

CROCKETT SANITARY COMMISSION

Regular Business Meeting
AGENDA FOR WEDNESDAY, FEBRUARY 20, 2019

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

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 Board is prohibited from discussing items not on this agenda. Matters brought up that are not on the agenda may be referred to staff for action or calendared on a future agenda.)
4. PUBLIC HEARINGS:
 - a. Hearing on Notice of Violation of Ordinance No. 07-1, (Lateral Inspection), 574 Alhambra Street (APN 354-075-017).
 - b. Hearing on Notice of Violation of Ordinance No. 07-1, building sewer deficiencies, 1316 Wanda Street (354-124-004).
5. 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 January 16, 2019.
 - b. Receive Status Report on outstanding issues.
6. REPORT OF CONSULTING ENGINEER:
7. WASTEWATER:
 - a. Consider report on enforcement actions.
 - b. Receive 2018 Annual (eSMR) Report, C&H Sugar Company's NPDES monitoring and sampling activities.
8. BUDGET AND FINANCE:
 - a. Consider monthly Summary Worksheet and staff report on financial matters.
 - b. Consider 7-month FY 2018/19 Budget Report and Draft FY 2019/20 Budget.
 - c. Authorize entering into agreement with H&R Plumbing and Drain Cleaning, Inc. to rehabilitate Loring manhole N-00-16.

9. **ADMINISTRATIVE:**
 - a. Consider report on actions taken by the District Board.
 - b. Discuss top priority actions to include in 2019 Action Plan, form recommendations.
10. **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.
11. **REPORTS FROM COMMISSIONERS:** (These items are typically for exchange of information only. No action will be taken at this time.)
 - a. Wastewater Committee – Members Bartlebaugh and Manzione
 - b. Budget & Finance Committee – Members Adams and Wolthuis
 - c. Ad Hoc Committees:
 - d. Inter-agency meetings:
12. **FUTURE AGENDA ITEMS:**
 - Consider recommended enforcement actions.
 - Consider comprehensive rehabilitation program.
 - Recommend award of contract(s)
 - Recommend payment for sewer project(s).
13. **COMMENTS FROM COMMISSIONERS:**
14. **ADJOURNMENT** to March 20, 2019.

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

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

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 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 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

February 5, 2019

James and Diane Basker
574 Alhambra Street
Crockett, CA 94525

NOTICE OF PUBLIC HEARING

574 Alhambra Street, Crockett, CA
APN 354-075-017

As the owner of the above referenced property, you have previously been notified by the Crockett Sanitary Department that your property is in violation of District Ordinance No. 07-1, the District Code and Standard Specifications. The Notice of Violation dated March 1, 2018, was duly mailed to you at your address of record. On November 14, 2018 the Crockett Sanitary Commission imposed an additional fine of \$400 against the property as allowed by Administrative Enforcement Ordinance No. 10-1 and set by Government Code Section 36900(b). To date no video inspection has been provided.

The Crockett Sanitary Commission will consider this violation and available remedies at a public hearing to be held at 7:00 PM on February 20, 2019, at the Crockett Community Center, 850 Pomona Avenue, Crockett. Your failure to correct the deficiencies by this deadline is likely to result in the following actions taken by the Board:

- a. If a video inspection or permit for repair or replacement of the building sewer has been submitted to the Crockett Sanitary Department on or before the above hearing date, staff will recommend continuing the hearing for one month.
- b. Otherwise, staff will recommend imposing an additional fine of \$500 against the property, as allowed by Administrative Enforcement Ordinance No. 10-1 and set by Government Code Section 36900(b), and
- c. Recommend that a public hearing is schedule at a future meeting of the Sanitary Commission to consider hiring a licensed contractor to undertake the minimum work needed to correct the lateral defects in order to certify compliance with Ordinance #07-1.

Please be advised that all costs incurred by the Sanitary Department regarding this enforcement action will be recovered from the property owner on the next property tax roll. Attention to these matters are required.

You are invited to attend the public hearing to be held at 7:00 PM on February 20, 2019 at the Crockett Community Center, 850 Pomona Avenue, Crockett. Please call us at 510-787-2992 with any questions that you might have.

Sincerely,


Dale McDonald
General Manager

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of the Crockett Community Services District

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January 30, 2019

Edina Bohanec
1316 Wanda Street
Crockett, CA 94525

NOTICE OF PUBLIC HEARING

1316 Wanda Street, Crockett, CA
APN 354-124-004

As the owner of the above referenced property, you have previously been notified by the Crockett Sanitary Department that your property is in violation of District Ordinance No. 07-1, the District Code and Standard Specifications. The Notice of Violation dated June 20, 2018, was duly mailed to you at your address of record. A deficiency report was completed July 3, 2018. A permit to inspect a previously installed sewer section was taken out by the prior owner, Tom Stevens, on September 20, 2018. The upper lateral work was inspected and passed on September 25, 2018. The remaining defects on the lower sewer lateral that connects in the street has not been completed. As the owner of records, it is ultimately your responsibility to address all building sewer deficiencies that remain.

The Crockett Sanitary Commission will consider this violation and available remedies at a public hearing to be held at 7:00 PM on February 20, 2019, at the Crockett Community Center, 850 Pomona Avenue, Crockett. Your failure to correct the deficiencies by this deadline is likely to result in the following actions taken by the Board:

- a. Staff will recommend recording the Notice with the County Recorder at the property owners expense and;
- b. If a signed contract for repair or replacement of the building sewer has been submitted to the Crockett Sanitary Department on or before the above hearing date, staff will recommend continuing the hearing for one month.
- c. Otherwise, recommend a second public hearing be scheduled to address the Notice of Violation of Ordinance No. 07-1 and all available remedies under the law, including imposing a fine of \$200 against the property, as allowed by Administrative Enforcement Ordinance No. 10-1 and set by Government Code Section 36900(b)

Please be advised that all costs incurred by the Sanitary Department regarding this enforcement action will be recovered from the property owner on the next property tax roll. Attention to these matters is required.

You are invited to attend the public hearing to be held at 7:00 PM on February 20, 2019 at the Crockett Community Center, 850 Pomona Avenue, Crockett. Please call us at 787-2992 with any questions that you might have.

Sincerely,



Dale McDonald
General Manager

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MINUTES OF REGULAR MEETING, JANUARY 16, 2019

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Vice-Chairperson Bartlebaugh. Present were Commissioners Adams, Manzione, and Wolthuis, along with General Manager McDonald. Commissioner Wais and Asst. Secretary Witschi were absent.
2. AGENDA ORDER: There were no requests to change the agenda order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
5. CONSENT CALENDAR: Items 5.a, 5.d. and 5.e were removed from the consent calendar for discussion.

- a. *Minutes of December 12, 2018* – missing information on Elections of Officers in the minutes. Mr. McDonald said he will look into it why they are not included and, if that is the only item missing, asked the commission if they will allow staff to correct and approve the minutes if corrected. Mr. Manzione said that if there is more than the one item in question that needs correction just let the Commission know and it can be brought back for formal approval if needed.

A motion to approve the minutes of December 12, 2018 as amended instructing staff to correct the missing item carried unanimously (mm/ha).

- b. *Status Report on outstanding issues* – received, no comments.
- c. *Suspension of Service Crockett Marine Services* – received, no comments.
- d. *Receive Annual Report on Construction Permitting for CY 2018*. Mr. Bartlebaugh asked why there was an increase in permits issued beginning in 2008. Mr. McDonald explained that our sewer lateral inspection program adopted by Ordinance No. 07-1 in 2007 has identified sewer lateral defects during inspection of homes when the are sold which has resulted in an increase in permits as the defects were corrected.
- e. *Annual Sanitary Sewer Overflow (SSO) report on Crockett collection system*. Mr. Bartlebaugh asked if there was a reason why SSOs dropped to only one last year. Mr. McDonald said staff has worked hard to make sure maintenance our cleaning schedules are aggressive enough to prevent backups from occurring in the collection system. The higher numbers reported in prior years include previously known repeat problem lines such as the 4" line under the Pomona sidewalk which have since been repaired. A question was raised on the potential fines and Mr. McDonald said that the requirement of the current Sanitary Sewer System (SSS) Waste Discharge

Requirement (WDR) order prohibits any discharge of wastewater from the collection system. Fines could be up to \$10 per gallon but based on our proactive maintenance, response times when dealing with discharges, the completeness of our records, our training, and compliance to our Sanitary Sewer Management Plan (SSMP) we hope that fines would be reduced based on our actions and a settlement offer would take it into consideration when setting fines. Mr. McDonald said that the department is behind on their capital replacement and repair program and will continue to focus on maintenance of our collection system to minimize the frequency and duration of SSOs. He said the State Water Resource Control Board (SWRCB) is considering updates to the SSS WDR which may include removing the requirement to report SSOs less than 50 gallons considering the volume and its impact de minimis. Many of the Crockett SSOs in the past were minor and would otherwise have been excluded under these new proposed rules.

The remaining consent items 5.b, 5.c, 5.d. and 5.e. were approved unanimously (mm/ha).

6. REPORT OF CONSULTING ENGINEER: Mr. McDonald reported that staff met with Vivian Housen to discuss the Motor Control Center (MCC) replacement project planned for the Crockett Pump Station. There is the possibility the MCC project can be bid and coordinated with West Count Wastewater District's (WCWD) planned pump station improvements. Mr. McDonald plans to meet with the new WCWD General Manger Lisa Malek-Zadeh and her staff to discuss.

7.a. ENFORCEMENT ACTIONS: Mr. McDonald presented the status report on recent enforcement actions through January 9. He said recoverable abatement costs from 288 Kendall has been paid and he is anticipating abatement charges for enforcement against 1513 Lillian will also be paid without the need for a public hearing. Mr. Bartlebaugh asked about the outstanding smoke testing violations. Mr. McDonald reported that staff recently completed mailings to about eight properties that have either a clearly identified defect or a strong possibility of a lateral problem that requires property owners to complete CCTV inspections of their laterals. A few other identified smoke test failures originally identified as being associated with a specific property address may be related to a nearby public sewer and enforcement against these properties has been suspended. Staff is researching the sewers near these locations.

