

CROCKETT SANITARY COMMISSION

Regular Business Meeting
AGENDA FOR WEDNESDAY, JULY 21, 2021

TIME: 7:00 PM

PLACE: **** TELECONFERENCE - SEE BELOW ****

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:

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

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

Agenda packet can be accessed at <https://www.town.crockett.ca.us/2021-5-19-crockett-sanitary-commission-meeting>.

HOW TO OBSERVE THE MEETING:

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

Enter the Meeting ID# 899 2678 3882 followed by the pound (#) key.

More phone numbers can be found on Zoom's website at <https://zoom.us/u/abb4GNs5xM>.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/89926783882> using a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)

Mobile: Login through the Zoom mobile app on a smartphone, enter Meeting ID# 899 2678 3882

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

1. CALL TO ORDER – ROLL CALL
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:
(The Commission 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 for a future date.)
4. PUBLIC HEARING:
5. CONSENT CALENDAR: Consideration of a motion to approve the following item:
(Items are subject to removal from Consent Calendar by request of any Commissioner 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 16, 2021

6. **CLOSED SESSION:**
 - a. Legal advice on implementing a State law.
 - b. Security matter.

OPEN SESSION:
7. **ANNOUNCEMENT OF ACTIONS TAKEN DURING CLOSED SESSION:**
8. **ADMINISTRATIVE:**
 - a. Consider report on actions taken by the District Board.
 - b. Receive progress report for new District offices.
9. **WASTEWATER:**

Status report on recent Enforcement Actions.
10. **BUDGET AND FINANCE:**
 - a. Consider monthly Summary Worksheet and staff report on financial matters.
 - b. Receive proposed budget for FY 2021/22.
11. **REPORT OF DEPARTMENT MANAGER:** *(These items are typically for exchange of information only. No action will be taken at this time.)*
 - a. Operations, maintenance and capital improvements.
 - b. Governmental matters.
 - c. Announcements and discussion.
12. **REPORTS FROM COMMISSIONERS:** *(These items are typically for exchange of information only. No action will be taken at this time.)*
 - a. Wastewater Committee – Members Manzione and Wais
 - b. Budget & Finance Committee – Member Adams
 - c. Inter-agency meetings:
13. **FUTURE AGENDA ITEMS:**

Progress reports as appropriate for new District offices.
Capacity Charge Accessory Dwelling Unit (ADU) Ordinance.
Video outreach for FOG and no wipes down drain.
Recommend award of contract(s).
Recommend payment for sewer project(s).
14. **COMMENTS FROM COMMISSIONERS:**

15. ADJOURNMENT to August 18, 2021.

HOW TO SUBMIT PUBLIC COMMENTS:

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

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

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

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

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

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, JUNE 16, 2021

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Manzione. Present were Commissioners Adams and Wais, along with Assistant Dept. Manager Barnhill, Administrative Services Manager Gunkelman, District Engineer Murdock and Asst. Secretary Witschi. Director Barassi arrived later.
2. AGENDA ORDER: There were no requests to change the agenda order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
5. CONSENT CALENDAR: The consent item was approved unanimously (mw/ha):
 - a. Approve Minutes of May 19, 2021.
- 6.a. DISTRICT BOARD ACTIONS: Mr. Gunkelman reported on the actions taken by the District Board in May. He said the President's Advisory Board has been dissolved. Director Barassi arrived at 7:09 pm.
- 6.b. DISTRICT OFFICES: Mr. Murdock reported he has been working about half of his time on the new office building. He has completed the texturing of the ceiling throughout the upper floor, finished up some of the asbestos removal, and is now painting the upper floor. He will finish this week with the painting and move on to flooring and then staff can begin to filing cabinets and desks to the new office building. He has received a couple of bids for replacement doors. The roof still needs to be replaced, and the back section where the embalming room and the casket display room in the garage, and the deck has water damage.
- 6.c. VACANCIES ON COMMISSION: A motion to recommend to the District Board Greg Mauler be appointed to the Crockett Sanitary Commission carried unanimously (ha/mw).
- 7.a. ENFORCEMENT ACTIONS: Mr. Barnhill reported on 625 Second Street, Toots Tavern. He said EDMUD had a lateral water leak and the leak was proven to be outside of the building on the sidewalk and verified by a site visit. Photographs were taken at the time of repair so that water did not make it into our collection system that was not treated. He said the best way to correct the owner's overpayment, which was paid with her Sewer Use Charges (SUC) on the tax roll was \$7,782 and on a five-year average of previous years, the average SUC was \$3,811 for the property. Staff recommends taking a five-year average and subtract out the payment this year and refund the property owner. A motion to refund the property owner at 625 Second Street in the amount of \$3,971 carried unanimously (ha/mw).

7.b. SEWER USE CHARGE STUDY: Mr. Gunkelman reported it was his mistake that the Commission did not receive the Sewer Use Charge (SUC) Study Report sooner. He said Commissioner Wais had requested an official copy. He said the SUC study is based on numbers as new as last week. Commissioner Manzione said the key points are there is enough money in reserves and revenues and even though the reality of increasing costs, the Sanitary Department is in good financial shape and there is not a need to raise rates this coming year. Commissioner Wais said that this will be the second year without a rate increase and it has always been her preference to have gradual increases rather than a period of no increase with a large jump. A motion to approve the Sewer Use Charge Study Report and not raise rates for FY 2021/22 carried unanimously (mw/ha).

