

# CROCKETT SANITARY COMMISSION and PORT COSTA SANITARY COMMISSION

Joint Special Business Meeting  
AGENDA FOR WEDNESDAY, MARCH 11, 2020

TIME: 7:00 PM  
PLACE: Port Costa School, 1 Plaza Del Hambre, Port Costa

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*Crockett and Port Costa Sanitary Commissions are agents of the Crockett Community Services District.*

*There will be a Commissioners tour of the Port Costa Treatment Plant immediately prior to the Joint Special Business meeting. For those interested and available, meet up at the Post Office bulletin board at 1 Canyon Lake Drive, Port Costa at 6:00 PM immediately prior to the Joint Special Meeting.*

1. CALL TO ORDER FOR JOINT MEETING BEGINNING 7:00 PM – ROLL CALL
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:  
*(The Commission is prohibited from discussing items not on this agenda. Matters brought up that are not on the agenda may be referred to staff for action or calendared for a future date.)*
4. PUBLIC HEARING: Hearing to allow public comment on the District's revised Sewer System Management Plan (SSMP), and consider motion to recommend adoption, as required by State Water Resources Control Board (SWRCB) Order No. 2006-0003-DWQ and 2013-0058-EXEC, al.
5. CONSENT CALENDAR: Consideration of a motion to approve the following items:  
*(Items are subject to removal from Consent Calendar by request of any Commissioner on request for discussion by a member of the public. Items removed from the Consent Calendar will be considered with the Administrative Items.)*
  - a. Approve Port Costa Sanitary Commission minutes of January 13 and February 24, 2020.
  - b. Approve Crockett Sanitary Commission Minutes of February 19, 2020.
  - c. Annual Lateral Inspection Program Update for 2019, Crockett.
  - d. Receive Port Costa Self-Monitoring Report cover letter for January 2020 period.
6. ADMINISTRATIVE:
  - a. Consider any items removed from Consent Calendar.
  - b. Consider report on actions taken by the District Board.
  - c. Appoint Port Costa Chair and Vice-Chair, continued from meeting of January 13 to allow all commissioners to be in attendance.
7. REPORT OF CONSULTING ENGINEER: Introduction and opportunity to ask questions of our District Engineer Vivian Housen, items raised may be placed on future agenda for further discussion.

8. WASTEWATER:
  - a. Consider report on enforcement actions in Crockett and Port Costa.
9. BUDGET AND FINANCE:
  - a. Consider staff report on financial matters.
  - b. Authorize third payment to ECAST Engineering for Atherton Cooke Sewer Project C-1004 in the amount of \$157,598.10.
  - c. Receive invoice for Port Costa Septic Tank Cleaning Project and authorize payment to Clean Harbors for completion of work.
  - d. Discussion of inter-department loan from Crockett Sanitary Department to the Port Costa Sanitary Department to address anticipated operating shortfall by October 2020.
  - e. Receive Crockett Sanitary Department Draft Budget for FY 2020/21, reviewed by the Crockett Sanitary Budget & Finance Committee, form recommendations and give direction to staff.
10. REPORT OF DEPARTMENT MANAGERS: *(These items are typically for exchange of information only. No action will be taken at this time.)*
  - a. Crockett Sanitary Department Manager report on operations, maintenance, capital improvements, governmental matters, and announcements related to Crockett.
  - b. Port Costa Sanitary Department Manager report on operations, maintenance, capital improvements, governmental matters, and announcements related to Port Costa.
  - c. Receive update on Hosselkus Chapel property acquisition.
11. REPORTS FROM COMMISSIONERS: *(These items are typically for exchange of information only. No action will be taken at this time.)*
  - a. Crockett Sanitary Budget & Finance Committee – Members Wolthuis and Adams
  - b. Inter-agency meetings:
12. FUTURE AGENDA ITEMS:
13. COMMENTS FROM COMMISSIONERS:
14. ADJOURNMENT to April 8, 2020 for Port Cosa Sanitary and April 15, 2020 for Crockett Sanitary.


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

In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in a District meeting, or if you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, please contact the General Manager at (510) 787-2992. Notification of at

# CROCKETT COMMUNITY SERVICES DISTRICT

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TO: All Sanitary Commissioners and Directors  
FROM: General Manager   
SUBJECT: SSMP Update and Recertification  
DATE: March 4, 2020

The Sanitary Sewer Management Plan (SSMP) originally adopted by Resolution No. 07/08-03 on October 24, 2007 guides the Crockett and Port Costa Sanitary Departments in managing their respective collection systems. The State Water Resources Control Board (State Water Board) requires a 5-year update and recertification of our SSMP. On March 27, 2019 the Board, by Resolution No. 18/19-09, adopted the updated August 2016 SSMP and directed staff to complete the next SSMP bi-annual audit by May 1, 2020 and incorporate any required updates into the SSMP no later than August 31, 2020.

Staff and our District Consultant V.H. Housen & Associates has reviewed the District's SSMP and determined that objectives and elements of the SSMP remain generally unchanged. The District's updates to the SSMP completed in February 2020, were of an administrative nature, and did not reflect any substantive changes to the District's policies or procedures. The bi-annual audit was completed on March 3, 2020 and is included in this report to the sanitary commissions. The full SSMP can be found on our website <https://www.town.crockett.ca.us/sewer-system-management-plan>.

The State Water Board is in process of renewing its "Monitoring & Reporting Program" (MRP) for the "Statewide General Waste Discharge Requirements for Sanitary Sewer Systems" (SSO WDR). Revisions are anticipated to be implemented in late 2020 or 2021 after public hearings at the State level are completed. Staff will watch for proposed changes to the MRP that would create new policy or add substantive requirements.

Once proposed revisions to the MRP of the SSO WDR are adopted, staff will review the SSMP and implement changes as needed. The Sanitary Commissions and Board will be notified if an increase in funding is required to implement the proposed changes.

## COMMISSION ACTION REQUESTED:

The sanitary commissions are asked to solicit feedback from the public on the District's SSMP, discuss impact of update to SSMP, and form recommendation to the District Board.

## BOARD ACTION REQUESTED:

The Board is asked to consider adoption of Resolution No. 19/20-19 updating the SSMP.

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## Crockett Community Services District SSMP Audit Report Form

Audit Period Covered: January 1, 2018 through December 31, 2019

Audit completed by: V. W. Housen & Associates, Inc. on 3/03/2020

<b>Introduction</b>		<b>Yes</b>	<b>No</b>
Is the current system description complete and up to date? Are all infrastructure statistics current and complete?		X	
Discussion: The District's SSMP was updated in February 2020.			
<b>Element 1 – Goals</b>		<b>Yes</b>	<b>No</b>
A	Are the goals stated in the SSMP still appropriate and accurate?	X	
Discussion:			

<b>Element 2 -- Organization</b>		<b>Yes</b>	<b>No</b>
A	Is the Contact Information current?	X	
B	Is the Sanitary Sewer Overflow Responder List current?	X	
C	Is the Organization Chart in Figure 2-1 of the SSMP current?	X	
D	Are the position descriptions an accurate portrayal of staff responsibilities?	X	
E	Is the chain of communication for reporting and responding to SSOs accurate and up-to-date?	X	
Discussion: All aspects of Element 2 were updated as part of the District's February 2020 update.			

**Element 3 – Legal Authority****Yes****No**

Does the SSMP contain current references to the CCSD Ordinance documenting the District’s legal authority to:

A	Prevent illicit discharges?	X	
B	Require proper design and construction of sewers and connections?	X	
C	Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by CCSD?	X	
D	Limit discharges of fats, oil and grease?	X	
E	Enforce any violation of its sewer ordinances?	X	
F	Were any changes or modifications made in the past year or since the last SSMP audit to District’s Ordinances, Regulations, or standards?	X	

Discussion:

Note 1: The District Code was updated and readopted by Ordinance 19-8 in November 2019.

**Element 4 – Operations and Maintenance****Yes****No****Collection System Maps**

A	Does the SSMP reference the current process and procedures for maintaining the CCSD sanitary sewer system maps?	X	
B	Are the wastewater collection system maps complete, current, and sufficiently detailed?	X (Note 1)	

**Prioritized Preventive Maintenance**

C	Does the SSMP describe current preventive maintenance activities and the system for prioritizing the cleaning of sewer lines?	X	
D	Based upon the SSO information in CIWQS and the Annual SSO Report, are the District’s preventive maintenance activities sufficient and effective in minimizing SSOs and blockages?	X	

**Element 4 – Operations and Maintenance**

**Yes**

**No**

<b>Rehabilitation and Replacement Program</b>		<b>Yes</b>	<b>No</b>
E	Is there an ongoing condition assessment program sufficient to rank the condition of sewer pipes and schedule rehabilitation? Are the current components of this program documented in the SSMP?	X	
F	Does the rehabilitation and replacement plan include a capital improvement plan that addresses proper management and protection of the infrastructure assets? Does the plan include a time schedule for implementing the short and long-term plans plus a schedule for developing the funds needed for the capital improvement plan?	X	
<b>Contingency Equipment and Replacement Inventory</b>			
G	Does the SSMP list the major equipment currently used in the operation and maintenance of the collection system?		NA Note 2
H	Are contingency equipment and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance?	X Note 2	
<b>Training</b>			
I	Are the training records current?	X	
J	Does the SSMP document current training expectations and programs?	X	
<p>Discussion:</p> <p>Note 1 – Maps are complete. Recently constructed pipelines (10-15 segments) may not be reflected on the existing map and are being added in 2020.</p> <p>Note 2. The District uses outside contractors to complete all pipeline maintenance, and O&amp;M of the lift stations as discussed in the SSMP. The District’s contractors provide and maintain their equipment, including managing replacement/spare parts.</p>			

**Element 5 – Design and Performance Standards**

**Yes**

**No**

A	Does the SSMP reference current design and construction standards for the installation of new sanitary sewer systems, pump stations and other appurtenances and for the rehabilitation and repair of existing sanitary sewer systems?	X	
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**Element 5 – Design and Performance Standards****Yes****No**

<b>B</b>	Does the SSMP document current procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and the rehabilitation and repair of existing sewer lines?	X	
Discussion:			

**Element 6 – Overflow and Emergency Response Plan****Yes****No**

<b>A</b>	Does the Overflow Emergency Response Plan (OERP) contain proper notification procedures so that the primary responders and regulatory agencies are informed of all sanitary sewer overflows (SSOs) as required by the WDR and MRP?	X	
<b>B</b>	Does the OERP have a program to ensure an appropriate response to all overflows?	X	
<b>C</b>	Does the OERP contain procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities of all SSOs that potentially affect public health or reach waters of the State in accordance with the MRP? Does the SSMP identify the officials who will receive immediate notification of such SSOs?	X	
<b>D</b>	Are staff and contractor personnel aware of and appropriately trained on the procedures of the OERP?	X	
<b>E</b>	Does the OERP contain procedures to address emergency operations such as traffic and crowd control and other necessary response activities?	X	
<b>F</b>	Does the OERP ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge?	X	
<b>G</b>	Considering SSO performance data, is the OERP effective in handling SSOs in order to safeguard public health and the environment?	X	