7.b. CCTV INSPECTION PROGRAM: Mr. McDonald presented the annual report on Closed Circuit Television (CCTV) inspections performed on the department's collection system sewers in 2018. CCTV inspections are scheduled annually on either a 5-year or 10-year frequency based on the condition and history of problems on the sewer line segment. The majority of the line segments this year were on the south basin serving the newer Vista Carquinez neighborhood on Duperu Drive. These sewers are 38 years old. As such, there were fewer defects identified this year than in the past. The majority of failing pipe has been on older vitrified clay pipe. A question was raised asking what a reverse setup is. Mr. McDonald said CCTV inspections are normally run downstream, in the same direction as wastewater flow, so that there is less impact with the camera lens so that a clearer inspection is obtained. Occasionally the CCTV equipment hits an impasse, for example a severe offset joint or protruding lateral, which requires the equipment to be moved to the lower manhole and for the inspection to be run upstream. The reverse setup fee compensates the contractor for his time to move his equipment and retry the inspection in the reverse direction.

7.c. SEWER REPAIR/REPLACEMENT PROGRAM: Mr. McDonald reported two projects were completed in 2018 replacing 90 linear feet of sewer. This is below the 2% annual goal set by the Wastewater Committee as a target for sewer replacement. Mr. Manzione asked if there will be more sewers replaced once it stops raining and wondered about the Atherton/Cooke project. Mr. McDonald said the drawings for the Atherton/Cooke project are complete and he expects going out for bid in the coming months with construction to begin in early summer. He anticipates this to be our last large project of the fiscal year with substantially more sewers repairs and replacements starting later in the summer of 2019 and continuing through 2020. Mr. Bartlebaugh asked when the next Wastewater Committee meeting would be held. Mr. McDonald will call one in February.

8.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. McDonald said our LAIF investment interest rate went up on December 31, 2018 from 2.1% to 2.4%. Mr. Bartlebaugh asked if our attorney fees will rise with our new District Counsel. Mr. McDonald said that the rate schedule has increased but not as substantially as originally thought. Our primary counsel will be an associate with Meyers Nave and the rate will be \$295 per hour. The Board will consider the addendum to the legal agreement with Meyers Nave on January 23. The proposed budget schedule was presented with a target date of June 26, 2019 for adoption of the next year's budget. Mr. Bartlebaugh asked about water data from EBMUD and why that would be needed. Mr. McDonald briefly explained how sewer use charges are based on water use, how water data is used to set the base Single-Family-Residence (SFR) rate, and to determine commercial and mixed use properties equitable share of sewer use fees.

8.b. MID-YEAR BUDGET REPORT: The mid-year budget report for Fiscal Year (FY) 18/19 was presented to the Commission. A variety of factors has resulted in expenses being lower than originally anticipated with lower operating costs associated with work normally completed by WCWD as the primary reason. Now that WCWD has as new General Manager and has begun hiring operators we anticipate more non-routine maintenance to occur at the Crockett Pump Station and deferred capital replacements to be reexamined. The Crockett Sanitary Department remains in a strong financial position and it is anticipated that the contingency reserve for this fiscal year will not be used. Mr. McDonald said that once he completes the EBMUD water use study and develops the draft FY 19/20 budget he will have a better understanding on forming recommendations on whether to propose a sewer use charge increase for FY 19/20.

9.a. DISTRICT BOARD ACTIONS: Mr. McDonald said Kent Peterson was appointed as President of the Board and Mike Kirker was appointed as Vice-President. The Board confirmed the suspension of sewer service to Crockett Marine Services/The Nantucket.

9.b. COMMITTEE APPOINTMENTS: A motion to keep the Budget & Finance and Wastewater Committees the same carried unanimously (mm/jw).

10.a. STAFF REPORT ON OPERATIONS: Mr. McDonald presented the Crockett Sanitary Department managers report along with monthly maintenance summary worksheets from the Crockett Sanitary Department, West County Wastewater District, and ASR – C&H Sugar Co. Mr. Adams asked if The Nantucket's sewer has been disconnected. Mr. McDonald said sewer service remains suspended but that out of concern for the environment the physical disconnection of the sewer has not occurred. He said The Nantucket has announced they are

closing February 17. Mr. Wolthuis noted that the month displayed on the WCWD Monthly Reports for November and December was incorrect. The corresponding data was correct.

11.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

11.c. STAFF ANNOUNCEMENTS: None

12.a. WASTEWATER COMMITTEE REPORT: Meeting to be scheduled in February.

12.b. BUDGET & FINANCE COMMITTEE REPORT: Meeting to be scheduled in early February.

12.c. AD HOC COMMITTEES REPORT: None

12.d. INTER-AGENCY MEETINGS: Mr. McDonald said he attended the quarterly Managers Roundtable meeting hosted by BACWA on January 7. Items discussed included the 2nd Nutrient Watershed permit that will affect public owned treatment plants (it will not affect the Crockett/C&H JTP as it is considered an industrial plant), renewal of Sanitary Sewer System Waste Discharge requirements, challenges in finding qualified operators in this period with low unemployment, and education opportunities through Bay Area Consortium for Water and Wastewater Education (BACWEE) program at Solano Community College.

13. FUTURE AGENDA ITEMS:

Action Plan for 2019 (Feb. /March)
Consider recommended enforcement actions.
Consider comprehensive rehabilitation program.
Recommend award of contract(s)
Recommend payment for sewer project(s).

14. COMMISSIONER COMMENTS: Mr. Adams said Harold Burnett should be given information on the BACWEE program as he is involved with the Careers Academy at John Swett High School. Mr. Wolthuis said that he not be at the February and April meetings. He said he would be available for the Budget & Finance Committee if it occurs the first week of the month.

15. ADJOURNMENT: The meeting was adjourned at 7:53 PM until February 20, 2019.

Respectfully submitted,



Dale McDonald
January 18, 2019

CV SAN. DEPT. STATUS REPORT

FEBRUARY

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

FINANCIAL MATTERS

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

ENGINEERING MATTERS

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

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

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

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TO: Crockett Sanitary Commission
FROM: Sanitary Department Manager 
SUBJECT: Status Report on Recent Enforcement Actions
DATE: February 12, 2019

Staff continues enforcement of violations related to Ordinance No. 07-1 requiring inspection of the building sewer at time of any property sale and certification of its good condition. In addition, other violations of Ordinances No. 18-1 and No. 05-1 are also being enforced.

The following property has had recent enforcement actions:

1. 1535 POMONA – Inspected property for use; confirmed two Single-Family Residences.
2. 468 WANDA – Notice of Violation mailed for failed smoke test.
3. 2 CROLONA HEIGHTS – Owner to cap exposed cleanout.
4. 525 ALHAMBRA – Notice of Violation mailed for failed smoke test.
5. 674 EDWARDS – Owner to provide CCTV inspection, postponed action till March 1 to allow inspection to be provided to the sanitary department.

The following properties received a Certificate of Compliance prior to the sale of the building:

1. 590 KENDALL AVE
2. 534 JACKSON STREET

The following properties are no longer in violation:

1. 1513 LILLIAN – Owner paid abatement costs of \$122.26. Cert previously issued.
2. 34 ROLPH PARK DRIVE – Replaced sewer under permit after NOV issued. Certificate of Compliance issued.

The following properties had other action:

1. 1334 WANDA – Access & Repair Agreement entered into to pay contractors for emergency sewer lateral replacement. Completed under permit and \$7,690 to be recovered over the next three tax periods.



January 21, 2019

VIA submittal to CIWQS site

Attn: William Burrell
California Regional Water Quality Control Board
San Francisco Bay Region
1515 Clay Street, Suite 1400
Oakland, CA 94612

Re: 2018 Annual Report
Attention: Surveillance Division
File #2119.1006 – C&H Sugar Company, Inc.

Dear Mr. Burrell:

The attached annual report presents an overview of C&H Sugar Company's NPDES monitoring and sampling activities conducted for our facility during 2018 in accordance with C&H Sugar Company's NPDES permit CA0005240, Board Order #2012-0084 (effective January 1, 2013 through June 30, 2018) and Board Order #2018-0012 (effective July 1, 2018 through June 20, 2023).

Since September 2011, C&H Sugar Company has submitted the monthly SMRs and associated data via the CIWQS website (e-SMR). As such, data previously submitted electronically via CIWQS is not included in this annual report. As required by the State Water Resources Control Board (SWRCB), electronic submittal of the facility Discharge Monitoring Reports (e-DMRs) was mandated and commenced with the August 2014 e-SMR.

In accordance with Board Orders #2012-0084 and #2018-0012, samples were collected during a specified sample period (i.e. once per week, twice per month, etc.). Storm water monitoring and sampling were also conducted in accordance with the listed Board Orders. Receiving water monitoring and sampling activities were deferred with participation in the Regional Monitoring Program.

GENERAL SUMMARY

Analytical

Caltest Analytical Laboratory performed all chemical analyses (some specific analyses were subcontracted out), and Pacific EcoRisk performed the bioassay tests. Our laboratory technicians

and the Philip F. Meads Water Treatment Plant (aka Joint Treatment Plant (JTP)) operators performed physical measurements of DO, chlorine residual, pH, temperature and standard observations.

Because of the RWQCB requirements for the CA 13267 sampling and analysis, Caltest provided us with the results of some analyses below the reporting limit/minimum level. This is indicated with a J. According to Caltest, J flagged results indicate an estimated concentration above the method detection limit and below the reporting limit/minimum level. The J flag is equivalent to the DNQ estimated concentration flag.

Other than the missed sample hold times by Caltest Laboratory (see below for further details), there were no instances of when sample results were outside the permit requirement during 2018.

