy discussion on the draft policy and its effect on the various departments. A motion to approve Resolution No. 18/19-25 adopting the policy as presented on property tax reapportionment carried unanimously (es/jm).

9.d. PAY SCHEDULE OF WAGES: Mr. McDonald presented the salary study and proposed adjustment to salary schedule of wages. He said this has been reviewed by the Personnel Committee who support the adjustments to the District pay schedules including CPI-U increase based on 12-month period ending December 2018. He said funding is included in the FY19/20 budget for the increases and the Budget & Finance Committee received the information on the proposed increases but were split on support. Director Peterson said he was concerned that Director Barassi was not in attendance for this very important item and he would have liked his feedback. He said that committee meetings should be scheduled so that both Board members that sit on the Personnel Committee can be in attendance. He mentioned that recommendations by the previous Personnel Committee were different than what is being proposed now. Director Sutton said that Director Barassi has been involved in these discussions prior to the last meeting. Mr. McDonald said Director Barassi has previously recognized that our District wage scale is well below other Districts. Roles and responsibilities were briefly discussed. Director Peterson said he cannot vote, in good conscience, on any items proposed. Director Kirker said he believes we need to catch up with wages. A motion to approve Resolution No. 18/19-26 increasing salaries and updating the Pay Schedule of Wages for District Employees, as recommended by the Personnel Committee and received by the Budget & Finance Committee, carried with 3 Ayes and 1 abstention, Director Peterson, (es/jm).

10.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Mr. McDonald reported the County recently transferred cash from the Advance-on-Taxes account to our respective operating departments. These transfers will be reflected on next month's summary worksheets.

10.b. APPROPRIATIONS LIMIT: Mr. McDonald presented the appropriations limit report as required by Article XIII B of the California State Constitution. The District's Appropriations Subject to Limitations for fiscal year 2019-2020 does not exceed the fiscal year 2019-2020 Appropriations Limit as calculated in Attachments A and B. Director Sutton asked what the original number is based on. Mr. McDonald said the original appropriations limit was calculated by a financial consultant soon after the District was formed. Director Peterson said the calculations are updated using a required formula. A motion to approve Resolution No. 18/19-27 adopting the District's Appropriations Limit of \$4,441,839 for the 2019-2020 fiscal year, and certifying that the Appropriations Subject to Limitation does not exceed the fiscal year Appropriations Limit carried unanimously (jm/es).

10.a. PERSONNEL COMMITTEE REPORT: The Board had received the Minutes of June 17. Some out of items discussed by the committee were considered earlier in the agenda. There was no further discussion. It was suggested the Personnel Committee meet to develop organizational rules.

10.b. BUDGET & FINANCE COMMITTEE REPORT: The Board had received the Minutes of June 18. The majority of the items discussed by the committee were considered earlier in the agenda. There was no further discussion. It was suggested the Budget & Finance Committee meet to continue discussion on the allocation of commercial general liability costs and on Maintenance Department funding.

10.c. AD HOC COMMITTEE REPORTS: None

10.d. INTER-AGENCY MEETINGS: None

11. FUTURE AGENDA ITEMS:

- Resolution demanding preservation of historic building and access to waterfront (Aug).
- Policy on supporting non-District projects (Sept).
- 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.

12. BOARD COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 9:25 PM until July 24, 2019.

Respectfully submitted,

Susan Witschi
July 11, 2019

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 7/19/19 Fund: 324100 Account: 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
07/19/2019	ANA B. GAMERO-HERRERA	Payroll July 1-15	346.40	8173
07/19/2019	ANDREW LOPEZ-PENA	Payroll July 1-15	110.82	8174
07/19/2019	ARIANA M. BUGGS	Payroll July 1-15	127.45	8175
07/19/2019	ASHER H. LABINSKI	Payroll July 1-15	413.45	8176
07/19/2019	CASSANDRA D. CONTRERAS	Payroll July 1-15	316.76	8177
07/19/2019	DENISSE V. CORREA	Payroll July 1-15	183.84	8178
07/19/2019	ELEXIA B. PONTHER	Payroll July 1-15	188.95	8179
07/19/2019	GABRIEL J. OSTI	Payroll July 1-15	339.02	8180
07/19/2019	HARIKESH SHRI-SHASHITH...	Payroll July 1-15	1,143.28	8181
07/19/2019	JOCELYN M. OSTI	Payroll July 1-15	401.72	8182
07/19/2019	JOSHUA A. WENTZ	Payroll July 1-15	503.86	8183
07/19/2019	JUSTIN T. CROW	Payroll July 1-15	483.82	8184
07/19/2019	KARA D. BROWN	Payroll July 1-15	667.23	8185
07/19/2019	KELSEY S. O'SHEA	Payroll July 1-15	58.18	8186
07/19/2019	MADISON N. UDY	Payroll July 1-15	492.58	8187
07/19/2019	MARLO P. HATCH	Payroll July 1-15	367.98	8188
07/19/2019	MONICA A. MUNOZ	Payroll July 1-15	725.46	8189
07/19/2019	NATHAN B. ROCK	Payroll July 1-15	337.81	8190
07/19/2019	NAYA K. MURDOCK	Payroll July 1-15	659.24	8191
07/19/2019	PAIGE E. PAULSELL	Payroll July 1-15	246.85	8192
07/19/2019	ROSE C. SCOTT	Payroll July 1-15	357.86	8193
07/19/2019	SOPHIA R. AYALA	Payroll July 1-15	265.99	8194
07/19/2019	STELLA T.E. MANNELL	Payroll July 1-15	585.30	8195
07/19/2019	ZOE H. LABINSKI	Payroll July 1-15	31.87	8196
07/19/2019	DOLORES M. MORALES	Payroll July 1-15	793.95	8197
07/19/2019	KATELYNN M. CLEMONS	Payroll July 1-15	483.83	8198
07/19/2019	SUSAN G. WITSCHI	Payroll July 1-15	1,888.10	8199
07/19/2019	HARLEY W. MANDICINO	Payroll July 1-15	569.36	8200
07/19/2019	TREVOR B. DEES	Payroll July 1-15	414.34	8201
07/19/2019	STATE COMPENSATION INS...	Workers Comp	1,274.74	8202
07/19/2019	LINCOLN FINANCIAL GROUP	LTD Insurance - 8/1/19 to 8/31/19	69.19	8203
07/19/2019	BAY AREA NEWS GROUP	Publish hearing budget FY 1920 - Acc...	97.91	8204
07/19/2019	CSRMA	Property insurance Invoice 6444	2,087.12	8205
07/19/2019	Regional Government Services	Contract services for June 2019 invoic...	319.71	8206
07/19/2019	DENALECT ALARM CO.	Annual alarm charge Invoice R9444	444.00	8207
07/19/2019	EBMUD	Water	1,666.55	8208
07/19/2019	G & C Refrigeration Inc.	Beverage door repair - invoice 6925	584.48	8209
07/19/2019	LESLIE'S POOL SUPPLIES	Pool chemicals - invoice 137-01-023716	112.93	8210
07/19/2019	No More Dirt, Inc.	Kitchen deep clean - invoice 71872	327.00	8211
07/19/2019	PG&E	Gas & Electricity at pool	796.20	8212
07/19/2019	Shoplet	Stainless Steel Cleaner Towels - invol...	174.55	8213
07/19/2019	Sierra Chemical Company	Sodium Hypochlorite invoice 124806	520.30	8214
07/19/2019	TERMINIX	Pest control	131.00	8215
07/19/2019	TERRACARE ASSOCIATES	Landscaping services	2,171.00	8216
07/19/2019	UNIVERSAL BUILDING SERV...	Janitorial services	1,730.40	8217
07/19/2019	Delta One Security, Inc.	Security Invoice 3871	1,420.56	8218
07/19/2019	U.S. BANK	Various	4,550.08	8219
07/19/2019	Maria Solano	Cleaning and damage deposit refund	700.00	8220
07/19/2019	Jessica Vazquez	Cleaning and damage deposit refund	400.00	8221
Total FUND 3241 - RECREATION			<u>33,083.02</u>	
TOTAL			<u>33,083.02</u>	

Kent Peterson

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 7/19/19 Fund: 342600 Account: 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
07/19/2019	STATE COMPENSATION INSU...	Workers Comp Liab, premium, and surchar...	742.98	5910
07/19/2019	LINCOLN FINANCIAL GROUP	LTD Insurance - 8/1/19 to 8/31/19	120.12	5911
07/19/2019	BAY AREA NEWS GROUP	Publish hearing budget FY 1920 - Account ...	213.84	5912
07/19/2019	CSRMA	Property insurance invoice 6444	1,911.14	5913
07/19/2019	Regional Government Services	Contract services June 2019	566.45	5914
07/19/2019	C&H SUGAR CO.	Shared O&M and Capital Exp June 2019	68,880.55	5915
07/19/2019	CITY NATIONAL BANK	Loan Agreement #06-045-AF	27,651.07	5916
07/19/2019	BILL'S UNDERGROUND	Emergency sewer repair Port & Wanda Invo...	3,600.00	5917
07/19/2019	L.R. PAULSELL CONSULTING	High Pressure Cleaning July 2019	3,220.00	5918
07/19/2019	EBMUD	Water	197.92	5919
07/19/2019	U.S. BANK	Various	654.10	5920
Total FUND 3426 - CV SANITARY - O&M			<u>107,758.17</u>	
TOTAL			<u><u>107,758.17</u></u>	

Kent Peterson

CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: 7/19/19 Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
07/19/2019	BAY AREA NEWS GROUP	Publish hearing budget FY 1920 - Account ...	32.05	1123
07/19/2019	CSRMA	Property Insurance Invoice 6444	1,207.09	1124
07/19/2019	Regional Government Services	Contract services June 2019 invoice 9823	93.34	1125
07/19/2019	BAY AREA AIR QUALITY MGMT...	Invoice 4FV87 - Permit to operate Plant 1593	1,638.00	1126
07/19/2019	L.R. PAULSELL CONSULTING	High pressure cleaning July 2019 - invoice ...	460.00	1127
07/19/2019	Valley Operators, LLC	Monthly service fee June 2019 - invoice 1068	4,000.00	1128
07/19/2019	U.S. BANK	lab testing, alarm cell, office supplies, shar...	1,024.45	1129
Total FUND 3425 - PC SANITARY - O&M			<u>8,454.93</u>	
TOTAL			<u><u>8,454.93</u></u>	