<b>Element 6 – Overflow and Emergency Response Plan</b>		<b>Yes</b>	<b>No</b>
H	Is the Water Quality Monitoring Plan current and has it been trained on and practiced by staff that would be involved in a SSO of large volume?		X Note 2
I	Was sampling conducted within 48 hours for all SSOs greater than 50,000 gallons and were results entered for these SSOs through the CIWQS website?		NA Note 1
J	Has the District prepared a Technical Report for all SSOs larger than 50,000 gallons? Have all Technical Reports been filed on the CIWQS website as required?		NA Note 1
<p><b>Discussion:</b></p> <p>Note 1. The District had no SSOs greater than 50,000 gallons during the audit period.</p> <p>Note 2. If there is a spill &gt; 50,000 gallons, the District works with WCWD to monitor, do Water Quality testing, and laboratory analysis.</p>			

<b>Element 7 – Fats, Oils, and Grease (FOG) Control Program</b>		<b>Yes</b>	<b>No</b>
A	Does the Fats, Oils, and Grease (FOG) Control Program include a description of public education outreach efforts that promote proper handling and disposal of FOG?		NA Note 1
B	Does the FOG program include a plan for the disposal of FOG generated within the sewer system service area?		NA Note 1
C	Does the District have sufficient legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG?	X	
D	Are there requirements to install grease removal devices (such as traps or interceptors), best management practices (BMP) requirements, record keeping, maintenance requirements and reporting requirements established in the FOG Control Program?	X	
E	Does the District have authority to inspect grease producing facilities and have sufficient staff to inspect and enforce the FOG ordinance?	X	
F	Does the FOG control program identify sections of the collection system subject to FOG blockages, establish a cleaning schedule and address source control measures to minimize these blockages?		NA Note 1



**Element 7 – Fats, Oils, and Grease (FOG) Control Program****Yes****No**

G	Does the FOG control program implement source control measures for all sources of FOG discharged to the collection system?		NA Note 1
H	Is the current FOG program effective in minimizing blockages of sewer lines resulting from discharges of FOG to the system?		NA Note 1

Discussion:

Note 1. The District has had only one FOG-related SSO in the past 5 years (i.e., in 2015), and had no FOG-related SSOs during the audit period.

**Element 8 – System Evaluation and Capacity Assurance Plan****Yes****No**

A	Does the System Evaluation and Capacity Assurance Plan evaluate hydraulic deficiencies in the system and provide estimates of peak flows associated with conditions similar to those causing overflow events, if applicable?		X Note 1
B	Does the capital improvement program (CIP) establish a schedule of approximate completion dates for both short-term and long-term improvements and is the schedule reviewed and updated to reflect current budgetary capabilities and activity accomplishment?		NA Note 1
C	Does the District take steps needed to establish a short and long-term CIP to address hydraulic deficiencies, including prioritization, alternatives analysis, and schedules? Are repair and replacement projects developed based upon condition assessment and/or field maintenance results?		NA Note 1

Discussion:

Note 1: The District has had no capacity related SSOs in the past 5 years, including during the heavy wet weather event on 2/13/2019. Therefore, a capacity-related CIP is not needed. However, the District plans to conduct a hydraulic analysis of the system within the next 5 years for documentation purposes only.

**Element 9 – Monitoring, Measurement, and Program Modifications****Yes****No**

A	Does the District maintain relevant information that can be used to establish and prioritize appropriate SSMP activities?	X	
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<b>Element 9 – Monitoring, Measurement, and Program Modifications</b>		<b>Yes</b>	<b>No</b>
B	Does the District monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP?	X	
C	Does the District assess the success of the preventive maintenance program?	X	
D	Does the District update program elements, as appropriate, based upon monitoring or performance evaluations?	X	
E	Does the SSMP identify and illustrate SSO trends, including frequency, location and volume of SSOs?	X	
Discussion: All SSO trends have been updated through December 2019 in the current SSMP.			

<b>Element 10 – SSMP Audits</b>		<b>Yes</b>	<b>No</b>
A	Does the audit focus on the effectiveness of the SSMP? If not, what needs to be changed to increase the effectiveness of the overall collection system program?	X	
B	Were the audit results shared with the Department Commissions and District Board? And the public, via the CCSD website?		X Note 1
C	Will the SSMP Audit be completed, reviewed, and filed as an Appendix to the SSMP on a biennial basis?	X	
D	Do any proposed changes to the SSMP require Board approval as they have a substantial change in the policies and procedures for collection system operations and maintenance?		X Note 2
Discussion:			
Note 1. The results of this audit will be presented to the District Board in conjunction with the 2020 SSMP Update in early 2020.			
Note 2. The SSMP changes that were included in the 2020 update were of an administrative nature, and did not reflect any substantive changes to the District's policies or procedures.			

**Element 11 – Communication Program**

		<b>Yes</b>	<b>No</b>
A	Does the District communicate on a regular basis with the public and other agencies about the development and implementation of the SSMP? Does the communication system provide the public the opportunity to provide input as the program is developed and implemented? Were annual progress reports and metrics of implementation of the SSMP provided to the District Board?	X	

**Change Log**

		<b>Yes</b>	<b>No</b>
A	Is the SSMP Change Log current and up to date?	X	

Discussion: The SSMP Change log has no items, as this audit is being prepared directly after completion of the 2020 SSMP update.

# PORT COSTA SANITARY COMMISSION

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of the Crockett Community Services District

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## MINUTES OF REGULAR MEETING, FEBRUARY 24, 2020

1. CALL TO ORDER: The meeting was called to order at 7:04 PM by Chairperson Surges. Present were Commissioners Cusack, Scheer, and Mann, along with Dept. Manager Barnhill, and General Manager McDonald. Ms. Humann, Ms. Klaiber, and Mr. List were also in attendance as applicants to the vacant commission seat.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
5. REPORT OF DISTRICT COUNSEL: None
- 6.a. DISTRICT BOARD ACTIONS: Mr. McDonald gave a report on the actions the Board took in January. He said the Hosselkus Chapel property is still being inspected and the District Board will consider entering into purchase agreement at tomorrow's Board meeting.
- 6.b. ANNUAL AND DECEMBER SELF-MONITORING REPORTS: Mr. Barnhill reported that there were a total of six permit violations in 2019 and no exceedences occurred in the month of December. He said the majority were a series of pH exceedences in August and September. Mr. Mann asked if the pH issue will be resolved since the septic tank is now cleaned. Mr. Barnhill said that there is a chance it will help but he would not state with certainty that there will be no more issues, he said the tank was past due to be cleaned and the excessive buildup of sludge and the failed internal structures was not helping treatment. He said it was operators opinion that the lowered pH could be caused by long detention time and contact with the sludge within the septic tank.
- 6.c. FILLING COMMISSION VACANCY: The three applicants were introduced and they stated their reasons for their interest in serving on the commission. Mr. Cusack said we never had three people interested in one open seat and asked if there can be two alternates in addition to the appointed seat. Mr. McDonald said the commission can make any recommendation to the Board but suggested at minimum appointing one person to serve as commissioner. Chairperson Surges moved that the decision on who should be appointed should be discussed at the end of the agenda.
- 7.a. FINANCIAL REPORT: The monthly statement of Department finances was examined by the commission. Mr. McDonald explained the reconciliation of funds with the County Treasurer's office, when the Advance on Sewer Use Charges funds are made available, and where on the report the accrued debit is displayed.

**7.b. AUTHORIZE TO REALLOCATE OPERATING RESERVES AND PAY CLEAN HARBORS:**

A motion to continue this discussion to the next meeting, after Clean Harbors delivers their invoice, was approved unanimously. (as/jm).

**7.c. RECEIVE WATER USAGE REPORT AND INITIAL DRAFT BUDGET FOR FY20/21:** Mr.

McDonald presented the Port Costa Standards for Water Consumption which showed that the community increased their water use for Single Family Residences (SFR) and Apartments while commercial property water use, as a group, decreased. The change will result in decrease of revenue from commercial properties, a drop in revenue of -\$9,294 before any Sewer Use Chare (SUC) increase is even considered.

Mr. McDonald next presented the initial draft Port Costa Sanitary Department Budget for the upcoming FY 2020/21. He informed everyone that the District's fiscal year follows the state, July 1 to June 30. Expenditure details were examined for the collection system, treatment plant, and administration. He pointed out the majority of the expense incurred last year and projected for next year is for the treatment of wastewater and payment of outstanding loans. Revenue, if left unchanged and without a SUC increase, will result in a negative balance of \$32,329 by June 30, 2021. It is this shortfall that needs to be made up during this budget process. He said a lot is dependent on the final Clean Harbors cost for the septic tank cleanup and the department should have firmer numbers before the preliminary budget is presented in April. He believes an inter-department loan should be looked at to cover the gap in funding rather than implementing a steep SUC rate hike.

**8. STATUS OF SEPTIC TANK, WASTEWATER TREATMENT PLANT, WASTE DISPOSAL:**

Mr. Barnhill reported that the septic tank, which is the primary treatment unit for the wastewater treatment plant (WWTP), is operational following thorough cleaning, engineering inspection, and baffle wall construction. The baffle walls were completed adhering to engineering construction plans. The baffles are designed based on original construction in order to not change the way the primary treatment works within the septic tank. He said, according to historic cutaway drawings, there were supposed to be three wooden baffle walls but only two baffles were found in the tank. Only one of the baffle walls was still standing and intact, the other one was found lying on the bottom of the tank. He said the baffle walls were fastened with nails rather than bolts or screws which forced the need to demolish and replace the one remaining baffle wall. A total of three baffle walls were constructed. The baffles are designed to hold sludge back on the bottom and to hold floating debris (scum) on the water surface from floating downstream, a 4" gap spanning the width of the tank (18') set in the water column allows clarified water to pass downstream through the four chambers and out to the WWTP. Mr. Mann asked about a contamination issue that happened during the project. Mr. Barnhill said the plan to decant the sludge onsite did not work out and a substantial volume of sludge transferred from the septic tank area to the WWTP contaminating all of the basins, pumps, and lines to sand filter beds #1 & 3. He said the sludge/water material has had to sit for an extended and unexpected period of time to allow the solids to decant to allow the liquid to be hauled to dispose in Crockett for cost savings purposes. The solids were hauled to Protrero Hills Suisun. Clean Harbors cleaned the basins, lines and all active sand filter beds at the WWTP. He said that some sand was wasted but not a substantial amount, the sludge did not sink into the sand and the surface was shoveled clean. He said the sand is likely due or past due for replacement. He said there was difficulty figuring out how to move materials and equipment to and from the WWTP since there is no railroad crossing. The pumps, tanks and equipment had to be hand carried across the Union Pacific railroad tracks. He said the water and discharge hoses had to be pulled through the 10" public sewer line

which crosses under the railroad tracks. He reported that the final two 5,000 gallon containers full of sludge and the empty weir tank will be removed within the next week or two. There was discussion on how often the septic tank should be pumped out in the future to avoid this from happening again. Mr. Barnhill said the operators believe it should be done more frequently, possibly annually with a quick clean, followed every 5th year with deep cleaning for example. Access hatches would be required for each baffled chamber and the cutting of these hatches has been included in the budget for FY 20/21. Ms. Sheer asked about the test on the concrete, in particular the H2S effect on the concrete surface. Mr. Barnhill said the engineer reported that concrete appeared to be in overall good condition. The engineer said the ceiling and floor are in good shape. The tank walls above and below water line look fine but the concrete at the water surface level where the air and water interface shows signs of H2S degradation all the way around the tank and that area should be poly coated or otherwise protected to prevent further erosion. Mr. Barnhill said the coating should be planned in future full entry cleaning projects.

9.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported that no SSO's occurred in January.

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

9.c. STAFF ANNOUNCEMENTS: None

10.a. BUDGET & FINANCE COMMITTEE REPORT: None

10.b. INTER-AGENCY MEETINGS: None – Staff was directed to remove this item from future agendas.

