

# CROCKETT COMMUNITY SERVICES DISTRICT

## Regular Business Meeting AGENDA FOR WEDNESDAY, FEBRUARY 24, 2021

TIME: 7:00 PM

PLACE: \*\* TELECONFERENCE - SEE BELOW \*\*

### IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:

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

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

### HOW TO OBSERVE THE MEETING:

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

Enter the Meeting ID# 844 6176 5566 followed by the pound (#) key.

More phone numbers can be found on Zoom's website at <https://zoom.us/u/aeON0A5qL>.

**Computer:** Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/84461765566> using a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)

**Mobile:** Login through the Zoom mobile app on a smartphone and enter Meeting ID# 844 6176 5566.

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

Update District Board on actions taken by Director Barassi and Director Peterson.

6. **MANAGERS' REPORTS/REPORTS FROM COMMISSIONERS:** *(These items are typically for exchange of information only. No action will be taken at this time.)*
- a. Recreation Department.
  - b. Maintenance Department.
  - c. Port Costa Sanitary Department.
  - d. Crockett Sanitary Department.
  - e. Governmental matters.
  - f. Announcements and discussion.
7. **CONSENT CALENDAR:** Consideration of a motion to approve the following items:  
*(Items are subject to removal from Consent Calendar by request of any Board Member on request for discussion by a member of the public. Items removed from the Consent Calendar will be considered with the Administrative Items.)*
- a. Approve Minutes of January 27, 2021.
  - b. Approve payment of District bills.
  - c. Receive Minutes of Commissions and Committees.
8. **ADMINISTRATIVE:**
- a. Consider consent Items removed from Consent Calendar.
  - b. Consider Hosselkus granite bench(s) as surplus property, Jared Kenny, grandson of Delbert Hosselkus, asked if he can have them in remembrance of his grandfather.
  - c. Consider Resolution No. 20/21-13 re-appointing Anne Scheer to the Crockett Recreation Commission as Commissioner for two years.
9. **BUDGET AND FINANCE:**
- a. Consider monthly Summary Worksheets and Investment Reports and staff report on financial matters.
  - b. Receive 7-month reports for FY 20/21.
10. **REPORTS FROM BOARD MEMBERS:**  
*(These items are typically for exchange of information only. No action will be taken at this time.)*
- a. Personnel Committee – Members Barassi, Bartlebaugh, Cusack and Wilson
  - b. Budget & Finance Committee – Members Mackenzie and Peterson
  - c. Ad Hoc Committees: New Offices, President's Advisory
  - d. Inter-agency meetings:
11. **CLOSED SESSION:**
- a. **CONFERENCE WITH LABOR NEGOTIATOR(S):** Agency Designated Representative(s) to confer with Crockett Community Services District Board regarding Acting General Manager, Administrative Services Manager, District Engineer and District Secretary positions, Pursuant to Government Code Section 54957.6.
- OPEN SESSION:**
12. **ANNOUNCEMENT OF ACTIONS TAKEN DURING CLOSED SESSION:**

13. **FUTURE AGENDA ITEMS:**

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

14. **BOARD COMMENTS:**

15. **ADJOURNMENT** to March 24, 2021

**HOW TO SUBMIT PUBLIC COMMENTS:**

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

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

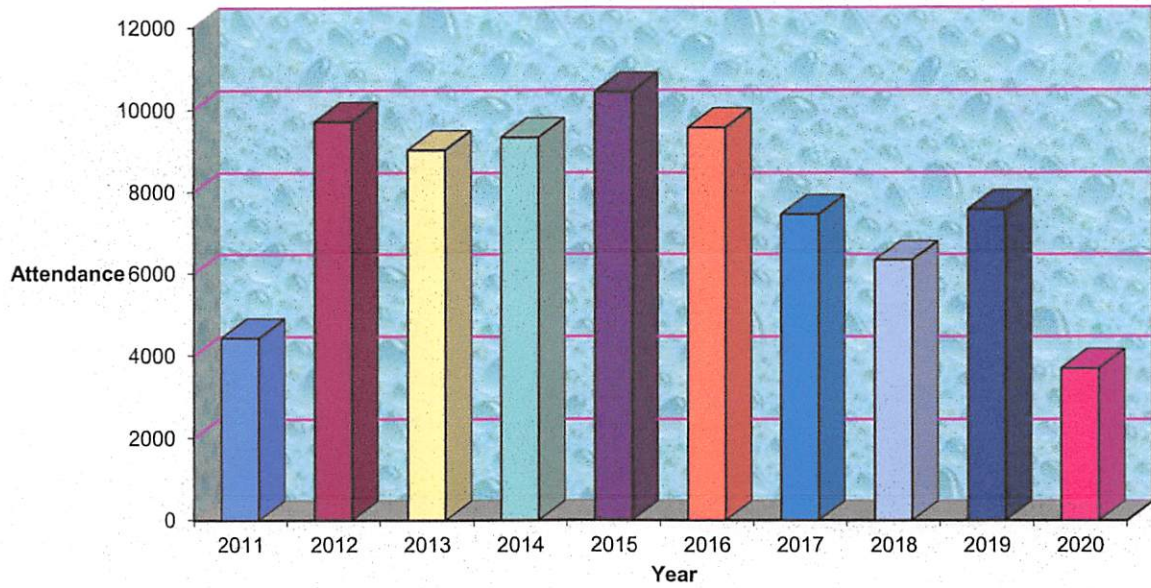
You will find the Minutes of this meeting posted on our website at [www.town.crockett.ca.us](http://www.town.crockett.ca.us) Visit our website for more information on meetings and activities of the Crockett Community Services District and the towns of Crockett and Port Costa.

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

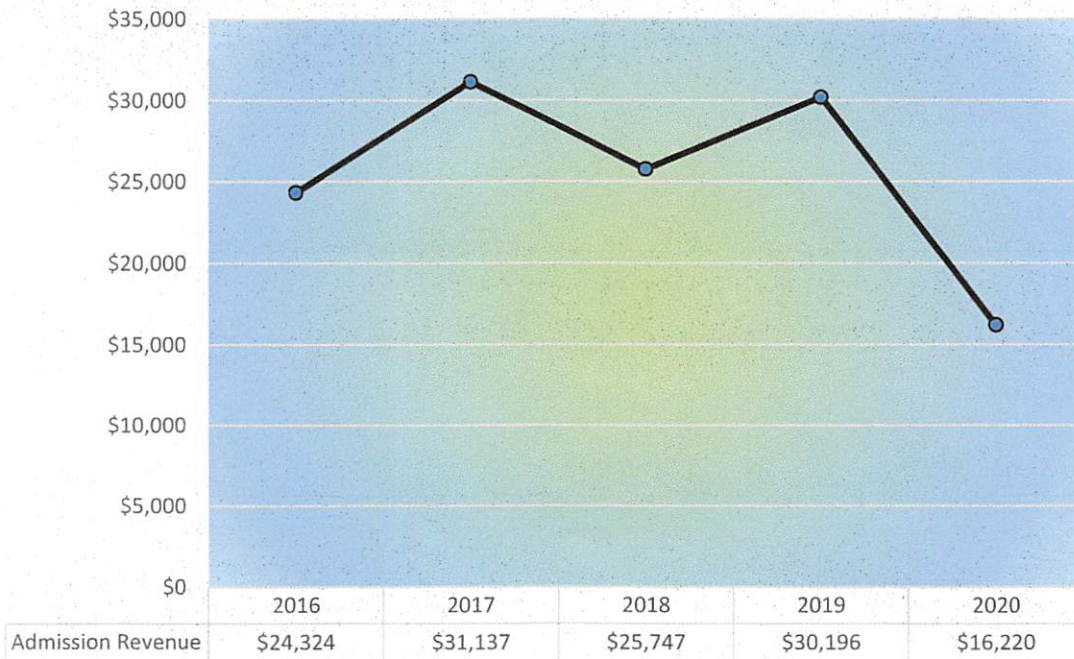
*In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item, and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection. The Board has designated the District's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

