

## Regular Business Meeting - Amended AGENDA FOR WEDNESDAY, APRIL 24, 2024

Time: 6:00 PM - Closed Session  
TIME: 7:00 PM – Regular Meeting  
PLACE: Crockett Community Center, 850 Pomona Street, Crockett, CA

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1. CALL TO ORDER - ROLL CALL
2. CLOSED SESSION: pursuant to Government Code Section 54957.
  - a. CONFERENCE WITH LABOR NEGOTIATORS.
    - Agency designated representatives: Nicholas Spinner, Board President; Richard D. Pio Roda, District Counsel
    - Unrepresented employee: District Engineer
  - b. PUBLIC EMPLOYMENT
    - Public Employment: District Engineer. Pursuant to Government Code Section 54957.6.
3. RECONVENE TO REGULAR SESSION:
4. REPORT ON CLOSED SESSION:
5. CALL TO ORDER – ROLL CALL:
6. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER:
7. 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.)*
8. PUBLIC HEARINGS: None  
*(Public comments are limited to two minutes for each person with full discussion limited to twenty minutes unless extended by Board President.)*
9. CONSENT CALENDAR: Consideration of a motion to approve the following items:  
*(Items are subject to removal from the 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 CCSD Board meeting on March 27, 2024.
  - b. Receive minutes of commissions and committees.
  - c. Recieve payment of District bills.

- d. Receive the resignation of Raina Currington of the Police Liaison Committee.
  - e. Receive CSDA Magazine.
10. ADMINISTRATIVE:
- a. Consider items removed from the Consent Calendar.
  - b. Approve Resolution 23/24-26 to Re-appointment of Commissioner to Recreation Commission
  - c. Receive the Crockett Sanitary Sewer Use Charge (SUC) Study Report for FY 2024/25, consider recommendation of Crockett Sanitary Commission on increasing SUCs for the town of Crockett, consider approval of Prop. 218 notice for Crockett on proposed rate increase for sewer service, set date for public hearing, and on method of collection.
  - d. Receive the Port Costa Sanitary Sewer Use Charge (SUC) Study Report for FY 2024/25, consider recommendation of Port Costa Sanitary Commission on increasing SUCs for the town of Port Costa, consider approval of Prop. 218 notice for Port Costa on proposed rate increase for sewer service, set date for public hearing, and on method of collection.
  - e. Review quote and authorize the Interim General Manager to sign a contract with Maze & Associates for accounting services.
  - f. Discuss authority for the District Engineer to sign emergency contracts up to \$50,000.
  - g. Review draft response to the Caltrans Maintenance Agreement.
  - h. Discuss Dog Park.
  - i. Discuss 1 Rolph Park Drive Ad Hoc Committee.
11. BUDGET AND FINANCE:
- a. Discuss financial matters related to the District.
  - b. Consider report on Budget for FY 2023/24.
12. MANAGERS' REPORTS/REPORTS FROM COMMISSIONERS:  
*(These items are typically for the exchange of information only. No action will be taken at this time.)*
- a. Recreation Department
  - b. District Secretary
  - c. Administrative Services Manager
  - d. Maintenance Department
  - e. Port Costa Sanitary Department
  - f. Crockett Sanitary Department
  - g. Lighting & Landscape Commission
  - h. Governmental matters
  - i. Announcements and discussion

13. REPORTS FROM BOARD MEMBERS AND COMMITTEES:  
*(These items are typically for the exchange of information only. No action will be taken at this time.)*
  - a. Personnel Committee: Cusack (chair), Martinez, Spinner, Wais, and Wilson
  - b. Budget & Finance Committee: Mackenzie and Barassi
  - c. Police Liaison Committee: Wais, Pennisi, and Ritchey
  - d. CVSAN Wastewater Committee: Members Bartlebaugh and Manzione (chair)
  - e. Memorial Hall Advisory Committee: Members Peterson and Wilson (chair)
  - f. Ad Hoc committee(s)
    - Personnel/District Code: Members Brosnan, Cusack, Martinez (chair), Peterson, and Wais.
  - g. Inter-agency meetings: CCCSDA Bi-monthly meeting is May 27<sup>th</sup>.
14. FUTURE AGENDA ITEMS/BOARD COMMENTS
15. ADJOURNMENT: until May 22, 2024.

**HOW TO SUBMIT PUBLIC COMMENTS:**

You will find the Minutes of this meeting posted on our website at [www.town.crockett.ca.us/meetings](http://www.town.crockett.ca.us/meetings)

Visit our [website](#) for more information on meetings and activities of the Crockett Community Services District and the towns of Crockett and Port Costa.

In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in a District meeting, or if you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, please contact the General Manager at (510) 787-2992. Notification 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 related to an open session agenda item, and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection. The Board has designated the District's website located at [www.town.crockett.ca.us/meetings](http://www.town.crockett.ca.us/meetings) as the place for making those public records available for inspection. The documents may also be obtained by calling the District Manager at the Crockett Community Services District Office in Crockett. If, however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda. The office address is 850 Pomona Street, Crockett, California 94525.*

CROCKETT COMMUNITY SERVICES DISTRICT  
Crockett Community Services District

Auditor's Date: \_\_\_\_\_ Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3241 - RECREATION</b>				
04/02/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nmbr 22, split	12,205.47	14874
Total FUND 3241 - RECREATION			12,205.47	
<b>TOTAL</b>			<u>12,205.47</u>	

*for Hosdn*  
*4/2/24*

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**  
Auditor's Date: \_\_\_\_\_ Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3241 - RECREATION</b>				
04/15/2024	Raphael Hardwood Flooring Inc.	Resurface flooring in Comm Center - INV#591176-4	2,465.20	14889
04/15/2024	Ron Wilson	Home Depot Pool Supplies Reimbursement 4/4/24	47.15	14890
04/15/2024	U.S. BANK	Credit Card Payment for Feb and March 2024 - SPLIT	8,353.32	14891
04/16/2024	CONTRA COSTA COUNTY TREASURER	CalPERS payment March 2024 - SPLIT	2,762.33	14892
04/16/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll no 23 - SPLIT	7,042.97	14893
04/16/2024	City of El Cerrito	Mayors Conference - Feb 2024 - SPLIT	105.00	14894
Total FUND 3241 - RECREATION			<u>20,775.97</u>	
<b>TOTAL</b>			<u><b>20,775.97</b></u>	

*[Handwritten Signature]*  
4/16/2024

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**

Auditor's Date: \_\_\_\_\_ Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3241 - RECREATION</b>				
04/03/2024	CINTAS FIRE 636525	Fire Inspection INV# 0F44816482	665.00	14875
04/03/2024	DC Construction, Inc	Pool ADA Reno INV# 2179	12,856.93	14876
04/03/2024	EBMUD	Park & Pool Jan 2024 - March 2024	1,052.80	14877
04/03/2024	EBMUD	Mem Park water Jan 2024 - Mar 2024	65.40	14878
04/03/2024	Let's Dig, Inc.	Erosion Control project 2nd payment - Final	13,100.00	14879
04/03/2024	PG&E	Comm Center Gas & Electric - Acct # 2501517473-0	6,541.18	14880
04/03/2024	PG&E	Pool Electric Acct # 8212111930-7	2,247.10	14881
04/03/2024	PG&E	Comm Center Gas & Electric - Acct # 6757445609-0	1,583.78	14882
04/03/2024	PRECISION SECURITY SOLUTIONS	Security - Inv # 2024-SE-5951	595.00	14883
04/03/2024	RONALD D. WILSON	Mileage reimbursement - Mar 2024	109.88	14884
04/03/2024	SDRMA	Medical Benefits - SPLIT	1,214.83	14885
04/03/2024	TERRACARE ASSOCIATES	Landscaping services - May 2024	2,305.00	14886
04/03/2024	TERMINIX	Pest Control - Inv # 444324673	174.00	14887
04/03/2024	UNIVERSAL BUILDING SERVICES	Monthly Janitorial svcs - Mar 2024 - Inv # 523912	1,173.23	14888
Total FUND 3241 - RECREATION			<u>43,684.13</u>	
<b>TOTAL</b>			<u><b>43,684.13</b></u>	

*[Handwritten Signature]*  
4/3/2024

CROCKETT COMMUNITY SERVICES DISTRICT  
Crockett Community Services District

Auditor's Date: \_\_\_\_\_ Fund: 324200 Account : 0830

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<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
<b>FUND 3242 - MAINTENANCE</b>				
04/02/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nmbr 22, split	329.88	595
Total FUND 3242 - MAINTENANCE			329.88	
<b>TOTAL</b>			<u>329.88</u>	