11. CONSENT CALENDAR: The consent item will carry to the next agenda:  
a. Approve Minutes of January 13, 2020.

12. FUTURE AGENDA ITEMS:

13. COMMISSIONER COMMENTS: None

6.c. CONTINUATION OF FILLING VACANCY ON COMMISSION: The three applicants left the building and were informed as they exited that staff will reach out to each of them to let them know the commissions recommendation. Discussion continued between the commissioners. A motion was made by the commission to recommend appointment of Tom List to fill the vacant seat as commissioner and to have both Sarah-Louise Humann and Karen Klaiber serve as alternates.

14. ADJOURNMENT: The meeting was adjourned at 8:54 PM until March 11, 2020.

Respectfully submitted,



James Barnhill  
March 4, 2020

# PORT COSTA SANITARY COMMISSION

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of the Crockett Community Services District

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## MINUTES OF REGULAR MEETING, JANUARY 13, 2020

1. CALL TO ORDER: The meeting was called to order at 7:10 PM by Chairperson Surges. Present were Commissioners Cusack and Mann, along with Dept. Manager Barnhill, and General Manager McDonald. Mr. Barassi was in attendance as a member of the public. Commissioner Scheer was absent excused.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
5. REPORT OF DISTRICT COUNSEL: None
- 6.a. DISTRICT BOARD ACTIONS: Mr. McDonald gave a report on the actions the Board took in December. He said that the District is investigating the potential purchase of the Hosselkus Chapel in Crockett. Mr. Mann asked which meeting this was discussed at. Mr. McDonald said the discussion was held at the District Board and was publicly posted.
- 6.b. SELF-MONITORING REPORT: Mr. Barnhill reported that no exceedences occurred in the month of November.
- 6.c. ENCROACHMENT VARIANCE: Mr. McDonald recommended that the commission consider a variance to allow 58 Canyon Lake Drive structure to remain over the existing sewer alignment. Based on precedent set with 70 Canyon Lake Drive where the commission allowed an exception that the house can remain as it has existed, over the sewer alignment. The requirement that a manhole needs to be installed where different pipe materials meet was also discussed, there were no objections to waive this requirement. The owner of 58 Canyon Lake Drive will be responsible to install a new public main sewer pipe section under the house, along with a lateral cleanout and overflow device to be located outside of the building footprint. The commission allowed an exception to the requirement of the installation of manholes where different materials join. A motion to allow variance and waive the requirement to install manholes was approved unanimously (jm/tc).
- 6.d. STATUS REPORT AND ACTION PLAN FOR 2020: Mr. Mann questioned why item 2 on the Action Plan is needed. Mr. Barnhill reported that filter bed #1 gunite is cracked. He said that Valley Operators had previously examined the crack and reported that it seemed to be localized near the top of the bed and it looked like the crack reduced further down, under the sand level. Mr. Mann questioned the need to inspect the filter bed. Mr. Barnhill said the concern is that there is a potential of water escaping from the wastewater treatment plant. He said the trees and bushes outside of the filter bed are green whereas other vegetation surrounding the wastewater treatment plant do not look as green. He said that contractors other than Valley have noticed the cracks and vegetation growth as well. Mr. Mann said that

investigations were done when the plant was transferred from the County and the beds, other than bed 4, were determined not to be leaking. He said the investigating to the bottom where the crack ends can be done to see if the sand is wet before a professional is hired to investigate. He agrees that the bed cannot leak wastewater.

**6.e. COMMISSION VACANCY:** Mr. McDonald informed the members that residents who are interested in joining the Commission must submit letter in accordance with instructions within the Announcement of Vacancy. It was the consensus of the commission to accept applications through February 12, 2020 and hold the interviews at the next Port Costa Sanitary Commission meeting.

**6.f. APPOINT CHAIR AND VICE-CHAIR:** There was a consensus of the Commission to carry this item to the next meeting to allow all members to be present to discuss.

**6.g. BUDGET & FINANCE APPOINTMENTS:** There was a consensus of the Commission to carry this item to the next meeting.

**7.a. FINANCIAL REPORT:** The monthly statement of Department finances, fund end date December 11, 2019, was examined by the Commission.

**7.b. MID-YEAR BUDGET REPORT:** Mr. McDonald presented the mid-year budget report for FY 19/20. He projects that the Port Costa Sanitary Department will have a deficit by fiscal year end and will need to adopt a revised budget. The exhaustion of all reserves will be required to pay for additional cleaning, baffle replacement, and other cost overruns related to the septic tank cleaning project.

**8.a. SEWER BLOCKAGE:** Mr. Barnhill reported a blockage located in the public sewer behind 92 Canyon Lake Drive. He said the blockage was discovered during routine hydro cleaning maintenance. The blockage prevented further cleaning. CCTV inspection was utilized to locate the blockage. A dig project will be needed to remove the blockage. There were no objections to seeking bids to perform the work.

**8.b. SEPTIC TANK CLEANING PROJECT:** Mr. Barnhill reported the project is ongoing, but the scope has changed. The plan was to perform onsite decanting, bypass, and treatment, but the bypass filtration failed to work due to the abnormal nature of the sludge. The sludge would not drop out of the water as expected and, once mixed, the material became similar to pancake batter consistency. It was recommended to remove sludge on a more regular basis to avoid this. He said the plan was changed to containment and hauling for offsite disposal at Protrero Hills Landfill in Suisun. Other waste disposal sites did not accept the waste material. The cleaning contractor requested two more storage tanks to contain incoming town flow which will be trucked to Crockett for treatment.

**9.a. STAFF REPORT ON OPERATIONS:** Mr. Barnhill reported that no SSO's occurred in December.

**9.b. STAFF REPORT ON GOVERNMENTAL MATTERS:** None

**9.c. STAFF ANNOUNCEMENTS:** None



10.a. BUDGET & FINANCE COMMITTEE REPORT: None

10.b. INTER-AGENCY MEETINGS: None

11. CONSENT CALENDAR: The consent item was approved unanimously (tc/jm):  
a. Approve Minutes of December 3, 2019.

12. FUTURE AGENDA ITEMS:

13. COMMISSIONER COMMENTS: None

14. ADJOURNMENT: The meeting was adjourned at 8:48 PM until February 12, 2020.

Respectfully submitted,



James Barnhill  
March 3, 2020

# CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

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## MINUTES OF REGULAR MEETING, FEBRUARY 19, 2020

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Bartlebaugh. Present were Commissioners Adams, Manzione and Wais, along with General Manager McDonald and Asst. Secretary Witschi. Commissioner Wolthuis was absent. Also present was Director Barassi.

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 items were approved unanimously (mw/ha):

a. Approve Minutes of January 15, 2020.

b. Receive Sewer Repair / Replacement Program report for 2019.

6.a. DISTRICT BOARD ACTIONS: Nothing to report.

6.b. HOSSELKUS CHAPEL: Mr. McDonald reported he has secured performing an environmental assessment report. He identified two lenders who could provide 100% financing of the property: (1) Municipal Finance Corp – 2.95% over 20 years. The equivalent monthly cost of the loan would be \$4,129 per month. (2) iBank – Infrastructure State Revolving Fund (ISRF) Program – 2.5% over 30 years; the loan is dependent on their definition of housing and on how the apartment space will be used. Equivalent monthly cost of the loan estimated at \$2,942 per month. A survey of available commercial property in Crockett was undertaken as part of this report. Rent for commercial space averages about \$1 per square foot plus utilities in Crockett. A 2,500 sq. ft. commercial office at Loring and Rolph, identified as the old bank building, without parking, is available for lease offered at \$2,600 per month. A 4,000 sq. ft. brick warehouse on Loring with adjacent 3,500 sq. ft. gravel parking, most recently used by Baldwin Bar Supply, requiring structural upgrade and substantial renovation, is available for lease offered at \$4,999 per month. As requested last month a cash flow review was undertaken. The cost to each department for their shared CCSD uses of the space was estimated based on the current Cost Allocation Rate Table for FY 19/20. Commissioner Manzione asked staff to get a quote for insurance and quote for utilities on the chapel as it looks like the sanitary department would be the anchor tenant. He also asked staff to further document what are the needs of the Crockett Sanitary Department. Mr. McDonald said the current office space does not provide the capability for all district employees to have working space and does not provide working space solely for use by the sanitary departments throughout the entire week. Group meetings mid-week must be scheduled in the afternoon to avoid conflict with the Senior Nutrition Program who use the Multi-Purpose Room in the morning. Current storage of equipment and material left in the truck is less secure than we'd like, and street parking puts the department truck at higher risk for damage. Storage of emergency materials at the EQ tank area is less than ideal when required emergency response

timing. Commissioner Manzione asked staff to get more information on what the liabilities costs are and provide a monthly cash flow report. Commissioner Wais asked are you planning to have a public meeting before you purchase it or after. Mr. McDonald said we can hold a public meeting in March and get the public's input on the purchase of the Chapel. Commissioner Bartlebaugh said there still does not appear to be enough information which would justify a Sewer Use Charge (SUC) increase to purchase the property, the commission needs to be able to defend the decision to purchase the building.

**7. REPORT OF CONSULTING ENGINEER:** Mr. McDonald reported our engineer, Vivian Housen, will be at the March meeting to discuss the MCC Control Panel and the Sewer System Management Plan.

**8.a. ENFORCEMENT ACTIONS:** Mr. McDonald reported four properties had recent enforcement actions in January.

**8.b. CARQUINEZ MIDDLE SCHOOL NEW CONSTRUCTION:** Mr. McDonald presented the letter he wrote to Dr. Charles Miller, Superintendent of John Swett Unified School District (JSUSD). He said staff had previously informed JSUSD that the District has jurisdiction over construction and permitting for work on sanitary sewers in the town of Crockett, including the public sewers that run through the Carquinez Middle School replacement campus project site. Upon review of the utility plan drawings staff met onsite for a pre-construction walk-through to go over issues related to the sanitary sewer and found several items that need to be addressed.

**9.a. FINANCIAL REPORT:** The monthly statement of Department finances and report on investments were examined by the Commission. Mr. McDonald reported an investment balance of \$3M.

**9.b. SEWER EMERGENCY PROJECT DOWNTOWN:** A motion to approve as complete sewer emergency project identified as Pomona V-00-20 to V-00-19 by Resolution No. 19/20-14, as required by Public Contact Code Section 22050, and authorize payment to APB General Engineering for Pomona Sewer Project C-1012 in the amount of \$40,000 carried unanimously (ha/mw).

**9.c. AUTHORIZE PAYMENT TO L.R. PAULSELL:** A motion to approve payment to L.R. Paulsell Consulting for full-line replacement of sewer N-00-40A to N-00-40, Pomona Easement Sewer Project C-1015, 130 linear feet plus new manhole on Winslow, Project C-1013, in the amount of \$39,954.53 carried unanimously (mm/sb).

**9.d. AUTHORIZE PAYMENT TO ECAST:** A motion to approve second payment to ECAST Engineering for Atherton Cooke Sewer Project C-1004 in the amount of \$132,487.79 carried unanimously (ha/mm).

**9.e. AUTHORIZE FUNDING ALLOCATION FOR POMONA SEWER:** A motion to approve funding allocation for extension of sewer replacement project C-1004 to include Pomona E-00-06 to E-00-05 sewer located between 343 and 449 Pomona carried unanimously (mm/mw).