# 2020 Aquatics Performance Report

## Attendance



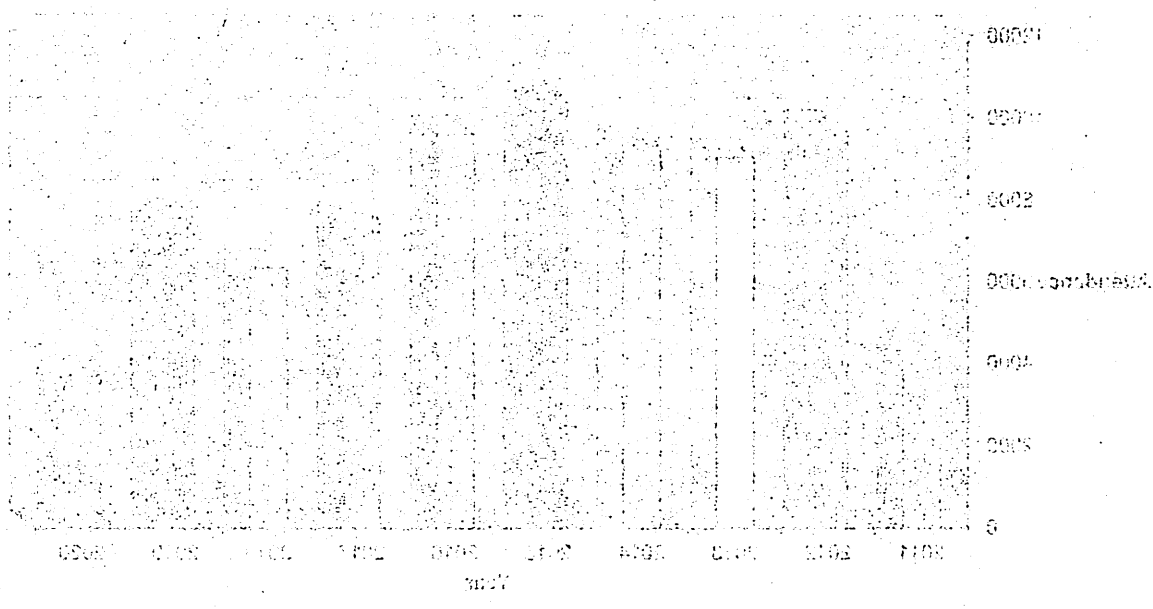
## Admission Revenue



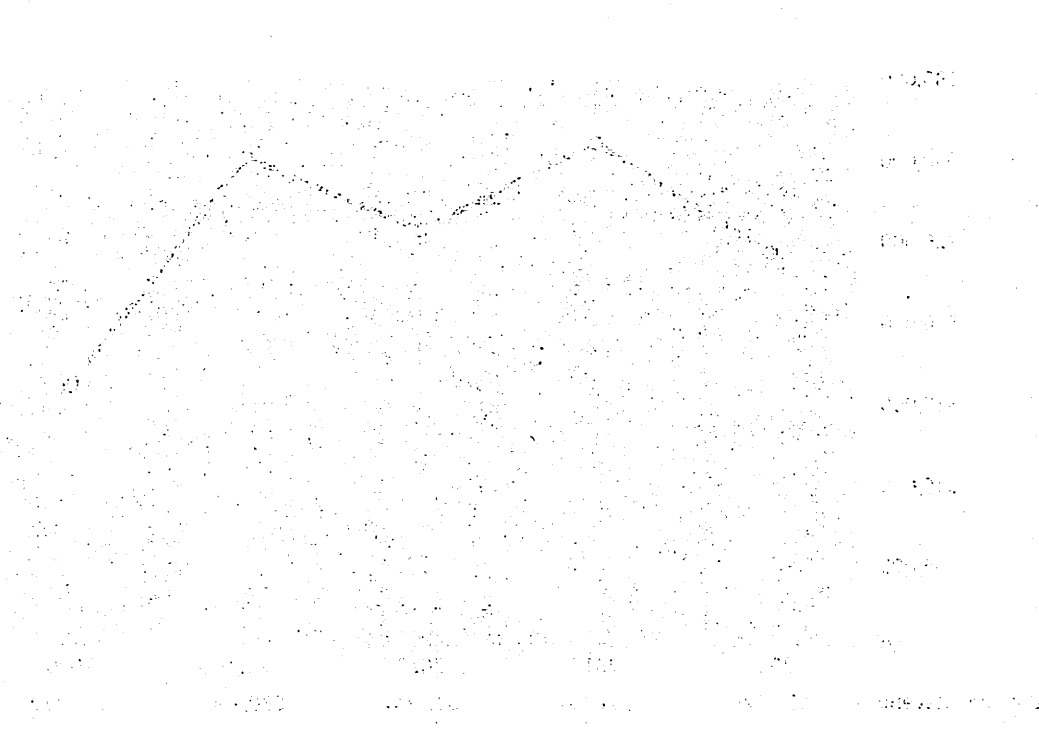
**6.a.**

# 2010 Analysis Performance Report

## Introduction

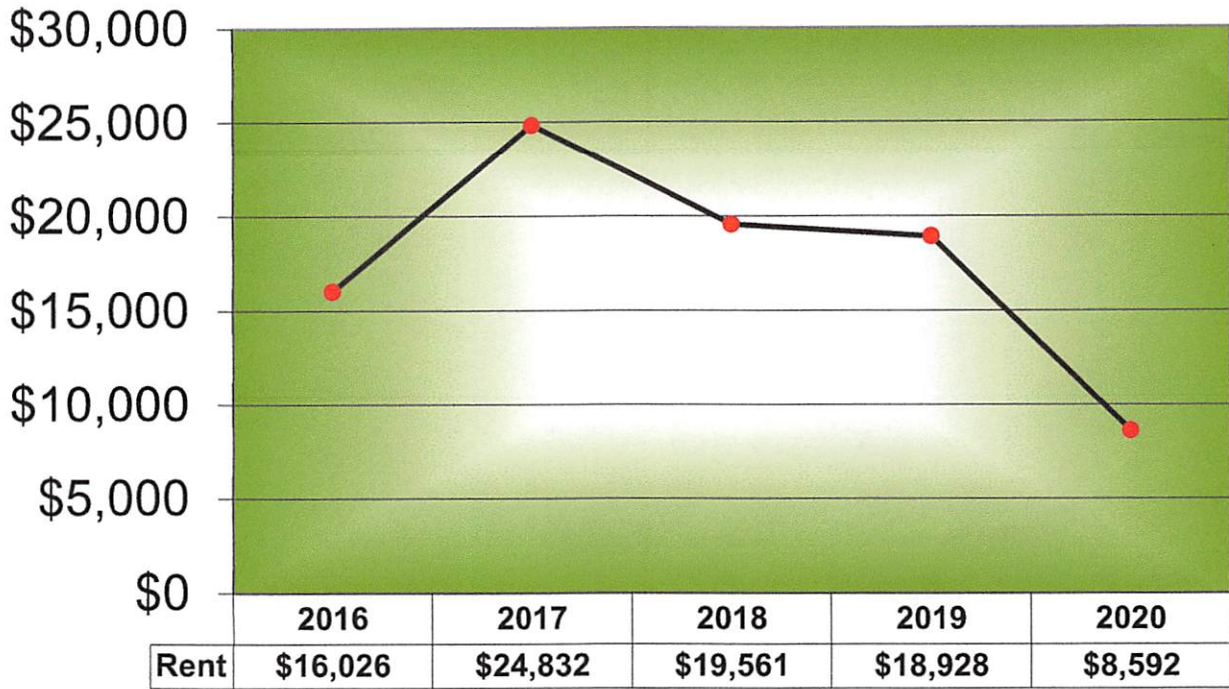


## Conclusion

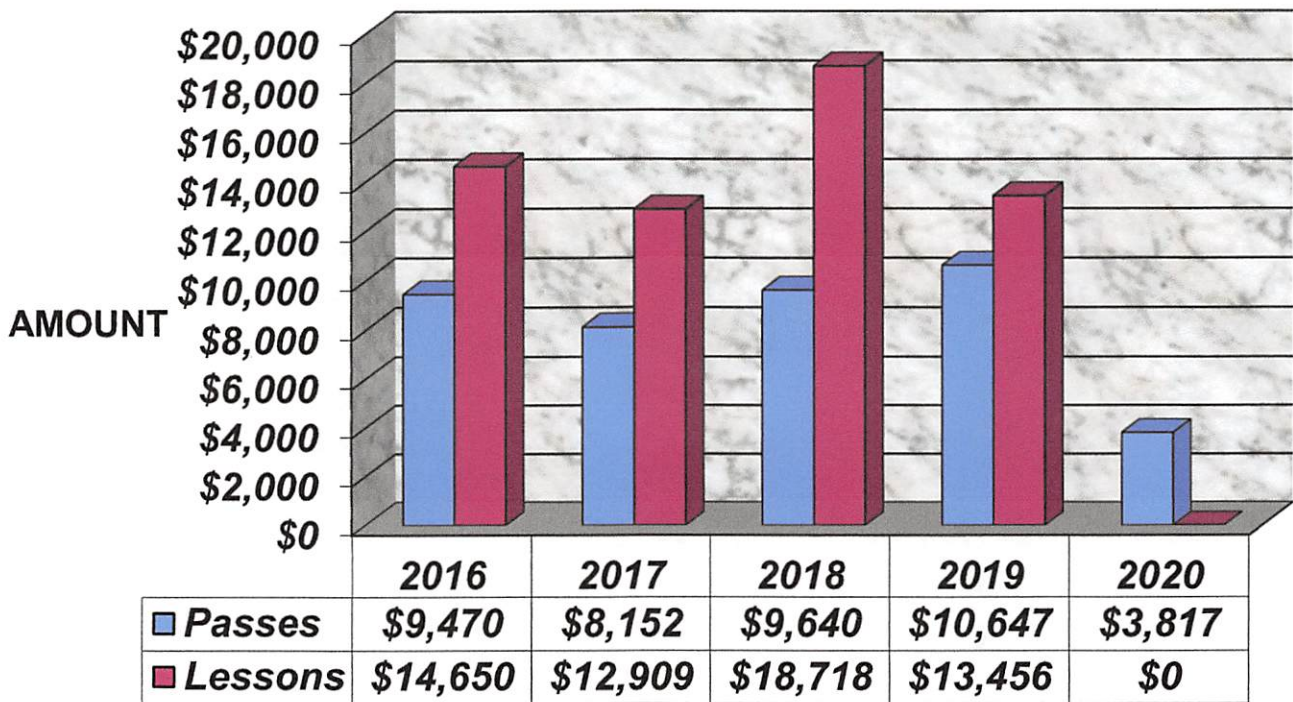


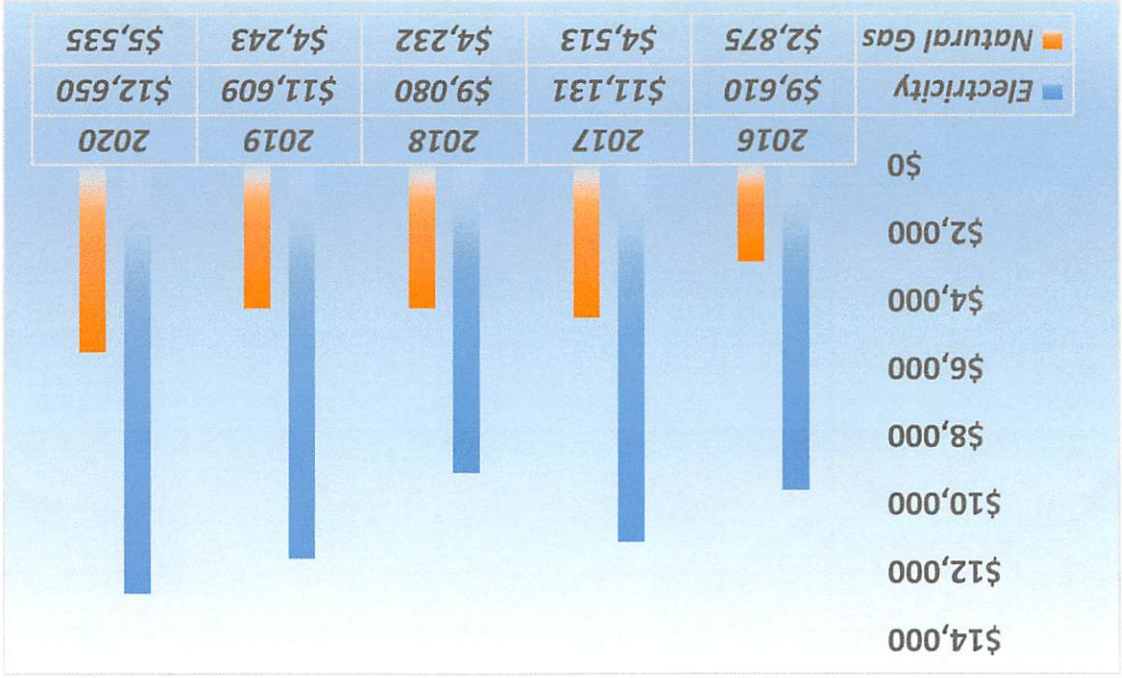


### Pool Rental Revenue

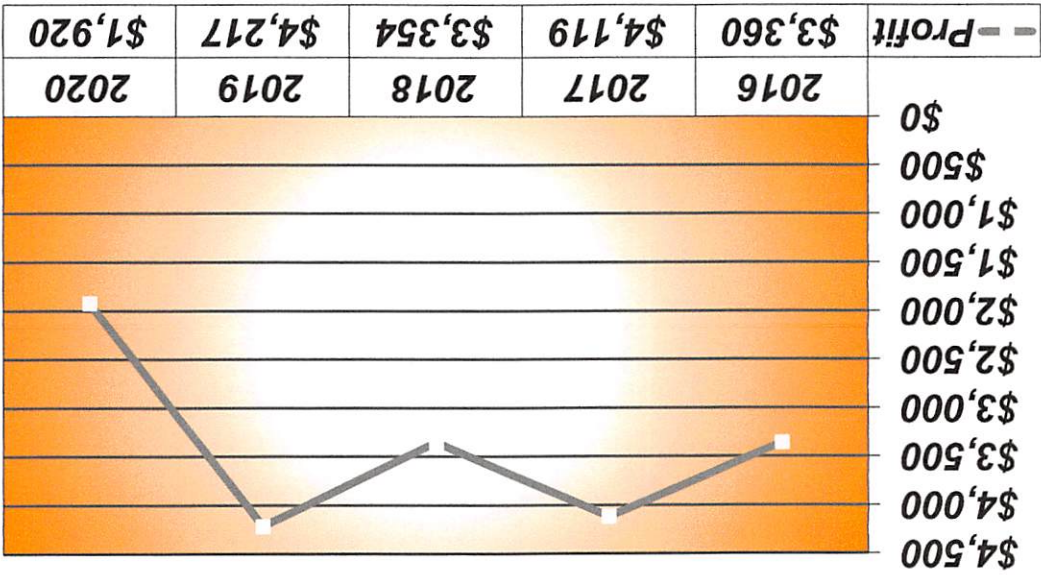


### Passes and Lessons





Pool Utilities



Snack Bar Profit



## 2020 Pool Revenue - Expense Report

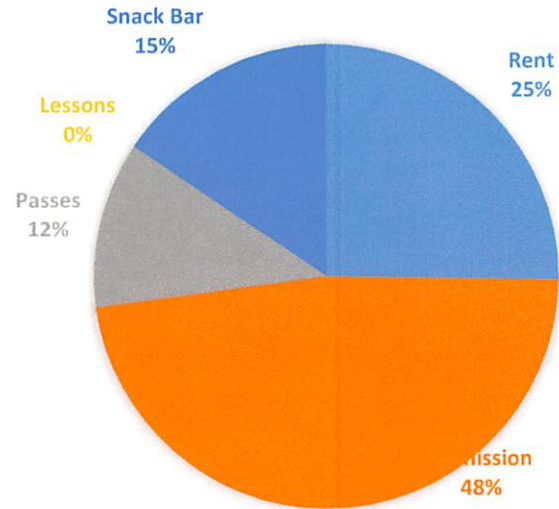
Rent	\$8,592.00	25.24%
Admission	\$16,220.00	47.64%
Passes	\$3,943.00	11.58%
Lessons	\$0.00	0.00%
Snack Bar	\$5,292.00	15.54%
	<b><u>\$34,047.00</u></b>	100.00%

Payroll	\$31,048.00	37.47%
Uniforms	\$57.00	0.07%
Maint. Services	\$749.00	0.90%
Maint. Supplies	\$10,785.00	13.02%
Repair Services	\$788.00	0.95%
COVID-19*	\$5,833.00	\$0.07
Cost of Goods Sold	\$3,370.00	4.07%
Electricity	\$12,650.00	15.27%
Gas	\$5,535.00	6.68%
Water	\$12,040.00	14.53%
	<b><u>\$82,855.00</u></b>	100.00%

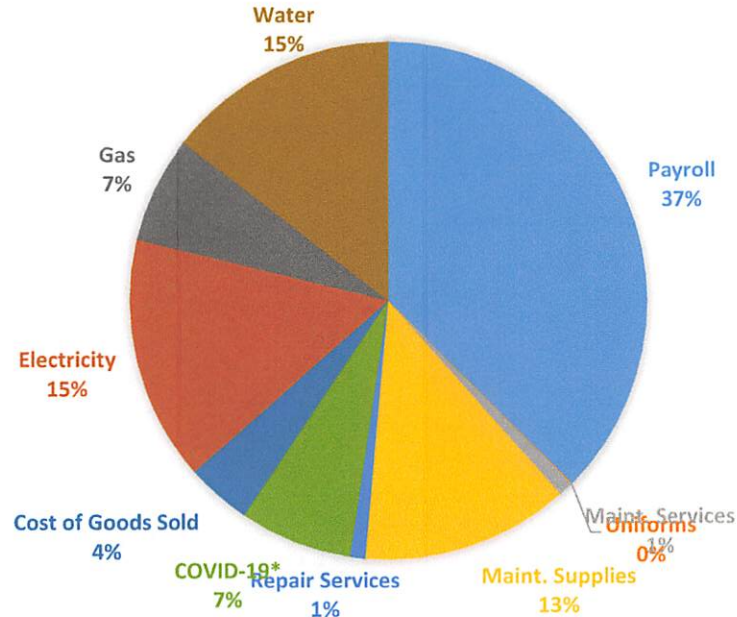
Operation Deficit	<b>-\$48,808.00</b>
Cash Over	
Rec Subsidy	<b>\$48,808.00</b>

*Includes	
Rental refunds	\$3,600.00
Disinfectants	\$1,908.00
Counter Shields	\$325.00

### 2020 POOL REVENUE



### 2020 POOL EXPENSES





# 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: Commissioners / Board of Directors  
FROM: Sanitary Department Manager  
SUBJECT: Crockett Sanitary Department Managers Report  
DATE: February 17, 2021

The Crockett Sanitary Department Managers Report highlights items of interest that occurred between Jan. 8, 2020 and Feb. 11, 2021. The District offices remains closed to the public due to Coronavirus (COVID-19) orders. Social distancing and other safe practices recommended by the CDC and County Health Officer are being followed.

## Operation and Maintenance

- There were no Sanitary Sewer Overflows (SSO) in January.
- An incident involving vandalism resulting in water flow occurred on Jan. 27, Cogen staff reported seeing water spouting on the North (water) side of the UPRR tracks near the Nantucket; a valve had been removed(stolen) from a 2 inch pipe allowing free flow of water. EBMUD field service technician confirmed it was their asset.
- On afternoon of Jan. 27 workers at the JTP informed us they may be needing to divert flow due to one pump being down for repairs. With heavy rain arriving diversion was requested at 1:00 am on Jan. 28. Our flow was diverted for 6 hours, transferring a total of approximately 70,000 gallons.
- There were no reported issues at Loring Pump Station.

## Capital Improvements / Projects

- Review of CCTV sewer cam found several point repairs on otherwise good lines. One of those repairs has been performed at 2<sup>nd</sup> & Wanda and another is underway at this writing at 2<sup>nd</sup> & Rose. We have another repair required that was damaged by utility installing a conduit through our sewer during the crosswalk installation at 3<sup>rd</sup> and Pomona. Staff is in process of contacting parties responsible.

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# CROCKETT COMMUNITY SERVICES DISTRICT

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

## MINUTES OF REGULAR MEETING, JANUARY 27, 2021

1. CALL TO ORDER AND INSTALLATION OF OFFICERS: The meeting was called to order at 7:00 PM by President Kirker. Present were Board Members Barassi, Bartlebaugh, Mackenzie and Peterson, along with Recreation Department Manager Wilson, Department Sanitary Manager Barnhill, Assistant Secretary Witschi, District Engineer Murdock and Administrative Services Manager Gunkelman. Outgoing President Kirker thanked everyone for a wonderful year. Incoming President Barassi thanked Directors Kirker and Peterson for all their hard work.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
5. UPDATE BY DIRECTORS: Director Barassi said he contacted Regional Government Services (RGS) and they have completed their work for us. He met with staff members individually. He said Ms. Witschi will post meetings and will be responsible to host the Zoom meetings. Director Barassi said he setup a desk in the multipurpose room. He dealt with a public records request and spoke with John Angell for more information on how we operate. He said he helped clear out new office building before Synergy stated abatement at the new office building. He said Director Mackenzie is the head contact for the abatement project.
- 6.a. RECREATION DEPT. REPORT: The Board had received the Minutes of December 7. Mr. Wilson reported he purchased new pool covers. Staff submitted the Per Capita Grant application and it does not require matching funds. He received two estimates to remove a cedar tree on the hillside to prevent from falling and estimates for trimming trees in the park. He is going to submit a micro-grant for the tree jobs. Staff received an arborist report for the Pomona Street Stair Project and forwarded it to the County. High School sports can resume due to the new County guidelines.
- 6.b. MAINTENANCE DEPARTMENT: None
- 6.c. PORT COSTA SANITARY DEPT.: The Board had received the Minutes of November 4. Mr. Barnhill reported no Sanitary Sewer Overflows (SSO's) or exceedances for December.
- 6.d. CROCKETT SANITARY DEPT.: The Board had received the Minutes of December 9. Mr. Murdock reported no Sanitary Sewer Overflows (SSO's) in January. He said there was a flowing water incident today north of the tracks. He said at midnight there was an alarm power outage west of I-80. A 10" water pipe broke on Pomona.
- 6.e. STAFF REPORT ON GOVERNMENTAL MATTERS: None

**6.f. STAFF ANNOUNCEMENTS:** None

**7. CONSENT CALENDAR:** The following consent items were approved unanimously (kp/jm):

- b. Approve payment of District bills (warrants Rec. 8994-9034; PCSan, 1286-1300 CVSan. 6305-6340; Maintenance 430).
- c. Receive Minutes of Commissions and Committees.

**8.a. CONSENT ITEMS REMOVED:** Director Peterson asked that 7.a. and 7.d. be removed from the consent calendar for further discussion.

- 7.a. Approve Minutes of December 16, 2020 – Director Peterson asked Director Kirker if he followed up on the interim General Manager. Director Kirker said he sent an e-mail but has not received a reply yet.
- 7.d.. Receive Status Reports on outstanding items – Director Peterson said on the Crockett Sanitary Status Report, Item A-34, Outfall Lease. the responsible person should be changed to KP. He said he has had no response from C&H for months. He said a letter was sent back to State Lands. He will not give up on a response until he hears from Tanya Akkerman at C&H.

Consent Items 7.a. and 7.d. were approved unanimously (kp/sb).

**8.b. CEQA FINDINGS:** Mr. Wilson said the requirements for the Per Capita Grant Program in the boundaries of the park include an ADA bathroom at the pool and no new footprints. A motion to approve Resolution No. 20/21-12 adopting CEQA findings carried unanimously (mk/jm).

**8.c. COMMITTEE APPOINTMENTS:** Director Barassi said committee appointments will stand as-is.

**8.d. REAUTHORIZATION OF AD HOC COMMITTEES:** Director Barassi said it was brought to his attention that ad hoc committees are of the board and cannot have a quorum. He said the idea of appointing Jon Wolthuis could complicate that as an ad hoc committee. He said his thought was to dissolve it as an ad hoc committee and make it an advisory committee so it could have three members and could be considered. He said since we don't have a general manager right now he is very concerned that we keep a committee structure that allows decisions to be made quickly and efficiently and then we could consider a standing committee that is more in to planning and long range. He said Directors Mackenzie and Peterson both want to stay involved and he thinks they both bring something very valuable to the table. He said the reason he would like to have Jon Wolthuis join the committee is he thinks that will be very effective tying in Crockett Sanitary and keep them informed. He said do we want to consider making a standing committee that's really addressing more of the Long Range Planning and the types of uses once the district offices are in the design issues. Director Peterson asked what the committee name is going to be. Director Barassi said he would like to call it the President's Advisory Committee of the Hosselkus Chapel. He said later we would need a resolution making it a permanent standing committee addressing the painting and the water drainage and all of the issues that would be considered getting a building open and occupied. Director Barassi said he would consider having a different form for the committee that would address the longer range planning when we rent the apartment and addressing the bigger issues. He said we can address

that at the next meeting. Director Barassi re-opened this item because he realized we did not discuss the Strategic Planning Ad Hoc Committee and the Staff Management Ad Hoc Committee. He said he is going to dissolve both committees and when issues arise he will reinstate them.

8.e. ACTION PLANS FOR 2021: Director Peterson asked what is meant by Item 5, Sewer Use Charge Rate Study for Crockett Sanitary. Mr. Murdock said Mr. Barnhill and he were talking about how to rethink how we raise rates. He said we should probably go to a schedule of raises. Director Peterson said the sewer use charges are set by the two Sanitary Commissions. They are set in the spring as part of the budget process, so that's something we can strike from the action plan. He said it is done every year as required by law. Director Barassi said he thinks Mr. Murdock is talking about changing our formula to have bigger reserves. Director Bartlebaugh said there was a study done in the past to identify what is the appropriate amount of reserves. Director Barassi said he did note on the Port Costa Sanitary Department Action Plan that he did remove branches from the power lines serving the wastewater treatment plant and there's also been an effort to clean up all of the branches and accumulation around the meter and power lines. The planning for the joint use agreement renegotiation can be the put down as winter. A motion to approve the Action Plans for 2021, as amended, carried unanimously (kp/mk).

9.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Mr. Gunkelman asked if anyone had any questions. He said this is the first investment report update you have had in a while. The first quarter interest was \$8,919.92.

10.a. PERSONNEL COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. AD HOC COMMITTEE REPORTS: Director Peterson said we have the Management Transition Ad Hoc Committee handling risk assessments and the committee has not met in over a year it might be advisable to have another General Manager oversee the progress. Director Barassi said we can dissolve the committee and when there is a new General Manager, and we're ready to move forward looking, we can reestablish in the fall. Director Mackenzie gave an update on the New Office Renovation Ad Hoc Committee. He said he has some photos of the progress being made at the new office building. He said Synergy started abatement on Monday and it's a lot of setup of plastic. He said Synergy got the rooms in the back all ready and they don't know what that other room is at the top of the ramp, but we call it the viewing room or something. He said they should be done by Saturday. Director Barassi asked if we would be moving on to painting ceilings. Director Mackenzie said that would be something for the committee to discuss. He said there is nothing included for that right now and there are no roof repairs. Director Barassi asked with the abatement done, can we start with the drywall repair, dry rot repair, roof repair and then ultimately retaining. Director Mackenzie said yes.

10.d. INTER-AGENCY MEETINGS: None. Director Barassi went back to Item 8.d.

11. CLOSED SESSION: The Board went into closed session at 8:09 pm.

a. CONFERENCE WITH LABOR NEGOTIATOR(S): Agency Designated Representative(s) to confer with Crockett Community Services District Board regarding Acting General Manager,



Administrative Services Manager, District Engineer and District Secretary positions, Pursuant to Government Code Section 54957.6.

OPEN SESSION: The Board resumed at 8:17 pm.

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

13. FUTURE AGENDA ITEMS:

Receive audit of District FY 19/20 performed by David Farnsworth, CPA (Feb.).

Discuss policy on delegation of authority to Commissions.

Adopt capital asset depreciation schedule.

Adopt capacity charge ordinance on Accessory Dwelling Units.

Review and adopt ADA compliance plan.

Adopt policy for use of private devices and e-accounts.

Develop policy on proposals for new programs without established funding.

14. BOARD COMMENTS: Director Barassi said he is going to make an effort to get our outside consulting to a minimum. He said we have the experience and ability to manage our affairs without having to resort to legal costs, so let's try to keep that to a minimum. He said the next six months is really going to be not taking on new initiatives, but just sticking to what we already know. He said he will consider the next few months successful if we can reduce our reliance on our attorney and on Regional Government Services.

