

CROCKETT COMMUNITY SERVICES DISTRICT

Regular Business Meeting AGENDA FOR WEDNESDAY, APRIL 27, 2022

TIME: 7:00 PM

PLACE: ** TELECONFERENCE - SEE BELOW **

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:

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

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

HOW TO OBSERVE THE MEETING:

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

Enter the Meeting ID# 410 765 9435 followed by the pound (#) key.

More phone numbers can be found on Zoom's website at <https://zoom.us/u/kb4PW3DxF2>

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://us02web.zoom.us/j/4107659435> using a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)

Mobile: Login through the Zoom mobile app on a smartphone and enter Meeting ID# 410 765 9435.

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1. CALL TO ORDER – ROLL CALL
 2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
 3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:
(The Board is prohibited from discussing items not on this agenda. Matters brought up that are not on the agenda may be referred to staff for action or calendared on a future agenda.)
 4. PUBLIC HEARING: (Public comments limited to two minutes for each person with full discussion limited to twenty minutes unless extended by Board President.)
 5. MANAGERS' REPORTS/REPORTS FROM COMMISSIONERS: (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.

6. 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 March 23, 2022.
- b. Approve payment of District bills.
- c. Receive Minutes of Commissions and Committees.

7. ADMINISTRATIVE:

- a. Consider consent Items removed from Consent Calendar.
- b. Consider Resolution No. 21/22-19 reappointing commissioners.
- c. Consider Resolution No. 21/22-20 authorizing remote teleconferencing meetings for the period of May 1, 2022 through May 31, 2022 pursuant to Brown Act provisions.
- d. Consider Resolution No. 21/22-22 adopting an imprest checking account

8. BUDGET AND FINANCE:

- a. Consider monthly Summary Worksheets and Investment Reports and staff report on financial matters.

9. 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. Inter-agency meetings:

10. FUTURE AGENDA ITEMS:

- Status Reports on outstanding items.
- Discuss Accessory Dwelling Units.
- 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.

11. BOARD COMMENTS:

12. ADJOURNMENT to May 25, 2022

HOW TO SUBMIT PUBLIC COMMENTS:

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

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

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

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

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

CROCKETT COMMUNITY SERVICES DISTRICT

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

website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, MARCH 23, 2022

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by President Barassi. Present were Board Members Bartlebaugh, Kirker and Mackenzie, along with General Manager Murdock, Recreation Department Manager Wilson, Administrative Services Manager Gunkelman and Assistant Secretary Witschi. Also present were Sanitary Commissioner Wais, Peter O'Malley from American Sugar Refining, Craig Reeves from C&H and Dominic Aliano from Supervisor Glover's office. Director Peterson and Sanitary Dept. Manager Barnhill were absent.
2. AGENDA ORDER: Director Kirker asked that Item 7.b. be moved up after Item 3.
3. PUBLIC COMMENTS: None
- 7.b. C&H UPDATE ON TRUCK SIGNS: Peter O'Malley, President for Corporate Relations at American Sugar Refining, Inc., said there have been some instances of trucks deviating off the designated truck routes and turning into residential streets in Crockett. Despite the fact that there are signs already and C&H provides drivers and their companies with directions, many of these drivers are coming to C&H for the first time. It is just the nature of the trucking business right now. He said a few months ago C&H undertook a study to determine how this is happening. The study also determined what could be done to improve the directional signage to keep trucks on the proper routes. Craig Reeves, Head of Security at C&H Sugar, said C&H has identified some existing signs that must be updated, changed or left in place to be more visible to the public. Dominic Galliano, with Supervisor Federal Glover's office, said C&H came to the county wanting to update some of the signs due to public concerns and incidents. Public Works worked with C&H and ASR on the signs, and they decided to come to the Crockett Community Services District to explain everything. He said being good neighbors and being good partners within the community, they wanted to share this information with you.
4. PUBLIC HEARING – ORDINANCE NO. 22-1: Mr. Murdock said this ordinance was brought before you last month and you asked that it was brought to the commissions. He said this ordinance would allow a \$50,000 limit, as it has been during COVID. As the COVID Emergency expires, the limit reverts to 5000. I'm asking for it to be set at 50,000. A motion to approve Ordinance No. 22-1, amending Section 2.08.030 of the District Code related to the spending authority of the General Manager carried unanimously (sb/jm).
- 5.a. RECREATION DEPT. REPORT: The Board received the Minutes of February 7. Mr. Wilson reported meeting with the contractor that submitted a bid for the Wall and Stairs project. A few errors were found in the bid, so a revised estimate is being prepared. Despite taking applications for the pool for the last two weeks, he has not received any responses. He will attend a job fair at John Swett High School next month. In preparation for the grant application that has to be submitted by the end of the month, he met with two contractors for

the pool replastering project. He said the Police Liaison Committee is going to resume in person meetings at the Community Center on April 4.

5.b. MAINTENANCE DEPARTMENT: Mr. Murdock reported that the new office building is moving toward making the bathrooms ADA-compliant. Director Barassi asked if there have been any new developments in the maintenance parcel tax. Mr. Murdock said it is the parcel tax citizen funded initiative and he is the election official. Director Barassi asked whether Port Costa would vote on this parcel tax. Mr. Bartlebaugh said speaking as a proponent of the ballot initiative as a CIA member and not speaking as a board member, Port Costa will have to vote. He said that was the advice from the attorney and we chose to leave the scope of services and the tax with the Crockett zone, so for this initiative, it will just be Crockett. Director Barassi said he was concerned as a Board member if the scope of work is not adequately covered by the funding, services diminish as a result. Mr. Bartlebaugh said the dollar amount for the proposal was based on a scope of work. There is a provision in the proposed ordinance that allows for increases based on the consumer price index. However, the decisions on what the scope of work would be are up to the District so that they can prioritize the work and decide what gets done or what doesn't get done.

5.c. PORT COSTA SANITARY DEPT.: The Board received the Minutes of January 12. Mr. Murdock reported a couple of emergency shutoff switches are being replaced. No further report.

5.d. CROCKETT SANITARY DEPT.: The Board received the Minutes of February 16. Mr. Murdock reported a Sanitary Sewer Overflow (SSO) at 1963 Carquinez. He said it is a four inch line that serves one house, but it also serves an empty lot and that lot may get sold. He thinks it should be replaced and staff received a bid for \$47K and that involves constructing a new manhole. Mr. Murdock reported a number of problems recently with the pump station. He said the grit pump problem happened some time ago. He said they had another grit pump problem, so now they are down to one grit pump and that pump overheated. West County Wastewater District (WCWD) came out the next day and they were able to clear it. WCWD said it was caused by wipes being flushed down the drain. He said there have been multiple false alarms, so Telstar came out but was not able to solve the problem.