**10.a. STAFF REPORT ON OPERATIONS:** Mr. McDonald presented the Manager's Report through February 12. He said there was one Category 3 SSO reported in January at manhole E-10-02 on Bishop Road and a second Category 1 SSO of 450 gallons, which reached a storm drain, at manhole E-03-14 on Bishop Road caused by root intrusion and rags. Staff has been busy with construction projects in Crockett and dealing with the Port Costa septic tank

project for which the Assistant Sanitary Department manager spent 87% of his time on in January.

10.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

10.c. STAFF ANNOUNCEMENTS: None

11.a. WASTEWATER COMMITTEE REPORT: Needs to meet to discuss strategies for Joint-Use Agreement for the wastewater treatment plant between the District and C&H set to expire in 2024.

11.b. BUDGET & FINANCE COMMITTEE REPORT: Needs to meet to discuss water study and draft budget for FY 2020/21.

11.c. AD HOC COMMITTEES REPORT: None

11.d. INTER-AGENCY MEETINGS: None

12. FUTURE AGENDA ITEMS:

Public hearing on SSMP update (March).

Consider inter-department loan to Port Costa (March).

Capacity Charge Accessory Dwelling Unit (ADU) Ordinance (April)

Consider recommended enforcement actions.

Recommend award of contract(s)

Recommend payment for sewer project(s).

13. COMMISSIONER COMMENTS: None

14. ADJOURNMENT: The meeting was adjourned at 8:55 PM until March 18, 2020.

Respectfully submitted,


*Susan Witschi*

Susan Witschi  
February 28, 2020

# CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525  
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TO: Crockett Sanitary Commission  
FROM: Dale McDonald   
SUBJECT: Annual Lateral Inspection Program Update  
DATE: February 26, 2020

Ordinance #07-1 requires inspection of the building sewer at the time of any property sale and certification of its good condition. The period of this report covers the 2019 calendar year. The District is now in its thirteenth year of the lateral inspection program. It is expected inspections will rise in 2020 as 2019 was an abnormally slow year for home sales. As property values level out and spring approaches it is expected that home sales will again pick up. The following is a summary listing of total property sales during 2019 along with property owners who have and have not complied with Ordinance #07-1:

Properties Sold or Transferred During 2019:	23	(decrease from 32 in 2018)
Certificates of Compliance Issued Prior to Sale:	1	5% of Total Properties
Certificates of Compliance Issued After Sale - Voluntary:	2	9% of Total Properties
Certificates of Compliance Issued After Sale – Forced:	7	30% of Total Properties
Notices of Violation (N.O.V or Enforcement) Open:	7	30% of Total Properties
Excluded Properties (Existing Cert. of Comp, Family Transfers)	6	26% of Total Properties

Fewer Certificates of Compliances are being issued immediately prior to the sale of the property. A variety of factors have contributed to this change; properties with a valid Certificate of Compliance are being resold within their certificate validity date range, internet-based realtors may not be as familiar with the Bay Area infiltration challenges resulting in an uptick of certificates issued after the sale by forced compliance, and certificates are being requested after private lateral sewers are replaced under permit even though the property owner was not planning to sell their property anytime soon. Most local realtors are aware of the lateral inspection requirement. It is expected majority of the seven open Notices of Violation enforcement issues will be addressed in 2020.

The number of non-compliant properties requiring action by the Department has steadily been trending lower with the exception of this year as realtors are used to such programs in the Bay Area; 77% in FY 09/10, 70% in calendar year 2010, 73% in calendar year 2012, 68% in 2013, 27% in 2014, 24% in 2015, 29% in 2016, 32% in 2017, 22% in 2018, and up in 2019 to 60%. Internet-based realtor sales and private off market sales are the primary cause of the increase last year.

Unresolved open violations when combined with outstanding prior years enforcement actions continues to require staff to preparing for multiple hearings and deal with forced compliance issues.

The average time spent per lateral inspection, excluding non-compliance properties, is approximately 1 hour. This includes review of the video inspection, a site visit, consultation with clients and contractors, and all

paperwork including the issuance of the Certificates of Compliance. While other nearby jurisdictions are collecting sewer lateral inspection fees, our District does not collect any fees for reviewing the video inspection or issuing a Certificate of Compliance. Properties in non-compliance take substantially longer, with abatement cost accrual starting when the Notice of Violation is recorded at the County. Assistant Sanitary Department Manager Barnhill is performing most of the inspections. Unrecoverable costs for the program in 2019 is estimated at \$1,627 or \$70.76 per lateral inspection.

**Certificate of Compliance Report 2019**

<u>Situs</u>	<u>Address</u>	<u>Sold</u>	<u>Def. Report</u>	<u>NOV Date</u>	<u>Cert of Compliance</u>
189	Winslow Street	8/22/2019	9/23/2019		2019 exp 11-7-2029
332	Edwards Street	4/3/2019			2019 exp 10-17-2021
344	Clark Street	4/3/2019			2018 exp 9-27-2028
536	Edwards Street	7/26/2019			2019 exp 6-18-2024
455	Edwards Street	7/15/2019			2018 exp 7-21-2023
1325	Rose Street	9/20/2019		2/5/2020	
27	Cooke Ave	8/1/2019	8/29/2014		2015 exp 6-17-2025
67	Bishop Road	6/26/2019			2007 exp. 11-29-2017
33	Baldwin Ave	7/5/2019	3/8/2019		2019 exp 12-18-2029
65	Baldwin Ave	2/1/2019	9/6/2017		2019 exp 09-13-2029
14	Rolph Park Drive	2/15/2019	5/2/2019		2019 exp 07-26-2029
6	Stephens Court	8/1/2019			2011 exp 4-21-2021
154	Duperu Drive	5/28/2019	3/20/2019		2019 exp 10-16-2029
11	Woodward Court	9/26/2019	7/26/2019		2019 exp 11-14-2029
159	Duperu Drive	6/14/2019	9/5/2018		2019 exp 6-21-2024
358	Duperu Drive	4/17/2019	4/29/2019		
567	Winslow Street	2/22/2019			2015 exp 8-18-2020
1890	Vista Del Rio	4/15/2019			2019 exp 10-12-2024
570	Kendall Ave	1/10/2019			2008 exp 3-17-2018
755	Alhambra Street	5/14/2019	9/5/2018		2019 exp 9-11-2024
1515	Flora Street	7/12/2019			
1524	Lillian Street	8/8/2019		1/2/2020	2013 exp 3-29-2018
1014	Fifth Ave	7/23/2019	6/24/2019	12/16/2019	

**ACTION:**

Staff recommends the Commission receive the report. Staff is not recommending any changed to the lateral inspection program.

**COPY**

February 27, 2020

William Burrell  
Water Resource Control Engineer  
San Francisco Bay Regional  
Water Quality Control Board  
1515 Clay Street, Suite 1400  
Oakland, CA 94612

SUBJECT: Self-Monitoring Report Submittal for January 2020 for Crockett Community Services District (CCSD) WWTP Port Costa, CA

The Legally Responsible Official (LRO) for CCSD is James Barnhill, contact phone number (510) 787-2992. The Chief Plant Operator is Nicholas Gaunt with Valley Operators, a licensed California Wastewater Treatment Plant Contract Operator (40029), contact phone number (925) 698-4636.

The CCSD Port Costa WWTP contracts laboratory testing with Eurofins Environmental Laboratories, Inc., which is an ELAP, certified lab. All sampling and testing analysis records are maintained and available for inspection during normal business hours at the contract lab located at 5063 Commercial Circle Suite H, Concord, CA 94520-8577 (925) 689-9022.

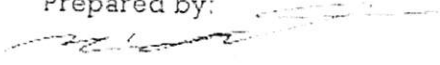
The monthly report for January 2020 has been uploaded to the CIWQS website.

During the month of January 2020, no violations have occurred at the Port Costa WWTP.

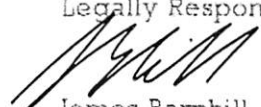
During the month of January, rehabilitation of the septic tank was completed. During this rehabilitation from January 9<sup>th</sup> thru 22<sup>nd</sup>, flow was diverted to the contactors tanks and no effluent flow was discharged from the plant.

*I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designated to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.*

Prepared by:

  
Nicholas Gaunt,  
Chief Plant Operator

Legally Responsible Official:

  
James Barnhill  
Port Costa Manager

cc: Casey Wichert, Valley Operators

# CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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TO: Crockett Sanitary Commission  
FROM: General Manager *M*  
SUBJECT: Status Report on Recent Enforcement Actions  
DATE: March 3, 2020

Staff continues enforcement of violations related to Ordinance No. 07-1 requiring inspection of the building sewer at time of any property sale and certification of its good condition.

Continued enforcement, some requiring legal advice and other with various complex situations, has been postponed due to limited staff resources. Violations of Ordinances No. 18-1 and No. 05-1 that threaten public health continue to be handled as priority enforcement.

The following properties had recent enforcement actions:

1. 1414 FRANCIS AND 1416 FRANCIS– Defective sewer repaired under permit. Common lateral between 1414 and 1416 remains and investigation on whether it was allowed by the District in 2001 is required. Common lateral ties into back of new sewer behind Lillian Fire Station.
2. 2 CROLONA HEIGHTS – Property owner has not paid \$205.30 in abatement charges by due date, charge plus additional administrative enforcement to be placed on the tax roll along with sewer use charge.
3. 570 KENDALL – Notice of Violation mailed for Ordinance No. 07-1 building inspection.
4. 67 BISHOP ROAD – Notice of Violation mailed for Ordinance No. 07-1 building inspection.

Public hearings for the following properties have been postponed:

1. 1515 FLORA – Violations related to Ordinance No. 07-1 requiring inspection of the building sewer.
2. 1524 LILLIAN – Violations related to Ordinance No. 07-1 requiring inspection of the building sewer.

PG&E has been invoiced for damaging the building lateral sewer of 1403 Wanda Street. Staff is awaiting word back from PG&E before taking further action.

There are approximately 35 properties in various stages of enforcement that need individual attention. Staff is planning to free up time so that the backlog can be addressed but does not anticipate this to occur until mid-2020.

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**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>				
03/06/2020	DALE A. McDONALD	Payroll Feb 2020	4,373.10	6088
03/06/2020	JAMES G. BARNHILL	Payroll Feb 2020	4,274.13	6089
03/06/2020	UNITED STATES TREASUR...	Fed Tax Payroll Liability	1,524.86	6090
03/06/2020	EMPLOYMENT DEVELOPM...	State Tax Payroll Liability	460.96	6091
03/06/2020	CalPERS Public Employees ...	CalPERS Retirement and 457	4,156.65	6092
03/06/2020	SDRMA	Health Insurance Liability	892.50	6093
03/06/2020	MEYERS NAVE	Attorney general advice	744.80	6094
03/06/2020	AT&T	Telephone District Office	133.55	6095
03/06/2020	L.R. PAULSELL CONSULTING	Capital Eng. & Maint. Feb 2020	28,704.80	6096
03/06/2020	PG&E	Electricity	2,569.59	6097
03/06/2020	V.W. Housen & Associates	Enginneering Services Dec1-Dec2...	868.50	6098
03/06/2020	DOLORES M. MORALES	Reimbursement mileage and shre...	92.98	6099
Total FUND 3426 - CV SANITARY - O&M			<u>48,796.42</u>	
<b>TOTAL</b>			<u><u>48,796.42</u></u>	

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**  
Auditor's Date: 2/20/20 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3426 - CV SANITARY - O&amp;M</b>				
02/21/2020	STATE COMPENSATION INS...	Workers Comp Payroll Liability	422.55	6079
02/21/2020	LINCOLN FINANCIAL GROUP	LTD Insurance Payroll Liability CCS...	120.12	6080
02/21/2020	APB GENERAL ENGINEERING	Pomona Project C-1018 for C-00-26...	40,000.00	6081
02/21/2020	C&H SUGAR CO.	Shared JTP OP costs January 2020	47,798.12	6082
02/21/2020	Crockett Recreation Dept.	Annual office rent 7/1/19 to 6/30/20	3,000.00	6083
02/21/2020	ECAST Engineering Inc.	Atherton Cooke Project C-1002 - Pa...	132,487.79	6084
02/21/2020	L.R. PAULSELL CONSULTING	58 Pomona Sewer Project C-1013 N...	40,697.03	6085
02/21/2020	Regional Government Services	Contract services Jan 2020 ...	268.00	6086
02/21/2020	USBank	Office, telephone, internet, soft subs...	348.23	6087
Total FUND 3426 - CV SANITARY - O&M			<u>265,141.84</u>	
<b>TOTAL</b>			<u><u>265,141.84</u></u>	



9.a.