*Jan Hood*  
4/2/24

CROCKETT COMMUNITY SERVICES DISTRICT  
Crockett Community Services District

Auditor's Date: \_\_\_\_\_ Fund: 324200 Account : 0830

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<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
<b>FUND 3242 - MAINTENANCE</b>				
04/16/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll no 23 - SPLIT	201.23	596
Total FUND 3242 - MAINTENANCE			201.23	
<b>TOTAL</b>			<u>201.23</u>	



4/16/2024



CROCKETT COMMUNITY SERVICES DISTRICT  
Crockett Community Services District

Auditor's Date: \_\_\_\_\_ Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M 04/02/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nمبر 22, split	2,309.16	1844
Total FUND 3425 - PC SANITARY - O&M			2,309.16	
TOTAL			2,309.16	

*for Hood*  
4/2/24

*[Signature]*  
4/3/2024

CROCKETT COMMUNITY SERVICES DISTRICT  
Crockett Community Services District

Auditor's Date: \_\_\_\_\_ Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M 04/02/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nmbr 22. split	18,143.27	7154
Total FUND 3426 CV SANITARY - O&M			18,143.27	
TOTAL			18,143.27	

*Jan Hood*  
4/2/24

*John D. ...*  
4/3/2024

CROCKETT COMMUNITY SERVICES DISTRICT  
Crockett Community Services District

Auditor's Date: \_\_\_\_\_ Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3241 - RECREATION</b>				
04/02/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nmbr 22, split	12,205.47	14874
Total FUND 3241 RECREATION			12,205.47	
<b>TOTAL</b>			<u>12,205.47</u>	

*for Gordon*  
*4/2/24*

*[Signature]*  
*4/3/2024*

CROCKETT COMMUNITY SERVICES DISTRICT  
Crockett Community Services District

Auditor's Date: \_\_\_\_\_ Fund: 324200 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3242 - MAINTENANCE</b>				
04/02/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nmbr 22. split	329.88	595
Total FUND 3242 - MAINTENANCE			329.88	
<b>TOTAL</b>			<u>329.88</u>	

*Janet Gooden*  
4/2/24

*[Signature]*  
4/3/2024

CROCKETT COMMUNITY SERVICES DISTRICT  
Crockett Community Services District

Auditor's Date: \_\_\_\_\_ Fund: 342500 Account : 0830



Date	Name	Memo	Credit	Num
<b>FUND 3425 - PC SANITARY - O&amp;M</b>				
04/02/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nmbr 22, split	2,309.16	1844
Total FUND 3425 - PC SANITARY - O&M			2,309.16	
<b>TOTAL</b>			<b>2,309.16</b>	

*for Hood*  
4/2/24

CROCKETT COMMUNITY SERVICES DISTRICT  
Crockett Community Services District

Auditor's Date: \_\_\_\_\_ Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3425 - PC SANITARY - O&amp;M</b>				
04/15/2024	L.R. PAULSELL CONSULTING	High Pressure Cleaning 4/5/24 - INV# PCSD24-4	600.00	1847
04/15/2024	U.S. BANK	Credit Card Charges Feb and Mar 2024	749.98	1848
Total FUND 3425 - PC SANITARY - O&M			<u>1,349.98</u>	
<b>TOTAL</b>			<u><u>1,349.98</u></u>	

  
  
4/16/2024

CROCKETT COMMUNITY SERVICES DISTRICT  
Crockett Community Services District

Auditor's Date: \_\_\_\_\_ Fund: 342500 Account : 0830

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<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
<b>FUND 3425 - PC SANITARY - O&amp;M</b>				
04/03/2024	PG&E	Electric - Acct # 2704121327-6	743.10	1845
04/03/2024	SDRMA	Health Benefits - SPLIT	269.96	1846
Total FUND 3425 - PC SANITARY - O&M			<u>1,013.06</u>	
<b>TOTAL</b>			<u><b>1,013.06</b></u>	



CROCKETT COMMUNITY SERVICES DISTRICT  
Crockett Community Services District

Auditor's Date: \_\_\_\_\_ Fund: 342600 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3426 - CV SANITARY - O&M 04/02/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nمبر 22, split	18,143.27	7154
Total FUND 3426 - CV SANITARY - O&M			18,143.27	
TOTAL			18,143.27	

  
4/2/24



**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**

Auditor's Date: \_\_\_\_\_ Fund: 342600 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
<b>FUND 3426 - CV SANITARY - O&amp;M</b>				
04/15/2024	BAY AREA NEWS GROUP	Alexander Park Proj Advertising - Statement#0001403863	339.50	7157
04/15/2024	Frisch Engineering, Inc.	March 2024 - MCCP - INV# 11846 - 2402c	5,737.50	7158
04/15/2024	L.R. PAULSELL CONSULTING	High Pressure Cleaning - INV# CVSD 24-9	8,850.00	7159
04/15/2024	U.S. BANK	Credit Card Purchases Feb - Mar 2024 - SPLIT	6,094.74	7160
04/15/2024	Villa's Landscape	March - 2 visits - 1 RPD Landscaping	300.00	7161
04/16/2024	CONTRA COSTA COUNTY TREASURER	CalPERS payment March 2024	5,001.68	7162
04/16/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll no 23 - SPLIT	2,817.19	7163
04/16/2024	City of El Cerrito	Mayors Conference - Feb 2024 - SPLIT	105.00	7164
Total FUND 3426 - CV SANITARY - O&M			<u>29,245.61</u>	
<b>TOTAL</b>			<u><u>29,245.61</u></u>	

*[Handwritten Signature]*  
 4/16/2024

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**

Auditor's Date: \_\_\_\_\_ Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3426 - CV SANITARY - O&amp;M</b>				
04/03/2024	MEYERS NAVE	Legal Svcs - Inv #'s 215832 & 215833	1,468.80	7155
04/03/2024	SDRMA	Health Benefits Mar 2024 - SPLIT	1,214.84	7156
Total FUND 3426 - CV SANITARY - O&M			<u>2,683.64</u>	
<b>TOTAL</b>			<u><u>2,683.64</u></u>	

*[Handwritten Signature]*  
4/3/2024

**From:** Raina Currington <rainadc3@gmail.com>  
**Sent:** Tuesday, April 9, 2024 4:08 PM  
**To:** Sonia Rivas  
**Subject:** Resignation

Hi Sonia,

Please accept this email as my formal notification that I am resigning from my role as the chair and member of the Crockett Police Liaison Committee. Tonight's meeting 4/9/2024 will be my last night on the committee.

My reimbursement checks can be sent to 5373 Dogtown Rd, Coulterville, CA 95311

Thank you!

Raina Currington

**RESOLUTION**

**NO. 23/24-26**

**A RESOLUTION OF THE DISTRICT BOARD OF THE CROCKETT COMMUNITY  
SERVICES DISTRICT RE-APPOINTING COMMISSIONER:  
RECREATION COMMISSION**

**WHEREAS**, the District Board has by Resolution No. 06/07-02 created the Crockett Recreation Commission and made appointments thereto; and

**WHEREAS**, the District Board has by Resolution No. 06/07-02 created the Crockett Sanitary Commission and made appointments thereto; and

**WHEREAS**, the District Board has by Resolution No. 06/07-10 determined that the term of office of a commissioner shall be 24 months.

**NOW, THEREFORE, BE IT RESOLVED** that Jeff Airoldi be re-appointed to the Crockett Recreation Commission as Commissioner for two years.

**THE FOREGOING RESOLUTION** was adopted at the District's Regular Meeting held on April 22, 2024, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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Nick Spinner, President

**ATTEST:**

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Sonia Rivas, MBA  
District Secretary

**SEWER USE CHARGE STUDY**  
**CROCKETT COMMUNITY SERVICES DISTRICT**  
Fiscal Year 2024/25

**INTRODUCTION**

The Crockett Community Services District, formed in 2006, is comprised of two Sewer Departments (the Crockett-Valona Sanitary Department, and the Port Costa Sanitary Department), a Recreation Department, a Landscape and Lighting Department, and a Maintenance Department. The sanitary departments receive the bulk of their operating revenue from sewer service charges collected on the county tax roll.

The Crockett Sanitary Department is currently in the 48<sup>th</sup> year of a federally mandated wastewater treatment program covering operations at all its facilities. Additionally, state, regional, and county regulatory agencies have imposed new requirements on sanitary agencies from the 1990's to the present resulting in significant increases in operating costs over the years. Recent increases in regulatory oversight and reporting requirements have increased administrative costs. Inflation has exacerbated the cost of maintaining an aging system.