8.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. Gunkelman reported \$150K in property taxes have been received.

8.b. MID-YEAR BUDGET REPORT: Commissioner Manzione said as chairperson he would like to pass on to the District Board in writing items of concern in the budget over the last year, just expressing some concerns or recommendations in particular. He would like on behalf of the Crockett Sanitary Commission to ask the Services District if they would come up with some sort of decision on whether the sanitary department is going to be a tenant in the new office building. Director Barassi asked if an engineer did project specifications on the MCC Program. Mr. Gunkelman said the engineers did specs back in 2018. Mr. Murdock said he is not qualified to some of the engineering tasks because he is not a PE. Commissioner Adams asked about insurance costs going up. Mr. Gunkelman said he received a courtesy call from the insurance company saying to expect prices to up possibly as much as 80% in the coming year.

9.a. STAFF REPORT ON OPERATIONS: Mr. Murdock reported no Sanitary Sewer Overflows (SSO's) last month. He said there was a high level alarm at the Loring Street Pump Station and both pumps failed. He said West County was unable to diagnose or fix the problem. Telstar diagnosed the problem as the need to reset the PLC. He said to date staff has completed eight repairs this year.

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. Murdock reported he was asked about cyber security and that is something that should be done in closed session because it is a security issue. He was also asked about Accessory Dwelling Units (ADU's) and there is some liability issues there and he suggests that should be done in closed session. Commissioner Manzione asked that both items be put on the agenda for next month.

9.c. STAFF ANNOUNCEMENTS: None

10.a. WASTEWATER COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. INTER-AGENCY MEETINGS: None

11. FUTURE AGENDA ITEMS:

Progress reports as appropriate for new District offices.
Capacity Charge Accessory Dwelling Unit (ADU) Ordinance.
Video outreach for FOG and no wipes down drain.
Recommend award of contract(s).
Recommend payment for sewer project(s).

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 8:42 PM until July 21, 2021.

Respectfully submitted,

Susan Witschi

Susan Witschi
July 13, 2021

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTC 7/28/21

LATEST FUND REPORT: 7-13-21

OPERATING FUND 3426		CONSTRUCTION FUND 3427	
CASH CARRIED FORWARD:	\$162,144.35	CASH CARRIED FORWARD:	\$60,020.28
ACTIVITY:		ACTIVITY:	No activity
Warrants (6451-6463)	\$ (43,154.86)		
JSHS SUC FY 20-21	\$63,807.76		
C&H SUC FY 20-21	\$49,173.99		
Permit 21-9 to 21-10	\$90.00	CASH BALANCE:	\$60,020.28
Cash Conversion	\$ 50,262.00	INVESTED BEGIN BAL.:	\$901,870.40
Transfer from 3240			No activity
Wells Fargo Fees			
Cost Recov. PG&E			
Contractor Bonds			
		INVESTED BALANCE:	\$901,870.40
CASH BALANCE:	\$282,323.24	FUND 3427 BALANCE:	\$961,890.68
ADV ON TAXES:	\$ 4,117.89		
060 Prop tax Beginnir	\$ 50,262.00		
Cash Conversion	(\$50,262.00)		
Ending Balance	\$ -		
		CAPITAL RESERVE FUND 3429	
160 Adv Supp Prop tax	\$4,117.89	CASH CARRIED FORWARD:	\$260.00
No activity	\$0.00	ACTIVITY:	
Ending Balance	\$4,117.89	Invest Services	\$0.00
INVESTED BEG. BALANCE:	\$2,677,893.50	CASH BALANCE:	\$260.00
Invest Interest	\$0.00	INVESTED BEGIN BAL.:	\$71,405.31
Transfer to investmer	\$700,000.00	Invest Interest	\$0.00
Ending Balance:	\$3,377,893.50	INVESTED BALANCE:	\$71,405.31
FUND 3426 BALANCE:	\$3,664,334.63	FUND 3429 BALANCE:	\$71,665.31
TAXES held in 3240:	\$67,100.45		
CO.charges in 3240:	\$0.00		
ACCRUED DEBT OWED TO CVSAN:		CONTRACTOR BONDS ON FILE:	
PCSAN DEPT.	\$378,219.98	35 contractors	\$35,500.00