Kent Peterson

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 7/19/19 Fund: 324200 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3242 - MAINTENANCE				
07/19/2019	CSRMA	Property Insurance Invoice 6444	528.65	419
Total FUND 3242 - MAINTENANCE			528.65	
TOTAL			528.65	

Kent Peterson

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 7/31/19 Fund: 324100 Account: 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
07/05/2019	RONALD D. WILSON	Payroll June 2019	2,402.92	8120
07/05/2019	DOLORES M. MORALES	Payroll June 16-30	775.47	8121
07/05/2019	KATELYNN M. CLEMONS	Payroll June 16-30	549.24	8122
07/05/2019	SUSAN G. WITSCHI	Payroll June 16-30	1,689.24	8123
07/05/2019	HARLEY W. MANDICINO	Payroll June 16-30	295.54	8124
07/05/2019	TREVOR B. DEES	Payroll June 16-30	292.65	8125
07/05/2019	ANA B. GAMERO-HERRERA	Payroll June 16-30	208.99	8126
07/05/2019	ANDREW LOPEZ-PENA	Payroll June 16-30	85.88	8127
07/05/2019	ARIANA M. BUGGS	Payroll June 16-30	178.85	8128
07/05/2019	ASHER H. LABINSKI	Payroll June 16-30	25.46	8129
07/05/2019	CASSANDRA D. CONTRERAS	Payroll June 16-30	395.95	8130
07/05/2019	DENISSE V. CORREA	Payroll June 16-30	661.80	8131
07/05/2019	ELEXIA B. PONTHER	Payroll June 16-30	319.20	8132
07/05/2019	GABRIEL J. OSTI	Payroll June 16-30	310.89	8133
07/05/2019	HARIKESH SHRI-SHASHITHA...	Payroll June 16-30	975.22	8134
07/05/2019	JOCELYN M. OSTI	Payroll June 16-30	240.70	8135
07/05/2019	JOSHUA A. WENTZ	Payroll June 16-30	804.46	8136
07/05/2019	JUSTIN T. CROW	Payroll June 16-30	412.25	8137
07/05/2019	KARA D. BROWN	Payroll June 16-30	1,244.18	8138
07/05/2019	KELSEY S. O'SHEA	Payroll June 16-30	60.95	8139
07/05/2019	MADISON A. KOZIER	Payroll June 16-30	374.93	8140
07/05/2019	MADISON N. UDY	Payroll June 16-30	595.43	8141
07/05/2019	MARLO P. HATCH	Payroll June 16-30	420.13	8142
07/05/2019	MONICA A. MUNOZ	Payroll June 16-30	431.32	8143
07/05/2019	NATHAN B. ROCK	Payroll June 16-30	395.07	8144
07/05/2019	NAYA K. MURDOCK	Payroll June 16-30	367.08	8145
07/05/2019	ROSE C. SCOTT	Payroll June 16-30	193.23	8146
07/05/2019	SOPHIA R. AYALA	Payroll June 16-30	355.82	8147
07/05/2019	STELLA T.E. MANNELL	Payroll June 16-30	538.94	8148
07/05/2019	ZOE H. LABINSKI	Payroll June 16-30	26.08	8149
07/05/2019	UNITED STATES TREASURY (...)	Fed Tax Payroll Liability	2,602.46	8150
07/05/2019	EMPLOYMENT DEVELOPMEN...	State Tax Payroll Liability	262.88	8151
07/05/2019	CalPERS Public Employees Ret...	CalPERS Retirement, 457, Unfunded Lia...	4,202.36	8152
07/05/2019	MEYERS NAVE	Attorney advice May 2019	77.93	8153
07/05/2019	Streamline	Web hosting July - Dec 2019	341.76	8154
07/05/2019	CONTRA COSTA CO AUDITOR...	LAFCO FY19-20 Invoice 1920-0030	511.06	8155
07/05/2019	Alhambra & Sierra Springs	Concessions water	107.51	8156
07/05/2019	AT&T (Phone)	Telephone May 2019 center and pool	324.53	8157
07/05/2019	CSRMA	Excess Liability Prem July1-Dec31 Invol...	1,253.00	8158
07/05/2019	EMERGENCY SAFETY TRAINI...	CPR/FirstAid class training 6/14/19 - Inv...	110.00	8159
07/05/2019	Emma Sutton	Refund for season pass purchased PY 5...	210.00	8160
07/05/2019	LESLIE'S POOL SUPPLIES	Pool chemicals	1,276.27	8161
07/05/2019	PG&E	Electricity & gas	2,809.65	8162
07/05/2019	Sierra Chemical Company	Chemicals	619.19	8163
07/05/2019	RONALD D. WILSON	Mileage reimbursement June 2016	213.44	8164
07/05/2019	DOLORES M. MORALES	Reimbursement supplies and mileage J...	148.38	8165
07/05/2019	KATELYNN M. CLEMONS	Reimbursement for supplies June 2019	46.48	8166
07/05/2019	UNIVERSAL BUILDING SERVI...	Janitorial service	272.60	8167
07/05/2019	Linda Colliins	Cleaning and damage deposit refund	550.00	8168
07/05/2019	Jorge Perez	Cleaning and damage deposit refund	310.00	8169
07/05/2019	Andre Barte	Cleaning and damage deposit refund	700.00	8170
07/05/2019	Luciano Navarro	Cleaning and damage deposit refund	700.00	8171
07/05/2019	Latonya Edwards	Refund for cancellation of event Oct 20	200.00	8172

Total FUND 3241 - RECREATION

33,477.37

TOTAL

33,477.37

Kent C. Peterson

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 7/2/19 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				
07/05/2019	DALE A. McDONALD	Payroll June 2019	4,031.73	5898
07/05/2019	JAMES G. BARNHILL	Payroll June 2019	4,295.24	5899
07/05/2019	UNITED STATES TREASUR...	Fed Tax Payroll Liability	1,372.24	5900
07/05/2019	EMPLOYMENT DEVELOPME...	State Tax Payroll Liability	372.27	5901
07/05/2019	CalPERS Public Employees R...	CalPERS Retire, Unfunded, 457, 19...	8,953.31	5902
07/05/2019	MEYERS NAVE	Attorney advice thru May 31	522.75	5903
07/05/2019	Streamline	Web hosting 6 months July-Dec 2019	746.40	5904
07/05/2019	CONTRA COSTA CO AUDIT...	LAFCO FY19-20 Invoice 1920-0030	1,116.16	5905
07/05/2019	AT&T (Phone)	Telephone office May 2019	130.55	5906
07/05/2019	PG&E	Electricity June 2019	2,450.54	5907
07/05/2019	Specialized Electrical Contract...	Video alarm monitoring July-Sept 2019	285.00	5908
07/05/2019	WEST COUNTY WASTEWA...	Contract services May 2019	3,264.38	5909
Total FUND 3426 - CV SANITARY - O&M			<u>27,540.57</u>	
TOTAL			<u><u>27,540.57</u></u>	

Kent Peterson

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 7/3/19 Fund: 342500 Account: 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
07/05/2019	MEYERS NAVE	Attorney advice May 2019	144.52	1117
07/05/2019	Streamline	Web hosting July-Dec 2019	111.84	1118
07/05/2019	PG&E	Electricity June 2019	298.55	1119
07/05/2019	Specialized Electrical Contractor Inc.	Video alarm monitoring July-Sept 2019	285.00	1120
07/05/2019	CONTRA COSTA CO AUDITOR-C...	LAFCO FY19-20 Invoice 1920-0030	167.24	1121
07/05/2019	CalPERS Public Employees Retire...	CalPERS share of Unfunded Liability	625.58	1122
Total FUND 3425 - PC SANITARY - O&M			<u>1,632.73</u>	
TOTAL			<u><u>1,632.73</u></u>	

Kent Peterson

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, JUNE 3, 2019

1. CALL TO ORDER: The meeting was called to order at 6:07 PM by Chairperson Vice-Chair Airoldi. Present were Commissioners Choquette, Scheer and Valentini, along with General Manager McDonald and Department Manager Wilson. Commissioners Botta, Cusack, Eskildsen, and Facilities Manager/Asst. Secretary Witschi were absent.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS:
4. CONSENT CALENDAR: The following consent items were approved unanimously (jv/lc):
 - a. Approve Minutes of May 6, 2019.
 - b. Receive Report from Facilities Manager.
5. RECREATION: None
- 6.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. McDonald presented the monthly summary worksheet and drew attention to the interest earned in the investment account for the Recreation Department. The investment balance is \$466,000 after \$70,000 was transferred to the cash operating account. The second cash conversion of the Recreation Tax held in the Advance on Taxes account has occurred. The reconciliation detail report was reviewed. No questions were raised.
- 6.b. PROPOSED FY 2019/20 BUDGET: Mr. McDonald reported on the proposed fiscal year (FY) 19/20 budget for the Recreation Department. He said the majority of the budget increase this year is allocated for the capital projects identified on the last page of the budget. In summary there will be sufficient funds in the Operations & Maintenance (O&M) General Fund to help guarantee that unforeseen scene capital replacements or a decrease in revenue will not affect the quality of services provided to the public. The department is managing its expenses well and he is comfortable with the budget presented. Ms. Scheer asked why there was a big drop for the resurfacing of the tennis court project and was curious on the slip sheet method. Mr. Wilson said he originally received bids between \$81,000 and \$65,000 for a slip sheet method and after submitting the grant to the Crockett Community Foundation (CCF) he received an estimate for \$18,000 on another method to repair the courts. As the slip sheet method was only guaranteed for five years he felt the lower bid of \$18,000 that would fill the cracks, install fiber mesh over the top, and feathering out the court would be a better use of funds. Mr. Wilson had concern of submitting another grant later this year, for which he feels the improvements are of a higher priority, to install a retaining wall along Pomona and straighten out the fence that is failing. Mr. Airoldi asked if it was a new technology being used on the courts. Mr. Wilson described it is similar to patching drywall with the fiberglass sheeting. There is no pursing. Mr. Wilson gave a brief history of the tennis courts. He said the courts, originally installed in 1921, were upgraded and resurfaced in 1987 or 1988. Mr. Valentini asked if there is money included in the budget to deal with the pine tree near the

boce courts as, in his observation, he wondered if the tree is safe and questioned if it should be removed. Mr. McDonald said there is funding built into the maintenance budget in the Parks cost center to handle the occasional tree removal throughout the year. Mr. Wilson will contact A1-Tree to take a look and get their opinion on whether or not it should be removed. Ms. Scheer asked about the increase of professional services and expenses under the administrative details page. Mr. McDonald explained that the District will need to hire a new auditor for the upcoming review of this fiscal year and, along with our new attorney, expenses for this cost center are expected to rise substantially compared to prior years. A motion to accept the proposed budget as presented carried unanimously (lc/as).