The District jointly co-owns the sewage treatment plant with C&H Sugar. This agreement is due to expire at the end of this fiscal year (June 30, 2024). The District is currently in negotiations for a new agreement. The cost of treatment is the primary expense of the Department.

This study is performed annually to ensure that our district will be capable of performing its function for the public good. Rates have not risen since fiscal year 22/23, but in the face of regulatory, economic, and engineering costs, this report will recommend that the district raise rates for the coming year.

**SCOPE**

This Sewer Use Charge study is provided as the rationale for the determination of the Sewer Use Charge for Fiscal Year (FY) 24/25 as required by law. All discussion in this report pertains only to Crockett-Valona Sanitary District (CVSAN); sewer fees for Port Costa Sanitary District members are discussed in a separate report. Background, salient facts, and financial information are included to provide context and to encourage a better understanding of the state of the CVSAN.

After four decades of price stability, inflation that increased during the pandemic has remained a significant facet of the economy and a factor in our budget.

**Table 1.** Crockett at a Glance

Population (2020 census)	3,242
Number of users served by CVSAN:	
SFR's	925
Apartments	808
Commercial	82
Collection system size	81,120 linear feet
Total Expenditure(projected), FY 23/24	\$ 2,884,988

REVENUE & EXPENSES

The sewer use charge comprises the difference between the available and predicted revenues and expenses. This amount, known as the *apparent deficit* is the amount that that must be raised by the sewer use charge to pay for what needs to be done.

Revenue for the Sanitary Department is primarily from the Sewer Use Charge. There are also funds from property taxes and other sources. The District maintains funds for use as emergency fallback revenue and interest on those funds is a source of revenue. Revenue and expenses are tabulated in Table 2 for the current fiscal year (ending June 30) and as projected for next year in Table 3.

**Table 2.** Projected Budget Detail for CVSAN FY 2023-24.

<b>CVSAN REVENUES</b>	Projected 23/24
<b>Sewer Use Charge</b>	1,583,897
Property Taxes	451,000
Loan Repayments to CSD	26,829
Property Rental	8,000
Grants / RTS	20,000
Permit, Misc. Fees, and Other	1,000
Interest	152,261
Capacity Charges	0
Cost Recovery	0
Transfer from 3427 (TRANSFER PENDING REVIEW)	650,000
<b>Total Revenue</b>	<b>2,892,987</b>
<b>CVSAN EXPENSES</b>	Projected 23/24
Treatment	431,087
Delayed WTP billing= 1,139,138	569,569
Collection	585,284
Administration	561,000
Spent on MCC upgrade	9387
Capital Expenses, (sewer replacement only)	527,770
Construction Fund 3427	167,381
Non-operating expenses	22,035
Recoverable Costs / Other	11475
O&M Contingency @ 10%	0
<b>Total Expenditures</b>	<b>2,884,988</b>
<b>Surplus/Deficit</b>	<b>8,000</b>

**Table 3.** Projected Budget Detail for CVSAN FY 2024/25

<b>CVSAN REVENUES</b>	Projected 24/25
Carryover from 23/24	\$8,000
Property Taxes	\$475,000
Loans Repayments to CSD	\$26,058
Property Rental	\$12,000
Grants / RTS	\$20,000
Permit, Misc. Fees, and Other	\$1,000
Interest	\$150,000
Capacity Charges	\$2,450
Cost Recovery	\$3,000
Transfer from 3427 for MCC	\$200,000
<b>Total Revenue</b>	<b>\$897,508</b>
<b>CVSAN EXPENSES</b>	
Treatment	\$500,000
(Delayed WTP billing= 1,139,138 ) Partial payment	\$569,569
Treatment plant Equipment Replacement	
Collection	\$585,000
Audit	\$50,000
Administration	\$644,000
Capital Budget Allocation( MCC)	\$200,000
Sewer replacement	\$608,000
Pump station Machinery Renewal	\$245,000
Construction Fund 3427	
CVSAN reserve fund 3429	\$470,000
Building Repairs	\$100,000
Non-operating expenses	\$22,000
Recoverable Costs / Other	\$10,000
O&M Contingency @10%	\$330,000
<b>Total Expenditures</b>	<b>\$4,333,569</b>
<b>Apparent Deficit</b>	<b>\$3,436,061</b>



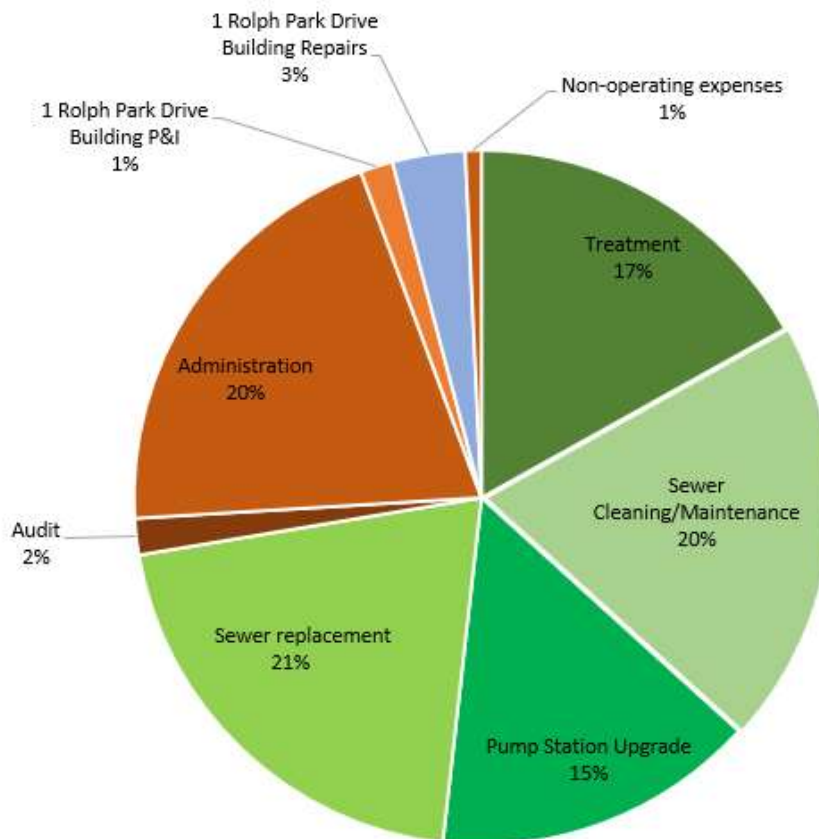
The tabulated Sanitary Department's costs are listed and explained below.

- **Sewage Treatment:** Operation of the Joint Treatment Plant (JTP) owned jointly by the District and C&H Sugar and operated by C&H through their contract with Inframark. Our costs are per obligations of the Joint Use Agreement.
- **Sewage Collection:** CVSAN owns and operates an equalization (EQ) tank, which is an emergency/overflow sewage storage facility, the Crockett Pump Station, the much smaller Loring Street pump station, and 81,120 feet of sewer pipe with associated structures (manholes). Maintenance (cleaning and inspection) is performed by outside contractors.
- **Finance Costs:** CVSAN owes on several outstanding loans. Service of these loans totaled approximately **\$74,869** in current FY 23/24.
- **Administrative Cost:** Wages, office space, and outside professional services. Wages for the CVSAN department are primarily for the District Engineer, the Administrative Services Manager, the CVSAN Department Manager, and the District Secretary. While all of these positions also work for other Departments within the District, the costs recorded here reflect only the CVSAN portion of total wages and benefits. Professional services, Legal, Auditor, Engineering, office costs, and miscellaneous expenses such as utilities, membership dues, printing, and vehicle expenses are also included. Board Directors and Commissioners work on a volunteer basis and are not paid.
- **Capital Improvements:** Required capital improvements include work required at the Joint Treatment Plant (JTP), Crockett Pump Station Motor Control Center (MCC), and the replacement of sewer mains. CVSAN has set a goal of replacing 2% of the sewer line every year (1622 feet). In the current FY 23/24, we will replace 1,544 feet, including both work completed and under contract. Capital replacement work is performed by outside contractors, paying prevailing wages per California law.
- **Apparent Deficit:** The difference between the Expenses and the Revenues that must be made up by the Tax or Fees (Sewer Use Charge)
- **Economic Considerations:** At writing, last year's Consumer Price Index inflation has settled to a more modest ~3%. More pertinently the California Construction Cost Index (CCCI) Has increased by 9.3% and 9.4 % in 2022 and 2023. It would be prudent to assume that inflation will continue at a similar pace. Prevailing wage rates are adjusted twice per year and so can be expected to keep pace with inflation; as can the cost of HDPE pipe and mechanical components such as pumps & motors. Inflation accentuates the loss that can occur by holding reserves.

