

CROCKETT COMMUNITY SERVICES DISTRICT

Regular Business Meeting AGENDA FOR WEDNESDAY, JULY 28, 2021

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

1. CALL TO ORDER – ROLL CALL
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:
(The Board is prohibited from discussing items not on this agenda. Matters brought up that are not on the agenda may be referred to staff for action or calendared on a future agenda.)
4. REPORTS FROM COMMISSIONERS:
(This item is typically for exchange of information only. No action will be taken at this time.)
5. PUBLIC HEARING:

Hearing on proposed budget for FY 2021/2022; Consider Resolution No. 21/22-01 adopting budget for FY 2021/2022.
6. REPORT OF DISTRICT COUNSEL:
7. MANAGERS' REPORTS:
(These items are typically for exchange of information only No action will be taken at this time.)
 - a. Recreation Department.
 - b. Maintenance Department.
 - c. Port Costa Sanitary Department.
 - d. Crockett Sanitary Department.
 - e. Governmental matters.
 - f. Announcements and discussion.
8. CONSENT CALENDAR: Consideration of a motion to approve the following items:
(Items are subject to removal from Consent Calendar by request of any Board Member on request for discussion by a member of the public. Items removed from the Consent Calendar will be considered with the Administrative Items.)
 - a. Approve Minutes of June 23, 2021.
 - b. Approve payment of District bills.
 - c. Receive Minutes of Commissions and Committees.
9. ADMINISTRATIVE:

Consider consent Items removed from Consent Calendar.

10. BUDGET AND FINANCE:

- a. Consider monthly Summary Worksheets and Investment Reports and staff report on financial matters.
- b. Consider Resolution No. 21/22-02 levying charges for annual sewer use charges on the tax roll within the area served by the Crockett Sanitary Department as previously authorized by and in conformity with Ordinance No. 20-2.
- c. Consider Resolution No. 21/22-03 levying charges for annual sewer use charges on the tax roll within the area served by the Port Costa Sanitary Department as previously authorized by and in conformity with Ordinance No. 20-3.

11. REPORTS FROM BOARD MEMBERS:

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

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

12. FUTURE AGENDA ITEMS:

- Discuss policy on delegation of authority to Commissions.
- Adopt capital asset depreciation schedule.
- Adopt capacity charge ordinance on Accessory Dwelling Units.
- Review and adopt ADA compliance plan.
- Adopt policy for use of private devices and e-accounts.
- Develop policy on proposals for new programs without established funding.

13. BOARD COMMENTS:

14. ADJOURNMENT to August 25, 2021

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.

RESOLUTION

NO. 21/22-01

**A RESOLUTION
ADOPTING AN OPERATING AND CAPITAL IMPROVEMENTS BUDGET
FOR THE FISCAL YEAR 2021/2022**

WHEREAS, the General Manager has prepared the proposed operating budget for the fiscal year 2021/22; and

WHEREAS, the Members of the District Board of Directors have studied that proposed budget and made amendments thereto.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Crockett Community Services District that the general fund budget allocation approved for fiscal year 2021/22 is \$3,685,905, including an allocation of \$647,807 for capital improvements and \$150,407 for debt service.

PASSED AND ADOPTED by the Board of Directors of the Crockett Community Services District at the Regular Meeting held on July 28, 2021 by the following vote:

AYES:

NOES:

ABSENT:

Luigi Barassi, President

ATTEST:

Kent Peterson
Board Secretary



CROCKETT COMMUNITY SERVICES DISTRICT FY 2021/22 BUDGET

PROPOSED (7/23/21)

	PRIOR YEAR ACTUAL 2019/20	ADOPTED BUDGET 2020/21	ACTUAL YEAR-END 2020/21	PROPOSED BUDGET 2021/22
Revenue				
CCSD Administration ⁽¹⁾	\$ -	\$ -	\$ 45,845	
Recreation Dept.	\$ 507,689	\$ 632,951	\$ 325,177	\$ 835,401
Maintenance Dept. ⁽⁴⁾	\$ 58,848	\$ 169,700	\$ 26,215	\$ 520,327
Port Costa Sanitary Dept.	\$ 427,958	\$ 303,488	\$ 302,511	\$ 293,813
Crockett Sanitary Dept. ^{(2) (3)}	\$ 2,065,791	\$ 2,181,647	\$ 2,045,866	\$ 2,205,148
Receivable PC Loans ⁽³⁾	\$ -	\$ 73,977	\$ 73,977	\$ 42,681
Rate Stabilization Resrv	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 3,060,286	\$ 3,361,763	\$ 2,819,591	\$ 3,897,370
Expenses				
CCSD Administration ⁽¹⁾	\$ 8,816	\$ -	\$ -	
Recreation Dept.	\$ 533,637	\$ 735,381	\$ 396,741	\$ 781,457
Maintenance Dept. ⁽⁴⁾	\$ 29,832	\$ 372,562	\$ 26,215	\$ 850,487
Port Costa Sanitary Dept. ⁽³⁾	\$ 448,087	\$ 322,140	\$ 236,906	\$ 306,475
Crockett Sanitary Dept. ⁽²⁾	\$ 2,207,289	\$ 2,204,692	\$ 1,513,441	\$ 1,747,486
Rate Stabilization Resrv	\$ -	\$ -	\$ -	\$ -
Total Expense	\$ 3,227,661	\$ 3,652,172	\$ 2,173,303	\$ 3,685,905
Net Increase (Decrease) in Cash	\$ (167,375)	\$ (290,409)	\$ 646,288	\$ 211,465
Fund Balance, beginning	\$ 5,034,393	\$ 4,867,019	\$ 4,867,019	\$ 5,513,308
Fund Balance, end of year	\$ 4,867,019	\$ 4,576,610	\$ 5,513,308	\$ 5,724,773
<i>O&M annual - All Depts.</i>	\$ 2,070,617	\$ 2,183,485	\$ 1,817,306	\$ 2,326,668
<i>Payroll Summary All Depts.</i>	\$ 397,398	\$ 413,825	\$ 416,357	\$ 543,267

(1) CCSD Admin Revenues/Expenses held in Fund 3240 and split to Crockett San, Rec. and Maint. Depts.
CSD roll-up reflected on estimated only, revenue/expenses attached to Maintenance Budget

(2) Includes Crockett Sanitary funds 3426, 3427, and 3429, and JTP large project reserves.

(3) Non-operation loan and repayment from Port Costa San. Dept. separated from CVSAN as long-term liability.

(4) Maintenance budget includes District Office O&M, Capital Projects, and CSD Admin



FY 2021-22 CROCKETT RECREATION DEPARTMENT PROPOSED BUDGET (##) - FUND 3241

	PY 2019-20 Actual	FY 2020-21 Approved	FY 2020-21 Estimated Year- End	FY 21-22 Proposed Budget
O&M Expenses - combined cost centers				
Uniforms	\$ 824	\$ 2,200	\$ 1,412	\$ 2,200
Telephone / Internet / Software Subscriptions	\$ 7,429	\$ 7,354	\$ 5,901	\$ 7,986
Insurance	\$ 20,123	\$ 21,093	\$ 20,213	\$ 33,163
Elections	\$ 0	\$ 1,200	\$ 0	\$ 0
Maintenance	\$ 85,901	\$ 96,146	\$ 60,169	\$ 82,049
Memberships	\$ 414	\$ 360	\$ 309	\$ 360
Program Supplies	\$ 3,069	\$ 14,375	\$ 418	\$ 14,375
Other Operating incld. Capital Replcmt.	\$ 60,028	\$ 136,254	\$ 33,458	\$ 135,118
Office	\$ 5,861	\$ 6,876	\$ 2,930	\$ 6,724
Professional Services	\$ 18,154	\$ 16,100	\$ 13,274	\$ 20,256
Advertising & Legal Notices	\$ 1,442	\$ 1,500	\$ 67	\$ 1,297
Training & Certification	\$ 1,006	\$ 8,170	\$ 1,435	\$ 8,170
Cost of Goods Sold	\$ 5,520	\$ 4,942	\$ 3,582	\$ 5,196
Vehicle Travel Reimbursement	\$ 1,796	\$ 2,590	\$ 1,492	\$ 2,371
Utilities	\$ 58,805	\$ 59,961	\$ 48,586	\$ 61,824
County Charges	\$ 5,398	\$ 5,510	\$ 5,873	\$ 6,214
Salaries and Benefits	\$ 209,346	\$ 181,624	\$ 155,873	\$ 223,114
Total O&M Expenses	\$ 485,116	\$ 566,255	\$ 354,991	\$ 610,416
Fixed Assets				
Capital Projects Allocation / Expenses	\$ 29,556	\$ 112,500	\$ 2,500	\$ 110,000
Total Fixed Assets	\$ 29,556	\$ 112,500	2,500	110,000
Contingency Reserve *	\$ 0	\$ 56,626	0	\$ 61,042
Non-Operating expense / interfund trsfrs	\$ 16,329	\$ 0	\$ 36,615	\$ 0
Payroll Liabilities G/L adjust.	2,636		\$ 2,636	
Total Expenditures	\$ 533,637	\$ 735,381	\$ 396,741	\$ 781,457
	\$	\$		
TOTAL APPROPRIATIONS	\$	\$ 735,381	\$	\$ 781,457
TOTAL REVENUES **	\$ 507,689	\$ 632,951	\$ 328,797	\$ 835,401
Operating Revenue	\$ 224,427	\$ 283,267	\$ 76,963	\$ 313,035
Cost recovery	\$ 4,976	\$ 3,425	\$ 394	\$ 3,451
Community Center income	\$ 172,936	\$ 226,786	\$ 8,295	\$ 236,980
Aquatics Center income	\$ 43,828	\$ 49,656	\$ 48,346	\$ 69,055
Other income (park, keys, fines, etc.)	\$ 2,487	\$ 1,900	\$ 14,747	\$ 1,550
Donations (other)	\$ 200	\$ 1,500	\$ 5,183	\$ 2,000
Non-Operating Revenue	\$ 283,262	\$ 349,684	\$ 251,833	\$ 522,366
Property Tax trsf from 3240	\$ 59,836	\$ 63,949	\$ 60,000	\$ 64,170
Recreation Tax	\$ 136,180	\$ 136,180	\$ 136,290	\$ 136,358
Interest (non-op)	\$ 9,083	\$ 6,975	\$ 3,439	\$ 5,238
Return-to-Source Co-gen grant	\$ 36,078	\$ 52,380	\$ 42,182	\$ 41,900
Other non-profit grants	\$ 32,897	\$ 87,000	\$ 0	\$ 271,000
Non-operating income	\$ 9,187	\$ 3,200	\$ 9,922	\$ 3,700

CROCKETT RECREATION DEPARTMENT - BALANCE SUMMARY
PROPOSED (7/23/21) RECREATION BUDGET FY 2021/22

	<u>PY Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Proposed</u>	
	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 20/21</u>	<u>FY 21/22</u>	
REC FUND 3241: BUDGET DETAIL ***					Opening
					Balance Est.
					FY 2/23
Opening Cash Balance in Fund 3241					
Opening Damage Deposit Balance	22,260.00	25,001.82	25,001.82	28,456.82	31,911.82
Opening Restricted O&M Funds	45,530.52	45,530.52	45,530.52	45,530.52	45,530.52
Opening Restricted Childrens Programs	0.00	0.00	0.00	0.00	0.00
Opening Capital Fund Balance	341,126.85	264,467.69	264,467.69	261,967.69	234,067.69
Opening Cap / Restricted Donations	3,600.79	5,173.43	5,173.43	6,746.07	6,446.07
Opening Police Liaison Funds	8,228.86	7,877.64	7,877.64	8,356.57	8,168.57
Opening O&M General Funds	99,930.69	146,679.88	146,679.88	75,729.10	154,904.64
TOTAL OPENING CASH BALANCE	520,678.53	494,730.98	494,730.98	426,786.77	481,029.31
ESTIMATED REVENUES					
Community Center	216,051.80	279,797.00	62,519.24	293,345.44	
Aquatics Center	130,369.03	117,692.00	113,876.87	309,480.94	
Parks, Bocce, Tennis Courts	86,329.61	114,029.00	61,322.62	141,248.31	
Administrative	74,545.09	90,833.00	90,589.82	91,175.00	
Police Liaison	393.59	600.00	488.09	450.00	
TOTAL REVENUES	507,689.12	602,951.00	328,796.64	835,699.68	
ESTIMATED O&M OUTLAY EXPENSE					
Community Center	218,447.36	265,299.00	101,296.59	259,565.77	
Aquatics Center	131,923.53	151,248.00	129,940.88	204,902.12	
Parks, Bocce, Tennis Courts	53,515.69	65,468.00	49,964.89	57,549.49	
Administrative	80,484.43	82,575.00	73,779.05	87,818.17	
Police Liaison	744.81	1,665.00	9.16	580.00	
SUB -TOTAL O&M EXPENSE	485,115.82	566,255.00	354,990.57	610,415.54	
Contingency	0.00	56,626.00	0.00	61,041.60	
Non-operating expense	16,328.98	0.00	36,614.57	0.00	
Payroll Liability G/L adjust.	2,635.71	0.00	2,635.71	0.00	
ESTIMATED CAPITAL OUTLAY EXPENSE					
Community Center	2,441.16	5,000.00	0.00	5,000.00	
Aquatics Center	0.00	15,000.00	2,500.00	15,000.00	
Park, Tennis, Bocce	27,115.00	91,500.00	0.00	90,000.00	
Police Liaison	0.00	1,000.00	0.00	0.00	
TOTAL EXPENSE	533,636.67	735,381.00	396,740.85	781,457.15	
CLOSING BALANCE - FUND 3241 ***	494,730.98	362,300.98	426,786.77	481,029.31	
Prop. Taxes Held in 3240 as of June 30	10,014.48	10,000.00	16,037.30	10,000.00	
County charges held in 3240	0.00	0.00	0.00	0.00	
Cash On Hand Balance (cash register)	60.00	60.00	60.00	60.00	

