

CROCKETT SANITARY COMMISSION

Regular Business Meeting AGENDA FOR WEDNESDAY, JUNE 19, 2019

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

The Crockett Sanitary Commission is an agent of the Crockett Community Services District.

1. CALL TO ORDER – ROLL CALL
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:
(The Board is prohibited from discussing items not on this agenda. Matters brought up that are not on the agenda may be referred to staff for action or calendared on a future agenda.)
4. PUBLIC HEARINGS:
 - a. Hearing on violation of District Ordinance No. 18-1, improperly installed cleanout cap is causing inflow of surface water, 2 Crolona Heights (APN 354-095-004).
 - b. Hearing on violation of District Ordinance No. 18-1, deteriorated building sewer causing inflow of surface water, 545 Winslow Street (APN 354-075-005).
 - c. Hearing on violation of District Ordinance No. 18-1, deteriorated building sewer causing inflow of surface water, 601 Winslow Street (APN 354-074-011).
 - d. Hearing on violation of District Ordinance No. 07-1 (Lateral Inspection), 14 Rolph Park Drive (APN 354-272-010).
5. CONSENT CALENDAR: Consideration of a motion to approve the following item:
(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 May 15, 2019.
6. REPORT OF CONSULTING ENGINEER:
7. WASTEWATER:
 - a. Consider report on enforcement actions.
 - b. Receive Crockett Sewer Use Charge Study Report for FY 2019/20.
8. BUDGET AND FINANCE:
 - a. Receive 11-month FY 2018/19 financial report and proposed budget for FY 2019/20.

- b. Consider monthly Summary Worksheet and staff report on other financial matters.

9. ADMINISTRATIVE:

- a. Receive notice of public hearing to be held on June 26, 2019 and draft resolution overruling objections to the method of collection of sewer service charges for Crockett.

- b. Consider report on actions taken by the District Board.

10. REPORT OF DEPARTMENT MANAGER: (These items are typically for exchange of information only. No action will be taken at this time.)

- a. Operations, maintenance and capital improvements.

- b. Governmental matters.

- c. Announcements and discussion.

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

- a. Wastewater Committee – Members Bartlebaugh and Manzione

- b. Budget & Finance Committee – Members Wolthuis and Adams

- c. Ad Hoc Committees:

- d. Inter-agency meetings:

12. FUTURE AGENDA ITEMS:

Authorization of capital projects (July).

Consider recommended enforcement actions.

Lateral repair bids.

Consider comprehensive rehabilitation program.

Recommend award of contract(s)

Recommend payment for sewer project(s).

13. COMMENTS FROM COMMISSIONERS:

14. ADJOURNMENT to July 17, 2019.

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

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

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

June 1, 2019

Michel and Amanda LaPointe
2 Crolona Heights Drive
Crockett, CA 94525

NOTICE OF PUBLIC HEARING

2 Crolona Heights, Crockett, CA 94525
APN 354-095-004

As the owner of the above referenced property, you have previously been notified by the Crockett Sanitary Department that your property is in violation of District Ordinance No. 18-1, the District Code and Standard Specifications for the reason that a missing or improperly installed cleanout cap is causing inflow of surface water into the Crockett Sanitary sewer system. The Notice of Violation dated January 31, 2019, was duly mailed to you at your address of record. On April 17, the Crockett Sanitary Commission instructed staff to record the Notice of Violation with the County Recorder and schedule a second hearing.

The Crockett Sanitary Commission will consider this violation and available remedies at a public hearing to be held at 7:00 PM on June 19, 2019, at the Crockett Community Center, 850 Pomona Avenue, Crockett. Your failure to correct the deficiencies by this deadline is likely to result in the following actions taken by the Board:

- a. If manufactured cap is installed on cleanout, or Sewer Popper™ or similar backflow prevention device is installed, and Crockett Sanitary Department staff has inspected installation on or before the above hearing date, staff will recommend cancelling the hearing.
- a. Otherwise, staff will recommend imposing a fine of \$200 against the property, as allowed by Administrative Enforcement Ordinance No. 10-1 and set by Government Code Section 36900(b), and
- b. Recommend a third public hearing be scheduled to address the Notice of Violation of Ordinance No. 18-1 and all available remedies under the law including a possible additional fine of \$300.

Please be advised that all costs incurred by the Sanitary Department regarding this enforcement action, including recording fees, are the responsibility of the property owner and unless paid will be recovered from the property owner on the next property tax roll. Attention to these matters is required.

You are invited to attend the public hearing to be held at 7:00 PM on June 19, 2019 at the Crockett Community Center, 850 Pomona Ave., Crockett. Please call us with any questions that you might have.

Sincerely,


Dale McDonald
General Manager

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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June 1, 2019

Antonia Ramirez TRE
545 Winslow Street
Crockett, CA 94525

NOTICE OF PUBLIC HEARING

545 Winslow Street Crockett, CA 94525
APN 354-075-005

As the owner of the above referenced property, you have previously been notified by the Crockett Sanitary Department that your property is in violation of District Ordinance No. 18-1, the District Code and Standard Specifications for the reason that a broken, damaged, or severely deteriorated building sewer is causing inflow of surface water into the Crockett Sanitary sewer system. The Notice of Violation dated March 29, 2019, was duly mailed to you at your address of record. A deficiency report was issued identifying the need to replace your building sewer.

The Crockett Sanitary Commission will consider this violation and available remedies at a public hearing to be held at 7:00 PM on June 19, 2019, at the Crockett Community Center, 850 Pomona Avenue, Crockett. Your failure to correct the deficiencies by this deadline is likely to result in the following actions taken by the Board:

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

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

You are invited to attend the public hearing to be held at 7:00 PM on June 19, 2019 at the Crockett Community Center, 850 Pomona Avenue, Crockett. Please call us at 787-2992 with any questions that you might have.

Sincerely,



Dale McDonald
General Manager

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Commissioners: Howard Adams, Scott Bartlebaugh, Mark Manzione, Mary Wais, Jon Wolthuis

4.b.

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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June 1, 2019

Richard L. Rutherford and Steve Rice
601 Winslow Street
Crockett, CA 94525

NOTICE OF CONTINUED PUBLIC HEARING

601 Winslow Street, Crockett, CA 94525
APN 354-074-011

As the owner of the above referenced property, you have previously been notified by the Crockett Sanitary Department that your property is in violation of District Ordinance No. 18-1, the District Code and Standard Specifications for the reason that a broken, damaged, or severely deteriorated building sewer is causing inflow of surface water into the Crockett Sanitary sewer system. The public hearing of May 15, 2019 was continued to allow a video inspection to be turned into the Crockett Sanitary Department for review. To date the inspection has not been received.

The Crockett Sanitary Commission will consider this violation and available remedies at a public hearing to be held at 7:00 PM on June 19, 2019, at the Crockett Community Center, 850 Pomona Avenue, Crockett. Your failure to correct the deficiencies by this deadline is likely to result in the following actions taken by the Board:

- a) Staff will recommend recording the Notice with the County Recorder at the property owners expense unless a signed contract for repair or replacement of the building sewer has been submitted to the Crockett Sanitary Department on or before the above hearing date; and
- b) Recommend a second public hearing be scheduled to address the Notice of Violation of Ordinance No. 18-1 and all available remedies under the law, including imposing a fine of \$200 against the property, as allowed by Administrative Enforcement Ordinance No. 10-1 and set by Government Code Section 36900(b).

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

You are invited to attend the public hearing to be held at 7:00 PM on June 19, 2019 at the Crockett Community Center, 850 Pomona Avenue, Crockett. You can request a hardship extension at or before the hearing. Please call us at 787-2992 with any questions.

Sincerely,



Dale McDonald
General Manager

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of the Crockett Community Services District

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June 1, 2019

Paul and Carmella Pastori
14 Rolph Park Drive
Crockett, CA 94525

NOTICE OF PUBLIC HEARING

14 Rolph Park Drive, Crockett, CA 94525
APN 354-272-010

As the owner of the above referenced property, you have previously been notified by the Crockett Sanitary Department that your property is in violation of District Ordinance No. 07-1, the District Code and Standard Specifications. The Notice of Violation dated April 3, 2019, was duly mailed to you at your address of record. A deficiency report was issued requiring repair of the building sewer.

The Crockett Sanitary Commission will consider this violation and available remedies at a public hearing to be held at 7:00 PM on June 19, 2019, at the Crockett Community Center, 850 Pomona Avenue, Crockett. Your failure to correct the deficiencies by this deadline is likely to result in the following actions taken by the Board:

- a. Staff will recommend recording the Notice with the County Recorder at the property owners expense and;
- b. If a contract for repair or replacement of the building sewer has been submitted to the Crockett Sanitary Department on or before the above hearing date, staff will recommend continuing the hearing for one month.
- c. Otherwise, recommend a second public hearing be scheduled to address the Notice of Violation of Ordinance No. 07-1 and all available remedies under the law, including imposing a fine of \$100 against the property, as allowed by Administrative Enforcement Ordinance No. 10-1 and set by Government Code Section 36900(b)

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

You are invited to attend the public hearing to be held at 7:00 PM on June 19, 2019 at the Crockett Community Center, 850 Pomona Avenue, Crockett. Please call us at 787-2992 with any questions that you might have.

Sincerely,



Dale McDonald
General Manager

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Commissioners: Howard Adams, Scott Bartlebaugh, Mark Manzione, Mary Wais, Jon Wolthuis

4.d.