SANITARY DISTRICT EXPENDITURES

Planned Operating and Maintenance expenditures for FY 24/25 are graphically illustrated in Figure 1. Contributions to reserves are not included. Also not included is \$569,000 in delayed billing for treatment. Totaled together, the core function of the Sanitary Department, (Collection, Treatment, Repair, and Upgrade of sewers and pump station) represents 73% of planned department expenditures. The amount shown includes only 20% of the total cost of the pump station MCC upgrade, which will be spread over multiple years. Building repairs refer to repairs to the 1 Rolph Park address that is used as the departmental office.

**PLANNED EXPENSES, FY 24/25**



## CONTINGENCY AND RESERVES

**O & M:** Wastewater agencies normally keep an operating reserve of between 10% and 50% of annual revenue requirements with most agencies operating in the 20% to 40% range.

**Contingency Fund:** The District has strived to include a contingency line item of between 10% and 15%. This budget provides **\$330,000** for operating contingencies, roughly 10% of next year's operating budget

In June 2012, an independent comprehensive sewer rate study was completed by Bartle Wells Associates (BWA) for the Crockett Sanitary Department. It included a financial review and a 10-year capital improvement plan. BWA recommended that the District continue to build reserves up to a level of \$2.5 million over the next 10 years. Including 10-year expense projections, BWA recommended raising rates by 7% each year for the first three years and 6% in FY 2016/17 through FY 2021/22 to fund the District's projected costs of service including operating and capital needs. The Crockett Sanitary Commission considered the recommendations and decided to implement lower rate increases in the neighborhood of 4% to 6% annually over a longer period to build up reserves. Staff evaluates the reserve annually and calculates what amount needs to be allocated to the reserve.

## PORT COSTA INTERAGENCY LOANS:

The Crockett Sanitary Department entered into a loan agreement with the Port Costa Sanitary Department in September 2013 to pay off the remaining balance of a loan owed to Contra Costa County for treatment plant upgrades. Port Costa Sanitary has agreed to repay the loan in five years with the first annual payment made in October 2014. A second inter-agency loan agreement to pay off the remaining balance of a West America loan for treatment plant upgrades was completed in March 2016. This loan was retired this fiscal year 23/24. A third loan was needed in April 2020 for project costs associated with the wastewater settling tank. This loan is scheduled to start repayment this current fiscal year (23/24). The interest rate for each loan is 1.5% over what the District receives on its investments from the Local Agency Investment Fund (LAIF). Amortized payments through December of 2029 will be paid to the Crockett Sanitary Department annually. As of April 2023, this asset will be valued at \$300,012.

**FUNDS**

Funds maintained by CVSAN are described and tabulated below in Tables 4 & 5.

<b>3427 CONSTRUCTION FUND</b>	projected <b>23/24</b>	projected <b>24/25</b>
Opening Balance	\$1,000,000	<b>\$490,800</b>
Interest Est	\$50,000	\$50,000
Capacity Charges, Est.	\$	
Misc. Fees Est.	\$	
Capital Expenses, Est.	\$ -(527,000)	
Investment Fees, Est	\$ - (200)	
Interfund Transfers	\$32,000	-
<b>ESTIMATED BALANCE</b>	<b>\$490,800</b>	<b>\$474,621</b>

**Table 4.** Fund 3427 was created when the District received grants in 1977 for Projects C-06-1412-11 (JTP) and C-06-1412-12 (Pump Station, EQ tank & sewers). The fund derives revenue principally from investment interest and capacity fees. Capacity fee funds must be used for treatment plant improvements and reported as development impact fees as required by California AB 1600.

<b>3429 CAPITAL RESERVE FUND</b>	projected <b>23/24</b>	projected <b>24/25</b>
Opening Balance	\$74,533	\$76,768
State Loans	-	-
Interfund Transfers	-	-
Interest	\$2,235	\$2,303
Cost Recovery	-	-
Investment Fees	-\$8	-\$8
<b>ESTIMATED BALANCE</b>	<b>\$76,768</b>	<b>\$79,063</b>

**Table 5.** Fund 3429 was created in 2001 to receive \$675,356 in State Revolving Fund (SRF) loans for collection system Projects C-06-4675-110,120,130. Loan conditions require the District to have, maintain, and build Fund 3429 dedicated for "expansion, major repair, or replacement of wastewater treatment facilities" for projects that were paid for by SRF loans.

## PROJECTED REVENUE

Without consideration of the sewer use fees, the projected revenue from property tax and other minor sources comes to \$ 697,508 This amount includes the return-to-source revenue from the Crockett Co-generation plant as granted by the Crockett Community Foundation. In the coming year, this contribution is expected to total \$20,000.

## SEWER USE CHARGE RATE REVIEW

The sewer services currently provided by the Crockett Sanitary Department have been determined through a comprehensive study of properties undertaken in 1992, with continuous updates. In addition to the C&H refinery properties, the Department currently serves 925 single-family dwellings and 808 apartments, plus 82 commercial and mixed-use properties.

In 1993, the Department instituted a new structure for sewer service charges modeled after the Stege Sanitary District Ordinance. Water consumption data has been analyzed annually to determine an equitable fee structure for properties in Crockett.

In calculating average sewer use by residents only wet weather data is used, in order to discount irrigation water (which does not go down the sewer). Extreme outliers in the data were not considered. The remaining 386 Single Family Residences (SFRs) were used as the study sample. Results are averaged with the results of the previous 5 years (total of 6-year average). As a result of this analysis, each SFR is now assumed to contribute 5433 cubic feet per year to the sewer system. This becomes the Department's standard for water consumption per discharge unit in Crockett. Similarly, each apartment is now assumed to contribute 3867 cubic feet per year to the sewer system. The APT: SFR use ratio is 0.712 (aka "use Factor").

Non-residential uses are charged an equitable share based on water consumption during the previous twelve-month period, with a minimum charge set equal to the charge for one apartment. Mixed-use properties are similarly charged, with a minimum set by the charge for each dwelling and/or commercial account on the property.

Our Commercial rate applies uniformly to all non-residential customers; retail, food service, schools, and industrial users.

The sewer services provided by the District are tabulated in Table 6. The second column in Table 6 indicates the relative flow rating ("use factor") of the various types of users. The last column is the product of the number of units and the use factor. The total of the last column gives 3067 discharge units.

Inventory of Connections			
	Quantity	USE FACTOR	Discharge Units
SFR	925	1	925
APT	808	0.712	575
COM	81		163
C & H			1404
<b>Total Discharge Units</b>			<b>3067</b>

**Table 6.** Inventory of Connections is a tabulation for the purpose of determining equivalent discharge units. The use factor of Commercial properties is based on the number of shared system users. The Discharge Unit could also be viewed as SFR equivalent.

We can use the operating deficit to find the needed Sewer Use Charge using the aggregate total of discharge units:

$$\text{SFR charge} = \text{Operating Deficit} / \text{Total Discharge units}$$

This leads to the suggested rates,

Single Family Residence .....**\$ 1,120**..... (Prior Rate \$918)  
 Apartment.....**\$ 798**..... (Prior Rate \$759)

The rate for Commercial and Mixed-use accounts is the base amount paid by the associated residential user, plus a volumetric fee per hundred cubic feet (ccf) of water used in excess of the 6-year average of 3867 cf per year.

Volumetric Rate.....**\$ 20.62** ccf (water unit) (Prior rate \$13.71/ccf)

SUMMARY & RECOMMENDATION

The Department's financial outlook looks strong going into FY 2024/25. The Department successfully pays for expenses as they accrue and has built modest reserves. The Department and the District will be undergoing a financial review in Fiscal Year 2024/25, and the results of that review will improve our understanding of our financial position.

The aging Motor Control Center at the Crockett pump station has outlived its service life and is currently being replaced at a cost of \$986,525, to be spread over five years. This work is under contract and the cost includes moneys that have already been allocated including \$200,000 this coming year, with additional funds yet to be set aside. Additionally, some pump station machinery components (motors, pumps, etc.) will need refurbishment or replacement as part of ongoing scheduled repair.