**CROCKETT RECREATION DEPARTMENT - COMMUNITY CENTER DETAIL
PROPOSED BUDGET (7/23/21) FY 2021/2022**

	<u>PY Actual</u>	<u>Adopted</u>	<u>11 Month Actual</u>	<u>Actual</u>	<u>Proposed</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>
RECREATION FUND 3241 - Ordinary Income/Expense					
Income					
3241i · FUND 3241 REC. Income*****					
4000 · OPERATING REVENUE					
4180 · Cost recovery - C/D and other	4,633.31	3,000.00	176.39	176.39	3,000
4200 · Community Center Rentals	117,741.00	157,500.00	5,405.00	5,405.00	170,100
4201 · Center rents - senior nutrition	4,000.00	4,800.00	1,200.00	1,200.00	0
4202 · Center rents - outside classes	780.00	1,200.00	90.00	90.00	1,296
4203 · Center - clean/damage DEPOSITS	30,960.00	42,686.00	1,600.00	1,600.00	43,000
4750 · Security services *	9,559.00	9,800.00	0.00	0.00	10,584
4780 · Cleaning services *	4,896.00	4,800.00	0.00	0.00	7,000
4870 & 4880 · Summer Concert & other	5,000.00	6,000.00	0.00	0.00	5,000
4885 · Donations (operations)	200.00	1,000.00	0.00	0.00	1,500
4886 · Donations (restricted)	1,559.77	700.00	14,164.45	14,164.45	500
Total 4000 · OPERATING REVENUE	179,329.08	231,486.00	22,635.84	22,635.84	241,980
4800 · NON-OPERATING REVENUE					
4010 · Property Tax transfer from 3240	11,000.00	17,670.00	16,000.00	16,000.00	17,670
4802 · Recreation tax	1,000.81	1,000.00	1,000.81	1,000.81	1,000
4803 · Investment Interest	6,055.50	4,251.00	2,279.81	2,279.81	4,195
4850 · Cost Recovery (Non-op)	460.25	1,000.00	203.78	203.78	500
4890 · Non-profit grants (operations)	0.00	6,000.00	0.00	0.00	6,000
4891.1 · Non-profit grants RTS (restrict.)	4,690.00	16,390.00	0.00	13,199.00	13,000
4891.3 · Grants: Capital Impr. (restrict.)	8,494.00	0.00	0.00	0.00	6,000
4899 · Non-operating passthru & other	5,101.91	2,000.00	0.00	7,200.00	3,000
Total 4800 · NON-OPERATING REVENUE	36,802.47	48,311.00	19,484.40	39,883.40	51,365
Total 3241i · FUND 3241 REC. Income*****	216,131.55	279,797.00	42,120.24	62,519.24	293,345
Total Income	216,131.55	279,797.00	42,120.24	62,519.24	293,345
Expense					
3241e · FUND 3241 REC. Expense*****					
5050 · UNIFORMS	56.80	200.00	0.00	0.00	200
5060 · TELEPHONE / INTERNET	3,846.86	3,100.00	2,739.83	3,298.57	3,930
5070 · SOFTWARE SUBSCRIPTIONS	216.48	250.00	347.85	347.85	383
5100 · INSURANCE					
5101 · Property Insurance	1,401.52	1,472.00	2,024.18	2,024.18	3,239
5102 & 5103 · Liab. & Empl. Bond Ins.	9,927.55	10,331.00	9,820.70	9,820.70	15,713
Total 5100 · INSURANCE	11,329.07	11,803.00	11,844.88	11,844.88	18,952
5130 · MAINTENANCE					
5131 · Building maint. supplies	743.21	1,180.00	0.00	0.00	1,783
5132 · Building maint. services	5,219.06	5,198.00	3,380.00	3,526.00	4,810
5133 · Bldg. repair supplies & hdwe	1,168.63	1,576.00	902.52	902.52	1,139
5134 · Bldg. repair services	1,527.30	4,061.00	940.00	940.00	1,357
5135 · Janitorial supplies	4,684.88	4,261.00	892.39	892.39	3,720
5136 · Janitorial services	17,251.47	17,769.00	69.71	69.71	10,298
5140 & 5141 · Landscp Supp. & Srvs	12,996.95	13,427.00	11,166.92	11,166.92	12,666
Total 5130 · MAINTENANCE	43,591.50	47,472.00	17,351.54	17,497.54	35,773
5150 · MEMBERSHIPS	413.82	240.00	128.82	128.82	240

**CROCKETT RECREATION DEPARTMENT - COMMUNITY CENTER DETAIL
PROPOSED BUDGET (7/23/21) FY 2021/2022**

	<u>PY Actual</u>	<u>Adopted</u>	<u>11 Month Actual</u>	<u>Actual</u>	<u>Proposed</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>
5160 · PROGRAM SUPPLIES					
5160.2 · Xmas program (restricted)	1,018.11	1,000.00	74.25	74.25	1,000
5160.9 · S. Concert & 100 Year Celeb.	1,510.40	12,800.00	261.00	261.00	12,800
Total 5160 · PROGRAM SUPPLIES	2,528.51	13,800.00	335.25	335.25	13,800
5165 · OTHER OPERATING					
5165.5 · Capital Replacements	862.74	18,800.00	3,648.09	3,648.09	18,800
5165.61 · Comm. center Rental refunds	380.00	30,000.00	0.00	0.00	1,500
5165.62 · Comm. center Deposit transfer	4,488.39	3,400.00	0.00	0.00	3,000
5165.63 · Comm. center Deposit refunds	31,011.61	36,545.00	3,500.00	3,500.00	36,545
5165.7 · Security Alarm/CCTV	2,934.00	2,950.00	1,358.73	1,358.73	2,414
5165.9 · Recoverable costs	1,050.77	1,000.00	0.00	0.00	1,000
5165.9e · Other Operating Costs	1,337.37	1,500.00	133.31	133.31	1,500
Total 5165 · OTHER OPERATING	42,064.88	94,195.00	8,640.13	8,640.13	64,759
5170 · OFFICE					
5171 · Postal	372.95	380.00	10.60	10.60	380
5172 · Supplies	2,140.79	2,000.00	754.01	769.08	2,000
5173 · Furnishings & Equipment	116.60	500.00	0.00	0.00	500
5174 · Visa transaction fees	820.70	1,200.00	83.12	83.12	1,100
Total 5170 · OFFICE	3,451.04	4,080.00	847.73	862.80	3,980
5183 · PROF. SVCS. Sec. Guards & Other	7,146.42	7,800.00	2,778.26	2,778.26	8,000
5191 · ADVERTISING	854.11	900.00	61.35	61.35	900
5230 · TRAINING & CERTIFICATION	752.39	700.00	0.00	0.00	700
5250 · VEHIC./TRAVEL REIMBURSEMENT	573.87	740.00	263.16	263.16	740
5260 · UTILITIES					
5261 · Electricity	10,846.66	11,621.00	7,516.19	8,019.66	12,783
5262 · Natural gas	2,755.66	2,785.00	2,214.00	2,316.85	3,064
5263 · Water	2,442.61	2,500.00	1,443.88	1,443.88	2,750
Total 5260 · UTILITIES	16,044.93	16,906.00	11,174.07	11,780.39	18,597
5340 · COUNTY CHARGES	1,294.14	1,380.00	1,121.00	1,121.00	1,380
Total 3241e · FUND 3241 REC. Expense*****	134,164.82	203,566.00	57,633.87	58,960.00	172,333
6560 · PAYROLL EXPENSES *****	84,282.54	61,733.00	42,336.59	42,336.59	87,232
Total O&M Expense	218,447.36	265,299.00	99,970.46	101,296.59	259,566
Contingency Expense (10%)*		26,530.00	0.00		25,957
Interfund and non-operating adjustments	0.00	0.00	0.00	0.00	0
5400 · Other Non-Op & 5166 COVID-19	15,093.98	0.00	0.00	35,706.00	0
Capital Project Funding Alloc. / Expense	2,441.16	5,000.00	0.00	0.00	5,000
TOTAL EXPENSE *	235,982.50	296,829.00	99,970.46	137,002.59	290,522
Net Ordinary O&M Increase/Decrease	-15,911.72	12,498.00	-57,850.22	-45,977.35	24,780
Net Including Contingency & Cap. Income/Exp.	-19,850.95	-17,032.00	-57,850.22	-74,483.35	2,823
Net Income	-19,850.95	-17,032.00	-57,850.22	-74,483.35	2,823

**CROCKETT RECREATION DEPARTMENT - AQUATICS DETAIL
PROPOSED BUDGET (7/23/21) FY 2021/22**

	<u>PY Actual</u>	<u>Adopted</u>	<u>11 Month Actual</u>	<u>Actual</u>	<u>Proposed</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>
RECREATION FUND 3241 - Ordinary Income/Expense					
Income					
3241i · FUND 3241 REC. Income*****					
4000 · OPERATING REVENUE					
4180 · Cost recovery	51.02	100.00	200.00	200.00	125.51
4205 · Aq. rents - COVID refunds	11,067.00	9,933.00	14,310.00	14,310.00	21,000.00
4206 · Concessions	6,773.48	7,448.00	4,750.02	6,227.73	7,838.86
4860 · Swim admission fees	18,549.05	19,376.00	14,737.30	18,773.58	27,000.00
4861 · Aquatics passes	2,635.90	7,999.00	2,271.00	8,985.00	8,000.00
4874 · Aquatics programs	0.00	0.00	0.00	0.00	0.00
4876 · Swim lessons	4,674.50	4,800.00	126.00	126.00	5,115.96
4880 · Other sales-aquatics	111.00	100.00	2.00	2.00	100.00
4881 · Cash over / unidentified	16.75	0.00	16.55	-78.70	0.00
4885 · Donations (operations)	0.00	100.00	0.00	0.00	100.00
4886 · Donations (restricted)	0.00	200.00	2,957.67	3,157.67	200.00
Total 4000· OPERATING REVENUE	43,878.70	50,056.00	39,370.54	51,703.28	69,480.33
4800 · NON-OPERATING REVENUE					
4802 · Recreation tax	74,099.00	44,222.00	44,257.72	44,257.72	44,257.72
4803 · Investment interest	3,027.76	2,724.00	1,159.22	1,159.22	1,042.89
4850/4899 · Cost Recovery Non-op	2,508.57	200.00	255.65	255.65	200.00
4891.1 · Grants: RTS non-profit	6,855.00	20,490.00	0.00	16,501.00	16,500.00
4891.3 · Grants: Cap. Impr. (restrctc	0.00	0.00	0.00	0.00	178,000.00
Total 4800· NON-OPERATING REVENUE	86,490.33	67,636.00	45,672.59	62,173.59	240,000.61
Total 3241i · FUND 3241 REC. Income****	130,369.03	117,692.00	85,043.13	113,876.87	309,480.94
Total Income	130,369.03	117,692.00	85,043.13	113,876.87	309,480.94
Expense					
3241e · FUND 3241 REC. Expense*****					
5050 · UNIFORMS	766.92	2,000.00	1,412.06	1,412.16	2,000.00
5060 · TELEPHONE / INTERNET	1,378.25	1,800.00	916.61	1,131.35	1,800.00
5070 · SOFTWARE SUBSCRIPTIONS	768.00	800.00	528.00	528.00	800.00
5100 · INSURANCE					
5101c · Property insurance	573.60	602.00	756.06	756.06	1,209.70
5102a · Liability insurance-aquatics	3,980.79	4,219.00	3,856.39	3,856.39	6,170.22
5103c · Employee bond	88.20	110.00	0.00	0.00	110.00
Total 5100 · INSURANCE	4,642.59	4,931.00	4,612.45	4,612.45	7,489.92
5130 · MAINTENANCE					
5131 & 5133 · Bldg. repair supplies	493.82	606.00	84.88	84.88	407.03
5132 & 5134 · Bldg. repair services	0.00	828.00	50.00	50.00	437.58
5135 · Janitorial supplies	149.23	700.00	127.02	127.02	357.76
5136 · Janitorial services	0.00	150.00	94.36	94.36	150.00
5140 5141 5142 · Landscape & light	348.94	250.00	324.43	324.43	338.37

**CROCKETT RECREATION DEPARTMENT - AQUATICS DETAIL
PROPOSED BUDGET (7/23/21) FY 2021/22**

	<u>PY Actual</u>	<u>Adopted</u>	<u>11 Month Actual</u>	<u>Actual</u>	<u>Proposed</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>
5145 · Pool chemical supplies	11,773.10	12,507.00	10,896.61	10,896.61	12,468.73
5146 · Pool maint. supplies	2,107.85	4,100.00	2,057.56	3,519.88	4,100.00
5147 & 5148 · Pool maint. services	2,381.56	1,930.00	1,062.01	1,062.01	1,930.00
Total 5130 · MAINTENANCE	17,254.50	21,071.00	14,696.87	16,159.19	20,189.46
5150 · MEMBERSHIPS	0.00	120.00	180.00	180.00	120.00
5160.6 · PROGRAM SUPPLIES	540.00	575.00	82.41	82.41	575.00
5165 · OTHER OPERATING					
5165.5 · Capital Replacements	712.12	19,400.00	19,724.45	19,724.45	58,000.00
5165.7 · Security / CCTV monitoring	2,490.00	2,600.00	500.00	500.00	2,600.00
5165.8 · Cash under	10.95	0.00	5.00	5.00	0.00
5165.9 5166.3 · Recov, Other, COVIL	6,034.12	1,359.00	231.02	231.02	2,541.00
Total 5165 · OTHER OPERATING	9,247.19	23,359.00	20,460.47	20,460.47	63,141.00
5170 5171 5172 5173 5166 · OFFICE SU	1,849.46	1,346.00	1,720.43	1,720.43	1,838.39
5174 · OFFICE - VISA transaction fees	423.67	500.00	192.47	245.26	500.00
5180 · PROF. SVCS. - Consultants	0.00	0.00	0.00	0.00	0.00
5191 · ADVERTISING	0.00	100.00	0.00	0.00	100.00
5230 · TRAINING & CERTIFICATION	253.40	7,070.00	1,434.75	1,434.75	7,070.00
5240 · COST OF GOODS SOLD					
5241 · Food concession supplies	5,443.60	4,842.00	3,544.50	3,581.78	5,095.56
5242 · Promotional goods	76.66	100.00	0.00	0.00	100.00
Total 5240 · COST OF GOODS SOLD	5,520.26	4,942.00	3,544.50	3,581.78	5,195.56
5250 · VEHIC./TRAVEL REIMBURSMNT	1,021.71	1,400.00	1,062.30	1,184.94	1,400.00
5260 · UTILITIES					
5261 · Electricity	18,715.00	19,676.00	16,491.55	17,953.90	18,492.11
5262 · Natural gas	7,343.41	9,406.00	2,013.02	2,013.02	6,254.14
5263 · Water	9,093.86	7,830.00	12,250.55	13,340.32	12,338.26
Total 5260 · UTILITIES	35,152.27	36,912.00	30,755.12	33,307.24	37,084.51
5340 · COUNTY CHARGES	2,073.14	2,080.00	3,083.00	3,083.00	2,784.43
Total 3241e · FUND 3241 REC. Expense**	80,891.36	109,006.00	84,681.44	89,123.43	152,088.28
Total 6560 · PAYROLL EXPENSES *****	51,032.17	42,242.00	40,817.45	40,817.45	52,813.84
Total O&M Expense	131,923.53	151,248.00	125,498.89	129,940.88	204,902.12
Contingency Expense (10%)*		15,125.00			20,490.21
Other Non-Operating Expense	210.00	0.00	0.00	0.00	0.00
Capital Project Funding Allocation/Exper	0.00	15,000.00	0.00	2,500.00	15,000.00
TOTAL EXPENSE *	132,133.53	181,373.00	125,498.89	132,440.88	240,392.33
Net Ordinary O&M Increase/Decrease	-1,554.50	-33,556.00	-40,455.76	-16,064.01	-73,421.17
Net Including Contingency & Cap. Inc./Expense	-1,764.50	-63,681.00	-40,455.76	-18,564.01	69,088.61
Net Revenue	-1,764.50	-63,681.00	-40,455.76	-18,564.01	69,088.61