7.a. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in May. Mr. McDonald said the Board adopted a resolution accepting the recommendation to continue the Recreation Special Tax of \$110 per residential parcel, approved sending out a Request-For-Proposal for financial audit services for the District, and adopted an ordinance accepting the informal bidding procedures of the California Uniform Public Construction Cost Accounting Act.

7.b. AUGUST MEETING: A motion to cancel the August Recreation Commission meeting carried unanimously (lc/jv).

8. REPORT OF DEPT. MANAGER: Mr. Wilson gave the department managers report. He said the Walk of Honor event had a good turnout. A mailing was sent to all residents in Crockett and Port Costa and he did notice more local people were in attendance this year. About \$40,000 was raised with half of the funds, \$20,000, to be returned to the District for the Memorial Hall project. The Crockett Community Foundation (CCF) will match \$5,000 bringing the total this year raised to \$25,000. Mr. Wilson reported that all lifeguards have been hired and the pool is fully staffed. All but one person who took the lifeguard class passed. He was able to promote three returning employees to aquatics management positions. He is happy with the choices and with the work that they are doing. He said the pool will open daily for the summer starting next week. Part of the gazebo has some extensive dry rot and the Recreation Department has contracted with Chuck Dell to repair that area. You will see the work has already begun. In addition boards on the front porch of the Crockett Community Center auditorium need to be replaced. They are tongue and groove style and Chuck Dell has been hired to replace these boards as well. The composite wood steps heading down from the entrance are in bad shape and will be replaced with redwood treads as well. Today the pool hosted over 100 kids for their fourth grade party. The fifth grade class will have their party tomorrow and the six grade class party will be held Thursday keeping staff quite busy this week. Mr. Wilson reported that there was support from a few CCF board members who are willing to award a grant for the higher bid proposal of \$81,000 for the slip sheet method project for tennis court resurfacing. He will know more Thursday at the CCF meeting whether they will approve the grant requested at the lower or higher amount. Regarding the architectural project at the Crockett Community Center auditorium you may remember that the bids received came in way too high to begin construction of the covered deck. The county required ADA improvements to the entranceway into the community center, which kept the project from moving forward at the time due to increased costs. A while ago, \$8,000 of the architectural grant that was unspent was returned to the CCF along with a letter stating we may ask if we could have the \$8,000 back to pay for architectural services to lessen the scope of work and separate the community center deck project into two projects. The architect is willing to review and make the deck project more affordable by changing the design of the deck and splitting out the ADA entrance improvements for a second phase. The CCF will be discussing returning the \$8,000 at its next meeting. Mr. McDonald said that, unless there is an objection, if the CCF awards the grant of \$81,000 versus \$18,000 that he would adjust the Recreation Department Capital Project budget accordingly before the District Board considered it on June 26. The commission would support the adjustment if needed.

9. COMMISSIONER REPORTS: Ms. Choquette wanted to know if there was a policy in place for commissioners missing too many meetings. She is concerned with David Botta being absent and the upcoming summer vacations that there would not be enough people to obtain a quorum. Mr. McDonald will contact Ms. Eskildsen and see if she is still interested in serving on the Recreation Commission and will report back to the commission on the policy currently in place regarding missed meetings. A comment was made that the District website still shows an announcement a vacancy on the Recreation Commission page. Mr. McDonald will check into it and have it removed if it is there.

10. FUTURE AGENDA ITEM: Mr. McDonald said the future agenda item "Consider termination of waterfront lease and impact on waterfront access and recreation" is still pending. He said once he hears more from the State Lands Commission he may then bring the question back to the commission.

11. COMMISSIONER COMMENTS: No reports.

12. ADJOURNMENT: The meeting was adjourned at 6:43 PM until July 1, 2019.

Respectfully submitted,



Dale McDonald
June 24, 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
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MINUTES OF REGULAR MEETING, JUNE 3, 2019

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Angell. Present were Committee members Cardwell, Melero, Valentini and Wais. Committee members Botta and Currington were absent.
2. AGENDA ORDER: No requests for items out of order.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: The Crockett Signal is available for purchase. The Lions Pasta feed is on June 29. Discussion was held on the possibility of a community potluck or reception to celebrate Medoro Pagni's 100th birthday next year as a town wide recognition for all his contributions to the community.
- 4.a. REPORT FROM DEPUTY: Deputy Spangler reported that she is still working on the same projects. She is working with Code Enforcement to remove the RV that is nearby the flood control gate between the Dead Fish and Vista Point. It's located below/close by the billboard. Discussion was held regarding dogs off leash at Alexander Park during all times of the day. There is signage but it needs to be updated which falls under the Animal Control Department. PG&E is using the Nantucket parking lot area for a staging area for their updates/repairs in Crockett. The gates are unlocked during their business hours and they are providing a Guard 24/7 for the staging area. Excess broken glass was mentioned at the park and ride/bridgehead area. The sheriff hasn't received any calls of complaint.
- 4.b. REPORT FROM CHP ON TRAFFIC ISSUES: John Angell read from an email he received from the CHP. Officer LeViste wrote that CHP tracked down a truck that was spinning donuts in Rodeo and Crockett. He does have witnesses to the donut spinning and is pursuing the matter.
- 4.c. NEIGHBORHOOD WATCH: No report. No interest being shown by the community in the watch program at this time.
- 5.a. AD HOC ILLEGAL SIDE SHOW: The Ad-Hoc Side Show Committee reported that there were only two members present at their meeting, but they continued to brainstorm for ideas to minimize/stop the sideshows. Bulb outs and narrower crosswalk corners were mentioned. John Angell will ask the County, Monish and DeLa O if it's a funding issue and can gas taxed monies be used. How can we impose safety, need funds. The idea was surfaced that we have a green light installed similar to the one in Rodeo advising drivers to yield to pedestrians in the crosswalk at the Dead Fish.
- 5.b. AUGUST MEETING: A motion to cancel the August Police Liaison meeting carried unanimously (jv/sm).

6. REPORTS FROM COMMITTEE MEMBERS: John Angell reported that a "Stop the Bleed" workshop was held at John Swett High School. ConFire, AMR and our Fire Department assisted in the training. It was a success.

7. CONSENT CALENDAR: The consent items were approved unanimously (mw/sm):

- a. Approve Minutes of May 6, 2019
- b. Approve Financial Report.

8. FUTURE AGENDA ITEMS:

- Safe refuge bulb outs at Merchant and Pomona.
- Consider zoning issues.
- Consider survey to identify community priorities.

9. ADJOURNMENT: The meeting was adjourned at 7:23 PM until July 1, 2019.

Respectfully submitted,
Barbara Cardwell

PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525
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MINUTES OF REGULAR MEETING, June 12, 2019

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Vice Chairperson Cusack. Present were Commissioners Scheer, Beauchemin and Mann along with Dept. Manager Barnhill and General Manager McDonald. Mr. Surges was absent excused.

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

3. PUBLIC COMMENTS: None.

4. PUBLIC HEARING: None.

5.a. DISTRICT BOARD ACTIONS: None

5.b. SELF-MONITORING REPORT: The Commission received the cover letter for the April electronic Self-Monitoring Report (eSMR). The report was certified and submitted through the California Integrated Water Quality System (CIWQS). No violations occurred in April.

5.c. RECEIVE PORT COSTA SEWER USE CHARGE STUDY REPORT FOR FY 2019/20: Mr. McDonald reported that even though a Sewer Use Charge (SUC) increase was not adopted a SUC Study Report is required. He said staff time to complete the report was not substantial. Notification to the public was completed by posting to the newspaper. A consensus of the Commission recommended to the District Board to accept the SUC Study Report for FY 2019/20 (as/jm).

5.d. RECEIVE NOTICE OF PUBLIC HEARING: Mr. McDonald reported the Notice of Public Hearing on the budget and on overruling objections will be held on June 26, 2019. The draft resolution overruling objections to the method of collection of sewer service charges for Port Costa was received and will be considered at the Board Hearing.

6.a. FINANCIAL REPORT: The Commission received the monthly Summary Worksheet. No questions were raised.

6.b. RECEIVE 11 MONTH FINANCIAL AND PRELIMINARY FY 2019/20 BUDGET REPORTS: Mr. Barnhill reported that Chemical expense was increased \$2,500 as a placeholder for the potential treatment of fats oil and grease (FOG), sludge, and H₂S in the septic tank, after the tank is cleaned. Mr. Barnhill said partial septic tank cleaning will continue as needed per Valley Operators request in advance of full tank cleaning. He said the remaining budget for septic tank cleaning is \$43,000. Mr. Barnhill said a full tank cleaning proposal was received, the amount is \$172,723, if baffle repairs are needed that work would be billed on time and material. He said the engineering inspection which is budgeted at \$35,000 cannot be completed thoroughly unless the tank is emptied enough to allow entry. It was decided to bring the septic tank cleaning proposals along with other ideas back to a future meeting. Mr. Mann asked if anything else was changed in the budget report that should be discussed. Mr. McDonald said only minor adjustments were made throughout the budget review process. A minor correction to interest income was noticed and it will be changed before the final is

submitted to the Board. He said the adjustments do not substantially affect the bottom line and end of year balance.