INF-001 Sampling

Although not required by Board Order #12-0084, C&H Sugar Company had elected to sample and monitor INF-001. However, Board Order #18-0012 does include some provisions for sampling and monitoring INF-001. Sampling activities were completed at INF-001 in conjunction with the sampling activities completed at EFF-001 during 2018.

Annual, Semi-annual, and Quarterly Sampling Events

Annual and semi-annual sampling

In accordance with Board Order #12-0084, the analytical results from the annual and semi-annual sampling activities conducted at INF-001, EFF-001, and EFF-002 during January 2018 were not required to be entered into CIWQS. As such, a copy of the January 2018 annual and semi-annual analytical data sheets for INF-001, EFF-001, and EFF-002 are included as an attachment to this report. In accordance with Board Order #18-0012, Table E-7, footnote 2: monitoring performed during the previous order term may be used to satisfy monitoring required by the current order.

In accordance with Board Order #18-0012, semi-annual sampling was conducted at INF-001, EFF-001, and EFF-002 in July 2018 and the results were previously reported via CIWQS in the monthly e-SMR.

PCB congener monitoring and sampling activities at EFF-002 were completed in accordance with Board Order #R2-2017-0041 (effective January 1, 2018). Semi-annual sampling activities for PCBs at EFF-002 were conducted in January and July 2018. The PCB and PCB congener analytical results for EFF-002 were previously reported via CIWQS.

Annual chronic toxicity testing was conducted in October 2018 at EFF-002 and the analytical results were previously reported via CIWQS in the monthly e-SMR. A copy of the complete testing report is included as an attachment to this report.

Quarterly sampling

Quarterly sampling events were conducted at INF-002 and INF-003 in January, April, July, and October 2018. The analytical results for the quarterly sampling activities were previously reported via CIWQS in the respective monthly e-SMR.

Mercury Sampling and Monitoring at EFF-002

Mercury monitoring and sampling activities at EFF-002 were completed in accordance with Board Order #R2-2017-0041 (effective January 1, 2018) and reported via CIWQS in the corresponding SMR monthly report.

For the same reasons listed in our letter to Ms. Lila Tang, dated April 7, 2000, it is important to note that the sample collection methods for the ultra-clean mercury sampling did not exactly follow the protocol. Although the collection of the sample was conducted as carefully as possible to prevent outside contamination, there are unavoidable conditions that prevent us from following the protocol exactly. As Ms. Tang suggested, C&H will continue to monitor the results of the ultra-clean mercury sampling and the available collection methods to determine and resolve any sources of sample contamination. If you have not received this letter or need another copy, please notify me and I will provide you with a copy.

As required by Order #R2-2017-0041, a summary of the 2018 mercury analytical results and the field blank sample results for EFF-002 is presented below.

2018 Mercury Mass Loading Data Table (EFF-002)

Month	Sample Date	Flow (MGD)	Hg (µg/L)	Field Blank (µg/L)	Monthly Mass (kg/month)
JANUARY	1/3/2018	0.635	0.017	0.0006	0.0012
FEBRUARY	2/7/2018	0.765	0.012	0.0058	0.0011
MARCH	3/6/2018	0.652	0.0022	0.00075	0.0002
APRIL	4/3/2018	0.899	0.00064	<0.0005	0.0001
MAY	5/1/2018	0.857	0.00053	0.0013	0.0001
JUNE	6/5/2018	0.699	0.0013	<0.0005	0.0001
JULY	7/10/2018	0.9	0.0012	<0.0005	0.0001
AUGUST	8/8/2018	0.786	0.0045	0.00089	0.0004
SEPTEMBER	9/5/2018	0.647	0.00082	0.00066	0.0001
OCTOBER	10/3/2018	0.903	0.00081	0.0015	0.0001
NOVEMBER	11/7/2018	0.855	0.00065	0.0012	0.0001
DECEMBER	12/5/2018	0.848	0.0018	0.0038	0.0002
Running Average (kg/month)					0.0003
Total 12-month moving annual (kg/yr)					0.0036
Effluent Limit for 12-month moving annual (kg/yr)					0.0450

µg/L = microgram per liter
 mgd = million gallon per day

kg/mo = kilogram per month
 kg/yr = kilogram per year

Caltest Laboratory Missed Sample Hold Time

May 2018

As presented in the May 2018 e-SMR, Caltest Laboratory informed C&H that the May 1, 2018 sample submitted for Total Suspended Solids (TSS) analysis at EFF-002 was not analyzed within the specified methodology sample hold time. C&H requested that the sample be analyzed out of hold time and the result was non-detect (<3 mg/L). A 5-day follow-up letter regarding the sample hold time being missed was not required for this event.

Caltest conducted a root cause investigation and found that new lab staff members were not added to an internal "automatic alert e-mail to all applicable staff indicating what analyses on what samples will go out of hold on that particular day". Caltest has "since added all new lab staff to the automatic alert system, and trained them to ensure they check it daily."

September 2018

As reported in the September 2018 e-SMR, the weekly compliance sample for BOD collected on September 20, 2018 at EFF-001 and INF-001 was not picked up nor analyzed within the specified methodology sample hold time by Caltest Laboratory. C&H requested that the samples be analyzed out of hold time and the results were non-detect for BOD in the samples collected at EFF-001 and INF-001. The 5-day follow-up letter regarding this incident was submitted on October 1, 2018.

Caltest conducted a root cause investigation and found that the incident occurred due to a scheduling error. As a corrective action, Caltest will have a second person review the daily pick up schedule to confirm all scheduled pickups are accounted for and performed.

November 2018

As reported in the November 2018 e-SMR, Caltest Laboratory failed to complete the requested conductivity analysis within the specified methodology sample hold time for the storm water samples submitted on November 21, 2018. All other storm water required analyses were conducted within the specified methodology sample hold time.

C&H requested that the samples be analyzed out of hold time and the results were included in the e-SMR with a note indicating "Caltest Lab analyzed out of hold time". Order No. R2-2018-0012 only requires sampling for conductance and does not list a permit limit for this parameter. A 5-day follow-up letter regarding the sample hold time being missed was not required for this event.

Caltest conducted an investigation and found that the incident occurred due to a laboratory error. As a corrective action, the Caltest Sample Control Department Team members have received additional training. A copy of the letter, provided by Mr. Eli Greenwald at Caltest Laboratory, regarding the missed sample hold time is attached.

Crack in Wastewater Line to JTP

As reported in the September 2018 e-SMR, a crack in the wastewater line from the refinery to the JTP was suspected and the pumps on this line were stopped. Excavation of the 10-inch diameter PVC pipe, which was installed in 1999, revealed that it had been laid over the top of a former pier piling. It appears that over time, the former pier piling began to cause an indentation in the bottom of the 5/8-inch thick pipe. Based on the timing of the suspected leak, the 3.5 magnitude earthquake centered near Crockett, California on the evening of September 1, 2018 most likely jolted the pipe which resulted in a thin horizontal crack developing along the underside of the pipe originating from the indentation area.

The impacted section of pipe was removed and replaced on September 11, 2018. The repaired pipe was flooded with potable water and pressure tested for leaks. No leaks were observed and the pumps to the wastewater treatment plant were placed back in-service. The 5-day follow-up letter regarding this incident was submitted on September 11, 2018.

Operational Issues

No significant operational issues occurred during 2018. The Philip F. Meads Water Treatment Plant did not experience any bypass or spill events during 2018.

OTHER DOCUMENTS

Contingency and Spill Prevention Plan – Philip F. Meads Water Treatment Plant

A combined Contingency and Spill Prevention Plan was prepared for the Philip F. Meads Water Treatment Plant in January 2015. Updates to the combined Contingency and Spill Prevention Plan shall be completed as necessary so that the plan will remain useful and relevant to current equipment and operation practices.

The combined document was revised in January 2019 and includes updates to the following sections: facility contact information and pumps and equipment. No other substantial changes to the document have been made since January 2018.

Operation & Maintenance (O&M) Manual – Philip F. Meads Water Treatment Plant

The current version of the O&M manual for the Philip F. Meads Water Treatment Plan was updated by Severn Trent Environmental Services (STES) in December 2016. Revisions to the document will be completed as equipment is upgraded, automated, replaced, and/or taken out of service, as necessary. The O&M manual is reviewed on an annual basis and updates will be completed as necessary so that the plan will remain useful and relevant to current equipment and operation practices. During 2017, STES North America was purchased by Inframark.

During 2018, routine maintenance activities were conducted by Inframark personnel and various equipment items (i.e. valves, pumps, etc.) were replaced on an as needed basis. New peristaltic

chemical feed pumps were installed on the chlorination and de-chlorination systems at the JTP and the O&M Manual was updated to reflect the new pumps.

During 2018, a phased lighting upgrade project was implemented at the JTP and the final phase will be completed in 2019. No additional significant capital improvement projects were completed during 2018 at the JTP.

The current O&M manual was most recently reviewed in January 2019 by Inframark personnel and remains useful and relevant to our current equipment and operational practices.

Wastewater Facility Status Report – Philip F. Meads Water Treatment Plant

C&H Sugar Company, Inc. has contracted with Inframark to operate the Philip F. Meads Water Treatment Plant which is owned by C&H Sugar Company, Inc. Inframark is responsible for staffing, supervision, operation, maintenance, and repair of the treatment plant. In addition, Inframark operators possess certificates of appropriate grade pursuant to Division 4, Chapter 14, Title 23 of the California Code of Regulations. A letter from Inframark certifying this information is true and correct is attached.

C&H Sugar Company is responsible for the financial operations of the Philip F. Meads Water Treatment Plant. Additional information pertaining to the operation of the Philip F. Meads Water Treatment Plant can be found in the associated Spill and Contingency Plan and the Operations and Maintenance Manual.