Commissioners: Howard Adams, Gregg Mauler, Mark Manzione, Mary Wais

FY 2021-22 CROCKETT SANITARY DEPARTMENT BUDGET - FUND 3426 PROPOSED

	PY 2019-20 Actual	FY 2020-21 Approved	FY 2020-21 Year End	FY 2021-22 Proposed
Collection System				
Loan Principal	\$ 78,545	\$ 81,525	\$ 82,425	\$ 86,680
Gas, Fuel, Vehicle (District owned)	\$ 786	\$ 1,376	\$ 534	\$ 726
Insurance (Property and Liability)	\$ 34,900	\$ 37,611	\$ 38,130	\$ 61,331
West County O&M Pump Station	\$ 39,541	\$ 41,519	\$ 43,155	\$ 47,471
Prof. Services (Collection Sys) Non WCWD	\$ 3,897	\$ 6,000	\$ 18,614	\$ 20,103
Rent/Lease Easements	\$ 2,485	\$ 2,500	\$ 2,522	\$ 2,724
Maintenance (CSO)	\$ 85,420	\$ 102,841	\$ 120,044	\$ 129,647
Utilities	\$ 33,456	\$ 33,602	\$ 35,439	\$ 41,122
Cap. Replacement (O&M) Pump Station	\$ 0	\$ 28,000	\$ 68,160	\$ 47,300
Other (Security, Hardware, waste)	\$ 9,570	\$ 3,140	\$ 3,234	\$ 5,315
Total Collection System	\$ 288,600	\$ 338,114	\$ 412,257	\$ 442,419
Treatment Plant				
JTP Operations & Maint - C&H	\$ 610,504	\$ 710,754	\$ 553,915	\$ 639,165
Capital Replacement (O&M) JTP	\$ 6,285	\$ 11,893	\$ 200	\$ 11,893
Total Treatment Plant	\$ 616,789	\$ 722,647	\$ 554,115	\$ 651,058
Administrative				
Elections	\$ 0	\$ 1,060	\$ 300	\$ 0
Membership	\$ 4,726	\$ 4,800	\$ 2,820	\$ 4,800
Office - Supplies/Postal/Misc.	\$ 4,156	\$ 5,466	\$ 5,856	\$ 6,111
Professional Services (Admin)	\$ 37,189	\$ 45,374	\$ 23,708	\$ 36,913
Printing / Publishing	\$ 2,345	\$ 1,800	\$ 1,485	\$ 1,800
Office & Meeting Space	\$ 3,000	\$ 30,000	\$ 7,200	\$ 32,713
Capital Replacement (New Office)	\$ 0	\$ 46,000	\$ 21,083	\$ 22,335
New Office Occupancy	\$ 0	\$ 13,236	\$ 16,044	\$ 20,082
Travel/Meetings/Vehicle	\$ 620	\$ 800	\$ 75	\$ 548
Utilities (phone and internet)	\$ 3,658	\$ 3,600	\$ 2,193	\$ 2,522
Software subscriptions	\$ 26,323	\$ 14,056	\$ 15,682	\$ 18,687
County & State Charges	\$ 6,917	\$ 7,400	\$ 20,350	\$ 6,167
Recoverable Expenses / Other Misc.	\$ 16,435	\$ 9,000	\$ 4,146	\$ 9,226
Training and Conferences	\$ 1,416	\$ 1,500	\$ 0	\$ 1,500
Sub-Total Administrative	\$ 106,786	\$ 184,092	\$ 120,941	\$ 163,404
Salaries and Benefits (O&M)	\$ 141,120	\$ 180,309	\$ <u>222,765</u>	\$ 237,761
Other Payroll Exp. (WC llab, LTD, etc.)	\$ 7,798	\$ 8,408	\$ 5,680	\$ 8,408
Total Administrative	\$ 255,703	\$ 372,809	\$ <u>349,386</u>	\$ 409,572
Fixed Assets				
Capital Projects Allocation	\$ 811,953	\$ 700,974	\$ <u>170,089</u>	\$ <u>61,183</u>
423 Other Non-Op Interfund trsfr to 3427	\$ 4,850	\$ 7,275	\$ 0	\$ 4,850
Total Fixed Assets	\$ 816,803	\$ 708,249	170,089	66,033
Interfund loan to Port Costa	\$ 150,000	\$ 0	\$ 0	\$ 0
Non-operation expenses	\$ 61,770	\$ 20,563	26,911	\$ 13,022
Contingency Expense 10%	\$ 0	\$ 143,357	0	\$ 150,305
Payroll Liability G/L Adjustment	\$ 684	\$ 0	\$ 684	\$ 0
Total Expenditures	\$ 2,190,349	\$ 2,305,739	\$ <u>1,513,441</u>	\$ <u>1,732,409</u>
TOTAL APPROPRIATIONS	\$	\$ 2,305,739	\$	\$ 1,732,409
TOTAL REVENUES				
Property Tax	\$ 333,813	\$ 310,887	\$ <u>295,882</u>	\$ 310,985
Sewer Use Charges	\$ 1,332,213	\$ 1,423,521	\$ 1,440,171	\$ 1,440,171
Sewer Use Charges - C&H	\$ 143,225	\$ 196,696	\$ 146,090	\$ 245,870
Permit fees	\$ 1,692	\$ 3,000	\$ 1,290	\$ 1,994
Capacity charges	\$ 4,850	\$ 7,275	\$ 0	\$ 4,850
Building Rental Revenue	\$ 0	\$ 8,000	\$ 0	\$ 0
Interest (non-op)	\$ 66,428	\$ 28,414	\$ 53,436	\$ 49,426
Cost Recovery including payroll	\$ 13,827	\$ 2,000	\$ 30,000	\$ 16,500
Grants - RTS (non-op) and others	\$ 42,968	\$ 32,226	\$ 31,818	\$ 25,977
Interfund transfer 3427	\$ 16,862	\$ 106,387	\$ 0	\$ 256,387
Loan repayment from Port Costa	\$ 0	\$ 73,977	\$ 73,977	\$ 42,681
Other - Penalties, pass thru, bonds, etc.	\$ 50,874	\$ 12,221	\$ 7,004	\$ <u>13,500</u>
Allocation from Rate Stabilization Reserve	\$ 0	\$ 0	\$ 0	\$ 0

10.b.