7.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported that no Sanitary Sewer Overflows (SSO's) occurred in May. He said Valley Operators reported to him that they continue weeding and plan to use a crew to complete the job. Mr. Barnhill said he received a storm system map from Contra Costa County Public Works. The map shows the alignment of the storm system throughout town, with the apparent bulk of flow originating from the reservoir. The storm line traverses under the school building, crosses Canyon Lake Drive, traveling along the NW side of Canyon Lake Drive parallel to the public sewer. Mr. Barnhill said Valley Operators plan to install the door louver on the wastewater treatment plant (WWTP) pump room door. Mr. Mann said he would like to install the louver, the commission had no objections. Mr. Barnhill gave Mr. Mann a project log and requested to meet Mr. Barnhill in the near future at the WWTP to install the louver. Mr. Barnhill said it was noticed the WWTP pump room ventilation fan only turns on when the lights are switched on. He said the fan should operate continuously to allow fresh air to circulate in the room for operator safety and to vent moisture. He said excessive moisture will contribute to rust buildup. He said Valley Operators plan to disconnect the fan from the light switch to allow continuous ventilation. Mr. Barnhill reported that West County Wastewater District researched the need to add a remote shutoff switch and perform other previously discussed tasks do not pertain to District generators. Mr. McDonald reported that he submitted a declaration statement on a private dispute between property owners on Prospect Avenue. He advised the Commission that Mr. Mann and Mr. Beauchemin would have to recuse themselves from discussions pertaining to the dispute due to their proximity to the properties. He said that Mr. Mackenzie would also have to recuse himself from the District Board for the same reason if the Board has to address the issue.

7.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

7.c. STAFF ANNOUNCEMENTS: None.

8.a. BUDGET & FINANCE COMMITTEE REPORT: None

8.b. INTER-AGENCY MEETINGS: None.

9. CONSENT CALENDAR: The consent item was approved unanimously (as/rb):
a. Approve Minutes of May 8, 2019.


10. FUTURE AGENDA ITEMS:

Consider cancelling August 14 meeting. (July)
Engineering proposal to inspect and assess septic tank.
Receive proposal to pump septic tank and repair baffles.

11. COMMISSIONER COMMENTS: It was mentioned that 58 Canyon Lake Drive, with the sewer under the kitchen, caught fire and was extensively damaged. Mr. McDonald will make sure to check with the County Planning Department that the Port Costa Sanitary Department receives plan notifications similar to Crockett.

12. ADJOURNMENT: The meeting was adjourned at 8:01 PM until July 10, 2019.

Respectfully submitted,


James Barnhill
June 17, 2019

DRAFT

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

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MINUTES OF REGULAR MEETING, JUNE 19, 2019

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Wais. Present were Commissioners Adams, Bartlebaugh, Manzione and Wolthuis, along with General Manager McDonald. Assistant Dept. Manager Barnhill and Asst. Secretary Witschi were absent excused.
2. AGENDA ORDER: There were no requests to change the agenda order.
3. PUBLIC COMMENTS: None
- 4.a. PUBLIC HEARING – 2 CROLONA HEIGHTS: Mr. McDonald reported the property owner still has not notified the department that the cleanout cap has been reinstalled. Mr. Adams said he believed this house was inherited and that the new owner is the son, a veteran, who may be away and that is why we have not heard anything. A motion to impose a fine of \$200 against the property and scheduled a third hearing carried unanimously (jw/mm).
- 4.b. PUBLIC HEARING – 545 WINSLOW: Mr. McDonald reported the owner is under contract to replace the sewer but the contractor is scheduled out through July. A motion to continue the hearing till August to allow work to be completed carried unanimously (jw/mm).
- 4.c. PUBLIC HEARING – 601 WINSLOW: Mr. McDonald reported the property owner originally planned to turn in a video inspection but none has been received to date. A motion to record the Notice of Violation on the deteriorated building sewer carried unanimously (mw/sb).
- 4.d. PUBLIC HEARING – 14 ROLPH PARK DRIVE: Mr. McDonald reported owner is waiting for another estimate and asked if he can have another month to get another bid. A motion to continue the hearing for one month carried unanimously (mm/ha).
5. CONSENT CALENDAR: The consent item was approved unanimously (sb/mm):
 - a. Approve Minutes of May 15, 2019, as corrected, noting Scott Bartlebaugh made the motion to accept the consent calendar last month.
6. REPORT OF CONSULTING ENGINEER: Staff met with W.W. Housen earlier today to discuss Flygt control system, hydraulic study, and Sewer System Management Plan (SSMP).
- 7.a. ENFORCEMENT ACTIONS: The Commission received the report on recent enforcement actions. Mr. Manzione asked about 574 Alhambra and what staff meant by forced video inspection. Mr. McDonald said he needs to discuss with our attorney the proper notice requirements to access the building with a contractor to perform a video inspection of the sewer lateral. There is no outside cleanout and inspection is only possible by entering the basement area of the house. He believes a court order may be required with possible Sheriff involvement as the non-completed video inspection of the building sewer does not constitute

an emergency. He said that all costs associated with the enforcement action, including inspection and court costs, can be recovered from the property owner.

7.b. SEWER USE CHARGE STUDY REPORT: Mr. McDonald said a report is part of the requirement to place the sewer use charges for FY 19/20 on the tax roll. It is a simplified report as compared to the full report required if a sewer use charge increase were to be proposed. Mr. Bartlebaugh asked if Port Costa may need another loan to address some of their issues they might face next year. Mr. McDonald said not anytime soon as there are a lot of questions that need to be investigated by the Port Costa Sanitary before a loan can even be considered. Mr. McDonald said the Crockett Sanitary Department could absorb an inter-department loan of up to \$250K but anything greater would require the Port Costa Sanitary Department to look for another source of funding.

8.a. 11 MONTH FINANCIAL REPORT AND PROPOSED BUDGET: Mr. McDonald presented the proposed budget report. Staff added \$40K to the budget for hydraulic study as required by our SSMP. In addition to the highlights of proposed changes he informed the Commission on recent action by the Personnel Committee proposing cost-of-living adjustments for the District's employee salary schedule. Mr. McDonald also said the District's Budget & Finance Committee discussed the salary adjustments but did not make a recommendation. The Board will consider action at their next meeting. Property Tax Revenue and RTS Grant Funding will be lower in FY 19/20. The District will be considering reapportioning the District's ad valorem property tax between the Crockett Sanitary Department and Crockett Recreation Department resulting in a slight drop in property tax revenue allocated to the Crockett Sanitary Department in FY 19/20. The Crockett Sanitary Commission discussed the impact the property tax reapportionment policy would have on the Crockett Sanitary Department. Concern was raised that the drafted policy to reapportion the ad valorem property tax left open the possibility that the taxes can be used for other yet undefined needs of the District, in effect leaving a balance in the fund that can be interpreted by the public as a "slush" fund. The Commission expressed their support of the reallocation if the intent of the Board is to restrict funds to the Crockett Sanitary Department and Crockett Recreation Department as they are the current beneficiaries of the tax reapportionment. The Commission suggested the language of the draft resolution may need to be clarified, especially line item #4. The proposed budget includes \$305,920 in property tax revenue for the Crockett Sanitary Department, a decrease in allocation from 85.45% to 82.03%, based on anticipated Board adoption of the new allocation policy. Commissioner Wolthuis commented that at some point the District Board has to look at the impact too step of a rise in salary and benefit costs may have on the taxpayers, taking into consideration the burden it may place on them. Due diligence is required when the Board considers whether to provide salary and benefit increases, keeping in mind that it is public money that is being spent. The Commission supports salary increases and expanding benefits but questioned the impact doing both at the same time would have on the budget. Mr. McDonald reported on the cost allocation formulas used for commercial general liability and said new information on risk exposure has been received which indicate that the Recreation Department should be paying a larger share of the liability premium. It was the consensus of the Crockett Sanitary Commission to support the liability cost allocation rates this year as originally presented in the budget. A motion to accept the budget as presented carried unanimously (mm/jw).

8.b. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. No questions were raised.

9.a. NOTICE OF PUBLIC HEARING AND DRAFT RESOLUTION: Mr. McDonald shared the notice and draft resolution overruling objections to the method of collection of sewer service charges for Crockett to the Commission. No suggested changes were made. The resolution will be presented to the District Board on June 26.

9.b. DISTRICT BOARD ACTIONS: Mr. McDonald reported no actions related to the Crockett Sanitary Department were taken by the District Board in May.

10.a. STAFF REPORT ON OPERATIONS: Mr. McDonald presented the department managers report on operations, maintenance, and capital improvements. A revised West County Wastewater District report for February 2019 is included in the packet which corrects flow data reported during the storm events early that month. In addition to what was in the written report he said staff met with our District Engineer Vivian Housen earlier today to discuss the next steps in the MCC Panel replacement project. Mr. Manzione asked about the MCC Panel project and Carquinez Middle School project and its impact on the department.

10.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

10.c. STAFF ANNOUNCEMENTS: None

11.a. WASTEWATER COMMITTEE REPORT: None

11.b. BUDGET & FINANCE COMMITTEE REPORT: None

11.c. AD HOC COMMITTEES REPORT: None

11.d. INTER-AGENCY MEETINGS: None

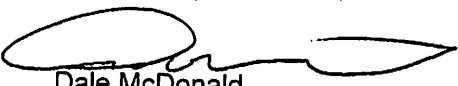
12. FUTURE AGENDA ITEMS:

- Authorization of capital projects (August).
- Consider recommended enforcement actions.
- Recommend award of contract(s)
- Recommend payment for sewer project(s).

13. COMMISSIONER COMMENTS: Mr. Adams asked staff if they have heard of the buildup of plastic microfibers in the ocean. Mr. McDonald said he has read about it and mentioned that State regulatory agencies are aware as well. Mr. Manzione asked if there is an update on switching to By-district vs. At-large elections. Mr. McDonald said the attorney who is sending letters in the greater Bay Area are targeting larger districts that have disadvantaged community representation and that our District is not planning to change how it holds elections at this time.

14. ADJOURNMENT: The meeting was adjourned at 8:52 PM until August 21, 2019. The July 17 meeting will be cancelled as Mr. Bartlebaugh, Mr. Manzione, and Mr. Wolthuis will be unavailable.

Respectfully submitted,


Dale McDonald
June 26, 2019

Resignation from Recreation Commission

via email – July 7, 2019 - vanessaeskildsen@gmail.com

My deepest apologies for my absence. My work and life schedule gets extremely hectic in summer (and the lead up to summer) as I am a Camp Director. I am not able to sit on the commission at that time and would like to formally submit my resignation.