Municipal Wastewater – Community of Crockett

The Crockett Community Services District is responsible for the staffing, supervision, finances, operation, maintenance, and repair of the municipal wastewater collection system which discharges to the Philip F. Meads Water Treatment Plant.

Refining Process Wastewater – C&H Refinery facility

Sugar refining process wastewater that includes char washings, scum filter aid slurries, refinery equipment wash water, and contaminated storm water from identified process areas is processed through a primary wastewater treatment plant at the Refinery before being pumped to the Philip F. Meads Water Treatment Plant for processing. The purpose of the primary wastewater treatment plant is to remove solids using a belt filter system. The solids are loaded on a truck for off-site disposal as a soil amendment.

C&H is responsible for staffing, supervision, operation, maintenance, repair, and financial operations of the primary wastewater treatment plant. In the event that the primary wastewater treatment plant at the refinery cannot be operated and/or repaired, the unit will be taken out of service and the refining process wastewater will be sent directly to the Philip F. Meads Treatment Plant for processing.

Wastewater Facility Status Report - Once-through Cooling Water at C&H Refinery

The refinery discharges once-through cooling water and condensed vapor through a deep water diffuser at discharge point EFF-001 back into the Carquinez Straits. The once-through cooling water and vapor condensate collection system at the Refinery consists of the following elements: six intake pumps, piping that extends from the intake pumps to the 7th floor of the refinery and back down to the Discharge Point EFF-001, and twelve barometric condenser units and associated vacuum pumps. Vapor condensate is captured by the once-through cooling water as it passes through the barometric condenser unit. In accordance with our NPDES Permit, no treatment substances (i.e., algacides or anti-fouling additives) are used in the once-through cooling water system.

The Powerhouse personnel are responsible for operation of the six intake pumps as they are located in the Powerhouse. When in operation, the intake pumps are looked at on a daily basis as part of the Powerhouse personnel daily rounds. The intake pumps are maintained by the C&H Maintenance Department personnel in accordance with a Planned Maintenance (PM) schedule. Not all six pumps are operating at the same time which allows for PM activities to be conducted on the pumps.

The once-through cooling piping is essentially visible from the intake pumps to the discharge pipe on the covered dock area prior to submerging below the water level in the Carquinez Strait at EFF-001. In the event that a leak occurred in the once-through cooling piping in the Refinery, it would be noticed by C&H personnel, and the saltwater pumps would be shut down until the repairs could be completed by the Maintenance Department. At a minimum, an immediate temporary repair will be made until a permanent repair can be completed.

The barometric condenser equipment and associated vacuum pumps are located on the 2nd, 6th, and 7th floors of the Refinery. The Process Department personnel are responsible for operation of these units and the Maintenance Department personnel are responsible for maintenance on these units. When in operation, the barometric condenser equipment and associated vacuum pumps are viewed by the Process personnel on a daily basis. In the event a barometric condenser unit develops a leak or a vacuum pump fails, it would be noticed by the Process personnel and the equipment would need to be shut down until the repairs could be completed.

The submerged piping at EFF-001 was most recently inspected in September 2014 by Tidal Marine. The system was found to be in good working order and without issue. C&H would contract with a vendor to conduct repairs on the submerged piping at EFF-001, if needed.

The Refinery is staffed 24/7 with Supervision personnel and hourly employees. However, reduced staffing occurs on the shutdown days (typically holidays and weekends) and consists primarily of Supervision personnel and maintenance employees. The Engineering & Maintenance department is responsible for the maintenance and repairs related to the once-through cooling system and the reliable transport of the once-through cooling water discharged at EFF-001.

Spill Prevention Control and Countermeasures (SPCC) Plan – C&H Refinery

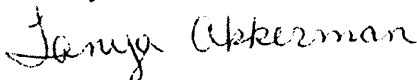
The Spill Prevention Control and Countermeasures (SPCC) Plan for the C&H Refinery was reviewed, updated, and recertified by a Professional Engineer in 2014. The document remains useful and relevant to our current equipment and operational practices. The SPCC document will be reviewed on a routine basis and recertified by a Professional Engineer if significant changes are made to the facility operations which would impact the SPCC plan. In 2019, the SPCC document is scheduled to be updated and recertified by a Profession Engineer in accordance with the life cycle of the document.

ANNUAL e-SMR CERTIFICATION

I certify under penalty of law that this document and all attachments are prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who managed the system, or those persons directly responsible for gathering the information, the information is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. [40 CFR 122.22(d)].

If you have questions about the information contained in this 2018 Annual Report, I can be reached at (510) 787-4352 or via e-mail at Tanya.Akkerman@asr-group.com.

Sincerely,



Tanya Akkerman
Environmental Manager

Attachments:

- January 2018 Annual and semi-annual Analyses Laboratory Data Sheets for INF-001, EFF-001, and EFF-002
- 2018 Chronic Toxicity Results for EFF-002
- Inframark letter dated January 14, 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

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG: 2-27-19

LATEST FUND REPORT: 2-12-19

OPERATING FUND 3426

CONSTRUCTION FUND 3427

CASH CARRIED FORWARD: \$138,442.99

CASH CARRIED FORWARD \$17,341.62

ACTIVITY:

ACTIVITY:

Warrants (5788-5809) (\$97,071.37)
 Investment fee (\$102.00)
 Trns to REC pay recvry (\$245.05)
 JTP Cap Reserve Trnsfr (\$32,000.00)
 Deposits (other) \$1,819.57
 Payroll recovery \$4,736.36
 C&H and RTS \$97,594.01
 Trns from Investment \$85,000.00

Investment fee (\$18.00)
 JTP Cap Rsrv Trns \$32,000.00

CASH BALANCE: \$198,174.51

CASH BALANCE: \$49,323.62

INVESTED BEGIN BAL.: \$863,072.54

Interest LAIF \$5,215.37

INVESTED BALANCE: \$868,287.91

FUND 3427 BALANCE: \$917,611.53

ADV ON TAXES:

060 Prop tax Beginning \$520,908.69
 No activity \$0.00

Ending Balance \$520,908.69

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

CAPITAL RESERVE FUND 3429

CASH CARRIED FORWARD \$277.00

ACTIVITY:

Investment fee (\$2.00)

INVESTED BEG. BALANCE: \$2,765,762.21

CASH BALANCE: \$275.00

Interest LAIF \$12,402.80

Trns to cash (\$85,000.00)

INVESTED BEGIN BAL.: \$68,333.50

Interest LAIF \$412.93

Ending Balance: \$2,693,165.01

INVESTED BALANCE: \$68,746.43

FUND 3426 BALANCE: \$3,416,366.10

FUND 3429 BALANCE: \$69,021.43

TAXES held in 3240: \$177,419.37

CO.charges in 3240: \$0.00

ACCURED DEBT OWED TO CVAN:

CONTRACTOR BONDS ON FILE:

PCSAN DEPT. \$302,196.85

MAINT DEPT. \$0.00

25 contractors \$25,500.00

1:16 PM

02/13/19

CROCKETT COMMUNITY SERVICES DISTRICT
Reconciliation Detail
FUND 3426 - CV SANITARY - O&M, Period Ending 02/12/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							3,429,231.78
Cleared Transactions							
Checks and Payments - 26 items							
Transfer	01/17/2019			Payroll recovery Jan1-15 CVSAN t...	X	-245.05	-245.05
Check	01/17/2019			Service Charge	X	-102.00	-347.05
Check	01/18/2019	5789	C&H SUGAR CO.	JTP Op costs Dec 2018	X	-55,232.81	-55,579.86
Check	01/18/2019	5790	BAY AREA AIR Q...	Permit Renewal Invoice 4EU97 Cu...	X	-924.00	-56,503.86
Check	01/18/2019	5792	U.S. BANK	Various office	X	-723.44	-57,227.30
Liability Ch...	01/18/2019	5788	STATE COMPENS...	Workers Comp	X	-409.75	-57,637.05
Check	01/18/2019	5791	Crockett Award & ...	Names plates and gavel Invoice 54...	X	-45.21	-57,682.26
Transfer	02/06/2019			JTP Cap Reserve Diffuser Membrane	X	-32,000.00	-89,682.26
Check	02/07/2019	5803	Glosage Engineeri...	1334 Wanda Lat. replcmnt agreem...	X	-7,690.00	-97,372.26
Check	02/07/2019	5804	L.R. PAULSELL C...	Sewer High Pressure Cleaning invo...	X	-5,290.00	-102,662.26
Liability Ch...	02/07/2019	5797	CalPERS Public E...	CalPERS Retirement Liability	X	-4,157.49	-106,819.75
Check	02/07/2019	5799	DENNIS L. LORET...	Audit fees for FY 17/18	X	-3,559.31	-110,379.06
Check	02/07/2019	5806	TELSTAR INSTRU...	Meter mount and calibration of Cro...	X	-3,450.00	-113,829.06
Check	02/07/2019	5807	WEST COUNTY ...	Pump Station Contract Services De...	X	-2,483.29	-116,312.35
Check	02/07/2019	5802	PG&E	Electricity	X	-2,151.96	-118,464.31
Check	02/07/2019	5809	COUNTY CLERK	Election cost	X	-1,051.23	-119,515.54
Liability Ch...	02/07/2019	5795	UNITED STATES ...	Fed Payroll Tax Liability	X	-927.44	-120,442.98
Liability Ch...	02/07/2019	5796	EMPLOYMENT D...	State Payroll Tax Liability	X	-498.70	-120,941.68
Transfer	02/07/2019			Payroll and cost recovery Jan 2019...	X	-484.62	-121,426.30
Check	02/07/2019	5805	MEYERS NAVE	Attorney costs for December 2018	X	-259.20	-121,685.50
Check	02/07/2019	5801	EBMUD	Water	X	-143.17	-121,828.67
Check	02/07/2019	5808	DALE A. McDONA...	Mileage and supply reimbursement ...	X	-136.04	-121,964.71
Check	02/07/2019	5800	AT&T (Phone)	Telephone and fax District office	X	-132.20	-122,096.91
Check	02/07/2019	5798	LINCOLN FINANCI...	LTD Insurance monthly premium	X	-120.12	-122,217.03
Paycheck	02/08/2019	5794	JAMES G. BARNH...	Payroll January 2019	X	-3,908.56	-126,125.59
Paycheck	02/08/2019	5793	DALE A. McDONA...	Payroll January 2019	X	-3,777.45	-129,903.04
Total Checks and Payments						-129,903.04	-129,903.04
Deposits and Credits - 9 items							
Deposit	01/17/2019			Interest	X	12,402.80	12,402.80
Deposit	01/18/2019			Bond & Permit	X	1,060.00	13,462.80
Deposit	01/23/2019			Permit - cc	X	60.00	13,522.80
Deposit	01/28/2019			SUC	X	699.57	14,222.37
Deposit	01/30/2019			C&H SUC	X	47,741.74	61,964.11
Deposit	02/01/2019			Return to Source and Abatement	X	49,852.27	111,816.38
Transfer	02/07/2019			Payroll and cost recovery Jan 2019...	X	159.39	111,975.77
Transfer	02/07/2019			Payroll and cost recovery Jan 2019...	X	2,487.86	114,463.63
Transfer	02/07/2019			Payroll and cost recovery Jan 2019...	X	2,573.73	117,037.36
Total Deposits and Credits						117,037.36	117,037.36
Total Cleared Transactions						-12,865.68	-12,865.68
Cleared Balance						-12,865.68	3,416,366.10
Register Balance as of 02/12/2019						-12,865.68	3,416,366.10
Ending Balance						-12,865.68	3,416,366.10