CVSAN will continue its program of sewer line replacement, planning to contract up to **\$600,000** in sewer repairs.

CVSAN is in a sound financial position and is currently undertaking a level of maintenance and repair that will ensure its continued effective operation for years to come and enable it to navigate the challenge of increasingly tight regulation that is reflective of the public's valuation of environmental concerns. As discussed above, for the fiscal year 24/25, the aggregate total of **\$ 3,436,503** is recommended to be funded by a Sewer Use Charge of **\$1,120 for SFRs and \$798 for** apartments and non-residential accounts and a volumetric rate of **\$20.62/ccf** for commercial users.

Respectfully Submitted,



Gaunt Murdock,  
District Engineer  
April 21, 2024

## PROPOSED

To **Crockett** Customers of the Crockett Community Services District:  
(Please forward this notice to the ratepayer and property owner)

APN:

LAND USE: SFR / APT

### **PROPOSED INCREASE IN SEWER USE CHARGE EFFECTIVE JULY 1, 2024, AND NOTICE OF PUBLIC HEARING ON THE MATTER**

The Crockett Community Services District provides sewage collection, treatment and disposal services to properties in Crockett. Property owners are charged annually for these services on their property tax bills.

The District proposes a Sewer Use Charge (SUC) increase effective July 1, 2024. The SUC increase is necessary to fund the current and anticipated costs of the operations and maintenance functions and capital improvements of the District for the 2024/25 fiscal year (including new federal, state and regional water quality requirements) and to provide for the repayment of loans. Following are the proposed charges:

PRESENT ANNUAL SEWER USE CHARGE	USER CLASSIFICATION	PROPOSED ANNUAL SEWER USE CHARGE
\$918 per year per SFR*	Single Family Residence (SFR)	\$1,120 per year per SFR*
\$759 per year per APT*	Apartment (APT)	\$798 per year per APT*
\$759 plus \$13.71 per 100 cubic feet of water consumption in excess of 5554 cubic feet per year	Non-residential Accounts	\$798 plus \$20.62 per 100 cubic feet of water consumption in excess of 3867 cubic feet per year
\$759 plus \$13.71 per 100 cubic feet of water consumption in excess of 5554 cubic feet per year (min. \$759 per APT) (min. \$918 per SFR)	Mixed-use Accounts	\$ 759 plus \$20.62 per 100 cubic feet of water consumption in excess of 3867 cubic feet per year (min. \$798 per APT) (min. \$1120 per SFR)

\*Based on average discharge of sewage per unit of the user classification.

A public hearing on the matter will be held on Wednesday, June 26, 2024 at 7:00 PM at the Crockett Community Center, 850 Pomona Street, Crockett CA. The Crockett Community Services District phone number is (510) 787-2992.



TO THE PORT COSTA SANITARY COMMISSION  
AND THE BOARD OF DIRECTORS,  
CROCKETT COMMUNITY SERVICES DISTRICT

FROM: Department Manager

SUBJECT: PORT COSTA Sewer Use Charge Study, FY 2024/2025

INTRODUCTION

A full Sewer Use Charge study report is performed when the Crockett Community Services District needs to consider raising the Sewer Use Charge fee. This report summarizes results of current operating & maintenance and capital costs to the Port Costa Sanitary Department of the Crockett Community Services District. The costs expected over the next fiscal year (July 1, 2024 through June 30, 2025) are predicted to provide a basis for determination of a rate structure for Sewer Use Charge for the coming year.

DISTRICT REORGANIZATION

The Crockett Community Services District was formed in July, 2006, merging the functions of the Crockett-Valona Sanitary District with the functions of two recreation organizations and Port Costa's sanitary sewer agency. This Sewer Use Charge study report is concerned only with sewer service provided in the town of Port Costa.

BACKGROUND

The small, unincorporated town of Port Costa has a population of 190 people as of the 2020 census. There are 113 properties within Crockett Community Services District boundaries, of which 85 are receiving sewer service. There is one additional property outside of the District boundaries that is also being served by Port Costa Sanitary Department. The average daily dry weather flow rate was more than 19,000 gallons in 2023.

Port Costa Sanitary Department pays for operation and maintenance, capital replacements, capital improvements, and long-term debt service with revenue collected from the Sewer Use Charge.

This review will determine the funding needed for operating, maintaining, and improving the Department's sewerage facilities, along with the available funding source(s) and revenue during FY 2024/25.

CURRENT COSTS

A review of revenue and expenditures during FY 2023/24 reveals the revenue and expenses (partially predicted) shown in TABLE 1.

TABLE 1

<u>REVENUE</u>	<u>PROJECTED DISTRICT CURRENT FY 2023/24</u>	
	Sewer Use Charges	\$ 299,169
	Annexation Charge	0
	Grants	0
	Interest	578
	Permit Fees	210
	Cost Recovery/Non-Operating	0
<b>TOTAL REVENUE</b>		<b>\$306,313</b>

<u>EXPENSES</u>		
	Sewage Treatment	\$ 109,767
	Sewage Collection	44,150
	Administration/General	49,540
	Recoverable	0
	Insurance	6,600
	County Charges	223
	Capital Projects	13,240
	Operating Reserve	29,000
	Debt Service (Principle & Interest)	26,829

<b>TOTAL EXPENDITURES</b>	<b>\$279,349</b>
<b>CY NET O&amp;M&amp;R</b>	<b>\$26,964</b>
<b>PY Operating Reserve carried forward</b>	<b>\$168,193</b>

## FUTURE OPERATING REQUIREMENTS

This analysis is focused on the costs of operating and maintaining sewerage facilities in Port Costa for the fiscal year 2024/25.

State, regional, and county regulatory agencies impose new requirements on sanitary agencies from the 1990's to the present. Beginning in December 1, 2014, a five-year National Pollutant Discharge Elimination discharge permit (NPDES) was issued to Port Costa Sanitary Department by the Regional Water Quality Control Board (RWQCB). This Discharge permit further expanded these requirements. The current discharge permit became effective February 1, 2019 and expired January 31, 2024. Re-issuance of the permit is pending public comments. Deadline for public comments is May 20, 2024. The draft permit can be found at <http://www.waterboards.ca.gov/sanfranciscobay>. The draft permit will be considered for adoption by the Water Board on June 12, 2024 at 9:00 am. We are abiding by prior permit limitations until the next discharge permit is adopted and becomes effective.

In 2003, exceedances of permit limits resulted in mandatory upgrades to the treatment plant to eliminate discharge of pollutants. The upgrades were completed by Contra Costa County in 2007 at the cost of \$1,035,000. The Regional Water Quality Control Board certified the upgrade. 36 exceedances occurred throughout the years 2013 through 2023. The exceedances have since been attributed primarily to sludge buildup in the primary treatment (septic tank) and disturbance of the biological layer of the sand filter beds. Heavy cleaning, inspection, and maintenance of the septic tank was completed in early 2020. There have been two permit exceedances to this date following the heavy cleaning. Treatment plant operations have been accomplished by contract operators since 2008. The current contract is with Valley Operators LLC. Valley has given early notice to terminate operating services on October 1, 2024. Maintenance, repair, and replacement of specific components (pumps/generator/controls etc.) is performed by outside contractors.

Contra Costa County left no inventory of the system, inspection data, repair records, or condition assessment, and performed no preventive maintenance on the system. The District anticipated significant costs to bring the collection system up to current standards of reliability within as short a timeframe as possible. The small tax base and constrained revenue stream available for capital expenditures has restricted the ability to undertake desired projects. A review of current and forecasted operating requirements indicates that next year's operating budget should include the following items, as shown in TABLE 2:

1. Sewage Treatment:

The treatment plant facilities are operated and maintained by Valley Operators LLC. Chemicals are supplied by Sierra Chemical Company. Pre-treatment occurs in an 86,000 gallon (100% capacity) septic tank. Septic tank cleaning is ongoing, it is estimated that the top (scum) layer will require removal two to three times per year based on operator request. The bottom layer (sludge) is regularly profiled by the Valley Operators LLC. It is imperative that sludge is removed prior to the sludge level

reaching depth and concentration deemed detrimental to the removal of suspended solids which can carry-over to secondary treatment, causing damage to the plant piping, pumps, sand filter beds, and ultimately, to the effluent quality. Requests for cleaning are initiated by Valley Operators LLC. The costs associated with treatment for the next fiscal year are budgeted at \$162,167 excluding loan principle.