Please let me know if there is anything else I need to do.

It's been a pleasure being involved with the commission and serving the community. Please feel free to reach out and use me as a resource if ever needed.

Best,
Vanessa

q. b.

RESOLUTION

NO. 19/20-06

A RESOLUTION RE-APPOINTING COMMISSIONER

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. 06/07-10 determined that the term of office of a commissioner shall be 24 months.

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

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held in Crockett on July 24, 2019 by the following vote:

AYES:

NOES:

ABSENT:

Kent Peterson, President

ATTEST:

Dale McDonald
District Secretary

9.c.

RESOLUTION

NO. 19/20-07

**AUTHORIZING THE CREATION OF AN ORDINANCE TO
ADD TO, AMEND, AND CORRECT THE DISTRICT CODE
OF THE CROCKETT COMMUNITY SERVICES DISTRICT**

WHEREAS, the Crockett Community Services District ("District") adopted its District Code by Ordinance No. 05-1 on January 19, 2005 pursuant to the provisions of Government Code Section 50022.1-50022.8, 50022.10 and Health and Safety Code Section 6491.2; and

WHEREAS, the District, officially formed on July 13, 2006, as successor to the concurrently dissolved Crockett-Valona Sanitary District, is now a community services district with authority to adopt ordinances pursuant to the procedure used by counties under Government Code Title 6, Division 3, Part 2, Chapter 5, Section 6160(a) by following the procedures of Article 7 (commencing with Section 25120) of Chapter 1 of Part 2 of Division 2 of Title 3.; and

WHEREAS, the District has added to, amended, and corrected the District Code by ordinance since originally adopted in January 2005; and

WHEREAS, Government Code Section 25126 allows any or all ordinances of which have been enacted and published in accordance with the provisions of its charter or this article, and which have not been repealed, may be compiled, consolidated, revised, indexed, including such restatement and substantive change as is necessary in the interest of clarity, and arranged as a comprehensive ordinance code; and

WHEREAS, the District has identified the need make various additions to, amendments, and corrections to the District Code, the District Board finds it prudent to take the following actions a this time.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Crockett Community Services District that it proposes to introduce and adopt an ordinance repealing and replacing the District Code with portions to be maintained in original form along with changed provisions to facilitate codification of the District Code; and

BE IT FURTHER RESOLVED that the Board directs the General Manager to prepare an Ordinance Summary, in conjunction with the District Counsel, pursuant to Government Code section 25124; and

BE IT FURTHER RESOLVED that the Ordinance Summary shall be published and circulated once in the West County Times at least 5 days prior to the next regular District Board meeting set to introduce and read the ordinance; and

9.d.

BE IT FURTHER RESOLVED that the Board directs the General Manager or designee of the District to schedule a public hearing to consider adopting an ordinance to repeal and replace the District Code originally adopted on January 19, 2005 by Ordinance No. 05-1.

I CERTIFY that at a regular meeting on this 24th of July, 2019 this resolution was passed and adopted by the Board of Directors of Crockett Community Services District by the following vote:

AYES:

NOES:

ABSENT:

Kent Peterson
President of the Board of Directors
Crockett Community Services District
Crockett, California

ATTEST:

Dale McDonald
Secretary of the District
Crockett Community Services District
Crockett, California

CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525

850 Pomona Street

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website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

END-OF-YEAR

PREPARED FOR BD. MTG: 7-24-19

LATEST FUND REPORT: 7-11-19

CCSD FUND 3240

CCSD FUND 3240

CASH CARRIED FORWARD:
REC DEPT: \$6,257.61

CASH CARRIED FORWARD:
CVSAN DEPT: \$24,373.22

ACTIVITY:

ACTIVITY:

HOPTR 2nd 50% FY1819 \$160.46
 CLOSE CY SEC ADV \$1,424.06
 PY SEC & UNS TRNS \$683.43
 CY SEC & UNS TRNS \$410.64
 PROP TAX SUPP \$12.98
 PROP TAX - UNITARY (\$0.43)

HOPTR 2nd 50% FY1819 \$942.43
 CLOSE CY SEC ADV \$8,363.97
 PY SEC & UNS TRNS \$4,014.01
 CY SEC & UNS TRNS \$2,411.81
 PROP TAX - SUPP \$76.24
 PROP TAX - UNITARY (\$2.50)

CASH BALANCE (Rec): \$8,948.74

CASH BALANCE (CVSan): \$40,179.19

ADV ON TAXES (Rec): (\$30.51)

ADV ON TAXES (CVSan): (\$183.00)

060 Adv beginning bal \$1,465.05
 Close CY SEC Adv (\$1,424.06)
 Correction Appor \$11.75
 Correct Adj Split (\$52.74)

060 Adv beginning bal \$8,242.22
 Close CY SEC Adv (\$8,363.97)
 Correction Appor \$69.01
 Correct Adj Split \$52.74

Ending Balance \$0.00

Ending Balance (\$0.00)

160 Supplmt begin bal \$1,063.55
 PY SEC & UNS Trns (\$683.43)
 CY SEC Trsn (\$410.64)
 Ending Balance (\$30.52)

160 Supplmt begin bal \$6,242.83
 PY SEC & UNS Trns (\$4,014.01)
 CY SEC Trsn (\$2,411.81)
 Ending Balance (\$182.99)

FUND BALANCE (Rec): \$8,918.23

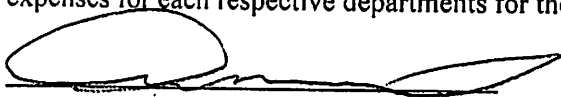
FUND BALANCE (CVSan): \$39,996.19

TOTAL BALANCE: \$48,914.42

CROCKETT COMMUNITY SERVICES DISTRICT
INVESTMENT REPORT
AS OF JUNE 30, 2019

<u>Beginning invested balance:</u>	<u>6/1/2019</u>	<u>\$ 4,734,152.85</u>
 <u>RECREATION DEPT. OPERATING FUND 3241</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.57% as of 6/30/2019		\$ 466,095.77
Activity: Transfer to cash (6/4)		\$ (35,000.00)
Ending balance:		\$ 431,095.77
 <u>MAINTENANCE DEPT. OPERATING FUND 3242</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.57% as of 6/30/2019		\$ 144,009.54
Activity: No activity		\$ -
Ending balance:		\$ 144,009.54
 <u>PORT COSTA SANITARY DEPT. OPERATING FUND 3425</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.57% as of 6/30/2019		\$ 120,939.31
Activity: Transfer to cash (6/4)		\$ (15,000.00)
Ending balance:		\$ 105,939.31
 <u>CROCKETT SANITARY DEPT. OPERATING FUND 3426</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.57% as of 6/30/2019		\$ 3,060,196.04
Activity: Transfer to cash (6/4)		\$ (70,000.00)
Ending balance:		\$ 2,990,196.04
 <u>CROCKETT SANITARY DEPT. CONSTRUCTION FUND 3427</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.57% as of 6/30/2019		\$ 873,734.53
Activity: No activity		\$ -
Ending balance:		\$ 873,734.53
 <u>CROCKETT SANITARY DEPT. CAPITAL RESERVE FUND 3429</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.57% as of 6/30/2019		\$ 69,177.66
Activity: No activity		\$ -
Ending balance:		\$ 69,177.66
<u>Closing invested balance:</u>	<u>6/30/2019</u>	<u>\$ 4,614,152.85</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: 7/15/2019

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 7-24-19

LATEST FUND REPORT: 7-11-19

OPERATING FUND 3241

CASH CARRIED FORWARD: \$62,244.47

INVESTED BALANCE: \$431,095.77

No activity \$0.00

ACTIVITY:

NET INVESTED: \$431,095.77

CHECKS AND PAYMENTS

Warrants (8075-8119) (\$24,854.03)

\$52,437.82 c/d deposits

Wells Fargo CC Fees (\$160.94)

\$378,657.95 avail. funds

Cash Under (\$34.00)

Concession supplies (\$10.00)

Bld Repair RodeoHrdw (\$8.25)

Payroll recovery \$0.00

(\$1,766.29 for June pending)

FUND BALANCE: \$520,678.53

DEPOSITS AND CREDITS

Comm Center Rentals \$12,546.00

*** Below held in cash account ***

C/D BEGINNING BALANCE: \$48,787.82

Outside classes \$90.00

c/d deposit receipts \$5,750.00

Cleaning/Damage Depos: \$5,750.00

c/d deposit refunds (\$2,100.00)

Security Services \$1,494.00

Trnsfr recovery \$0.00

Cleaning Services \$960.00

NET C/D ENDING BALANCE: \$52,437.82

Aquatics rents \$2,046.00

CAP / RESTRICTED BAL: \$864.39

Concessions \$2,876.55

Revenue (Donations) \$ -

Swim admission fees \$8,662.15

Cap Exp. Microwave \$ (385.76)

Aquatic season passes \$4,690.00

NET CAPITAL REPL. BAL: \$478.63

Swim lessons \$6,261.00

POLICE LIAISON BALANCE: \$7,958.16

Tennis Restroom Keys \$76.00

Fines & Fees Apr May \$381.94

Other sales \$80.00

EOY corr adjstmt (\$111.24)

Cash over \$261.95

NET PLC ENDING BALANCE: \$8,228.86

CPR Class \$120.00

Recovery RW gum \$8.00

XTMAS LIGHT BALANCE: \$1,043.11

Trns from Adv on Tax \$5,720.00

CROCKETT CERT ACTIVITY:

Payroll recovery \$381.92

CERT Beginning Bal: \$0.00

Parking fines \$381.94

No activity \$0.00

CERT Ending Balance: \$0.00

CASH BALANCE: \$89,582.76

ADV ON TAXES: \$5,720.00

PETTY CASH BALANCE: \$60.00

Close CY REC Tax (\$5,720.00)

TAXES held in 3240: \$ 8,918.23

CO.charges in 3240: \$ -

NET ADV ON TAXES: \$0.00

ACCRUED CREDIT: \$ 8,000.00

PY due from MAINT Dept.