15. ADJOURNMENT: The meeting was adjourned at 8:24 PM until February 24, 2021.

Respectfully submitted,



Susan Witschi  
January 29, 2021

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**  
Auditor's Date: 2/3/21 Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3425 - PC SANITARY - O&amp;M</b>				
02/04/2021	Eurofins Calscience LLC	Lab Testing	470.00	1301
02/04/2021	Sierra Chemical Company	Multichlor, Sodium Hypochlorite	506.18	1302
02/04/2021	PG&E	Electric - 2704121327-6	373.86	1303
Total FUND 3425 - PC SANITARY - O&M			<u>1,350.04</u>	
<b>TOTAL</b>			<u><u>1,350.04</u></u>	



**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**  
Auditor's Date: 2/3/21 Fund: 324100 Account: 0830

Date	Name	Memo	Credit	Num
<b>FUND 3241 - RECREATION</b>				
02/04/2021	CONTRA COSTA HEALTH S...	Health Permits for 2021/2022	3,095.00	9035
02/04/2021	Sandra Zelaya	Cancelled Event on June 12, 20...	200.00	9036
02/04/2021	AT&T	Phone - 510-724-2414	401.52	9037
02/04/2021	EBMUD	Water - 30385600001 & 14347...	1,227.70	9038
02/04/2021	LESLIE'S POOL SUPPLIES	Alka Up 5# & 50#	100.19	9039
02/04/2021	PG&E	Gas & Electric - 6757445609-0, ...	2,355.39	9040
02/04/2021	Sierra Chemical Company	Hydrochloric Acid	630.88	9041
02/04/2021	TERRACARE ASSOCIATES	Landscaping services	2,171.00	9042
02/04/2021	Milkman Creations	Sweatshirts	74.12	9043
02/04/2021	RONALD D. WILSON	Mileage Reimbursement	101.36	9044
02/04/2021	SDRMA	Mem. #5505	904.34	9045
02/04/2021	CalPERS Public Employees ...	CalPERS#1977684412, Retir. 1...	1,016.33	9046
02/04/2021	UNITED STATES TREASUR...	68-0114159	1,064.18	9047
02/04/2021	EMPLOYMENT DEVELOPME...	698-1442-4	324.46	9048
02/04/2021	ASHER H. LABINSKI	Payroll 1/16/2021 - 1/31/2021	113.05	9049
02/04/2021	SUSAN G. WITSCHI	Payroll 1/16/2021 - 1/31/2021	2,090.95	9050
02/04/2021	TREVOR B. DEES	Payroll 1/16/2021 - 1/31/2021	173.09	9051
02/04/2021	RONALD D. WILSON	Payroll 1/1/21-1/31/21	2,572.37	9052
Total FUND 3241 - RECREATION			18,615.93	
<b>TOTAL</b>			<b>18,615.93</b>	



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

Auditor's Date: 2/3/21 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3426 - CV SANITARY - O&amp;M</b>				
02/04/2021	Milkman Creations	Uniforms	321.55	6341
02/04/2021	WEST COUNTY WASTEWATE...	Contract Billing - December 2020	3,559.06	6342
02/04/2021	AT&T (Phone)	Accounts 51078729925101 & 510...	202.91	6343
02/04/2021	C&H SUGAR CO.	Waste Treatment Plant for Dec 2020	59,779.98	6344
02/04/2021	East Bay Municipal Utility District	Invoice #43084. Water Consumpti...	139.20	6345
02/04/2021	EBMUD	Account # 55397300001	102.14	6346
02/04/2021	PG&E	Account 6193854060-8	2,423.23	6347
02/04/2021	Regional Government Services	Invoice# 11698	193.50	6348
02/04/2021	SDRMA	Mem. #5505	986.74	6349
02/04/2021	CalPERS Public Employees Re...	Retire. 1946207465, Retir. 194620...	854.70	6350
02/04/2021	UNITED STATES TREASURY (...)	68-0114159	3,785.50	6351
02/04/2021	EMPLOYMENT DEVELOPMEN...	698-1442-4	968.20	6352
02/04/2021	First Foundation Bank	Account 60243700	26,457.35	6353
02/04/2021	First Foundation Bank	Account 60162400	21,970.11	6354
02/03/2021	VOID	Printed Warrant transmittal on Ch...		6355
02/04/2021	GAUNT A. MURDOCK	Payroll 1/16/21 - 1/31/21	2,442.27	6356
02/04/2021	JAMES G. BARNHILL	Payroll 1/1/21 - 1/31/21	4,386.41	6357
02/04/2021	VAUGHN P. GUNKELMAN	Payroll 1/16/21 - 1/31/21	1,908.11	6358
Total FUND 3426 - CV SANITARY - O&M			<u>130,480.96</u>	
<b>TOTAL</b>			<u><u>130,480.96</u></u>	



**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**  
Auditor's Date: 2/18 Fund: 342600 Account : 0830

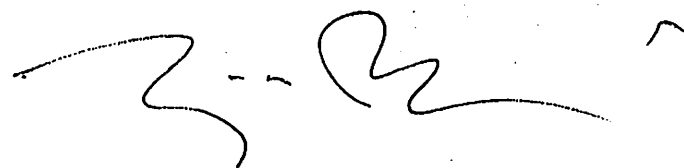
Date	Name	Memo	Credit	Num
<b>FUND 3426 - CV SANITARY - O&amp;M</b>				
02/19/2021	GAUNT A. MURDOCK	Payroll 2/1/21-2/15/21	1,950.40	6359
02/19/2021	VAUGHN P. GUNKELMAN	Payroll 2/1/21-2/15/21	1,560.97	6360
02/19/2021	MEYERS NAVE	Invoice # 2020120235	1,809.87	6361
02/19/2021	SYNERGY ENTERPRISES, INC.	Invoice #85224	19,270.00	6362
02/19/2021	L.R. PAULSELL CONSULTING	Invoice CVSD 21-2. 2/1/21-2/2/21	2,880.00	6363
02/19/2021	STATE COMPENSATION INS...	Workers Comp 219383	532.12	6364
02/19/2021	LINCOLN FINANCIAL GROUP	CCSVD-BL-1564438	48.15	6365
02/19/2021	U.S. BANK	Various 4127134555573937	1,570.87	6366
Total FUND 3426 - CV SANITARY - O&M			<u>29,622.38</u>	
<b>TOTAL</b>			<u><b>29,622.38</b></u>	

CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: 2/18 Fund: 324100 Account: 0830

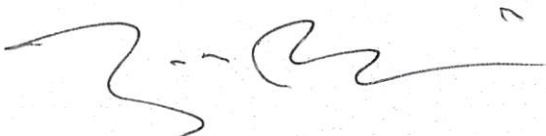
Date	Name	Memo	Credit	Num
<b>FUND 3241 - RECREATION</b>				
02/19/2021	LESLIE'S POOL SUPPLIES	Flexflo Comp Injtr Pump A-100, B9 Skim	768.82	9053
02/19/2021	Contra Costa County Clerk Reco...	Notice of Exemption - CEQA Filing Fees	95.00	9054
02/19/2021	Maria Flores	Rental Refund	500.00	9055
02/19/2021	STATE COMPENSATION INSU...	Workers Comp 219383	331.88	9056
02/19/2021	Solis Gardening	Haul Away Old Pool Covers & Mats	500.00	9057
02/19/2021	LINCOLN FINANCIAL GROUP	CCSVD-BL-1564438	69.19	9058
02/19/2021	ASHER H. LABINSKI	Payroll 2/1/21-2/15/21	99.73	9059
02/19/2021	SUSAN G. WITSCHI	Payroll 2/1/21-2/15/21	2,357.20	9060
02/19/2021	TREVOR B. DEES	Payroll 2/1/21-2/15/21	108.61	9061
02/19/2021	U.S. BANK	Various 4127134555573937	594.48	9062
Total FUND 3241 - RECREATION			5,424.91	
<b>TOTAL</b>			<b>5,424.91</b>	



CROCKETT COMMUNITY SERVICES DISTRICT  
Crockett Community Services District

Auditor's Date: 4/8 Fund: 342500 Account: 0830

Date	Name	Memo	Credit	Num
<b>FUND 3425 - PC SANITARY - O&amp;M</b>				
02/19/2021	TELSTAR INSTRUMENTS, INC.	Invoice# 106589	721.00	1304
02/19/2021	Valley Operators, LLC	Invoice# 1520	4,421.73	1305
02/19/2021	Tom List	Plumbing component reimbursement	81.92	1306
02/19/2021	U.S. BANK	Various 4127134555573937	54.89	1307
Total FUND 3425 - PC SANITARY - O&M			5,279.54	
<b>TOTAL</b>			<b>5,279.54</b>	



# CROCKETT RECREATION COMMISSION

of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525

Telephone (510) 787-2414

Fax (510) 787-3049

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

website: www.town.crockett.ca.us

## MINUTES OF REGULAR MEETING, JANUARY 4, 2021

1. CALL TO ORDER: The meeting was called to order at 6:05 PM by Chairperson Cusack. Present were Commissioners Scheer and Valentini, along with Department Manager Wilson and Facilities Manager/Asst. Secretary Witschi. Commissioners Airoidi and Choquette were absent.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. CONSENT CALENDAR: The following consent item was approved unanimously (as/jv):
  - a. Approve Minutes of December 7, 2020.
5. STATUS REPORT AND ACTION PLAN: The Commission reviewed the outstanding items on the Status Report and the Action Plan for 2021. The Action Plan for 2021 was approved by consensus.
6. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. Wilson reported a cash balance of \$42K and \$257K in investments.
- 7.a. DISTRICT BOARD ACTIONS: Mr. Wilson reported on the actions taken by the District Board in December. He said Commissioner Choquette was reappointed to the Recreation Commission for two years.
- 7.b. COMMITTEE APPOINTMENTS: Commissioners Cusack and Valentini will continue to serve on the Budget & Finance Committee.
8. REPORT OF DEPT. MANAGER: Mr. Wilson reported he met with Commissioners Scheer and Valentini on December 14 to come up with a project for the Prop 68 Per Capita Program. He said the project will replace and rearrange the picnic areas in Alexander Park and will have a unisex restroom to meet the ADA requirements. He said the Recreation Department received \$2,500 in donations in December. The new pool covers have arrived. The pool heaters were serviced today. Commissioner Scheer thanked Mr. Wilson for the tour of the pool and park area.
9. COMMISSIONERS: None
10. FUTURE AGENDA ITEMS:

Aquatics report for 2020 (February).
11. COMMISSIONER COMMENTS:



12. ADJOURNMENT: The meeting was adjourned at 6:27 PM until February 1, 2021.

Respectfully submitted,

*Susan Witschi*

Susan Witschi  
January 5, 2021

# PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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)

## MINUTES OF REGULAR MEETING, JANUARY 6, 2021

1. CALL TO ORDER: The meeting was called to order at 7:09 PM by Vice-Chairperson Cusack. Present were Commissioners List and Scheer, along with Dept. Manager Barnhill, District Engineer Murdock and Assistant District Secretary Witschi. Also present was Director Barassi. Commissioner Surges arrived later and Commissioner Klavier was absent.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: Director Barassi said he was recently elected President of the District Board and will be attending the Port Costa Sanitary Commission meetings monthly. He will be available if any issues come up and Director Peterson will take the lead role on the budgets.
4. PUBLIC HEARING: None
- 5.a. SELF-MONITORING REPORTS: Mr. Barnhill reported no exceedances or spills for October or November 2020.
- 5.b. DISTRICT BOARD ACTIONS: Director Barassi reported the Board approved the asbestos abatement for the new District office and work is expected to begin next week. Commissioner List asked what the state mandate for removal of asbestos is. Director Barassi said anything above 1% if disturbed is dangerous. Commissioner Scheer said you will need to post a notice if there is asbestos in the building.
- 5.c. STATUS REPORT AND ACTION PLAN: Director Barassi said item 1 has been completed on the Action Plan. Mr. Barnhill reported plants and roots are causing major damage to the treatment plant. A motion to recommend approval of the Action Plan for 2021 carried unanimously (tc/tl).
6. FINANCIAL REPORT: The monthly statement of Department finances was examined by the Commission. No further comments.
7. SMOKE TESTING RESULTS: Mr. Barnhill reported he received the smoke testing report and he said there will be some properties receiving notices. The results from smoke testing show some problems with main sewer lines and some private laterals throughout town. He is looking for direction when to send out letters to owners. He will email the commissioners the smoke testing results. Commissioner Cusack said he has concerns about the cost to fix these problems during COVID. Mr. Barnhill said he has been sitting on this for a while since the conditions found have existed and workload limits availability to deal with follow-up. Commissioner Surges said he thinks staff should wait until Spring/Summer to send notices out to owners. This item will be brought back in February to discuss further.

8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported Telstar responded to the Treatment Plant. He said the Programmable Logic Controller had an issue which caused the water system 3 pump to fail.

8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

8.c. STAFF ANNOUNCEMENTS: None

9. REPORTS FROM COMMISSIONERS: None

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

a. Approve Minutes of November 4, 2020.

11. FUTURE AGENDA ITEMS:

Discuss smoke testing results.

Discuss Port Costa school sewer system.

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 7:55 PM until February 10, 2021.

Respectfully submitted,

*Susan Witschi*

Susan Witschi  
January 12, 2021

# CROCKETT SANITARY COMMISSION

of the Crockett Community Services District.

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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

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

## MINUTES OF REGULAR MEETING, JANUARY 13, 2021

**1. CALL TO ORDER:** The meeting was called to order at 7:05 PM by Chairperson Manzione. Present were Commissioners Adams and Wolthuis, along with Assistant Dept. Manager Barnhill, Asst. Secretary Witschi, District Engineer Murdock and Administrative Services Manager Gunkelman. Also present were Directors Barassi, Bartlebaugh, Mackenzie and Peterson. Commissioner Wais was absent.

**2. AGENDA ORDER:** There were no requests to change the agenda order.

**3. PUBLIC COMMENTS:** None

**4. PUBLIC HEARING:** None

**5. CONSENT CALENDAR:** The consent items were approved unanimously as follows:

- a. Approve Minutes of December 9, 2020 (jw/ha).
- b. Receive annual report on construction permitting for CY 2020 (ha/jw).
- c. Annual Sanitary Sewer Overflow (SSO) report on Crockett collection system (ha/jw).

**6.a. DISTRICT BOARD ACTIONS:** No report.

**6.b. ANNOUNCEMENT OF VACANCY:** The Announcement of Vacancy will be reposted for 30 days.

**6.c. UPDATE ON NEW OFFICE BUILDING:** Commissioner Wolthuis said Director Bartlebaugh did an excellent job on the project letter for the new office building. Director Barassi said he is here to see that one person from this commission is appointed to the New Office Renovation Ad Hoc Committee. He said next year we can deal with the apartment and extra space with the budget. Director Mackenzie said a complete abatement of the popcorn ceilings will cost \$8K. He said the roof should be fixed soon. Work was scheduled to begin on Monday, January 11, however Synergy did not have the insurance set up yet. Director Barassi said the project letters that Directors Bartlebaugh and Peterson wrote will be helpful for the New Office Renovation (NOR) Ad Hoc Committee to review.

**6.d. AD HOC COMMITTEE RECOMMENDATION:** Director Barassi said he would like to have one sanitary commissioner and two board members on the NOR Ad Hoc Committee for Phase 1 and would like to appoint Commissioner Wolthuis. Commissioner Wolthuis said he wants to make sure everything is related to Crockett Sanitary and funds are used for the right reasons. Director Mackenzie said Director Kirker can appoint Commissioner Wolthuis to the committee. Commissioner Adams wanted to acknowledge all the time and effort Directors Kirker and Peterson have put in to keep the District running smooth.

**7.a. ENFORCEMENT ACTIONS:** Mr. Barnhill reported five properties received a Certificate of Compliance and are no longer in violation.

7.b. STATUS REPORT AND ACTION PLAN: The Commission reviewed the Status Report and Action Plan for 2021. Director Barassi asked about item E-26 and if there is a plan for the bricks. Commissioner Adams said no. Commissioner Manzione asked about the EQ tank rehabilitation. He said staff should talk to our District Engineer, Vivian Housen and bring back next month. Commissioner Wolthuis said legal counsel should get involved with the new C&H Sewer Service Agreement which ends on June 30, 2021.

7.c. UPDATE ON SEWER USE CHARGE ADJUSTMENT: Mr. Barnhill reported he has not heard from the owner at 627 Second Avenue (Toot's Tavern) on the sewer use charge (SUC). He said an adjustment was made based on the meter from \$7,782 to \$5,111.

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

9.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported there were no Sanitary Sewer Overflows (SSO's) in December. He said there were two incidents regarding flowing water in December. On December 22, Cogen staff reported seeing water spouting on the North side of the UPRR tracks near the dock house. On December 29, water was seen flowing down the gutter on Cooke Avenue. The source was a blocked storm drain on Atherton Avenue.

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

9.c. STAFF ANNOUNCEMENTS: None

10.a. WASTEWATER COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. AD HOC COMMITTEES REPORT: None

10.d. INTER-AGENCY MEETINGS: None

11. FUTURE AGENDA ITEMS:

- Consider Pump Station site cleanup (Feb.).
- Consider safety training for Injury and Illness Prevention (Feb.).
- Consider EQ tank condition (Feb.).
- Receive progress report for new District office (ongoing).
- Capacity Charge Accessory Dwelling Unit (ADU) Ordinance.
- Video outreach for FOG and no wipes down drain.
- Recommend award of contract(s).
- Recommend payment for sewer project(s).

12. COMMISSIONER COMMENTS: Director Barassi said he will be attending all the Commission meetings.

13. ADJOURNMENT: The meeting was adjourned at 8:25 PM until February 17, 2021.

Respectfully submitted,  
Susan Witschi / *Susan Witschi*  
January 19, 2021

**RESOLUTION**

**NO. 20/21-13**

**A RESOLUTION RE-APPOINTING COMMISSIONER**

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

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

**NOW, THEREFORE, BE IT RESOLVED** that Anne Scheer is hereby re-appointed to the Crockett Recreation Commission as Commissioner.