**CROCKETT SANITARY DEPARTMENT
PROPOSED BUDGET FY 2021/22**

	<u>PY Actual</u>	<u>Actual</u>	<u>Draft Budget</u>
	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>
GENERAL FUND 3426: CASH BUDGET DETAIL *****			
Opening Cash Balance			
Contingency Fund roll-over *	-	-	-
Capital Account Balance Carryover	1,171,649.18	936,029.63	1,466,914.92
Rate Stabilization Reserve	2,023,036.24	2,058,197.90	2,110,401.53
TOTAL OPENING CASH BALANCE	<u>3,194,685.42</u>	<u>3,011,089.66</u>	<u>3,577,316.45</u>
ESTIMATED REVENUES (excl. PCSan Repay & 3427 Trns)	1,989,891.17	2,005,891.31	2,109,272.75
Interdepartment receivable Port Costa Loans	0.00	73,976.87	42,681.00
Const. Fund 3427 Transfer for projects	16,862.03	0.00	256,387.00
ESTIMATED O&M OUTLAY EXPENSE	-1,161,091.91	-1,315,757.75	-1,503,049.03
Interdepartment loan to Port Costa (#3)	-150,000.00	0.00	0.00
ESTIMATED CAPITAL OUTLAY EXPENSE	-779,952.85	<u>-138,088.71</u>	-1,049,024.50
Contingency Expense 10% *	0.00	0.00	-150,304.60
Non-Op Expense / Cash Bond Refunds	-61,770.44	-26,910.97	-13,021.85
Transfer to Capital Construction Fund # 3427 **	-36,850.00	-32,000.00	-36,850.00
Transfer from Capital Reserve Fund # 3429	0.00	0.00	0.00
Payroll Liability G/L Adjustment	-683.86	-683.86	0.00
TOTAL PROJECTED CLOSING YEAR-END CASH BALANCE			
Capital Account Balance in Fund #3426	936,029.63	<u>1,466,914.92</u>	<u>693,760.57</u>
Rate Stabilization Reserve	2,058,197.90	<u>2,110,401.53</u>	<u>2,689,951.25</u>
TOTAL PROJECTED CLOSING YEAR-END CASH BALANCE ***	<u>3,011,089.56</u>	<u>3,577,316.45</u>	<u>3,233,407.22</u>

* Any unused contingency at year-end allocated to Rate Stabilization Reserve

** Includes Clarifier Reserve and Capacity Charges collected

*** Total excluding taxes held in 3240

3,383,711.82

INVESTMENT ASSETS OUTSIDE FUND 3426 *****

Accrued Debt PCSan Beginning Balance	302,196.85	452,196.85	378,219.98
Interdepartment Loan #3 from CVSAN	150,000.00	0.00	0.00
Loan Prinipal Payments	0.00	-73,976.87	-42,681.00
Accrued Debt PCSan Ending Balance	<u>452,196.85</u>	<u>378,219.98</u>	<u>335,538.98</u>

CSD GENERAL FUND 3240: CASH BUDGET DETAIL *****

Property Taxes Held in 3240 Beginning Balance	39,996.19	30,084.10	67,100.45
Property Taxes Held in 3240 Ending Balance	30,084.10	67,100.45	40,000.00
Difference (Increase / decrease)	-9,912.09	37,016.35	-27,100.45