2. Sewage Collection:

The collection system consists of approximately 7,108 LF of 4" to 10" sewer piping. There are no lift stations. Wastewater flows by gravity from residential, mixed-use, and commercial users via the collection system. The wastewater is then conveyed, via gravity, through primary treatment (septic tank) to secondary treatment at the treatment plant. Port Costa Sanitary Department and Crockett Sanitary Department have benefited from inclusion in the Crockett Community Services District's Sanitary Sewer Management Plan. Bi-annual audits of the Sanitary Sewer Management Plan are performed by the Crockett Community Services District.

The cost for the collection system operations, maintenance, and repairs are estimated at \$44,150 for the coming year.

3. Administration/General expenses:

Wages are paid by Port Costa Sanitary Department to the General Manager, Department Manager, Administrative Services Manager, and Assistant District Secretary. Personnel costs are divided between O&M&R and capital projects, as appropriate. Sanitary Commissioners and District Board members are unpaid for meeting attendance.

Administrative (O&M) salary, professional services, office costs and miscellaneous expenses such as membership dues, printing, vehicle, etc. are budgeted at \$75,311.

4. Capital improvements budget:

The Crockett Community Services District maintains records that divide General Fund 3425 into an operating account and a capital account. Monies budgeted for capital projects will be carried over if spending is delayed, therefore capital expenditures may exceed the budget appropriation for a given year.

As a result of the 2007 plant upgrade project, the Crockett Community Services District inherited a debt burden of \$1,035,000 from Contra Costa County. Outstanding balance to be determined.

No additional long-term debt is anticipated in FY 2023/24. Port Costa Sanitary Department refinanced one of the loans in 2014 and the second loan in 2015. This reduced the interest rate on all debts burdening Port Costa. A third inter-department loan of \$150,000 was added in 2020 and is included in the debt service repayment

schedule. The fourth scheduled payment of \$26,829 includes interest and principle which reduces the total debt balance to \$128,571. Debt is paid 1.5% over the LAIF interest rate. LAIF interest rate as of this publication is 4%

5. Contingencies:

Wastewater agencies normally keep an operating reserve of between 10% and 50% of annual revenue requirements. Most agencies operate in the 20% to 40% range. Events such as El Nino '98 and storm events in the winter of 2016/17 have proven the necessity of a contingency fund.

\*The Port Costa facilities were inherited with no operating reserves. \$4,000(tbd) can be contributed to the treatment plant Capital Reserve, \$10,000(tbd) for the septic tank reserve, \$5,000 for RWQCB operating reserves and \$10,000(tbd) toward the discharge permit reserve in 2024/2025.

*\*Port Costa Sanitary Department cannot allocate operating reserves until accounting review has taken place. The above allocations were from the prior year.*

TABLE 2

PROJECTED DISTRICT BUDGET DETAIL, FY 2024/25

\*\*REVENUE (Excluding sewer use charges)

Carry-over unallocated cash	\$117,380
Prior Year Contingency Surplus	19,766
Tank Cleaning/Rehabilitation Reserve	30,000
Discharge Permit Reserve	30,000
TREATMENT PLANT Reserve	12,000
RWQCB Operating Reserve	15,000
Loans/Grants	0
Permit Fees	330
Capacity Charges/Annexation Charges	0
Annexation Interest	0
Cost Recovery	<u>0</u>

**\*\*TOTAL REVENUE \$224,526**

*\*\* Port Costa Sanitary Department cannot accurately project Carry-over Unallocated Cash or Prior Year Contingency Surplus until accounting review has taken place.*

EXPENSES

Sewage Collection	\$ 54,150
Sewage Treatment	145,767
Administration/General	49,540
Capital Replacement Projects	20,000
O&M Contingencies	20,000
*** <sup>1</sup> Septic Tank Rehabilitation/Cleaning Reserve	10,000
<sup>2</sup> TREATMENT PLANT Reserve	4,000
<sup>3</sup> Discharge Permit Reserve	10,000
<sup>4</sup> RWQCB Operating Reserve	5,000
<sup>5</sup> Rate Stabilization Reserve	<b>53,658</b>
<sup>6</sup> Debt service	26,829
<sup>7</sup> Pre-Existing Debt	128,571
<b>TOTAL EXPENDITURES</b>	<b>\$527,515</b>
<b>APPARENT DEFICIT</b>	<b>\$322,878</b>

*\*\*\* Port Costa Sanitary Department cannot project expenses numbered 1-7 until accounting review has taken place.*

This budget of \$527,515 for FY 2024/25 is about 21% higher than what was budgeted in FY 2023/24. To rebuild the operating reserves and cover ongoing operating expenses a larger than normal Sewer Use Charge increase, the only significant source of revenue for Port Costa Sanitary Department, will be required.

PROJECTED REVENUE

The preceding review of next year's budget requirements indicates that \$527,515 will be needed. Sources of this needed revenue are primarily collected through Sewer Use Charges.

The preceding expense and revenue information is summarized in TABLE 2. As can be seen from TABLE 2 there is an apparent deficit of \$322,878. A deficit is an annual occurrence and can be covered by a Sewer Use Charge increase, as described below.

PROPOSED SEWER USE CHARGE RATE

The sewer services to be provided by Port Costa Sanitary Department are determined to include 76 single family dwellings and 14 apartments, plus 3 commercial and 4 mixed-use properties (containing another 27 apartments).

Since 1964, Contra Costa County had charged Port Costa properties for sewer service based on a schedule of multipliers. The categories “single-family residence” and “apartment” have always been charged the same rate. In a 2008 rate analysis conducted by a Contra Costa County consultant, that methodology was labeled inequitable. Unfortunately, that study proposed an alternate methodology that is impracticable when applied to a small community. Secondly, that alternate methodology was inconsistent with that used by Crockett Sanitary Department. In the interest of equitable rates, Crockett Sanitary Department adopted a methodology in 1992 based on the actual wastewater flow from each property or category. The smaller the town, the more important this methodology becomes. The Crockett methodology is now being used in Port Costa.

Wet weather water data is used to calculate average sewer use by residents to discount dry weather irrigation water, which does not enter the sewer system. Extreme outliers in the data were not considered in the calculation. The remaining 35 Single Family Residences (SFR) were found to contribute an average of 4544 Cu. ft. per year to the sewer system. Each apartment is also assumed to contribute 4544 Cu. ft. feet per year to the sewer system.

Non-residential, commercial, and mixed-use properties are charged an equitable share based on water consumption during a previous 12-month period. A minimum charge is set reflecting the number of apartments present. In no case is the commercial rate less than the rate for a single apartment.

The sewer services provided by Crockett Community Services District are tabulated in TABLE 3. The second column in TABLE 3 indicates the relative flow rating (“use factor”) of the various types of users. The last column is the product of the number of units and the use factor.

TABLE 3  
INVENTORY OF EXISTING CONNECTIONS - 2023

<u>TYPE OF OCCUPANCY/USE</u>	<u>NUMBER OF UNITS</u>	<u>USE FACTOR PER UNIT</u>	<u>UNITS</u>	<u>EQUIVALENT</u>
Single family dwelling	72	1.00	72.00	
Apartment	14	1.00	14.00	
Non-residential property	3	varies	3.51	
Mixed-use property	4	varies	<u>40.96</u>	
		Discharge Units	130.47	

To provide sufficient revenue for the O&M&R and capital budget, Sewer Use Charge would be determined as follows:

OPERATING DEFICIT	\$322,878		
	-----	=	\$2,475 /UNIT
NO. DISCHARGE UNITS	130.47		

By this method, the recommended annual Sewer Use Charge per single family residence is \$2,475. The recommended annual Sewer Use Charge per apartment is also \$2,475.

The charges for other properties would vary with water consumption in proportion to the Crockett Community Services District standard for residential uses. The recommended charge is \$2,475 plus \$54.47 per 100 cubic feet of water consumption in excess of 4544 cubic feet per year.

BUDGETARY RESERVES

A budget line item intends to build a Port Costa septic tank heavy cleaning reserve of \$50,000, to be built up over 5 years. This should provide funding to clean the septic tank as needed. The most recent major cleaning, completed in early 2020, cost approximately \$230,000. This major cleaning allowed for structural inspection and full replacement of the baffle system. A National Pollutant Discharge Elimination System (NPDES) discharge permit is due every five years, it is recommended to develop a reserve of \$40,000 to pay for permit reissuance application process. It is also recommended to maintain a reserve for potential penalties imposed by the Regional Water Quality Control Board. Excess



operating revenue (if any) will roll over for contingency funds and/or remain in a rate stabilization reserve that exists to smooth out fluctuations in rates. Such excess revenue could also be allocated to sewer repairs, capital improvements or debt service, as required.