**THE FOREGOING RESOLUTION** was adopted at the District's Regular Meeting held in Crockett on February 24, 2021 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

---

Luigi Barassi, President

**ATTEST:**

---

Kent Peterson  
Board Secretary

# CROCKETT COMMUNITY SERVICES DISTRICT

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

## MONTHLY SUMMARY WORKSHEET

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

PREPARED FOR BD. MTG: 2-24-21 LATEST FUND REPORT: 2-11-21

CCSD FUND 3240		CCSD FUND 3240	
CASH CARRIED FORWARD:		CASH CARRIED FORWARD:	
REC DEPT:	\$44,505.54	CVSAN DEPT:	\$206,125.88
ACTIVITY:		ACTIVITY:	
Prop Tax Split	\$ (10.70)	Prop Tax Split	\$ (54.62)
Cash Conversion	\$58.78	Cash Conversion	\$ 300.05
Transfer to REC 3241	\$ (30,000.00)	Trnsfr to CVSAN 342	\$ (150,000.00)
CASH BALANCE (Rec):	\$14,553.62	CASH BALANCE (CVSan):	\$56,371.31
ADV ON TAXES (Rec):	\$ 30,726.03	ADV ON TAXES (CVSan):	\$156,861.71
060 Adv beginning bal	\$30,680.89	060 Adv beginning bal	\$156,558.04
No Activity		No Activity	\$0.00
Ending Balance	\$ 30,680.89	Ending Balance	\$156,558.04
160 Supplmt begin bal	\$103.92	160 Supplmt begin bal	\$603.72
Cash Conversion	\$ (58.78)	Cash Conversion	\$ (300.05)
Ending Balance	\$45.14	Ending Balance	\$303.67
FUND BALANCE (Rec):	\$45,279.65	FUND BALANCE (CVSan):	\$213,233.02
		MAINT DEPT PROPERTY TAXES ALLOC:	
		Cash Carried Forward:	\$4,081.46
		Prop Tax Split	\$ (1.27)
		Cash Conversion	\$6.95
		Cash Balance (Maint)	\$4,087.14
		060 Adv Beginning B:	\$3,636.29
		No Activity	
		Ending Balance	\$3,636.29
		160 Supplmt begin b:	\$0.00
		Cash Conversion	\$ (6.95)
		Ending Balance	(\$6.95)
		FUND BALANCE (Maint):	\$7,716.49
		TOTAL CSD 3240 BALANCE:	\$266,229.16



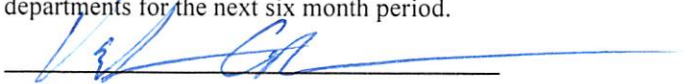
CROCKETT COMMUNITY SERVICES DISTRICT

INVESTMENT REPORT

AS OF January 31, 2021

<u>Beginning invested balance:</u>	<u>12/31/2020</u>	<u>\$ 3,588,741.24</u>
<u>RECREATION DEPT. OPERATING FUND 3241</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.63% on 1/15/21		\$ 257,458.84
Activity: Interest 1st Qtr (10/21)		\$ 407.02
Ending balance:		\$ 257,865.86
<u>MAINTENANCE DEPT. MEMORIAL HALL FUND 3242</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.63% on 1/15/21		\$ 188,472.78
Activity: Transfer to cash (1/20/21)		\$ (15,000.00)
Interest 1st Qtr (10/21)		\$ 298.00
Ending balance:		\$ 173,770.78
<u>PORT COSTA SANITARY DEPT. OPERATING FUND 3425</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.63% on 1/15/21		\$ 223.70
Activity: Interest 1st Qtr (10/21)		\$ 0.35
Ending balance:		\$ 224.05
<u>CROCKETT SANITARY DEPT. OPERATING FUND 3426</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.63% on 1/15/21		\$ 2,171,907.12
Activity:		
Interest 1st Qtr (10/21)		\$ 3,433.80
Ending balance:		\$ 2,175,340.92
<u>CROCKETT SANITARY DEPT. CONSTRUCTION FUND 3427</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.63% on 1/15/21		\$ 899,464.02
Activity: Interest 1st Qtr (10/21)		\$ 1,422.17
Ending balance:		\$ 900,886.19
<u>CROCKETT SANITARY DEPT. CAPITAL RESERVE FUND 3429</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.63% on 1/15/21		\$ 71,214.78
Activity: Interest 1st Qtr (10/21)		\$ 112.60
Ending balance:		\$ 71,327.38
<u>Closing invested balance:</u>	<u>1/31/2021</u>	<u>\$ 3,579,415.18</u>

All investments of the Crockett Community Services District have been made through the Treasurer, Contra Costa County. Pursuant to Gov't Code Section 53646, I hereby certify that the invested funds are in compliance with the investment policies of the Crockett Community Services District and provide sufficient liquidity to meet budgeted expenses for each respective departments for the next six month period.

  
 Vaughn Gunkelman, Administrative Services Manager

Date: 2/19/21

# CROCKETT RECREATION DEPARTMENT

of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525

Telephone (510) 787-2414

Fax (510) 787-3049

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

website: www.town.crockett.ca.us

## MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTC 2-24-21

LATEST FUND REPORT: 2-11-21

### OPERATING FUND 3241

CASH CARRIED FORWARD: \$106,682.69

INVESTED BALANCE: \$257,458.84

Invest Interest \$407.02

#### ACTIVITY:

NET INVESTED: \$257,865.86

#### CHECKS AND PAYMENTS

Warrants (9020-9052) (\$56,396.88)

\$50,222.82 c/d deposits

Wells Fargo CC Fees \$0.00

\$207,643.04 avail. funds

Payroll recovery \$0.00

Invest Fees (\$2.00)

FUND BALANCE: \$403,366.13

#### DEPOSITS AND CREDITS

Comm Center Booking \$0.00

Fed Tax Refund \$0.00

Cost Recovery Bocce \$0.00

Donation \$0.00

Tennis keys \$0.00

Transfer from Invest \$30,000.00

Cash Conversion \$0.00

United Way Pass-thru \$0.00

Modem Refund \$176.39

Cancel Old Checks \$207.57

Parking fines \$0.00

Payroll recov CV&PC \$2,407.50

\$0.00

\*\*\* Below held in cash account \*\*\*

C/D BEGINNING BALANCE: \$50,222.82

c/d deposit receipts \$0.00

c/d deposit refunds \$0.00

Trnsfr recovery \$0.00

NET C/D ENDING BALANCE \$50,222.82

CAP / RESTRICTED BAL: \$4,639.60

Donations \$0.00

NET CAPITAL REPL. BAL: \$4,639.60

POLICE LIAISON BALANCE \$8,253.92

Parking revenue \$0.00

Payroll/Expenses \$0.00

NET PLC ENDING BALANCE \$8,253.92

XMAS LIGHT BEG BALANCE \$496.57

No activity \$0.00

XMAS LIGHT END BALANCE \$496.57

CERT ACTIVITY: None \$0.00

CERT Ending Balance: \$0.00

CASH BALANCE: \$83,075.27

ADV ON TAXES : \$62,425.00

Cash Conversion \$0.00

NET ADV ON TAXES: \$62,425.00

PETTY CASH BALANCE: \$60.00

TAXES held in 3240: \$ 45,279.65

CO.charges in 3240: \$ -

#### ACCRUED CREDIT:

PY due from MAINT Dep \$ -

Debt Retired \$ -

NET DUE to REC: \$ -

c:\mydocs\rec\bud&fin\wrksht.xls

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

# CROCKETT MAINTENANCE DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

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)

## MONTHLY SUMMARY WORKSHEET

PREPARED FOR BD. MTG:	2-24-21	LATEST FUND REPORT	2-11-21
OPERATING FUND 3242		BALANCES BY CLASS	
CASH CARRIED FORWARD:	\$3,019.11	MEMORIAL HALL	
ACTIVITY:		Walk Honor & P66	\$258,500.00
CHECKS and PAYMENTS		Arch. Phase1	(\$15,427.99)
Warrants (#430)	(\$15,000.00)	Engnr. Phase1	(\$33,934.00)
Payroll recovery CV	(\$318.25)	Other CapX	(\$4,605.65)
Invest Svcs Fee	\$ (1.00)	WofH P66 Balance	\$204,532.36
DEPOSITS		Other MH O&M Bal	\$8,609.44
Property Ins Adjust	\$0.00	BRIDGEHEAD	\$1,174.34
Walk of Honor DP	\$15,000.00	PLAZA/FENCES/LIGHT:	(\$876.68)
CASH BALANCE:	\$2,699.86	DOG PARK COST CENTE	\$844.14
ACCURED DEBT:			
INVESTED (MH) BEG. BAL	\$188,472.78	PY due REC Dept.	\$0.00
Invest Interest	\$298.00	PCADVISORY due MH	\$1,170.20
INVESTED (MH) END. BAL	\$188,770.78		
FUND BALANCE:	\$191,470.64	TAXES held in 3240	\$7,716.49

# PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

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

## MONTHLY SUMMARY WORKSHEET

PREPARED FOR MTG.: 2/24/21 LATEST FUND REPORT 2/11/21

OPERATING FUND 3425

CASH CARRIED FORWARD:	\$48,954.63	ACCRUED DEBT:	
ACTIVITY:			
Warrants (1295-1303)	(\$7,547.46)	PYs due CVSan Dep	\$24,233.49
Payroll recov CVSn&REC	(\$3,242.78)	Loan#2 due CVSan	\$203,986.49
Investment Services	(\$1.00)	Loan#3 due CVSan	\$150,000.00

CASH BALANCE:	\$38,163.39	ACCRUED DEBT:	\$378,219.98
---------------	-------------	---------------	--------------

ADV ON SUC BEG. BALANCE	\$163,433.68
No activity	
Ending Balance	\$163,433.68

INVESTED BEGIN. BALANCE	\$223.70
Interest	\$0.35

Ending Balance	\$224.05
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FUND BALANCE:	\$201,821.12	\\san\pc\bud&fin\wrksht
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# CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525  
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## MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTC      2/24/21      LATEST FUND REPORT:      2-11-21

OPERATING FUND 3426		CONSTRUCTION FUND 3427
CASH CARRIED FORWARD:	\$1,111,895.35	CASH CARRIED FORWARD: \$60,029.28
ACTIVITY:		ACTIVITY:
Warrants (6329-6358)	\$ (251,326.31)	Invest Svcs (\$5.00)
Payroll recov PC&Mair	\$3,241.16	
Invest Svcs 2nd Qtr	(\$12.00)	
Permits		CASH BALANCE: \$60,024.28
Overpay refund	\$ 604.39	
Transfer from 3240	\$ 150,000.00	INVESTED BEGIN BAL.: \$899,464.02
Wells Fargo Fees	(\$45.29)	Invest Interest \$1,422.17
Cost Recovery - shirt	\$31.61	
Payroll recov to REC	\$ (2,087.63)	
		INVESTED BALANCE: \$900,886.19
CASH BALANCE:	\$1,012,301.28	FUND 3427 BALANCE: \$960,910.47
ADV ON TAXES:	\$ 602,624.90	
060 Prop tax Beginnir	\$ 598,507.01	
Cash Conversion	\$0.00	
Ending Balance	\$ 598,507.01	CAPITAL RESERVE FUND 3429
160 Adv Supp Prop tax	\$4,117.89	CASH CARRIED FORWARD: \$262.00
No activity	\$0.00	ACTIVITY:
Ending Balance	\$4,117.89	Invest Svcs (\$1.00)
INVESTED BEG. BALANCE:	\$2,171,907.12	CASH BALANCE: \$261.00
Invest Interest	\$3,433.80	INVESTED BEGIN BAL.: \$71,214.78
Ending Balance:	\$2,175,340.92	Invest Interest \$112.60
FUND 3426 BALANCE:	\$3,790,267.10	INVESTED BALANCE: \$71,327.38
TAXES held in 3240:	\$363,287.64	FUND 3429 BALANCE: \$71,588.38
CO.charges in 3240:	\$0.00	
ACCURED DEBT OWED TO CVAN:		CONTRACTOR BONDS ON FILE:
PCSAN DEPT.	\$378,219.98	35 contractors \$34,500.00
MAINT DEPT.	\$0.00	

# CROCKETT COMMUNITY SERVICES DISTRICT

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TO: Board of Directors  
FROM: Administrative Manager  
SUBJECT: 7-month Budget Report for FY 20/21  
DATE: February 19, 2021

The Crockett Community Services District 7-month budget reports for each of the respective departments have been presented to the Commissions with the exception of the Maintenance Department which is to be reviewed by the Board. All reports are being presented to the Board for review and to allow the Board to comment or question staff.

Each report is broken out by department and includes a written mid-year budget summary report along with a profit and loss statement. The District's fiscal year is July 1 through June 30.

- Recreation Department – Fund 3241.
- Maintenance Department – Fund 3242.
- Port Costa Sanitary Department – Fund 3425.
- Crockett Sanitary Department – Fund 3426, Fund 3427, and Fund 3429.

## HIGHLIGHTS

- The FY 19/20 district audit by David Farnsworth was approved and submitted

## STAFF RECOMMENDATION:

Staff recommends the District Board receive the 7-month budget report.

## NEXT STEPS:

The respective commissions should meet with staff to develop their draft FY 21/22 budgets in March for presentation to the District Board. The District's Budget & Finance Committee will meet to discuss the recommendations and form their own recommendations to the Board.

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# CROCKETT COMMUNITY SERVICES DISTRICT

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TO: Board of Directors  
FROM: Administrative Manager  
SUBJECT: 7-month FY 2020/21 Budget Report  
DATE: February 19, 2021

The Crockett Community Services District Board (CSD) is responsible for reviewing the Maintenance Department budget each year. The CSD Budget & Finance Committee normally reviews the budget but due to time constraints this did not occur.

The Maintenance Department Budget is separated into three cost centers; Memorial Hall, Bridgehead/Dog Park, and Plaza/Street Lighting/Fence. The Maintenance Department Fund balance is \$191,471 as of February 11, 2021.

## HIGHLIGHTS

- Walk of Honor Phillips 66 deposit of \$15,000 was made in January
- There have been no donations or grants made for Maintenance in FY 20/21. The budget included grants totaling \$150,000 for the Memorial Hall.
- Property tax allocations of \$7,716 are being held in fund 3240

## SUMMARY

The Maintenance Department is managing its expenses quite well. The department is currently over budget by \$2,385. However, property tax allocations should keep the department in good financial standing for the remainder of the FY. Concern remains as volunteers and donations shrink.

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**CROCKETT COMMUNITY SERVICES DISTRICT**  
**MAINT Mem Hall Budget Report**  
 July 2020 through June 2021

	Jul '20 -...	Budget	\$ Over Bud...	% of B...
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
3242i · FUND 3424 MAINT.Income***				
4900 · OPERATING REVENUE				
4901 · Donations / Fundrasers (op)	0.00	500.00	-500.00	0.0%
4902 · Donations (restricted)	0.00	500.00	-500.00	0.0%
<b>Total 4900 · OPERATING REVENUE</b>	<b>0.00</b>	<b>1,000.00</b>	<b>-1,000.00</b>	<b>0.0%</b>
4950 · NON-OPERATING REVENUE				
4953 · Property tax from 3240	0.00	13,370.00	-13,370.00	0.0%
4960 · Investment Interest (non-op)	651.88	2,730.00	-2,078.12	23.9%
4980 · Cost Recovery	0.00	25.00	-25.00	0.0%
4991 · Non-profit grants (restricted)	0.00	150,000.00	-150,000.00	0.0%
4998 · Other Non-Operating	399.38	0.00	399.38	100.0%
<b>Total 4950 · NON-OPERATING REVENUE</b>	<b>1,051.26</b>	<b>166,125.00</b>	<b>-165,073.74</b>	<b>0.6%</b>
<b>Total 3242i · FUND 3424 MAINT.Income***</b>	<b>1,051.26</b>	<b>167,125.00</b>	<b>-166,073.74</b>	<b>0.6%</b>
<b>Total Income</b>	<b>1,051.26</b>	<b>167,125.00</b>	<b>-166,073.74</b>	<b>0.6%</b>
<b>Gross Profit</b>	<b>1,051.26</b>	<b>167,125.00</b>	<b>-166,073.74</b>	<b>0.6%</b>
<b>Expense</b>				
3242 · FUND 3242 MAINTENANCE - Expense				
5100m · INSURANCE				
5101m · Property Ins. Maint.	2.12	2.00	0.12	106.0%
<b>Total 5100m · INSURANCE</b>	<b>2.12</b>	<b>2.00</b>	<b>0.12</b>	<b>106.0%</b>
5130m · MAINTENANCE	0.00	300.00	-300.00	0.0%
5160m · PROGRAMS	0.00	1,000.00	-1,000.00	0.0%
5165m · OTHER OPERATING				
5165.1 · County Charges	28.00	0.00	28.00	100.0%
5165.8m · Capital Replacement (O&M)	0.00	250.00	-250.00	0.0%
<b>Total 5165m · OTHER OPERATING</b>	<b>28.00</b>	<b>250.00</b>	<b>-224.00</b>	<b>10.4%</b>
5170m · OFFICE	0.00	100.00	-100.00	0.0%
5180m · PROFESSIONAL SERVICES				
56a · Auditor	37.58	0.00	37.58	100.0%
5180m · PROFESSIONAL SERVICES - Other	0.00	5,000.00	-5,000.00	0.0%
<b>Total 5180m · PROFESSIONAL SERVICES</b>	<b>37.58</b>	<b>5,000.00</b>	<b>-4,962.42</b>	<b>0.8%</b>
5260m · UTILITIES				
5260.3 · Electricity	0.00	480.00	-480.00	0.0%
<b>Total 5260m · UTILITIES</b>	<b>0.00</b>	<b>480.00</b>	<b>-480.00</b>	<b>0.0%</b>
5290m · NON-OPERATING EXPENSES	0.00	10,000.00	-10,000.00	0.0%
<b>Total 3242 · FUND 3242 MAINTENANCE - Expense</b>	<b>65.70</b>	<b>17,132.00</b>	<b>-17,066.30</b>	<b>0.4%</b>
6560 · PAYROLL EXPENSES ***				
5112m · MAINT GEN. MGR. - Wage/Benefits				
12.1m · Payroll - McDonald	173.33	0.00	173.33	100.0%
12.2m · Benefit - McDonald	24.71	0.00	24.71	100.0%
<b>Total 5112m · MAINT GEN. MGR. - Wage/Benefits</b>	<b>198.04</b>	<b>0.00</b>	<b>198.04</b>	<b>100.0%</b>
6560 · PAYROLL EXPENSES *** - Other	0.00	1,001.00	-1,001.00	0.0%
<b>Total 6560 · PAYROLL EXPENSES ***</b>	<b>198.04</b>	<b>1,001.00</b>	<b>-802.96</b>	<b>19.8%</b>
<b>Total Expense</b>	<b>263.74</b>	<b>18,133.00</b>	<b>-17,869.26</b>	<b>1.5%</b>
<b>Net Ordinary Income</b>	<b>787.52</b>	<b>148,992.00</b>	<b>-148,204.48</b>	<b>0.5%</b>
<b>Net Income</b>	<b>787.52</b>	<b>148,992.00</b>	<b>-148,204.48</b>	<b>0.5%</b>

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**MAINT Budget Report - Bridge/Dog**  
July 2020 through June 2021