**CROCKETT SANITARY DEPARTMENT
ADOPTED BUDGET FY 2020/21 (6/24/2020)**

	<u>PY Actual</u>	<u>Budgeted</u>	<u>11-month</u> <u>Actuals</u>	<u>Est. Year End</u>	<u>Proposed</u> <u>Budget</u>
	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 20/21</u>	<u>FY 20/21</u>	<u>FY 21/22</u>
GENERAL FUND 3426 - Revenue					
3426I · FUND 3426 CVSAN. Revenue*****					
300 · OPERATING REVENUE					
301.1 · SEWER USE CHARGES - CY **	1,332,213.27	1,423,521	1,376,362.91	1,440,170.67	1,440,171
301.2 · SEWER USE CHARGES - PY	0.00	0	0.00	49,174.00	49,174
301.3 · SEWER USE CHARGES - C&H **	143,225.20	196,696	96,915.74	96,915.74	196,696
302 & 306 · PERMIT FEES & MISC. SERVICE F	1,692.20	3,000	1,050.00	1,290.00	1,994
303 · CONNECTION / CAPACITY CHARGES	4,850.00	7,275	0.00	0.00	4,850
304 · BUILDING RENTAL REVENUE	0.00	8,000	0.00	0.00	0
307 · PENALTIES AND FINES COLLECTED	74.88	1,000	0.00	0.00	500
318 · COST RECOVERY					
318.2 · Abatement Costs	0.00	1,000	0.00	0.00	500
318.1 .3 .6 · C&H & Vendor ReImburse	13,827.22	1,000	30,000.00	30,000.00	16,000
Total 318 · COST RECOVERY	13,827.22	2,000	30,000.00	30,000.00	16,500
Total 300 · OPERATING REVENUE	1,495,882.77	1,641,492	1,504,328.65	1,617,550.41	1,709,885
325 · NON-OPERATING REVENUE					
311 · INTEREST	66,428.18	28,414	19,202.69	53,436.30	49,426
314 · PROPERTY TAX-transfer from 3240	333,812.98	310,887	145,882.11	295,882.11	310,985
316 · PAYMENTS PRIVATE SEWER AGRMT	7,662.84	6,221	0.00	0.00	5,000
319 · GRANTS / RTS	42,988.00	32,226	31,818.00	31,818.00	25,977
320 · OTHER NON-OP INCOME / PASSTHRU	41,136.40	2,000	1,004.49	1,004.49	2,000
322 · INTERFUND TRANSFER FROM 3427*	16,862.03	106,387	0.00	0.00	256,387
325.8 · CONTRACTOR BONDS	2,000.00	3,000	5,000.00	6,000.00	6,000
325.9 · INTERFUND LOAN PRINCIPAL PCSAN	0.00	73,977	0.00	73,976.87	42,681
Total 325 · NON-OPERATING REVENUE	510,870.43	583,112	202,907.29	462,117.77	698,456
Allocation from Rate Stabilization Reserve	0.00	0	0.00	0.00	0
Interfund G/L non-operating income adj.	0.00	0	0.00	0.00	0
Total 3426I · FUND 3426 CVSAN. Revenue *****	2,006,753.20	2,204,604	1,707,235.94	2,079,668.18	2,408,341

*Transfer from fund 3427 to be made only if MCC project and others are initiated

CROCKETT SANITARY DEPARTMENT
ADOPTED BUDGET FY 2020/21 (6/24/2020)

	<u>PY Actual</u>	<u>Budgeted</u>	<u>11-month</u> <u>Actuals</u>	<u>Est. Year End</u>	<u>Proposed</u> <u>Budget</u>
	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 20/21</u>	<u>FY 20/21</u>	<u>FY 21/22</u>
GENERAL FUND 3426 - Expense					
3426e · FUND 3426 CVSAN. Expense*****					
410 · COLLECTION SYSTEM *****			***** COLLECTION SYSTEM *****		
410.211 · LOAN PRINCIPAL	78,545.40	81,525	82,425.38	82,425.38	86,680
410.25 · GAS, FUEL, OIL, MAINT (DIST. VEHIC	786.46	1,376	533.71	533.71	726
410.30 · INSURANCE (prop.&lab.)	34,899.80	37,611	38,129.72	38,129.72	61,331
410.50 · O&M (Pump Station)	39,541.02	41,519	43,154.60	43,154.60	47,471
410.55 · PROF. SVCS. (Coll.)	3,896.50	6,000	18,613.87	18,613.87	20,103
410.65 · RENT/LEASE EASEMENTS	2,484.70	2,500	2,521.96	2,521.96	2,724
410.70 · MAINTENANCE			0.00		
70.1 · Sewers - preventive maint.	84,927.62	98,341	116,305.80	116,305.80	125,610
70.2 70.3 70.4 · Weeds, Hardware, & Repairs	492.02	4,500	3,738.00	3,738.00	4,037
Total 410.70 · MAINTENANCE	85,419.64	102,841	120,043.80	120,043.80	129,647
410.90 · UTILITIES					
90.6 · Autodialer Alarm	1,978.22	717	489.35	489.35	1,062
90.1 · Electricity	29,487.80	30,962	32,313.20	32,313.20	37,160
90.2 · Water	1,990.36	1,923	2,636.88	2,636.88	2,901
Total 410.90 · UTILITIES	33,456.38	33,602	35,439.43	35,439.43	41,122
410.95 · OTHER OPERATING (Coll.)					
95.1 · Capital Repl. - Pump Station	0.00	28,000	8,535.46	68,160.46	47,300
95.2 · Other Operating Costs + HHW	9,570.00	3,140	3,233.72	3,233.72	5,315
Total 410.95 · OTHER OPERATING (Coll.)	9,570.00	31,140	11,769.18	71,394.18	52,615
Total 410 · COLLECTION SYSTEM *****	288,599.90	338,114	352,631.65	412,256.65	442,419
411 · TREATMENT PLANT *****			***** TREATMENT PLANT *****		
411.50 · C&H - JTP O&M	610,504.02	710,754	553,914.73	553,914.73	639,165
411.95 · CAPITAL REPLACEMENT (Treat)	6,285.37	11,893	0.00	200.00	11,893
Total 411 · TREATMENT PLANT *****	616,789.39	722,647	553,914.73	554,114.73	651,058
414 · ADMINISTRATIVE *****			***** ADMINSTRATIVE *****		
414.20 · ELECTIONS	0.00	1,060	300.00	300.00	0
414.35 · MEMBERSHIPS	4,725.89	4,800	2,819.56	2,819.56	4,800
414.40 · OFFICE					
40.1 · Postal	915.55	1,400	210.30	210.30	1,400
40.2 · Supplies	2,375.88	2,266	3,234.42	3,234.42	3,019
40.3 · Miscellany	864.95	1,800	2,410.92	2,410.92	1,692
Total 414.40 · OFFICE	4,156.38	5,466	5,855.64	5,855.64	6,111
414.55 · PROF. SVCS. (Admin.)					
55.7 · Consultants	7,557.73	3,008	4,185.31	4,185.31	5,409
55.4 · Attorney	16,373.35	13,515	9,973.13	9,973.13	13,287
55.5 · Auditor	6,524.92	6,851	6,585.29	6,585.29	7,652
55.6 · Engineer / Consultants (non-Capl)	6,732.75	22,000	2,964.00	2,964.00	10,566
Total 414.55 · PROF. SVCS. (Admin.)	37,188.75	45,374	23,707.73	23,707.73	36,913