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MINUTES OF REGULAR MEETING, MAY 15, 2019

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Wais. Present were Commissioners Bartlebaugh, Manzione and Wolhuis, along with General Manager McDonald and Asst. Secretary Witschi. Commissioner Adams and Assistant Dept. Manager Barnhill were absent.
2. AGENDA ORDER: There were no requests to change the agenda order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING 601 WINSLOW: Mr. McDonald reported that the owner of the property has contracted with a company to provide a video inspection of the sewer. The video inspection is pending. A motion to continue the public hearing for one month carried unanimously (mm/sb).
5. CONSENT CALENDAR: The consent items were approved unanimously (jb/mm):
 - a. Approve Minutes of April 17, 2019, as amended, with one word addition to the minutes item 9.a. "...does not *equally* benefit....".
 - b. Receive Status Report on outstanding issues.
 - c. Receive Agency Comment letter sent to Department of Conservation Department; County File #LP19-2017 land use application for public park along waterfront.
 - d. Receive draft letter from the Board of Supervisors to State Lands Commission; request to proceed to seek new commercial tenant for 501 Port Street, Crockett.
6. REPORT OF CONSULTING ENGINEER: None
- 7.a. ENFORCEMENT ACTIONS: Mr. McDonald presented the Status Report on Enforcement Actions. Mr. Bartlebaugh asked the status of 2 Colona Heights smoke test violation. Mr. McDonald said the Notice of Violation was recorded and a public hearing on the issue will be scheduled for June 19.
- 7.b. MODIFICATION TO STANDARD SPECIFICATIONS: Mr. McDonald presented a memo outlining the need to revise the Crockett Community Services District Standard Specifications. He said District Code Section 9.08.060 allows addenda to be issued periodically by Resolution. Draft revisions with additions underlined and deletions ~~struck~~ was presented to the Commission. After questions and discussion by the Commission a motion to approve the modification to Standard Specification for design, construction, and use of sanitary sewers as presented to 1) allow common laterals to remain if both buildings are on the same parcel, 2) add section on Horizontal Directional Drilling, 3) update specifications to allow PVC pipe to be used for gravity sewers, and 4) add Backwater Prevention Device materials list to standard drawings carried unanimously (jw/mm). A Resolution will be drafted and presented to the District Board.

8.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments was handed out and examined by the Commission. Mr. McDonald reported various fund transfers including property tax and Advance-on-Taxes has been converted and moved to the cash account. He said the department earned \$17K in interest on Crockett Sanitary Department investment accounts this quarter.

8.b. AUTHORIZE PAYMENT FOR SEWER REPAIR: Mr. McDonald reported the spot sewer repair next to the library had to be expanded to a full line replacement due to major tree roots and unmarked utilities impacting repair. As such the project costs exceeded the previously approved funding. Unidentified sewer projects funding remains available in the budget for this extra work and staff is recommending approval of payment for work completed. A motion to approve payment of \$40,805.42 to L.R. Paulsell Consulting for emergency sewer replacement of line segment C-14-01 to C-00-14; 100' of 8" HDPE pipe installed, carried unanimously (mm/sb).

9.a. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in April. He said the Board approved (1) establishing informal bidding procedures under the California Uniform Public Construction Cost Accounting Act (CUPCCAA) and the adoption of Ordinance 19-1; (2) entering into agreement with Regional Government Services Authority (RGS) to provide training to all employees on sexual harassment in the workplace along with other Human Resources and administrative support; (3) confirmed no Sewer Use Charge rate increase for either Crockett or Port Costa for FY 2019/20; and (4) adopted policy on fiscal sponsorship for Crockett Community Foundation Grant applicants who are not tax-exempt charities.

9.b. REPRESENTATIVE TO PARTICIPATE : Mr. McDonald asked Commissioners if one of them would like to participate in the development of the Cost Allocation Rates for FY 2019/20. Commissioner Manzione said he would like to participate. Commissioner Wais said she would like to observe. Mr. McDonald said the meeting is tentatively scheduled for June 13 at 3:00 pm.

10.a. STAFF REPORT ON OPERATIONS: Mr. McDonald presented the manager's report. He said one Category 3 Sanitary Sewer Overflow (SSO) in April was caused by paper hung up on offset in sewer at the top of 2nd Avenue of a recently cleared line. Commissioner Bartlebaugh asked if cleaning was lower in April. Mr. McDonald said totals were lower in April but this is by design. He said other months are higher as reflected by the Monthly Maintenance Summary yearly totals reported.

10.b. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. McDonald reported the following Legislative and Regulatory updates:

- Both SB332, the ocean discharge ban, and SB 69, the ocean denitrification mandate, will be heard in the Senate Appropriations Committee.
- AB 1672, flushable and non-flushable wipes labeling, will be heard by Assembly Appropriations Committee.
- All of the bills on the Senate and Assembly "suspense files" will be voted on during simultaneous hearings on Thursday, May 16.

10.c. STAFF ANNOUNCEMENTS: None

11.a. WASTEWATER COMMITTEE REPORT: None

11.b. BUDGET & FINANCE COMMITTEE REPORT: None

11.c. AD HOC COMMITTEES REPORT: None

11.d. INTER-AGENCY MEETINGS: None

12. FUTURE AGENDA ITEMS:

Consider recommended enforcement actions.
Lateral repair bids.
Consider comprehensive rehabilitation program.
Recommend award of contract(s)
Recommend payment for sewer project(s).

13. COMMISSIONER COMMENTS: Commissioner Bartlebaugh would like to schedule a tour of the facility. Commissioner Manzione also expressed his interest to attend. Mr. McDonald said he is waiting to hear back from C&H on access requirements to the Joint Treatment Plant. Commissioner Wais said the San Francisco Bay Conservation and Development Commission (BCDC) have been taken to the whipping shed after a State audit said they have not been doing their job effectively.

14. ADJOURNMENT: The meeting was adjourned at 7:35 PM until June 19, 2019.

Respectfully submitted,



Susan Witschi
May 16, 2019

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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TO: Crockett Sanitary Commission

FROM: General Manager 

SUBJECT: Status Report on Recent Enforcement Actions

DATE: June 11, 2019

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

The following properties had recent enforcement actions:

1. 358 DUPERU DRIVE– Deficiency Report issued. Staff re-reviewed video inspection and confirmed one offset fits the criteria used to determine whether a certificate of compliance can be issued. The defect does not appear to be severe enough to allow infiltration as rubber coupling appears be holding wastewater. Staff is willing to postpone enforcement action to allow the new property owner to save money to perform the work at a future date. Backflow prevention device would abate any concern from backup into the building.
2. 154 DUPERU DRIVE– Deficiency Report issued. Offered Access Repair Agreement to prospective owners as there was concern on cost to replace the sewer.
3. 536 EDWARDS STREET– Permit issued for repair of lateral connection to sewer. Staff coordinating with contractor for possible install of rodding inlet at end of line, depending on site condition.

Enforcement action on the following property has been postponed:

1. 65 BALDWIN AVENUE– Owner is under contract to replace the building sewer. Scheduling for sewer work has been delayed and first available date by Sewer Connection is in September 2019. This is not the first property owner who has found it difficult to get sewer replacement done in a reasonable time frame.
2. 574 ALHAMBRA AVENUE – Forced video inspection pending legal advice on entering private property for non-emergency work. Hearing to be scheduled to hire a licensed contractor to perform video inspection as required by Ordinance No. 07-1. Imposed fines will be considered for placement on tax roll for FY 19/20.

There are approximately 15 additional properties in various stages of enforcement, some requiring legal advice and other various complex situations that need individual attention. Staff is hoping to address backlog in August.

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

FROM: The General Manager

SUBJECT: CROCKETT Sewer Use Charge Study, FY 2019/2020

INTRODUCTION

A full Sewer Use Charge Study report is performed when the Crockett Community Services District needs to consider raising the sewer service charge fee. For the upcoming fiscal year (July 1, 2019 through June 30, 2020) an initial review of costs expected to be incurred for operating and maintenance costs and capital costs of the Crockett Sanitary Department indicated a sewer service charge increase would not be necessary.

As such, a full financial study is not warranted and was not completed as part of this report. The Crockett Sanitary Commission supported the recommendation of the General Manager not to move forward with a full study and to keep the sewer service charge fee unchanged for fiscal year 2019/20.

DISTRICT ORGANIZATION

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

BACKGROUND

The small town of Crockett has a population of 3,094 people as of the 2010 census. Within the District's boundaries there are 1,179 properties receiving sewer service. At one time, the major source of income for O&M&R expenses was from property taxes. Since the passage of Proposition 13, however, only a portion of property taxes has been available for O&M&R expenses. The major part of O&M&R expenses is now covered by charges for sewer service. From the revenue collected, the Crockett Sanitary Dept. must pay for operating and maintenance expenses and capital replacements (O&M&R), plus capital improvements and long-term debt service.

FUTURE OPERATING REQUIREMENTS

The Department is currently in the 43rd year of a federally mandated wastewater treatment program with all of its facilities in operation. The initial cost of this program was covered by federal and state grants and by a bond issue passed in 1977.

State, regional and county regulatory agencies imposed many new requirements on sanitary agencies through the 1990's to the present. These changes have resulted in significant increases in operating costs over the years. A new NPDES discharge permit was issued in 2018 with similar requirements as the previous 2012 permit.

In June 2012, an independent comprehensive sewer rate study was completed by Bartle Wells Associates (BWA) for the Crockett Sanitary Department. It included a financial review and 10-year capital improvement plan. BWA recommended that the District continue to build fund reserves up to a level of \$2.5 million over the next 10 years. Including 10-year expense projections BWA recommended raising rates 7% each year for the first three years and 6% in FY 2016/17 through FY 2021/22 in order to fund the District's projected costs of service including operating and capital needs. The Crockett Sanitary Commission considered the recommendations and decided to implement lower rate increases in the neighborhood of 4% to 6% annually over a longer period to build up reserves. Staff evaluates the reserve annually and calculates what amount needs to be allocated to the rate stabilization reserve. No allocation is required in FY 2019/20.

A review of current and forecasted operating requirements indicates that next year's operating budget should include at least the following items:

1. Sewage Treatment:

The treatment plant is a facility owned jointly by the District and C&H Sugar Company, and is operated and maintained by C&H through contract with Inframark. The operations of the treatment plant remain the largest expense of the Crockett Sanitary Department. The District's share of the O&M&R costs for the next fiscal year is budgeted at **\$732,016**. This includes **\$11,893** in capital replacement projects.

2. Sewage Collection:

The pump station and wet weather facilities (EQ tank) are owned and operated by the District. However, actual O&M&R is performed by the West County Wastewater District (WCWD) under contract. The collection system sewer system is maintained by WCWD and other contractors chosen based on site-conditions, method of cleaning used, and cost of service.

The cost for WCWD maintenance service at the pump stations are estimated at **\$40,665** for the coming year. The budget provides **\$89,682** for collection system cleaning.

Loan principal payments on State loans received in 2002 and 2003 for large sewer projects and for bank loans issued in 2007 for two larger sewer projects will total **\$78,545** in FY 2019/20. No additional long-term debt payments are anticipated in FY 2019/20.

The collection system cost center makes up the second largest expense of the Crockett Sanitary Department.