**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>				
03/06/2020	MEYERS NAVE	Attorney general advice	382.67	1199
03/06/2020	Eurofins Calscience LLC	Lab testing Feb Invoice 5700018860	595.00	1200
03/06/2020	HydroScience Engineers Inc.	Septic tank engineering inspection - l...	5,867.50	1201
03/06/2020	PG&E	Electricity	327.13	1202
Total FUND 3425 - PC SANITARY - O&M			<u>7,172.30</u>	
TOTAL			<u><u>7,172.30</u></u>	

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

Auditor's Date: 2/20/20 Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3425 - PC SANITARY - O&amp;M</b>				
02/21/2020	HydroScience Engineers Inc.	Septic tank assessment Project 466-001 In...	20,368.25	1195
02/21/2020	L.R. PAULSELL CONSULTING	Sewer cleaning Invoice 20-2	587.50	1196
02/21/2020	Valley Operators, LLC	Monthly treatment plant operation plus misc...	4,451.00	1197
02/21/2020	U.S. BANK	Septic tank project, cell alarm, share of micr...	6,527.63	1198
Total FUND 3425 - PC SANITARY - O&M			<u>31,934.38</u>	
TOTAL			<u><u>31,934.38</u></u>	

*msil*

# PAYMENT REQUEST 3

ECAST Engineering Inc.

Project Atherton Cooke Sewer Project C-1002  
 Owner Crockett Community Services District

Contract No.: \_\_\_\_\_  
 Purchase Order No.: \_\_\_\_\_  
 Finance Invoice No.: \_\_\_\_\_  
 Work Date Range: Feb. 1, 2020 to Feb. 29, 2020

The Contractor, ECAST Engineering Inc. has completed work in accordance with the contract and is entitled to payment in the amount of:

**\$ 157,598.10**

	Description of Work	Prior Request		This Request		To Date		
		\$	%	\$	%	\$	%	
1	Mobilization - Atherton Ave.	\$ 3,865.00	100	\$ 3,865.00	0	\$ -	100	\$ 3,865.00
2	8" SDR 26 Atherton Ave. (282' @ \$167)	\$ 47,094.00	90	\$ 40,430.70	10	\$ 6,663.30	100	\$ 47,094.00
3	Connect to ex. MH 03-01	\$ 605.00	100	\$ 605.00	0	\$ -	100	\$ 605.00
4	Install new MH 03-01A	\$ 7,589.00	90	\$ 6,830.10	5	\$ 379.45	95	\$ 7,209.55
5	Remove & replace ex. MH 03-03	\$ 7,503.00	75	\$ 5,627.25	20	\$ 1,500.60	95	\$ 7,127.85
6	Remove ex. MH 03-02	\$ 5,916.00	90	\$ 5,324.40	10	\$ 591.60	100	\$ 5,916.00
7	Extend laterals (11) Atherton Ave.	\$ 11,264.00	90	\$ 10,137.60	10	\$ 1,126.40	100	\$ 11,264.00
8	Site Improvements Atherton Ave.	\$ 44,816.00	80	\$ 35,852.80	20	\$ 8,963.20	100	\$ 44,816.00
9	Encroachment Permit Allowance	\$ 1,300.00	100	\$ 1,300.00	0	\$ -	100	\$ 1,300.00
10	Sheeting & Shoring Atherton Ave.	\$ 2,194.00	100	\$ 2,194.00	0	\$ -	100	\$ 2,194.00
11	Excavate Rock Atherton Ave.	\$ -	0	\$ -	0	\$ -	0	\$ -
A1	Mobilization - Cooke Ave.	\$ 4,137.00	100	\$ 4,137.00	0	\$ -	100	\$ 4,137.00
A2	8" SDR 26 Cooke Ave. (101' @ \$300)	\$ 30,300.00	85	\$ 28,560.00	15	\$ 1,740.00	100	\$ 30,300.00
A3	8" SDR 26 Cooke Open Trench (180' @ \$196)	\$ 35,280.00	90	\$ 27,518.40	10	\$ 7,761.60	100	\$ 35,280.00
A3.1	8" HDPE Cooke Ave. HDD option	\$ -	0	\$ -	0	\$ -	0	\$ -
A4	Install new MH 00-03A;03-05A;03-06A;00-05A	\$ 31,400.00	79	\$ 24,727.50	16	\$ 5,024.00	95	\$ 29,751.50
A5	Remove/replace ex. MH 03-07	\$ 10,553.00	75	\$ 7,914.75	20	\$ 2,110.60	95	\$ 10,025.35
A6	Remove ex. MH 03-06	\$ 7,079.00	0	\$ -	100	\$ 7,079.00	100	\$ 7,079.00
A7	Extend laterals (4) Cooke Ave.	\$ 7,032.00	100	\$ 7,032.00	0	\$ -	100	\$ 7,032.00
A8	Slipline 4" lateral	\$ 6,276.00	0	\$ -	90	\$ 5,648.40	90	\$ 5,648.40
A9	Site Improvements Cooke Ave.	\$ 20,074.00	0	\$ -	100	\$ 20,074.00	100	\$ 20,074.00
A10	Sheeting & Shoring Cooke Ave.	\$ 3,066.00	100	\$ 3,066.00	0	\$ -	100	\$ 3,066.00
A11	Excavate Rock Cooke Ave.	\$ -	0	\$ -	0	\$ -	0	\$ -
FO4(1)	8" PVC Sewer Pomona St. (260' @ \$167)	\$ 43,420.00	0	\$ -	100	\$ 43,420.00	100	\$ 43,420.00
FO4(2)	Remove MH 00-05	\$ 5,916.00	0	\$ -	100	\$ 5,916.00	100	\$ 5,916.00
FO4(3)	Remove/replace MH 00-06	\$ 7,503.00	0	\$ -	95	\$ 7,127.85	95	\$ 7,127.85
FO4(4)	Reconnect laterals/verify dead lats. (7)	\$ 7,168.00	0	\$ -	100	\$ 7,168.00	100	\$ 7,168.00
FO4(5)	Site Improvements	\$ 40,817.00	0	\$ -	100	\$ 40,817.00	100	\$ 40,817.00
FO4(6)	Sheeting and Shoring	\$ 1,998.00	0	\$ -	100	\$ 1,998.00	100	\$ 1,998.00
	<b>SUBTOTAL</b>	<b>\$ 394,165.00</b>		<b>\$ 215,122.50</b>		<b>\$ 175,109.00</b>		<b>\$ 390,231.50</b>
		\$ -	0	\$ -		\$ -	0	\$ -
		\$ -	0	\$ -		\$ -	0	\$ -
		\$ -	0	\$ -		\$ -	0	\$ -
		\$ -	0	\$ -		\$ -	0	\$ -
		\$ -	0	\$ -		\$ -	0	\$ -
	<b>TOTAL</b>	<b>\$ 394,165.00</b>		<b>\$ 215,122.50</b>		<b>\$ 175,109.00</b>		<b>\$ 390,231.50</b>

Work completed to date: \$ 390,231.50  
 Total 10% Retention: \$ 39,023.15  
 Total earned less retention: \$ 351,208.35  
 Prior Payments: \$ 193,610.25  
 Payment requested this date: **\$ 157,598.10**

**RETENTION THIS REQUEST** **\$ 17,510.90**

*John Curns* ECAST Engineering Inc.  
 Contractor - \_\_\_\_\_  
 Date: 3/1/20

\_\_\_\_\_  
 District Representative -  
 Date: \_\_\_\_\_

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# CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525


Telephone (510) 787-2992

Fax (510) 787-2459

e-mail: [manager@town.crockett.ca.us](mailto:manager@town.crockett.ca.us)

website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

TO: Crockett Sanitary Commission / Port Costa Sanitary Commission

FROM: General Manager 

SUBJECT: Inter-department investment loan to Port Costa Sanitary Department

DATE: March 3, 2020

The Port Costa Sanitary Department needs to identify funding to carry its operations through December 2020. In order to avoid a substantial increase in Port Costa sewer use fees being imposed upon the community of Port Costa staff is proposing a third inter-department loan be considered between the Crockett Sanitary Department and Port Costa Sanitary Department.

## OUTSTANDING LOANS, TERMS, and INTEREST RATES

The Port Costa Sanitary Department has been issued inter-department loans in the past. The first loan was made in 2013 to pay off the high interest County loan for the Port Costa treatment plant upgrade work in 2007/2008, this loan was repaid in full in October 2018. A second inter-department loan was made in 2015 to pay-off the Municipal Finance loan for the same treatment plant project, and again to lower the interest rate Port Costa would pay on its debt while giving the Crockett Sanitary Department a higher interest return that they would have otherwise gotten from its investments in its Local Agency Investment Fund (LAIF).

<u>Port Costa Debt Outstanding</u>	<u>Interest Rate</u>	<u>Thru</u>	<u>Annual payment due 2020</u>
PY due CVSan	\$24,233	0%	-
Loan #2 from CVSAN	\$277,963	3.79% *	2025
			\$37,503

The Port Costa inter-department loan is variable, calculated annually at a rate 1.5% over LAIF and its annual payment is amortized with increasing payments up to \$43,097 ending in 2025.

## CROCKETT RATE STABILIZATION RESERVE

Bartle Wells Associates completed a Sewer Rate Study in 2012 which recommended building the Crockett reserve to \$2.5M over 10 years. The Crockett Sanitary Department is achieving its goal and is on track to reach this level by 2022, adding about \$200K per year to the reserve, from \$628,175 in June 30, 2013 to \$2,158,821 by the end of June 2020. The majority of the reserve funds are held in LAIF with a current interest rate of 2.29%.

The Crockett Sanitary Department Manager wants \$1.2 M of the reserve readily available as it may be required to pay increased treatment and collection costs during heavy rainy seasons and/or for increased costs at the Joint-Treatment Plant (JTP) related to the upcoming renegotiated Crockett/C&H Joint-Use-Agreement scheduled for implementation in 2024. While the State is currently experiencing a dry winter, weather patterns change, and the department must be ready. This leaves approximately \$900K that can be invested in something with longer terms and with a higher yield than what is currently being received from LAIF.

## **INVESTMENT POLICY**

The investment policy of the District is, in order of priority, to invest idle funds of the District with basic objectives of investment safety, liquidity, and yield. The preservation of invested capital shall be a paramount concern. Interest risk shall be controlled by limiting the term of all fixed yield investments to not greater than two years.