5.e. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. Gunkelman said he is just waiting to hear from State Lands Commission on the outfall lease.

5.f. STAFF ANNOUNCEMENTS: None

6. CONSENT CALENDAR: The consent items were approved unanimously (mk/sb):

- a. Approve Minutes of February 23, 2022.
- b. Approve payment of District bills (warrants Rec. 9612-9624, 9661-9673; PCSan 1397-1403; CVSan 6848-6663; Maintenance 474-480).
- c. Receive Minutes of Commissions and Committees.

7.a. CONSENT ITEMS REMOVED: None

7.c. REMOTE TELECONFERENCING: A motion to approve Resolution No. 21/22-18 authorizing remote teleconferencing meetings for the period of April 1, 2022 through April 30, 2022 pursuant to Brown Act provisions carried unanimously (mk/sb).

7.d. ACTION PLANS: Mr. Murdock reported the Action Plans have been brought to each commission for discussion. Director Barassi said on the Port Costa Sanitary Department plan the branches around the power lines have been removed. The Action Plans for 2022 were approved by consensus.

8.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Mr. Gunkelman reported the monthly summary worksheets did not make it on here this month. He will include it in next month's agenda packet. Mr. Wilson said he has some discrepancies on prior Maintenance worksheets. Mr. Gunkelman will call a Budget & Finance meeting to discuss and work through.

8.b. SEWER REPAIRS: Mr. Murdock presented three proposed capital repairs. He said the first one is at 37 Bishop and it is clogged with heavy roots at a cost of \$39,125 and this job has been completed; the second one is a Pomona easement that is difficult to access at a cost of \$105K; and the third one is on Carquinez Way at a cost of \$47K.

9.a. PERSONNEL COMMITTEE REPORT: None

9.b. BUDGET & FINANCE COMMITTEE REPORT: None

9.c. AD HOC COMMITTEE REPORTS: None

9.d. INTER-AGENCY MEETINGS: None

10. FUTURE AGENDA ITEMS:

- Status Reports on outstanding items.
- Discuss Accessory Dwelling Units.
- 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.

11. BOARD COMMENTS: None

12. ADJOURNMENT: The meeting was adjourned at 8:46 PM until April 27, 2022.

Respectfully submitted,

Susan Witschi
April 7, 2022

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 4/6/22 Fund: 324200 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3242 - MAINTENANCE				
04/07/2022	JOEL A CADENA		882.72	485
Total FUND 3242 - MAINTENANCE			882.72	
TOTAL			<u>882.72</u>	



6.b.

CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: 4/6/22 Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
04/07/2022	RONALD D. WILSON	Payroll 3/1/2022 - 3/31/2022	2,580.93	1421
04/07/2022	DAMOND L. BAL	Payroll 3/16/2022 -- 3/31/2022	93.51	1422
04/07/2022	DOLORES M. MORALES	Payroll 3/16/2022 -- 3/31/2022	770.38	1423
04/07/2022	STELLA T.E. MANNELL	Payroll 3/16/2022 -- 3/31/2022	15.00	1424
04/07/2022	SUSAN G. WITSCHI	Payroll 3/16/2022 - 3/31/2022	2,814.96	1425
04/07/2022	ZOE H. LABINSKI	Payroll 3/16/2022 - 3/31/2022	14.78	1426
Total FUND 3425 - PC SANITARY - O&M			6,289.56	
TOTAL			6,289.56	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

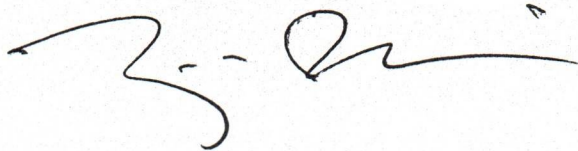
Auditor's Date: 4/6/22 Fund: 342600 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3426 - CV SANITARY - O&M				
04/07/2022	GAUNT A. MURDOCK	Payroll - March 2022	6,678.95	6676
04/07/2022	JAMES G. BARNHILL	Payroll - March 2022	5,721.44	6677
Total FUND 3426 - CV SANITARY - O&M			<u>12,400.39</u>	
TOTAL			<u><u>12,400.39</u></u>	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 4/21/22 Fund: 324200 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3242 - MAINTENANCE				
04/21/2022	JOEL A CADENA		1,410.56	487
Total FUND 3242 - MAINTENANCE			1,410.56	
TOTAL			<u>1,410.56</u>	

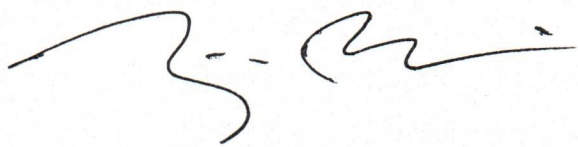


CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: 4/21/22 Fund: 342500 Account : 0830

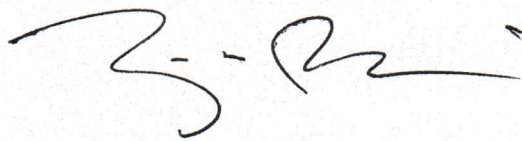
Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
04/21/2022	DAMOND L. BAL	Payroll 4/1/2022 - 4/15/2022	204.31	1443
04/21/2022	DOLORES M. MORALES	Payroll 4/1/2022 - 4/15/2022	1,048.48	1444
04/21/2022	STELLA T.E. MANNELL	Payroll 4/1/2022 - 4/15/2022	30.02	1445
04/21/2022	SUSAN G. WITSCHI	Payroll 4/1/2022 - 4/15/2022	2,492.56	1446
04/21/2022	ZOE H. LABINSKI	Payroll 4/1/2022 - 4/15/2022	29.54	1447
04/21/2022	Thryv	Advertising - 4/1/22 - 4/30/22	61.35	1448
04/21/2022	UNIVERSAL BUILDING SERVIC...	Janitorial Services - March 2022 & Addi...	1,565.00	1449
04/21/2022	Delia Cavizo	Cleaning & Damage Deposit Refund	700.00	1450
04/21/2022	DOLORES M. MORALES	Fly Traps	14.14	1451
04/21/2022	Hector Bahena	Cleaning & Damage Deposit Refund	264.00	1452
04/21/2022	Alma Ramirez	Cleaning & Damage Deposit Refund	700.00	1453
04/21/2022	LESLIE'S POOL SUPPLIES	Hardness Plus & Power Vent	960.07	1454
04/21/2022	Don Barton	Remove and Replace Water Valve	60.00	1455
04/21/2022	Aleida Gamero	Cleaning & Damage Deposit Refund	700.00	1456
04/21/2022	TERMINIX	Pest Control	154.00	1457
04/21/2022	USBank	Various - 4127134555573937	3,195.06	1458
04/21/2022	SDRMA	Member #5505, #5505	1,868.42	1459
Total FUND 3425 - PC SANITARY - O&M			<u>14,046.95</u>	
TOTAL			<u><u>14,046.95</u></u>	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 4/21/22 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
04/21/2022	All Bay Sewer	Inv# 234. CCTV inspection and location at 350 Alhambra	200.00	6689
04/21/2022	David Farnsworth, CPA	Inv 0194. Progress billing for FY 20/21 Audit	2,074.00	6690
04/21/2022	L.R. PAULSELL CONSULTING	Inv CVSD 22-5. High press. cleaning 4/4-4/7/22	7,800.00	6691
04/21/2022	USBank	Various - 412713455573937	1,538.68	6692
04/21/2022	BAY AREA NEWS GROUP	Advertising: WCT - Ordinance 22-1	198.00	6693
04/21/2022	SDRMA	Mem. #5505, Member #5505, Member #5505	4,346.60	6694
Total FUND 3426 - CV SANITARY - O&M			16,157.28	
TOTAL			16,157.28	