3. Administration/General Expenses:

Wages paid by the Department are principally for the Crockett Sanitary Department Manager (who is also the General Manager and District Secretary) and the Asst. Dept. Manager. Sanitary Commissioners are not paid for meeting attendance. The Dept. Manager is now in his tenth year of employment.

Administrative (O&M) salary, professional services, office costs and miscellaneous expenses such as telephone, membership dues, printing, vehicle, etc. are expected to cost **\$208,363**.

Loan interest must be tracked as a long-term Non Operating Expense per the State Controller's Office (SCO). They were tracked as a capital expense prior to FY 2018/19. Adjustments were made to the audited FY 2017/18 financials and the Crockett Sanitary Department budget was modified to track the interest charges accordingly. Annual interest charges total **\$20,544** in FY 2019/20.

4. Capital Improvements Budget:

The District maintains records that divide General Fund 3426 into an operating account and a capital account. Money that is budgeted for capital projects is rolled-over when spending is delayed. Capital expenditures may therefore exceed the budget appropriation for FY 2019/20.

C&H has advised the District to expect new projects at the treatment plant, for which **\$106,387** has been allocated. Additionally, the Sanitary Commission intends that \$32,000 be set aside annually toward payment for a JTP large capital reserve to be used for such items as a third clarifier, polishing clarifier, or diffuser membranes needed to meet new limits on settleable solids or other required regulatory improvements at the treatment plant. FY 2019/20 will be the thirteenth year of building these reserves, amounting to \$416,000 at end of the fiscal year and held in Construction Fund 3427.

Capital improvements at the Crockett and Loring pump station are coordinated by WCWD as needed to maintain the functionality of the pump stations. The MCC panel replacement project, expected to cost over \$600,000, will occur over two years with the work being planned for in the summer of 2020. **\$250,000** has

been allocated for the project in FY 2019/20 with the balance to be allocated in FY 2020/21 once bids are received.

Capital Equipment costs of **\$4,500** has been identified for FY 2019/20.

The sewer system is at such an age that all repairs and replacements can be considered capital improvements. **\$808,030** in collection system sewer projects has been identified for construction in FY 2019/20. District staff has estimated the total cost for identified sewer projects in the neighborhood of **\$18,000,000**. More projects will be identified each year under the system rehabilitation program and as may result from sewer overflows. To proceed aggressively, **\$212,230** is newly allocated for sewer rehabilitation in this budget. An additional **\$90,000** is allocated for emergency and unidentified projects.

5. Contingencies:

Wastewater agencies normally keep an operating reserve of between 10% and 50% of annual revenue requirements. Most agencies operate in the 20% to 40% range. Past events such as El Nino '98 have proven the necessity of a contingency fund, and the District has strived to maintain a contingency fund between 10% and 15%.

This budget provides **\$126,664** for operating contingencies at 10% of operating budget next year.

6. Port Costa Interagency Loans:

The Crockett Sanitary Department entered into a loan agreement with the Port Costa Sanitary Department in September 2013 to pay off the remaining balance of a loan owed to Contra Costa County for treatment plant upgrades. This inter-department loan was paid off in FY 2018/29. A second inter-agency loan agreement to pay off the remaining balance of a West America loan for treatment plant upgrades was executed in March 2016. The interest rate for this loan is 1.5% over what the District receives on its investments from LAIF. Amortized payments through October 2025 will be paid to the Crockett Sanitary Department annually. The accrued debt balance as of July 1, 2019 is **\$302,197** and is considered an asset, an investment of the Crockett Sanitary Department.

7. Construction Fund 3427:

The Department maintains prudent but modest capital reserves intended to meet short-term emergency requirements and for long-term planned capital projects at the treatment plant. Fund 3427 was created when the District received grants in 1977 for Projects C-06-1412-11 (JTP) and C-06-1412-12 (Pump Station, EQ tank & sewers). The fund derives revenue principally from investment interest and capacity fees. Capacity fee funds must be used for treatment plant improvements and reported as development impact fees as required by

California AB 1600. There are no longer any ongoing grant requirements to maintain or build Fund 3427 for asset replacement.

The District recognizes the need to continually add to reserves as the infrastructure ages. Due to ever-increasing capital collection system costs the Department has been largely unable to make substantial payments into the Construction Fund other than transfers for the clarifier and/or diffuser membrane reserves.

8. Capital Reserve Fund 3429:

Fund 3429 was created in 2001 to receive \$675,356 in State Revolving Fund (SRF) loans for collection system Projects C-06-4675-110,120,130. Loan conditions require the District to have, maintain and build Fund 3429 dedicated for "expansion, major repair or replacement of wastewater treatment facilities" for projects that were paid for by SRF loans. Fund deposits must build this fund at a minimum rate of 0.5% of the SRF loan amount each year for 10 years following the completion of projects in FY 03/04. A report on Fund activity must be submitted to SWRCB every 5 years for the 20-year life of the loan contracts.

An additional loan of \$700,000 was obtained in 2006 through the Municipal Finance Corporation. All work has been completed on the projects financed by this loan.

Because it is not cost-effective to make Fund 3429 into a checking account, the project expenses and debt service are being paid through transfers to Fund 3426, instead. Loan repayment began in 2002.

PROJECTED REVENUE

The review of next year's budget requirements indicates that **\$2,099,768** will be needed. Sources of this needed revenue include property tax receipts, projected at **\$305,920**.

Decreasing revenue also comes from return-to-source funds from the Crockett Co-generation plant as granted by the Crockett Community Foundation. The budget anticipates **\$40,869** in the coming year, but these funds may also be at risk from County budget problems or tax adjustments granted the co-gen plant.

SUMMARY

The proposed budget of **\$2,099,768** for FY 2019/20 is 7.2% lower than the FY 2018/19 budget primarily due postponement of the 2nd phase of the MCC panel upgrade to FY 2020/21. Prior year actual O&M&R expenditures for FY 2018/19 are predicted to be **\$1,184,693**.

SEWER USE CHARGE RATE REVIEW

The sewer services currently provided by the Crockett Sanitary Department have been determined through a comprehensive study of properties undertaken in 1992, with continuous update. In addition to the C&H refinery properties, the Department currently serves 923 single-family dwellings and 649 apartments, plus 29 non-residential and 34 mixed-use properties (containing another 8 single-family dwellings and 85 apartments), and 2 industrial properties.

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

To calculate average use of the sewer system by residential units, water use for irrigation must be factored out. To do this, EBMUD data from the wet-weather months of November, December, January and February is used. Non-residential uses are charged an equitable share based on water consumption during a previous 12 month period, with a minimum charge set equal to the charge for one apartment. Mixed-use properties are similarly charged, with a minimum set by the charge for each dwelling on the property.

As there is no proposed sewer use charge increase for FY 2019/20, the existing sewer rate schedule and discharge unit of **5927** cubic feet per year, as adopted by Ordinance No. 18-2, remains in effect.

RECOMMENDATION

The Department's financial outlook looks strong going into FY 2019/20. The implementation of a rate stabilization reserve to meet Bartle Wells Associates recommended goal of reaching \$2.5M in reserves by 2022 allows the District to withstand spikes in weather-related expenses.

The General Manager, Asst. Department Manager, and Asst. District Secretary are the only salaried positions charged to the Sanitary Department. Occasionally temporary or seasonal employees are used. All O&M&R services are contracted out to others regularly engaged in this type of work. This is believed to be the most economical way to complete this work.

Capital improvements of the collection system will continue to need funding to reduce the approximately \$18,000,000 in identified capital improvements.

The District is under pressure from regulatory agencies to construct capital improvements at the treatment plant and to rehabilitate the collection system so that sewer overflows never occur. As prior year uncompleted project funding in the amount of \$594,800 is available for capital projects to be completed in FY 2019/20 there is no

need for a sewer use charge increase to address capital expenditures this year. Beginning FY 2020/21, a steady increase in sewer use charges will be required to address the capital improvement projects identified.

It is therefore recommended that this Sewer Use Charge Study Report be accepted by the Board of Directors and that sewer use charges *remain the same* at \$789 per single-family residence (SFR) and \$624 for APT and non-residential accounts for FY 2019/20 as a source of revenue to balance the budget based on the calculated "equivalent discharge unit".

TABLE 1 sets forth the actual sewer use charge anticipated for each property served by the District.

Revenue raised through this sewer use charge would be **\$1,328,293**. The direct billed sewer use charge for C&H properties will remain the same in FY 2019/20 at **\$190,967**.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Dale McDonald', with a large, stylized loop at the end.

Dale McDonald
General Manager


May 30, 2019

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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TO: Crockett Sanitary Commissioners

FROM: General Manager 

SUBJECT: 11-month FY 2018/19 Budget Report and Proposed FY 2019/20 Budget

DATE: June 6, 2019

The 11-month FY 2018/19 Crockett Sanitary Budget Report details are incorporated within the attached proposed FY 2019/20 budget. Fund 3426 is the operating fund for the Crockett Sanitary Department. Fund 3427 is the construction fund and is used for capital income and capital expenses related to the Joint Wastewater Treatment Plant. Fund 3429 is a capital reserve account required by the State with no activity except for interest income. There is no budget deficit for FY 18/19 and therefore there is no need to adopt a revised budget.

HIGHLIGHTS FOR PROPOSED FY 19/20 BUDGET

- Sewer Use Charge (SUC) revenue (#301.1) for FY 19/20 will be \$1,328,293. C&H Sugar contracted SUC will remain unchanged at \$190,967. Commercial and mixed use property revenue for FY 2019/20 is projected to be \$19,012 less from FY 2018/19 primarily because no revenue is anticipated from the closed Nantucket waterfront property.
- The majority of the capital improvement and capital replacement projects that were identified and budgeted for in FY 2018/19 did not occur. These projects, along with their funding allocation, have rolled forward to FY 2019/20. A list of sewer projects is included at the end of the budget financials. The capital account balance will be drawn down from \$1,172,258 to \$169,506 if all planned projects are completed.
- Rate Stabilization Reserve is forecast to be \$22,385,741 on June 30, 2020. The District's goal is to reach \$2.5 M by 2022. The Bartle Wells study of 2012 projected a reserve of \$2.2 M by June 30, 2020.
- Joint-Treatment-Plant (JTP) O&M expenses (#411.50) remain the largest expense of the Crockett Sanitary Department. The C&H/JTP annual cost reallocation is complete. The District paid an additional \$23,438 in the month of June for wastewater treatment for the period April 1, 2018 to March 31, 2019. The budgeted line item has been increased, taking into consideration the change in wastewater contribution from the town of Crockett and raising the annual inflationary factor from 2% to 3% when reviewing the past 10-year running average. The adjusted 10-year average is used to develop the JTP O&M expenditure budget line item.
- Property Tax Revenue (#314) and RTS Grant Funding (#319) will be lower in FY 2019/20. The District will be considering reapportioning the District's ad valorem property tax allocation and

possibly Return-to-Source funding allotment. The budget has been developed with the loss of this income in mind.