Another inter-department investment loan to Port Costa would tie up invested capital for 10 years. However, unlike a traditional investment vehicle, Port Costa would be making annual repayments to the Crockett Sanitary Department. The Board can waive the two-year investment policy requirement for the inter-department loan to Port Costa as it did in 2013 and 2015.

## **BENEFITS OF INTER-DEPARTMENT INVESTMENT**

Depending on the loan term, it is estimated that the Crockett Sanitary Department could earn an additional \$7,750 over the 10-year term based on a loan of \$100,000 with a rate of 1.5% over LAIF rate, calculated annually. A loan of \$50,000 with the same terms would result in an estimated \$3,875 for the Crockett Sanitary Department.

The Port Costa Sanitary Department could incrementally raise their sewer use charge over 10 years rather than impose a draconian increase in FY 20/21. Unless funds are identified, or services cut the SUC increase for the upcoming year could be as high as \$398.

## **RISKS**

There is a risk to the Port Costa Sanitary Department if LAIF interest rates were to rise as they would be paying more to the Crockett Sanitary Department than if they were able to identify and obtain private loan.

## **ACTION REQUESTED:**

Discuss the benefits, risks, and terms that would have to be considered to support a third inter-department loan to Port Costa.

For discussion, an amortization schedule is being provided showing \$100,000 and \$50,000 loans with a fixed 10-year term at 3.75%. Variable rate would be proposed in final agreement.

Any agreement would have to be between the two sanitary departments and ratified by the District Board.

Options for proposed Inter-department Loan from CVSan to PCSan

Loan Amount	\$100,000
Rate	3.75%
Term (fixed)	10-Years
Annual payments	Due Dec 31
Last Payment	Due June 30, 2030

**Installment Loan Amortization Schedule - \$100,000**

Date	Payment	Interest	Principal	Balance
31-Dec-20	\$6,004	\$1,843	\$4,161	\$95,839
31-Dec-21	\$12,007	\$3,448	\$8,559	\$87,280
31-Dec-22	\$12,007	\$3,121	\$8,886	\$78,394
31-Dec-23	\$12,007	\$2,782	\$9,225	\$69,169
31-Dec-24	\$12,007	\$2,430	\$9,577	\$59,592
31-Dec-25	\$12,007	\$2,065	\$9,942	\$49,650
31-Dec-26	\$12,008	\$1,686	\$10,322	\$39,328
31-Dec-27	\$12,008	\$1,292	\$10,716	\$28,612
31-Dec-28	\$12,007	\$883	\$11,124	\$17,488
31-Dec-29	\$12,008	\$459	\$11,549	\$5,939
30-Jun-30	\$6,004	\$65	\$5,939	\$0
	<b>\$120,074</b>	<b>\$20,074</b>	<b>\$100,000</b>	

Loan Amount	\$50,000
Rate	3.75%
Term (fixed)	10-Years
Annual payments	Due Dec 31
Last Payment	Due June 30, 2030

**Installment Loan Amortization Schedule - \$50,000**

Date	Payment	Interest	Principal	Balance
31-Dec-20	\$3,002	\$921	\$2,081	\$47,919
31-Dec-21	\$6,004	\$1,724	\$4,280	\$43,640
31-Dec-22	\$6,004	\$1,561	\$4,443	\$39,197
31-Dec-23	\$6,004	\$1,391	\$4,613	\$34,584
31-Dec-24	\$6,004	\$1,215	\$4,789	\$29,796
31-Dec-25	\$6,003	\$1,032	\$4,971	\$24,824
31-Dec-26	\$6,004	\$843	\$5,161	\$19,664
31-Dec-27	\$6,004	\$646	\$5,358	\$14,306
31-Dec-28	\$6,004	\$442	\$5,562	\$8,744
31-Dec-29	\$6,003	\$229	\$5,774	\$2,969
30-Jun-30	\$3,002	\$33	\$2,969	\$0

**FY 2020-21 CROCKETT SANITARY DEPARTMENT BUDGET - FUND 3426 DRAFT - 3/1/2020**

	PY 2018-19 Actual	FY 2019-20 Approved	FY 2019-20 Est. Year End	FY 2020-21 Draft Budget
<b>Collection System</b>				
Loan Principal	\$ 75,684	\$ 78,545	\$ 78,545	\$ 81,525
Gas, Fuel, Vehicle (District owned)	\$ 1,882	\$ 1,000	\$ 858	\$ 1,370
Insurance	\$ 32,321	\$ 35,918	\$ 34,848	\$ 37,611
West County O&M Pump Station	\$ 26,593	\$ 40,665	\$ 36,421	\$ 38,243
Prof. Services (Collection Sys) Non WCWD	\$ 7,804	\$ 12,000	\$ 5,498	\$ 6,000
Rent/Lease Easements	\$ 2,448	\$ 2,500	\$ 2,485	\$ 2,500
Maintenance (CSO) Paulsell & WCWD	\$ 86,499	\$ 89,682	\$ 91,488	\$ 97,878
Utilities	\$ 28,870	\$ 32,150	\$ 34,153	\$ 34,326
Cap. Replacement (O&M) Pump Station	\$ 2,079	\$ 30,300	\$ 19,170	\$ 34,000
Other	\$ 1,412	\$ 3,500	\$ 945	\$ 3,140
<b>Total Collection System</b>	<b>\$ 265,595</b>	<b>\$ 326,260</b>	<b>\$ 304,411</b>	<b>\$ 336,593</b>
<b>Treatment Plant</b>				
JTP Operations & Maint - C&H	\$ 684,771	\$ 720,123	\$ 665,574	\$ 707,840
Capital Replacement (O&M) JTP	\$ 20,267	\$ 11,893	\$ 7,219	\$ 11,893
<b>Total Treatment Plant</b>	<b>\$ 705,038</b>	<b>\$ 732,016</b>	<b>\$ 672,793</b>	<b>\$ 719,733</b>
<b>Administrative</b>				
Elections	\$ 1,051	\$ 0	\$ 0	\$ 0
Membership	\$ 4,681	\$ 4,800	\$ 4,750	\$ 4,800
Office - Supplies/Postal/Misc.	\$ 5,040	\$ 5,217	\$ 4,870	\$ 5,217
Professional Services (Admin)	\$ 8,981	\$ 61,905	\$ 45,683	\$ 33,494
Printing / Publishing	\$ 2,039	\$ 1,800	\$ 1,673	\$ 1,800
Rents/Leases - Office Space	\$ 2,400	\$ 3,000	\$ 3,000	\$ 30,000
Capital Replacement (Admin Bldg.)	\$ 0	\$ 0	\$ 0	\$ 46,000
Admin Bldg Office Operating	\$ 0	\$ 0	\$ 325	\$ 13,236
Travel/Meetings/Vehicle	\$ 683	\$ 800	\$ 718	\$ 800
Telephone and Internet	\$ 3,369	\$ 3,500	\$ 3,656	\$ 3,600
Software subscriptions	\$ 1,584	\$ 27,840	\$ 15,669	\$ 14,056
County & State Charges	\$ 6,618	\$ 6,650	\$ 6,877	\$ 7,358
Recoverable Expenses / Other Misc.	\$ 12,079	\$ 9,000	\$ 14,804	\$ 9,000
Training and Conferences	\$ 525	\$ 1,500	\$ 1,416	\$ 1,500
<b>Sub-Total Administrative</b>	<b>\$ 49,049</b>	<b>\$ 126,012</b>	<b>\$ 103,443</b>	<b>\$ 170,861</b>
Salaries and Benefits (O&M)	\$ 116,478	\$ 136,491	\$ 135,126	\$ 173,268
Other Payroll Exp. (WC liab, LTD, etc.)	\$ 6,396	\$ 100	\$ 8,118	\$ 8,408
<b>Total Administrative</b>	<b>\$ 171,923</b>	<b>\$ 262,603</b>	<b>\$ 246,687</b>	<b>\$ 352,537</b>
<b>Fixed Assets</b>				
Capital Projects Allocation	\$ 152,045	\$ 391,122	\$ 952,793	\$ 1,058,483
423 Other Non-Op Interfund trsfr to 3427	\$ 2,425	\$ 8,084	\$ 4,850	\$ 7,275
<b>Total Fixed Assets</b>	<b>\$ 154,470</b>	<b>\$ 399,206</b>	<b>957,643</b>	<b>1,065,758</b>
Interfund loan to Port Costa	\$ 0	\$ 0	\$ 0	\$ 100,000
Non-operation expenses	\$ 26,805	\$ 23,544	\$ 22,544	\$ 20,563
Contingency Expense 10%	\$ 0	\$ 132,088	\$ 0	\$ 140,886
Payroll Liability G/L Adjustment	\$ 499	\$ 0	\$ 0	\$ 0
<b>Total Expenditures</b>	<b>\$ 1,324,329</b>	<b>\$ #REF!</b>	<b>\$ 2,204,078</b>	<b>\$ 2,736,070</b>
<b>TOTAL APPROPRIATIONS</b>	<b>\$</b>	<b>\$ 2,169,206</b>	<b>\$</b>	<b>\$ 2,736,070</b>
<b>TOTAL REVENUES</b>				
Property Tax	\$ 323,000	\$ 305,920	\$ 305,920	\$ 310,887
Sewer Use Charges	\$ 1,333,295	\$ 1,328,293	\$ 1,329,063	\$ 1,423,521
Sewer Use Charges - C&H	\$ 190,967	\$ 190,967	\$ 190,967	\$ 198,224
Permit fees	\$ 1,800	\$ 3,000	\$ 2,747	\$ 3,000
Capacity charges	\$ 2,425	\$ 2,425	\$ 4,850	\$ 7,275
Building Rental Revenue	\$ 0	\$ 0	\$ 0	\$ 16,800
Interest (non-op)	\$ 63,046	\$ 69,351	\$ 70,077	\$ 29,874
Cost Recovery including payroll	\$ 13,437	\$ 2,000	\$ 8,133	\$ 2,000
Grants - RTS (non-op) and others	\$ 47,330	\$ 40,869	\$ 40,869	\$ 25,977
Interfund transfer 3427	\$ 11,599	\$ 106,387	\$ 16,862	\$ 681,387
Loan repayment from Port Costa	\$ 89,932	\$ 36,474	\$ 0	\$ 89,725
Other - Penalties, pass thru, bonds, etc.	\$ 14,206	\$ 14,082	\$ 10,776	\$ 11,221
Allocation from Rate Stabilization Reserve	\$ 0	\$ 0	\$ 0	\$ 0

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**CROCKETT SANITARY DEPARTMENT  
OPERATING BUDGET FY 2020/21 DRAFT (3/1/2020)**