**CROCKETT RECREATION DEPARTMENT - PARKS DETAIL
PROPOSED BUDGET (7/23/2021) FY 2021/22**

	<u>PY Actual</u>	<u>Adopted</u>	<u>11 Month Actual</u>	<u>Actual</u>	<u>Proposed</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>
RECREATION FUND 3241 - Ordinary Income/Expense					
Income					
3241i · FUND 3241 REC. Income*****					
4000 · OPERATING REVENUE					
4180 · Cost recovery	0.00	150.00	0.00	0.00	150
4879 · Tennis/restroom keys	534.00	600.00	40.00	94.00	600
4885 · Donations (operations)	0.00	200.00	0.00	0.00	200
4886 · Donations (restricted)	0.00	200.00	2,025.00	2,025.00	200
Total 4000 · OPERATING REVENUE	534.00	950.00	2,065.00	2,119.00	1,150
4800 · NON-OPERATING REVENUE					
4802 · Recreation tax	36,768.00	46,579.00	46,616.62	46,616.62	46,600
4891.1 · Grants - RTS	24,533.00	15,500.00	0.00	12,482.00	12,400
4891.3 · Grants: Capital Impr. (restricted)	24,403.00	81,000.00	0.00	0.00	81,000
4899 · Other Non-Operating	91.61	0.00	105.00	105.00	98
Total 4800 · NON-OPERATING REVENUE	85,795.61	143,079.00	46,721.62	59,203.62	140,098
Total 3241i · FUND 3241 REC. Income*****	86,329.61	144,029.00	48,786.62	61,322.62	141,248
Total Income	86,329.61	144,029.00	48,786.62	61,322.62	141,248
Expense					
3241e · FUND 3241 REC. Expense*****					
5101 · INSURANCE Property insurance	112.00	118.00	110.05	110.05	189
5102 · INSURANCE Liability insurance	4,038.90	4,241.00	3,646.11	3,646.11	6,532
5130 · MAINTENANCE					
5131-5134 · Building & play eq. maint.	447.37	1,000.00	52.05	52.05	500
5135-5136 · Janitorial supplies & services	241.38	350.00	214.05	214.05	228
5140-5141 · Landscape suppl. & services	24,163.37	25,953.00	26,163.16	26,163.16	25,163
5142-5144 · Lighting and tennis supplies	203.27	300.00	83.12	83.12	195
Total 5130 · MAINTENANCE	25,055.39	27,603.00	26,512.38	26,512.38	26,086
5160 / 5165 · OTHER OPERATING					
5165.5 · Capital Replacements	7,999.18	17,500.00	4,144.56	4,144.56	6,072
5060 / 5165.9 / 5250 · Recov. / Other	41.63	200.00	195.36	195.36	146
Total 5165 · OTHER OPERATING	8,040.81	17,700.00	4,339.92	4,339.92	6,218
5340 · County & State Charges	0.00	0.00	0.00	3,482.00	3,482
5260 · UTILITIES -WATER					
	7,608.20	6,143.00	3,498.73	3,498.73	6,143
Total 3241e · FUND 3241 REC. Expense*****	44,855.30	55,805.00	38,107.19	41,589.19	48,650
6560 · PAYROLL EXPENSES *****	8,660.39	9,663.00	8,375.70	8,375.70	8,900
Total O&M Expense	53,515.69	65,468.00	46,482.89	49,964.89	57,549
Contingency Expense (10%) *	0.00	6,547.00	0.00	0.00	5,755
5290 · Non-Operating Expense	0.00	0.00	0.00	0.00	0
Capital Project Funding Allocation / Expense	27,115.00	91,500.00	0.00	0.00	90,000
TOTAL EXPENSE *	80,630.69	163,515.00	46,482.89	49,964.89	153,304
Net Ordinary O&M Increase/Decrease	32,813.92	-2,439.00	2,303.73	11,357.73	2,699
Net Including Contingency & Cap. Income/Expense	5,698.92	-19,486.00	2,303.73	11,357.73	-12,056
Net Revenue	5,698.92	-19,486.00	2,303.73	11,357.73	-12,056

**CROCKETT RECREATION DEPARTMENT - ADMINISTRATION DETAIL
PROPOSED BUDGET (##) FY 2021/22**

	<u>PY Actual</u>	<u>Adopted</u>	<u>11 Month</u>	<u>Actual</u>	<u>Proposed</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>
RECREATION FUND 3241 -Ordinary Income/Expense					
Income					
3241i · FUND 3241 REC. Income*****					
4000 · OPERATING REVENUE					
4180 · Cost recovery	292.09	175.00	17.20	17.20	175.00
Total 4000 · OPERATING REVENUE	292.09	175.00	17.20	17.20	175.00
4800 · NON-OPERATING REVENUE					
4010 · Property Tax transfer from 3240	49,000.00	46,279.00	44,000.00	44,000.00	46,500.00
4802 · Recreation tax	24,228.00	44,379.00	44,414.85	44,414.85	44,500.00
4899 · Non-Op Income / passthrough	1,025.00	0.00	2,157.77	2,157.77	0.00
Total 4800 · NON-OPERATING REVENUE	74,253.00	90,658.00	90,572.62	90,572.62	91,000.00
Total 3241i · FUND 3241 REC. Income*****	74,545.09	90,833.00	90,589.82	90,589.82	91,175.00
Total Income	74,545.09	90,833.00	90,589.82	90,589.82	91,175.00
Expense					
3241e · FUND 3241 REC. Expense*****					
5120/5150 · SOFTWARE SUB & MEMBERSHIP	1,219.87	1,404.00	594.99	594.99	1,072.95
5120 · ELECTIONS	0.00	1,200.00	0.00	0.00	0.00
5165 · OTHER OPERATING / RECOVERABLE	573.05	850.00	17.20	17.20	850.00
5171/5172/5173 · OFFICE POSTAL/OFFICE	126.30	900.00	101.17	101.17	375.82
5180 · PROF. SVCS. (Attor./Audit./Consult.)	11,007.90	8,300.00	7,013.44	7,013.44	8,773.78
5190 · PUBLISH LEGAL NOTICES	587.90	500.00	5.55	5.55	296.73
5230 · TRAINING & CERTIFICATION	0.00	400.00	0.00	0.00	400.00
5250 · VEHICLE/TRAVEL REIMBURSEMENT	200.34	450.00	43.66	43.66	231.33
5340 · COUNTY CHARGES	2,030.22	2,050.00	1,669.12	1,669.12	2,050.00
Total 3241e · FUND 3241 REC. Expense*****	15,745.58	16,054.00	9,445.13	9,445.13	14,050.62
6560 · PAYROLL EXPENSES *****					
5010.1 · REC. MGR- Wage/Benefits (RW)	38,704.09	40,252.00	40,010.90	40,010.90	40,010.90
5011.1 · DIST. SECY- Wage/Benefits (SW)	3,714.73	4,876.00	8,485.65	8,485.65	9,334.22
5011.3 · GEN. MGR- Wage/Benefits	21,970.12	21,393.00	4,310.54	4,310.54	19,422.44
5011 · Hourly/Other - Wage/Benefits	44.70	0.00	11,239.78	11,239.78	5,000.00
6560 · PAYROLL Other (WC Premium etc.)	305.21	0.00	287.05	287.05	0.00
Total 6560 · PAYROLL EXPENSES *****	64,738.85	66,521.00	64,333.92	64,333.92	73,767.55
Total O&M Expense	80,484.43	82,575.00	73,779.05	73,779.05	87,818.17
Contingency Expense (10%)*		8,258.00			8,781.82
5400 · Non-Operating Expense / Passthrough	1,025.00	0.00	908.57	908.57	0.00
Capital Project Funding Allocation	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENSE *	81,509.43	90,833.00	74,687.62	74,687.62	96,599.99
Net Ordinary Income	-6,964.34	0.00	15,902.20	15,902.20	-5,424.99
Net Income	6,964.34	0.00	15,902.20	15,902.20	-5,424.99

**CROCKETT RECREATION DEPARTMENT - POLICE LIAISON DETAIL
ADOPTED BUDGET (6/24/20) FY 2020/21**

	<u>PY Actual</u>	<u>Budgeted</u>	<u>11 Mo. Actual</u>	<u>Year End</u>	<u>Proposed</u>
	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 20/21</u>	<u>FY 20/21</u>	<u>21/22</u>
RECREATION FUND 3241 -Ordinary Income/Expense					
Income					
3241i · FUND 3241 REC. Income*****					
4882 · Parking fines	393.59	600.00	488.09	488.09	450.00
Total 3241i · FUND 3241 REC. Income*****	393.59	600.00	488.09	488.09	450.00
Total Income	393.59	600.00	488.09	488.09	450.00
Expense					
3241e · FUND 3241 REC. Expense*****					
5165 · OTHER OPERATING					
5165.5 · Capital Replacements	0.00	0.00	0.00	0.00	0.00
5165.9 · Recoverable costs	0.00	0.00	0.00	0.00	0.00
5165.9e · Other Op Costs / LE Fees	102.31	150.00	0.00	0.00	150.00
Total 5165 · OTHER OPERATING	102.31	150.00	0.00	0.00	150.00
5171/5172 · OFFICE POSTAL/SUPPLIES	10.45	50.00	0.00	0.00	30.00
Total 3241e · FUND 3241 REC. Expense*****	112.76	200.00	0.00	0.00	180.00
6560 · PAYROLL EXPENSES *****					
5011 · Staff- Wage/Benefits	632.05	1,465.00	9.16	9.16	400.00
Total 6560 · PAYROLL EXPENSES *****	632.05	1,465.00	9.16	9.16	400.00
Total O&M Expense	744.81	1,665.00	9.16	9.16	580.00
Contingency 10%	0.00	166.00	0.00	0.00	58.00
Capital Project Funding Allocation / Expense	0.00	1,000.00	0.00	0.00	0.00
TOTAL EXPENSE	744.81	2,831.00	9.16	9.16	638.00
Net Including Capital Income/Expenses	-351.22	-2,231.00	478.93	478.93	-188.00
Net Income	-351.22	-2,231.00	478.93	478.93	-188.00

CAPITAL PROPOSED (##) FY 21/22

	CAPITAL IMPROVEMENT	CAPITAL REPLACEMENT	GRANT FUNDED	RTS FUNDED	CAP RESERVE FUNDED	REC TAX or OTHER FUNDED
COMMUNITY CENTER						
Repair bar floor		\$3,000.00		\$3,000		
Repair kitchen tiles		\$2,500.00			\$2,500	
Paint MPR		\$2,400.00			\$2,400	
Replacement Tables		\$3,500.00		\$3,500		
Replace fixtures in bathrooms		\$400.00		\$400		
Floor Strip & Varnish		\$10,000.00				
New stage curtains		\$2,000.00		\$2,000		
Various Misc. Cap. Repl. items		\$5,000.00			\$5,000	
TOTAL	\$0.00	\$28,800.00				
AQUATICS CENTER						
ADA Compliant Bathrooms	\$178,000.00		\$178,000			
Metered outdoor showers	\$5,000.00				\$5,000	
Deck chairs		\$5,000.00				
Replaster Pool		\$200,000.00				
Various Cap. Repl. items		\$3,000.00			\$2,000	
TOTAL	\$183,000.00	\$208,000.00				
PARK, TENNIS, BOCCE						
Retaining Wall (Pomona/Pool)	\$45,000.00		\$40,500		\$4,500	
Replace Stairs to Pomona	\$45,000.00		\$40,500		\$4,500	
Replant park lawn		\$10,000.00		\$10,000		
Various Cap. Repl. items		\$2,000.00			\$2,000	
TOTAL	\$90,000.00	\$12,000.00				
POLICE LIAISON						
TOTAL	\$0.00	\$0.00				
NON-CAP O&M EXPENSES COVERED BY RTS FUNDING						
Annual camera maintenance (Comm 50%/Pool 50%)				\$4,980		
			SUB-TOTALS:	\$259,000	\$23,880	\$27,900
						\$0
** Est. RTS funding in FY 21/22 is \$41,900			TOTAL:	\$310,780		

FY 21/22 MAINTENANCE DEPARTMENT PROPOSED BUDGET (##) - FUND 3242 - OVERVIEW

	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2020-21 11-Month	FY 2020-21 Year- End	FY 2021-22 Proposed
EXPENSES					
Memorial Hall O&M	\$ 3,729	\$ 8,133	\$ 1,947	\$ 2,322	\$ 5,283
Bridgehead O&M	\$ 540	\$ 825	\$ 139	\$ 165	\$ 1,850
Plaza / Streetlights O&M	\$ 563	\$ 644	\$ 719	\$ 728	\$ 1,223
Port Costa Light. & Landscap. (\$ -	\$ -	\$ -	\$ -	\$ 0
Sub-Total O&M Expense	\$ 4,832	\$ 9,602	\$ 2,806	\$ 3,215	\$ 8,356
Fixed Assets - Capital Expense					
Memorial Hall	\$ -	\$ 344,000	\$ -	\$ -	\$ 344,000
Bridgehead	\$ -	\$ -	\$ -	\$ -	\$ 0
Plaza / Streetlights	\$ -	\$ -	\$ -	\$ -	\$ 0
Total Fixed Assets	\$ -	\$ 344,000	\$ -	\$ -	\$ 344,000
Contingency Reserve 10%	\$ -	\$ 960	\$ -	\$ -	\$ 836
Non-op Expenses	\$ 25,000	\$ 10,000	\$ 15,000	\$ 15,000	\$ 16,000
Interfund G/L non-op adj.	\$ -	\$ 8,000	\$ 8,000	\$ 8,000	\$ 0
TOTAL EXPENDITURES	\$ 29,832	\$ 372,562	\$ 25,806	\$ 26,215	\$ 369,192
TOTAL APROPRIATIONS	\$ -	\$ 372,562	\$ -	\$ -	\$ 369,192
REVENUES					
Operating Revenue					
Memorial Hall	\$ 300	\$ 1,000	\$ -	\$ -	\$ 500
Bridgehead	\$ 5,937	\$ 600	\$ -	\$ -	\$ 600
Plaza / Streetlights	\$ -	\$ 200	\$ -	\$ -	\$ 200
Total Operating Revenue	\$ 6,237	\$ 1,800	\$ -	\$ -	\$ 1,300
Non-Operating Revenue					
Memorial Hall	\$ 50,943	\$ 166,125	\$ 12,680	\$ 28,571	\$ 35,957
Bridgehead	\$ 816	\$ 888	\$ 816	\$ 816	\$ 888
Plaza / Streetlights	\$ 853	\$ 887	\$ 853	\$ 853	\$ 887
Total Non-Operating Revenue	\$ 52,612	\$ 167,900	\$ 14,349	\$ 30,240	\$ 37,732
TOTAL REVENUES	\$ 58,849	\$ 169,700	\$ 14,349	\$ 30,240	\$ 39,032
Net Increase (Decrease)	\$ 29,017	\$ (202,862)	\$ (11,456)	\$ 4,025	\$ -330,160
BALANCE OVERVIEW					
FUND BALANCE (Beginning)	\$ 170,579.07	\$ 199,595.91	\$ 199,595.91	\$ 199,595.91	\$ 203,620.97
Estimated Revenue	\$ 58,848.85	\$ 169,700.00	\$ 14,349.26	\$ 30,239.94	\$ 39,031.51
Estimated Expenses	\$ 29,832.01	\$ 372,562.00	\$ 25,805.62	\$ 26,214.88	\$ 369,191.60
FUND BALANCE (End of Year)	\$ 199,595.91	\$ (3,266.09)	\$ 188,139.55	\$ 203,620.97	\$ (126,539.12)
Combined Payroll (Sal-Ben)	\$ 1,121	\$ 1,542	\$ 1,562	\$ 1,971.13	\$ 2,850