- Payroll expenses are planned to increase as the District is looking into adding health benefits for employees. The annual increase to the Crockett Sanitary Department is anticipated to be \$14,000 for FY 2019/20 and increasing to \$20,000 by FY 2021/22.
- Software Subscriptions (#414.94) is new financial account. Software subscriptions are where the industry has moved in regards to software licensing. The sanitary departments' ICOM asset management software subscription is now tracked as an operating expense as it can no longer be treated as a capital expense as it was done in prior years. Productivity software upgrades (Office 365, Adobe Acrobat) are also included in this account. Telephone/Internet (#414.90) and Other Misc. (#95) will be lower as this is where web hosting and software purchases were previously tracked.
- Loan Interest Expense (#423.1) must be tracked as a long-term Non Operating Expense and not as a Capital Expense, per the State Controller's Office (SCO). Adjustments were made in the audited FY 2017/18 financials.
- Minor adjustments to various expense line items have been made to the proposed budget.

A Sewer Use Charge (SUC) Study Report for FY 2019/20 prepared for the Crockett Sanitary Commission and the Crockett Community Services District Board of Directors gives additional information about the District, history of the Crockett Sanitary Department, department operating requirements, as well as a rate review and need for the SUC revenue for FY 2019/20.

Expenditures are well under budget in FY 2018/19. Revenue in FY 2019/20 will cover all operating expenses. Staff sees no need to move forward with a formal Sewer Use Charge (SUC) Study or SUC increase in FY 2019/20.

FY 2019-20 CROCKETT SANITARY DEPARTMENT BUDGET - FUND 3426 PROPOSED - 6/4/2019

	PY 2017-18	FY 2018-19	FY 2018-19	FY 2019-20
	Actual	Approved	Estimated Year	Proposed
Collection System				
Loan Principal	\$ 72,937	\$ 75,236	\$ 75,684	\$ 78,545
Gas, Fuel, Vehicle (District owned)	\$ 393	\$ 600	\$ 1,871	\$ 1,000
Insurance	\$ 30,445	\$ 31,359	\$ 32,444	\$ 35,918
West County O&M Pump Station	\$ 47,610	\$ 44,141	\$ 29,846	\$ 40,665
Prof. Services (Collection Sys) Non WCWD	\$ 10,618	\$ 12,000	\$ 7,974	\$ 12,000
Rent/Lease Easements	\$ 2,392	\$ 2,350	\$ 2,448	\$ 2,500
Maintenance (CSO) Paulsell & WCWD	\$ 86,187	\$ 95,436	\$ 84,524	\$ 89,682
Utilities	\$ 30,830	\$ 31,429	\$ 31,118	\$ 32,150
Cap. Replacement (O&M) Pump Station	\$ 10,547	\$ 32,100	\$ 3,313	\$ 30,300
Other	\$ 3,566	\$ 3,680	\$ 1,512	\$ 3,500
Total Collection System	\$ 295,526	\$ 328,331	\$ 270,736	\$ 326,260
Treatment Plant				
JTP Operations & Maint - C&H	\$ 663,217	\$ 678,625	\$ 709,019	\$ 720,123
Capital Replacement (O&M) JTP	\$ 37,507	\$ 11,893	\$ 24,475	\$ 11,893
Total Treatment Plant	\$ 700,724	\$ 690,518	\$ 733,493	\$ 732,016
Administrative				
Elections	\$ 0	\$ 1,000	\$ 1,051	\$ 0
Membership	\$ 4,764	\$ 5,296	\$ 4,755	\$ 4,800
Office - Supplies/Postal/Misc.	\$ 4,076	\$ 5,217	\$ 5,277	\$ 5,217
Professional Services (Admin)	\$ 14,231	\$ 10,500	\$ 10,221	\$ 13,905
Printing / Publishing	\$ 780	\$ 1,400	\$ 1,793	\$ 1,800
Rents/Leases - Office Space	\$ 2,400	\$ 2,400	\$ 2,400	\$ 3,000
Travel/Meetings/Vehicle	\$ 483	\$ 685	\$ 778	\$ 800
Telephone and Internet	\$ 4,961	\$ 5,600	\$ 3,475	\$ 3,500
Software subscriptions	\$ 0	\$ 0	\$ 13,537	\$ 15,840
County & State Charges	\$ 5,959	\$ 5,965	\$ 6,618	\$ 6,650
Recoverable Expenses / Other Misc.	\$ 7,086	\$ 6,000	\$ 12,141	\$ 9,000
Training and Conferences	\$ 821	\$ 1,500	\$ 525	\$ 1,500
Sub-Total Administrative	\$ 45,561	\$ 45,563	\$ 62,571	\$ 66,012
Salaries and Benefits (O&M)	\$ 106,622	\$ 113,878	\$ 117,892	\$ 142,251
Recoverable Payroll (REC/PC/MAINT)	\$ 46,090	\$ 36,929	\$ 0	\$ 0
Other Payroll Exp. (WC liab, LTD, etc.)	\$ 0	\$ 1,200	\$ 0	\$ 100
Total Administrative	\$ 198,273	\$ 197,570	\$ 180,463	\$ 208,363
Fixed Assets				
Capital Projects Allocation	\$ 559,598	\$ 917,627	\$ 159,437	\$ 391,122
423 Other Non-Op Interfund trsfr to 3427	\$ 8,892	\$ 2,425	\$ 2,425	\$ 8,084
Total Fixed Assets	\$ 568,490	\$ 920,052	\$ 161,862	\$ 399,206
Allocation to Rate Stabilization Reserve	\$ 0	\$ 0	\$ 0	\$ 0
Non-operation expenses	\$ 2,400	\$ 3,400	\$ 26,805	\$ 23,544
Contingency Expense 10%	\$ 0	\$ 121,642	\$ 0	\$ 126,664
Interfund G/L operation adjustment	\$ 3,429	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 1,768,842	\$ 2,261,513	\$ 1,373,359	\$ 1,816,053
TOTAL APPROPRIATIONS	\$	\$ 2,169,206	\$	\$ 1,816,053
TOTAL REVENUES	\$ 2,029,908	\$ 2,261,513	\$ 2,087,427	\$ 2,099,768
Property Tax	\$ 293,000	\$ 296,000	\$ 323,000	\$ 305,920
Sewer Use Charges	\$ 1,282,012	\$ 1,359,482	\$ 1,333,295	\$ 1,328,293
Sewer Use Charges - C&H	\$ 185,405	\$ 190,967	\$ 190,967	\$ 190,967
Permit fees	\$ 3,240	\$ 3,000	\$ 1,920	\$ 3,000
Capacity charges	\$ 8,892	\$ 2,425	\$ 2,425	\$ 2,425
Interest (non-op)	\$ 32,154	\$ 36,000	\$ 63,046	\$ 69,351
Cost Recovery including payroll	\$ 47,656	\$ 48,326	\$ 13,428	\$ 2,000
Grants - RTS (non-op) and others	\$ 51,700	\$ 43,945	\$ 47,330	\$ 40,869
Interfund transfer 3427	\$ 12,618	\$ 103,104	\$ 7,878	\$ 106,387
Loan repayment from Port Costa	\$ 88,959	\$ 89,931	\$ 89,932	\$ 36,474
Other - Penalties, pass thru, bonds, etc.	\$ 24,272	\$ 14,017	\$ 14,206	\$ 14,082
Allocation from Rate Stabilization Reserve	\$ 0	\$ 74,316	\$ 0	\$ 0

CROCKETT SANITARY DEPARTMENT
OPERATING BUDGET FY 2019/20 PROPOSED (6/4/2019)

	<u>PY Actual</u>	<u>Estimated</u>	<u>Proposed Budget</u>
	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>
GENERAL FUND 3426: CASH BUDGET DETAIL *****			
Opening Cash Balance			
Contingency Fund roll-over *	-	-	-
Capital Account Balance Carryover	398,792.58	605,792.08	1,164,257.77
Rate Stabilization Reserve	1,768,119.87	1,822,184.98	1,975,361.69
TOTAL OPENING CASH BALANCE	2,166,912.45	2,427,977.06	3,139,619.46
 ESTIMATED REVENUES (excl. PCSan Repay & Stab Resrv	1,940,948.60	1,997,495.10	2,063,294.00
Interdepartment receivable Port Costa Loans	88,958.58	89,931.51	36,474.00
Allocation from Rate Stabilization Reserve	0.00	0.00	0.00
ESTIMATED O&M OUTLAY EXPENSE	-1,194,523.43	-1,184,692.58	-1,266,639.00
Allocation to Rate Stabilization Reserve	0.00	0.00	0.00
ESTIMATED CAPITAL OUTLAY EXPENSE	-527,598.34	-127,436.65	-1,353,790.00
Contingency Expense 10% *	0.00	0.00	-126,664.00
Non-Op Expense / Cash Bond Refunds	-2,400.00	-29,229.98	-31,628.00
Transfer to Capital Construction Fund # 3427 **	-40,892.00	-34,425.00	-40,084.00
Transfer from Capital Reserve Fund # 3429	0.00	0.00	0.00
Interfund G/L noperating adjust.	-3,428.80	0.00	0.00

TOTAL PROJECTED CLOSING YEAR-END CASH BALANCE

Capital Account Balance in Fund #3426	605,792.08	1,164,257.77	161,505.77
Rate Stabilization Reserve	1,822,184.98	1,975,361.69	2,385,740.69
TOTAL PROJECTED CLOSING YEAR-END CASH BALANCE ***	2,427,977.06	3,139,619.46	2,420,582.46