	<u>PY Actual</u>	<u>Estimated</u>	<u>Draft Budget</u>
	<u>FY 17/18</u>	<u>FY 19/20</u>	<u>FY 20/21</u>
<b>GENERAL FUND 3426: CASH BUDGET DETAIL *****</b>			
<b>Opening Cash Balance</b>			
Contingency Fund roll-over *	-	-	-
Capital Account Balance Carryover	605,792.08	1,171,649.18	795,189.34
Rate Stabilization Reserve	1,822,184.98	2,023,036.24	2,158,820.77
<b>TOTAL OPENING CASH BALANCE</b>	<b>2,427,977.06</b>	<b>3,194,685.42</b>	<b>2,954,010.11</b>
<b>ESTIMATED REVENUES (excl. PCSan Repay &amp; 3427 Trns)</b>	1,989,505.33	1,963,402.38	2,028,779.00
Interdepartment receivable Port Costa Loans	89,931.51	0.00	89,725.00
Const. Fund 3427 Transfer for projects	11,599.31	16,862.03	681,387.00
<b>ESTIMATED O&amp;M OUTLAY EXPENSE</b>	<b>-1,142,554.07</b>	<b>-1,223,890.51</b>	<b>-1,408,863.00</b>
Interdepartment loan to Port Costa (#3)	0.00	0.00	-100,000.00
<b>ESTIMATED CAPITAL OUTLAY EXPENSE</b>	<b>-120,045.24</b>	<b>-920,793.14</b>	<b>-1,733,175.00</b>
Contingency Expense 10% *	0.00	0.00	-140,886.00
Non-Op Expense / Cash Bond Refunds	-26,804.98	-22,544.04	-20,563.00
Transfer to Capital Construction Fund # 3427 **	-34,425.00	-36,850.00	-39,275.00
Transfer from Capital Reserve Fund # 3429	0.00	0.00	0.00
Payroll Liability G/L Adjustment	-498.50	0.00	0.00
<b>TOTAL PROJECTED CLOSING YEAR-END CASH BALANCE</b>			
Capital Account Balance In Fund #3426	1,171,649.18	795,189.34	151,126.34
Rate Stabilization Reserve	2,023,036.24	2,158,820.77	2,260,012.77
<b>TOTAL PROJECTED CLOSING YEAR-END CASH BALANCE ***</b>	<b>3,183,086.11</b>	<b>2,954,010.11</b>	<b>2,311,139.11</b>

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

\*\* Includes Clarifier Reserve and Capacity Charges collected

\*\*\* Total excluding taxes held in 3240

**INVESTMENT ASSETS OUTSIDE FUND 3426 \*\*\*\*\***

Accrued Debt PCSan Beginning Balance	392,128.36	302,695.35	302,695.35
Interdepartment Loan #3 from CVSAN	0.00	0.00	100,000.00
Loan Prinipal Payments	-89,433.01	0.00	-89,725.00
<b>Accrued Debt PCSan Ending Balance</b>	<b>302,695.35</b>	<b>302,695.35</b>	<b>312,970.35</b>

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

Property Taxes Held in 3240 Beginning Balance	47,055.22	39,996.19	58,509.24
Property Taxes Held in 3240 Ending Balance	39,996.19	58,509.24	40,000.00
Difference (increase / decrease)	-7,059.03	18,513.05	-18,509.24



**CROCKETT SANITARY DEPARTMENT**  
**DRAFT BUDGET FY 2020/21 (3/1/2020)**

	<u>PY Actual</u>	<u>Budgeted</u>	<u>8-month</u> <u>Actuals</u>	<u>Estimated</u> <u>Current Year</u>	<u>Draft Budget</u>
	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 19/20</u>	<u>FY 19/20</u>	<u>FY 20/21</u>
<b>GENERAL FUND 3426 - Revenue</b>					
<b>3426i · FUND 3426 CVSAN. Revenue*****</b>					
<b>300 · OPERATING REVENUE</b>					
301.1 · SEWER USE CHARGES - CY **	1,333,295.01	1,328,293.00	1,329,063.00	1,329,063.00	1,423,521.00
301.2 · SEWER USE CHARGES - PY	0.00	0.00	0.00	0.00	0.00
301.3 · SEWER USE CHARGES - C&H **	190,966.95	190,967.00	143,225.20	190,966.99	198,224.00
302 & 306 · PERMIT FEES & MISC. SERVICE F	1,800.00	3,000.00	1,787.44	2,747.44	3,000.00
303 · CONNECTION / CAPACITY CHARGES	2,425.00	2,425.00	4,850.00	4,850.00	7,275.00
304 · BUILDING RENTAL REVENUE	0.00	0.00	0.00	0.00	16,800.00
307 · PENALTIES AND FINES COLLECTED	500.00	1,000.00	0.00	203.00	1,000.00
<b>318 · COST RECOVERY</b>					
318.2 · Abatement Costs	504.06	1,000.00	0.00	250.00	1,000.00
318.1 .3 .6 · C&H reimburse and Other	12,932.50	1,000.00	7,549.30	7,882.62	1,000.00
<b>Total 318 · COST RECOVERY</b>	<u>13,436.56</u>	<u>2,000.00</u>	<u>7,549.30</u>	<u>8,132.62</u>	<u>2,000.00</u>
<b>Total 300 · OPERATING REVENUE</b>	<u>1,542,423.52</u>	<u>1,527,685.00</u>	<u>1,486,474.94</u>	<u>1,535,963.05</u>	<u>1,651,820.00</u>
<b>325 · NON-OPERATING REVENUE</b>					
311 · INTEREST	63,046.28	69,351.00	51,470.28	70,077.49	29,874.00
314 · PROPERTY TAX-transfer from 3240	323,000.00	305,920.00	178,000.00	305,920.00	310,887.00
316 · PAYMENTS PRIVATE SEWER AGRMT	6,722.38	7,682.00	7,662.84	7,662.84	6,221.00
319 · GRANTS	47,330.00	40,869.00	0.00	40,869.00	25,977.00
320 · OTHER NON-OP INCOME / PASSTHRU	2,983.15	2,400.00	910.00	910.00	1,000.00
322 · INTERFUND TRANSFER FROM 3427	11,599.31	106,387.00	0.00	16,862.03	681,387.00
325.8 · CONTRACTOR BONDS	4,000.00	3,000.00	1,000.00	2,000.00	3,000.00
325.9 · INTERFUND LOAN PRINCIPAL PCSAN	89,931.51	36,474.00	0.00	0.00	89,725.00
<b>Total 325 · NON-OPERATING REVENUE</b>	<u>548,612.63</u>	<u>572,083.00</u>	<u>239,043.12</u>	<u>444,301.36</u>	<u>1,148,071.00</u>
Allocation from Rate Stabilization Reserve	0.00	0.00	0.00	0.00	0.00
Interfund G/L non-operating income adj.	0.00	0.00	0.00	0.00	0.00
<b>Total 3426i · FUND 3426 CVSAN. Revenue *****</b>	<u>2,091,036.15</u>	<u>2,099,768.00</u>	<u>1,725,518.06</u>	<u>1,980,264.41</u>	<u>2,799,891.00</u>

**CROCKETT SANITARY DEPARTMENT  
DRAFT BUDGET FY 2020/21 (3/1/2020)**

	<u>PY Actual</u>	<u>Budgeted</u>	<u>8-month</u> <u>Actuals</u>	<u>Estimated</u> <u>Current Year</u>	<u>Draft Budget</u>
	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 19/20</u>	<u>FY 19/20</u>	<u>FY 20/21</u>
<b>GENERAL FUND 3426 - Expense</b>					
<b>3426e · FUND 3426 CVSAN. Expense*****</b>					
<b>410 · COLLECTION SYSTEM *****</b>			<b>***** COLLECTION SYSTEM *****</b>		
410.211 · LOAN PRINCIPAL	75,684.46	78,545.00	78,545.40	78,545.40	81,525.00
410.25 · GAS, FUEL, OIL, MAINT (DIST. VEHIC)	1,881.96	1,000.00	524.83	858.15	1,370.00
410.30 · INSURANCE	32,321.37	35,918.00	34,724.67	34,847.77	37,611.00
410.50 · WEST COUNTY O&M (PS)	26,593.43	40,665.00	22,866.46	36,421.46	38,243.00
410.55 · PROF. SVCS. (Coll.)	7,804.32	12,000.00	2,497.50	5,497.50	6,000.00
410.65 · RENT/LEASE EASEMENTS	2,448.10	2,500.00	2,484.70	2,484.70	2,500.00
410.70 · MAINTENANCE			0.00		
70.1 · Sewers - preventive maint.	83,874.54	86,882.00	59,670.20	88,630.88	94,878.00
70.2 70.3 70.4 · Weeds, Hardware, & Repairs	2,624.76	2,800.00	397.12	2,857.12	3,000.00
<b>Total 410.70 · MAINTENANCE</b>	<b>86,499.30</b>	<b>89,682.00</b>	<b>60,067.32</b>	<b>91,488.00</b>	<b>97,878.00</b>
<b>410.90 · UTILITIES</b>					
90.6 · Autodialer Alarm	0.00	0.00	1,575.36	1,803.36	717.00
90.1 · Electricity	27,943.44	31,016.00	20,106.92	30,430.52	31,952.00
90.2 · Water	926.29	1,134.00	1,240.73	1,918.73	1,657.00
<b>Total 410.90 · UTILITIES</b>	<b>28,869.73</b>	<b>32,150.00</b>	<b>22,923.01</b>	<b>34,152.61</b>	<b>34,326.00</b>
<b>410.95 · OTHER OPERATING (Coll.)</b>					
95.1 · Capital Repl. - Pump Station	2,078.84	30,300.00	9,570.00	19,170.00	34,000.00
95.2 · Other Operating Costs + HHW	1,412.00	3,500.00	0.00	945.00	3,140.00
<b>Total 410.95 · OTHER OPERATING (Coll.)</b>	<b>3,490.84</b>	<b>33,800.00</b>	<b>9,570.00</b>	<b>20,115.00</b>	<b>37,140.00</b>
<b>Total 410 · COLLECTION SYSTEM *****</b>	<b>265,593.51</b>	<b>326,260.00</b>	<b>234,203.89</b>	<b>304,410.59</b>	<b>336,593.00</b>
<b>411 · TREATMENT PLANT *****</b>			<b>***** TREATMENT PLANT *****</b>		
411.50 · C&H - JTP O&M	684,770.52	720,123.00	436,442.80	665,574.00	707,840.00
411.95 · CAPITAL REPLACEMENT (Treat)	20,267.07	11,893.00	3,751.00	7,219.00	11,893.00
<b>Total 411 · TREATMENT PLANT *****</b>	<b>705,037.59</b>	<b>732,016.00</b>	<b>440,193.80</b>	<b>672,793.00</b>	<b>719,733.00</b>
<b>414 · ADMINISTRATIVE *****</b>			<b>***** ADMINSTRATIVE *****</b>		
414.20 · ELECTIONS	1,051.23	0.00	0.00	0.00	0.00
414.35 · MEMBERSHIPS	4,680.52	4,800.00	4,650.43	4,750.43	4,800.00
<b>414.40 · OFFICE</b>					
40.1 · Postal	1,523.61	1,400.00	881.35	1,014.67	1,400.00
40.2 · Supplies	1,842.34	2,017.00	1,913.82	2,754.47	2,017.00
40.3 · Miscellany	1,674.00	1,800.00	501.27	1,101.27	1,800.00
<b>Total 414.40 · OFFICE</b>	<b>5,039.95</b>	<b>5,217.00</b>	<b>3,296.44</b>	<b>4,870.41</b>	<b>5,217.00</b>
<b>414.55 · PROF. SVCS. (Admin.)</b>					
55.7 · Consultants (Appraisal / Financial / RG)	0.00	0.00	7,372.44	8,377.44	3,577.00
55.4 · Attorney	5,181.39	6,250.00	8,219.31	10,302.63	11,333.00
55.5 · Auditor	3,799.24	5,655.00	6,270.34	6,270.34	6,584.00
55.6 · Engineer / Consultants (non-Capl)	0.00	50,000.00	6,732.75	20,732.75	12,000.00
<b>Total 414.55 · PROF. SVCS. (Admin.)</b>	<b>8,980.63</b>	<b>61,905.00</b>	<b>28,594.84</b>	<b>45,683.16</b>	<b>33,494.00</b>