**CROCKETT SANITARY DEPARTMENT
ADOPTED BUDGET FY 2020/21 (6/24/2020)**

	PY Actual	Budgeted	11-month Actuals	Est. Year End	Proposed Budget
	FY 19/20	FY 20/21	FY 20/21	FY 20/21	FY 21/22
414.60 · PRINTING/PUBLISHING	2,344.56	1,800	1,485.00	1,485.00	1,800
414.65 · RENTS & LEASES (loan share)	3,000.00	30,000	7,200.00	7,200.00	32,713
414.70 · CAPITAL REPL. (Admin Bld.)	0.00	46,000	21,083.15	21,083.15	22,335
414.75 · ADMIN BLDG OFFICE OPERATING	0.00	13,236	16,044.19	16,044.19	20,082
414.80 · VEHICLE / TRAVEL REIMBURSE	620.07	800	74.92	74.92	548
414.90 · TELEPHONE / INTERNET / CELL	3,658.25	3,600	2,193.00	2,193.00	2,522
414.94 · SOFTWARE SUBSCRIPTIONS	26,322.51	14,056	3,869.60	15,681.56	18,687
414.95 · OTHER ADMIN			610.00		
95.3 · County & State Charges	6,917.22	7,400	20,349.73	20,349.73	6,167
95.x · Recoverable exp. (excl. Payroll)	14,322.83	8,000	111.30	111.30	8,226
95.9 · Training and Conferences	1,416.48	1,500	0.00	0.00	1,500
95 · SUC Refund, COVID-19, and Other Misc	2,112.63	1,000	4,034.76	4,034.76	1,000
Total 414.95 · OTHER ADMIN	24,769.16	17,900	25,105.79	24,495.79	16,892
Total 414 · ADMINISTRATIVE *****	106,785.57	184,092	109,738.58	120,940.54	163,404
Total 3426e · SUB-TOTAL O&M Expense*****	1,012,174.86	1,244,853	1,016,284.96	1,087,311.92	1,256,880
6560 · PAYROLL EXPENSES *****					
CVSan - O&M SALARY/BENEFITS					
General Manager / Dept. Manager (DM)	64,298.50	69,442	61,552.69	61,552.69	0
Asst. Department Manager (JB)	54,982.42	56,632	72,499.28	72,499.28	74,674
Assistant District Secretary (SW)	15,438.73	16,675	32,157.59	32,157.59	35,374
Other hrly employees (GM, VG, other)	6,399.87	37,560	56,555.89	56,555.89	127,713
Total CVSan O&M SALARY/BENEFITS	141,119.52	180,309	222,765.45	222,765.45	237,761
Other Payroll (CalPER Unfnd/LTD/WC prem)	7,797.53	8,408	5,680.38	5,680.38	8,408
Total 6560 · PAYROLL O&M EXPENSES *****	148,917.05	188,717	228,445.83 #	228,445.83	246,169
Total O&M Expense	1,161,091.91	1,433,570	1,244,730.79	1,315,757.75	1,503,049
Net Ordinary O&M Revenue	334,790.86	207,922	259,597.86	301,792.66	206,836
411.99 Other Non-Op Interfund trsfr to 3427	4,850.00	7,275	0.00	0.00	4,850
423.1 Loan Interest Non-Op Expense	20,544.04	17,563	25,910.97	25,910.97	10,022
423 Non-Op Expense Other / Cash Bond Refund	41,226.40	3,000	0.00	1,000.00	3,000
Contingency Expense 10%		143,357			150,305
111 Capital Project Funding Additional Allocation		700,974			61,183
Actual spent on Capital Projects	779,952.85	0	0.00	138,088.71	
411.98 Trnsfr to 3427 for 3rd-clarifier capx reser	32,000.00	0	0.00	32,000.00	
Interdepartment loan to Port Costa (#3)	150,000.00	0	0.00	0.00	
Payroll Liability G/L Adjustment	683.86	0	683.86	683.86	0
TOTAL EXPENSE (w/ Capital Alloc. & Contingency)	2,190,349.06	2,305,739	1,271,325.62	1,513,441.29	1,732,409