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

** Includes Clarifier Reserve and Capacity Charges collected

*** Total excluding taxes held in 3240

INVESTMENT ASSETS OUTSIDE FUND 3426

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

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

Property Taxes Held in 3240 Beginning Balance	47,068.36	47,055.22	32,585.42
Property Taxes Held in 3240 Ending Balance	47,055.22	32,585.42	40,000.00
Difference (increase / decrease)	-13.14	-14,469.80	7,414.58
County charges held in 3240	0.00	0.00	0.00

CROCKETT SANITARY DEPARTMENT
11-MONTH ACTUALS AND PROPOSED BUDGET FY 2019/30 (6/4/19)

	PY Actual	Budgeted	11-month Actuals	Estimated Current Year	Proposed Budget
	FY 17/18	FY 18/19	FY 18/19	FY 18/19	FY 19/20
GENERAL FUND 3426 - Revenue					
3426i · FUND 3426 CVSAN. Revenue*****					
300 · OPERATING REVENUE					
301.1 · SEWER USE CHARGES - CY **	1,274,512.00	1,349,482.00	1,333,295.01	1,333,295.01	1,328,293.00
301.2 · SEWER USE CHARGES - PY	7,500.00	10,000.00	0.00	0.00	0.00
301.3 · SEWER USE CHARGES - C&H **	185,404.81	190,967.00	190,966.95	190,966.95	190,967.00
302 · PERMIT FEES	3,240.00	3,000.00	1,680.00	1,920.00	3,000.00
303 · CONNECTION / CAPACITY CHARGES	8,892.00	2,425.00	2,425.00	2,425.00	2,425.00
307 · PENALTIES AND FINES COLLECTED	158.58	1,000.00	500.00	500.00	1,000.00
318 · COST RECOVERY			0.00		
318.2 · Abatement Costs	1,005.10	1,500.00	504.06	504.06	1,000.00
318.1 .3 .6 · C&H reimburse and Other	256.73	1,000.00	12,851.29	12,923.80	1,000.00
318.8m · Payroll - repaid by Maint.	3,391.86	2,837.00	0.00	0.00	0.00
318.8pc · Payroll - repaid by PCSan	16,060.68	17,653.00	0.00	0.00	0.00
318.8re · Payroll - repaid by Rec	26,941.40	25,336.00	0.00	0.00	0.00
Total 318 · COST RECOVERY	47,655.77	48,326.00	13,355.35	13,427.86	2,000.00
Total 300 · OPERATING REVENUE	1,527,363.16	1,605,200.00	1,542,222.31	1,542,534.82	1,527,685.00
325 · NON-OPERATING REVENUE					
311 · INTEREST	32,153.91	36,000.00	63,046.28	63,046.28	69,351.00
314 · PROPERTY TAX-transfer from 3240	293,000.00	296,000.00	323,000.00	323,000.00	305,920.00
316 · PAYMENTS PRIVATE SEWER AGRMT	13,083.32	7,617.00	6,722.38	6,722.38	7,682.00
319 · GRANTS	51,700.00	43,945.00	47,330.00	47,330.00	40,869.00
320 · OTHER NON-OP INCOME / PASSTHRU	3,029.91	2,400.00	2,983.15	2,983.15	2,400.00
322 · INTERFUND TRANSFER FROM 3427	12,618.30	103,104.00	0.00	7,878.47	106,387.00
325.8 · CONTRACTOR BONDS	8,000.00	3,000.00	4,000.00	4,000.00	3,000.00
325.9 · INTERFUND LOAN PRINCIPAL PCSAN	88,958.58	89,931.00	89,931.51	89,931.51	36,474.00
Total 325 · NON-OPERATING REVENUE	502,544.02	581,997.00	537,013.32	544,891.79	572,083.00
Allocation from Rate Stabilization Reserve	0.00	74,316.00	0.00	0.00	0.00
Interfund G/L non-operating income adj.	0.00	0.00	0.00	0.00	0.00
Total 3426i · FUND 3426 CVSAN. Revenue *****	2,029,907.18	2,261,513.00	2,079,235.63	2,087,426.61	2,099,768.00

CROCKETT SANITARY DEPARTMENT
11-MONTH ACTUALS AND PROPOSED BUDGET FY 2019/30 (6/4/19)

	PY Actual	Budgeted	11-month Actuals	Estimated Current Year	Proposed Budget
	FY 17/18	FY 18/19	FY 18/19	FY 18/19	FY 19/20
GENERAL FUND 3426 - Expense					
3426e · FUND 3426 CVSAN. Expense*****					
410 · COLLECTION SYSTEM *****			***** COLLECTION SYSTEM *****		
410.211 · LOAN PRINCIPAL	72,936.83	75,236.00	75,684.46	75,684.46	78,545.00
410.25 · GAS, FUEL, OIL, MAINT (DIST. VEHIC	393.23	600.00	1,790.77	1,870.77	1,000.00
410.30 · INSURANCE	30,445.43	31,359.00	32,321.37	32,444.47	35,918.00
410.50 · WEST COUNTY O&M (PS)	47,610.28	44,141.00	26,593.43	29,846.03	40,665.00
410.55 · PROF. SVCS. (Coll.)	10,618.25	12,000.00	7,804.32	7,974.32	12,000.00
410.65 · RENT/LEASE EASEMENTS	2,392.24	2,350.00	2,448.10	2,448.10	2,500.00
410.70 · MAINTENANCE			0.00		
70.1 · Sewers - preventive maint.	83,590.16	93,936.00	76,399.54	81,899.54	86,882.00
70.2 70.3 70.4 · Weeds, Hardware, & Repairs	2,596.67	1,500.00	824.76	2,624.76	2,800.00
Total 410.70 · MAINTENANCE	86,186.83	95,436.00	77,224.30	84,524.30	89,682.00
410.90 · UTILITIES					
90.1 · Electricity	30,219.13	30,429.00	27,943.44	30,006.55	31,016.00
90.2 · Water	610.69	1,000.00	926.29	1,111.78	1,134.00
Total 410.90 · UTILITIES	30,829.82	31,429.00	28,869.73	31,118.33	32,150.00
410.95 · OTHER OPERATING (Coll.)					
95.1 · Capital Repl. - Pump Station	10,546.65	32,100.00	2,078.84	3,313.44	30,300.00
95.2 · Other Operating Costs + HHW	3,566.48	3,680.00	1,412.00	1,512.00	3,500.00
Total 410.95 · OTHER OPERATING (Coll.)	14,113.13	35,780.00	3,490.84	4,825.44	33,800.00
Total 410 · COLLECTION SYSTEM *****	295,526.04	328,331.00	256,227.32	270,736.22	326,260.00
411 · TREATMENT PLANT *****					
***** TREATMENT PLANT *****					
411.50 · C&H - JTP O&M	663,217.12	678,625.00	631,907.18	709,018.56	720,123.00
411.95 · CAPITAL REPLACEMENT (Treat)	37,506.68	11,893.00	20,267.07	24,474.83	11,893.00
Total 411 · TREATMENT PLANT *****	700,723.80	690,518.00	652,174.25	733,493.39	732,016.00
414 · ADMINISTRATIVE *****					
***** ADMINSTRATIVE *****					
414.20 · ELECTIONS	0.00	1,000.00	1,051.23	1,051.23	0.00
414.35 · MEMBERSHIPS	4,764.33	5,296.00	4,680.52	4,755.04	4,800.00
414.40 · OFFICE					
40.1 · Postal	1,299.92	1,406.00	1,516.36	1,540.36	1,400.00
40.2 · Supplies	1,920.96	2,011.00	1,750.49	1,920.49	2,017.00
40.3 · Miscellany	855.25	1,800.00	1,666.01	1,816.01	1,800.00
Total 414.40 · OFFICE	4,076.13	5,217.00	4,932.86	5,276.86	5,217.00
414.55 · PROF. SVCS. (Admin.)					
55.4 · Attorney	4,594.70	4,800.00	5,181.39	5,681.39	6,250.00
55.5 · Auditor / Financial Consult.	3,349.40	3,700.00	3,799.24	4,039.17	5,655.00
55.6 · Engineer / Consultants (non-Capl)	6,286.75	2,000.00	0.00	500.00	2,000.00
Total 414.55 · PROF. SVCS. (Admin.)	14,230.85	10,500.00	8,980.63	10,220.56	13,905.00
414.60 · PRINTING/PUBLISHING	779.91	1,400.00	1,793.24	1,793.24	1,800.00
414.65 · RENTS&LEASES	2,400.00	2,400.00	2,400.00	2,400.00	3,000.00

CROCKETT SANITARY DEPARTMENT
11-MONTH ACTUALS AND PROPOSED BUDGET FY 2019/30 (6/4/19)