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

TO: Budget & Finance Committee / Commissioners
FROM: General Manager *fm*
SUBJECT: 7-month FY 2018/19 Budget Report and Draft FY 2019/2020 Budget
DATE: January 30, 2019

The 7-month FY 18/19 Crockett Sanitary Budget Report details are incorporated within the attached draft FY 19/20 budget. The Crockett Sanitary Department is on a strong financial foundation with estimated expenses for the collection system, treatment plant, and administrative cost centers all under budget. The contingency and rate stabilization reserves are not expected to be used this year. A budget deficit is not forecasted for FY 18/19 and there looks to be no need to adopt a revised budget.

HIGHLIGHTS

- Payroll Cost Recovery Income (#318.x) and offsetting Payroll Recoverable Expense (#6560) accounts are no longer being used. The payroll liability between departments is now allocated when payroll checks are issued. This change will provide clearer income and expense statements and simplify the audit process next year.
- The majority of capital improvement and capital replacement projects identified at the Pump Station and Joint-Treatment Plant (JTP) were not completed this year. West County Wastewater District (WCWD) is addressing staffing shortages and expects to rebuild one air compressor and modify the Pump No. 5 air vent system this fiscal year. ASR/C&H Sugar has coordinated three capital replacement projects at the JTP (drainage system metering pump, chlorine liquid sampling pump, and hydraulic control unit on sludge system) and one capital improvement project (hydraulic control module belt press). Staff has not heard back from ASR/C&H Sugar on whether any additional capital projects will be addressed before June 30, 2019.
- Sewer Use Charge (SUC) revenue (#301.1 CY and #301.2 PY) from The Nantucket is not expected to be recovered. All other direct billed SUCs have been paid. SUCs for FY 19/20 have not been calculated and only a placeholder has been included in draft budget. The actual SUC revenue will be better known once staff completes their water use study and commercial and mixed use property worksheets.
- Interest income (#311) is anticipated to continue to rise but not as rapidly as last year.
- Joint-Treatment-Plant (JTP) O&M expenses (#411.50) remain the largest expense of the Crockett Sanitary Department. Operating costs have been held in check by ASR/C&H Sugar and it is expected that expenses will be under budget for the period ending June 30, 2019.

- Attorney (#55.4) and Auditor (#55.5) expenses are expected to increase. The District has new legal counsel and the state requires the District to use a different auditor for our FY 18/19 audit.
- Software Subscriptions (#414.94) has been added to better track web hosting, SSMP ICOM subscription, and anticipated productivity software upgrades (Office, Adobe Acrobat). Telephone/Internet (#414.90) and Other Misc. (#95) will be lower as this is where web hosting and software purchases were previously tracked.
- Loan Interest Expense (#423.1) must be tracked as a long-term Non Operating Expense and not as a Capital Expense, per the State Controller's Office (SCO). Adjustments were made in the audited FY 17/18 financials.
- SSMP / GIS (ICOM) subscription service is now tracked as a software subscription and has been removed as a capital expense.
- Minor adjustments to various expense line items.

SUMMARY

Expenditures are well under budget in FY 18/19. The Motor Control Center (MCC) replacement project for the pump station may be postponed until the summer of 2020. The unspent contingency reserve will roll over to the rate stabilization reserve. Capital Projects will be funded from the proposed FY 19/20 Capital Projects Allocation and unused capital reserves allocated in prior years.

The Budget & Finance Committee should review the attached draft budget, give direction to staff, and form recommendations as needed.

FY 2019-20 CROCKETT SANITARY DEPARTMENT BUDGET - FUND 3426 DRAFT A - 1/30/2019

	PY 2017-18	FY 2018-19	FY 2018-19	FY 2019-20
	Actual	Approved	Estimated Year	Draft Budget
Collection System				
Loan Principal	\$ 72,937	\$ 75,236	\$ 75,684	\$ 78,545
Gas, Fuel, Vehicle (District owned)	\$ 393	\$ 600	\$ 1,848	\$ 1,000
Insurance	\$ 30,445	\$ 31,359	\$ 32,328	\$ 35,561
West County O&M Pump Station	\$ 47,610	\$ 44,141	\$ 34,690	\$ 43,207
Prof. Services (Collection Sys) Non WCWD	\$ 10,618	\$ 12,000	\$ 6,882	\$ 12,000
Rent/Lease Easements	\$ 2,392	\$ 2,350	\$ 2,448	\$ 2,500
Maintenance (CSO) Paulsell & WCWD	\$ 86,187	\$ 95,436	\$ 72,629	\$ 83,578
Utilities	\$ 30,830	\$ 31,429	\$ 27,305	\$ 30,016
Cap. Replacement (O&M) Pump Station	\$ 10,547	\$ 32,100	\$ 10,150	\$ 30,300
Other	\$ 3,566	\$ 3,680	\$ 2,196	\$ 3,500
Total Collection System	\$ 295,526	\$ 328,331	\$ 266,161	\$ 320,207
Treatment Plant				
JTP Operations & Maint - C&H	\$ 663,217	\$ 678,625	\$ 669,312	\$ 667,727
Capital Replacement (O&M) JTP	\$ 37,507	\$ 11,893	\$ 16,660	\$ 11,893
Total Treatment Plant	\$ 700,724	\$ 690,518	\$ 685,972	\$ 679,620
Administrative				
Elections	\$ 0	\$ 1,000	\$ 1,000	\$ 0
Membership	\$ 4,764	\$ 5,296	\$ 4,777	\$ 4,800
Office - Supplies/Postal/Misc.	\$ 4,076	\$ 5,217	\$ 5,347	\$ 5,112
Professional Services (Admin)	\$ 14,231	\$ 10,500	\$ 9,141	\$ 12,256
Printing / Publishing	\$ 780	\$ 1,400	\$ 2,197	\$ 1,500
Rents/Leases - Office Space	\$ 2,400	\$ 2,400	\$ 2,400	\$ 3,000
Travel/Meetings/Vehicle	\$ 483	\$ 685	\$ 629	\$ 650
Telephone and Internet	\$ 4,961	\$ 5,600	\$ 3,485	\$ 3,500
Software subscriptions	\$ 0	\$ 0	\$ 945	\$ 3,500
County & State Charges	\$ 5,959	\$ 5,965	\$ 6,174	\$ 5,965
Recoverable Expenses / Other Misc.	\$ 7,086	\$ 6,000	\$ 11,036	\$ 9,000
Training and Conferences	\$ 821	\$ 1,500	\$ 1,321	\$ 1,500
Sub-Total Administrative	\$ 45,561	\$ 45,563	\$ 48,452	\$ 50,783
Salaries and Benefits (O&M)	\$ 106,622	\$ 113,878	\$ 118,591	\$ 123,816
Recoverable Payroll (REC/PC/MAINT)	\$ 46,090	\$ 36,929	\$ 0	\$ 0
Other Payroll Exp. (WC liab, LTD, etc.)	\$ 0	\$ 1,200	\$ 0	\$ 100
Total Administrative	\$ 198,273	\$ 197,570	\$ 167,043	\$ 174,699
Fixed Assets				
Capital Projects Allocation	\$ 559,598	\$ 917,627	\$ 378,177	\$ 374,285
423 Other Non-Op Interfund trsfr to 3427	\$ 8,892	\$ 2,425	\$ 2,425	\$ 8,084
Total Fixed Assets	\$ 568,490	\$ 920,052	380,602	382,369
Allocation to Rate Stabilization Reserve	\$ 0	\$ 0	0	\$ 0
Non-operation expenses	\$ 2,400	\$ 2,000	27,830	\$ 31,628
Contingency Expense 10%	\$ 0	\$ 127,181	0	\$ 117,453
Interfund G/L operation adjustment	\$ 3,429	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 1,768,842	\$ 2,265,652	\$ 1,527,608	\$ 1,705,976
TOTAL APPROPRIATIONS	\$	\$ 2,169,206	\$	\$ 1,705,976
TOTAL REVENUES				
Property Tax	\$ 293,000	\$ 296,000	\$ 318,000	\$ 330,720
Sewer Use Charges	\$ 1,282,012	\$ 1,359,482	\$ 1,333,295	\$ 1,349,482
Sewer Use Charges - C&H	\$ 185,405	\$ 190,967	\$ 190,967	\$ 190,967
Permit fees	\$ 3,240	\$ 3,000	\$ 2,430	\$ 3,000
Capacity charges	\$ 8,892	\$ 2,425	\$ 2,425	\$ 2,425
Interest (non-op)	\$ 32,154	\$ 36,000	\$ 59,111	\$ 65,022
Cost Recovery including payroll	\$ 47,656	\$ 48,326	\$ 813	\$ 2,000
Grants - RTS (non-op) and others	\$ 51,700	\$ 43,945	\$ 47,330	\$ 44,869
Interfund transfer 3427	\$ 12,618	\$ 103,104	\$ 6,000	\$ 106,532
Loan repayment from Port Costa	\$ 88,959	\$ 89,931	\$ 89,932	\$ 36,474
Other - Penalties, pass thru, bonds, etc.	\$ 24,272	\$ 14,017	\$ 13,206	\$ 11,530
Allocation from Rate Stabilization Reserve	\$ 0	\$ 74,316	\$ 0	\$ 0