	Jul '20...	Budget	\$ Over ...	% of B...
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
3242i · FUND 3424 MAINT.Income***				
4900 · OPERATING REVENUE				
4901 · Donations / Fundrasers (op)	0.00	100.00	-100.00	0.0%
4902 · Donations (restricted)	0.00	500.00	-500.00	0.0%
<b>Total 4900 · OPERATING REVENUE</b>	0.00	600.00	-600.00	0.0%
4950 · NON-OPERATING REVENUE				
4953 · Property tax from 3240	0.00	848.00	-848.00	0.0%
4980 · Cost Recovery	0.00	40.00	-40.00	0.0%
<b>Total 4950 · NON-OPERATING REVENUE</b>	0.00	888.00	-888.00	0.0%
<b>Total 3242i · FUND 3424 MAINT.Income***</b>	0.00	1,488.00	-1,488.00	0.0%
<b>Total Income</b>	0.00	1,488.00	-1,488.00	0.0%
<b>Gross Profit</b>	0.00	1,488.00	-1,488.00	0.0%
<b>Expense</b>				
3242 · FUND 3242 MAINTENANCE - Expense				
5130m · MAINTENANCE	0.00	250.00	-250.00	0.0%
5170m · OFFICE	0.00	75.00	-75.00	0.0%
<b>Total 3242 · FUND 3242 MAINTENANCE - Expense</b>	0.00	325.00	-325.00	0.0%
3426e · FUND 3426 CVSAN. Expense				
410 · COLLECTION SYSTEM *****				
410.70 · MAINTENANCE				
70.1 · Sewers preventive maint (Coll.)	250.00			
<b>Total 410.70 · MAINTENANCE</b>	250.00			
<b>Total 410 · COLLECTION SYSTEM *****</b>	250.00			
<b>Total 3426e · FUND 3426 CVSAN. Expense</b>	250.00			
6560 · PAYROLL EXPENSES ***				
5112m · MAINT GEN. MGR. - Wage/Benefits				
12.1m · Payroll - McDonald	13.23	0.00	13.23	100.0%
12.2m · Benefit - McDonald	1.89	0.00	1.89	100.0%
<b>Total 5112m · MAINT GEN. MGR. - Wage/Benefits</b>	15.12	0.00	15.12	100.0%
6560 · PAYROLL EXPENSES *** - Other	0.00	500.00	-500.00	0.0%
<b>Total 6560 · PAYROLL EXPENSES ***</b>	15.12	500.00	-484.88	3.0%
<b>Total Expense</b>	265.12	825.00	-559.88	32.1%
<b>Net Ordinary Income</b>	-265.12	663.00	-928.12	-40.0%
<b>Net Income</b>	-265.12	663.00	-928.12	-40.0%

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**MAINT PlazaStreet Budget Report**  
July 2020 through June 2021

	<u>Jul '2...</u>	<u>Budget</u>	<u>\$ Over ...</u>	<u>% of B...</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>3242i · FUND 3424 MAINT.Income***</b>				
<b>4900 · OPERATING REVENUE</b>				
4901 · Donations / Fundrasers (op)	0.00	100.00	-100.00	0.0%
4902 · Donations (restricted)	0.00	100.00	-100.00	0.0%
<b>Total 4900 · OPERATING REVENUE</b>	0.00	200.00	-200.00	0.0%
<b>4950 · NON-OPERATING REVENUE</b>				
4953 · Property tax from 3240	0.00	887.00	-887.00	0.0%
<b>Total 4950 · NON-OPERATING REVENUE</b>	0.00	887.00	-887.00	0.0%
<b>Total 3242i · FUND 3424 MAINT.Income***</b>	0.00	1,087.00	-1,087.00	0.0%
<b>Total Income</b>	0.00	1,087.00	-1,087.00	0.0%
<b>Gross Profit</b>	0.00	1,087.00	-1,087.00	0.0%
<b>Expense</b>				
<b>3242 · FUND 3242 MAINTENANCE - Expense</b>				
<b>5100m · INSURANCE</b>				
5101m · Property Ins. Maint.	670.97	553.00	117.97	121.3%
<b>Total 5100m · INSURANCE</b>	670.97	553.00	117.97	121.3%
<b>5170m · OFFICE</b>	0.00	50.00	-50.00	0.0%
<b>Total 3242 · FUND 3242 MAINTENANCE - Expense</b>	670.97	603.00	67.97	111.3%
<b>6560 · PAYROLL EXPENSES ***</b>				
<b>5112m · MAINT GEN. MGR. - Wage/Benefits</b>				
12.1m · Payroll - McDonald	19.36	0.00	19.36	100.0%
12.2m · Benefit - McDonald	2.82	0.00	2.82	100.0%
<b>Total 5112m · MAINT GEN. MGR. - Wage/Benefits</b>	22.18	0.00	22.18	100.0%
<b>6560 · PAYROLL EXPENSES *** - Other</b>	0.00	41.00	-41.00	0.0%
<b>Total 6560 · PAYROLL EXPENSES ***</b>	22.18	41.00	-18.82	54.1%
<b>Total Expense</b>	693.15	644.00	49.15	107.6%
<b>Net Ordinary Income</b>	-693.15	443.00	-1,136.15	-156.5%
<b>Net Income</b>	-693.15	443.00	-1,136.15	-156.5%

# CROCKETT RECREATION COMMISSION

of the Crockett Community Services District

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TO: Commissioners  
FROM: Administrative Manager JB  
SUBJECT: Mid-Year Budget Report for General Fund 3241  
DATE: January 29, 2021

The mid-year Recreation Budget Report includes individual 7-month profit and loss statement of each of the Recreation Department's cost centers. The adopted FY 2020/21 budget included an approximate 7-month revenue of \$454,630 (\$632,951 year-end total) and expenses of \$342,032 (\$556,255 year-end total); not including a Capital Project Allocation of \$112,500. We are currently in a budget deficit of approximately \$208,026, much of which can be accounted for. It will be important to review the 7-month budget report and make adjustments accordingly to keep the Recreation budget in check.

## COMMUNITY CENTER:

As of January 28, operating revenue for the Community Center cost center is \$10,400, which is \$122,639 lower than anticipated (7.8% of target) primarily because of lack of rentals and services sold at the Community Center. Expenses are under budget by \$38,804, primarily due to lower maintenance and operational costs. Payroll expenses are currently over budget by \$12,369, it should be noted that the adopted budget allocates approximately \$20,000 less than PY's actuals.

## AQUATICS:

The aquatics program was very successful this summer, with operating revenue of \$24,339 (87% of target). Expenses are over budget by \$15,718, with water and Capital replacements accounting for much of that. Payroll costs are over budget by \$14,112, it should be noted that the adopted budget is considerably less than PY's adopted and actual budgets.

## PARK:

This cost center's adopted budget of \$143,610 includes \$96,500 in grants, and a recreation tax allocation of \$46,579. Taking that into consideration, the parks revenue of \$125 is about 24% of target, primarily because tennis/restroom keys are under budget. Expenses are under budget by \$21,764, almost entirely due to lowered maintenance and capital replacement costs. Payroll expenses are just under target by \$442.

# CROCKETT RECREATION COMMISSION

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## POLICE LIAISON:

Parking fine revenue is the only source of income for the Police Liaison Committee. Income generated from parking fines is higher than budgeted by \$143. Expenses are under budget, resulting in a net income of \$375.

## ADMINISTRATIVE:

Recreation property tax revenue is the primary source of income supporting the administrative costs of the District office. The current statement shows the entirety of the \$136,290 recreation tax going here. If we change this to the \$44,379 that was allocated in the budget, the revenue becomes \$93,471 (103% of target). Total expenses are under budget by \$10,968, almost entirely due to decreased payroll costs.

## SUMMARY:

As of January 28, 2021, the Recreation Department's total income is under budget by \$256,886, based on a 7-month budget of \$454,630. Expenses are also under budget by \$104,025, based on a 7-month budget of \$342,032. Total income is under budget by \$208,026. A considerable amount of this can be accounted for due to lack of rental and service income from the current pandemic. Additionally, property tax money being held in fund 3240 could be released if deemed necessary.

The FY 2020/21 budget included RTS and property tax revenue totaling \$116,329, as well as contingency and capital outlay expenses totaling \$169,126.

## STAFF RECOMMENDATION:

Staff recommends the Recreation Commission receive the 7-month budget report.

Due to the current circumstances, staff also recommends considering reallocation of funds to ensure facility and staffing needs can be met.

/rec/bug&fin/budget7month\_memo.doc

## CROCKETT COMMUNITY SERVICES DISTRICT REC - CommCenter Budget Report

July 1, 2020 through January 28, 2021

	Jul 1, '20 - Jan 28, 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
32411 - FUND 3241 REC. Income***				
4000 - OPERATING REVENUE				
4180 - COST RECOVERY (OP)				
4180.3 - Other recovery	176.39	0.00	176.39	100.0%
4180 - COST RECOVERY (OP) - Other	0.00	1,725.81	-1,725.81	0.0%
<b>Total 4180 - COST RECOVERY (OP)</b>	<b>176.39</b>	<b>1,725.81</b>	<b>-1,549.42</b>	<b>10.2%</b>
4200 - Community Center Rentals	1,120.00	90,604.84	-89,484.84	1.2%
4201 - Center rents - senior nutrition	1,200.00	2,761.29	-1,561.29	43.5%
4202 - Center rents - outside classes	90.00	690.32	-600.32	13.0%
4203 - Center - clean/damage DEPOSITS	0.00	24,555.95	-24,555.95	0.0%
4750 - Security services	0.00	5,637.62	-5,637.62	0.0%
4780 - Cleaning services	0.00	2,761.29	-2,761.29	0.0%
4870 - Center Programs	0.00	3,451.61	-3,451.61	0.0%
4885 - Donations (operations)	0.00	500.00	-500.00	0.0%
4886 - Donations (restricted)	7,813.43	350.00	7,463.43	2,232.4%
<b>Total 4000 - OPERATING REVENUE</b>	<b>10,399.82</b>	<b>133,038.73</b>	<b>-122,638.91</b>	<b>7.8%</b>
4800 - NON-OPERATING REVENUE				
4801 - Property Tax transfer from 3240	0.00	10,165.00	-10,165.00	0.0%
4802 - Recreation Tax	0.00	500.00	-500.00	0.0%
4803 - Investment Interest	2,279.81	2,445.47	-165.66	93.2%
4850 - Cost Recovery Non-Op	53.78	500.00	-446.22	10.8%
4890 - Non-profit grants (operations)	0.00	3,451.61	-3,451.61	0.0%
4891 - Non-profit grants (restricted)	0.00	8,195.00	-8,195.00	0.0%
4899 - Other Non-Operating Income	11,787.80	1,000.00	10,787.80	1,178.8%
<b>Total 4800 - NON-OPERATING REVENUE</b>	<b>14,121.39</b>	<b>26,257.08</b>	<b>-12,135.69</b>	<b>53.8%</b>
<b>Total 32411 - FUND 3241 REC. Income***</b>	<b>24,521.21</b>	<b>159,295.81</b>	<b>-134,774.60</b>	<b>15.4%</b>
<b>Total Income</b>	<b>24,521.21</b>	<b>159,295.81</b>	<b>-134,774.60</b>	<b>15.4%</b>
<b>Gross Profit</b>	<b>24,521.21</b>	<b>159,295.81</b>	<b>-134,774.60</b>	<b>15.4%</b>
<b>Expense</b>				
3241e - FUND 3241 REC. Expense***				
5050 - UNIFORMS	0.00	200.00	-200.00	0.0%
5060 - TELEPHONE / INTERNET				
5061 - Telephone	1,094.43	0.00	1,094.43	100.0%
5062 - Internet	178.39	0.00	176.39	100.0%
5060 - TELEPHONE / INTERNET - Other	909.91	1,794.84	-884.93	50.7%
<b>Total 5060 - TELEPHONE / INTERNET</b>	<b>2,180.73</b>	<b>1,794.84</b>	<b>385.89</b>	<b>121.5%</b>
5070 - SOFTWARE SUBSCRIPTIONS	321.07	143.79	178.08	223.8%
5100 - INSURANCE				
5101 - Property Insurance	2,024.18	1,472.00	552.18	137.5%
5102 - Liability Insurance	9,820.70	10,331.00	-510.30	95.1%
<b>Total 5100 - INSURANCE</b>	<b>11,844.88</b>	<b>11,803.00</b>	<b>41.88</b>	<b>100.4%</b>
5130 - MAINTENANCE				
5131 - Building maint. supplies	0.00	678.79	-678.79	0.0%
5132 - Building maint. services	3,380.00	2,990.10	389.90	113.0%
5133 - Bldg. repair supplies & hdwre	902.52	906.32	-3.80	99.6%
5134 - Bldg. repair services	940.00	2,336.19	-1,396.19	40.2%
5135 - Janitorial supplies	597.08	2,451.15	-1,854.07	24.4%
5136 - Janitorial services	69.71	10,221.95	-10,152.24	0.7%
5140 - Landscape supplies	42.92	7,724.13	-7,681.21	0.6%
5141 - Landscape services	6,179.00	0.00	6,179.00	100.0%
<b>Total 5130 - MAINTENANCE</b>	<b>12,111.23</b>	<b>27,308.63</b>	<b>-15,197.40</b>	<b>44.3%</b>
5150 - MEMBERSHIPS	128.82	138.06	-9.24	93.3%
5160 - PROGRAM SUPPLIES				
5160.3 - Xmas program (restricted)	74.25	1,000.00	-925.75	7.4%
5160.9 - Other programs	0.00	6,400.00	-6,400.00	0.0%
<b>Total 5160 - PROGRAM SUPPLIES</b>	<b>74.25</b>	<b>7,400.00</b>	<b>-7,325.75</b>	<b>1.0%</b>
5165 - OTHER OPERATING				
5165.5 - Capital Replacements	3,648.09	10,815.05	-7,166.96	33.7%
5165.61 - Comm. center - Rental refunds	0.00	17,258.06	-17,258.06	0.0%
5165.62 - Comm. center - Deposit transfers	0.00	1,955.91	-1,955.91	0.0%
5165.63 - Comm. center - Deposit refunds	3,500.00	21,023.19	-17,523.19	16.6%
5165.7 - Security Alarm / CCTV	1,358.73	1,697.04	-338.31	80.1%
5165.9 - Recoverable costs	0.00	575.27	-575.27	0.0%
5165.9e - Other Operating Costs	43.11	862.90	-819.79	5.0%
<b>Total 5165 - OTHER OPERATING</b>	<b>8,549.93</b>	<b>54,187.42</b>	<b>-45,637.49</b>	<b>15.8%</b>
5166 - OTHER OP COVID-19				
5166.1 - Furlough Health & LTD Benefits	4,189.59	0.00	4,189.59	100.0%
5166.2 - Disinfectants & supplies	372.68	0.00	372.68	100.0%
5166.3 - Rental refunds COVID-19	19,752.00	0.00	19,752.00	100.0%

## CROCKETT COMMUNITY SERVICES DISTRICT REC - CommCenter Budget Report

July 1, 2020 through January 28, 2021

	Jul 1, '20 - Jan 28, 21	Budget	\$ Over Budget	% of Budget
<b>Total 5188 · OTHER OF COVID-19</b>	<b>24,314.27</b>	<b>0.00</b>	<b>24,314.27</b>	<b>100.0%</b>
<b>5170 · OFFICE</b>				
5171 · Postal	0.15	218.60	-218.45	0.1%
5172 · Supplies	673.35	1,150.53	-477.18	58.5%
5173 · Furnishings& Equipment	0.00	287.63	-287.63	0.0%
5174 · Visa transaction fees	83.12	690.32	-607.20	12.0%
<b>Total 5170 · OFFICE</b>	<b>756.62</b>	<b>2,347.08</b>	<b>-1,590.46</b>	<b>32.2%</b>
<b>5180 · PROF. SVCS.</b>				
5181 · Attorney	2,734.52	0.00	2,734.52	100.0%
5183 · Security guards	0.00	4,487.10	-4,487.10	0.0%
5186 · Consultants	43.74	0.00	43.74	100.0%
<b>Total 5180 · PROF. SVCS.</b>	<b>2,778.26</b>	<b>4,487.10</b>	<b>-1,708.84</b>	<b>61.9%</b>
<b>5190 · PRINT/PUBLISH/LEGAL NOTICES</b>				
5191 · Advertising	0.00	517.74	-517.74	0.0%
<b>Total 5190 · PRINT/PUBLISH/LEGAL NOTICES</b>	<b>0.00</b>	<b>517.74</b>	<b>-517.74</b>	<b>0.0%</b>
<b>5230 · TRAINING &amp; CERTIFICATION</b>	<b>0.00</b>	<b>350.00</b>	<b>-350.00</b>	<b>0.0%</b>
<b>5250 · VEHICLE/TRAVEL REIMBURSEMENT</b>	<b>225.08</b>	<b>425.69</b>	<b>-200.61</b>	<b>52.9%</b>
<b>5260 · UTILITIES</b>				
5261 · Electricity	4,954.80	6,685.19	-1,730.39	74.1%
5262 · Natural gas	985.55	1,602.12	-616.57	61.5%
5263 · Water	1,154.54	1,438.17	-283.63	80.3%
<b>Total 5260 · UTILITIES</b>	<b>7,094.89</b>	<b>9,725.48</b>	<b>-2,630.59</b>	<b>73.0%</b>
<b>5340 · COUNTY &amp; STATE CHARGES</b>	<b>69.00</b>	<b>793.87</b>	<b>-724.87</b>	<b>8.7%</b>
<b>Total 3241c · FUND 3241 REC. Expense***</b>	<b>70,449.83</b>	<b>121,622.70</b>	<b>-51,172.87</b>	<b>57.9%</b>
<b>6560 · PAYROLL EXPENSES ***</b>				
6560.5 · 1959 Survivor Ben Pool CalPERS	115.20	0.00	115.20	100.0%
6560.2 · CalPERS Unfunded Liability	3,241.36	0.00	3,241.36	100.0%
5011fm · REC - FAC. MGR. - Wage/Benefits				
11.7rec · O&M Salary - Fac. Mgr.	7,007.58	0.00	7,007.58	100.0%
11.8rec · O&M Benefits - Fac. Mgr.	2,580.60	0.00	2,580.60	100.0%
<b>Total 5011fm · REC - FAC. MGR. - Wage/Benefits</b>	<b>9,588.18</b>	<b>0.00</b>	<b>9,588.18</b>	<b>100.0%</b>
<b>6560 · PAYROLL EXPENSES *** - Other</b>	<b>34,936.81</b>	<b>35,513.06</b>	<b>-576.25</b>	<b>98.4%</b>
<b>Total 6560 · PAYROLL EXPENSES ***</b>	<b>47,881.55</b>	<b>35,513.06</b>	<b>12,368.49</b>	<b>134.8%</b>
<b>Total Expense</b>	<b>118,331.38</b>	<b>157,135.76</b>	<b>-38,804.38</b>	<b>75.3%</b>
<b>Net Ordinary Income</b>	<b>-93,810.17</b>	<b>2,160.05</b>	<b>-95,970.22</b>	<b>-4,343.0%</b>
<b>Net Income</b>	<b>-93,810.17</b>	<b>2,160.05</b>	<b>-95,970.22</b>	<b>-4,343.0%</b>