CROCKETT RECREATION COMMISSION

of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525

Telephone (510) 787-2414

Fax (510) 787-3049

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

website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, MARCH 7, 2022

1. CALL TO ORDER: The meeting was called to order at 6:11 PM by Chairperson Cusack. Present were Commissioners Airoidi and Valentini, along with General Manager Murdock, Department Manager Wilson and Facilities Manager/Asst. Secretary Witschi. Commissioner Choquette was 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 (jv/ja):
 - a. Approve Minutes of February 7, 2022.
5. RECREATION: None
- 6.a. FINANCIAL REPORT: Mr. Wilson reported the worksheet in the packet is from January and there is no updated financial worksheet.
- 6.b. MID-YEAR BUDGET REPORT: No report.
- 7.a. DISTRICT BOARD ACTIONS: No report.
- 7.b. ANNOUNCEMENT OF VACANCY: The Announcement of Vacancy will be reposted for 30 days.
8. REPORT OF DEPT. MANAGER: Mr. Wilson reported the Bocce League had a work party on Sunday, February 27 and replaced all the boards in the bocce ball courts at the Community Center. He said the Bocce League received a microgrant from the Crockett Community Foundation to help pay to replace the boards. Mr. Wilson reported he sent out five Requests for Proposals to resurfacing companies and he has heard back from three so far. He has completed the scope of work and can meet with these companies to go over what is needed. He met with the contractor for the Wall and Stairs project and the contractor overestimated the cost of the project because he included taking out the entire fence and reinstalling and painting the fence. Mr. Wilson said he is still waiting for an updated bid. He ordered new outdoor metering showers for the pool and they will be installed before summer to reduce water usage.
9. COMMISSIONERS: None
10. FUTURE AGENDA ITEMS:
11. COMMISSIONER COMMENTS: None

12. ADJOURNMENT: The meeting was adjourned at 6:51 PM until April 4, 2022.

Respectfully submitted,

Susan Witschi

Susan Witschi
March 10, 2022

PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

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

MINUTES OF REGULAR MEETING, MARCH 9, 2022

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Surges. Present were Commissioners Cusack, Klaiber, List and Scheer, along with Dept. Manager Barnhill, General Manager Murdock, Administrative Services Manager Gunkelman and Asst. District Secretary Witschi.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
- 5.a. DISTRICT BOARD ACTIONS: None
- 5.b. SELF MONITORING REPORTS: Mr. Barnhill reported no exceedances and no permit violations last year.
6. FINANCIAL REPORT: The monthly statement of Department finances was examined by the Commission.
7. WASTEWATER: None
- 8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported that contractors visited 18 Canyon Lake Drive and the Bull Valley patio area to propose a manhole installation. A sewer segment that services properties on the south side of Prospect Avenue crosses the creek and ties in to the sewer main line that is aligned along the backyards of the Canyon Lake Drive houses. There is no manhole where these two sewer lines tie together. He said the problem with that line is it is a blind connection and there is no way to assess the line for inspection or cleaning. The line at the top has a couple of hard bend turns that won't allow proper equipment to go down from the top. He said there should be no blind connections, a manhole is required for access according to the District Standard Specifications. Another option is to realign that segment of sewer into the existing manhole approximately 30 feet downstream on the creek side sewer line. This manhole is located in the Bull Valley Inn patio area. Commissioner List asked if that has been a problem because that line comes down the hill at more than a 45 degree angle. Mr. Barnhill said the smoke test appeared on the hill which is why he is focusing on that segment. There is no TV information on most of the system including that segment. There is a structure on the hill that smoke possibly came out of. If there is a failure on that line, whether it's in good shape or not right now five or six houses would be dumping down the hill soaking into the dirt, but if it was lower down, it would potentially enter the creek. The overall purpose is to start looking at the entire system for faults and failures. There was a recent septic tank pumping to remove scum layer and last year the scum layer was pumped out twice and it will be three or four months before it has to be done again. He is going to start looking at the hatch on the septic tank because it needs to

be improved. Mr. Barnhill said he received very high quotes to replace the switches and install the utility water pump in the Waste Water Treatment Plant. He said one emergency stop switch has been installed for the utility water pump already and there is one other issue on the maintenance of scheduling an overhaul of the noisy main pump.

8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

8.c. STAFF ANNOUNCEMENTS: None

9. REPORTS FROM COMMISSIONERS: None

10. CONSENT CALENDAR: The consent item was approved unanimously (tl/as):

a. Approve Minutes of January 12, 2022.

11. FUTURE AGENDA ITEMS:

Consider proposed sewer use charge for 2022/23 and comment on Sewer Use Charge Study Report (April).

Bull Valley Agricultural Center & Port Costa School - scope and costs.

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 7:20 PM until April 13, 2022.