The Port Costa Sanitary Commission recognizes that it does not maintain a prudent level of capital reserves to respond to unanticipated situations or emergencies. Nor does this budget contain an adequate contingency fund, provide adequately for collection system maintenance, or allow for repayment of outstanding debt to the Crockett Sanitary Department. The heavy burden of high service charges on Port Costa properties is a source of frustration and anxiety. The potential for high service charges have had the effect, over time, of restricting the Commission from achieving its goal of accepting a prudent budget to allow for proper maintenance of the facilities. It will take years to achieve financial stability. This budget should be seen as an early step toward a balance of system quality and finance.

RECOMMENDATION

With the development of a ten-year revenue program, Port Costa Sanitary Department can chart a course toward financial stability. Prior to attaining confident stability, Port Costa Sanitary Department must recognize the need for full system inspection. Inspection will pinpoint weak links in the system and allow for cost estimates for repairs, improvements, and replacements. It is recommended to perform a current and total closed-circuit television (CCTV) inspection of the collection system.

Port Costa Sanitary Department continues regular cleaning of the collection system to prevent sewer overflows (SSO's). Port Costa Sanitary Department does not have a cost estimate for collection system rehabilitation within even the next five years since knowledge of the system is spotty. Port Costa Sanitary Department spent little on system rehabilitation in the initial years of transition from county management. It appears that regular increases in Sewer Use Charge will be required annually to fund operating costs and debt service alone. Recommendation of funding for system repairs or upgrades is difficult to ascertain without full inspection. Partial inspection would be beneficial but that would still allow for unknown future expenditures.

The General Manager, Department Manager, Administrative Services Manager, and Assistant District Secretary are the only positions receiving payroll in Port Costa Sanitary Department. All O&M&R services are contracted to outside contractors that regularly engage in the specific fields of work. This is believed to be the most economical and efficient method to complete work in a safe, professional, and timely manner. There is no recommendation to alter this approach.

It is therefore recommended that this Sewer Use Charge study report be accepted by the Board of Directors and that sewer use charges are raised to \$2,475 per single family residence and equivalent unit for FY 2024/25 as a source of revenue to balance the budget.

TABLE 4 sets forth the actual Sewer Use Charge anticipated for each property served by Port Costa Sanitary Department.

Revenue raised through this Sewer Use Charge would be \$322,912. There will be a net increase of 5.3% equal to \$130 annually on residential user fees for the fiscal year.

Respectfully submitted,



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James Barnhill  
Port Costa Department Manager  
April 20, 2024

Sewer Use Charge Study  
 FY 2024/25

TABLE 4

RECOMMENDED SEWER SERVICE CHARGES FOR THE TAX ROLL

A	Parcel No.	Levy		Revenue	Levy
		Code	Fund		Amount
A	368132002	GB	3425	9796	2,475.00
A	368132003	GB	3425	9796	2,475.00
A	368132004	GB	3425	9796	2,475.00
A	368132005	GB	3425	9796	2,475.00
A	368132007	GB	3425	9796	2,475.00
A	368132012	GB	3425	9796	2,475.00
A	368132013	GB	3425	9796	2,475.00
A	368132014	GB	3425	9796	2,475.00
A	368132015	GB	3425	9796	2,475.00
A	368132016	GB	3425	9796	2,475.00
A	368132017	GB	3425	9796	2,475.00
A	368132020	GB	3425	9796	2,475.00
A	368132022	GB	3425	9796	2,475.00
A	368132023	GB	3425	9796	2,475.00
A	368132024	GB	3425	9796	2,475.00
A	368132025	GB	3425	9796	2,475.00
A	368132026	GB	3425	9796	2,475.00
A	368133003	GB	3425	9796	2,475.00
A	368133007	GB	3425	9796	2,475.00
A	368133010	GB	3425	9796	2,475.00
A	368133012	GB	3425	9796	2,475.00
A	368134003	GB	3425	9796	4,950.00
A	368134004	GB	3425	9796	4,950.00
A	368134011	GB	3425	9796	2,475.00
*A	368134012	GB	3425	9796	4,950.00
A	368135004	GB	3425	9796	2,475.00
A	368135005	GB	3425	9796	2,475.00
A	368135008	GB	3425	9796	2,475.00
A	368135009	GB	3425	9796	2,475.00
A	368135012	GB	3425	9796	2,475.00
A	368135013	GB	3425	9796	2,475.00
A	368135014	GB	3425	9796	2,475.00
A	368141003	GB	3425	9796	2,475.00
A	368141004	GB	3425	9796	4,950.00
A	368141005	GB	3425	9796	2,475.00
A	368141009	GB	3425	9796	2,475.00
A	368142006	GB	3425	9796	2,475.00
A	368142007	GB	3425	9796	2,475.00
A	368142008	GB	3425	9796	2,475.00
A	368143001	GB	3425	9796	4,950.00
A	368143003	GB	3425	9796	2,475.00
A	368143004	GB	3425	9796	2,475.00

Sewer Use Charge Study  
FY 2024/25

A	368143005	GB	3425	9796	2,475.00
A	368143006	GB	3425	9796	2,475.00
A	368143007	GB	3425	9796	2,475.00
A	368144003	GB	3425	9796	2,475.00
A	368144004	GB	3425	9796	4,950.00
A	368144012	GB	3425	9796	4,950.00
A	368145001	GB	3425	9796	2,475.00
A	368145002	GB	3425	9796	2,475.00
A	368145003	GB	3425	9796	2,475.00
A	368145006	GB	3425	9796	2,475.00
A	368145007	GB	3425	9796	2,475.00
A	368145008	GB	3425	9796	2,475.00
A	368145009	GB	3425	9796	2,475.00
A	368145010	GB	3425	9796	2,475.00
A	368145014	GB	3425	9796	2,475.00
A	368145015	GB	3425	9796	2,475.00
A	368145019	GB	3425	9796	3,363.00
A	368145024	GB	3425	9796	2,475.00
A	368145025	GB	3425	9796	2,475.00
A	368145027	GB	3425	9796	31,959.00
A	368146001	GB	3425	9796	2,860.00
A	368146002	GB	3425	9796	2,475.00
A	368146003	GB	3425	9796	2,475.00
A	368146007	GB	3425	9796	2,475.00
A	368146010	GB	3425	9796	2,475.00
A	368146014	GB	3425	9796	2,475.00
A	368146017	GB	3425	9796	2,475.00
A	368146021	GB	3425	9796	2,475.00
A	368146022	GB	3425	9796	2,475.00
A	368146023	GB	3425	9796	2,475.00
A	368146024	GB	3425	9796	2,475.00
A	368146025	GB	3425	9796	2,475.00
A	368147004	GB	3425	9796	19,309.00
A	368147005	GB	3425	9796	10,866.00
A	368147006	GB	3425	9796	39,230.00
A	368148002	GB	3425	9796	2,475.00
A	368148003	GB	3425	9796	2,475.00
A	368148004	GB	3425	9796	2,475.00
A	368148005	GB	3425	9796	2,475.00
A	368148013	GB	3425	9796	2,475.00
A	368148014	GB	3425	9796	2,475.00
A	368148015	GB	3425	9796	2,475.00
A	368148018	GB	3425	9796	2,475.00
A	354290004	GB	3425	9796	Direct bill 2,475.00

**Assessment on Tax Roll 320,437.00**

**Total revenue including direct bill (7000 Carquinez) 322,912.00**

\* 368134012 Pending property inspection

**PROPOSED**

To **Port Costa** Customers of the Crockett Community Services District:  
(Please forward this notice to the ratepayer and property owner)

APN: LAND USE: SFR / APT

**PROPOSED INCREASE IN SEWER USE CHARGE EFFECTIVE JULY 24, 2024, AND NOTICE OF PUBLIC HEARING ON THE MATTER**

The Crockett Community Services District provides sewage collection, treatment, and disposal services to properties in **Port Costa**. Property owners are charged annually for these services on their property tax bills.