Note: Share of Property Tax held in Fund 3240 as of June 30, 2021 is \$2,806

FY 21-22 MAINTENANCE DEPARTMENT PROPOSED BUDGET (##) - FUND 3242 - MEMORIAL HALL

	<u>FY 2019-20</u> <u>Actual</u>	<u>FY 2020-21</u> <u>Adopted</u>	<u>FY 20-21</u> <u>11-Month</u>	<u>FY 20-21 Year-</u> <u>End</u>	<u>FY 2021-22</u> <u>Proposed</u>
<u>EXPENSES</u>					
Memorial Hall O&M					
Insurance - Property & Crime	\$ 3	\$ 2	\$ 2	\$ 2	\$ 3
Maintenance - building	\$ -	\$ 300	\$ -	\$ -	\$ 300
Capital Replacement - O&M	\$ -	\$ 250	\$ -	\$ -	\$ 250
Utilities - electricity	\$ -	\$ 480	\$ -	\$ -	\$ 480
Payroll Expenses and volunteer WC	\$ 877	\$ 1,001	\$ 1,415	\$ 1,790	\$ 2,000
Programs - events (WoH & other)	\$ -	\$ 1,000	\$ -	\$ -	\$ 1,000
Prof. Svcs.- Engineer, Attorney, Audit	\$ 2,780	\$ 5,000	\$ 38	\$ 38	\$ 1,000
All Other- Office and other op	\$ 69	\$ 100	\$ 492	\$ 492	\$ 250
Total Memorial Hall O&M Expenses	\$ 3,729	\$ 8,133	\$ 1,947	\$ 2,322	\$ 5,283
Fixed Assets - Capital Expense					
MH Construction	\$ -	\$ 317,000	\$ -	\$ -	\$ 317,000
MH Engineering / Architect	\$ -	\$ 25,000	\$ -	\$ -	\$ 25,000
MH Staff Cap Expense	\$ -	\$ 2,000	\$ -	\$ -	\$ 2,000
Total Fixed Assets	\$ -	\$ 344,000	\$ -	\$ -	\$ 344,000
Contingency Reserve 10%	\$ -	\$ 813	\$ -	\$ -	\$ 528
Memorial Hall Non-op	\$ 20,000	\$ 10,000	\$ 15,000	\$ 15,000	\$ 15,000
Interfund G/L non-op trns adjust.	\$ -	\$ 8,000	\$ 8,000	\$ 8,000	\$ 0
TOTAL MEMORIAL HALL EXPENDITURES	\$ 23,729	\$ 370,946	\$ 24,947	\$ 25,322	\$ 364,811
<u>REVENUES</u>					
Operating Revenue					
Memorial Hall					
Donations (restricted)	\$ 200	\$ 500	\$ -	\$ -	\$ 250
Donations / fundraisers (ops)	\$ 100	\$ 500	\$ -	\$ -	\$ 250
Total Operating Revenue	\$ 300	\$ 1,000	\$ -	\$ -	\$ 500
Non-Operating Revenue					
Memorial Hall					
Property Tax	\$ 5,531	\$ 13,370	\$ 6,331	\$ 6,331	\$ 13,370
Cost Recovery and other	\$ -	\$ 25	\$ -	\$ -	\$ 25
Interest (non-operating)	\$ 3,412	\$ 2,730	\$ 652	\$ 1,543	\$ 2,562
Non-profit grants (non-op.)	\$ -	\$ 150,000	\$ -	\$ -	\$ 0
Walk of Honor fundraiser	\$ 22,000	\$ -	\$ -	\$ 15,000	\$ 0
RTS Co-gen pass-thru (for MH)	\$ -	\$ -	\$ -	\$ -	\$ 0
Pass-through (WoH & other) *	\$ 20,000	\$ -	\$ 5,697	\$ 5,697	\$ 20,000
Total Non-Operating Revenue	\$ 50,943	\$ 166,125	\$ 12,680	\$ 28,571	\$ 35,957
TOTAL REVENUES	\$ 51,243	\$ 167,125	\$ 12,680	\$ 28,571	\$ 36,457
Net Increase (Decrease) in Cash	\$ 27,514	\$ (203,821)	\$ (12,267)	\$ 3,249	\$ (328,354)

FY 21-22 MAINTENANCE DEPARTMENT PROPOSED BUDGET (##) - FUND 3242 - BRIDGEHEAD

	FY 2019-20	FY 2020-21	FY 2020-21	FY 2020-21	FY 2021-22
	Actual	Adopted	11-Month	Year-End	Proposed
<u>EXPENSES</u>					
Bridgehead / Landscaping					
Insurance - Liability	\$ -	\$ -	\$ -	\$ -	\$ 500
Maintenance	\$ 332	\$ 250	\$ -	\$ -	\$ 500
Payroll Expenses and volunteer WC	\$ 208	\$ 500	\$ 99	\$ 124	\$ 750
Other Office, Attor., Audit., etc.	\$ -	\$ 75	\$ 41	\$ 41	\$ 100
Total Bridgehead O&M	\$ 540	\$ 825	\$ 139	\$ 165	\$ 1,850
Fixed Assets - Capital Expense					
Bridgehead	\$ -	\$ -	\$ -	\$ -	\$ 0
Total Fixed Assets	\$ -	\$ -	\$ -	\$ -	\$ 0
Contingency Reserve 10%	\$ -	\$ 83	\$ -	\$ -	\$ 185
Bridgehead Non-op to Dog Park	\$ 5,000	\$ -	\$ -	\$ -	\$ 1,000
TOTAL BRIDGEHEAD EXPENDITURES	\$ 5,540	\$ 908	\$ 139	\$ 165	\$ 3,035
<u>REVENUES</u>					
Operating Revenue					
Bridgehead / Landscaping					
Donations (restricted)	\$ 5,742	\$ 500	\$ -	\$ -	\$ 500
Donations / fundraisers (ops)	\$ 195	\$ 100	\$ -	\$ -	\$ 100
Total Operating Revenue	\$ 5,937	\$ 600	\$ -	\$ -	\$ 600
Non-Operating Revenue					
Bridgehead / Landscaping					
Property Tax *	\$ 816	\$ 848	\$ 816	\$ 816	\$ 848
Cost Recovery	\$ -	\$ 40	\$ -	\$ -	\$ 40
Non-profit grants (non-op.)	\$ -	\$ -	\$ -	\$ -	\$ 0
RTS Co-gen pass-thru	\$ -	\$ -	\$ -	\$ -	\$ 0
Pass-through (other) *	\$ -	\$ -	\$ -	\$ -	\$ 0
Total Non-Operating Revenue	\$ 816	\$ 888	\$ 816	\$ 816	\$ 888
TOTAL REVENUES	\$ 6,753	\$ 1,488	\$ 816	\$ 816	\$ 1,488
Net Increase (Decrease) in Cash	\$ 1,212	\$ 580	\$ 677	\$ 651	\$ (1,547)

FY 20/21 MAINTENANCE DEPARTMENT ADOPTED BUDGET (6/24/2020) - FUND 3242 - PLAZA/STREETLIGHTS

	<u>FY 2019-20</u>	<u>FY 2020-21</u>	<u>FY 2020-21</u>	<u>FY 2020-21</u>	<u>FY 2021-22</u>
	<u>Actual</u>	<u>Adopted</u>	<u>11-Month</u>	<u>Year-End</u>	<u>Proposed</u>
<u>EXPENSES</u>					
Plaza / Street Lighting / Fence					
Insurance - Property	\$ 527	\$ 553	\$ 671	\$ 671	\$ 1,073
Payroll Expenses	\$ 36	\$ 41	\$ 48	\$ 57	\$ 100
All Other - Maint., Office, Auditor, et	\$ -	\$ 50	\$ -	\$ -	\$ 50
Total Plaza / Streetlight / Fence O&M	\$ 563	\$ 644	\$ 719	\$ 728	\$ 1,223
Fixed Assets - Capital Expense					
Street Lighting / Fence / Plaza	\$ -	\$ -	\$ -	\$ -	\$ 0
Total Fixed Assets	\$ -	\$ -	\$ -	\$ -	\$ 0
Contingency Reserve 10%	\$ -	\$ 64	\$ -	\$ -	\$ 122
Plaza / Streetlights / Fence Non-op	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL PLAZA/LIGHTS EXPENDITURES	\$ 563	\$ 708	\$ 719	\$ 728	\$ 1,345
<u>REVENUES</u>					
Operating Revenue					
Plaza/Streetlights/Fence					
Donations (restricted)	\$ -	\$ 100	\$ -	\$ -	\$ 100
Donations / fundraisers (ops)	\$ -	\$ 100	\$ -	\$ -	\$ 100
Total Operating Revenue	\$ -	\$ 200	\$ -	\$ -	\$ 200
Non-Operating Revenue					
Plaza/Streetlights/Fence					
Property Tax *	\$ 853	\$ 887	\$ 853	\$ 853	\$ 887
Cost Recovery and other	\$ -	\$ -	\$ -	\$ -	\$ 0
Non-profit grants (non-op.)	\$ -	\$ -	\$ -	\$ -	\$ 0
RTS Co-gen pass-thru	\$ -	\$ -	\$ -	\$ -	\$ 0
Pass-through (other) *	\$ -	\$ -	\$ -	\$ -	\$ 0
Total Non-Operating Revenue	\$ 853	\$ 887	\$ 853	\$ 853	\$ 887
TOTAL REVENUES	\$ 853	\$ 1,087	\$ 853	\$ 853	\$ 1,087
Net Increase (Decrease) in Cash	\$ 290	\$ 379	\$ 134	\$ 125	\$ (258)

FY 21-22 MAINTENANCE DEPARTMENT PROPOSED BUDGET (##) - FUND 3242 - DISTRICT OFFICE

	FY 2019-20 Actual	FY 2020-21 Adopted	FY 20-21 11-Month	FY 20-21 Year- End	FY 2021-22 Proposed
EXPENSES					
District Office - O&M / Occupancy					
Insurance - Property & Crime	\$	\$	\$ -	\$ -	\$
Cleaning & Maintenance	\$	\$ 13,236	\$ -	\$ -	\$ 13,236
Security & Alarm	\$	\$	\$ -	\$ 4,400	\$ 1,200
Capital Replacement - O&M	\$	\$ 46,000	\$ -	\$ 31,998	\$ 30,000
Utilities	\$	\$	\$ -	\$ 1,269	\$ 2,538
Phone & Internet	\$	\$	\$ -	\$ 1,518	\$ 3,000
Software Subscriptions	\$	\$	\$ -	\$ -	\$
Prof. Svcs.- Engineer, Attorney, Audit	\$	\$	\$ -	\$ 1,832	\$ 1,500
Permits and Fees	\$	\$	\$	\$ -	\$ 500
Recoverable Expenses	\$	\$	\$	\$ -	\$
All Other- Office, Acquis., Admin	\$ 8,382	\$ 1,000	\$ -	\$ -	\$ 5,000
Total District Office O&M / Occupancy	\$ 8,382	\$ 60,236	\$ -	\$ 41,017	\$ 56,974
PAYROLL EXPENSES					
Salaries & Benefits					
District Office - Cap. Proj.	\$	\$	\$	\$ 4,669	\$ 16,507
District Office - Admin	\$ 2,958	\$	\$ -	\$ 3,414	\$ 5,213
Total District Office O&M Expenses	\$ 2,958	\$ 60,236	\$ -	\$ 49,100	\$ 78,695
Fixed Assets - Capital Expense					
Construction	\$ -	\$ 75,000	\$ -	\$ 915	\$ 75,000
Professional Services	\$ -	\$	\$ -	\$ -	\$ 10,000
Project Payments, fees, permits	\$ -	\$	\$ -	\$ -	\$ 1,000
Loan Principal	\$	\$ 11,528	\$	\$ 11,529	\$ 23,624
Total Fixed Assets	\$ -	\$ 86,528	\$ -	\$ 12,444	\$ 109,624
Non-Operating Expenses					
Contingency Reserve 10%	\$	\$	\$	\$ 4,910	\$ 7,869
Loan Interest	\$ -	\$ 10,441	\$ -	\$ 10,441	\$ 20,316
Other non-op	\$	\$	\$ -	\$ 17,638	\$
TOTAL DISTRICT OFFICE EXPENDITURES*	\$ 11,340	\$ 157,205	\$ -	\$ 94,534	\$ 216,505
REVENUES					
Operating Revenue					
District Office*					
Departmental Contributions**	\$ 11,340	\$	\$	\$ 94,534	\$ 216,505
Rental Revenue	\$	\$ 30,000	\$	\$	\$
Donations / fundraisers (ops)	\$	\$	\$ -	\$ -	\$
Total Operating Revenue	\$ 11,340	\$ 30,000	\$ -	\$ 94,534	\$ 216,505
Non-Operating Revenue					
District Office					
Property Tax	\$	\$	\$ -	\$ -	\$
Rental Revenue	\$	\$	\$ -	\$ -	\$
Interest (non-operating)	\$	\$	\$ -	\$ -	\$
Non-profit grants (non-op.)	\$	\$	\$ -	\$ -	\$
Donations / fundraisers	\$	\$	\$ -	\$	\$
Cost Recovery and other***	\$	\$	\$ -	\$ -	\$ 14,106
Total Non-Operating Revenue	\$	\$	\$ -	\$ -	\$ 14,106
TOTAL REVENUES	\$ 11,340	\$ 30,000	\$ -	\$ 94,534	\$ 230,611
Net Increase (Decrease) in Cash	\$ 0.00	\$ -127,205	\$ -	\$ -	\$ 14,106

*Between 2019-2021, all district office costs have been paid by CVSAN, less \$1,742.89 split by CSD

**Proposed Allocations for CSD/Dist. Office estimated to be:

CVSAN: 74.45%, PCSan: 14.4%, REC: 11.15%

***Tax Assessment Owed to CVSAN in FY20/21

FY 21-22 MAINTENANCE DEPARTMENT PROPOSED BUDGET (##) - FUND 3242 - CSD - Administration

	<u>FY 2019-20</u> <u>Actual</u>	<u>FY 2020-21</u> <u>Adopted</u>	<u>FY 20-21 11-</u> <u>Month</u>	<u>FY 20-21 Year-</u> <u>End</u>	<u>FY 2021-22</u> <u>Proposed</u>
EXPENSES					
CSD - Admin&Operating*					
Elections	\$ -	\$ -	\$ -	\$ 300	\$ 0
Insurance	\$ -	\$ -	\$ -	\$ 65,104	\$ 104,167
Memberships	\$ -	\$ -	\$ -	\$ 100	\$ 100
Office (Postal, supplies, other)	\$ -	\$ -	\$ -	\$ 138	\$ 3,625
Professional Services	\$ -	\$ -	\$ -	\$ 19,921	\$ 18,377
Printing Publishing	\$ -	\$ -	\$ -	\$ -	\$ 1,000
Software Subscriptions	\$ -	\$ -	\$ -	\$ 2,400	\$ 2,400
Vehicle/Travel Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ 500
County & State Charges	\$ -	\$ -	\$ -	\$ 1,501	\$ 1,651
Training & Conferences	\$ -	\$ -	\$ -	\$ -	\$ -
Recoverable Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
All Other- Office and other Admin	\$ -	\$ -	\$ -	\$ -	\$ 1,000
Payroll & Benefits	\$ -	\$ -	\$ -	\$ 50,460	\$ 131,970
Total CCSD Admin	\$ -	\$ -	\$ -	\$ 139,925	\$ 264,790
REVENUES					
Operating Revenue					
CCSD					
Departmental Contributions**	\$ -	\$ -	\$ -	\$ -	\$ 264,790
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -	\$ 264,790
Net Increase (Decrease) in Cash	\$ -	\$ -	\$ -	\$ -	\$ -