Respectfully submitted,

Susan Witschi

Susan Witschi
March 28, 2022

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

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

MINUTES OF REGULAR MEETING, MARCH 16, 2022

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Wais. Present were Commissioners Adams and Trask, along with General Manager Murdock, Administrative Services Manager Gunkelman, Assistant Dept. Manager Barnhill and Assistant District Secretary Witschi. Commissioner Manzione was absent.
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 (ha/dt):
 - a. Approve Minutes of February 16, 2022.
- 6.a. DISTRICT BOARD ACTIONS: No report.
- 6.b. SPENDING AUTHORITY: Mr. Murdock reported the Board asked for comments from the commission regarding spending authority of the General Manager. He has the administrative authority and responsibility for the operation of the District and the enforcement of all District rules and regulations, including authority to execute all contracts, warrants, releases, receipts and similar documents for and on behalf of the District. He said the spending limit pre-COVID has been \$5K and when COVID began it was moved up to \$50K. As COVID restrictions expire, the spending limit will move back to \$5K. He is asking that it continues to be \$50K. Commissioner Adams said it seems much more efficient to have that \$50K ready to roll anytime rather than waiting weeks to get an approval. The Commission was in favor of the \$50K spending authority for the General Manager.
- 6.c. ACTION PLAN: Mr. Murdock presented the Action Plan for the Crockett Sanitary Department for 2022. He said the items on the list are ranked in order of importance and he would like to accomplish this year. No further action or comments.
- 7.a. ENFORCEMENT ACTIONS: Mr. Barnhill reported he started to send out Notice of Violation letters to property owners for sales in 2021. He said eight letters have been mailed out to property owners that are not in compliance.
- 7.b. AUTHORIZATION OF SEWER REPAIRS: Mr. Murdock presented three proposed capital repairs. He said the first one is at 37 Bishop and it is clogged with heavy roots at a cost of \$39,125; the second one is a Pomona easement that is difficult to access at a cost of \$105K; and the third one is on Carquinez Way at a cost of \$47K. A motion to approve the proposed capital repairs carried unanimously (dt/ha).

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

9.a. STAFF REPORT ON OPERATIONS: Mr. Murdock reported a Sanitary Sewer Overflow (SSO) at 1963 Carquinez Way. He also said there were two private lateral overflows. One at 309 West and one at 803 Loring. Mr. Murdock report he met with West County mechanics on March 15 to see what they do about the system at the pump station. He said last night there were nine false alarm failures. He said Telstar was out at the pump station for about eight hours troubleshooting the system. He said the problem is the Motor Control Center (MCC). He has been in contact with Vivian Housen, District Engineer, to move forward and get the MCC replaced. Mr. Murdock reported he is working toward getting the first floor of the new office building ADA compliant. The floor tile in the downstairs bathrooms is currently being replaced.

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. Gunkelman reported he spoke with State Lands regarding the outfall lease and it should be on their meeting agenda in April.

9.c. STAFF ANNOUNCEMENTS: None

10.a. WASTEWATER COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. INTER-AGENCY MEETINGS: None

10.d. AD HOC COMMITTEES REPORT: Commissioner Trask reported the Recycled Water Ad Hoc Committee met at the new office building with Mr. Murdock, Mr. Barnhill and Mr. Gunkelman, along with Commissioner Manzione. He said they reviewed what their options were and they have the potential to recover 100,000 gallons a day of recycled water from Crockett and somewhere around 3-5 million gallons a month of potential recycled water that was available. They determined a site visit was needed to determine where exactly they could recover the water and whether or not a holding tank was required. Commissioner Trask said there is an option with the development of the Nantucket parking lot to incorporate this project, and if there needs to be some kind of pumping station or holding facility it can probably get incorporated right into that area.

11. FUTURE AGENDA ITEMS:

- Receive 9-month Budget Report and Preliminary FY 2022/23 budget (April).
- Review annual newsletter (April).
- Prop. 218 requirements for increase in service charges (April).
- Consider lateral inspection increase.
- Consider procedures for ADU applicants.
- Capacity Charge Accessory Dwelling Unit (ADU) Ordinance.
- Smoke testing review.

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 7:53 PM until April 20, 2022.

Respectfully submitted,

Susan Witschi

Susan Witschi
March 22, 2022

RESOLUTION

NO. 21/22-19

A RESOLUTION RE-APPOINTING COMMISSIONERS

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 Airoidi and John Valentini are hereby re-appointed to the Crockett Recreation Commission as Commissioners.

BE IT FURTHER RESOLVED that Mary Wais is hereby re-appointed to the Crockett Sanitary Commission as Commissioner.

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held in Crockett on April 27, 2022 by the following vote:

AYES:

NOES:

ABSENT:

Luigi Barassi, President

ATTEST:

Gaunt Murdock
District Secretary

RESOLUTION NO. 21/22-20

**A RESOLUTION OF THE CROCKETT COMMUNITY SERVICES DISTRICT
AUTHORIZING REMOTE TELECONFERENCING MEETINGS OF THE
LEGISLATIVE BODIES OF THE CROCKETT COMMUNITY SERVICES DISTRICT
FOR THE PERIOD OF MAY 1, 2022 THROUGH MAY 30, 2022
UNDER GOVERNMENT CODE SECTION 54953(e) (AB 361)**

WHEREAS, the Crockett Community Services District (“District”) is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, the District is an independent special district and the meetings of its legislative bodies are open and public in compliance with the legal requirements of the Ralph M. Brown Act (Government Code § 54950 - 54963); and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District’s boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors previously adopted Resolution Number 21/22-6 on October 27th, finding that the requisite conditions exist for the legislative bodies of the District to conduct remote teleconference meetings without compliance with section 54953(b)(3); and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e) the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

WHEREAS, such conditions persist in the District, specifically, under the Proclamation of a State of Emergency by Governor Newsom on March 4, 2020, and Assembly Bill 361, which provides that under Government Code section 54953(e), a legislative body subject to the Brown Act may continue to meet using teleconference without complying with the non-emergency

teleconferencing rules in Government Code section 54953(b)(3) if a state of emergency still exists and state or local officials have recommended measures to promote social distancing; and

WHEREAS, Contra Costa County has issued health recommendations and guidelines for public safety, recommending teleconference meetings as the lowest risk of transmission for SARS-COV-2; and

WHEREAS, the Board of Directors does hereby find that a potential threat to public health and safety continues to exist, and is likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to re-ratify the proclamation of the state of emergency by the Governor of the State of California, and the guidelines set forth by Contra Costa County; and

WHEREAS, as a consequence of the emergency circumstances, the Board of Directors does hereby find that the legislative bodies of the Crockett Community Services District shall continue to conduct their meetings without compliance with section 54953(b)(3), as authorized by section 54953(e), and such legislative bodies shall comply with the requirements for the public to access the meetings as described in 54953(e)(2); and

WHEREAS, the District's regular meeting place has been established as the Crockett Community Center in Crockett by District Code Section 2.04.040, except as otherwise designated pursuant to District Resolution 1920-18; and

WHEREAS, it is the intent of the Board for it and its other legislative bodies to continue to hold meetings in order to receive information, provide direction, and make decisions on behalf of the District while still complying with social distancing requirements during the pandemic; and

WHEREAS, the District shall continue to hold all meetings subject to the Brown Act via teleconference or other electronic means, as posted on the District webpage, and as noticed on the bulletin boards located at the Crockett Community Center.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors of the Crockett Community Services District, that:

1. The above referenced recitals are true and correct and material to the adoption of this Declaration.
2. The Board hereby proclaims that the safety of life and property cannot be assured in the District at this time.
3. The Board will continue to recommending meeting by teleconference as authorized by Assembly Bill 361, in accordance to the provisions of Government Code section 54953(e).
4. The Staff and legislative bodies of the District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution, including conducting regular meetings of the Board, and any and all other meetings of

the Crockett Community Services District's legislative bodies that are subject to the Brown Act.