	PY Actual	Budgeted	11-month Actuals	Estimated Current Year	Proposed Budget
	FY 17/18	FY 18/19	FY 18/19	FY 18/19	FY 19/20
414.80 · VEHICLE / TRAVEL REIMBURSE	482.82	685.00	628.30	777.93	800.00
414.90 · TELEPHONE / INTERNET / CELL	4,960.92	5,600.00	3,233.58	3,474.71	3,500.00
414.94 · SOFTWARE SUBSCRIPTIONS	0.00	0.00	1,536.64	13,536.64	15,840.00
414.95 · OTHER ADMIN					
95.3 · County & State Charges	5,959.31	5,965.00	6,618.48	6,618.48	6,650.00
95.x · Recoverable exp. (excl. Payroll)	6,792.53	5,000.00	9,028.75	9,099.46	8,000.00
95.9 · Training and Conferences	821.44	1,500.00	525.39	525.39	1,500.00
95 · Other Misc.	293.39	1,000.00	3,026.15	3,041.15	1,000.00
Total 414.95 · OTHER ADMIN	13,866.67	13,465.00	19,198.77	19,284.48	17,150.00
Total 414 · ADMINISTRATIVE *****	45,561.63	45,563.00	48,435.77	62,570.69	66,012.00
Total 3426e · SUB-TOTAL O&M Expense*****	1,041,811.47	1,064,412.00	956,837.34	1,066,800.30	1,124,288.00
6560 · PAYROLL EXPENSES *****					
CVSan - O&M SALARY/BENEFITS					
General Manager / Dept. Manager	51,294.57	56,619.00	55,573.01	60,613.84	68,457.00
Asst. Department Manager	45,755.93	44,285.00	44,997.19	49,411.75	60,056.00
Assistant District Secretary	9,571.13	10,974.00	6,526.22	7,250.78	10,738.00
Other salaried employees	0.00	2,000.00	430.55	615.91	3,000.00
Total CVSan O&M SALARY/BENEFITS	106,621.63	113,878.00	107,526.97	117,892.28	142,251.00
Recoverable REC Payroll	26,941.40	19,597.00	0.00	0.00	0.00
Recoverable PCSAN Payroll	15,757.07	14,706.00	0.00	0.00	0.00
Recoverable MAINT Payroll	3,391.86	2,626.00	0.00	0.00	0.00
Total Recoverable Payroll	46,090.33	36,929.00	0.00	0.00	0.00
Other Payroll Exp. (WC premium / credit adj.)	0.00	1,200.00	0.00	0.00	100.00
Total 6560 · PAYROLL O&M EXPENSES *****	152,711.96	152,007.00	107,526.97	117,892.28	142,351.00
Total O&M Expense	1,194,523.43	1,216,419.00	1,064,364.31	1,184,692.58	1,266,639.00
411.99 Other Non-Op Interfund trsfr to 3427	8,892.00	2,425.00	2,425.00	2,425.00	8,084.00
423.1 Loan Interest Non-Op Expense	0.00	0.00	23,404.98	23,404.98	20,544.00
423 Non-Op Expense Other / Cash Bond Refund	2,400.00	3,400.00	3,400.00	3,400.00	3,000.00
Contingency Expense 10%		121,642.00			126,664.00
111 Capital Project Funding Allocation		917,627.00			391,122.00
Actual spent on Capital Projects	527,598.34		61,199.56	127,436.65	
411.98 Trnsfr to 3427 for 3rd-clarifier capx reser	32,000.00		0.00	32,000.00	
Allocation to Rate Stabilization Reserve	0.00	0.00	0.00	0.00	0.00
Interfund G/L operation adjustment	3,428.80	0.00	0.00	0.00	0.00
TOTAL EXPENSE (w/ Capital Alloc. & Contingency)	1,768,842.57	2,261,513.00	1,154,793.85	1,373,359.21	1,816,053.00
NET BUDGET EXCESS or (DEFICIT)	261,064.61	0.00	924,441.78	714,067.40	283,715.00

CROCKETT SANITARY DEPARTMENT
OPERATING BUDGET FY 2019/20 PROPOSED (6/4/19)

	<u>PY Actual</u>	<u>Budgeted</u>	<u>Estimated Yearly</u>	<u>Proposed</u>
	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>Totals</u>	<u>Budget</u>
	<u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 19/20</u>
CONSTRUCTION FUND 3427: BUDGET DETAIL *****				
Opening Cash Balance	833,739.84	871,741.96	871,741.96	904,967.38
Interest (non-operating)	9,783.42	13,400.00	19,384.19	21,322.13
Connection Fees / Capacity Charges *	8,892.00	2,425.00	2,425.00	8,084.00
Misc. Fees	0.00	0.00	0.00	0.00
Annexation Fees	0.00	0.00	0.00	0.00
Investment Fees	-55.00	-55.00	-87.00	-88.00
Transfer for Treatment Plant Cap Impr.	-12,618.30	-103,104.00	-20,496.77	-106,387.00
Interfund Transfers - to JTP CapX Reserves *	32,000.00	32,000.00	32,000.00	32,000.00
YEAR-END BALANCE	871,741.96	816,407.96	904,967.38	859,898.51

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

Opening Cash Balance	67,138.20	67,924.25	67,924.25	69,450.66
Loans	0.00	0.00	0.00	0.00
Interfund Transfers	0.00	0.00	0.00	0.00
Interest (non-operating)	790.05	1,260.00	1,534.41	1,841.31
Cost Recovery	0.00	0.00	0.00	0.00
Investment Fees	-4.00	-4.00	-8.00	-8.00
Interfund Transfers	0.00	0.00	0.00	0.00
YEAR-END BALANCE	67,924.25	69,180.25	69,450.66	71,283.97

*** JTP Capital Improvement Reserve Breakdown**

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

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

CROCKETT SANITARY DEPARTMENT
OPERATING BUDGET FY 2019/20 PROPOSED (6/4/2019)

	Funding Carryover	Funded	Estimated Spending	Estimated Balance
	FY 17/18	FY 18/19	FY 18/19	June 30, 2019
CAPITAL BUDGET DETAIL *****				
Capital Project Cost Centers	+	+	-	=
Sewers (collection system)	387,120.00	375,098.00	95,970.62	666,247.38
Loan Projects / Interest *	0.36	23,405.00	0.00	0.00
Pump Station	219,157.91	378,006.00	3,441.32	593,722.59
Treatment Plant	3,905.78	109,118.00	11,599.31	101,424.47
Clarifier Reserve to Fund 3427	0.00	32,000.00	32,000.00	0.00
Equipment	4,500.03	0.00	8,425.40	-3,925.37
Other	0.00	0.00	8,000.00	-8,000.00
TOTAL	614,684.08	917,627.00	159,436.65	1,349,469.07

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

	Funding Carryover	Capital Improvements Identified		Draft Budget Allocation
	FY 19/20	FY 19/20		FY 19/20
Capital Projects Cost Centers	-	+	Contingency **	=
Sewer Projects	666,247.38	980,103.00	10%	345,241.00
Pump Station	593,722.59	262,800.00	10%	0.00
Treatment Plant	101,424.47	106,387.00	10%	5,456.00
Clarifier Reserve *	0.00	32,000.00		32,000.00
Equipment	-3,925.37	4,500.00		8,425.00
Other	-8,000.00	0.00		0.00
TOTAL	1,349,469.07	1,385,790.00		391,122.00

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

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

Capital Projects for FY 2019/20

PROPOSED (6/4/19)

CROCKETT SANITARY DEPARTMENT

SEWER PROJECTS	CAPITAL IMPROVEMENTS FIXED ASSET	CAP. IMP. FUNDING SOURCE
Planned projects funding	\$212,230.00	#3426
Prior uncompleted projects	\$594,800.00	Reserves
Emergency projects / unidentified	\$90,000.00	Reserves
TV inspection program	\$22,000.00	#3426
Flow metering	\$3,000.00	#3426
Staff salary& benefits	\$17,671.00	#3426
Capital project contracted oversight	<u>\$40,402.00</u>	#3426
TOTAL	\$980,103.00	

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

Capital Projects for FY 2019/20

PROPOSED (6/4/19)

CROCKETT SANITARY DEPARTMENT

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

TREATMENT PLANT

	CAPITAL REPLACEMENTS	CAPITAL IMPROVEMENTS	CAP. IMP. FUNDING
Replace DAF air compressor	\$3,370.00		
Install french drain south of reactors	\$5,055.00		Fund 3427
New wires from control room to reactor pump	\$940.00		
Miscellaneous projects - cap replacement	\$2,528.00		
Replace influent pumps, impellers, etc.		\$8,425.00	
Replace sewer liner		\$13,712.00	Fund 3427
Overhaul DAF #1		\$84,250.00	Fund 3427
Trns to JTP Cap. Reserve - diffusers/3rd clarifier		\$32,000.00	#3426
TOTAL	\$11,893	\$138,387.00	

Sewer Projects - Crockett San - June 4, 2019 for FY 2019/2020

OTHER CAPITAL COSTS - FY 2019/20	EST. 2020	EST. 2021	EST. 2022	EST. 2023	EST. 2024	EST. 2025	EST. 2026	
Emergencies / unidentified	\$90,000	\$95,000	\$100,000	\$105,000	\$110,000	\$110,000	\$115,000	\$120,000
CCTV inspection	\$22,000	\$23,000	\$24,000	\$25,000	\$26,000	\$26,000	\$27,000	\$28,000
Flow metering	\$3,000	\$3,250	\$3,500	\$3,500	\$4,000	\$4,250	\$4,250	\$4,250
Construction Management	\$40,402	\$28,536	\$9,250	\$14,198	\$11,975	\$18,163	\$9,073	\$11,790
Staff salary, taxes	\$17,677	\$20,111	\$6,720	\$8,689	\$8,040	\$10,485	\$6,869	\$7,956
SUB-TOTAL	\$173,079	\$169,897	\$143,470	\$156,387	\$160,015	\$168,898	\$162,192	\$171,996
Sewer Projects	\$808,030	\$570,710	\$185,000	\$283,960	\$239,500	\$363,250	\$181,450	\$235,800
SEWER CAP. TOTAL	\$981,109	\$740,607	\$328,470	\$440,347	\$399,515	\$532,148	\$343,642	\$407,796
Prior Sewer Funding	\$594,800		\$20,000		\$15,000		\$13,500	
Additional 2019 Funding	\$212,230							

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IDENTIFIED SEWER DEFECTS CROCKETT SANITARY SEWERS FOR REPAIR - June 4, 2019 for FY 2019/2020

SEGMENT	STREET	SIZE	LENGTH	REPAIR PRIORITY								RE-PLACE	FY SCHED	GROUP PROJ.	Est Cost	Prior Years Unspent Funding	Proposed FY 19/20 Funding
				EMERG.	#1	#2	#3	#4	#5	#6	#7						
S-00-04	Pomona	12	284	1					1				19/20	C1001	\$9,000	\$8,000	
S-00-08	Pomona	12	210		1				1				19/20	C1001	\$9,000	\$9,000	
E-03-02	Atherton	6	14		1							YES	19/20	C1002	\$9,350	\$8,500	\$850
E-03-03	Atherton	4/6	274		2				3			YES	19/20	C1002	\$91,850	\$83,500	\$8,350
E-03-05	Atherton	6	235		1				1			YES	19/20	C1002	\$81,180	\$73,800	\$7,380
E-03-06	Cooke	6	87		1							YES	19/20	C1002	\$51,000	\$5,500	\$45,500
E-03-07	Cooke	6	91		3								19/20	C1002	\$16,500	\$15,000	\$1,500
E-09-05	Bishop	6	84		1		0		2			YES	19/20	C1003	\$39,600	\$36,000	\$3,600
E-08-04	Emerson	6	192			2	1		1			YES	19/20	C1003	\$69,300	\$63,000	\$6,300
E-03-10	Baldwin	6	114		1				1				19/20	C1003	\$6,000	\$5,500	\$500
E-00-03	Pomona	8	279		1				1				19/20	C1004	\$6,000	\$5,500	\$500
E-00-05	Pomona	6	23		1				1				19/20	C1004	\$10,000	\$9,000	\$1,000
E-00-06	Pomona	6	245		2					2			19/20	C1004	\$17,000	\$16,000	\$1,000
E-00-07	Pomona	6	397							5			19/20	C1004	\$6,000	\$5,500	\$500
E-00-08	Pomona	6	230						3	5			19/20	C1004	\$6,000	\$5,500	\$500
E-00-09	Pomona	6	192		2								19/20	C1004	\$6,000	\$5,500	\$500
E-04-01	Pomona	8	52		2				2				19/20	C1004	\$6,000	\$5,500	\$500
V-12-22	Fifth	8	40		1					1		YES	19/20	C1005	\$22,000	\$20,000	\$2,000
N-33-08	Alexander	6	186		1				3			YES	19/20	C1008	\$37,400	\$34,000	\$3,400
N-33-09	Alexander	6	160						4			YES	19/20	C1008	\$44,000	\$40,000	\$4,000
N-33-06	Alexander	6	179		2				3			YES	19/20	C1008	\$49,225	\$44,750	\$4,475