*FY 2020/21 Allocation Rate Shares are from budget approved 6/24/20

**Proposed Allocations for CSD/Dist. Office estimated to be:

CVSAN: 74.45%, PCSan: 14.4%, REC: 11.15%

CSD GENERAL FUND 3240: CASH BUDGET DETAIL	<u>Actual</u> <u>FY 19/20</u>	<u>Actual</u> <u>FY 20/21</u>	<u>Proposed</u> <u>FY 21/22</u>
Fund 3240 Beginning Balance	\$48,914.42	\$40,098.57	\$85,943.82
Fund 3240 Ending Balance	\$40,098.57	\$85,943.82	\$40,000.00
Difference (increase / decrease)	-\$8,815.85	\$45,845.25	-\$45,943.82
CSD/MAINTENANCE FUND 3242 CONTRIBUTIONS	<u>Actual</u> <u>FY 19/20</u>	<u>Estimated</u> <u>FY 20/21</u>	<u>Proposed</u> <u>FY 21/22</u>
Fund 3426 CVSAN:	\$12,637.58	\$148,555.00	\$333,654.43
Fund 3241 REC:	\$194.33	\$46,722.00	\$83,634.25
Fund 3245 PCSAN:	\$250.98	\$18,560.00	\$62,003.88
Fund 3242 MAINTENANCE:	\$1,297.58	\$878.00	\$1,383.00

Capital Projects for FY 2021/22

Proposed (###)

CROCKETT COMMUNITY SERVICES DISTRICT

ADMINISTRATION BUILDING*	CAPITAL REPLACEMENTS O&M
Flat roof and gutter repair	\$21,000.00
Moisture damage mitigation and drainage imp	
Apartment cosmetic - flooring, paint, misc.	\$0.00
Garage Roof Replacement and rails	
Admin office prep	\$5,000.00
TOTAL	<hr/> \$26,000.00

*Capital Projects already funded from FY 2020/21 by CVSAN Capital Allocations

FY 2021-2022 PORT COSTA SANITARY DEPARTMENT BUDGET - FUND 3425 PROPOSED ##

	<u>PY 2019-20</u>	<u>FY 2020-21</u>	<u>FY 2020-21</u>	<u>Proposed</u>
	<u>Actual</u>	<u>Approved Budget</u>	<u>Actual Year End</u>	<u>Budget</u>
Collection System				
Liability Insurance	\$ 4,282	\$ 4,453	\$ 4,514	\$ 7,223
Profess. Services.	\$ 0	\$ 1,000	\$ 3,960	\$ 5,000
Sewers Maint.	\$ 7,710	\$ 10,000	\$ 10,542	\$ 11,596
Other Operating	\$ 157	\$ 1,000	\$ 100	\$ 461
Permits & Fees	\$ 2,625	\$ 2,678	\$ 2,848	\$ 3,133
Total Collection System	\$ 14,774	\$ 19,131	\$ 21,964	\$ 27,412
Treatment Plant				
Generator fuel / oil	\$ 266	\$ 300	\$ 67	\$ 100
Property Insurance	\$ 1,207	\$ 1,267	\$ 1,574	\$ 2,518
Contract Operator	\$ 51,480	\$ 55,200	\$ 48,795	\$ 53,674
Chemicals	\$ 3,252	\$ 3,937	\$ 3,791	\$ 4,170
Hardware/Supplies & Misc.	\$ 979	\$ 1,000	\$ 420	\$ 630
Profess. Svcs. (Engineer, Lab, Technici	\$ 12,027	\$ 15,803	\$ 22,579	\$ 26,242
Electricity	\$ 3,595	\$ 3,560	\$ 4,082	\$ 4,695
Alarm system phone	\$ 1,306	\$ 1,580	\$ 422	\$ 485
Cap. Replacement	\$ 45,649	\$ 3,000	\$ 1,350	\$ 4,485
Operating fees/permits	\$ 6,377	\$ 6,918	\$ 7,142	\$ 7,856
Other Operating - septic cleaning	\$ 226,250	\$ 12,000	\$ 0	\$ 3,500
Total Treatment Plant	\$ 352,387	\$ 104,565	\$ 90,222	\$ 108,356
Administrative				
Elections	\$ 0	\$ 80	\$ 0	\$ 0
Crime Insurance	\$ 36	\$ 25	\$ 25	\$ 40
Memberships	\$ 1,680	\$ 1,709	\$ 1,709	\$ 1,965
Office / Postal	\$ 146	\$ 250	\$ 177	\$ 194
Profess. Svcs.(admin)	\$ 10,107	\$ 6,955	\$ 3,014	\$ 3,466
Printing/Publishing	\$ 245	\$ 273	\$ 1,373	\$ 1,578
Software Subscription	\$ 1,966	\$ 1,346	\$ 633	\$ 696
Vehicle/Travel/Meetings	\$ 205	\$ 150	\$ 3	\$ 131
Other	\$ 310	\$ 1,000	\$ 604	\$ 695
County Charges	\$ 1,033	\$ 1,075	\$ 811	\$ 933
Sub-Total Administrative	\$ 15,729	\$ 12,863	\$ 8,347	\$ 9,698
Salaries and Benefits (O&M)	\$ 36,609	\$ 37,411	\$ 22,809	\$ 55,303
Other Payroll Exp. (WC premiums etc.	\$ 0	\$ 0	\$ 0	\$ 0
Total Administrative	\$ 52,338	\$ 50,274	\$ 31,156	\$ 65,002
Total O&M Expenses	\$ 419,499	\$ 173,670	\$ 143,342	\$ 200,770
Non-Operational Expenses				
Loan Principle	\$ 0	\$ 76,063	\$ 73,977	\$ 38,560
Loan Interest on PY Cap Projects	\$ 0	\$ 15,107	\$ 19,586	\$ 15,145
Non-Op Other	\$ 0	\$ 0	\$ 0	\$ 0
Fixed Assets and Other				
Capital Projects Allocation	\$ 28,561	\$ 28,000	\$ 0	\$ 23,000
Allocation to operating reserves	\$ 0	\$ 29,000	\$ 29,000	\$ 29,000
Contingency Reserve	\$ 0	\$ 17,397	\$ 0	\$ 20,077
Interfund G/L non-op adjustment	\$ 28	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 448,087	\$ 322,140	\$ 236,906	\$ 306,475
TOTAL APPROPRIATIONS	\$ 448,087	\$ 322,140	\$ 265,906	\$ 306,475
TOTAL REVENUES				
Sewer use charge	\$ 272,528	\$ 300,488	\$ 300,164	\$ 290,859
Capacity charge	\$ 0	\$ 0	\$ 0	\$ 0
Permit fees	\$ 120	\$ 180	\$ 90	\$ 180
Interest (non-op)	\$ 1,797	\$ 360	\$ 2	\$ 100
Misc fees / cost recovery (ops)	\$ 3,512	\$ 2,783	\$ 2,255	\$ 2,674
Grants / Interdept Loan (no-op)	\$ 150,000	\$ 0	\$ 0	\$ 0

**PORT COSTA SANITARY DEPARTMENT
PROPOSED BUDGET FY 2021/2022 (#)**

GENERAL FUND 3425: EXPENDITURE DETAIL

	PY Actuals FY 19/20	Current Budget FY 20/21	11 Month Actuals FY 20/21	Year End FY 20/21	Proposed Budget FY 21/22
415 · SEWAGE COLLECTION *****					
415.30 · INSURANCE - Liability	4,282.36	4,453.00	4,514.19	\$ 4,514.19	\$ 7,223
415.55 · PROF. SVCS. (Coll.)	0.00	1,000.00	3,960.00	\$ 3,960.00	\$ 5,000
415.70 · MAINTENANCE	7,710.00	10,000.00	10,541.86	\$ 10,541.86	\$ 11,596
415.96 · OTHER OPERATING (Coll.)	156.72	1,000.00	0.00	\$ 100.00	\$ 461
415.96.2c · Permits & Fees (Coll.)	2,625.00	2,678.00	2,848.00	\$ 2,848.00	\$ 3,133
Total 415 · SEWAGE COLLECTION *****	14,774.08	19,131.00	21,864.05	21,964.05	\$ 27,412
416.25 · GASOLINE, OIL, FUEL	\$ 265.85	\$ 300.00	\$ 66.90	\$ 66.90	\$ 100
416.31 · INSURANCE - Property	\$ 1,207.09	\$ 1,267.00	\$ 1,573.88	\$ 1,573.88	\$ 2,518
416.51.1pc · Treatment Plant Operators	\$ 51,480.00	\$ 55,200.00	\$ 48,794.55	\$ 48,794.55	\$ 53,674
416.51.2pc · Chemicals	\$ 3,251.66	\$ 3,937.00	\$ 3,791.16	\$ 3,791.16	\$ 4,170
416.51.3pc · Hardware, Supplies, & Misc	\$ 978.63	\$ 1,000.00	\$ 420.23	\$ 420.23	\$ 630
416.56.2pc .3pc · Prof. Svcs. - Engineer	\$ 62.50	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 1,000
416.56.3pc · Prof. Svcs. -Technician	\$ 2,000.00	\$ 3,500.00	\$ 14,286.20	\$ 14,286.20	\$ 15,715
416.56.7pc · Prof. Svcs. - Lab Testing	\$ 9,964.00	\$ 10,103.00	\$ 8,094.00	\$ 8,094.00	\$ 9,308
416.56.x · Prof. Svcs. - Attorney / Other	\$ 0.00	\$ 200.00	\$ 198.97	\$ 198.97	\$ 219
416.91.1pc · Electricity	\$ 3,594.57	\$ 3,560.00	\$ 4,082.43	\$ 4,082.43	\$ 4,695
416.91.6pc and 416.96.3 · Plant Alarm System	\$ 1,306.36	\$ 1,580.00	\$ 421.73	\$ 421.73	\$ 485
416.96.1 · Capital Replacements (Treat.)	\$ 45,649.19	\$ 3,000.00	\$ 1,350.00	\$ 1,350.00	\$ 4,485
416.96.2 · Permits & Fees (Treat.)	\$ 6,377.00	\$ 6,918.00	\$ 7,142.00	\$ 7,142.00	\$ 7,856
416.96 · OTHER OP (Treat) - Septic Cleaning	\$ 211,250.39	\$ 12,000.00	\$ 0.00	\$ 0.00	\$ 3,500
416.99 · ENFORCEMENT PENALTIES	\$ 15,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0
Total 416 · SEWAGE TREATMENT *****	352,387.24	104,665.00	90,222.05	90,222.05	\$ 108,356
417. ADMIN/GENERAL					
417.21 · ELECTIONS	0.00	80.00	0.00	\$ -	\$ 0
417.31 · INSURANCE -Crime(employee bond)	36.33	25.00	0.00	\$ 25.00	\$ 40
417.36 · MEMBERSHIPS - BACWA & CASA	1,679.54	1,709.00	1,708.50	\$ 1,708.50	\$ 1,965
417.41 · OFFICE POSTAL / SUPPLIES	146.32	250.00	176.59	\$ 176.59	\$ 194
417.56 · PROF SVCS (Admin) Attorney/Auditor	10,107.43	6,955.00	3,013.67	\$ 3,013.67	\$ 3,466
417.61 · PRINTING/ PUBLISHING	244.74	273.00	1,372.50	\$ 1,372.50	\$ 1,578
417.70 · SOFTWARE SUBSCRIPTION	1,966.03	1,346.00	633.15	\$ 633.15	\$ 696
417.80 · VEHICLE / TRAVEL REIMBURSEMEN	204.92	150.00	2.55	\$ 2.55	\$ 131
417.96 · OTHER ADMIN. / RECOVERY	310.39	1,000.00	604.39	\$ 604.39	\$ 695
417.96.3pc · County Charges	1,033.17	1,075.00	811.01	\$ 811.01	\$ 933
Total 417 · ADMIN / GENERAL *****	15,728.87	12,865.00	8,322.36	8,347.36	\$ 9,698
6560 · PAYROLL EXPENSES *****					
6560.x · Salary & Benefits	35,983.25	36,761.00	22,130.48	\$ 22,130.48	\$ 54,286
6560.2 · CalPERS Unfunded Liability	625.58	650.00	678.46	\$ 678.46	\$ 1,018
Total 6560 · PAYROLL EXPENSES *****	36,608.83	37,411.00	22,808.94	22,808.94	\$ 55,303
Total O&M Expense	419,499.02	173,970.00	143,217.40	143,342.40	\$ 200,770
Non-Op and Capitol Expenses					
416.212 · LOAN PRINCIPAL (non-op)		76,063.00	73,976.87	73,976.87	\$ 38,560
419.1 · Loan Interest - Non-Op Expense		15,107.00	19,586.42	19,586.42	\$ 15,145
111.x · Capitol Sewer Projects and CCTV	28,560.75	28,000.00		0.00	\$ 23,000
419 · Non-Op Expense - Other	0.00	0.00		0.00	
Interfund G/L non-op adjustment	27.53	0.00		0.00	
Operating Reserves - Budget Allocation					
Septic Tank Heavy Cleaning (\$50k over 5yrs - 2025)		10,000.00	10,000.00	10,000.00	\$ 10,000
NPDES Permit Reserve (\$40k over 4yrs - 2024)		10,000.00	10,000.00	10,000.00	\$ 10,000
WWTP Cap Repl. Reserve (\$20K over 5yrs - 2025)		4,000.00	4,000.00	4,000.00	\$ 4,000
RWQCB Operations Reserve (\$15K over 3yrs - 2023)		5,000.00	5,000.00	5,000.00	\$ 5,000
Contingency 10%		17,397.00			\$ 20,077
TOTAL EXPENSES	\$ 448,087.30	\$ 339,537.00	\$ 265,780.69	\$ 265,905.69	\$ 326,552
Net Ordinary O&M Income	8,458.60	129,518.00	159,293.47	159,168.47	\$ 93,043
Net Include. Contingency, Capital, & Reserves	(\$ 20,129.68)	\$ (36,049.00)	36,730.18	\$ 36,605.18	-\$ 32,739

**PORT COSTA SANITARY DEPARTMENT
PROPOSED BUDGET FY 2020/2021 (##)**

Sewer Use Charge \$2,245

GENERAL FUND 3425: REVENUE DETAIL

	PY Actual FY 19/20	Adopted FY 20/21	11 Month Actuals FY 20/21	Year End FY 20/21	Proposed Budget FY 21/22
301.0 Sewer use charge	\$272,528.00	\$300,165.00	\$300,164.00	\$300,164.00	\$290,858.70
303.0 Capacity charge	\$0.00	\$0.00			
302.0 Permit fees	\$120.00	\$180.00	\$90.00	\$90.00	\$180.00
306.0 Misc fees	\$0.00	\$0.00			
SUB-TOTALS O&M	\$272,648.00	\$300,345.00	\$300,254.00	\$300,254.00	\$291,038.70
311.0 Interest	\$1,797.31	\$360.00	\$1.51	\$1.51	\$100.00
318.0 Cost recovery (Non-op)	\$3,512.31	\$2,783.00	\$2,255.36	\$2,255.36	\$2,674.34
317.0 Inter-department Loan	\$150,000.00	\$0.00	\$0.00	\$0.00	
319.0 Grants	\$0.00	\$0.00	\$0.00	\$0.00	
TOTAL REVENUE	\$427,957.62	\$303,488.00	\$302,510.87	\$302,510.87	\$293,813.04