8:42 AM

07/13/19

CROCKETT COMMUNITY SERVICES DISTRICT
Reconciliation Detail
FUND 3241 - RECREATION, Period Ending 07/11/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							499,060.24
Cleared Transactions							
Checks and Payments - 45 Items							
Check	06/21/2019	8119	U.S. BANK	Various	X	-3,614.97	-3,614.97
Check	06/21/2019	8109	Anthony Polcari	Hillside weed/grass fire clea...	X	-2,500.00	-6,114.97
Paycheck	06/21/2019	8077	SUSAN G. WITSCHI	Payroll June 1-15, 2019	X	-1,578.52	-7,693.49
Check	06/21/2019	8113	LESLIE'S POOL S...	Pool chemical supplies	X	-1,308.94	-9,002.43
Check	06/21/2019	8115	PG&E	Gas & Electricity	X	-1,254.17	-10,256.60
Check	06/21/2019	8117	TERRACARE ASS...	New irrigation controller inst...	X	-1,200.00	-11,456.60
Check	06/21/2019	8107	Fox Electric	GF1 outlet installations	X	-875.00	-12,331.60
Paycheck	06/21/2019	8075	DOLORES M. MO...	Payroll June 1-15, 2019	X	-834.25	-13,165.85
Paycheck	06/21/2019	8076	KATELYNN M. CL...	Payroll June 1-15, 2019	X	-766.86	-13,932.71
Paycheck	06/21/2019	8088	HARIKESH SHRI...	Payroll June 1-15, 2019	X	-753.58	-14,686.29
Paycheck	06/21/2019	8092	KARA D. BROWN	Payroll June 1-15, 2019	X	-739.85	-15,426.14
Check	06/21/2019	8110	Michelle Roybal	Cleaning and damage depo...	X	-700.00	-16,126.14
Check	06/21/2019	8112	Carmen Hernandez	Cleaning and damage depo...	X	-700.00	-16,826.14
Check	06/21/2019	8111	Laali Gonzales	Cleaning and damage depo...	X	-700.00	-17,526.14
Liability Check	06/21/2019	8104	STATE COMPENS...	Workers Comp	X	-608.45	-18,134.59
Paycheck	06/21/2019	8100	NAYA K. MURDOCK	Payroll June 1-15, 2019	X	-585.83	-18,720.42
Check	06/21/2019	8108	G & C Refrigeration...	Freezer and bar cooler repa...	X	-426.45	-19,146.87
Paycheck	06/21/2019	8090	JOSHUA A. WENTZ	Payroll June 1-15, 2019	X	-402.23	-19,549.10
Paycheck	06/21/2019	8085	DENISSE V. COR...	Payroll June 1-15, 2019	X	-394.56	-19,943.66
Check	06/21/2019	8116	Sierra Chemical Co...	Sodium Hypochlorite invoic...	X	-393.16	-20,336.82
Paycheck	06/21/2019	8099	NATHAN B. ROCK	Payroll June 1-15, 2019	X	-380.76	-20,717.58
Check	06/21/2019	8118	UNIVERSAL BUIL...	Janitorial services	X	-373.60	-21,091.18
Paycheck	06/21/2019	8103	STELLA T.E. MAN...	Payroll June 1-15, 2019	X	-365.08	-21,456.26
Paycheck	06/21/2019	8095	MADISON A. KOZI...	Payroll June 1-15, 2019	X	-364.91	-21,821.17
Paycheck	06/21/2019	8096	MADISON N. UDY	Payroll June 1-15, 2019	X	-362.19	-22,183.36
Paycheck	06/21/2019	8084	CASSANDRA D. C...	Payroll June 1-15, 2019	X	-243.23	-22,426.59
Paycheck	06/21/2019	8082	ARIANA M. BUGGS	Payroll June 1-15, 2019	X	-231.04	-22,657.63
Paycheck	06/21/2019	8078	HARLEY W. MAN...	Payroll June 1-15, 2019	X	-205.72	-22,863.35
Paycheck	06/21/2019	8089	JOCELYN M. OSTI	Payroll June 1-15, 2019	X	-202.30	-23,065.65
Paycheck	06/21/2019	8102	SOPHIA R. AYALA	Payroll June 1-15, 2019	X	-202.29	-23,267.94
Paycheck	06/21/2019	8098	MONICA A. MUNOZ	Payroll June 1-15, 2019	X	-178.18	-23,446.12
Paycheck	06/21/2019	8087	GABRIEL J. OSTI	Payroll June 1-15, 2019	X	-172.36	-23,618.48
Paycheck	06/21/2019	8086	ELEXIA B. PONT...	Payroll June 1-15, 2019	X	-158.89	-23,777.37
Paycheck	06/21/2019	8097	MARLO P. HATCH	Payroll June 1-15, 2019	X	-153.57	-23,930.94
Check	06/21/2019	8106	BAY AREA NEWS ...	Publishing Ord 19-1 ac 200...	X	-142.87	-24,073.81
Paycheck	06/21/2019	8101	ROSE C. SCOTT	Payroll June 1-15, 2019	X	-134.56	-24,208.37
Paycheck	06/21/2019	8079	TREVOR B. DEES	Payroll June 1-15, 2019	X	-133.29	-24,341.66
Paycheck	06/21/2019	8091	JUSTIN T. CROW	Payroll June 1-15, 2019	X	-120.24	-24,461.90
Paycheck	06/21/2019	8080	ANA B. GAMERO-...	Payroll June 1-15, 2019	X	-120.24	-24,582.14
Check	06/21/2019	8105	LINCOLN FINANCI...	LTD & STD insurance July ...	X	-69.19	-24,651.33
Paycheck	06/21/2019	8081	ANDREW LOPEZ-...	Payroll June 1-15, 2019	X	-55.41	-24,706.74
Paycheck	06/21/2019	8093	KELSEY S. O'SHEA	Payroll June 1-15, 2019	X	-52.64	-24,759.38
Paycheck	06/21/2019	8094	MADELINE H. LEV...	Payroll June 1-15, 2019	X	-52.15	-24,811.53
Paycheck	06/21/2019	8083	ASHER H. LABINSKI	Payroll June 1-15, 2019	X	-22.62	-24,834.15
Check	06/21/2019	8114	LINCOLN AQUATI...	Rope floats and pool rope	X	-19.88	-24,854.03
Total Checks and Payments						-24,854.03	-24,854.03
Deposits and Credits - 41 Items							
Deposit	06/14/2019			Pool Deposit #14	X	452.25	452.25
Deposit	06/14/2019			Pool Deposit #13	X	1,165.30	1,617.55
Deposit	06/14/2019			Pool Deposit #11 - cc	X	1,229.25	2,846.80
Deposit	06/14/2019			Comm Ctr Deposit	X	2,130.70	4,977.50
Deposit	06/14/2019			Pool Deposit #12, Rent, We...	X	2,316.81	7,294.31
Deposit	06/14/2019			Pool Deposit #11	X	2,395.75	9,690.06
Deposit	06/14/2019			Pool Deposit #12	X	2,609.25	12,299.31
Deposit	06/17/2019			Pool Deposit #16	X	104.25	12,403.56
Deposit	06/17/2019			Pool Deposit #17	X	191.25	12,594.81
Deposit	06/18/2019			Pool Deposit #13, Rent/CDI/...	X	4,533.50	17,128.31
Deposit	06/19/2019			Pool Deposits 14-16 / CPR ...	X	1,120.75	18,249.06
Deposit	06/21/2019			Pool Deposit #17 - cc	X	239.00	18,488.06
Deposit	06/21/2019			Pool Deposit #19, Booking -...	X	445.00	18,933.06
Deposit	06/24/2019			Pool Deposit #18 - cc	X	456.50	19,389.56
Transfer	06/25/2019			Pool Deposit #20 - cc	X	1,096.00	20,485.56
Deposit	06/25/2019			Payroll recovery June 1-15 ...	X	20.18	20,505.74
Deposit	06/25/2019			Pool Deposit #21	X	195.75	20,701.49

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07/13/19

CROCKETT COMMUNITY SERVICES DISTRICT
Reconciliation Detail
FUND 3241 - RECREATION, Period Ending 07/11/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Deposit	06/25/2019			Pool Deposit #22	X	230.75	20,932.24
Deposit	06/25/2019			Pool Deposit #18	X	269.75	21,201.99
Deposit	06/25/2019			Pool Deposit #15	X	322.25	21,524.24
Deposit	06/25/2019			Pool Deposit #24 - cc	X	350.75	21,874.99
Transfer	06/25/2019			Payroll recovery June 1-15 ...	X	361.74	22,236.73
Deposit	06/25/2019			Pool Deposit #19	X	482.30	22,719.03
Deposit	06/25/2019			Pool Deposit #23	X	818.50	23,537.53
Deposit	06/25/2019			Pool Deposit #24	X	965.25	24,502.78
Deposit	06/25/2019			Pool Deposits 21-23, Rent ...	X	2,695.75	27,198.53
Deposit	06/25/2019			Comm Ctr Deposit	X	7,241.00	34,439.53
Deposit	06/28/2019			Pool Deposit #27	X	233.75	34,673.28
Deposit	06/28/2019			Pool Deposit #20	X	240.30	34,913.58
Deposit	06/28/2019			Pool Deposit #25	X	341.25	35,254.83
Deposit	06/28/2019			Pool Deposit #28	X	401.50	35,656.33
Deposit	06/28/2019			Pool Deposit #26	X	411.50	36,067.83
Deposit	06/28/2019			Comm Ctr Deposit	X	2,908.24	38,976.07
Deposit	07/01/2019			Pool Deposit #27 - cc	X	164.00	39,140.07
Deposit	07/01/2019			Pool Deposit #29	X	265.50	39,405.57
Deposit	07/01/2019			Pool Deposit #26 - cc	X	283.00	39,688.57
Deposit	07/01/2019			Pool Deposit #31	X	463.25	40,151.82
Deposit	07/01/2019			Pool Deposit #25, Rent - cc	X	1,182.00	41,333.82
Deposit	07/01/2019			Pool Deposit #30	X	1,776.50	43,110.32
Deposit	07/02/2019			Pool Deposits #28-30, Rent...	X	3,335.75	46,446.07
Deposit	07/03/2019			Pool Deposit #31 - cc	X	26.25	46,472.32