**CROCKETT SANITARY DEPARTMENT  
DRAFT BUDGET FY 2020/21 (3/1/2020)**

	<u>PY Actual</u>	<u>Budgeted</u>	<u>8-month</u> <u>Actuals</u>	<u>Estimated</u> <u>Current Year</u>	<u>Draft Budget</u>
	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 19/20</u>	<u>FY 19/20</u>	<u>FY 20/21</u>
414.60 · PRINTING/PUBLISHING	2,038.81	1,800.00	1,072.83	1,672.83	1,800.00
414.65 · RENTS & LEASES	2,400.00	3,000.00	3,000.00	3,000.00	30,000.00
414.70 · CAPITAL REPL. (Admin Bid.)	0.00	0.00	0.00	0.00	46,000.00
414.75 · ADMIN BLDG OFFICE OPERATING	0.00	0.00	0.00	325.00	13,236.00
414.80 · VEHICLE / TRAVEL REIMBURSE	682.76	800.00	451.53	718.21	800.00
414.90 · TELEPHONE / INTERNET / CELL	3,369.14	3,500.00	2,197.66	3,656.01	3,600.00
414.94 · SOFTWARE SUBSCRIPTIONS	1,583.57	27,840.00	13,748.99	15,668.99	14,056.00
414.95 · OTHER ADMIN					
95.3 · County & State Charges	6,618.48	6,650.00	6,757.22	6,877.22	7,358.00
95.x · Recoverable exp. (excl. Payroll)	9,052.45	8,000.00	13,236.12	13,902.80	8,000.00
95.9 · Training and Conferences	525.39	1,500.00	1,416.48	1,416.48	1,500.00
95 · SUC Refund and Other Misc.	3,026.15	1,000.00	901.31	901.31	1,000.00
<b>Total 414.95 · OTHER ADMIN</b>	<b>19,222.47</b>	<b>17,150.00</b>	<b>22,311.13</b>	<b>23,097.81</b>	<b>17,858.00</b>
<b>Total 414 · ADMINISTRATIVE *****</b>	<b>49,049.08</b>	<b>126,012.00</b>	<b>79,323.85</b>	<b>103,442.85</b>	<b>170,861.00</b>
<b>Total 3426e · SUB-TOTAL O&amp;M Expense*****</b>	<b>1,019,680.18</b>	<b>1,184,288.00</b>	<b>753,721.54</b>	<b>1,080,646.44</b>	<b>1,227,187.00</b>
<b>6560 · PAYROLL EXPENSES *****</b>					
<b>CVSan - O&amp;M SALARY/BENEFITS</b>					
General Manager / Dept. Manager	59,822.16	67,737.00	42,024.80	63,037.20	68,080.00
Asst. Department Manager	48,882.10	56,216.00	33,331.78	56,166.98	57,852.00
Assistant District Secretary	7,141.19	9,538.00	3,743.74	5,599.74	6,440.00
Other hourly employees	632.28	3,000.00	4,290.50	10,322.50	40,896.00
<b>Total CVSan O&amp;M SALARY/BENEFITS</b>	<b>116,477.73</b>	<b>136,491.00</b>	<b>83,390.82</b>	<b>135,126.42</b>	<b>173,268.00</b>
Other Payroll (CalPER Unfnd/LTD/WC prem)	6,396.16	100.00	7,917.65	8,117.65	8,408.00
<b>Total 6560 · PAYROLL O&amp;M EXPENSES *****</b>	<b>122,873.89</b>	<b>136,591.00</b>	<b>91,308.47</b>	<b>143,244.07</b>	<b>181,676.00</b>
<b>Total O&amp;M Expense</b>	<b>1,142,554.07</b>	<b>1,320,879.00</b>	<b>845,030.01</b>	<b>1,223,890.51</b>	<b>1,408,863.00</b>
411.99 Other Non-Op Interfund trsfr to 3427	2,425.00	8,084.00	4,850.00	4,850.00	7,275.00
423.1 Loan Interest Non-Op Expense	23,404.98	20,544.00	20,544.04	20,544.04	17,563.00
423 Non-Op Expense Other / Cash Bond Refund	3,400.00	3,000.00	1,000.00	2,000.00	3,000.00
Contingency Expense 10%		132,088.00			140,886.00
111 Capital Project Funding Allocation		391,122.00			1,058,483.00
<i>Actual spent on Capital Projects</i>	120,045.24		120,045.24	920,793.14	
411.98 Trnsfr to 3427 for 3rd-clarifier capx reser	32,000.00		32,000.00	32,000.00	
Interdepartment loan to Port Costa (#3)	0.00	0.00	0.00	0.00	100,000.00
Payroll Liability G/L Adjustment	498.50	0.00	0.00	0.00	0.00
<b>TOTAL EXPENSE (w/ Capital Alloc. &amp; Contingency)</b>	<b>1,324,327.79</b>	<b>1,875,717.00</b>	<b>1,023,469.29</b>	<b>2,204,077.69</b>	<b>2,736,070.00</b>
<b>NET BUDGET EXCESS or (DEFICIT)</b>	<b>766,708.36</b>	<b>224,051.00</b>	<b>702,048.77</b>	<b>-223,813.28</b>	<b>63,821.00</b>

**CROCKETT SANITARY DEPARTMENT  
OPERATING BUDGET FY 2020/21 DRAFT (3/1/20)**

	<u>PY Actual</u>	<u>Budgeted</u>	<u>Estimated Yearly</u>	<u>Draft Budget</u>
	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>Totals</u>	<u>FY 20/21</u>
			<u>FY 19/20</u>	
<b>CONSTRUCTION FUND 3427: BUDGET DETAIL *****</b>				
Opening Cash Balance	871,741.96	913,864.84	913,864.84	954,930.48
Interest (non-operating)	19,384.19	21,322.13	21,164.67	10,582.00
Connection Fees / Capacity Charges *	2,425.00	8,084.00	4,850.00	7,275.00
Misc. Fees	0.00	0.00	0.00	0.00
Annexation Fees	0.00	0.00	0.00	0.00
Investment Fees	-87.00	-88.00	-87.00	-60.00
Transfer for JTP Plant Cap Impr.	-11,599.31	-106,387.00	-16,862.03	-106,387.00
Transfer for PS & collec sewer Cap Impr.	0.00	0.00	0.00	-575,000.00
Interfund Transfers - to JTP CapX Reserves *	32,000.00	32,000.00	32,000.00	32,000.00
<b>YEAR-END BALANCE</b>	<u>913,864.84</u>	<u>868,795.97</u>	<u>954,930.48</u>	<u>323,340.48</u>

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

Opening Cash Balance	67,924.25	69,450.66	69,450.66	71,118.35
Loans	0.00	0.00	0.00	0.00
Interfund Transfers	0.00	0.00	0.00	0.00
Interest (non-operating)	1,534.41	1,841.31	1,675.69	1,591.00
Cost Recovery	0.00	0.00	0.00	0.00
Investment Fees	-8.00	-8.00	-8.00	-8.00
Interfund Transfers	0.00	0.00	0.00	0.00
<b>YEAR-END BALANCE</b>	<u>69,450.66</u>	<u>71,283.97</u>	<u>71,118.35</u>	<u>72,701.35</u>

\* JTP Capital Improvement Reserve Breakdown

	<u>Balance</u>	<u>Allocated In</u>	<u>Ending Reserve</u>	<u>Est. District</u>
	<u>Carried</u>	<u>FY 20/21</u>	<u>Balance June</u>	<u>Share of</u>
	<u>Forward</u>		<u>30, 2021</u>	<u>Project Costs</u>
Third Clarifier (Polishing) Reserve	288,000.00	0.00	288,000.00	324,363.00
Diffuser Membranes #1, #2, #3	96,000.00	32,000.00	128,000.00	141,596.00
<b>TOTAL</b>	<u>384,000.00</u>		<u>416,000.00</u>	<u>465,959.00</u>

**CROCKETT SANITARY DEPARTMENT  
OPERATING BUDGET FY 2020/21 DRAFT A (3/1/2020)**

	<u>Funding Carryover</u>	<u>Funded</u>	<u>Estimated Spending</u>	<u>Estimated Balance</u>
	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 19/20</u>	<u>June 30, 2020</u>
<b>CAPITAL BUDGET DETAIL *****</b>				
<b>Capital Project Cost Centers</b>	+	+	-	=
Sewers (collection system)	665,681.50	345,241.00	886,866.33	124,056.17
Pump Station	593,679.88	0.00	16,564.78	577,115.10
Treatment Plant	101,424.47	5,456.00	16,862.03	90,018.44
JTP Cap Reserve to Fund 3427	0.00	32,000.00	32,000.00	0.00
Equipment	-3,925.37	8,425.00	500.00	3,999.63
Other	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<u>1,356,860.48</u>	<u>391,122.00</u>	<u>952,793.14</u>	<u>795,189.34</u>

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

	<u>Funding Carryover</u>	<u>Capital Improvements Identified</u>		<u>Draft Budget Allocation</u>
	<u>FY 20/21</u>	<u>FY 20/21</u>		<u>FY 20/21</u>
<b>Capital Projects Cost Centers</b>	-	+	<i>Contingency **</i>	=
Sewer Projects	124,056.17	971,488.00	10%	932,175.00
Pump Station	577,115.10	578,300.00	10%	1,303.00
Treatment Plant	90,018.44	106,387.00	10%	18,005.00
JTP Cap Reserve *	0.00	32,000.00		32,000.00
Equipment	3,999.63	2,000.00		0.00
Admin Bldg.	0.00	75,000.00		75,000.00
<b>TOTAL</b>	<u>795,189.34</u>	<u>1,765,175.00</u>		<u>1,058,483.00</u>

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


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

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

# CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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TO: Crockett Sanitary Commissioners / Board of Directors  
FROM: General Manager   
SUBJECT: Crockett Sanitary Department Managers Report  
DATE: March 3, 2020

The Crockett Sanitary Department Managers Report highlights items of interest that occurred between February 12, 2020 and March 3, 2020.

## Operation and Maintenance

- There were no Sanitary Sewer Overflows (SSOs) reported in February.
- Staff responded to three incidents during February; EBMUD water break, exposed lateral pipe through 303 Heald, water saturating ground behind 724 Alhambra.
- Broken loop and lock at waterfront gravel lock reported to State Lands Commission.
- Staff has issued nine private lateral permits that are pending inspection.

## Capital Improvements / Projects

- Atherton/Cooke Project C-1002 substantially completed, anticipated final in the coming weeks. Resolution accepting sewer to be presented to Board.
- CCTV Project #19-TV inspections have been completed. Staff to begin CCTV review in March and assign severity index rating accordingly.
- Remaining Alexander easement sewer N-33-08 to N-33-07 replaced by El Sobrante Sewer.
- Spot repair on Pomona sewer E-00-03 to E-00-02, along with repair is behind the retaining wall on Pomona at 1<sup>st</sup> Avenue and installation of a new manhole on marina sewer at the base of the hill off Dowrelia Drive contracted with APB Engineering.
- Staff has been communicating with BKF Engineers on the Carquinez Middle School replacement campus project and have communicated the need to protect public sewer.

## Administrative/Financial:

- Annual Pollution Prevention Plan (PPP) report filed by February 28 deadline.
- EBMUD Water Use Data study completed.
- General Manager McDonald spent approximately 41% of his time towards Crockett Sanitary Department operations and 2% on Capital Projects in February. The rest of his time was spent on District business 17%, Recreation and PLC 12%, Maintenance 1%, Port Costa 9%, and 18% towards the Hosselkus Chapel property acquisition. He worked a total of 226 hours in February, excluding holiday, including 74 hours of overtime.

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