N-33-07	Alexander	6	91		1	1	YES	19/20	C1008	\$25,025	\$22,750	\$2,275
E-00-13	Baldwin	6	128	1	1	1		19/20		\$10,000	\$9,000	\$1,000
E-03-12A	Emerson	6	144	3	1	3	YES	19/20		\$39,600	\$36,000	\$3,600
E-03-12	Emerson	5.7	114	2		2	YES	19/20		\$6,000	\$5,500	\$500
E-03-13	Emerson	4	73			1		19/20		\$6,000	\$5,500	\$500
E-08-01	Hartwell	6	168	1		4		19/20		\$12,000	\$11,500	\$500
E-08-05	Emerson Ea	6	29	2		1		19/20		\$6,000	\$5,500	\$500
N-00-33	Winslow	8	187	1		2		19/20		\$6,000		\$6,000
N-00-40	Winslow	6	116	1		5		19/20		\$9,000		\$9,000
N-03-13	Alhambra	8	125	3		3		19/20		\$6,000		\$6,000
N-05-12	Edwards	8	118	1		2		19/20		\$6,000		\$6,000
N-19-12	Edwards	8	91	1		1		19/20		\$7,000		\$7,000
N-33-15	Alexander	8	226	1				19/20		\$6,000		\$6,000
N-33-19	Edwards	6	83	1				19/20		\$10,000		\$10,000
N-33-20	Edwards	6	210	4	1			19/20		\$6,000		\$6,000
N-33-22	Edwards	6	62	1		1		19/20		\$4,000		\$4,000
V-14-06	Wanda	8	187	1				19/20		\$6,000		\$6,000
V-23-01	Lillian	8./6	321	4		1 1		19/20		\$6,000		\$6,000
W-00-20	Grandview	8	141	1		1		19/20		\$9,000		\$9,000
W-00-24	Grandview	6	126	2		4 1		19/20		\$15,000		\$15,000
C-14-07	Wanda	8	30	1		1		19/20		\$9,000		\$9,000
N-19-04	Winslow	8	123	1				19/20		\$6,000		\$6,000

NOTICE OF PUBLIC HEARING

CROCKETT COMMUNITY SERVICES DISTRICT
COUNTY OF CONTRA COSTA

NOTICE IS HEREBY GIVEN that the Board of Directors of the Crockett Community Services District will hold a public hearing to consider adoption of the District budget for fiscal year 2019/2020.

NOTICE IS HEREBY GIVEN that the Board of Directors of the Crockett Community Services District will at the same time hold a public hearing to consider continuing the schedule of sewer service charges adopted by Ordinance No. 18-2 for the town of CROCKETT and approve the report of charges that will be submitted to the County for the tax roll. The annual charge for service to a single family residence is currently \$789, the charge for service to an apartment is \$624; and the charge for service to non-residential or mixed-use accounts is \$624 plus \$12.45 per 100 cubic feet of water consumption in excess of 5927 cubic feet per year. It is proposed that these charges remain unchanged for the fiscal year 2019/2020.

NOTICE IS HEREBY GIVEN that the Board of Directors of the Crockett Community Services District will at the same time hold a public hearing to consider continuing the schedule of sewer service charges adopted by Ordinance No. 18-3 for the town of PORT COSTA and approve the report of charges that will be submitted to the County for the tax roll. The annual charge for service to a single family residence is currently \$1,973; the charge for service to an apartment is \$1,973; and the charge for service to non-residential or mixed-use accounts is \$1,973 plus \$33.44 per 100 cubic feet of water consumption in excess of 5901 cubic feet per year. It is proposed that these charges remain unchanged for the fiscal year 2019/2020.


Pursuant to the provisions of Government Code Section 61115 of the State of California, the District Board of the Crockett Community Services District elects to have the sewer service charges for the forthcoming year collected on the tax roll in the same manner, by the same persons, and at the same time as together with and not separately from its general taxes.

Pursuant to Government Code Section 61115, the General Manager has prepared and filed with the Board of Directors a written report that describes each affected parcel of real property receiving sewer services and using the treatment facilities of the District and the amount of charges and delinquencies for each affected parcel for said fiscal year. Data indicating the costs involved in providing services for which sewer service charges are levied is available for inspection at the District office during open hours.

ALL PERSONS ARE HEREBY NOTIFIED OF
PUBLIC HEARING AS FOLLOWS:

That 7:00 PM on June 26, 2019 at the Crockett Community Center, 850 Pomona Street, Crockett, California is the time, date and place for a public hearing on these matters, at which time and place the Board of Directors will hear and receive testimony, objections or evidence that is made, presented or filed.

Dated: May 31, 2019

By 
Dale McDonald
District Secretary

Publish WCT Wednesday, June 5 and Saturday, June 15

DRAFT

RESOLUTION

NO. 18/19-xx

**RESOLUTION OF THE BOARD OF DIRECTORS OF
THE CROCKETT COMMUNITY SERVICES DISTRICT
OVERRULING OBJECTIONS TO THE METHOD OF COLLECTION
OF SEWER SERVICE CHARGES FOR CROCKETT**

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

1. Pursuant to Sections 5471 et seq. and 6520.5 of the Health and Safety Code of the State of California, this Board confirms that it elected to have the sewer service charges for Fiscal Year 2018/19 and subsequent years collected on the tax roll of the District as adopted on June 27, 2018 by Ordinance No. 18-2.

2. That on June 27, 2018 this Board did by Ordinance No. 18-2 adopt a schedule of sewer service charges to be billed to all properties served by the Crockett Sanitary Department for FY 2018/2019 and subsequent years.

3. That pursuant to Government Code Section 6066 a Notice of Public Hearing was published in a newspaper of general circulation on June 5, 2019 and June 15, 2019 announcing that the District Board will consider continuing the schedule of sewer service charges adopted by Ordinance No. 18-2.

4. That pursuant to Government Code Section 61115, a Public Hearing on the report of annual sewer use charges and the method of collection of sewer service charges was regularly and duly held on the 26th day of June, 2019 at 7:00 PM at the Crockett Community Center, 850 Pomona Street, Crockett, California.

5. That on June 26, 2019, objections were heard to the report dated May 30, 2019 of the General Manager, which contains a description of each parcel of real property in Crockett receiving sewer services and using facilities of the District and the recommended amount of service charge for each parcel computed in conformity with a schedule for user service charges for the community of Crockett.

6. The Board having considered all comments and objections made to the method of collection, they are hereby overruled.

6. The District Board of the Crockett Community Services District hereby accepts said report of the Department Manager dated May 30, 2019.

7. The General Manager is directed to deliver a copy of this Resolution, and a listing of properties with the sewer service charges to be collected, to the Auditor of Contra Costa County with the request that the sewer service charges described in said listing for the Fiscal Year 2019/20 be collected on the tax roll of the District in the same manner, by the same persons, and at the same time as together with and not separately from the District General Taxes.

8. For those properties within the boundaries of the Crockett Community Services District that receive sewer services from the Crockett Sanitary Department but do not appear on the tax roll of the District, the General Manager is directed to invoice the property owners in full on November 1, 2019 with a notice that the bill becomes delinquent after December 2, 2019 and that interest at the rate of one percent (1%) per month shall accrue in the event of late payment in addition to a ten percent penalty for late payment, pursuant to Government Code Section 61115, District Code Section 1.08.080 and District Ordinance No. 18-3.

THE FOREGOING RESOLUTION was passed and adopted by the District Board of the Crockett Community Services District at a Regular Meeting held on June 26, 2019 by the following vote:

AYES:

NOES:

ABSENT:

Kent Peterson, President

ATTEST:

Dale McDonald
District Secretary

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

TO: Crockett Sanitary Commissioners / Board of Directors

FROM: General Manager 

SUBJECT: Crockett Sanitary Department Managers Report

DATE: June 11, 2019

The Crockett Sanitary Department Managers Report highlights items of interest that occurred between May 9, 2019 and June 11, 2019.

Operation and Maintenance

- There were no Sanitary Sewer Overflows (SSO) reported in May and no incidents where staff was required to respond.
- Staff continues to respond to lock or gate issues at the waterfront. Emergency vehicle response cut the chains for all fences on Sunday June 2 and State Lands Commission contact was informed. Staff secured two of the four gates to restrict access to the roadway to the equalization tank grounds.

Capital Improvements / Projects

- Meeting scheduled with John Swett Unified School District to coordinate repair to collection system sewer between bleachers and football field.
- Flyght Cloud Based Supervisory Control and Data Acquisition (SCADA) product demo scheduled as possible SCADA option for MCC Panel replacement project.

Administrative/Financial:

- Contingency Plan and Spill Prevention Plan reviewed and updated as required by NPDES permit.
- Transferred funds from reserve to cash account for Joint-Treatment-Plant capital projects expended in FY 18/29.
- Printouts on sewer use charges created as part of the Sewer Use Charge Study Report , available in the District office for review (District Code Sec. 6.24.160.B).
- General Manager McDonald spent approximately 28% of his time towards Crockett Sanitary Department operations and 2% on Capital Projects in May. The rest of his time was spent on District business 33%, Recreation and PLC 24%, Maintenance 2%, and Port Costa 11%. He worked a total of 134 hours in April, excluding vacation and holiday leave.
- Assistant Sanitary Department Manager Barnhill spent approximately 77% of his time on Crockett Sanitary Department operations and 3% of his time on Capital Projects. The rest of his time, 20%, was spent on Port Costa issues.