Total Deposits and Credits

46,472.32 46,472.32

Total Cleared Transactions

21,618.29 21,618.29

Cleared Balance

21,618.29 520,678.53

Uncleared Transactions

Checks and Payments - 54 Items

Liability Check	07/05/2019	8152	CalPERS Public E...	CalPERS Retirement, 457, U...		-4,202.36	-4,202.36
Check	07/05/2019	8162	PG&E	Electricity & gas		-2,809.65	-7,012.01
Liability Check	07/05/2019	8150	UNITED STATES ...	Fed Tax Payroll Liability		-2,602.46	-9,614.47
Paycheck	07/05/2019	8120	RONALD D. WILS...	Payroll June 2019		-2,402.92	-12,017.39
Paycheck	07/05/2019	8123	SUSAN G. WITSCHI	Payroll June 16-30		-1,689.24	-13,706.63
Check	07/05/2019	8161	LESLIE'S POOL S...	Pool chemicals		-1,276.27	-14,982.90
Check	07/05/2019	8158	CSRMA	Excess Liability Prem July1...		-1,253.00	-16,235.90
Paycheck	07/05/2019	8138	KARA D. BROWN	Payroll June 16-30		-1,244.18	-17,480.08
Paycheck	07/05/2019	8134	HARIKESH SHRI...	Payroll June 16-30		-975.22	-18,455.30
Paycheck	07/05/2019	8136	JOSHUA A. WENTZ	Payroll June 16-30		-804.46	-19,259.76
Paycheck	07/05/2019	8121	DOLORES M. MO...	Payroll June 16-30		-775.47	-20,035.23
Check	07/05/2019	8171	Luclano Navarro	Cleaning and damage depo...		-700.00	-20,735.23
Check	07/05/2019	8170	Andre Barte	Cleaning and damage depo...		-700.00	-21,435.23
Paycheck	07/05/2019	8131	DENISSE V. COR...	Payroll June 16-30		-661.80	-22,097.03
Check	07/05/2019	8163	Sierra Chemical Co...	Chemicals		-619.19	-22,716.22
Paycheck	07/05/2019	8141	MADISON N. UDY	Payroll June 16-30		-595.43	-23,311.65
Check	07/05/2019	8168	Linda Collins	Cleaning and damage depo...		-550.00	-23,861.65
Paycheck	07/05/2019	8122	KATELYNN M. CL...	Payroll June 16-30		-549.24	-24,410.89
Paycheck	07/05/2019	8148	STELLA T.E. MAN...	Payroll June 16-30		-538.94	-24,949.83
Check	07/05/2019	8155	CONTRA COSTA ...	LAFCO FY19-20 Invoice 19...		-511.06	-25,460.89
Paycheck	07/05/2019	8143	MONICA A. MUNOZ	Payroll June 16-30		-431.32	-25,892.21
Paycheck	07/05/2019	8142	MARLO P. HATCH	Payroll June 16-30		-420.13	-26,312.34
Paycheck	07/05/2019	8137	JUSTIN T. CROW	Payroll June 16-30		-412.25	-26,724.59
Paycheck	07/05/2019	8130	CASSANDRA D. C...	Payroll June 16-30		-395.95	-27,120.54
Paycheck	07/05/2019	8144	NATHAN B. ROCK	Payroll June 16-30		-395.07	-27,515.61
Paycheck	07/05/2019	8140	MADISON A. KOZI...	Payroll June 16-30		-374.93	-27,890.54
Paycheck	07/05/2019	8145	NAYA K. MURDOCK	Payroll June 16-30		-367.08	-28,257.62
Paycheck	07/05/2019	8147	SOPHIA R. AYALA	Payroll June 16-30		-355.82	-28,613.44
Check	07/05/2019	8154	Streamline	Web hosting July - Dec 2019		-341.76	-28,955.20
Check	07/05/2019	8157	AT&T (Phone)	Telephone May 2019 center...		-324.53	-29,279.73
Paycheck	07/05/2019	8132	ELEXIA B. PONTH...	Payroll June 16-30		-319.20	-29,598.93
Paycheck	07/05/2019	8133	GABRIEL J. OSTI	Payroll June 16-30		-310.89	-29,909.82
Check	07/05/2019	8169	Jorge Perez	Cleaning and damage depo...		-310.00	-30,219.82
Paycheck	07/05/2019	8124	HARLEY W. MAN...	Payroll June 16-30		-295.54	-30,515.36
Paycheck	07/05/2019	8125	TREVOR B. DEES	Payroll June 16-30		-292.65	-30,808.01
Check	07/05/2019	8167	UNIVERSAL BUIL...	Janitorial service		-272.60	-31,080.61

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07/13/19

CROCKETT COMMUNITY SERVICES DISTRICT
Reconciliation Detail
FUND 3241 - RECREATION, Period Ending 07/11/2019

Type	Date	Num	Name	Memo	Cir	Amount	Balance
Liability Check	07/05/2019	8151	EMPLOYMENT DE...	State Tax Payroll Liability		-262.88	-31,343.49
Paycheck	07/05/2019	8135	JOCELYN M. OSTI	Payroll June 16-30		-240.70	-31,584.19
Check	07/05/2019	8164	RONALD D. WILS...	Mileage reimbursement Jun...		-213.44	-31,797.63
Check	07/05/2019	8160	Emma Sulton	Refund for season pass pur...		-210.00	-32,007.63
Paycheck	07/05/2019	8126	ANA B. GAMERO-...	Payroll June 16-30		-208.99	-32,216.62
Check	07/05/2019	8172	Latonya Edwards	Refund for cancellation of e...		-200.00	-32,416.62
Paycheck	07/05/2019	8146	ROSE C. SCOTT	Payroll June 16-30		-193.23	-32,609.85
Paycheck	07/05/2019	8128	ARIANA M. BUGGS	Payroll June 16-30		-178.85	-32,788.70
Check	07/05/2019	8165	DOLORES M. MO...	Reimbursement supplies an...		-148.38	-32,937.08
Check	07/05/2019	8159	EMERGENCY SAF...	CPR/FirstAid class training ...		-110.00	-33,047.08
Check	07/05/2019	8156	Alhambra & Sierra ...	Concessions water		-107.51	-33,154.59
Paycheck	07/05/2019	8127	ANDREW LOPEZ-...	Payroll June 16-30		-85.88	-33,240.47
Check	07/05/2019	8153	MEYERS NAVE	Attorney advice May 2019		-77.93	-33,318.40
Paycheck	07/05/2019	8139	KELSEY S. O'SHEA	Payroll June 16-30		-60.95	-33,379.35
Check	07/05/2019	8166	KATELYNN M. CL...	Reimbursement for supplie...		-46.48	-33,425.83
Paycheck	07/05/2019	8149	ZOE H. LABINSKI	Payroll June 16-30		-26.08	-33,451.91
Paycheck	07/05/2019	8129	ASHER H. LABINSKI	Payroll June 16-30		-25.46	-33,477.37
Transfer	07/08/2019			Payroll recovery REC to CV...		-2,181.38	-35,658.75
Total Checks and Payments						-35,658.75	-35,658.75
Deposits and Credits - 13 Items							
Deposit	07/03/2019			Pool Deposit #32 - cc		378.50	378.50
Deposit	07/05/2019			Pool Deposit #35		137.25	515.75
Deposit	07/05/2019			Pool Deposit #32		192.25	708.00
Deposit	07/05/2019			Pool Deposit #34		283.75	991.75
Deposit	07/05/2019			Pool Deposit #33		724.75	1,716.50
Transfer	07/08/2019			Comm Ctr Deposit		2,067.00	3,783.50
Transfer	07/08/2019			Payroll recovery PCSAN to ...		40.64	3,824.14
Deposit	07/10/2019			Payroll and other recovery ...		415.09	4,239.23
Deposit	07/10/2019			Pool Deposit #36		293.25	4,532.48
Deposit	07/10/2019			Pool Deposit #37		455.75	4,988.23
Deposit	07/10/2019			Pool Deposit #38		480.50	5,468.73
Deposit	07/11/2019			Pool Deposits #33-35 - cc		582.50	6,051.23
Deposit	07/11/2019			Pool Deposit #38 - cc		404.25	6,455.48
Total Deposits and Credits						6,455.48	6,455.48
Total Uncleared Transactions						-29,203.27	-29,203.27
Register Balance as of 07/11/2019						-7,584.98	491,475.26
New Transactions							
Deposits and Credits - 8 Items							
Deposit	07/12/2019			Pool Deposit #40		199.00	199.00
Deposit	07/12/2019			Pool Deposit #39		327.00	526.00
Deposit	07/12/2019			Pool Deposit #41		343.50	869.50
Deposit	07/12/2019			Pool Deposit #39 - cc		350.50	1,220.00
Deposit	07/12/2019			Pool Deposit #42		416.00	1,636.00
Deposit	07/12/2019			Pool Deposit #40 - cc		444.00	2,080.00
Deposit	07/12/2019			Pool Deposits #36 & #37 - cc		833.50	2,913.50
Deposit	07/12/2019			Comm Ctr Deposit		1,343.22	4,256.72
Total Deposits and Credits						4,256.72	4,256.72
Total New Transactions						4,256.72	4,256.72
Ending Balance						-3,328.26	495,731.98

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

*** corrected 7/14/19 ***

FINANCIAL REPORT

AS OF JUNE 30, 2019

Opening balance: 6/1/2019	\$7,756.38
Activity:	
<u>Revenue</u>	
April & May Clancy	\$381.94
EOY Correction Adjustment	\$117.63
<u>Expenditures</u>	
Payroll recovery	(\$27.09)
Current balance as of 6/30/19	\$8,228.86

Staff spent approximately 0.5 hours on PLC issues in June.