FUND 3425 - BALANCE OVERVIEW

	PY ACTUAL FY 19/20	ADOPTED FY 20/21	12 Month Actuals FY 20/21	YEAR END FY 20/21	Proposed BUDGET FY 21/22
Opening Cash Balance					
Septic Tank Replacement Reserve	\$ 28,820.15	\$ -	\$ -	\$ -	\$ 10,000.00
Discharge Permit Reserve	\$ 32,908.75	\$ -	\$ -	\$ -	\$ 10,000.00
Plumbing Pipe Refurb. Reserve	\$ 12,000.00	\$ -	\$ -	\$ -	\$ 4,000.00
RWQCB Violation Fines Reserve	\$ 8,000.00	\$ -	\$ -	\$ -	\$ 5,000.00
Contingency Reserve ***	\$ -	\$ -	\$ -	\$ -	\$ 17,397.00
Carry Over (unallocated)	\$ 34,491.62	\$ 96,090.84	\$ 96,090.84	\$ 96,090.84	\$ 115,299.02
TOTAL OPENING CASH BALANCE	\$ 116,220.52	\$ 96,090.84	\$ 96,090.84	\$ 96,090.84	\$ 161,696.02
ESTIMATED REVENUE	\$427,957.62	\$303,488.00	\$302,510.87	\$302,510.87	\$293,813.04
ESTIMATED O&M EXPENSES	\$ (419,499.02)	\$ (173,970.00)	\$ (143,217.40)	\$ (143,342.40)	\$ (200,770.01)
ESTIMATED CAP. PROJ. EXPENSES	\$ (28,560.75)	\$ (28,000.00)	\$ -	\$ -	\$ (23,000.00)
ESTIMATED LOAN PRINCIPAL	\$ -	\$ (76,063.00)	\$ (73,976.87)	\$ (73,976.87)	\$ (38,560.30)
ESTIMATED LOAN INTEREST	\$ -	\$ (15,107.00)	\$ (19,586.42)	\$ (19,586.42)	\$ (15,144.91)
NON-OPERATING EXPENSE - OTF	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Fund Balance					
Operating Reserves Included in Balance					
Septic Tank Rehab/Replace Reserve		\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Discharge Permit Reserve		\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Plumbing Pipe Refurb. Reserve		\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
RWQCB Violation Fines Reserve		\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Contingency ***		\$ 17,397.00	\$ 17,397.00	\$ 17,397.00	\$ 20,077.00
Interfund G/L non-op adjustment	\$ (27.53)				\$ -
Carry Over(unallocated)	\$ 96,090.84	\$ 60,041.84	\$ 115,424.02	\$ 115,299.02	\$ 128,956.84
TOTAL CLOSING FUND BALANCE	\$ 96,090.84	\$ 106,438.84	\$ 161,821.02	\$ 161,696.02	\$ 178,033.85

*** Unused contingency reserve moves to unallocated general funds at the end of the fiscal year.

Outstanding Debt	Beginning FY 20/21	Ending FY 20/21	Principle Pay FY 21/22	Est. Ending FY 21/22
Crockett Sanitary (WestA Refi)	\$277,963.36	\$203,986.49	\$38,560.30	\$165,426.19
Crockett Sanitary (Pre-2013 transfer)	\$24,233.49	\$24,233.49	\$0.00	\$24,233.49
Crockett Sanitary (3rd Loan)	\$150,000.00	\$150,000.00	\$0.00	\$150,000.00
Total Debt	\$452,196.85	\$378,219.98	\$38,560.30	\$339,659.68

Capital Projects for FY 2021/22

PORT COSTA SANITARY DEPARTMENT

		CAPITAL IMPROVEMENTS FIXED ASSET	GRANT FUNDED	PCSAN FUNDED
SEWER COLLECTION SYSTEM PROJECTS				
Emergency project(s)		\$5,000.00		\$5,000.00
CCTV Inspection		\$10,000.00		\$10,000.00
	TOTAL	<u>\$15,000.00</u>		
TREATMENT PLANT		CAPITAL REPLACEMENTS O&M	CAPITAL IMPROVEMENTS FIXED ASSET	
Septic Tank Hatches			\$0.00	\$0.00
Sump high alarm			\$1,500.00	\$1,500.00
Backup chemical pump			\$1,500.00	\$1,500.00
Various emergency WWTP	\$3,000.00		\$5,000.00	\$8,000.00
	TOTAL	<u>\$3,000.00</u>	<u>\$8,000.00</u>	
EQUIPMENT			CAPITAL IMPROVEMENTS	
No tools or equipment planned			\$0.00	
	TOTAL		<u>\$0.00</u>	
				<u>\$26,000.00</u>

Future Capital Reserve for large projects

Sand Replacement Reserve	TBD
Sand bed engineering study	TBD
RR Crossing	TBD
Influent metering MH and flume	TBD
Survey & Main replacement on Canyon Lake	TBD

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

	PY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22
	Actual	Approved	Year End	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	\$ 71,843
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	\$ 452,931
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	\$ 37,869
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	\$ 164,360
Salaries and Benefits (O&M)	\$ 141,120	\$ 180,309	\$ 222,765	\$ 240,000
Other Payroll Exp. (WC liab, LTD, etc.)	\$ 7,798	\$ 8,408	\$ 5,680	\$ 8,408
Total Administrative	\$ 255,703	\$ 372,809	\$ 349,386	\$ 412,768
Fixed Assets				
Capital Projects Allocation	\$ 811,953	\$ 700,974	\$ 170,089	\$ 61,183
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	\$ 151,675
Payroll Liability G/L Adjustment	\$ 684	\$ 0	\$ 684	\$ 0
Total Expenditures	\$ 2,190,349	\$ 2,305,739	\$ 1,513,441	\$ 1,747,486
TOTAL APPROPRIATIONS	\$	\$ 2,305,739	\$	\$ 1,747,486
TOTAL REVENUES				
Property Tax	\$ 333,813	\$ 310,887	\$ 295,882	\$ 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	\$ 295,044
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	\$ 31,500
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	\$ 13,500
Allocation from Rate Stabilization Reserve	\$ 0	\$ 0	\$ 0	\$ 0

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

	<u>PY Actual</u> <u>FY 19/20</u>	<u>Actual</u> <u>FY 20/21</u>	<u>Draft Budget</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>3,011,089.56</u>	<u>3,577,316.45</u>
ESTIMATED REVENUES (excl. PCSan Repay & 3427 Trns)	1,989,891.17	2,005,691.31	2,163,969.75
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	-1,516,756.15
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	-151,675.31
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	1,466,914.92	693,760.57
Rate Stabilization Reserve	2,058,197.90	2,110,401.53	2,730,941.13
TOTAL PROJECTED CLOSING YEAR-END CASH BALANCE ***	<u>3,011,089.56</u>	<u>3,577,316.45</u>	<u>3,273,026.39</u>
	2,208,267.90		
* Any unused contingency at year-end allocated to Rate Stabilization Reserve			
** Includes Clarifier Reserve and Capacity Charges collected			3,424,701.70
*** Total excluding taxes held in 3240			

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
PROPOSED BUDGET FY 2021/22 (7/23/21)**

	<u>PY Actual</u>	<u>Budgeted</u>	<u>11-month Actuals</u>	<u>Est. Year End</u>	<u>Proposed 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	98,348
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	1,759,059
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	42,968.00	32,226	31,818.00	31,818.00	31,500
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	563,112	202,907.29	462,117.77	703,979
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	2,463,038

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

CROCKETT SANITARY DEPARTMENT
PROPOSED BUDGET FY 2021/22 (7/23/21)

	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
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.&liab.)	34,899.80	37,611	38,129.72	38,129.72	71,843
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	452,931
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	8,608
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	37,869

**CROCKETT SANITARY DEPARTMENT
PROPOSED BUDGET FY 2021/22 (7/23/21)**

	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	164,360
Total 3426e · SUB-TOTAL O&M Expense*****	1,012,174.86	1,244,853	1,016,284.96	1,087,311.92	1,268,348
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	72,000
Assistant District Secretary (SW)	15,438.73	16,675	32,157.59	32,157.59	28,000
Other hrly employees (GM, VG, other)	6,399.87	37,560	56,555.89	56,555.89	140,000
Total CVSan O&M SALARY/BENEFITS	141,119.52	180,309	222,765.45	222,765.45	240,000
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	248,408
Total O&M Expense	1,161,091.91	1,433,570	1,244,730.79	1,315,757.75	1,516,756
Net Ordinary O&M Revenue	334,790.86	207,922	259,597.86	301,792.66	242,303
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			151,675
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	32,000
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	1,779,486

**CROCKETT SANITARY DEPARTMENT
OPERATING BUDGET FY 2021/22 Proposed (7/23/2021)**

	<u>PY Actual</u>	<u>Budgeted</u>	<u>Forecasted</u>	<u>Proposed</u>
	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>Yearly Totals</u>	<u>Budget</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>Allocated in</u>	<u>Ending Reserve</u>	<u>Est. District</u>
	<u>Carried</u>	<u>FY 21/22</u>	<u>Balance June</u>	<u>Share of</u>
	<u>Forward</u>		<u>30, 2022</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 2021/22 PROPOSED ()**

	<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 (###)

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

Telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

TO: Commissioners / Board of Directors
FROM: 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

CROCKETT COMMUNITY SERVICES DISTRICT

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website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, JUNE 23, 2021

1. CALL TO ORDER: The meeting was called to order at 7:04 PM by President Barassi. Present were Board Members Bartlebaugh, Kirker, Mackenzie and Peterson, along with Recreation Department Manager Wilson, District Engineer Murdock, Administrative Services Manager Gunkelman, and Assistant Secretary Witschi. Also present was Sanitary Commissioner Wais. Department Manager Barnhill was absent.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
5. UPDATE BY DIRECTORS: Director Peterson said he objects to holding District Board meetings via zoom and believes the District has a responsibility to hold meetings in person with the public. He would like to discontinue meetings by Zoom. Director Barassi reported he continues to have weekly staff meetings. He said the second floor at the new office building is being painted and getting ready for the Sanitary Department to move in. He said a verbal commitment has been made to the Recreation Department that the Sanitary Department will be out of the multipurpose room by August 1. Director Peterson reported on the matter of the Outfall Lease with State Lands Commission. He sent in the final deliverable that was requested and the only remaining deliverable is one that would come from C&H Sugar. He has not heard from State Lands Commission since he sent in the divers report on the condition of the outfall. He said the report on the condition of the outfall raises questions that State Lands Commission will come back on us. The file has been turned over to Mr. Murdock. Mr. Murdock said he spoke with Tanya Akkerman from C&H today. She said if we want an engineer's stamp she needs to have it, preferably in an email from the State so she can take it to her Board.
- 6.a. RECREATION DEPT. REPORT: The Board had received the Minutes of May 3. Mr. Wilson reported the pool opened Memorial Day weekend under the restrictions that were required at the time, and on June 15 all restrictions were lifted. He said attendance has been pretty high. The Community Center opened on June 14, and one of the two furloughed employees returned to work. The first event at the Community Center will be on June 26. The permit for the Retaining Wall and Stairs project has been received from the County.
- 6.b. MAINTENANCE DEPARTMENT: Director Barassi said there is a lot of confusion concerning the new office building and who is paying for what. Director Peterson said one of the ways he came up with is to restructure the chart of accounts and the budget is to focus clearly on that project with clear answers as to who is paying what. If each department is investing in the new office they need to have an understanding of how much that is as it accrues and should the property sell any proceeds can be properly apportioned back to the departments. Director

Barassi said he invited Mark Manzione from the Sanitary Commission to attend the weekly staff meetings.

6.c. PORT COSTA SANITARY DEPT.: The Board had received the Minutes of May 12. Mr. Murdock reported no Sanitary Sewer Overflow's (SSO's) last month. He said at the end of May a transfer switch went out.

6.d. CROCKETT SANITARY DEPT.: The Board had received the Minutes of May 19. Mr. Murdock reported no Sanitary Sewer Overflows (SSO's) last month. He said staff is waiting to hear from PG&E to change the pole out at Third and Ceres. He is going to arrange a meeting with PG&E and the contractor to meet on site. He said PG&E is going to replace the pole and move the anchor.

6.e. STAFF REPORT ON GOVERNMENTAL MATTERS: Director Barassi said he would like to address the lifting of the COVID restrictions, as it relates to District meetings. He would like to have some ability to call in on a Zoom meeting on extenuating circumstances. He said mostly for a board member if there is an extenuating circumstance. He is in favor of reopening and having in person meetings again, but staff might want to develop a policy that gives the Board access via Zoom.

6.f. STAFF ANNOUNCEMENTS: None

7. CONSENT CALENDAR: The consent items were approved unanimously (sb/kp):

- a. Approve Minutes of May 26, 2021.
- b. Approve payment of District bills (warrants Rec. 9163-9227; PCSan, 1328--1334; CVSan 6436-6451).
- c. Receive Minutes of Commissions and Committees.

8.a. CONSENT ITEMS REMOVED: None

8.b. REAPPOINT COMMISSIONER: A motion to approve Resolution No. 20/21-17 reappointing Tom Cusack to the Crockett Recreation Commission for two years carried unanimously (mk/sb).

8.c. ACCEPT RESIGNATION: A motion to accept resignation of Jon Wolthuis from the Crockett Sanitary Commission carried unanimously (jm/mk).

8.d. APPOINT COMMISSIONER: A motion to approve Resolution No. 20/21-18 appointing Greg Mauler to the Crockett Sanitary Commission carried unanimously (kp/sb).

8.e. ANNUAL AUDIT FY 2020/21: Mr. Gunkelman said the fees have increased from his previous quotes because there is a new regulation called Yellow Book where any audit needs to be passed on to a second auditor to check his work and that is the regulation across the board for any government agency. A motion to contract with David Farnsworth, CPA to perform the annual FY 2020/21 audit and tax services in the amount of \$13,631 carried unanimously (kp/jm).

9.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. No further report.

9.b. APPROPRIATIONS LIMIT: Director Peterson wanted to point out an error in paragraph four, line three. The year is 2021 not 2022. A motion to approve Resolution No. 20/21-19 adopting revised Appropriations Limit for FY 2021/22 and certifying that FY 2021/22 appropriations subject to limitation do not exceed the appropriations limit, as corrected, carried unanimously (sb/kp).

9.c. PROPOSED BUDGET: Mr. Gunkelman said he is in the process of moving all the new office charges over to the Maintenance Department in QuickBooks. Director Bartlebaugh said for Crockett Sanitary he sees total appropriations at \$1,915,000 and total revenues at \$2,715. He thought he would see those differences would match up with the change in the opening cash balance and closing cash balances. Mr. Gunkelman said expenses should be at \$1,100,528. He said the reason for the differences are mainly from a transfer. The construction fund will be used for the MCC Project among other projects.

10.a. PERSONNEL COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT:

10.c. INTER-AGENCY MEETINGS: None

11. CLOSED SESSION: The Board went into closed session at 9:20 pm.

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

OPEN SESSION: The Board resumed in open session at 9:30 pm.