**CROCKETT SANITARY DEPARTMENT
OPERATING BUDGET FY 2019/20 DRAFT A (1/30/2019)**

	<u>PY Actual</u>	<u>Estimated</u>	<u>Draft Budget</u>
	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>
GENERAL FUND 3426: CASH BUDGET DETAIL *****			
Opening Cash Balance			
Contingency Fund roll-over *	-	-	-
Capital Account Balance Carryover	398,792.58	605,792.08	945,517.29
Rate Stabilization Reserve	1,768,119.87	1,822,184.98	2,018,359.70
TOTAL OPENING CASH BALANCE	2,166,912.45	2,427,977.06	2,963,876.99
ESTIMATED REVENUES (excl. PCSan Repay & Stab Resrv	1,940,948.60	1,973,576.54	2,106,547.00
Interdepartment receivable Port Costa Loans	88,958.58	89,931.51	36,474.00
Allocation from Rate Stabilization Reserve	0.00	0.00	0.00
ESTIMATED O&M OUTLAY EXPENSE	-1,194,523.43	-1,119,176.01	-1,174,526.00
Allocation to Rate Stabilization Reserve	0.00	0.00	0.00
ESTIMATED CAPITAL OUTLAY EXPENSE	-527,598.34	-346,177.13	-1,132,964.00
Contingency Expense 10% *	0.00	0.00	-117,453.00
Non-Op Expense / Cash Bond Refunds	-2,400.00	-27,829.98	-31,628.00
Transfer to Capital Construction Fund # 3427 **	-40,892.00	-34,425.00	-40,084.00
Transfer from Capital Reserve Fund # 3429	0.00	0.00	0.00
Interfund G/L noperating adjust.	-3,428.80	0.00	0.00
TOTAL PROJECTED CLOSING YEAR-END CASH BALANCE			
Capital Account Balance in Fund #3426	605,792.08	945,517.29	146,754.29
Rate Stabilization Reserve	1,822,184.98	2,018,359.70	2,580,941.70
TOTAL PROJECTED CLOSING YEAR-END CASH BALANCE ***	2,427,977.06	2,963,876.99	2,610,242.99

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

** Includes Clarifier Reserve and Capacity Charges collected

*** Total excluding taxes held in 3240

INVESTMENT ASSETS OUTSIDE FUND 3426

Accrued Debt PCSan Beginning Balance	481,086.94	392,128.36	302,196.85
Adjustments	-88,958.58	-89,931.51	-36,474.00
Accrued Debt PCSan Ending Balance	392,128.36	302,196.85	265,722.85

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

Property Taxes Held in 3240 Beginning Balance	47,068.36	47,055.22	40,000.00
Property Taxes Held in 3240 Ending Balance	47,055.22	40,000.00	40,000.00
Difference (Increase / decrease)	-13.14	-7,055.22	0.00
County charges held in 3240	0.00	0.00	0.00

CROCKETT SANITARY DEPARTMENT
7-MONTH ACTUALS AND DRAFT A BUDGET FY 2019/30 (1/29/19)

	<u>PY Actual</u>	<u>Budgeted</u>	<u>7-month</u> <u>Actuals</u>	<u>Estimated</u> <u>Current Year</u>	<u>Draft Budget</u>
	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 19/20</u>
GENERAL FUND 3426 - Revenue					
3426i · FUND 3426 CVSAN. Revenue*****					
300 · OPERATING REVENUE					
301.1 · SEWER USE CHARGES - CY **	1,274,512.00	1,349,482.00	1,333,295.01	1,333,295.01	1,349,482.00
301.2 · SEWER USE CHARGES - PY	7,500.00	10,000.00	0.00	0.00	0.00
301.3 · SEWER USE CHARGES - C&H **	185,404.81	190,967.00	95,483.47	190,966.95	190,967.00
302 · PERMIT FEES	3,240.00	3,000.00	1,230.00	2,430.00	3,000.00
303 · CONNECTION / CAPACITY CHARGES	8,892.00	2,425.00	0.00	2,425.00	2,425.00
307 · PENALTIES AND FINES COLLECTED	158.58	1,000.00	500.00	500.00	1,000.00
318 · COST RECOVERY			0.00		
318.2 · Abatement Costs	1,005.10	1,500.00	381.79	504.75	1,000.00
318.1 .3 .6 · Refunds, C&H and Other	256.73	1,000.00	203.33	308.33	1,000.00
318.8m · Payroll - repaid by Maint.	3,391.86	2,837.00	0.00	0.00	0.00
318.8pc · Payroll - repaid by PCSan	16,060.68	17,653.00	0.00	0.00	0.00
318.8re · Payroll - repaid by Rec	26,941.40	25,336.00	0.00	0.00	0.00
Total 318 · COST RECOVERY	47,655.77	48,326.00	585.12	813.08	2,000.00
Total 300 · OPERATING REVENUE	1,527,363.16	1,605,200.00	1,431,093.60	1,530,430.04	1,548,874.00
325 · NON-OPERATING REVENUE					
311 · INTEREST	32,153.91	36,000.00	33,612.45	59,110.97	65,022.00
314 · PROPERTY TAX-transfer from 3240	293,000.00	296,000.00	180,000.00	318,000.00	330,720.00
316 · PAYMENTS PRIVATE SEWER AGRMT	13,083.32	7,617.00	6,722.38	6,722.38	5,130.00
319 · GRANTS	51,700.00	43,945.00	0.00	47,330.00	44,869.00
320 · OTHER NON-OP INCOME / PASSTHRU	3,029.91	2,400.00	583.15	2,983.15	2,400.00
322 · INTERFUND TRANSFER FROM 3427	12,618.30	103,104.00	0.00	6,000.00	106,532.00
325.8 · CONTRACTOR BONDS	8,000.00	3,000.00	3,000.00	3,000.00	3,000.00
325.9 · INTERFUND LOAN PRINCIPAL PCSAN	88,958.58	89,931.00	89,931.51	89,931.51	36,474.00
Total 325 · NON-OPERATING REVENUE	502,544.02	581,997.00	313,849.49	533,078.01	594,147.00
Allocation from Rate Stabilization Reserve	0.00	74,316.00	0.00	0.00	0.00
Interfund G/L non-operating income adj.	0.00	0.00	0.00	0.00	0.00
Total 3426i · FUND 3426 CVSAN. Revenue *****	2,029,907.18	2,261,513.00	1,744,943.09	2,063,508.05	2,143,021.00

CROCKETT SANITARY DEPARTMENT
7-MONTH ACTUALS AND DRAFT A BUDGET FY 2019/30 (1/29/19)

	<u>PY Actual</u>	<u>Budgeted</u>	<u>7-month</u> <u>Actuals</u>	<u>Estimated</u> <u>Current Year</u>	<u>Draft Budget</u>
	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 19/20</u>
GENERAL FUND 3426 - Expense					
3426e · FUND 3426 CVSAN. Expense*****					
410 · COLLECTION SYSTEM *****			***** COLLECTION SYSTEM *****		
410.211 · LOAN PRINCIPAL	72,936.83	75,236.00	75,684.46	75,684.46	78,545.00
410.25 · GAS, FUEL, OIL, MAINT (DIST. VEHICLE	393.23	600.00	1,597.65	1,847.65	1,000.00
410.30 · INSURANCE	30,445.43	31,359.00	32,198.27	32,328.27	35,561.00
410.50 · WEST COUNTY O&M (PS)	47,610.28	44,141.00	16,299.77	34,689.77	43,207.00
410.55 · PROF. SVCS. (Coll.)	10,618.25	12,000.00	2,432.00	6,882.00	12,000.00
410.65 · RENT/LEASE EASEMENTS	2,392.24	2,350.00	2,448.10	2,448.10	2,500.00
410.70 · MAINTENANCE			0.00		
70.1 · Sewers - preventive maint.	83,590.16	93,936.00	41,953.64	70,843.64	81,078.00
70.2 70.3 70.4 · Weeds, Hardware, & Repairs	2,596.67	1,500.00	785.54	1,785.54	2,500.00
Total 410.70 · MAINTENANCE	86,186.83	95,436.00	42,739.18	72,629.18	83,578.00
410.90 · UTILITIES					
90.1 · Electricity	30,219.13	30,429.00	14,410.84	26,530.84	29,226.00
90.2 · Water	610.69	1,000.00	359.24	774.24	790.00
Total 410.90 · UTILITIES	30,829.82	31,429.00	14,770.08	27,305.08	30,016.00
410.95 · OTHER OPERATING (Coll.)					
95.1 · Capital Repl. - Pump Station	10,546.65	32,100.00	0.00	10,150.00	30,300.00
95.2 · Other Operating Costs + HHW	3,566.48	3,680.00	721.29	2,196.29	3,500.00
Total 410.95 · OTHER OPERATING (Coll.)	14,113.13	35,780.00	721.29	12,346.29	33,800.00
Total 410 · COLLECTION SYSTEM *****	295,526.04	328,331.00	188,890.80	266,160.80	320,207.00
411 · TREATMENT PLANT *****			***** TREATMENT PLANT *****		
411.50 · C&H - JTP O&M	663,217.12	678,625.00	386,551.52	669,311.52	667,727.00
411.95 · CAPITAL REPLACEMENT (Treat)	37,506.68	11,893.00	14,660.46	16,660.46	11,893.00
Total 411 · TREATMENT PLANT *****	700,723.80	690,518.00	401,211.98	685,971.98	679,620.00
414 · ADMINISTRATIVE *****			***** ADMINSTRATIVE *****		
414.20 · ELECTIONS	0.00	1,000.00	0.00	1,000.00	0.00
414.35 · MEMBERSHIPS	4,764.33	5,296.00	4,606.00	4,777.00	4,800.00
414.40 · OFFICE					
40.1 · Postal	1,299.92	1,406.00	549.37	1,559.37	1,400.00
40.2 · Supplies	1,920.96	2,011.00	941.56	1,791.56	1,912.00
40.3 · Miscellany	855.25	1,800.00	1,546.10	1,996.10	1,800.00
Total 414.40 · OFFICE	4,076.13	5,217.00	3,037.03	5,347.03	5,112.00
414.55 · PROF. SVCS. (Admin.)					
55.4 · Attorney	4,594.70	4,800.00	1,821.48	3,681.48	5,522.00
55.5 · Auditor	3,349.40	3,700.00	0.00	3,559.31	4,734.00
55.6 · Engineer / Consultants (non-Capl)	6,286.75	2,000.00	0.00	1,900.00	2,000.00
Total 414.55 · PROF. SVCS. (Admin.)	14,230.85	10,500.00	1,821.48	9,140.79	12,256.00
414.60 · PRINTING/PUBLISHING	779.91	1,400.00	1,557.24	2,197.24	1,500.00