**CROCKETT SANITARY DEPARTMENT
OPERATING BUDGET FY 2020/21 ADOPTED (6/24/2020)**

	<u>PY Actual</u>	<u>Budgeted</u>	<u>Forecasted</u> <u>Yearly Totals</u>	<u>Proposed</u> <u>Budget</u>
	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 20/21</u>	<u>FY 21/22</u>
CONSTRUCTION FUND 3427: BUDGET DETAIL *****				
Opening Cash Balance	913,864.84	954,343.24	954,343.24	993,894.68
Interest (non-operating)	20,560.43	10,280.00	7,575.44	3,787.50
Connection Fees / Capacity Charges *	4,850.00	7,275.00	0.00	4,850.00
Misc. Fees	0.00	0.00	0.00	0.00
Annexation Fees	0.00	0.00	0.00	0.00
Investment Fees	-70.00	-80.00	-24.00	-80.00
Transfer for JTP Plant Cap Impr.	-16,862.03	-106,387.00	0.00	-106,387.00
Transfer for PS & collec sewer Cap Impr.	0.00	0.00	0.00	-150,000.00
Interfund Transfers - to JTP CapX Reserves *	32,000.00	32,000.00	32,000.00	32,000.00
YEAR-END BALANCE	954,343.24	897,431.24	993,894.68	778,065.18

CAPITAL RESERVE FUND 3429: BUDGET DETAIL *****

Opening Cash Balance	69,450.66	71,070.52	71,070.52	71,662.31
Loans	0.00	0.00	0.00	0.00
Interfund Transfers	0.00	0.00	0.00	0.00
Interest (non-operating)	1,627.86	1,465.00	599.79	539.74
Cost Recovery	0.00	0.00	0.00	0.00
Investment Fees	-8.00	-8.00	-8.00	-8.00
Interfund Transfers	0.00	0.00	0.00	0.00
YEAR-END BALANCE	71,070.52	72,527.52	71,662.31	72,194.05

*** JTP Capital Improvement Reserve Breakdown**

	<u>Balance</u> <u>Carried</u> <u>Forward</u>	<u>Allocated in</u> <u>FY 21/22</u>	<u>Ending Reserve</u> <u>Balance June</u> <u>30, 2022</u>	<u>Est. District</u> <u>Share of</u> <u>Project Costs</u>
Third Clarifier (Polishing) Reserve	288,000.00	0.00	288,000.00	324,363.00
Diffuser Membranes #1, #2, #3	128,000.00	32,000.00	160,000.00	141,596.00
TOTAL	416,000.00		448,000.00	465,959.00

**CROCKETT SANITARY DEPARTMENT
OPERATING BUDGET FY 2020/21 ADOPTED (6/24/2020)**

	<u>Funding Carryover</u>	<u>Funded</u>	<u>Actual Spending</u>	<u>Actual Balance</u>
	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 20/21</u>	<u>June 30, 2021</u>
CAPITAL BUDGET DETAIL *****				
Capital Project Cost Centers	+	+	-	=
Sewers (collection system)	256,024.43	575,969.00	138,088.71	693,904.72
Pump Station	586,615.10	0.00	0.00	586,615.10
Treatment Plant	90,018.44	18,005.00	0.00	108,023.44
JTP Cap Reserve to Fund 3427	0.00	32,000.00	32,000.00	0.00
Equipment	3,371.66	0.00	0.00	3,371.66
Admin Bldg.	0.00	75,000.00	0.00	75,000.00
TOTAL	<u>936,029.63</u>	<u>700,974.00</u>	<u>170,088.71</u>	<u>1,466,914.92</u>

* Interest on long-term project loans must be counted as No-Operating Expense per SCO.

927,807.97

	<u>Funding Carryover</u>	<u>Capital Improvements Identified</u>		<u>Proposed Budget Allocation</u>
	<u>FY 21/22</u>	<u>FY 21/22</u>		<u>FY 21/22</u>
Capital Projects Cost Centers	-	+	<i>Contingency **</i>	=
Sewer Projects	693,904.72	718,500.00	10%	27,054.81
Pump Station	586,615.10	162,800.00	10%	0.00
Treatment Plant	108,023.44	106,387.00	10%	0.00
JTP Cap Reserve *	0.00	32,000.00		32,000.00
Equipment	3,371.66	5,500.00		2,128.34
Other	75,000.00	55,837.50		0.00
TOTAL	<u>1,466,914.92</u>	<u>1,081,024.50</u>		<u>61,183.15</u>

* \$32K allocation to JTP large cap reserve for projects such as CapX Clarifier, Polishing Clarifier, Diffuser Membranes

** Capital Replacements are included in O&M Budget and not Capital Budget, 10% contingency on allocation

*** State Revolving Fund (SFR) Loan Identified as funding source for collection system projects

****Actual spending in FY20/21 incomplete

Capital Projects for FY 2021/22 Proposed (date)