12. ANNOUNCEMENT OF ACTIONS TAKEN DURING CLOSED SESSION: Director Barrassi said there was no reportable actions taken while in closed session.

13. FUTURE AGENDA ITEMS:

- Hearing on proposed budget for FY 2021/22.
- Adopt revised Appropriations Limit for FY 2021/22.
- Discuss policy on delegation of authority to Commissions.
- Adopt capital asset depreciation schedule.
- Adopt capacity charge ordinance on Accessory Dwelling Units.
- Review and adopt ADA compliance plan.
- Adopt policy for use of private devices and e-accounts.
- Develop policy on proposals for new programs without established funding.

14. BOARD COMMENTS: None

15. ADJOURNMENT: The meeting was adjourned at 9:31 PM until July 28, 2021.

Respectfully submitted,

Susan Witschi

Susan Witschi
June 21, 2021

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 7/21/21 Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
07/21/2021	ALYSSIA R LUTZ	Payroll 7/1/2021 - 7/15/2021	507.69	9266
07/21/2021	ARIEL I. FISCHER	Payroll 7/1/2021 - 7/15/2021	392.30	9267
07/21/2021	BRENNAN S. GREGER	Payroll 7/1/2021 - 7/15/2021	391.50	9268
07/21/2021	CHARLOTTE MANNELL	Payroll 7/1/2021 - 7/15/2021	160.61	9269
07/21/2021	DAMIAN A. FISCHER	Payroll 7/1/2021 - 7/15/2021	299.21	9270
07/21/2021	DAMOND L. BAL	Payroll 7/1/2021 - 7/15/2021	281.20	9271
07/21/2021	DOLORES M. MORALES	Payroll 7/1/2021 - 7/15/2021	737.16	9272
07/21/2021	GABRIEL J. OSTI	Payroll 7/1/2021 - 7/15/2021	652.22	9273
07/21/2021	HARIKESH SHRI-SHASHITHA...	Payroll 7/1/2021 - 7/15/2021	777.49	9274
07/21/2021	JOCELYN M. OSTI	Payroll 7/1/2021 - 7/15/2021	288.89	9275
07/21/2021	LINDSAY A. BARRELLA	Payroll 7/1/2021 - 7/15/2021	359.05	9276
07/21/2021	MIREILLE SCHLEPP	Payroll 7/1/2021 - 7/15/2021	397.70	9277
07/21/2021	PAIGE E. PAULSELL	Payroll 7/1/2021 - 7/15/2021	670.91	9278
07/21/2021	ROBERT M. MAGNUSON	Payroll 7/1/2021 - 7/15/2021	302.68	9279
07/21/2021	SKYLER X. PASCHALL	Payroll 7/1/2021 - 7/15/2021	448.82	9280
07/21/2021	STELLA T.E. MANNELL	Payroll 7/1/2021 - 7/15/2021	401.37	9281
07/21/2021	STEVEN A. GRAY	Payroll 7/1/2021 - 7/15/2021	152.92	9282
07/21/2021	SUSAN G. WITSCHI	Payroll 7/1/2021 - 7/15/2021	2,351.45	9283
07/21/2021	SYDNEY L. GARCIA	Payroll 7/1/2021 - 7/15/2021	412.14	9284
07/21/2021	TREVOR B. DEES	Payroll 7/1/2021 - 7/15/2021	346.27	9285
07/21/2021	YOGESHUARAN SHRI-SHASH...	Payroll 7/1/2021 - 7/15/2021	408.81	9286
07/21/2021	ZOE H. LABINSKI	Payroll 7/1/2021 - 7/15/2021	280.52	9287
07/21/2021	DexYP	Advertising	61.35	9288
07/21/2021	Don Barton	Plumbing Work	70.00	9289
07/21/2021	EBMUD	Water	3,306.12	9290
07/21/2021	LESLIE'S POOL SUPPLIES	Chemicals	645.49	9291
07/21/2021	Smart Care - EEC Acquisitions ...	Preventative Maintenance	424.20	9292
07/21/2021	TERRACARE ASSOCIATES	Landscaping services	2,171.00	9293
07/21/2021	UNIVERSAL BUILDING SERVI...	Additional Cleaning & Take Down	288.00	9294
07/21/2021	Elizabet Jimenez	Cleaning & Damage Deposit	700.00	9295
07/21/2021	Myrna Smith	Cleaning & Damage Refund	1,218.00	9296
07/21/2021	LINCOLN FINANCIAL GROUP	CCSVD-BL-1564438	69.19	9297
07/21/2021	Kerry Ratterree	C/D Deposit	400.00	9298
07/21/2021	USBank	Various - #4127134555573937	4,727.42	9299
07/21/2021	CONTRA COSTA CO AUDITO...	LAFCO Appnt. FY 21-22 Invoice 2...	303.05	9300
07/21/2021	PG&E	Gas & Electric - #2501517473-0	426.22	9301
07/21/2021	STATE COMPENSATION INSU...	Workers Comp 219383	839.75	9302
Total FUND 3241 - RECREATION			26,670.70	
TOTAL			26,670.70	

CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: 7/21/21 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
07/21/2021	First Foundation Bank	Account 60243700	26,457.35	6481
07/21/2021	First Foundation Bank	Account 60162400	21,970.11	6482
07/21/2021	MEYERS NAVE	General Advice	1,069.20	6483
07/21/2021	EBMUD	Water - #55397300001	90.89	6484
07/21/2021	LINCOLN FINANCIAL GROUP	CCSVD-BL-1564438	48.15	6485
07/21/2021	USBank	Various - #412713455573937	707.10	6486
07/21/2021	CONTRA COSTA CO AUDITOR-CONTR...	LAFCO Appnt. FY 21-22 Invoice 212...	695.45	6487
07/21/2021	GAUNT A. MURDOCK	Payroll 7/1/2021 - 7/15/2021	2,692.48	6488
07/21/2021	MATEUS J CONAWAY	Payroll 7/1/2021 - 7/15/2021	574.86	6489
07/21/2021	VAUGHN P. GUNKELMAN	Payroll 7/1/2021 - 7/15/2021	1,803.74	6490
07/21/2021	ASHER H. LABINSKI	Payroll 7/1/2021 - 7/15/2021	511.15	6491
07/21/2021	STATE COMPENSATION INSURANCE ...	Workers Comp 219383	839.75	6492
Total FUND 3426 - CV SANITARY - O&M			<u>57,460.23</u>	
TOTAL			<u>57,460.23</u>	

CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: 7/21/21 Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
07/21/2021	BAY AREA AIR QUALITY MGMT. DI...	Air Permit Site A1593 Invoice 4KH61	1,820.00	1338
07/21/2021	Eurofins Calscience LLC	Lab Testing	470.00	1339
07/21/2021	USBank	Various - #4127134555573937	630.44	1340
07/21/2021	CONTRA COSTA CO AUDITOR-CO...	LAFCO Appnt. FY 21-22 Invoice 2122-0030	251.17	1341
07/21/2021	Valley Operators, LLC	Monthly Service - June 2021	4,400.00	1342
Total FUND 3425 - PC SANITARY - O&M			7,571.61	
TOTAL			7,571.61	

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 7/19/21 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
07/07/2021	JAMES G. BARNHILL	Payroll 6/1/21 - 6/30/21	4,386.41	6464
07/07/2021	GAUNT A. MURDOCK	Payroll 6/16/21 - 6/30/21	2,778.82	6465
07/07/2021	MATEUS J CONAWAY	Payroll 6/16/21 - 6/30/21	62.79	6466
07/07/2021	VAUGHN P. GUNKELMAN	Payroll 6/16/21 - 6/30/21	1,522.91	6467
07/07/2021	Alliant Insurance Services, Inc ...	Crime Insurance Policy	408.00	6468
07/07/2021	AT&T	Phone & Internet	347.13	6469
07/07/2021	Gaunt Murdock	Reimbursement for Painting Sup...	2,373.29	6470
07/07/2021	PG&E	Gas & Electric - #6193854060-8	3,044.42	6471
07/07/2021	L.R. PAULSELL CONSULTING	Sewer Maintenance - 6/21/21 - 6/...	13,860.00	6472
07/07/2021	JAMES G. BARNHILL	Reimbursement for Flooring for N...	5,344.68	6473
07/07/2021	SDRMA	Mem. #5505	986.74	6474
07/07/2021	EBMUD	Water - #86466230369	90.18	6475
07/07/2021	MEYERS NAVE	General Advice	550.80	6476
07/07/2021	EMPLOYMENT DEVELOPME...	698-1442-4	942.25	6477
07/07/2021	UNITED STATES TREASURY...	68-0114159	5,536.12	6478
07/07/2021	CalPERS Public Employees R...	Retire. 1946207465, Retir. 19462...	854.70	6479
07/07/2021	melvin Orrego	Contract Work at New office. 7/5...	2,100.00	6480
Total FUND 3426 - CV SANITARY - O&M			45,189.24	
TOTAL			45,189.24	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 7/6/21 Fund: 324100 Account : 0830

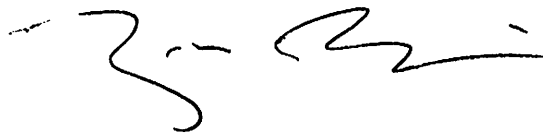
Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
07/07/2021	ALYSSIA R LUTZ	Payroll 6/16/21 - 6/30/21	407.27	9228
07/07/2021	ARIEL I. FISCHER	Payroll 6/16/21 - 6/30/21	295.89	9229
07/07/2021	ASHER H. LABINSKI	Payroll 6/16/21 - 6/30/21	522.46	9230
07/07/2021	BRENNAN S. GREGER	Payroll 6/16/21 - 6/30/21	489.21	9231
07/07/2021	CHARLOTTE MANNELL	Payroll 6/16/21 - 6/30/21	77.57	9232
07/07/2021	DAMIAN A. FISCHER	Payroll 6/16/21 - 6/30/21	252.66	9233
07/07/2021	DAMOND L. BAL	Payroll 6/16/21 - 6/30/21	452.06	9234
07/07/2021	DOLORES M. MORALES	Payroll 6/16/21 - 6/30/21	563.09	9235
07/07/2021	GABRIEL J. OSTI	Payroll 6/16/21 - 6/30/21	395.61	9236
07/07/2021	HARIKESH SHRI-SHASHITHA...	Payroll 6/16/21 - 6/30/21	585.43	9237
07/07/2021	JOCELYN M. OSTI	Payroll 6/16/21 - 6/30/21	282.18	9238
07/07/2021	LINDSAY A. BARRELLA	Payroll 6/16/21 - 6/30/21	485.40	9239
07/07/2021	MIREILLE SCHLEPP	Payroll 6/16/21 - 6/30/21	415.44	9240
07/07/2021	PAIGE E. PAULSELL	Payroll 6/16/21 - 6/30/21	783.70	9241
07/07/2021	ROBERT M. MAGNUSON	Payroll 6/16/21 - 6/30/21	454.02	9242
07/07/2021	SKYLER X. PASCHALL	Payroll 6/16/21 - 6/30/21	172.88	9243
07/07/2021	STELLA T.E. MANNELL	Payroll 6/16/21 - 6/30/21	717.43	9244
07/07/2021	STEVEN A. GRAY	Payroll 6/16/21 - 6/30/21	481.92	9245
07/07/2021	SUSAN G. WITSCHI	Payroll 6/16/21 - 6/30/21	2,401.89	9246
07/07/2021	SYDNEY L. GARCIA	Payroll 6/16/21 - 6/30/21	368.80	9247
07/07/2021	TREVOR B. DEES	Payroll 6/16/21 - 6/30/21	381.65	9248
07/07/2021	YOGESHUARAN SHRI-SHASH...	Payroll 6/16/21 - 6/30/21	226.50	9249
07/07/2021	ZOE H. LABINSKI	Payroll 6/16/21 - 6/30/21	335.92	9250
07/07/2021	RONALD D. WILSON	Payroll 6/1/21 - 6/30/21	2,572.37	9251
07/07/2021	AT&T	Phone - 787-2414	408.76	9252
07/07/2021	LESLIE'S POOL SUPPLIES	Chemicals	1,642.11	9253
07/07/2021	LINCOLN AQUATICS	CPR Mask / Alum Wall Brush	230.04	9254
07/07/2021	PG&E	Gas & Electric - #6757445609-0	687.98	9255
07/07/2021	Sierra Chemical Company	Multichlor, Sodium Hypochlorite	1,576.01	9256
07/07/2021	TERMINIX	Pest Control	154.00	9257
07/07/2021	Roxana Garcia	Cancelled Event Due to Covid	200.00	9258
07/07/2021	Miguel Guillen	Cleaning & Damage Refund	700.00	9259
07/07/2021	RONALD D. WILSON	Mileage Reimbursement	295.12	9260
07/07/2021	SDRMA	Mem. #5505	904.34	9261
07/07/2021	Larry Williams	Installed Exhaust Fan at Pool	100.00	9262
07/07/2021	EMPLOYMENT DEVELOPMEN...	698-1442-4	292.21	9263
07/07/2021	UNITED STATES TREASURY (...)	68-0114159	2,130.38	9264
07/07/2021	CalPERS Public Employees Ref...	CalPERS#1977684412, Retir. 194...	1,016.33	9265
Total FUND 3241 - RECREATION			24,458.63	
TOTAL			24,458.63	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 7/6/21 Fund: 342500 Account: 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
07/07/2021	PG&E	Electric - #2704121327-6	351.48	1335
07/07/2021	Eurofins Calscience LLC	Lab Testing	470.00	1336
07/07/2021	L.R. PAULSELL CONSULTING	Sewer Cleaning on June 21, 2021	1,080.00	1337
Total FUND 3425 - PC SANITARY - O&M			1,901.48	
TOTAL			1,901.48	



CROCKETT RECREATION COMMISSION

of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525

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Fax (510) 787-3049

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

website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, JUNE 7, 2021

1. CALL TO ORDER: The meeting was called to order at 6:00 PM by Chairperson Cusack. Present were Commissioners Airoidi, Scheer and Valentini, along with Department Manager Wilson and Administrative Services Manager Gunkelman. Asst. Secretary Witschi and Commissioner Choquette were absent.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. CONSENT CALENDAR: The following consent item was approved unanimously (as/jv):
 - a. Approve Minutes of May 3, 2021.
5. RECREATION: None
- 6.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission.
- 6.b. 10-MONTH BUDGET REPORT: No report.
7. DISTRICT BOARD ACTIONS: Mr. Gunkelman reported on the actions taken by the District Board in May. He said the annual Recreation Special Tax was approved.
8. REPORT OF DEPT. MANAGER: Mr. Wilson reported the janitors started cleaning the Community Center on June 11 and will return to their normal schedule.
9. COMMISSIONERS: None
10. FUTURE AGENDA ITEMS:
11. COMMISSIONER COMMENTS: None
12. ADJOURNMENT: The meeting was adjourned at 6:48 PM until July 12, 2021.

Respectfully submitted,

VG/SW

Vaughn Gunkelman
June 8, 2021

PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525
Telephone (510) 787-2992
Fax (510) 787-2459
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MINUTES OF REGULAR MEETING, JUNE 9, 2021

1. CALL TO ORDER: The meeting was called to order at 7:04 PM by Chairperson Surges. Present were Commissioners Cusack, Klaiber and Scheer, along with Dept. Manager Barnhill, District Engineer Murdock, Administrative Services Manager Gunkelman and Assistant District Secretary Witschi. Commissioner List was absent.