As recommended by the Port Costa Sanitary Commission, the District proposes a Sewer Use Charge (SUC) increase effective July 24, 2024. The SUC increase is necessary to fund the current and anticipated costs of the operations and maintenance functions and capital improvements of the District for the 2024/25 fiscal year (including new federal, state and regional water quality requirements) and to provide for the repayment of loans. Following are the proposed charges:

PRESENT ANNUAL SEWER USE CHARGE	USER CLASSIFICATION	PROPOSED ANNUAL SEWER USE CHARGE
\$2,345 per year per SFR*	Single Family Residence (SFR)	\$2,475 per year per SFR*
\$2,345 per year per APT	Apartment (APT)	\$2,475 per year per APT
\$2,345 plus \$50.31 per 100 cubic feet of water consumption in excess of 4662 cubic feet per year	Hotel and Non-residential Accounts	\$2,475 plus \$54.47 per 100 cubic feet of water consumption in excess of 4544 cubic feet per year
\$2,345 plus \$50.31 per 100 cubic feet of water consumption in excess of 4662 cubic feet per year (min. \$2,345 per APT)	Mixed-use Accounts	\$2,475 plus \$54.47 per 100 cubic feet of water consumption in excess of 4544 cubic feet per year (min. \$2,475 per APT)

\*Based on average discharge of sewage per unit of the user classification.

A public hearing on the matter will be held on Wednesday, July 24, 2024 at 7:00 PM at the Crockett Community Center, 850 Pomona Street, Crockett, CA. The Crockett Community Services District phone number is (510) 787-2992.

# CROCKETT COMMUNITY SERVICES DISTRICT

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P.O. Box 578 - Crockett, CA 94525  
850 Pomona Street  
Telephone (510) 787-2992  
Fax (510) 787-2459  
e-mail: [manager@town.crockett.ca.us](mailto:manager@town.crockett.ca.us)  
website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

Caltrans - Right of Way  
Property Management, MS 13  
P.O. Box 23440  
Oakland, CA, 94623-0440

ATTN: TBD

Thank you for submitting a draft "Landscape Maintenance Agreement" to the Crockett Community Services District ("CCSD") for comment. We have concerns with the possible interpretations of certain passages that we would like to resolve.

The unincorporated town of Crockett, being very small, has severely limited resources. CCSD provides sanitary sewer service and recreation facilities in Crockett but largely depends on volunteers for general town maintenance activities. CCSD's ability to fund maintenance by contractors is quite modest, and yet the draft agreement is worded toward cities and counties with large budgets. CCSD requests to participate in the general maintenance of the Crockett bridgehead, identified by Exhibit A, for public benefit, just as local volunteers have done for decades. Clarification is needed in the agreement that CCSD is not understood by Caltrans to be capable of a level of landscape maintenance on a par with California cities.

CCSD is also mindful that much has changed in the bridgehead landscaping since it was installed decades ago. There has been no irrigation within the Exhibit A area since the backflow prevention devices were destroyed in a car crash long ago. A substantial amount of irrigation tubing was destroyed during previous maintenance efforts due to its failure to have been undergrounded or even securely stapled. And a substantial amount of plants and trees have died over the years for various reasons.

We are not attorneys and do not herein offer legal language for the amendment of the draft agreement. However, we must express our concern that the draft language could be interpreted by any one attorney or Caltrans employee to be more burdensome than intended by Caltrans or as understood by CCSD. In fact, we have already encountered just such a problem with respect to an earlier permit issued by Caltrans. Therefore, we request that the limits of the State's expectations of CCSD be better defined through clarifications of the draft language in paragraphs referenced below.

1. First, CCSD must request that Paragraph 1 be deleted in its entirety. Any reference to the expired Encroachment Permit number 0412-N-LF-0287 would imply that CCSD agrees to restore the entire 7 acres of State property to its initial condition as landscaped following construction of the Alfred Zampa Bridge and deconstruction of the original Carquinez Bridge.

**10.g**

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Members: Luigi Barassi, John Mackenzie, Diana Martinez (VP), Kent Peterson, Nick Spinner (President)

No such effort by CCSD is feasible, and CCSD in no way agrees to undertake or assume any such restoration responsibility.

2. The lease agreement referenced in Paragraph 2 is for a small area within the larger acreage for the construction of a public dog park under Encroachment Permit number 04-23-N-AS-1161. That should be the sole permit referenced in this draft agreement.
  - 8.1. Nothing in this Agreement shall reference plans and specifications for landscaping improvements other than those “newly constructed or revised improvements” authorized and constructed under Encroachment Permit number 04-23-N-AS-1161.
  - 8.2. This paragraph is consistent with our comments above, suggesting that CCSD’s responsibility shall not extend over the entire acreage but shall be limited to the much smaller area of the dog park improvements. Are we agreed that the referenced PS&E is the same one already approved by Caltrans for the dog park project and that the referenced encroachment permit is the same one already issued as 04-23-N-AS-1161?
  - 8.3. CCSD cannot ENSURE that the entire area of Exhibit A is provided with water to sustain healthy plant growth or that the lack of water will not favor unattractive weed growth and brown grasses. CCSD agrees to do what it can to foster “a neat and attractive appearance” of the entire area of Exhibit A, noting that the benefits of doing so voluntarily accrue principally to Crockett residents. During this era of climate change, water conservation is essential. Plants and trees must be drought-tolerant. The native oak trees have been growing beautifully under drought conditions while non-native species have struggled and often died out. It is expected that such transition will progress into an oak woodland of substantial merit, as was our original vision for this area. CCSD agrees to foster this more drought-tolerant landscape as nature takes control of our bridgehead. The non-native Chitalpa will give way to another tree species better suited to a hot, dry climate. Other appropriate plants will be introduced, as well.
  - 8.3.2. CCSD agrees to REMOVE (but not replace) “unhealthy or dead plantings when observed.” Most of the dead growth over the years has been the volunteer coyote brush that was not planted by Caltrans. CCSD would be happy to take counsel from Caltrans landscape architects regarding replacement species but would not agree to replace unsuccessful species in-kind.
  - 8.5. CCSD agrees to “PREVENT irrigation systems from flooding or spraying onto State highway, etc. etc.” However, CCSD cannot agree to “Maintain, repair and operate” any irrigation system that is not fully functional at the time of signing this agreement.
  - 8.7. CCSD agrees to ensure that landscaping within the dog park project area provides an acceptable walking and riding surface, with the exception of the pre-existing asphalt pedestrian/bicycle path through the Exhibit A area. That walking path already requires substantial work to eliminate severe cracks in the asphalt. The removal of trash, graffiti and weeds from the Exhibit A area by CCSD can be agreed to, however.

- 8.9. CCSD agrees to HELP Caltrans to “maintain all pedestrian improvements,” with the exception of pre-existing defects such as tripping hazards caused by Chitalpa roots that are raising sidewalks in places.
- 8.10 CCSD agrees to HELP Caltrans to “maintain the parking lot facility” but cannot agree to be held solely responsible. Cars in public parking lots will sometimes be abandoned, be stolen or vandalized. Catalytic converters get stolen. People can be attacked. CCSD cannot agree to be held responsible for uninsured losses and unanticipated attacks in a State parking lot that is not under constant supervision. CCSD can agree only to parking lot maintenance limited to street sweeping, striping and pavement markings, and removal of dangerous trees.
- 8.11. Clarification is requested here to define what constitutes a restoration of the dog park project area “to a safe and attractive condition acceptable to the State.” CCSD cannot further agree to restoration of the greater Exhibit A area to some original condition, as we fully expect the site to continue transition into a more natural environment in better harmony with changing climatic conditions.
- 9. CCSD cannot agree to be held SOLELY responsible for any improvements other than those constructed under the dog park permit. CCSD agrees to HELP Caltrans to “maintain a safe facility for bicycle travel along the entire length of the pedestrian/bicycle path” but only “by providing sweeping and debris/litter removal.” CCSD cannot agree to be held responsible for eliminating the existing hazard of severe cracks in the asphalt.
- 12.2 Should CCSD “cease to maintain the landscaping to the satisfaction of the State as provided by this Agreement,” CCSD agrees to remove all improvements constructed under the dog park permit at CCSD’s sole expense, upon written notice to cure the default. However, CCSD cannot agree to pay State expenses to cure some alleged default unless CCSD concurs that the intended maintenance is reasonably CCSD’s sole responsibility. Perhaps this paragraph can be better worded to reflect that Crockett is not a city and CCSD is merely a small special district with good intentions but severely limited means.
- 13. Are we agreed that the stated liability insurance requirement is NOT ADDITIONAL to the insurance requirement of the lease agreement cited in Paragraph 2?

Thank you for your consideration of our comments on your draft agreement. CCSD has every intention of being a responsible partner with Caltrans in maintenance of the Crockett bridgehead property within the financial constraints of an unincorporated town.

Sincerely,

TBD