## CROCKETT COMMUNITY SERVICES DISTRICT REC - Aquatics Budget Report July 1, 2020 through January 28, 2021

	Jul 1, '20 - Jan 28, 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
3241i - FUND 3241 REC. Income***				
4000 - OPERATING REVENUE				
4180 - COST RECOVERY (OP)				
4180.3 - Other recovery	200.00	0.00	200.00	100.0%
4180 - COST RECOVERY (OP) - Other	0.00	57.52	-57.52	0.0%
<b>Total 4180 - COST RECOVERY (OP)</b>	<b>200.00</b>	<b>57.52</b>	<b>142.48</b>	<b>347.7%</b>
4205 - Aquatics rents	2,232.00	5,714.15	-3,482.15	39.1%
4208 - Concessions	4,750.02	4,284.60	465.42	110.9%
4860 - Swim admission fees	14,737.30	11,146.40	3,590.90	132.2%
4881 - Aquatics season passes	2,271.00	3,999.50	-1,728.50	56.8%
4876 - Swim lessons	126.00	2,400.00	-2,274.00	5.3%
4879 - Tennis/restroom keys	4.00	0.00	4.00	100.0%
4880 - Other sales	2.00	50.00	-48.00	4.0%
4881 - Cash over	16.55	0.00	16.55	100.0%
4885 - Donations (operations)	0.00	50.00	-50.00	0.0%
4886 - Donations (restricted)	0.00	100.00	-100.00	0.0%
<b>Total 4000 - OPERATING REVENUE</b>	<b>24,338.87</b>	<b>27,802.17</b>	<b>-3,463.30</b>	<b>87.5%</b>
4800 - NON-OPERATING REVENUE				
4802 - Recreation Tax	0.00	21,111.00	-21,111.00	0.0%
4803 - Investment Interest	0.00	1,362.00	-1,362.00	0.0%
4850 - Cost Recovery Non-Op	0.00	100.00	-100.00	0.0%
4891 - Non-profit grants (restricted)				
4891.1 - Return-to-Source	0.00	10,245.00	-10,245.00	0.0%
<b>Total 4891 - Non-profit grants (restricted)</b>	<b>0.00</b>	<b>10,245.00</b>	<b>-10,245.00</b>	<b>0.0%</b>
4899 - Other Non-Operating Income	255.65	0.00	255.65	100.0%
<b>Total 4800 - NON-OPERATING REVENUE</b>	<b>255.65</b>	<b>32,818.00</b>	<b>-32,562.35</b>	<b>0.8%</b>
<b>Total 3241i - FUND 3241 REC. Income***</b>	<b>24,594.52</b>	<b>60,620.17</b>	<b>-36,025.65</b>	<b>40.6%</b>
<b>Total Income</b>	<b>24,594.52</b>	<b>60,620.17</b>	<b>-36,025.65</b>	<b>40.6%</b>
<b>Gross Profit</b>	<b>24,594.52</b>	<b>60,620.17</b>	<b>-36,025.65</b>	<b>40.6%</b>
<b>Expense</b>				
3241e - FUND 3241 REC. Expense***				
5050 - UNIFORMS				
5080 - TELEPHONE / INTERNET	479.66	1,000.00	-520.34	48.0%
5081 - Telephone	308.73	0.00	308.73	100.0%
5080 - TELEPHONE / INTERNET - Other	233.06	1,035.48	-802.42	22.5%
<b>Total 5080 - TELEPHONE / INTERNET</b>	<b>541.79</b>	<b>1,035.48</b>	<b>-493.69</b>	<b>52.3%</b>
5070 - SOFTWARE SUBSCRIPTIONS				
5100 - INSURANCE				
5101 - Property Insurance	758.08	602.00	154.06	125.6%
5102 - Liability Insurance	3,856.39	4,219.00	-362.61	91.4%
5103 - Employee bond	0.00	110.00	-110.00	0.0%
<b>Total 5100 - INSURANCE</b>	<b>4,614.45</b>	<b>4,931.00</b>	<b>-318.55</b>	<b>93.5%</b>
5130 - MAINTENANCE				
5131 - Building maint. supplies	0.00	348.61	-348.61	0.0%
5132 - Building maint. services	50.00	476.32	-426.32	10.5%
5133 - Bldg. repair supplies & hwdw	61.81	0.00	61.81	100.0%
5135 - Janitorial supplies	-321.26	402.69	-723.95	-79.8%
5138 - Janitorial services	94.36	66.29	28.07	109.4%
5140 - Landscapo supplies	146.12	143.81	2.31	101.6%
5142 - Lighting services	115.23	0.00	115.23	100.0%
5145 - Pool chemical supplies	7,236.68	7,194.89	41.79	100.6%
5148 - Pool maint. supplies	276.74	2,358.60	-2,081.86	11.7%
5147 - Pool maint. services	0.00	1,110.27	-1,110.27	0.0%
5148 - Pool repair services	780.26	0.00	780.26	100.0%
<b>Total 5130 - MAINTENANCE</b>	<b>8,439.94</b>	<b>12,121.48</b>	<b>-3,681.54</b>	<b>69.6%</b>
5160 - MEMBERSHIPS				
5180 - PROGRAM SUPPLIES				
5180.9 - Other programs	82.41	0.00	82.41	100.0%
5160 - PROGRAM SUPPLIES - Other	0.00	330.77	-330.77	0.0%
<b>Total 5160 - PROGRAM SUPPLIES</b>	<b>82.41</b>	<b>330.77</b>	<b>-248.36</b>	<b>24.9%</b>
5165 - OTHER OPERATING				
5165.5 - Capital Replacemnts	19,724.45	11,160.21	8,564.24	176.7%
5165.7 - Securly Alarm / CCTV	0.00	1,495.69	-1,495.69	0.0%
5165.8 - Cash under	5.00	0.00	5.00	100.0%
5165.9 - Recoverable costs	0.00	781.79	-781.79	0.0%
5165.9e - Other Operating Costs	136.22	0.00	136.22	100.0%
<b>Total 5165 - OTHER OPERATING</b>	<b>19,865.67</b>	<b>13,437.69</b>	<b>6,427.98</b>	<b>147.8%</b>
5168 - OTHER OP COVID-19				
5168.4 - National Paid Leave EE	252.00	0.00	252.00	100.0%

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**REC - Aquatics Budget Report**  
 July 1, 2020 through January 28, 2021

	Jul 1, '20 - Jan 28, 21	Budget	\$ Over Budget	% of Budget
5166.2 · Disinfectants & supplies	1,192.19	0.00	1,192.19	100.0%
<b>Total 5166 · OTHER OF COVID-19</b>	<b>1,444.19</b>	<b>0.00</b>	<b>1,444.19</b>	<b>100.0%</b>
5170 · OFFICE				
5172 · Supplies	105.17	0.00	105.17	100.0%
5173 · Furnishings & Equipment	144.01	0.00	144.01	100.0%
5174 · Visa transaction fees	192.47	287.63	-95.16	66.9%
5170 · OFFICE - Other	0.00	774.31	-774.31	0.0%
<b>Total 5170 · OFFICE</b>	<b>441.65</b>	<b>1,061.94</b>	<b>-620.29</b>	<b>41.6%</b>
5190 · PRINT/PUBLISH/LEGAL NOTICES				
5191 · Advertising	0.00	50.00	-50.00	0.0%
<b>Total 5190 · PRINT/PUBLISH/LEGAL NOTICES</b>	<b>0.00</b>	<b>50.00</b>	<b>-50.00</b>	<b>0.0%</b>
5230 · TRAINING & CERTIFICATION	1,434.75	4,067.14	-2,632.39	35.3%
5240 · COST OF GOODS SOLD				
5241 · Food concession supplies	3,517.06	2,785.45	731.61	126.3%
5242 · Promotional goods	0.00	50.00	-50.00	0.0%
<b>Total 5240 · COST OF GOODS SOLD</b>	<b>3,517.06</b>	<b>2,835.45</b>	<b>681.61</b>	<b>124.0%</b>
5250 · VEHICLE/TRAVEL REIMBURSEMENT	755.57	805.37	-49.80	93.8%
5260 · UTILITIES				
5261 · Electricity	11,865.62	11,318.98	546.64	104.8%
5262 · Natural gas	831.97	5,410.98	-4,579.01	15.4%
5263 · Water	10,648.83	4,504.35	6,144.48	236.4%
<b>Total 5260 · UTILITIES</b>	<b>23,346.42</b>	<b>21,234.31</b>	<b>2,112.11</b>	<b>109.9%</b>
5340 · COUNTY & STATE CHARGES	1,040.00	1,196.56	-156.56	86.9%
<b>Total 3241e · FUND 3241 REC. Expense***</b>	<b>66,181.56</b>	<b>64,576.22</b>	<b>1,605.34</b>	<b>102.5%</b>
6560 · PAYROLL EXPENSES ***				
5019 · REC - Park & Pool Wages/Benfts				
19.2 · Payroll - Park & Pool	26,746.44	0.00	26,746.44	100.0%
19.2b · Benefits - Park & Pool	3,569.48	0.00	3,569.48	100.0%
<b>Total 5019 · REC - Park &amp; Pool Wages/Benfts</b>	<b>30,315.92</b>	<b>0.00</b>	<b>30,315.92</b>	<b>100.0%</b>
6560 · PAYROLL EXPENSES *** - Other	8,097.26	24,300.50	-16,203.24	33.3%
<b>Total 6560 · PAYROLL EXPENSES ***</b>	<b>38,413.18</b>	<b>24,300.50</b>	<b>14,112.68</b>	<b>158.1%</b>
<b>Total Expense</b>	<b>104,594.74</b>	<b>88,876.72</b>	<b>15,718.02</b>	<b>117.7%</b>
<b>Net Ordinary Income</b>	<b>-80,000.22</b>	<b>-28,256.55</b>	<b>-51,743.67</b>	<b>283.1%</b>
<b>Net Income</b>	<b>-80,000.22</b>	<b>-28,256.55</b>	<b>-51,743.67</b>	<b>283.1%</b>

**CROCKETT COMMUNITY SERVICES DISTRICT  
REC - Park Budget Report  
July 1, 2020 through January 28, 2021**

	Jul 1, '20 - Jan 28, 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
32411 · FUND 3241 REC. Income***				
4000 · OPERATING REVENUE				
4180 · COST RECOVERY (OP)	0.00	86.29	-86.29	0.0%
4879 · Tennis/restroom keys	20.00	345.16	-325.16	5.8%
4885 · Donations (operations)	0.00	100.00	-100.00	0.0%
<b>Total 4000 · OPERATING REVENUE</b>	<b>20.00</b>	<b>531.45</b>	<b>-511.45</b>	<b>3.8%</b>
4800 · NON-OPERATING REVENUE				
4802 · Recreation Tax	0.00	46,579.00	-46,579.00	0.0%
4850 · Cost Recovery Non-Op	105.00	0.00	105.00	100.0%
4891 · Non-profit grants (restricted)				
4891.1 · Return-to-Source	0.00	15,500.00	-15,500.00	0.0%
4891.3 · Capital projects	0.00	81,000.00	-81,000.00	0.0%
<b>Total 4891 · Non-profit grants (restricted)</b>	<b>0.00</b>	<b>96,500.00</b>	<b>-96,500.00</b>	<b>0.0%</b>
<b>Total 4800 · NON-OPERATING REVENUE</b>	<b>105.00</b>	<b>143,079.00</b>	<b>-142,974.00</b>	<b>0.1%</b>
<b>Total 32411 · FUND 3241 REC. Income***</b>	<b>125.00</b>	<b>143,610.45</b>	<b>-143,485.45</b>	<b>0.1%</b>
<b>Total Income</b>	<b>125.00</b>	<b>143,610.45</b>	<b>-143,485.45</b>	<b>0.1%</b>
<b>Gross Profit</b>	<b>125.00</b>	<b>143,610.45</b>	<b>-143,485.45</b>	<b>0.1%</b>
<b>Expense</b>				
3241e · FUND 3241 REC. Expense***				
5100 · INSURANCE				
5101 · Property Insurance	110.05	118.00	-7.95	93.3%
5102 · Liability Insurance	3,648.11	4,241.00	-594.89	86.0%
<b>Total 5100 · INSURANCE</b>	<b>3,758.16</b>	<b>4,359.00</b>	<b>-602.84</b>	<b>86.2%</b>
5130 · MAINTENANCE				
5131 · Building maint. supplies	0.00	575.27	-575.27	0.0%
5133 · Bldg. repair supplies & hdw	52.05	0.00	52.05	100.0%
5135 · Janitorial supplies	148.69	201.34	-54.65	72.9%
5140 · Landscape supplies	153.50	14,929.95	-14,776.45	1.0%
5141 · Landscape services	9,948.00	0.00	9,948.00	100.0%
5142 · Lighting services	0.00	172.58	-172.58	0.0%
5144 · Tennis supplies	27.20	0.00	27.20	100.0%
<b>Total 5130 · MAINTENANCE</b>	<b>10,327.44</b>	<b>15,879.14</b>	<b>-5,551.70</b>	<b>65.0%</b>
5160 · PROGRAM SUPPLIES				
5160.3 · Xmas program (restricted)	45.75	0.00	45.75	100.0%
<b>Total 5160 · PROGRAM SUPPLIES</b>	<b>45.75</b>	<b>0.00</b>	<b>45.75</b>	<b>100.0%</b>
5165 · OTHER OPERATING				
5165.5 · Capital Replacements	0.00	17,500.00	-17,500.00	0.0%
5165.9 · Recoverable costs	53.78	115.05	-61.27	46.7%
<b>Total 5165 · OTHER OPERATING</b>	<b>53.78</b>	<b>17,615.05</b>	<b>-17,561.27</b>	<b>0.3%</b>
5166 · OTHER OP COVID-19				
5166.2 · Disinfectants & supplies	60.83	0.00	60.83	100.0%
<b>Total 5166 · OTHER OP COVID-19</b>	<b>60.83</b>	<b>0.00</b>	<b>60.83</b>	<b>100.0%</b>
5280 · UTILITIES				
5283 · Water	2,434.61	3,533.87	-1,099.26	68.9%
<b>Total 5280 · UTILITIES</b>	<b>2,434.61</b>	<b>3,533.87</b>	<b>-1,099.26</b>	<b>68.9%</b>
5340 · COUNTY & STATE CHARGES	3,337.00	0.00	3,337.00	100.0%
<b>Total 3241e · FUND 3241 REC. Expense***</b>	<b>20,035.57</b>	<b>41,387.06</b>	<b>-21,351.49</b>	<b>48.4%</b>
6560 · PAYROLL EXPENSES ***				
5019 · REC - Park & Pool Wages/Bonfts				
19.2 · Payroll - Park & Pool	1,479.61	0.00	1,479.61	100.0%
19.2b · Benefits - Park & Pool	374.05	0.00	374.05	100.0%
<b>Total 5019 · REC - Park &amp; Pool Wages/Bonfts</b>	<b>1,853.66</b>	<b>0.00</b>	<b>1,853.66</b>	<b>100.0%</b>
6560 · PAYROLL EXPENSES *** - Other	3,292.80	5,558.82	-2,266.02	59.2%
<b>Total 6560 · PAYROLL EXPENSES ***</b>	<b>5,146.46</b>	<b>5,558.82</b>	<b>-412.36</b>	<b>92.6%</b>
<b>Total Expense</b>	<b>25,182.03</b>	<b>46,945.88</b>	<b>-21,763.85</b>	<b>53.6%</b>
<b>Net Ordinary Income</b>	<b>-25,057.03</b>	<b>98,664.57</b>	<b>-121,721.60</b>	<b>-25.9%</b>
<b>Net Income</b>	<b>-25,057.03</b>	<b>98,664.57</b>	<b>-121,721.60</b>	<b>-25.9%</b>

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**CROCKETT COMMUNITY SERVICES DISTRICT  
REC - Police Liaison Budget Report  
July 1, 2020 through January 28, 2021**

	Jul 1, '20 - Jan 28, 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
32411 - FUND 3241 REC. Income***				
4000 - OPERATING REVENUE				
4882 - Parking fines	488.09	345.16	142.93	141.4%
<b>Total 4000 - OPERATING REVENUE</b>	<b>488.09</b>	<b>345.16</b>	<b>142.93</b>	<b>141.4%</b>
<b>Total 32411 - FUND 3241 REC. Income***</b>	<b>488.09</b>	<b>345.16</b>	<b>142.93</b>	<b>141.4%</b>
<b>Total Income</b>	<b>488.09</b>	<b>345.16</b>	<b>142.93</b>	<b>141.4%</b>
<b>Gross Profit</b>	<b>488.09</b>	<b>345.16</b>	<b>142.93</b>	<b>141.4%</b>
<b>Expense</b>				
3241e - FUND 3241 REC. Expense***				
5060 - TELEPHONE / INTERNET				
5081 - Telephone	104.30	0.00	104.30	100.0%
<b>Total 5060 - TELEPHONE / INTERNET</b>	<b>104.30</b>	<b>0.00</b>	<b>104.30</b>	<b>100.0%</b>
5165 - OTHER OPERATING				
5185.9e - Other Operating Costs	0.00	86.29	-86.29	0.0%
<b>Total 5165 - OTHER OPERATING</b>	<b>0.00</b>	<b>86.29</b>	<b>-86.29</b>	<b>0.0%</b>
5170 - OFFICE	0.00	50.00	-50.00	0.0%
<b>Total 3241e - FUND 3241 REC. Expense***</b>	<b>104.30</b>	<b>136.29</b>	<b>-31.99</b>	<b>76.5%</b>
6560 - PAYROLL EXPENSES ***				
5011gm - REC - GEN. MGR- Wage/Benefits				
11.3rec - Payroll - McDonald	7.99	0.00	7.99	100.0%
11.4rec - Benefits - McDonald	1.17	0.00	1.17	100.0%
<b>Total 5011gm - REC - GEN. MGR- Wage/Benefits</b>	<b>9.16</b>	<b>0.00</b>	<b>9.16</b>	<b>100.0%</b>
6560 - PAYROLL EXPENSES *** - Other	0.00	1,465.00	-1,465.00	0.0%
<b>Total 6560 - PAYROLL EXPENSES ***</b>	<b>9.16</b>	<b>1,465.00</b>	<b>-1,455.84</b>	<b>0.6%</b>
<b>Total Expense</b>	<b>113.46</b>	<b>1,601.29</b>	<b>-1,487.83</b>	<b>7.1%</b>
<b>Net Ordinary Income</b>	<b>374.63</b>	<b>-1,256.13</b>	<b>1,630.76</b>	<b>-29.8%</b>
<b>Net Income</b>	<b>374.63</b>	<b>-1,256.13</b>	<b>1,630.76</b>	<b>-29.8%</b>