5. This Resolution shall take effect immediately and shall remain in effect until May 31, 2022, or such time that the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the Crockett Community Services District may continue to teleconference without compliance with section 54953(e)(3).

This Declaration is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the Crockett Community Services District, its departments, officers, employees, contractors, or any other person.

PASSED AND ADOPTED by the Board of Directors of the Crockett Community Services District on this 26th day of January 2022, by the following roll call votes:

AYES:

NOES:

ABSENT:

ABSTAINED:

Luigi Barassi,
Board President

ATTEST:

Gaunt Murdock,
General Manager

RESOLUTION NO. 21/22-22

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CROCKETT COMMUNITY SERVICES DISTRICT
ADOPTING AN IMPREST CHECKING ACCOUNT POLICY**

WHEREAS, the Crockett Community Services District (District) develops and maintains policies in order to ensure that functions are performed efficiently and procedures are in place to address issues as they arise; and

WHEREAS, the District Board of Directors (Board) reviews and adopts such policies and may amend the polices as deemed necessary and appropriate; and

WHEREAS, the adoption of a policy authorizing and establishing procedures for an imprest checking account would enable District staff to facilitate faster clearing of certain incoming payments and disburse certain payments more quickly; and

WHEREAS, the timely payment of incidental expenses is beneficial to the effective operation of the District; and

WHEREAS, Government Code Section 53952, subdivision (b) permits the District to establish a revolving fund by resolution in an amount not to exceed one hundred and ten percent (110%) of one twelfth (1/12) of the District's adopted budget for the current fiscal year; and

WHEREAS, the Government Code requires a resolution establishing a revolving account to designate: (1) The purposes for which the fund may be expended; (2) The officer of the district who shall have authority to make disbursements from the fund and be responsible for keeping account of all receipts and disbursements from the fund; (3) The necessity for the fund; and (4) The maximum amount of the fund.

WHEREAS, the District desires to establish revolving account(s) in accordance with state law for the payment of incidental expenses and accepting certain payments; and

WHEREAS, the District also desires to establish a policy for the use of revolving accounts.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Crockett Community Services District hereby authorizes and directs the General Manager, or their designee, to cause to be established an imprest checking account at an authorized financial institution to be used in accordance with applicable District policies, as they may be updated from time to time. Such revolving fund is subject to the following authorizations and limitations:

(1) The fund may be expended only for the payment of incidental District expenses and accepting certain payments.

7.d.

(2) Only the General Manager and Administrative Services Manager are authorized to make disbursements from the fund and shall be responsible for keeping account of all receipts and disbursements from the fund.

(3) The fund is necessary for deposit of funds when it is not possible for District staff to travel to Martinez to make deposits with the County Treasurer and to make payments for incidental expenses.

(4) The maximum amount of the fund is forty thousand dollars and no cents (\$50,000.00).

BE IT FURTHER RESOLVED that the Board of Directors of the Crockett Community Services District hereby adopts a Imprest/Revolving Account Policy as follows:

1. Purpose of Imprest/Revolving Account

District's offices and facilities are located approximately 12 miles from the Contra Costa County Treasurer's Office in Martinez. Because the Contra Costa County Treasurer serves as the District's treasurer pursuant to Government Code Section 61052, the District is required to transport payroll checks to the County Treasury and to obtain counter signatures from the County Treasury to pay the District's payroll. The physical distance between the two locations makes processing payroll more challenging.

The purpose of District Payroll Direct Deposit Policy is to establish procedures for electronic payroll direct deposits to ensure more accurate and timely payroll processing.

Government Code Section 53952, subdivision (b) permits the District to establish a revolving fund in an amount not to exceed one hundred and ten percent (110%) of one twelfth (1/12) of the District's adopted budget for the current fiscal year. The imprest/revolving account will primarily be used to make the District's payroll processing more efficient and to enable the District to engage in electronic payroll direct deposits. Additionally, at the discretion of the General Manager, and subject to this policy, the imprest/revolving account may be used for the purpose of paying for occasional, incidental expenses.

2. Establishment of Account

The District's Imprest Checking Account (the "Account") is established at the following bank or credit union: 1st Northern California Credit Union (the "Bank"). Only the General Manager and Administrative Services Manager of the District may make disbursements from the Account. The Bank will control access to the system with user names and passwords. The Account will be used for the purpose of processing District payroll direct deposit.

3. Deposits to Account

On a monthly basis, the District will deposit funds from the County Treasury into the Account. All monthly deposits subject to this Policy shall be deposited to the Account by the 15th of each month. Deposit of funds from the County Treasury into the Account will be facilitated by the Administrative Services Manager.

4. Maximum Balance and Deposit of Excess to County Treasury

The District intends to maintain no more than **\$50,000** in the Account on an ongoing basis. When the balance exceeds this amount continuously for more than two (2) weeks, the Administrative Services Manager will prepare a check payable to the County Treasury, to be signed by the General Manager, and deposit the excess funds in the County Treasury.

5. Allowable Uses of Funds from Imprest/Revolving Account

Other than flowing into the County Treasury, the funds in the Account will be used primarily to fund electronic payroll direct deposit. At the discretion of the General Manager, funds may also be used to pay for lawful expenses or obligations of the District that meet both of the following criteria:

- The expense or obligation is currently or routinely required to be paid within a shorter-than-average time period that creates uncertainty as to whether it will be processed timely if payment is made through the County Treasury OR is five hundred dollars (\$500) or less, AND;
- The payment is to a payee who is exempt from IRS form 1099 reporting (e.g. a governmental entity or corporation) or is of a nature that is exempt from 1099 reporting by reason other than dollar amount (e.g. accountable plan reimbursement to an employee, which would never be subject to 1099 reporting regardless of dollar amount). Payments that would be subject to 1099 reporting but for the fact that they fall below six hundred dollars (\$600) are not permitted, because of the potential for multiple payments to occur within one year.

Examples of allowable uses are (this list is not all-inclusive):

- Electric utility bills paid to a government agency exempt from 1099 reporting where there is a short time before payment is due
- Payment of Disability Insurance taxes where there is a short time before payment is due

6. Signature Authority

Authorization for processing electronic disbursement of payroll direct deposit may be given by any of the following:

- General Manager
- Recreation Department Manager
- Board President, or other Board Members designated by resolution of the Board.

Where a check is drawn on the account, or account funds are otherwise used, for purposes outside of payroll and consistent with Section 5, two signers must give authorization. Signers will review backup documentation and ensure the proposed disbursement is consistent with this policy prior to signing any checks.