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

3. PUBLIC COMMENTS: None

4. PUBLIC HEARING: None

5.a. SELF-MONITORING REPORT: Mr. Barnhill reported no exceedances in April.

5.b. DISTRICT BOARD ACTIONS: Mr. Barnhill reported on the actions taken by the District Board in May. The President's Advisory Committee was dissolved. The Recreation special tax was approved.

6.a. FINANCIAL REPORT: The monthly statement of Department finances was examined by the Commission. Mr. Gunkelman reported he transferred \$125K into investment funds.

6.b. PROPOSED BUDGET: Mr. Gunkelman reported interest rates are extremely low right now and they might want to take advantage of paying back the loan to Crockett. Commissioner Surges asked if staff had any numbers they could look at. Mr. Gunkelman said he could put a list up of what the payback schedule might look like with the interest rates right now. Commissioner Scheer said if the Port Costa Sanitary Department had any extra money it should go into a capital account.

7. WASTEWATER: None

8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported an incident with a power failure on May 21. He said in the morning PG&E reported a power failure. The generator turned on but did not provide power to the station. The generator was sitting and idling and the transfer switch did not work. He called CD&Power and they found that the Automatic Transfer Switch (ATS) was jammed. In speaking with the technician from CD&Power he learned that the operators were testing the generator monthly, but they were turning the generator on and were not shutting off the main breaker. They are running the engine and it works fine but they have not been testing any of the other components such as the ATS. The ongoing instructions are to test the generator by shutting off the main power breakers.

8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

8.c. STAFF ANNOUNCEMENTS: None

9. REPORTS FROM COMMISSIONERS: Commissioner Klaiber said it would be a good idea to send a letter out to the residents about flushable wipes. She said you can have the property owners that have tenants that could actually be written up in their lease agreement. Mr. Barnhill said every year staff puts out a Newsletter and it is sent to all the residents in Crockett and Port Costa. Mr. Gunkelman said staff is late sending out the Newsletter this year. Commissioner Scheer said she and Commissioner Cusack have already volunteered to write an article about flushing wipes down the toilet.


10. CONSENT CALENDAR: The consent item was approved unanimously (as/tc):
a. Approve Minutes of May 12, 2021.

11. FUTURE AGENDA ITEMS:

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 7:27 PM until July 14, 2021.

Respectfully submitted,



Susan Witschi
June 10, 2021

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525
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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 COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525
850 Pomona Street
Telephone (510) 787-2992
Fax (510) 787-2459

MONTHLY SUMMARY WORKSHEET

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

PREPARED FOR BD. MTG: 7-28-21

LATEST FUND REPORT: 7-13-21

CCSD FUND 3240	CCSD FUND 3240
<hr/>	
CASH CARRIED FORWARD: <u>REC DEPT:</u> \$13,426.33	CASH CARRIED FORWARD: <u>CVSAN DEPT:</u> \$53,753.25
ACTIVITY:	ACTIVITY:
Cash Conversion \$ 1,627.21	Cash Conversion \$ 8,306.16
Cash Conversion \$981.86	Cash Conversion \$ 5,011.96
Prop Tax	Prop Tax
<hr/>	
CASH BALANCE (Rec): \$16,035.40	CASH BALANCE (CVSan): \$67,071.37
<hr/>	
ADV ON TAXES (Rec): \$ 1.90	ADV ON TAXES (CVSan): \$29.08
060 Adv beginning bal \$1,607.16	060 Adv beginning ba: \$8,149.98
Cash Conversion (\$1,627.21)	Cash Conversion (\$8,306.16)
Prop Tax Correction \$27.33	Prop Tax Correction \$139.50
Ending Balance \$ 7.28	Ending Balance (\$16.68)
160 Supplmt begin bal \$976.48	160 Supplmt begin ba: \$5,057.72
Cash Conversion \$ (981.86)	Cash Conversion \$ (5,011.96)
Ending Balance (\$5.38)	Ending Balance \$45.76
<hr/>	
FUND BALANCE (Rec): \$16,037.30	FUND BALANCE (CVSan): \$67,100.45
<hr/>	
	MAINT DEPT PROPERTY TAXES ALLOC:
	Cash Carried Forward: \$2,500.85
	Cash Conversion \$ 192.39
	Cash Conversion \$116.09
	Cash Balance (Maint) \$2,809.33
	060 Adv Beginning Ba: \$198.83
	Cash Conversion (\$192.39)
	Prop Tax Correction \$ 3.23
	Ending Balance \$9.67
	160 Supplmt begin ba: \$103.16
	Cash Conversion \$ (116.09)
	Ending Balance (\$12.93)
	<hr/>
	FUND BALANCE (Maint): \$2,806.07
	<hr/>
	TOTAL CSD 3240 BALANCE: \$85,943.82

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Members of the Board: Luigi Barassi, Scott Bartlebaugh, Michael Kirker, John Mackenzie, Kent Peterson

10.a.

CROCKETT RECREATION DEPARTMENT

of the Crockett Community Services District

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MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG: 7-28-21 LATEST FUND REPORT: 7-13-21

OPERATING FUND 3241		
CASH CARRIED FORWARD:	\$ 39,027.69	INVESTED BALANCE: \$358,147.58
ACTIVITY:		Invest Interest \$0.00
		Transfer to Invest \$0.00
		NET INVESTED: \$358,147.58
<u>CHECKS AND PAYMENTS</u>		
Warrants (9196-9227)	(\$18,210.66)	\$50,222.82 c/d deposits
Transfer to Invest		\$307,924.76 avail. funds
Wells Fargo CC Fees	(\$52.79)	
Deposit Slips	(\$64.70)	FUND BALANCE: \$424,512.05
Invest Fees		
<u>DEPOSITS AND CREDITS</u>		*** Below held in cash account ***
Comm Center Booking	\$18,614.00	C/D BEGINNING BALANCE: \$50,222.82
Pool Deposit (6-24)	\$19,517.93	c/d deposit receipts \$0.00
Cost Recovery Bocce	-	c/d deposit refunds \$0.00
Donations&Pool Rental	\$2,693.00	Trnsfr recovery \$0.00
Tennis keys		NET C/D ENDING BALANCE \$50,222.82
Transfer from Invest	-	
Cash Conversion	\$4,840.00	CAP / RESTRICTED BAL: \$4,639.60
United Way Pass-thru	-	Donations \$0.00
JSHS rent/CCF Grant		\$0.00
Return-to-source		NET CAPITAL REPL. BAL: \$4,639.60
Transfer from 3240		
Parking fines	-	POLICE LIAISON BALANCE \$8,253.92
Payroll recov CV&PC	-	Parking revenue \$0.00
		Payroll/Expenses \$0.00
		NET PLC ENDING BALANCE \$8,253.92
		XMAS LIGHT BEG BALANCE \$496.57
		No activity \$0.00
		XMAS LIGHT END BALANCE \$496.57
		CERT ACTIVITY: None \$0.00
		CERT Ending Balance: \$0.00
CASH BALANCE:	\$66,364.47	
ADV ON TAXES :	\$4,840.00	PETTY CASH BALANCE: \$60.00
Cash Conversion	(\$4,840.00)	TAXES held in 3240: \$ 16,037.30
NET ADV ON TAXES:	\$0.00	CO.charges in 3240: \$ -

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

CROCKETT MAINTENANCE DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

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website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BD. MTG:	7-28-21	LATEST FUND REPORT	7-13-21
OPERATING FUND 3242		BALANCES BY CLASS	
CASH CARRIED FORWARD:	\$30,172.78	MEMORIAL HALL	
ACTIVITY:		Walk Honor & P66	\$258,500.00
CHECKS and PAYMENTS		Archt. Phase1	(\$15,427.99)
Warrant (432)	\$0.00	Engnr. Phase1	(\$33,934.00)
Transfer to Investmn	\$0.00	Other CapX	(\$4,605.65)
DEPOSITS		WofH P66 Balance	\$204,532.36
Walk of Honor DP	\$0.00	Other MH O&M Bal	\$8,609.44
Transfer from 3240	\$0.00	BRIDGEHEAD	\$1,174.34
Trnsr fr 1/20/21	\$0.00	PLAZA/FENCES/LIGHT:	(\$876.68)
CASH BALANCE:	\$30,172.78	DOG PARK COST CENTE	\$844.14
INVESTED (MH) BEG. BAL	\$185,964.08	ACCRUED DEBT:	
Trnsf from 1/20/2	\$0.00	PCADVISORY due MH	\$1,170.20
Transfer to inves	\$0.00		
INVESTED (MH) END. BAL	\$185,964.08		
FUND BALANCE:	\$216,136.86	TAXES held in 3240	\$2,802.84

PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

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MONTHLY SUMMARY WORKSHEET

PREPARED FOR MTG.:	7/28/21	LATEST FUND REPORT	7/13/21
OPERATING FUND 3425			
CASH CARRIED FORWARD:	\$31,512.67	ACCRUED DEBT:	
ACTIVITY:			
Warrants (1330-1334)	(\$6,611.36)	PYs due CVSan Dep	\$24,233.49
Permit		Loan#2 due CVSan	\$203,986.49
Investment Services	\$0.00	Loan#3 due CVSan	\$150,000.00
Cash conversion	12,347.50		

CASH BALANCE:	\$37,248.81	ACCRUED DEBT:	\$378,219.98

ADV ON SUC BEG. BALANCE	\$12,347.50		
Cash Conversion	(\$12,347.50)		
Ending Balance	\$0.00		
INVESTED BEGIN. BALANCE	\$125,224.30		
Interest	\$0.00		
Transfer to Invest	\$0.00		
Ending Balance	\$125,224.30		

FUND BALANCE:	\$162,473.11	\\san\pc\bud&fin\wrksht	

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 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:	
Warrants (6451-6463)	\$ (43,154.86)	No activity	
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
		CASH BALANCE:	\$260.00
INVESTED BEG. BALANCE:	\$2,677,893.50	INVESTED BEGIN BAL.:	\$71,405.31
Invest Interest	\$0.00	Invest Interest	\$0.00
Transfer to investmer	\$700,000.00	INVESTED BALANCE:	\$71,405.31
Ending Balance:	\$3,377,893.50	FUND 3429 BALANCE:	\$71,665.31
FUND 3426 BALANCE:	\$3,664,334.63		
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

RESOLUTION

NO. 21/22-02

**RESOLUTION OF THE BOARD OF DIRECTORS OF
THE CROCKETT COMMUNITY SERVICES DISTRICT ORDERING COLLECTION
OF SEWER SERVICE CHARGES FOR CROCKETT**

The District Board of the Crockett Community Services District, County of Contra Costa, State of California, resolves as follows:

1. Pursuant to Sections 5471 et seq. and 6520.5 of the Health and Safety Code of the State of California, this Board did by Ordinance No. 20-2 elect to have the sewer service charges for Fiscal Year 2020/21 and subsequent years collected on the tax roll of the District.

2. On June 24, 2020 this Board did by Ordinance No. 20-2 adopt a schedule of sewer service charges to be billed to all properties served by the Crockett Sanitary Department for FY 2020/21 and subsequent years, and thereafter, pursuant to Government Code Section 61115. The Board has chosen not to increase sewer service charges for FY 2021/22 and thus Ordinance No. 20-2 remains in effect.

3. On June 12, 2021, the Administrative Services Manager filed a report containing a description of each parcel of real property in Crockett receiving sewer services and using facilities of the District and the recommended amount of service charge for each parcel computed in conformity with Ordinance No. 20-2.

4. The District Board of the Crockett Community Services District hereby accepts said report of the Administrative Services Manager dated June 12, 2021.

5. The Administrative Services Manager is directed to deliver a copy of this Resolution, and a listing of properties with the sewer service charges to be collected, to the Auditor of Contra Costa County with the request that the sewer service charges described in said listing for the Fiscal Year 2021/22 be collected on the tax roll of the District in the same manner, by the same persons, and at the same time as together with and not separately from the District General Taxes.

6. For those properties within the boundaries of the Crockett Community Services District that receive sewer services from the Crockett Sanitary Department but do not appear on the tax roll of the District, excluding properties contracted by agreement for sewer service, the Administrative Services Manager is directed to invoice the property owners in full on November 1, 2021 with a notice that the bill becomes delinquent after December 9, 2021, and that interest at the rate of one percent (1%) per month shall accrue in the event of late payment in addition to a ten percent (10%) penalty for late payment, pursuant to Government Code Section 61115, District Code Section 1.08.080 and District Ordinance No. 20-2.

THE FOREGOING RESOLUTION was passed and adopted by the District Board of the Crockett Community Services District at a Regular Meeting held on July 28, 2021 by the following vote:

AYES:

NOES:

ABSENT:

Luigi Barassi, President

ATTEST:

Kent Peterson
Board Secretary

RESOLUTION

NO. 21/22-03

**RESOLUTION OF THE BOARD OF DIRECTORS OF
THE CROCKETT COMMUNITY SERVICES DISTRICT ORDERING COLLECTION
OF SEWER SERVICE CHARGES FOR PORT COSTA**

The District Board of the Crockett Community Services District, County of Contra Costa, State of California, resolves as follows:

1. Pursuant to Sections 5471 et seq. and 6520.5 of the Health and Safety Code of the State of California, this Board did by Ordinance No. 20-3 elect to have the sewer service charges for Fiscal Year 2020/21 and subsequent years collected on the tax roll of the District.

2. On June 24, 2020 this Board did by Ordinance No. 20-3 adopt a schedule of sewer service charges to be billed to all properties served by the Port Costa Sanitary Department for FY 2020/21 and subsequent years, and thereafter, pursuant to Government Code Section 61115. The Board has chosen not to increase sewer service charges for FY 2021/22 and thus Ordinance No. 20-3 remains in effect.

3. On April 17, 2021, the Administrative Services Manager filed a report containing a description of each parcel of real property in Port Costa receiving sewer services and using facilities of the District and the recommended amount of service charge for each parcel computed in conformity with Ordinance No. 20-3.

4. The District Board of the Crockett Community Services District hereby accepts said report of the Administrative Services Manager dated April 17, 2021.

5. The Administrative Services manager is directed to deliver a copy of this Resolution, and a listing of properties with the sewer service charges to be collected, to the Auditor of Contra Costa County with the request that the sewer service charges described in said listing for the Fiscal Year 2021/22 be collected on the tax roll of the District in the same manner, by the same persons, and at the same time as together with and not separately from the District General Taxes.

6. For those properties within the boundaries of the Crockett Community Services District that receive sewer services from the Port Costa Sanitary Department but do not appear on the tax roll of the District, excluding properties contracted by agreement for sewer service, the Administrative Services Manager is directed to invoice the property owners in full on November 1, 2021 with a notice that the bill becomes delinquent after December 9, 2021, and that interest at the rate of one percent (1%) per month shall accrue in the event of late payment in addition to a ten percent (10%) penalty for late payment, pursuant to Government Code Section 61115, District Code Section 1.08.080 and District Ordinance No. 20-3.

THE FOREGOING RESOLUTION was passed and adopted by the District Board of the Crockett Community Services District at a Regular Meeting held on July 28, 2021 by the following vote:

AYES:

NOES:

ABSENT:

Luigi Barassi, President

ATTEST:

Kent Peterson
Board Secretary