**CROCKETT COMMUNITY SERVICES DISTRICT  
REC - Admin Budget Report  
July 1, 2020 through January 28, 2021**

	Jul 1, '20 - Jan 28, 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
3240i · FUND 3240 - CCSD Income***				
4010rec · CSD Property tax for REC	0.00	46,279.00	-46,279.00	0.0%
<b>Total 3240i · FUND 3240 - CCSD Income***</b>	<b>0.00</b>	<b>46,279.00</b>	<b>-46,279.00</b>	<b>0.0%</b>
3241i · FUND 3241 REC. Income***				
4000 · OPERATING REVENUE				
4180 · COST RECOVERY (OP)				
4180.3 · Other recovery	17.20	0.00	17.20	100.0%
4180 · COST RECOVERY (OP) - Other	0.00	100.67	-100.67	0.0%
<b>Total 4180 · COST RECOVERY (OP)</b>	<b>17.20</b>	<b>100.67</b>	<b>-83.47</b>	<b>17.1%</b>
<b>Total 4000 · OPERATING REVENUE</b>	<b>17.20</b>	<b>100.67</b>	<b>-83.47</b>	<b>17.1%</b>
4800 · NON-OPERATING REVENUE				
4802 · Recreation Tax	136,290.00	44,379.00	91,911.00	307.1%
4899 · Other Non-Operating Income	1,543.18	0.00	1,543.18	100.0%
<b>Total 4800 · NON-OPERATING REVENUE</b>	<b>137,833.18</b>	<b>44,379.00</b>	<b>93,454.18</b>	<b>310.6%</b>
<b>Total 3241i · FUND 3241 REC. Income***</b>	<b>137,850.38</b>	<b>44,479.67</b>	<b>93,370.71</b>	<b>309.9%</b>
<b>Total Income</b>	<b>137,850.38</b>	<b>90,758.67</b>	<b>47,091.71</b>	<b>151.9%</b>
<b>Gross Profit</b>	<b>137,850.38</b>	<b>90,758.67</b>	<b>47,091.71</b>	<b>151.9%</b>
<b>Expense</b>				
3241e · FUND 3241 REC. Exponso***				
5070 · SOFTWARE SUBSCRIPTIONS	582.00	807.68	-225.68	72.1%
5120 · ELECTIONS	0.00	690.32	-690.32	0.0%
5165 · OTHER OPERATING				
5165.3 · Recoverable costs	17.20	0.00	17.20	100.0%
5165 · OTHER OPERATING - Other	0.00	488.98	-488.98	0.0%
<b>Total 5165 · OTHER OPERATING</b>	<b>17.20</b>	<b>488.98</b>	<b>-471.78</b>	<b>3.5%</b>
5170 · OFFICE	0.00	517.74	-517.74	0.0%
5180 · PROF. SVCS.				
5181 · Attorney	4,040.42	0.00	4,040.42	100.0%
5182 · Auditor	1,428.49	0.00	1,428.49	100.0%
5180 · PROF. SVCS. - Other	0.00	4,774.73	-4,774.73	0.0%
<b>Total 5180 · PROF. SVCS.</b>	<b>5,468.91</b>	<b>4,774.73</b>	<b>694.18</b>	<b>114.5%</b>
5190 · PRINT/PUBLISH/LEGAL NOTICES	0.00	287.63	-287.63	0.0%
5230 · TRAINING & CERTIFICATION	0.00	200.00	-200.00	0.0%
5250 · VEHICLE/TRAVEL REIMBURSEMENT	12.15	258.87	-246.72	4.7%
5340 · COUNTY & STATE CHARGES	1,667.12	1,179.30	487.82	141.4%
<b>Total 3241e · FUND 3241 REC. Exponso***</b>	<b>7,747.38</b>	<b>9,205.25</b>	<b>-1,457.87</b>	<b>84.2%</b>
6560 · PAYROLL EXPENSES ***				
6560.3 · Workers Comp Surcharges	287.05	0.00	287.05	100.0%
6010 · REC. DEPT. MANAGER O&M				
10.1rw · Payroll - Wilson	5,986.00	0.00	5,986.00	100.0%
10.2rw · Benefits - Wilson	662.66	0.00	662.66	100.0%
6010 · REC. DEPT. MANAGER O&M - Other	0.00	23,155.72	-23,155.72	0.0%
<b>Total 6010 · REC. DEPT. MANAGER O&amp;M</b>	<b>6,648.66</b>	<b>23,155.72</b>	<b>-16,507.06</b>	<b>28.7%</b>
6011ds · REC - DIST. SECY- Wage/Benefits				
11.1rec · Payroll - Witschi	733.68	0.00	733.68	100.0%
11.2rec · Benefits - Witschi	108.19	0.00	108.19	100.0%
6011ds · REC - DIST. SECY- Wage/Benefits - Other	0.00	2,805.01	-2,805.01	0.0%
<b>Total 6011ds · REC - DIST. SECY- Wage/Benefits</b>	<b>841.87</b>	<b>2,805.01</b>	<b>-1,963.14</b>	<b>30.0%</b>
6011gm · REC - GEN. MGR- Wage/Benefits				
11.3rec · Payroll - McDonald	3,775.53	0.00	3,775.53	100.0%
11.4rec · Benefits - McDonald	535.01	0.00	535.01	100.0%
6011gm · REC - GEN. MGR- Wage/Benefits - Other	0.00	12,306.73	-12,306.73	0.0%
<b>Total 6011gm · REC - GEN. MGR- Wage/Benefits</b>	<b>4,310.54</b>	<b>12,306.73</b>	<b>-7,996.19</b>	<b>35.0%</b>
6560 · PAYROLL EXPENSES *** - Other	16,669.51	0.00	16,669.51	100.0%
<b>Total 6560 · PAYROLL EXPENSES ***</b>	<b>28,757.63</b>	<b>38,267.46</b>	<b>-9,509.83</b>	<b>75.1%</b>
<b>Total Expense</b>	<b>36,505.01</b>	<b>47,472.71</b>	<b>-10,967.70</b>	<b>76.9%</b>
<b>Not Ordinary Income</b>	<b>101,345.37</b>	<b>43,285.96</b>	<b>58,059.41</b>	<b>234.1%</b>
<b>Net Income</b>	<b>101,345.37</b>	<b>43,285.96</b>	<b>58,059.41</b>	<b>234.1%</b>

# PORT COSTA SANITARY DEPARTMENT

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of the Crockett Community Services District

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TO: Commissioners  
FROM: Administrative Manager *Vf*  
SUBJECT: Mid-Year Budget Report for General Fund 3425  
DATE: February 5, 2021

The mid-year Port Costa Budget Report includes a summary 7-month budget report profit and loss statement for fund 3425 of the Port Costa Sanitary Department. The adopted Fiscal Year 20/21 budget included revenue of \$303,488, Operating & Maintenance (O&M) expenses of \$173,970, Operating Reserves (including contingency) of \$34,000, and capital outlay allocation of \$28,000. It is important to review the 7-month budget report and provide direction to staff accordingly.

## HIGHLIGHTS

- Sewer maintenance is over budget by \$2,880, almost entirely due to cleanings and inspections.
- A payment was made on the inter-departmental loan in the amount of \$93,563.29 to Crockett Sanitary Department in November.
- Direct payroll costs are approximately 79% under budget as of the end of January. This amount is expected to change when payroll recovery is completed, but should remain well under budget.

## CAPITAL PROJECTS

The capital budget includes \$15,000 for capital sewer projects; \$10,000 for CCTV inspection and \$5,000 for a yet unidentified emergency sewer project. The treatment plant capital budget includes \$13,000 which includes \$5,000 for the septic tank hatches.

## SUMMARY

The attached budget report shows the Port Costa Sanitary Department is effectively managing its discretionary expenses best they can. Rising maintenance and preventive costs should be taken into account, along with necessary replacements.

**STAFF RECOMMENDATION:**

Staff recommends the Port Costa Sanitary Commission receive the 6-month budget report.

The Budget & Finance Committee should meet to discuss the FY 20/21 budget and form recommendations on development of the FY 21/22 budget. Increased operations and maintenance expenses in the coming years should be planned for. Capital Projects list should be reviewed and updated.

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## CROCKETT COMMUNITY SERVICES DISTRICT PCSAN Budget Report

July 1, 2020 through February 5, 2021

	Jul 1, '20 - Feb 5, 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
3425i · FUND 3425 PCSAN. Income***				
30 · OPERATING REVENUE				
301.00 · SEWER USE CHARGES	302,419.36	300,165.00	2,254.36	100.8%
302.00 · PERMIT AND INSPECTION FEES	60.00	180.00	-120.00	33.3%
<b>Total 30 · OPERATING REVENUE</b>	<b>302,479.36</b>	<b>300,345.00</b>	<b>2,134.36</b>	<b>100.7%</b>
31 · NON-OPERATING REVENUE				
311.00 · INTEREST	1.16	215.36	-214.20	0.5%
318.00 · COST RECOVERY	0.00	1,664.78	-1,664.78	0.0%
<b>Total 31 · NON-OPERATING REVENUE</b>	<b>1.16</b>	<b>1,880.14</b>	<b>-1,878.98</b>	<b>0.1%</b>
<b>Total 3425i · FUND 3425 PCSAN. Income***</b>	<b>302,480.52</b>	<b>302,225.14</b>	<b>255.38</b>	<b>100.1%</b>
<b>Total Income</b>	<b>302,480.52</b>	<b>302,225.14</b>	<b>255.38</b>	<b>100.1%</b>
<b>Gross Profit</b>	<b>302,480.52</b>	<b>302,225.14</b>	<b>255.38</b>	<b>100.1%</b>
<b>Expense</b>				
3425e · FUND 3425 PCSAN. Expense***				
415 · SEWAGE COLLECTION				
415.25 · GAS, FUEL, OIL (DIST. VEHICLE)	0.00	179.46	-179.46	0.0%
415.30 · INSURANCE - Liability	4,514.19	4,453.00	61.19	101.4%
415.55 · PROF. SVCS. (Coll.)	3,960.00	598.19	3,361.81	662.0%
415.70 · MAINTENANCE				
415.701 · Sewers - preventive maint.	8,861.86	0.00	8,861.86	100.0%
415.70 · MAINTENANCE - Other	0.00	5,982.12	-5,982.12	0.0%
<b>Total 415.70 · MAINTENANCE</b>	<b>8,861.86</b>	<b>5,982.12</b>	<b>2,879.74</b>	<b>148.1%</b>
415.98 · OTHER OPERATING (Coll.)				
98.2c · Permits & Fees (Coll.)	2,848.00	1,601.97	1,246.03	177.8%
415.98 · OTHER OPERATING (Coll.) - Other	0.00	598.19	-598.19	0.0%
<b>Total 415.98 · OTHER OPERATING (Coll.)</b>	<b>2,848.00</b>	<b>2,200.16</b>	<b>647.84</b>	<b>129.4%</b>
<b>Total 415 · SEWAGE COLLECTION</b>	<b>20,184.05</b>	<b>13,412.93</b>	<b>6,771.12</b>	<b>150.5%</b>
416 · SEWAGE TREATMENT				
416.25 · GASOLINE, OIL, FUEL	66.90	0.00	66.90	100.0%
416.31 · INSURANCE - Property	1,573.88	1,267.00	306.88	124.2%
416.51 · TREATMENT O&M				
51.1pc · Treatment Plant Operators	30,800.00	33,021.43	-2,221.43	93.3%
51.2pc · Chemicals	1,782.82	2,355.15	-572.33	75.7%
51.3pc · Hardware, Supplies, & Misc	102.36	598.19	-495.83	17.1%
<b>Total 416.51 · TREATMENT O&amp;M</b>	<b>32,685.18</b>	<b>35,974.77</b>	<b>-3,289.59</b>	<b>90.9%</b>
416.56 · PROF. SVCS. (Treat.)				
58.1pc · Attorney	198.97	119.60	79.37	166.4%
58.2pc · Engineer	0.00	1,196.38	-1,196.38	0.0%
58.3pc · Technician	6,935.20	2,093.70	4,841.50	331.2%
58.7pc · Lab testing	5,620.00	6,043.71	-423.71	93.0%
<b>Total 416.56 · PROF. SVCS. (Treat.)</b>	<b>12,754.17</b>	<b>9,453.39</b>	<b>3,300.78</b>	<b>134.9%</b>
416.91 · UTILITIES				
91.1pc · Electricity	2,643.12	2,129.60	513.52	124.1%
91.6pc · Phone Alarm System	228.55	945.13	-716.58	24.2%
<b>Total 416.91 · UTILITIES</b>	<b>2,871.67</b>	<b>3,074.73</b>	<b>-203.06</b>	<b>93.4%</b>
416.98 · OTHER OPERATING (Treat)				
98.1 · Capital Replacements (Treat.)	1,350.00	1,794.64	-444.64	75.2%
98.2 · Permits & Fees (Treat.)	7,142.00	4,138.45	3,003.55	172.6%
98.3 · Alarm monitoring	37.43	0.00	37.43	100.0%
416.98 · OTHER OPERATING (Treat) - Other	0.00	7,178.57	-7,178.57	0.0%
<b>Total 416.98 · OTHER OPERATING (Treat)</b>	<b>8,529.43</b>	<b>13,111.66</b>	<b>-4,582.23</b>	<b>65.1%</b>
<b>Total 416 · SEWAGE TREATMENT</b>	<b>58,481.23</b>	<b>62,881.55</b>	<b>-4,400.32</b>	<b>93.0%</b>
417 · ADMIN / GENERAL				
417.21 · ELECTIONS	0.00	80.00	-80.00	0.0%
417.31 · INSURANCE -Crime(employee bond)	0.00	25.00	-25.00	0.0%
417.36 · MEMBERSHIPS	1,708.50	1,022.30	686.20	167.1%
417.41 · OFFICE				
41.1pc · Postal	6.02	0.00	6.02	100.0%
41.2pc · Supplies	85.61	0.00	85.61	100.0%
417.41 · OFFICE - Other	0.00	149.53	-149.53	0.0%
<b>Total 417.41 · OFFICE</b>	<b>91.63</b>	<b>149.53</b>	<b>-57.90</b>	<b>61.3%</b>
417.56 · PROF. SVCS. (Admin.)				
58.4pc · Attorney	2,213.03	0.00	2,213.03	100.0%
58.5pc · Auditor	389.45	0.00	389.45	100.0%
417.56 · PROF. SVCS. (Admin.) - Other	0.00	4,160.56	-4,160.56	0.0%

## CROCKETT COMMUNITY SERVICES DISTRICT PCSAN Budget Report

July 1, 2020 through February 5, 2021

	Jul 1, '20 - Feb 5, 21	Budget	\$ Over Budget	% of Budget
<b>Total 417.56 · PROF. SVCS. (Admin.)</b>	2,602.48	4,160.56	-1,558.08	62.6%
417.61 · PRINTING/PUBLISHING	1,372.50	163.31	1,209.19	840.4%
417.70 · SOFTWARE SUBSCRIPTIONS	633.15	805.15	-172.00	78.6%
417.80 · VEHICLE / TRAVEL REIMBURSEMENT	2.55	89.73	-87.18	2.8%
417.96 · OTHER ADMIN.				
96.3pc · County & State Charges	626.01	643.06	-17.05	97.3%
96.5pc · Recoverable expenses	604.39	0.00	604.39	100.0%
417.96 · OTHER ADMIN. - Other	0.00	598.19	-598.19	0.0%
<b>Total 417.96 · OTHER ADMIN.</b>	1,230.40	1,241.25	-10.85	99.1%
<b>Total 417 · ADMIN / GENERAL</b>	7,641.21	7,736.83	-95.62	98.8%
<b>419 · NON-OPERATING EXPENSES</b>				
416.212 · LOAN PRINCIPAL (NON-OP)	0.00	76,063.00	-76,063.00	0.0%
419.1 · LOAN INTEREST (NON-OP)	0.00	15,107.00	-15,107.00	0.0%
<b>Total 419 · NON-OPERATING EXPENSES</b>	0.00	91,170.00	-91,170.00	0.0%
<b>Total 3425e · FUND 3425 PCSAN. Expense***</b>	86,306.49	175,201.31	-88,894.82	49.3%
<b>6560 · PAYROLL EXPENSES ***</b>				
6560.2 · CalPERS Unfunded Liability	678.46	388.79	289.67	174.5%
417.11 · PCSan - O&M BENEFITS				
11.1as · Asst Mgr	367.51	0.00	367.51	100.0%
11.1dMc · McDonald	237.89	0.00	237.89	100.0%
11.1ds · Witschi	47.69	0.00	47.69	100.0%
<b>Total 417.11 · PCSan - O&amp;M BENEFITS</b>	653.09	0.00	653.09	100.0%
417.6s · PCSan - O&M SALARY				
6.1as · O&M payroll - Asst Mgr	1,414.86	0.00	1,414.86	100.0%
6.1dMc · O&M payroll - McDonald	1,692.45	0.00	1,692.45	100.0%
6.1ds · O&M payroll - Witschi	323.23	0.00	323.23	100.0%
<b>Total 417.6s · PCSan - O&amp;M SALARY</b>	3,430.54	0.00	3,430.54	100.0%
6560 · PAYROLL EXPENSES *** - Other	0.00	21,990.91	-21,990.91	0.0%
<b>Total 6560 · PAYROLL EXPENSES ***</b>	4,762.09	22,379.70	-17,617.61	21.3%
<b>Total Expense</b>	91,068.58	197,581.01	-106,512.43	46.1%
<b>Net Ordinary Income</b>	211,411.94	104,644.13	106,767.81	202.0%
<b>Net Income</b>	211,411.94	104,644.13	106,767.81	202.0%

# CROCKETT SANITARY DEPARTMENT

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of the Crockett Community Services District

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TO: Commissioners  
FROM: Administrative Manager  
SUBJECT: Mid-Year Budget Report for General Fund 3426  
DATE: February 11, 2021

The mid-year Crockett Sanitary Budget Report includes a summary 7-month budget report of the Crockett Sanitary Department Operating Fund 3426, Construction Fund 3427, and Capital Reserve Fund 3429. The adopted Fiscal Year (FY) 20/21 budget included total revenue of \$2,204,604, Operating & Maintenance (O&M) expenses of \$1,433,570, capital outlay allocation of \$1,117,972, and a contingency reserve of \$143,357. While a budget deficit for the Crockett Sanitary Department is not forecast it is important to review the 6-month budget report.

## HIGHLIGHTS:

- An interfund loan repayment of \$93,563 was transferred from Port Costa (#325.9) in November.
- Sewer preventive maintenance costs (#70.1) are over budget by \$27,878 and should be monitored closely.
- Joint Treatment Plant (JTP) O&M costs (#411) remains the largest expense faced by the Crockett Sanitary Department. JTP costs are currently \$47,509 under budget. Historically C&H completes most of their capital replacement projects in the spring and summer. Repair and replacement work was done during the rain storm at the end of January that we have not seen the cost for yet.
- Payments began on the loan related to the Hosselkus Chapel acquisition (#414.76 & 423.1)
- Payroll O&M expenses (#6560) are over budget by \$35,549, almost entirely due to the General Manager pay out of all vacation and sick days.

## SUMMARY:

The attached budget report shows the Crockett Sanitary Department is managing its expenses well. Capital replacement and improvements costs on the Administration building will continue through this fiscal year. Any remaining funds from the \$121,000 allocated to these projects will roll into FY 21/22. It does not appear the contingency reserve of \$143,357 will need to be used in FY

20/21. The unspent contingency and rate stabilization reserves will roll forward to next fiscal year on June 30, 2021.