7. Employee Authorization

In order to be eligible for receipt of payroll direct deposit, District employees must first complete, sign, and submit the District Payroll Direct Deposit form, attached hereto as Attachment 1.

8. Disbursement Procedure

Disbursement of funds from the Account will be consistent with Section III of the District's Personnel Policy and Procedures (the "Personnel Policy").

8.1 Timekeeping

District employees will complete and submit timesheets consistent with the Personnel Policy.

8.2 Payroll Processing

The Account will be set up as a debit account for the payroll processor QuickBooks (the "Payroll Processor"). After employee timesheets have been submitted and approved, they will be input into the Payroll Processor system. The system will calculate the correct disbursement amount for each employee and electronically disburse payroll.

- The Account will be set up as a Cash in Other Banks account in the District's General Ledger system. All disbursements from the Account will be prepared and tracked using the General Ledger system.
- Where feasible, a District staff member other than an authorized signer should prepare any checks to be disbursement from the Account after reviewing appropriate backup documentation.
- Any checks, along with supporting documentation, will be presented to an authorized signer for a physical (wet) signature. No signature stamps, check signing machines, or signature images will be permitted.
- After the check is signed, the District staff member preparing the check will distribute it to the appropriate party.

9. Bank Reconciliation

The Account will be reconciled to the District's General Ledger account on a monthly basis by the end of the month following the month being reconciled. The Administrative Services Manager should reconcile the account using the following procedure:

- a. Obtain the bank statement directly from the bank online or unopened in the incoming mail.
- b. Compare the payroll disbursements and other transactions on the bank statement to transactions recorded in the General Ledger account for the Account.

- c. Prepare and sign a reconciliation report identifying all differences (such as individual outstanding checks) between the bank statement balance and the General Ledger balance.
- d. If the balance in the account has exceeded the amount established by Section 4, above, for two consecutive weeks, recommend that a check be written to deposit excess funds in the County Treasury.
- e. Submit the reconciliation report for review at regular meeting of Board.

10. Account Adjustment

On or before May 31st of each year, the District will review this policy to determine if adjustments are required based upon District needs, including salary adjustments following staff reviews.

PASSED, APPROVED AND ADOPTED THIS ____ day of _____ 2022 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

CROCKETT COMMUNITY SERVICES DISTRICT

Luigi Barassi, Board President

ATTEST:

Gaunt Murdock, General Manager

DATE

APPROVED AS TO FORM:

Rachel Hundley
District Counsel 5070012.1

ATTACHMENT 1

CROCKETT COMMUNITY SERVICES DISTRICT DEPOSIT AUTHORIZATION AGREEMENT

I hereby authorize Crockett Community Services District, hereinafter called **DISTRICT**, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (our) account, and the **FINANCIAL INSTITUTIONS'** named below, to credit and/or debit the same to such account.

District will allow direct deposit in up to 3 accounts.

When using multiple accounts, you must list an amount to be deposited into each account.

FINANCIAL INSTITUTION #1

Name of Institution: _____

Type of Account: Checking [] Savings []

Account #: Routing #:

Amount: _____

FINANCIAL INSTITUTION #2

Name of Institution: _____

Type of Account: Checking [] Savings []

Account #: Routing #:

Amount: _____

FINANCIAL INSTITUTION #3

Name of Institution: _____

Type of Account: Checking [] Savings []

Account #: Routing #:

Amount: _____

This authority to remain in full force and effect until the District has received written notification from me of its termination in such time and in such manner as to afford the District and the Financial Institution(s) named above a reasonable opportunity to act and in accordance with the District's policy concerning direct deposit for employees.

PRINTED NAME: _____ ID#: _____

DATE: _____ SIGNATURE: _____

PLEASE ATTACH A VOIDED CHECK TO THIS FORM AND RETURN TO PAYROLL

CROCKETT COMMUNITY SERVICES DISTRICT

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

website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

VB

PREPARED FOR BD. MTG: 4-27-22 LATEST FUND REPORT: 4-12-22

CCSD FUND 3240		CCSD FUND 3240	
CASH CARRIED FORWARD:		CASH CARRIED FORWARD:	
REC DEPT:	\$52,565.32	CVSAN DEPT:	\$253,539.91
ACTIVITY:		ACTIVITY:	
Prop tax xfer to 3241		Prop tax xfer to 3426	
FY 20/21	\$ (3,949)	FY 20/21	\$ (10,887)
FY 21/22	\$ (64,170)	FY 21/22	\$ (150,000)
CASH BALANCE (Rec): (\$15,553.68)		CASH BALANCE (CVSan): \$92,652.91	
ADV ON TAXES (Rec): \$31,287.31		ADV ON TAXES (CVSan): \$159,653.67	
060 Adv beginning bal	\$30,969.25	060 Adv beginning bal	\$158,030.05
Prop tax corr	(\$7.72)	Prop tax corr	\$ (39.38)
		no activity	
Ending Balance	\$30,961.53	Ending Balance	\$157,990.67
160 Supplmt begin bal	\$325.78	160 Supplmt begin bal	\$ 1,663.00
Ending Balance	\$ 325.78	Ending Balance	\$ 1,663.00
FUND BALANCE (Rec): \$15,733.63		FUND BALANCE (CVSan): \$252,306.58	
		MAINT DEPT PROPERTY TAXES ALLOC:	
		CASH CARRIED FORWARD: \$(12,871.65)	
		Prop tax xfer to 3242	
		FY 20/21	\$ (10,105.00)
		FY 21/22	\$ (22,007.00)
		PY UNS HO appn	\$ 0.02
		CASH BALANCE (Maint.): \$(44,983.63)	
		060 Adv Beginning Bal	\$ 3,670.40
		Prop tax corr	\$ (0.91)
		Ending Balance	\$3,669.49
		160 Supplmt begin bal	\$ 38.51
		Ending Balance	\$ 38.51
		FUND BALANCE (Maint): \$(41,275.63)	
		TOTAL CSD 3240 BALANCE: \$226,764.58	

\\administrative\bud&fin\wrkshtCSD.xls

CROCKETT MAINTENANCE DEPARTMENT

of the Crockett Community Services District

MB

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 BD. MTG:	4-27-22	LATEST FUND REPORT	4-12-22
OPERATING FUND 3242		BALANCES BY CLASS	
CASH CARRIED FORWARD:	\$53,186.07	MEMORIAL HALL	
ACTIVITY:		Walk Honor & P66	\$276,750.00
CHECKS and PAYMENTS		Arch. Phase1	(\$15,427.99)
Warrants (481-486)	(\$11,152.88)	Engnr. Phase1	(\$33,934.00)
Transfer to LAIF	(\$57,000.00)	Other CapX	(\$4,605.65)
DEPOSITS		WofH P66 Balance	\$222,782.36
Xfer CSD legal fees	\$17,535.26	Other MH O&M Bal	\$609.44
Xfer from 3240	\$32,112.00	BRIDGEHEAD	\$1,174.34
		PLAZA/FENCES/LIGHTS	(\$876.68)
		DOGPARK COST CENTER	\$2,351.14
CASH BALANCE:	\$34,680.45	ACCRUED DEBT:	
INVESTED (MH) BEG. BAL	\$166,299.52	PCADVISORY due MH	\$1,170.20
LAIF deposit	\$57,000.00		
INVESTED END. BAL:	\$223,299.52		
FUND BALANCE:	\$257,979.97	TAXES held in 3240	(\$41,275.63)