CROCKETT SANITARY DEPARTMENT
7-MONTH ACTUALS AND DRAFT A BUDGET FY 2019/30 (1/29/19)

	<u>PY Actual</u>	<u>Budgeted</u>	<u>7-month</u> <u>Actuals</u>	<u>Estimated</u> <u>Current Year</u>	<u>Draft Budget</u>
	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 19/20</u>
414.65 · RENTS&LEASES	2,400.00	2,400.00	2,400.00	2,400.00	3,000.00
414.80 · VEHICLE / TRAVEL REIMBURSE	482.82	685.00	353.53	628.53	650.00
414.90 · TELEPHONE / INTERNET / CELL	4,960.92	5,600.00	1,985.25	3,485.25	3,500.00
414.94 · SOFTWARE SUBSCRIPTIONS	0.00	0.00	944.96	944.96	3,500.00
414.95 · OTHER ADMIN					
95.3 · County & State Charges	5,959.31	5,965.00	6,131.56	6,173.56	5,965.00
95.x · Recoverable exp. (excl. Payroll)	6,792.53	5,000.00	321.70	8,131.70	8,000.00
95.9 · Training and Conferences	821.44	1,500.00	421.39	1,321.39	1,500.00
95 · Other Misc.	293.39	1,000.00	2,754.44	2,904.44	1,000.00
Total 414.95 · OTHER ADMIN	13,866.67	13,465.00	9,629.09	18,531.09	16,465.00
Total 414 · ADMINISTRATIVE *****	45,561.63	45,563.00	26,334.58	48,451.89	50,783.00
Total 3426e · SUB-TOTAL O&M Expense*****	1,041,811.47	1,064,412.00	616,437.36	1,000,584.67	1,050,610.00
6560 · PAYROLL EXPENSES *****					
CVSan - O&M SALARY/BENEFITS					
General Manager / Dept. Manager	51,294.57	56,619.00	36,428.96	62,449.65	60,853.00
Asst. Department Manager	45,755.93	44,285.00	28,923.78	49,583.62	49,576.00
Assistant District Secretary	9,571.13	10,974.00	3,736.63	6,405.65	10,387.00
Other salaried employees	0.00	2,000.00	88.91	152.42	3,000.00
Total CVSan O&M SALARY/BENEFITS	106,621.63	113,878.00	69,178.28	118,591.34	123,816.00
Recoverable REC Payroll	26,941.40	19,597.00	0.00	0.00	0.00
Recoverable PCSAN Payroll	15,757.07	14,706.00	0.00	0.00	0.00
Recoverable MAINT Payroll	3,391.86	2,626.00	0.00	0.00	0.00
Total Recoverable Payroll	46,090.33	36,929.00	0.00	0.00	0.00
Other Payroll Exp. (WC premium / credit adj.)	0.00	1,200.00	0.00	0.00	100.00
Total 6560 · PAYROLL O&M EXPENSES *****	152,711.96	152,007.00	69,178.28	118,591.34	123,916.00
Total O&M Expense	1,194,523.43	1,216,419.00	685,615.64	1,119,176.01	1,174,526.00
411.99 Other Non-Op Interfund trsfr to 3427	8,892.00	2,425.00	0.00	2,425.00	8,084.00
423.1 Loan Interest Non-Op Expense	0.00	0.00	23,404.98	23,404.98	20,544.00
423 Non-Op Expense Other / Cash Bond Refunds	2,400.00	3,400.00	1,000.00	2,000.00	3,000.00
Contingency Expense 10%		121,642.00			117,453.00
111 Capital Project Funding Allocation		917,627.00			374,285.00
<i>Actual spent on Capital Projects</i>	527,598.34		38,969.39	346,177.13	
411.98 Trnsfr to 3427 for 3rd clarifier capx reserve	32,000.00		0.00	32,000.00	
Allocation to Rate Stabilization Reserve	0.00	0.00	0.00	0.00	0.00
Interfund G/L operation adjustment	3,428.80	0.00	0.00	0.00	0.00
TOTAL EXPENSE (w/ Capital Alloc. & Contingency)	1,768,842.57	2,261,513.00	725,585.03	1,501,778.14	1,677,348.00
NET BUDGET EXCESS or (DEFICIT)	261,064.61	0.00	1,019,358.06	561,729.91	465,673.00

**CROCKETT SANITARY DEPARTMENT
OPERATING BUDGET FY 2019/20 DRAFT A (1/30/19)**

	<u>PY Actual</u>	<u>Budgeted</u>	<u>Estimated Yearly Totals</u>	<u>Draft Budget</u>
	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 19/20</u>
CONSTRUCTION FUND 3427: BUDGET DETAIL *****				
Opening Cash Balance	833,739.84	871,741.96	871,741.96	911,810.28
Interest (non-operating)	9,783.42	13,400.00	18,316.62	20,148.28
Connection Fees / Capacity Charges *	8,892.00	2,425.00	2,425.00	8,084.00
Misc. Fees	0.00	0.00	0.00	0.00
Annexation Fees	0.00	0.00	0.00	0.00
Investment Fees	-55.00	-55.00	-55.00	-55.00
Transfer for Treatment Plant Cap Impr.	-12,618.30	-103,104.00	-12,618.30	-106,532.00
Interfund Transfers - to JTP CapX Reserves *	32,000.00	32,000.00	32,000.00	32,000.00
YEAR-END BALANCE	871,741.96	816,407.96	911,810.28	865,455.56

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

Opening Cash Balance	67,138.20	67,924.25	67,924.25	69,369.78
Loans	0.00	0.00	0.00	0.00
Interfund Transfers	0.00	0.00	0.00	0.00
Interest (non-operating)	790.05	1,260.00	1,449.53	1,739.43
Cost Recovery	0.00	0.00	0.00	0.00
Investment Fees	-4.00	-4.00	-4.00	-4.00
Interfund Transfers	0.00	0.00	0.00	0.00
YEAR-END BALANCE	67,924.25	69,180.25	69,369.78	71,105.21

*** JTP Capital Improvement Reserve Breakdown**

	<u>Balance Carried Forward</u>	<u>Allocated in FY 19/20</u>	<u>Ending Reserve Balance June 30, 2020</u>
Third Clarifier (Polishing) Reserve	288,000.00	0.00	288,000.00
Diffuser Membranes #1, #2, #3	64,000.00	32,000.00	96,000.00

FY 19/20 will be last year \$32K will need to be added to JTP Cap Improvement Reserves barring another large identified project.

**CROCKETT SANITARY DEPARTMENT
OPERATING BUDGET FY 2019/20 DRAFT A (1/23/2019)**

	<u>Funding Carryover</u>	<u>Funded</u>	<u>Estimated Spending</u>	<u>Estimated Balance</u>
	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 18/19</u>	<u>June 30, 2019</u>
CAPITAL BUDGET DETAIL *****				
Capital Project Cost Centers	+	+	-	=
Sewers (collection system)	387,120.00	375,098.00	314,254.42	447,963.58
Loan Projects / Interest *	0.36	23,405.00	0.00	0.00
Pump Station	219,157.91	378,006.00	27,767.74	569,396.17
Treatment Plant	3,905.78	109,118.00	2,594.97	110,428.81
Clarifier Reserve to Fund 3427	0.00	32,000.00	32,000.00	0.00
Equipment	4,500.03	0.00	0.00	4,500.03
Other	0.00	0.00	1,560.00	-1,560.00
TOTAL	<u>614,684.08</u>	<u>917,627.00</u>	<u>378,177.13</u>	<u>1,130,728.59</u>

* Interest on long-term project loans must be counted as No-Operating Expense per SCO, removed from capital in FY 18/19.