**STAFF RECOMMENDATION:**

Staff recommends the Crockett Sanitary Commission receive the 6-month budget report.

The Crockett Sanitary Commission's Budget & Finance Committee should meet to discuss the FY 21/22 draft budget and form recommendations accordingly. Increased operations, maintenance, and capital expenses should be planned for in the coming years.

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# CROCKETT COMMUNITY SERVICES DISTRICT CVSAN Budget Report

02/11/21

Cash Basis

July 1, 2020 through February 12, 2021

	Jul 1, '20 - Fe...	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
3425i · FUND 3425 PCSAN. Income***				
31 · NON-OPERATING REVENUE				
318.00 · COST RECOVERY	31.61	0.00	31.61	100.0%
<b>Total 31 · NON-OPERATING REVENUE</b>	<b>31.61</b>	<b>0.00</b>	<b>31.61</b>	<b>100.0%</b>
<b>Total 3425i · FUND 3425 PCSAN. Income***</b>	<b>31.61</b>	<b>0.00</b>	<b>31.61</b>	<b>100.0%</b>
3426i · FUND 3426 CVSAN. Income***				
300 · OPERATING REVENUE				
304 · BUILDING RENTAL REVENUE	0.00	4,952.33	-4,952.33	0.0%
301.1 · SEWER USE CHARGES - CY	773,738.01	1,423,521.00	-649,782.99	54.4%
301.3 · SEWER USE CHARGES - C&H	96,915.74	121,764.17	-24,848.43	79.6%
302 · PERMIT FEES	960.00	928.57	31.43	103.4%
303 · CAPACITY CHARGES	0.00	4,503.57	-4,503.57	0.0%
306 · MISC. SERVICE FEES	0.00	928.57	-928.57	0.0%
307 · PENALTIES FINES COLLECTED	0.00	619.02	-619.02	0.0%
318 · COST RECOVERY				
318.2 · Abatement Costs	0.00	619.02	-619.02	0.0%
318.6 · Other	954.51	619.02	335.49	154.2%
<b>Total 318 · COST RECOVERY</b>	<b>954.51</b>	<b>1,238.04</b>	<b>-283.53</b>	<b>77.1%</b>
<b>Total 300 · OPERATING REVENUE</b>	<b>872,568.26</b>	<b>1,558,455.27</b>	<b>-685,887.01</b>	<b>56.0%</b>
325 · NON-OPERATING REVENUE				
311 · INTEREST	15,768.89	17,589.59	-1,820.70	89.6%
314 · PROPERTY TAXES trnsfr from 3240	-4,117.89	192,453.86	-196,571.75	-2.1%
316 · ACCESS REPAIR PAYMENTS	0.00	3,851.05	-3,851.05	0.0%
319 · GRANTS	0.00	19,949.43	-19,949.43	0.0%
320 · OTHER NON-OP INCOME	1,004.49	1,238.05	-233.56	81.1%
322 · INTERFUND TRANSFERS - 3427	0.00	65,858.59	-65,858.59	0.0%
325.8 · CONTRACTOR BONDS	5,000.00	1,857.14	3,142.86	269.2%
325.9 · INTERFUND LOAN PAYMENT PCSAN	0.00	73,977.00	-73,977.00	0.0%
<b>Total 325 · NON-OPERATING REVENUE</b>	<b>17,655.49</b>	<b>376,774.71</b>	<b>-359,119.22</b>	<b>4.7%</b>
<b>Total 3426i · FUND 3426 CVSAN. Income***</b>	<b>890,223.75</b>	<b>1,935,229.98</b>	<b>-1,045,006.23</b>	<b>46.0%</b>
3427i · FUND 3427 CVSAN. Income***				
303x · FUND 3427 Trns capacity charges	0.00	4,503.57	-4,503.57	0.0%
304x · FUND 3427 Trns for Reserve	0.00	19,809.47	-19,809.47	0.0%
311x · FUND 3427 LAIF Interest (Non-op)	5,169.06	6,363.76	-1,194.70	81.2%
<b>Total 3427i · FUND 3427 CVSAN. Income***</b>	<b>5,169.06</b>	<b>30,676.80</b>	<b>-25,507.74</b>	<b>16.9%</b>
3429i · FUND 3429 CVSAN. Income***				
311y · FUND 3429 LAIF Interest (Non-op)	409.26	906.88	-497.62	45.1%
<b>Total 3429i · FUND 3429 CVSAN. Income***</b>	<b>409.26</b>	<b>906.88</b>	<b>-497.62</b>	<b>45.1%</b>
<b>Total Income</b>	<b>895,833.68</b>	<b>1,966,813.66</b>	<b>-1,070,979.98</b>	<b>45.5%</b>
<b>Gross Profit</b>	<b>895,833.68</b>	<b>1,966,813.66</b>	<b>-1,070,979.98</b>	<b>45.5%</b>
<b>Expense</b>				
3241e · FUND 3241 REC. Expense***				
5170 · OFFICE				
5173 · Furnishings& Equipment	1,602.26	0.00	1,602.26	100.0%
5174 · Visa transaction fees	5.63	0.00	5.63	100.0%
<b>Total 5170 · OFFICE</b>	<b>1,607.89</b>	<b>0.00</b>	<b>1,607.89</b>	<b>100.0%</b>
5250 · VEHICLE/TRAVEL REIMBURSEMENT	25.30	0.00	25.30	100.0%
<b>Total 3241e · FUND 3241 REC. Expense***</b>	<b>1,633.19</b>	<b>0.00</b>	<b>1,633.19</b>	<b>100.0%</b>
3426e · FUND 3426 CVSAN. Expense				
410 · COLLECTION SYSTEM *****				
410.211 · LOAN PRINCIPAL	82,425.38	50,467.86	31,957.52	163.3%
410.25 · GAS, FUEL, OIL (DIST. VEHICLE)	350.15	851.76	-501.61	41.1%
410.30 · INSURANCE				
410.31 · Property	650.30	0.00	650.30	100.0%
410.30 · INSURANCE - Other	37,479.42	23,283.00	14,196.42	161.0%
<b>Total 410.30 · INSURANCE</b>	<b>38,129.72</b>	<b>23,283.00</b>	<b>14,846.72</b>	<b>163.8%</b>
410.50 · WEST COUNTY O&M (PS)	26,501.23	25,702.19	799.04	103.1%
410.55 · PROF. SVCS. (Coll.)				
55.2 · Engineer	13,664.00	0.00	13,664.00	100.0%

# CROCKETT COMMUNITY SERVICES DISTRICT CVSAN Budget Report

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July 1, 2020 through February 12, 2021

	Jul 1, '20 - Fe...	Budget	\$ Over Budget	% of Budget
410.55 · PROF. SVCS. (Coll.) - Other	0.00	3,714.29	-3,714.29	0.0%
<b>Total 410.55 · PROF. SVCS. (Coll.)</b>	<b>13,664.00</b>	<b>3,714.29</b>	<b>9,949.71</b>	<b>367.9%</b>
410.65 · RENT/LEASE EASEMENTS	2,521.96	1,547.59	974.37	163.0%
410.70 · MAINTENANCE				
70.1 · Sewers preventive maint (Coll.)				
70.1e · Emergency Call Out	1,762.50	0.00	1,762.50	100.0%
70.1 · Sewers preventive maint (Coll.) - Other	86,993.30	60,877.74	26,115.56	142.9%
<b>Total 70.1 · Sewers preventive maint (Coll.)</b>	<b>88,755.80</b>	<b>60,877.74</b>	<b>27,878.06</b>	<b>145.8%</b>
70.2 · Weeds	0.00	928.57	-928.57	0.0%
70.3 · Hardware	21.82	928.57	-906.75	2.3%
70.4 · Repairs	2,289.00	928.57	1,360.43	246.5%
410.70 · MAINTENANCE - Other	1,175.00	0.00	1,175.00	100.0%
<b>Total 410.70 · MAINTENANCE</b>	<b>92,241.62</b>	<b>63,663.45</b>	<b>28,578.17</b>	<b>144.9%</b>
410.90 · UTILITIES				
90.6 · Autodialer alarm	365.01	443.86	-78.85	82.2%
90.1 · Electricity	21,671.07	19,166.90	2,504.17	113.1%
90.2 · Water	2,438.58	1,190.43	1,248.15	204.8%
<b>Total 410.90 · UTILITIES</b>	<b>24,474.66</b>	<b>20,801.19</b>	<b>3,673.47</b>	<b>117.7%</b>
410.95 · OTHER OPERATING (Coll.)				
95.1 · Capital Replacements (PS)	1,210.46	17,333.31	-16,122.85	7.0%
95.2 · Other Operating Costs	2,932.77	1,943.76	989.01	150.9%
<b>Total 410.95 · OTHER OPERATING (Coll.)</b>	<b>4,143.23</b>	<b>19,277.07</b>	<b>-15,133.84</b>	<b>21.5%</b>
<b>Total 410 · COLLECTION SYSTEM *****</b>	<b>284,451.95</b>	<b>209,308.40</b>	<b>75,143.55</b>	<b>135.9%</b>
411 · TREATMENT PLANT				
411.50 · C&H - JTP O&M	404,346.96	439,990.57	-35,643.61	91.9%
411.95 · CAPITAL REPLACEMENT (Treat)	0.00	7,362.31	-7,362.31	0.0%
411.99 · CAPACITY CHARGE Trnsfr to 3427	0.00	4,503.57	-4,503.57	0.0%
<b>Total 411 · TREATMENT PLANT</b>	<b>404,346.96</b>	<b>451,856.45</b>	<b>-47,509.49</b>	<b>89.5%</b>
414 · ADMINISTRATIVE				
414.20 · ELECTIONS	0.00	656.17	-656.17	0.0%
414.35 · MEMBERSHIPS				
35.1 · CASA	2,500.00	0.00	2,500.00	100.0%
35.3 · U.S.BANK	55.00	0.00	55.00	100.0%
414.35 · MEMBERSHIPS - Other	189.10	2,971.43	-2,782.33	6.4%
<b>Total 414.35 · MEMBERSHIPS</b>	<b>2,744.10</b>	<b>2,971.43</b>	<b>-227.33</b>	<b>92.3%</b>
414.40 · OFFICE				
40.1 · Postal	205.25	866.62	-661.37	23.7%
40.2 · Supplies	1,027.82	1,402.74	-374.92	73.3%
40.3 · Miscellany	1,389.21	1,114.29	274.92	124.7%
<b>Total 414.40 · OFFICE</b>	<b>2,622.28</b>	<b>3,383.65</b>	<b>-761.37</b>	<b>77.5%</b>
414.55 · PROF. SVCS. (Admin.)				
55.7 · Consultants	4,185.31	1,862.05	2,323.26	224.8%
55.4 · Attorney	7,635.32	8,366.43	-731.11	91.3%
55.5 · Auditor	3,164.13	4,241.05	-1,076.92	74.6%
55.6 · Engineer	2,964.00	13,619.02	-10,655.02	21.8%
<b>Total 414.55 · PROF. SVCS. (Admin.)</b>	<b>17,948.76</b>	<b>28,088.55</b>	<b>-10,139.79</b>	<b>63.9%</b>
414.60 · PRINTING/PUBLISHING	1,485.00	1,114.29	370.71	133.3%
414.65 · RENTS/LEASES	7,200.00	18,571.43	-11,371.43	38.8%
414.70 · ADMIN BUILDING				
414.74 · MAINTENANCE				
414.74e · Bld.. Maint. Services	465.00	0.00	465.00	100.0%
414.74r · Bld.. Repair Services	647.42	0.00	647.42	100.0%
<b>Total 414.74 · MAINTENANCE</b>	<b>1,112.42</b>	<b>0.00</b>	<b>1,112.42</b>	<b>100.0%</b>
414.75 · UTILITIES				
414.75e · Electricity	177.26	0.00	177.26	100.0%
414.75g · Natural Gas	169.14	0.00	169.14	100.0%
414.75w · Water	234.01	0.00	234.01	100.0%
414.75 · UTILITIES - Other	0.00	8,193.71	-8,193.71	0.0%
<b>Total 414.75 · UTILITIES</b>	<b>580.41</b>	<b>8,193.71</b>	<b>-7,613.30</b>	<b>7.1%</b>
414.76 · Loan Principal	11,529.48	0.00	11,529.48	100.0%

# CROCKETT COMMUNITY SERVICES DISTRICT CVSAN Budget Report

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Cash Basis

July 1, 2020 through February 12, 2021

	Jul 1, '20 - Fe...	Budget	\$ Over Budget	% of Budget
414.70 · ADMIN BUILDING - Other	3,501.80	28,476.17	-24,974.37	12.3%
<b>Total 414.70 · ADMIN BUILDING</b>	<b>16,724.11</b>	<b>36,669.88</b>	<b>-19,945.77</b>	<b>45.6%</b>
414.80 · VEHICLE / TRAVEL REIMBURSEMENT	62.60	495.19	-432.59	12.6%
414.90 · TELEPHONE / INTERNET				
90.3 · Office phone/fax	1,217.42	0.00	1,217.42	100.0%
90.4 · Cell phone	266.18	0.00	266.18	100.0%
90.5 · Internet	976.13	0.00	976.13	100.0%
414.90 · TELEPHONE / INTERNET - Other	0.00	2,228.57	-2,228.57	0.0%
<b>Total 414.90 · TELEPHONE / INTERNET</b>	<b>2,459.73</b>	<b>2,228.57</b>	<b>231.16</b>	<b>110.4%</b>
414.94 · SOFTWARE SUBSCRIPTIONS	3,022.82	8,701.31	-5,678.49	34.7%
414.95 · OTHER ADMIN				
95.8 · Other Misc. Admin	3,034.76	0.00	3,034.76	100.0%
95.3 · County & State Charges	6,274.52	4,580.90	1,693.62	137.0%
95.5 · Recoverable expenses	81.86	4,952.33	-4,870.47	1.7%
95.5r · Recoverable (Rec.)	4.05	0.00	4.05	100.0%
95.5p · Recoverable (PCSan)	0.85	0.00	0.85	100.0%
95.9 · Training and Conferences	0.00	928.57	-928.57	0.0%
414.95 · OTHER ADMIN - Other	610.00	0.00	610.00	100.0%
<b>Total 414.95 · OTHER ADMIN</b>	<b>10,006.04</b>	<b>10,461.80</b>	<b>-455.76</b>	<b>95.6%</b>
414.96 · OTHER OP COVID-19	0.00	619.02	-619.02	0.0%
<b>Total 414 · ADMINISTRATIVE</b>	<b>64,275.44</b>	<b>113,961.29</b>	<b>-49,685.85</b>	<b>56.4%</b>
423 · NON-OPERATING EXPENSES				
423.1 · LOAN INTEREST	25,910.97	10,872.31	15,038.66	238.3%
423 · NON-OPERATING EXPENSES - Other	0.00	1,857.14	-1,857.14	0.0%
<b>Total 423 · NON-OPERATING EXPENSES</b>	<b>25,910.97</b>	<b>12,729.45</b>	<b>13,181.52</b>	<b>203.6%</b>
<b>Total 3426e · FUND 3426 CVSAN. Expense</b>	<b>778,985.32</b>	<b>787,855.59</b>	<b>-8,870.27</b>	<b>98.9%</b>
6560 · PAYROLL EXPENSES ***				
6560.5 · 1959 Survivor Ben Pool CalPERS	115.20	0.00	115.20	100.0%
6560.3 · Workers Comp Surcharges	169.00	0.00	169.00	100.0%
6560.2 · CalPERS Unfunded Liability	5,396.18	0.00	5,396.18	100.0%
414.10 · CVSan - O&M BENEFITS				
10.1as · O&M Benefits - Barnhill	2,568.30	0.00	2,568.30	100.0%
10.1dMc · O&M Benefits - McDonald	1,469.69	0.00	1,469.69	100.0%
10.1ds · O&M Benefits - Witschi	326.81	0.00	326.81	100.0%
<b>Total 414.10 · CVSan - O&amp;M BENEFITS</b>	<b>4,364.80</b>	<b>0.00</b>	<b>4,364.80</b>	<b>100.0%</b>
414.5GM · CVSan - O&M SALARY				
5.1.dMc · O&M payroll - McDonald	10,327.66	0.00	10,327.66	100.0%
5.1as · O&M payroll - Barnhill	9,904.30	0.00	9,904.30	100.0%
5.1ds · O&M payroll - Witschi	2,708.97	0.00	2,708.97	100.0%
<b>Total 414.5GM · CVSan - O&amp;M SALARY</b>	<b>22,940.93</b>	<b>0.00</b>	<b>22,940.93</b>	<b>100.0%</b>
6560 · PAYROLL EXPENSES *** - Other	119,388.07	116,824.76	2,563.31	102.2%
<b>Total 6560 · PAYROLL EXPENSES ***</b>	<b>152,374.18</b>	<b>116,824.76</b>	<b>35,549.42</b>	<b>130.4%</b>
<b>Total Expense</b>	<b>932,992.69</b>	<b>904,680.35</b>	<b>28,312.34</b>	<b>103.1%</b>
<b>Net Ordinary Income</b>	<b>-37,159.01</b>	<b>1,062,133.31</b>	<b>-1,099,292.32</b>	<b>-3.5%</b>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
3427e · FUND 3427 SAN. Expense***				
414.95x · FUND 3427 service charges	19.00	49.47	-30.47	38.4%
423x · Other Non-Operating Expenses				
321b · INTERFUND TRANSFERS - TO 3426	0.00	65,858.59	-65,858.59	0.0%
<b>Total 423x · Other Non-Operating Expenses</b>	<b>0.00</b>	<b>65,858.59</b>	<b>-65,858.59</b>	<b>0.0%</b>
<b>Total 3427e · FUND 3427 SAN. Expense***</b>	<b>19.00</b>	<b>65,908.06</b>	<b>-65,889.06</b>	<b>0.0%</b>
3429e · FUND 3429 SAN. Expense***				
414.95y · FUND 3429 service charges	3.00	8.00	-5.00	37.5%
<b>Total 3429e · FUND 3429 SAN. Expense***</b>	<b>3.00</b>	<b>8.00</b>	<b>-5.00</b>	<b>37.5%</b>
<b>Total Other Expense</b>	<b>22.00</b>	<b>65,916.06</b>	<b>-65,894.06</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>-22.00</b>	<b>-65,916.06</b>	<b>65,894.06</b>	<b>0.0%</b>

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Cash Basis

# CROCKETT COMMUNITY SERVICES DISTRICT CVSAN Budget Report

July 1, 2020 through February 12, 2021

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	<u>Jul 1, '20 - Fe...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Net Income	<u>-37,181.01</u>	<u>996,217.25</u>	<u>-1,033,398.26</u>	<u>-3.7%</u>