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

VG

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG: 4-27-22 LATEST FUND REPORT: 4-12-22

OPERATING FUND 3426		CONSTRUCTION FUND 3427	
CASH CARRIED FORWARD:	\$599,119.73	CASH CARRIED FORWARD:	\$62,438.28
ACTIVITY:		no activity	
Warrants (6664-6688)	\$ (212,017.78)		
Legal fees to 3242	\$ (11,821.75)		
Prop Tax xfer fr 3240	\$ 160,887.00	CASH BALANCE:	\$62,438.28
CCF Return to Source	\$ 36,406.00	INVESTED BEGIN BAL.:	\$903,676.31
JSHS SUC	\$ 68,908.00	no activity	
PG&E SUC	\$ 659.00		
Prmts 22-04 to 22-10	\$ 390.00		
Bond for 22-10	\$ 1,000.00		
CASH BALANCE:	\$643,530.20	INVESTED BALANCE:	\$903,676.31
ADV ON TAXES:	\$ 566,446.51	FUND 3427 BALANCE:	\$966,114.59
060 Prop tax Beginning	\$ 562,328.62		
No activity			
Ending Balance	\$ 562,328.62	CAPITAL RESERVE FUND 3429	
160 Adv Supp Prop tax	\$4,117.89	CASH CARRIED FORWARD:	\$257.00
Ending Balance	\$4,117.89	no activity	
INVESTED BEG. BALANCE:	\$2,784,155.21	CASH BALANCE:	\$257.00
Ending Balance:	\$2,784,155.21	INVESTED BEGIN BAL.:	\$71,548.30
FUND 3426 BALANCE:	\$3,994,131.92	no activity	
TAXES held in 3240:	\$252,306.58	INVESTED BALANCE:	\$71,548.30
CO.charges in 3240:	\$0.00	FUND 3429 BALANCE:	\$71,805.30
ACCRUED DEBT OWED TO CVSAN:		CONTRACTOR BONDS ON FILE:	
PCSAN DEPT.	\$339,659.68	37 contractors	\$38,500.00

CROCKETT SANITARY DEPARTMENT

9-month BUDGET

FY 2021/22

	PY Actual	Budgeted	9-month Actuals	Est. Year End	Proposed Budget
	FY 20/21	FY 21/22	FY 21/22	FY 21/22	FY 22/23
GENERAL FUND 3426 - Revenue					
3426i · FUND 3426 CVSAN. Revenue*****					
300 · OPERATING REVENUE					
301.1 · SEWER USE CHARGES - CY **	1,440,171	1,440,171	1,414,081	1,413,811	1,625,883
301.2 · SEWER USE CHARGES - PY	49,174	98,348	49,174	49,174	0
301.3 · SEWER USE CHARGES - C&H **	96,916	196,696	0	49,174	206,531
302 & 306 · PERMIT FEES & MISC. SERVICE F	1,290	1,994	1,290	1,290	1,525
303 · CONNECTION / CAPACITY CHARGES	0	4,850	2,425	2,425	4,850
307 · PENALTIES AND FINES COLLECTED	0	500	0	0	500
318 · COST RECOVERY					
318.2 · Abatement Costs	0	500	0	0	500
318.1 .3 .6 · C&H, Vendor, CCC Tax	30,000	16,000	1,333	1,333	16,000
Total 318 · COST RECOVERY	30,000	16,500	1,333	1,333	16,500
Total 300 · OPERATING REVENUE	1,617,550	1,759,059	1,468,302.83	1,517,206.83	1,855,788
325 · NON-OPERATING REVENUE					
311 · INTEREST	53,436.30	49,426	13,787	15,787	14,000
314 · PROPERTY TAX-transfer from 3240	295,882.11	310,985	310,887	310,887	326,431
316 · PAYMENTS PRIVATE SEWER AGRMT	0.00	5,000	2,610	2,610	0
319 · GRANTS / RTS	31,818.00	31,500	36,406	36,406	31,500
320 · OTHER NON-OP INCOME / PASSTHRU	1,004.49	2,000	0	0	2,000
322 · INTERFUND TRANSFER FROM 3427*	0.00	256,387	0	0	256,387
325.8 · CONTRACTOR BONDS	6,000.00	6,000	4,000	5,000	6,000
325.9 · INTERFUND LOAN PRINCIPAL PCSAN	73,976.87	42,681	35,142	35,142	39,648
Total 325 · NON-OPERATING REVENUE	462,117.77	703,979	402,832	405,832	675,966
Allocation from Rate Stabilization Reserve	0.00	0	0.00	0	0
Interfund G/L non-operating income adj.	0.00	0	0.00	0	0
Total 3426i · FUND 3426 CVSAN. Revenue *****	2,079,668.18	2,463,038	1,871,134.90	1,923,039	2,531,755