Monthly Maintenance Summary

Crockett Sanitary Department

Summary of Activity for May - 2019

	May 19	Yearly Total 2019
Daily Operations		
Working Days:	23	109
HydroFlush Days of Operation:	3	22
Rodding Days of Operation:	1	7
Condition Assessment Days of Operation:	1	1
SSO Summary		
SSOs Sewer Mains:	0	2
SSOs Private Laterals:	0	0
SSO Reached Surface Waters:	0	0
Call Summary		
Incidents (calls and false alarms):	1	35
Incoming Calls:	1	35
Sewer Service Call Outs:	1	12
Cleaning Summary		
Length of Pipe Rodded:	947	6,674
Length of Hydro-Flush Cleaning:	4,456	23,225
Other Cleaning (Length):	0	0
Total Length of Cleaning:	5,403	29,899
CCTV Summary		
Condition Assessment Work Orders Completed:	1	1
Condition Assessment Footage Televised:	0	0
Repair Summary		
Refurbish Manhole Repairs Completed:	0	1
Repair Pipeline Repairs Completed:	1	1
Repair Pipeline Footage:	94	94

ASR – C&H Sugar Co., Inc.

April 2019 Management, Operations & Maintenance Report

May 2, 2019

Summary

Pacific Site Management did not show up in March 2019 for landscape maintenance. Lori Clayden, site manager for PSM, agreed with my request to have April 2019 invoice nullified. Power outage occurred on 4/11/19 due to low oil pressure in the temporary generator. The generator shut down at approximately 3:00 pm and was restored to full operation at 7:00 pm. During this period, no oxygen and mixing was provided to the aeration tanks.

On April 26th, JTP received over 60,000 lbs of COD & over 40,000 lbs of sucrose from the refinery. High COD and sucrose influent water continued into May 2019. Between 4/26 & 4/30, JTP received over 160,000 lbs COD.

CSD Report

Hours

	OT	DT
Robert Spankowski	0	0
Luc Beauchemin	14	0
Dave Simonson	0	0
Brian Prisegem	10	0
Victor Ortiz	2	0
Ken Dennison		
Total	26	0

OT/DT due to rain events & fill in shifts

Flow and COD

		C&H	CCSD
Flow	Avg., mgd	.355	.319
	Max., mgd	.686	.396
	Total, MG	10.645	9.581
COD	Avg., mg/l	4135	578
	Max., mg/l	22540	2789
	Total, lbs.	267231	47357

Compliance

- No compliance issue for the month.
- No missed samples for the month.

Maintenance & Repair

- Inframark replaced 5th channel Cl2 analyzer sample pump.
- Inframark replaced sulfite analyzer A.
- Inframark replaced short pressure belt on belt filter press.
- Telstar installed new surveillance camera on the South side of plant overlooking Dowrelia Drive.
- Inframark flushed out DAF polymer feed line.
- Cleaned contact tank 4/27/19



Financial Update

- Maintenance Caps – Balance at end of the month: (\$925.00)
- No maintenance cap expenditures for April 2019
- Pass-thru Billable Items
 - AT&T – Monthly internet access fee \$65.00
 - Triton Truck Repair – Fix oil filter issue, tune up etc \$1,030.85
 - Triton Truck Repair – Service Cal fee \$145.00
 - ERA – DMRQA Study \$272.56
 - Triton Truck Repair – Service call & carburetor/timing issue \$417.59
 - ERA – WP Dissolved Oxygen Study \$111.26

Health & Safety

- No Lost Time Incidents or CALOSHA recordable.
- Safety training topic:
 - Heat illness prevention
- Safety issues:
 - Walkway on South side of surge tank is collapsing.
 - Walkaway on North side of surge tank is creating a trip hazard.
 - Tank inspection by certified inspector for urea and phosphoric acid tank.
 - Walkway behind the old belt press (East side) needs replacing.
 - All gratings on top of aeration tank should be anchored down.

Operator Certification Status

- | | | |
|---------------------|-----------|-------------------|
| • Ken Dennison | III-7928 | Expires 6/30/2020 |
| • Luc Beauchemin | II-8540 | Expires 6/30/2021 |
| • David Simonson | II-9605 | Expires 6/30/2021 |
| • Brain Prisegem | II-41539 | Expires 1/8/2020 |
| • Victor Ortiz | II-35980 | Expires 2/27/2021 |
| • Robert Spankowski | III-44068 | Expires 3/13/2022 |



Critical Issues (Capital Projects)

Projected Expense Projects of Significant Value (CapEx):

Item No.	Project Description	Estimated Cost	Payment Schedule
1	Replace sewer line to plant sump	\$80,000	2018-2023
2	Replace influent process pump & piping modifications, etc.	\$50,000	2018-2020
3	Overhaul DAF #1 (sandblasting interior, recoating of interior, rebuild scraper arms)	\$500,000	2018-2023
4	Overhaul DAF #2 (sandblasting interior, recoating of interior, rebuild scraper arms)	\$500,000	2018-2023
5	Replace No. 1 belt filter press	\$350,000	2018-2020
6	Remover former aeration draft tube mixers	\$230,000	TBD: 2020-2023
7	Replace existing Norton diffusers with new diffusers (basin #1)	\$200,000	TBD: 2020-2023
8	Replace existing Norton diffusers with new diffusers (basin #2)	\$200,000	TBD: 2020-2023
9	Replace existing Norton diffusers with new diffusers (basin #3)	\$200,000	TBD: 2020-2023



Other Projected Expense Projects of Significant Value (Non-CapEx):

Item No.	Project Description	Estimated Cost	Payment Schedule
1	Replace DAF air compressor with new rotary style air compressor. (compressor + labor to install + electrical)	\$20,000	2019
2	Potable water system hydropneumatic controller and system equipment	\$60,000	2018-2020
3	Replace phosphoric acid tank with similar capacity, double walled tank	\$35,000	2018-2020
4	Miscellaneous projects	\$15,000	2018
5	Update iFix/Intellusion SCADA software and new operating system for CPU	\$35,000	2018-2020
6	Install French drain on South side of reactors to redirect spring water that is coming under roadway	\$30,000	2018-2019
7	Replace /repair recycle system check valves (3 each)	\$45,000	2020-2023
8	Pull new wires from control room to reactor submersible pump system	\$25,000	2018-2019
9	Evaluate structural requirements (CapEx Item #6 above)	\$10,000	TBD: 2020-2023
10	Evaluate diffuser options (SOW for CapEx Item #7-9 above)	\$15,000	TBD: 2020-2023
11	Replace used sludge truck (gas not diesel)	\$8,000	2023



Community Partner for Our Bay, Our Environment

June 3, 2019

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

Attention: Dale McDonald, General Manager

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

Members of the Board:

The Crockett Sanitary Department (CSD) system operated with no operational interruptions. The average daily flow from the pump station was .308 mgd and the 29-day flow total was 8.941 mil gals.

A total of 25.5 hours were spent on behalf of Crockett Sanitary District, including 25.5 hours for Maintenance Division's routine maintenance, 0.0 hours for Maintenance Division's non-routine maintenance, 0.0 hours for Maintenance Division's capital improvements and 9.0 hours for CSO routine maintenance. And 0.0 hours for CSO Non-Routine Maintenance.

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

Sincerely,

Ted Kozlik
WCWD Plant Maintenance Supervisor

BOARD MEMBERS

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

BOARD ATTORNEY

Alfred A. Cabral

GENERAL MANAGER

Lisa Malek-Zadeh

GT:JW

Enclosures (11 pages)

cc: Gordon Times, WCWD Collection System Supervisor

Crockett Sanitary Department

Monthly Report

May, 2019

Flow Totalizer Readings	
April 29, 2019	1782047400
May 6, 2019	1784043400
May 13, 2019	1785961400
May 20, 2019	1788544000
May 28, 2019	1790988600
Total (mil gal)	8.9412
29 day Average (mgd)	.3083

Employee Hours	Routine Maintenance	Non-routine Maintenance	Capital Projects	Total
Pump Station	25.5	0	0	25.5
Collection System	9.0	0	0	9.0
Total				

PUMP STATION NON- ROUTINE MAINTENANCE ACTIVITIES

PUMP STATION CAPITAL PROJECTS



Community Partner for Our Bay, Our Environment

June 12, 2019

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

Attention: Dale McDonald, General Manager

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

Members of the Board:

The Crockett Sanitary Department (CSD) system operated with no operational interruptions. The average daily flow from the pump station was .575 mgd and the 28-day flow total was 16.10 mil gals.

A total of 32.0 hours were spent on behalf of Crockett Sanitary District, including 24.0 hours for Maintenance Division's routine maintenance, 0.0 hours for Maintenance Division's non-routine maintenance, 0.0 hours for Maintenance Division's capital improvements and 8.0 hours for CSO routine maintenance. And 0.0 hours for CSO Non-Routine Maintenance.

This letter is to correct the letter of March 27, 2019. WCWD's February readings were incorrect and the data has been updated.

Sincerely,

Ted Kozlik
WCWD Plant Maintenance Supervisor

BOARD MEMBERS

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

BOARD ATTORNEY

Alfred A. Cabral

GENERAL MANAGER

Lisa Malek-Zadeh

GT:JW

Enclosures (2 pages)

cc: Gordon Times, WCWD Collection System Supervisor

Crockett Sanitary Department

Monthly Report

February, 2019

Flow Totalizer Readings	
January 28, 2019	1751559400
February 4, 2019	1751559400
February 11, 2019	1751559400
February 19, 2019	1753657400
February 25, 2019	1755837400
Chart recorder ref. #	11.822 mil. gal.
Total (mil gal)	16.100
28 day Average (mgd)	.575

refers to non SCADA recorder showing flow during the time our flow meter was off line

Employee Hours	Routine Maintenance	Non-routine Maintenance	Capital Projects	Total
Pump Station	24.0	0	0	24.0
Collection System	8.0	0	0	8.0
Total	32.0	0	0	32.0

PUMP STATION NON- ROUTINE MAINTENANCE ACTIVITIES

PUMP STATION CAPITAL PROJECTS