District Finance Officer

//admin/districtsecretary/plc/financialreport

CROCKETT MAINTENANCE DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

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MONTHLY SUMMARY WORKSHEET

END-OF-YEAR

PREPARED FOR BD. MTG:	7/24/19

OPERATING FUND 3242	

CASH CARRIED FORWARD:	\$25,469.53
ACTIVITY:	
CHECKS and PAYMENTS	
Warrants - none	\$0.00
Payroll recovery	-
(\$260.91 for June pending)	
DEPOSITS	
Dog Park Donation	\$1,000.00
Donation Bridgehead	\$100.00

CASH BALANCE:	\$26,569.53

INVESTED BEG. BALANCE:	\$144,009.54
No activity	\$0.00

INVESTED END. BALANCE:*	\$144,009.54

FUND BALANCE:	\$170,579.07

LATEST FUND REPORT:	7/11/19

BALANCES BY CLASS	

MEMORIAL HALL	
Walk Honor & P66	\$221,500.00
Arch. Phasel	(\$15,427.99)
Engnr. Phasel	(\$31,229.00)
Other CapX	(\$4,605.65)
WofH P66 Balance	\$170,237.36
Other MH O&M Bal.	(\$8.54)

BRIDGEHEAD	\$823.54
PLAZA/FENCES/LIGHTS	(\$473.29)

ACCRUED DEBT:	

PY due REC Dept.	\$8,000.00
DOG PARK due BRGHD	\$32.02
PCADVISORY due MH	\$1,170.20

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07/13/19

Reconciliation Detail

FUND 3242 - MAINTENANCE, Period Ending 07/11/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							169,479.07
Cleared Transactions							
Deposits and Credits - 2 Items							
Deposit	06/25/2019		Donation		X	1,000.00	1,000.00
Deposit	06/28/2019		Bridgehead Donation		X	100.00	1,100.00
Total Deposits and Credits						1,100.00	1,100.00
Total Cleared Transactions						1,100.00	1,100.00
Cleared Balance						1,100.00	170,579.07
Uncleared Transactions							
Checks and Payments - 1 Item							
Transfer	07/08/2019		Payroll recovery MAINT to...			-260.91	-260.91
Total Checks and Payments						-260.91	-260.91
Total Uncleared Transactions						-260.91	-260.91
Register Balance as of 07/11/2019						839.09	170,318.16
Ending Balance						839.09	170,318.16

PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

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MONTHLY SUMMARY WORKSHEET

PREPARED FOR MTG.: 7/24/19 LATEST FUND REPORT: 7/11/19

OPERATING FUND 3425			
CASH CARRIED FORWARD:	\$9,282.59	ACCRUED DEBT:	
ACTIVITY:			
CHECKS (1112-1116)	(\$4,891.50)	PYs due CVSan Dept.	\$24,233.49
Payroll recovery	(\$28.88)	Loan#2 due CVSan	\$277,963.36
(\$1,417.53 for June pending)			
Close CY Adv of Tax	5,919.00		

CASH BALANCE:	\$10,281.21	ACCRUED DEBT:	\$302,196.85
ADV ON SUC BEG. BALANCE:	\$5,919.00		
Close CY SEC Tax	(\$5,919.00)		
Ending Balance	\$0.00		
INVESTED BEGIN. BALANCE:	\$105,939.31		
Trns frm cash	\$0.00		
Ending Balance	\$105,939.31		

FUND BALANCE:	\$116,220.52	\\san\pc\bud&fin\wrksht	

07/13/19

Reconciliation Detail

FUND 3425 - PC SANITARY - O&M, Period Ending 07/11/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							121,140.90
Cleared Balance							121,140.90
Uncleared Transactions							
Checks and Payments - 5 Items							
Check	06/21/2019	1114	Valley Operators, LLC	Monthly Service Fee May	X	-4,000.00	-4,000.00
Check	06/21/2019	1116	U.S. BANK	Lab test, diesel, alarm, GSuite	X	-864.14	-4,864.14
Check	06/21/2019	1115	BAY AREA NEWS ...	Publish Ord 19-1 AC 2005020	X	-27.36	-4,891.50
Transfer	06/25/2019			Payroll recovery June 1-15 P...	X	-20.18	-4,911.68
Transfer	06/25/2019			Mileage recovery May PCSA...	X	-8.70	-4,920.38
Total Checks and Payments						-4,920.38	-4,920.38
Deposits and Credits - 2 Items							
Check	06/21/2019	1112	VOID	*** VOID ***	X	0.00	0.00
Check	06/21/2019	1113	VOID	*** VOID ***	X	0.00	0.00
Total Deposits and Credits						0.00	0.00
Total Uncleared Transactions						-4,920.38	-4,920.38
Register Balance as of	07/11/2019					-4,920.38	116,220.52
Ending Balance	6/30/2019					-4,920.38	116,220.52

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

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of the Crockett Community Services District

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MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG: 7-24-19

LATEST FUND REPORT: 7-11-19

OPERATING FUND 3426

CONSTRUCTION FUND 3427

CASH CARRIED FORWARD: \$216,425.34

CASH CARRIED FORWARD \$40,130.31

ACTIVITY:

Warrants (5889-5897) (\$64,634.81)
 Payroll REC recovery (\$361.74)
 (\$415.09 for June pending)

ACTIVITY:

No activity \$0.00

Close CY Adv on Tax Trn \$48,904.00
 Permits \$30.00
 Payroll recovery \$8.70
 (\$3,819.18 for June pending)

CASH BALANCE: \$40,130.31

INVESTED BEGIN BAL.: \$873,734.53

No activity \$0.00

CASH BALANCE: \$200,371.49

INVESTED BALANCE: \$873,734.53

FUND 3427 BALANCE: \$913,864.84

ADV ON TAXES:

060 Prop tax Beginning \$48,904.00
 Close CY SEC Tax (\$48,904.00)
 Ending Balance \$0.00

CAPITAL RESERVE FUND 3429

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

CASH CARRIED FORWARD \$273.00

ACTIVITY:

No activity \$0.00

INVESTED BEG. BALANCE: \$2,990,196.04
 No activity \$0.00

CASH BALANCE: \$273.00

INVESTED BEGIN BAL.: \$69,177.66

No activity \$0.00

Ending Balance: \$2,990,196.04

INVESTED BALANCE: \$69,177.66

FUND 3426 BALANCE: \$3,194,685.42

FUND 3429 BALANCE: \$69,450.66

TAXES held in 3240: \$39,996.19
 CO.charges in 3240: \$0.00

ACCURED DEBT OWED TO CVAN:

CONTRACTOR BONDS ON FILE:

PCSAN DEPT. \$302,196.85
 MAINT DEPT. \$0.00

28 contractors \$27,500.00

8:13 AM

07/13/19

CROCKETT COMMUNITY SERVICES DISTRICT
Reconciliation Detail
FUND 3426 - CV SANITARY - O&M, Period Ending 07/11/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							3,259,643.27
Cleared Transactions							
Checks and Payments - 10 Items							
Check	06/21/2019	5891	C&H Sugar Co. (83...	JTP monthly costs May 2019	X	-52,863.34	-52,863.34
Check	06/21/2019	5894	L.R. PAULSELL C...	High pressure sewer cleanin...	X	-7,475.00	-60,338.34
Check	06/21/2019	5893	Anthony Polcarl	EQ tank weed removal - fire ...	X	-1,800.00	-62,138.34
Check	06/21/2019	5897	U.S. BANK	Various	X	-1,441.02	-63,579.36
Liability Ch...	06/21/2019	5889	STATE COMPENS...	Workers Comp	X	-591.05	-64,170.41
Check	06/21/2019	5890	BAY AREA NEWS ...	Publish ord 19-1 AC 2005020	X	-245.57	-64,415.98
Check	06/21/2019	5892	LINCOLN FINANCI...	LTD & STD insurance July 2...	X	-120.12	-64,536.10
Check	06/21/2019	5896	JAMES G. BARNHI...	Reimbursement mileage & ...	X	-78.72	-64,614.82
Check	06/21/2019	5895	DALE A. McDONALD	Reimbursement coffee for of...	X	-19.99	-64,634.81
Transfer	06/25/2019			Payroll recovery June 1-15 ...	X	-361.74	-64,996.55
Total Checks and Payments						-64,996.55	-64,996.55
Deposits and Credits - 2 Items							
Transfer	06/25/2019			Mileage recovery May PCSA...	X	8.70	8.70
Deposit	06/28/2019			Permit 19-14	X	30.00	38.70
Total Deposits and Credits						38.70	38.70
Total Cleared Transactions						-64,957.85	-64,957.85
Cleared Balance						-64,957.85	3,194,685.42
Uncleared Transactions							
Checks and Payments - 13 Items							
Liability Ch...	07/05/2019	5902	CalPERS Public E...	CalPERS Retire, Unfunded, ...		-8,953.31	-8,953.31
Paycheck	07/05/2019	5899	JAMES G. BARNHI...	Payroll June 2019		-4,295.24	-13,248.55
Paycheck	07/05/2019	5898	DALE A. McDONALD	Payroll June 2019		-4,031.73	-17,280.28
Check	07/05/2019	5909	WEST COUNTY W...	Contract services May 2019		-3,264.38	-20,544.66
Check	07/05/2019	5907	PG&E	Electricity June 2019		-2,450.54	-22,995.20
Liability Ch...	07/05/2019	5900	UNITED STATES T...	Fed Tax Payroll Liability		-1,372.24	-24,367.44
Check	07/05/2019	5905	CONTRA COSTA ...	LAFCO FY19-20 Invoice 19...		-1,116.16	-25,483.60
Check	07/05/2019	5904	Streamline	Web hosting 6 months July...		-746.40	-26,230.00
Check	07/05/2019	5903	MEYERS NAVE	Attorney advice thru May 31		-522.75	-26,752.75
Liability Ch...	07/05/2019	5901	EMPLOYMENT DE...	State Tax Payroll Liability		-372.27	-27,125.02
Check	07/05/2019	5908	Specialized Electric...	Video alarm monitoring July...		-285.00	-27,410.02
Check	07/05/2019	5906	AT&T (Phone)	Telephone office May 2019		-130.55	-27,540.57
Transfer	07/08/2019			Payroll and other recovery C...		-415.09	-27,955.66
Total Checks and Payments						-27,955.66	-27,955.66
Deposits and Credits - 3 items							
Transfer	07/08/2019			Payroll recovery MAINT to C...		260.91	260.91
Transfer	07/08/2019			Payroll recovery PCSAN to ...		1,376.89	1,637.80
Transfer	07/08/2019			Payroll recovery REC to CV...		2,181.38	3,819.18
Total Deposits and Credits						3,819.18	3,819.18
Total Uncleared Transactions						-24,136.48	-24,136.48
Register Balance as of 07/11/2019						-89,094.33	3,170,548.94
Ending Balance						-89,094.33	3,170,548.94

AS OF JUNE 30, 2019