	<u>Funding Carryover</u>	<u>Capital Improvements Identified</u>		<u>Draft Budget Allocation</u>
	<u>FY 19/20</u>	<u>FY 19/20</u>		<u>FY 19/20</u>
Capital Projects Cost Centers	-	+	<i>Contingency **</i>	=
Sewer Projects	447,963.58	759,132.00	10%	342,285.00
Pump Station	569,396.17	262,800.00	10%	0.00
Treatment Plant	110,428.81	106,532.00	10%	0.00
Clarifier Reserve *	0.00	32,000.00		32,000.00
Equipment	4,500.03	4,500.00		0.00
Other	-1,560.00	0.00		0.00
TOTAL	<u>1,130,728.59</u>	<u>1,164,964.00</u>		<u>374,285.00</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

Capital Projects for FY 2019/20 *DRAFT (1/23/19)*

CROCKETT SANITARY DEPARTMENT

SEWER PROJECTS	CAPITAL IMPROVEMENTS FIXED ASSET	CAP. IMP. FUNDING SOURCE
Planned projects funding	\$212,230.00	#3426
Prior uncompleted projects	\$391,500.00	Reserves
Emergency projects / unidentified	\$90,000.00	Reserves
TV inspection program	\$22,000.00	#3426
Flow metering	\$3,000.00	#3426
Staff salary& benefits	\$13,394.00	#3426
Capital project contracted oversight	<u>\$27,008.00</u>	#3426
TOTAL	\$759,132.00	

EQUIPMENT	CAPITAL IMPROVEMENTS	CAP. IMP. FUNDING SOURCE
Safety equipment and tools	\$1,000.00	#3426
Computer software upgrades/replacement	\$2,500.00	#3426
Office equipment	<u>\$1,000.00</u>	#3426
TOTAL	\$4,500.00	

Capital Projects for FY 2019/20

DRAFT (1/23/19)

CROCKETT SANITARY DEPARTMENT

PUMP STATION	CAPITAL REPLACEMENTS O&M	CAPITAL IMPROVEMENTS FIXED ASSET	CAP. IMP. FUNDING SOURCE
MCC Replacement (parts in 2019, finish July 2020)		\$250,000.00	#3426/Reserve
Improve ventilation of wet well (additional. vent fans)		\$3,300.00	Reserve
Rebuild/replace fresh water system booster pump	\$5,500.00		
Rebuild Air Compressor and motor 1 & 2	\$11,000.00		
Rebuild of Grit Pump No. 1	\$11,000.00		
Rebuild/replace/modify Pump No. 5 air vent syste	\$2,800.00		
Loring Power Generator Package		\$9,500.00	
TOTAL	\$30,300.00	\$262,800.00	

TREATMENT PLANT

	REPLACEMENTS O&M	IMPROVEMENTS FIXED ASSET	FUNDING SOURCE
Replace DAF air compressor	\$3,370.00		
Install french drain south of reactors	\$5,055.00		Fund 3427
New wires from control room tp reactor pump	\$940.00		
Miscellaneous projects - cap replacement	\$2,528.00		
Replace influent pumps, impellers, etc.		\$8,570.00	
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	\$138,532.00	

Crockett Sanitary Department ACTION PLAN 2019

TOP PRIORITY ACTIONS

- | | |
|---|---------|
| 1. Capital Sewer Replacements | ONGOING |
| 2. MCC Panel Upgrade at Pump Station | SUMMER |
| 3. Update Emergency Binder and SSO Response Plans | FALL |
| 4. Update Operations Manual | FALL |
| 5. Plan for new C&H Sewer Service Agreement
<i>(Current agreement ends June 30, 2021)</i> | WINTER |
| 6. Begin planning for Joint Use Agreement re-negotiation
<i>(Agreement with C&H expires July 31, 2024)</i> | WINTER |

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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

TO: Crockett Sanitary Commissioners / Board of Directors
FROM: General Manager 
SUBJECT: Crockett Sanitary Department Managers Report
DATE: February 13, 2019

The Crockett Sanitary Department Managers Report highlights items of interest that occurred between January 8 and February 12, 2019.

Operation and Maintenance

- There were no Sanitary Sewer Overflows (SSO) reported in January.
- Staff responded to five incidents, one was an emergency alarm at the pump station related to pump 5 run storm and process diversion event January 16. The remaining incidents were for report of water flowing below 545 Ceres, heavy root growth in sewer noticed near 1122 Ceres, and engine running after power failure.
- James Barnhill toured Central Contra Costa County Collection Facility in Walnut Creek after attending Contra Costa County Special District Association meeting on January 28.
- Backup Grundfos grinder pump ordered for Loring Pump Station.
- EQ level indicator problem, authorized sensor pad replacement.

Capital Improvements / Projects

- Atherton and Cooke Project No. C-1003, worked with Cunha and V.W. Housen to develop bid documents.
- C&H Sugar billed \$12,594.76 for emergency sewer spot repair on C-00-14 to C-00-13 sewer segment damaged by C&H contractor.
- Investigated manhole refurbishment with H&R Plumbing and Drain Cleaning.

Administrative/Financial:

- Crockett Marine Services (CMS) and The Nantucket set to close February 17. Staff continuing coordination with State Lands Commission and County Code Enforcement.
- Annual e-Waste report submitted to Department of Toxic Substances Control reporting District's Disposal Program recycling numbers.
- C&H invoiced for 3rd quarter sewage fee.
- Water data received from EBMUD.
- Annual Pollution Prevention Plan (PPP) / Pollutant Monitoring Report (PMR) completed.



Community Partner for Our Bay, Our Environment

February 4, 2019

Board of Directors
Crockett Sanitary Department
P. O. Box 578
Crockett, CA 94525

Attention: Dale McDonald, General Manager

Gentlemen:

Subject: West County Wastewater District Monthly Report – January, 2019

The Crockett Sanitary Department (CSD) system operated with no operational interruptions. There was a problem found with the EQ level indicator, repair parts are being ordered. The average daily flow from the pump station 0.398 mgd and the 28-day flow total was 11.162 mil gals.

A total of 44.0 hours were spent on behalf of Crockett Sanitary District, including 26 hours for Maintenance Division's routine maintenance, 0.0 hours for Maintenance Division's non-routine maintenance, 0.0 hours for Maintenance Division's capital improvements and 18.0 hours for CSO routine maintenance.

If you need additional information, please do not hesitate to contact me.

Sincerely,

Steve Dominguez
Water Pollution Control
Interim Water Quality Manager

GT:fud

Enclosures (10 pages)

cc: Lisa Malek-Zadeh, General Manager
Gordon Times, WCWD Collection System Supervisor
Jeff Winter, WCWD Acting Plant Maintenance Supervisor

BOARD MEMBERS
David Alvarado
Leonard R. McNeil
Sherry A. Stanley
Cheryl Sudduth
Harry Wiener

BOARD ATTORNEY
Alfred A. Cabral

GENERAL MANAGER
Lisa Malek-Zadeh

Crockett Sanitary Department
Monthly Report
January 2019

<i>Flow Totalizer Readings</i>	
January 07, 2019	1743208400
January 14, 2019	1745348200
January 22, 2019	1749738400
January 28, 2019	1751559400
Total (mil gal)	11.162
28-day Average (mgd)	.398

<i>Employee Hours</i>	<i>Routine Maintenance</i>	<i>Non-routine Maintenance</i>	<i>Capital Projects</i>	<i>Total</i>
<i>Pump Station</i>	26.0	0.0	0.0	26.0
<i>Collection System</i>	18.0	0.0	0.0	18.0
<i>Total</i>	44.0	0.0	0.0	44.0

<i>PUMP STATION NON-ROUTINE MAINTENANCE ACTIVITIES</i>	
No non-routine maintenance activity	

<i>PUMP STATION CAPITAL PROJECTS</i>	
No capital projects.	

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

MINUTES OF BUDGET & FINANCE COMMITTEE MEETING

February 6, 2019

The meeting was called to order at 9:00 AM by Commissioners Wolthuis. Also present was Commissioner Adams and General Manager McDonald.

PUBLIC COMMENTS: None

1. BUDGET REPORT AND DRAFT FY 2019/20 BUDGET: The draft budget was presented. Mr. McDonald pointed out the line items on the budget that have changed from prior years. The large difference between estimated and approved columns for the Non-operating expense line item was because staff moved loan interest expenses from capital expenses as required by the State Controller's Office. Software subscription service was added as an operating expense line item to track SSMP/GIS ICOM software and other office software subscriptions being sold as Software-as-a-Service(SaaS). Mr. McDonald said the draft budget includes all operating expenses and capital improvements proposed for FY 19/20 and shows the department reaching its goal of a \$2.5M Rate Stabilization Reserve by June 30, 2020. Sewer Use Charge (SUC) revenue was left unchanged from last year with the exception that any previously anticipated SUC revenue from The Nantucket has been removed. The Committee said the report was acceptable and no recommended changes were proposed. Staff will present the budget to the Crockett Sanitary Commission.
2. LONG-TERM CAPITAL PROJECTS: Mr. McDonald said the list of Joint-Treatment Plant (JTP) Capital Projects provided in ASR/C&H Sugar's (C&H) monthly report did not have significant changes from prior years. A capital project schedule was developed through 2025. Mr. Adams asked how the percentages billed to the Crockett Sanitary Department (CVSan) are calculated. Mr. McDonald said the Joint-Use-Agreement provides 7 allocation formulas that are used to calculate cost splits between C&H and CVSan. For example CVSan would be responsible for 100% of the capital costs to replace the chlorination equipment but only 3.76% for capital costs related to chemical oxygen demand (COD) equipment such as the reactor and digester system. A discrepancy between allocation factor and CSD % was noticed on the JTP schedule for the line item "replace influent pumps". Mr. McDonald will correct the line item before the preliminary budget is presented in April.
3. GENERAL DISCUSSION ON FINANCIAL ISSUES: Mr. McDonald said EBMUD water data has been received and once the review of data is complete staff will be able to make a recommendation on whether there would be a need for a Sewer Use Charge study and SUC increase for the upcoming fiscal year.

ADJOURNMENT: The meeting was adjourned at 9:30 AM.

Respectfully submitted,


Dale McDonald

February 7, 2019