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

GENERAL FUND 3426 - Expense

CROCKETT SANITARY DEPARTMENT

9-month BUDGET

FY 2021/22

	PY Actual	Budgeted	9-month Actuals	Est. Year End	Proposed Budget
	FY 20/21	FY 21/22	FY 21/22	FY 21/22	FY 22/23
3426e · FUND 3426 CVSAN. Expense*****					
410 · COLLECTION SYSTEM *****			***** COLLECTION SYSTEM *****		
410.211 · LOAN PRINCIPAL	82,425	86,680	87,580	87,580	81,117
410.25 · GAS, FUEL, OIL, MAINT (DIST. VEHIC	534	726	460	460	546
410.30 · INSURANCE (prop.&lab.)	38,130	71,843	26,834	26,834	43,258
410.50 · O&M (Pump Station)	43,155	47,471	23,009	36,309	39,940
410.55 · PROF. SVCS. (Coll.)	18,614	20,103	9,390	16,390	17,701
410.65 · RENT/LEASE EASEMENTS	2,522	2,724	5,697	5,697	6,152
410.70 · MAINTENANCE					
70.1 · Sewers - preventive maint.	116,306	125,610	87,165	97,565	105,371
70.2 70.3 70.4 · Weeds, Hardware, & Repairs	3,738	4,037	5,743	6,243	6,742
Total 410.70 · MAINTENANCE	120,044	129,647	92,908	103,808	112,113
410.90 · UTILITIES					
90.6 · Autodialer Alarm	489	1,062	1,594	2,194	1,248
90.1 · Electricity	32,313	37,160	30,720	37,720	43,378
90.2 · Water	2,637	2,901	4,714	6,114	6,298
Total 410.90 · UTILITIES	35,439	41,122	37,028	46,027.94	50,924
410.95 · OTHER OPERATING (Coll.)					
95.1 · Capital Repl. - Pump Station	68,160	47,300	66	20,066	47,300
95.2 · Other Operating Costs + HHW	3,234	5,315	338	338	2,962
Total 410.95 · OTHER OPERATING (Coll.)	71,394	52,615	404	20,404	50,262
Total 410 · COLLECTION SYSTEM *****	412,257	452,931	283,310	343,510	402,014
411 · TREATMENT PLANT *****			***** TREATMENT PLANT *****		
411.50 · C&H - JTP O&M	553,915	639,165	55,211	655,211	649,497
411.95 · CAPITAL REPLACEMENT (Treat)	200	11,893	0	20,000	11,893
Total 411 · TREATMENT PLANT *****	554,115	651,058	55,211	675,211	661,390
414 · ADMINISTRATIVE *****			***** ADMINSTRATIVE *****		
414.20 · ELECTIONS	300	0	0	0	0
414.35 · MEMBERSHIPS	2,820	4,800	2,650	2,650	4,800
414.40 · OFFICE					
40.1 · Postal	210	1,400	150	150	1,400
40.2 · Supplies	3,234	3,019	985	1,985	3,158
40.3 · Miscellany	2,411	1,692	1,525	1,525	1,876
Total 414.40 · OFFICE	5,856	6,111	2,660	3,660	6,434
414.55 · PROF. SVCS. (Admin.)					
55.7 · Consultants	4,185	5,409	0	0	3,518
55.4 · Attorney	9,973	13,287	8,916	18,916	14,059
55.5 · Auditor	6,585	8,608	4,148	5,148	8,608
55.6 · Engineer / Consultants (non-Capl)	2,964	10,566	75	75	4,535
Total 414.55 · PROF. SVCS. (Admin.)	23,708	37,869	13,139	24,139	30,720
414.60 · PRINTING/PUBLISHING	1,485	1,800	217	717	1,800
414.65 · RENTS & LEASES (loan share)	7,200	32,713	43,940	32,516	32,713

CROCKETT SANITARY DEPARTMENT

9-month BUDGET

FY 2021/22

	PY Actual	Budgeted	9-month Actuals	Est. Year End	Proposed Budget
	FY 20/21	FY 21/22	FY 21/22	FY 21/22	FY 22/23
414.70 · CAPITAL REPL. (Admin Bld.)	21,083	22,335	10,818	12,818	22,335
414.75 · ADMIN BLDG OFFICE OPERATING	16,044	20,082	6,191	9,191	9,467
414.80 · VEHICLE / TRAVEL REIMBURSE	75	548	75	75	256
414.90 · TELEPHONE / INTERNET / CELL	2,193	2,522	3,863	4,863	5,350
414.94 · SOFTWARE SUBSCRIPTIONS	15,682	18,687	4,646	16,457	16,942
414.95 · OTHER ADMIN					
95.3 · County & State Charges	20,350	6,167	5,470.52	5,470.52	5,853
95.x · Recoverable exp. (excl. Payroll)	111	8,226	224.28	224.28	3,139
95.9 · Training and Conferences	0	1,500	760.00	760.00	1,500
95 · SUC Refund, COVID-19, and Other Misc	4,035	1,000	659.00	659.00	1,000
Total 414.95 · OTHER ADMIN	24,496	16,892	7,113.80	7,113.80	11,492
Total 414 · ADMINISTRATIVE *****	120,941	164,360	95,313	114,200	142,308
Total 3426e · SUB-TOTAL O&M Expense*****	1,087,312	1,268,348	433,834	1,132,922	1,205,712
6560 · PAYROLL EXPENSES *****					
CVSan - O&M SALARY/BENEFITS					
General Manager / Dist Eng	61,552.69	70,000	63,650	71,738	71,738
Admin. Svcs Manager		70,000	41,600	55,200	55,200
Asst. Department Manager (JB)	72,499.28	72,000	54,600	78,600	78,600
Assistant District Secretary (SW)	32,157.59	28,000	14,000	21,000	21,000
Back Dated CalPERS				23,000	
Other hrly employees	56,555.89		2,117	14,117	14,117
Total CVSan O&M SALARY/BENEFITS	222,765.45	240,000	175,967	263,654	240,654
Other Payroll (CalPER Unfnd/LTD/WC prem)	7,797.53	8,408	16,741	24,241	
Total 6560 · PAYROLL O&M EXPENSES *****	230,562.98	248,408	192,707.0	287,895	240,654
Total O&M Expense	1,317,874.90	1,516,756	626,541	1,420,816	1,446,366
Net Ordinary O&M Revenue	299,675.51	242,302	841,762	96,391	409,422
411.99 Other Non-Op Interfund trsfr to 3427		4,850.00	2,425.00	0.00	4,850
423.1 Loan Interest Non-Op Expense	25,911.00	10,022	19,374.78	19,374.78	10,022
423 Non-Op Expense Other / Cash Bond Refund	1,000.00	3,000	0.00	1,000.00	3,000
Contingency Expense 10%		151,675			144,636
111 Capital Project Funding Additional Allocation		61,183			
Actual spent on Capital Projects	153,296.00	0	431,705.00	591,705.00	
411.98 Trnsfr to 3427 for 3rd-clarifier capx reser	32,000.00	32,000	0.00	32,000.00	32,000
Interdepartment loan to Port Costa (#3)		0	0.00	0.00	
Payroll Liability G/L Adjustment	683.86	0		0.00	0
TOTAL EXPENSE (w/ Capital Alloc. & Contingency)	1,535,615.76	1,779,486	1,080,045.81	2,064,895.87	1,640,874

UB

**CVSAN
1 Rolph Park
Payment Ledger to date
4/15/22**

<u>DATE</u>	<u>PAYROLL COSTS</u>	<u>ACQUISITION COSTS</u>	<u>MATERIAL COSTS</u>
9/9/2019-9/30/2020	\$ 2,293.06	\$ 11,693.30	
10/1/2020 to present	\$ 12,388.07	\$ 52,811.69	\$ 37,313.17
Sub Total	\$ 14,681.13	\$ 64,504.99	\$ 37,313.17
TOTAL			\$ 116,499.29

*Payroll costs not finalized

**does not include \$21,970.11 loan payment from 2021

*** \$14,063.21 to be recovered from County for Tax payment