Capital Projects for FY 2021/22 Proposed (###)

CROCKETT SANITARY DEPARTMENT

SEWER PROJECTS		CAPITAL IMPROVEMENTS FIXED ASSET	CAP. IMP. FUNDING SOURCE
Planned projects funding		\$372,000.00	#3426
Prior uncompleted projects		\$181,500.00	Reserves
Emergency projects / unidentified		\$95,000.00	Reserves
TV inspection program		\$13,000.00	#3426
Flow metering		\$2,000.00	#3426
Staff salary& benefits		\$20,000.00	#3426
Capital project District Engineer oversight		<u>\$35,000.00</u>	#3426
	TOTAL	<u>\$718,500.00</u>	
EQUIPMENT		CAPITAL IMPROVEMENTS	CAP. IMP. FUNDING SOURCE
Safety equipment and tools		\$1,500.00	#3426
Camera and Security		\$3,000.00	#3426
Office equipment		<u>\$1,000.00</u>	#3426
	TOTAL	<u>\$5,500.00</u>	
DISTRICT OFFICE / MAINTENANCE	CAPITAL REPLACEMENTS O&M	CAPITAL IMPROVEMENTS	CAP. IMP. FUNDING SOURCE
Flat roof and gutter repair			#3426
Moisture damage mitigation and drainage imp			#3426
General Construction and Remodeling			#3426
Garage Roof Replacement and rails			#3426
Shared Cap-X Costs		<u>\$55,837.50</u>	#3426
	TOTAL	<u>\$0.00</u>	<u>\$55,837.50</u>

Capital Projects for FY 2021/22 Proposed (date)

CROCKETT SANITARY DEPARTMENT

PUMP STATION	CAPITAL REPLACEMENTS O&M	CAPITAL IMPROVEMENTS FIXED ASSET	CAP. IMP. FUNDING SOURCE
MCC Phase 1 - Parts, Phase 2 install ASAP		\$150,000.00	#3427/Reserve
Improve ventilation of wet well (additional. vent fans)		\$3,300.00	Reserve
Loring Power Generator Package		\$9,500.00	Reserve
Rebuild Air Compressor and motor 1 & 2	\$25,000.00		
Rebuild of Grit Pump No. 1	\$13,000.00		
Install Pump No. 5 air vent system	\$5,000.00		
TOTAL	\$43,000.00	\$162,800.00	

TREATMENT PLANT

	CAPITAL REPLACEMENTS	CAPITAL IMPROVEMENTS	CAP. IMP. FUNDING
Replace DAF air compressor	\$3,370.00		
Install french drain south of reactors	\$5,055.00		
New wires from control room to reactor pump	\$940.00		
Miscellaneous projects - cap replacement	\$2,528.00		
Replace influent pumps, impellers, etc.		\$8,425.00	Fund 3427 *
Replace sewer liner		\$13,712.00	Fund 3427
Overhaul DAF #1		\$84,250.00	Fund 3427
Trns to JTP Cap. Reserve - diffusers/3rd clarifier		\$32,000.00	#3426
TOTAL	\$11,893	\$138,387.00	

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525
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TO: Commissioners / Board of Directors
FROM: Sanitary Department Manager
SUBJECT: Crockett Sanitary Department Managers Report
DATE: July 15, 2021

The Crockett Sanitary Department Managers Report highlights items of interest that occurred between June 16, 2021 and July 15, 2021. The District offices remains closed to the public due to Coronavirus (COVID-19) orders. Social distancing and other safe practices recommended by the CDC and County Health Officer are being followed.

Operation and Maintenance

- No Sanitary Sewer Overflow. (Last SSO was March 13 2021).
- Loring Pump station, thermal overload shutdown on pump 2. WCWD notified, pump and controls to be inspected by WCWD, repair or replacement may be necessary.
- Goats were purchased and will be grazed at the EQ tank grounds.
- PG&E has agreed to replace the pole and anchor that have halted our pipe burst job on the sewer at 3rd and Ceres. Job set to take place at first week of Aug.

Capital Improvements / Projects

- Work is continuing at 1 Rolph Park Drive with sufficient rehabbing of the upstairs apartment to permit move-in. Phone/internet will be installed on July 23, and Sanitary operations will take place at the new office from that date onward.
- Summary of cost of sewer repair/replacements this year to date:

Job #	Location	length	Date of Completion	Cost
2101	2nd & Wanda	point	2/12/21	\$4,800
2102	Pomona & 3rd	point	4/26/21	-\$16,790
2103	2nd & Rose	point	2/12/21	\$5,860
2104	Marina (RR Crossing)	point	6/10/21	\$4,800
2105	3rd & Ceres	77'	halted 5/7	\$37,250
2108	167 Bishop	69'	5/12/21	\$10,900
2110	94 Bishop Rd.	84'	4/22/21	\$18,575
2112	Winslow & Alhambra	point	5/20/21	\$6,000
2113	320 Alhambra	point	5/21/21	\$7,000
Total cost to district of capital repairs/replacements since Jan. 1 2021				\$78,395