

CROCKETT SANITARY COMMISSION

Regular Business Meeting
AGENDA FOR WEDNESDAY, MARCH 20, 2019

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

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

1. CALL TO ORDER – ROLL CALL
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:
(The Board is prohibited from discussing items not on this agenda. Matters brought up that are not on the agenda may be referred to staff for action or calendared on a future agenda.)
4. PUBLIC HEARING:
Hearing on Violation, 468 Winslow Street (APN 354-061-013), defective sewer lateral causing inflow of surface water into the Crockett Sanitary sewer system illegally, Segura.
5. 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 February 20, 2019.
 - b. Receive Status Report on outstanding issues.
6. REPORT OF CONSULTING ENGINEER:
7. WASTEWATER:
 - a. Consider report on enforcement actions.
 - b. Update on MCC Control Panel Project at Crockett Pump Station.
 - c. Annual Lateral Inspection Program update.
8. BUDGET AND FINANCE:
 - a. Consider monthly Summary Worksheet and staff report on financial matters.
 - b. Receive Sewer Use Charge (SUC) Revenue Detail FY 2019/20, totals based on no increase to SUC rate.
 - c. Receive Preliminary FY 2019/20 budget report, form recommendations.

9. ADMINISTRATIVE:
 - a. Consider suspending Sewer Use Charge Study Report for FY 2019/20 and recommending no increase in Crockett Sewer Use Charge for FY 2019/20.
 - b. Receive status report on suspended service of Crockett Marine Service and terminated lease as well as update on State Lands Commission action along waterfront.
 - c. Consider report on actions taken by the District Board.
10. REPORT OF DEPARTMENT MANAGER: *(These items are typically for exchange of information only. No action will be taken at this time.)*
 - a. Operations, maintenance and capital improvements.
 - b. Governmental matters.
 - c. Announcements and discussion.
11. REPORTS FROM COMMISSIONERS: *(These items are typically for exchange of information only. No action will be taken at this time.)*
 - a. Wastewater Committee – Members Bartlebaugh and Manzione
 - b. Budget & Finance Committee – Members Wolthuis and Adams
 - c. Ad Hoc Committees:
 - d. Inter-agency meetings:
12. FUTURE AGENDA ITEMS:
 - Consider recommended enforcement actions.
 - Lateral repair bids.
 - Consider comprehensive rehabilitation program.
 - Recommend award of contract(s)
 - Recommend payment for sewer project(s).
13. COMMENTS FROM COMMISSIONERS:
14. ADJOURNMENT to April 17, 2019.

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

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

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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

March 11, 2019

Richard Segura
468 Winslow Street
Crockett, CA 94525

NOTICE OF PUBLIC HEARING

468 Winslow Street, Crockett, CA 94525
APN 354-061-013

As the owner of the above referenced property, you have previously been notified by the Crockett Sanitary Department that your property is in violation of District Ordinance No. 18-1, the District Code and Standard Specifications for the reason that a broken, damaged, or severely deteriorated building sewer is causing inflow of surface water into the Crockett Sanitary sewer system. The Notice of Violation dated January 30, 2019, was duly mailed to you at your address of record. To date, no action has been taken to correct the violation.

The Crockett Sanitary Commission will consider this violation and available remedies at a public hearing to be held at 7:00 PM on March 20, 2019, at the Crockett Community Center, 850 Pomona Avenue, Crockett. Your failure to correct the deficiencies by this deadline is likely to result in the following actions taken by the Board:

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

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

You are invited to attend the public hearing to be held at 7:00 PM on March 11, 2019 at the Crockett Community Center, 850 Pomona Avenue, Crockett. Please call us at 787-2992 with any questions that you might have.

Sincerely,


Dale McDonald
General Manager

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MINUTES OF REGULAR MEETING, FEBRUARY 20, 2019

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Wais. Present were Commissioners Adams, Bartlebaugh and Manzione, along with General Manager McDonald, Assistant Dept. Manager Barnhill and Asst. Secretary Witschi. Commissioner Wolthuis was absent.
2. AGENDA ORDER: There were no requests to change the agenda order.
3. PUBLIC COMMENTS: None
- 4.a. PUBLIC HEARING – 574 ALHAMBRA: Mr. McDonald reported the property is still in violation of Ordinance No 07-1. He said the owner has not been in contact with staff. He said the next step would be to hire a contractor to investigate his lateral sewer and recover all costs for abatement. A motion to impose an additional fine of \$500 and schedule a fifth public hearing carried unanimously (mm/ha).
- 4.b. PUBLIC HEARING – 1316 WANDA: Mr. McDonald reported a permit was pulled on February 14 and sewer repair inspected. Staff is waiting for the final video inspection to confirm HDPE pipe connection. No further action was needed or taken.
5. CONSENT CALENDAR: The consent items were approved unanimously (ha/mm):
 - a. Approve Minutes of January 16, 2019.
 - b. Receive Status Report on outstanding issues.
6. REPORT OF CONSULTING ENGINEER: None
- 7.a. ENFORCEMENT ACTIONS: Mr. McDonald presented the Status Report on recent enforcement actions through February 12. He said The Nantucket has closed their doors February 17. Mr. McDonald reported he reminded the owner of The Nantucket, Jackie Carver, and State Lands to empty the grease interceptor. Commissioner Manzione asked if the grease trap is not emptied is State Lands required to empty it. Mr. McDonald replied yes, State Lands would have to coordinate and the Sanitary Department can assist by providing a contractor who can clean out the grease interceptor.
- 7.b. ANNUAL eSMR REPORT AND NPDES: Mr. McDonald presented the 2018 Annual (eSMR) Report, C&H Sugar Company's NPDES monitoring and sampling activities. Commissioner Manzione asked what the permit limit is on mercury. Mr. McDonald said he will have to look up information and get back to the Commission.
- 8.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission, along with the reconciliation. Mr. McDonald reported interest received of \$12K from Local Agency Investment Fund. He said there is a \$2.7M balance in the operating fund. The West County Wastewater District invoice has been

much lower the last few months as less work has occurred at the pump station. Mr. McDonald reported a capital reserve transfer of \$32K occurred on February 6.

8.b. 7-MONTH BUDGET REPORT: Mr. McDonald presented the 7-month budget report. He said payroll cost recovery income and offsetting payroll recoverable expense accounts are no longer being used. The payroll liability between departments is now allocated when payroll checks are issued. The Motor Control Replacement Project has been postponed until the summer of 2020. The project will go out to bid this year and with the plan to have the parts ordered and hold in advance. Mr. McDonald reported he does not anticipate an increase in Sewer Use Charge (SUC). The actual SUC revenue will be better known once staff completes their water use study and commercial and mixed use property worksheets. Commissioner Manzione asked have we reached the goal for the rate stabilization in the timeframe that we were expecting. Mr. McDonald said the rate study from 2012 projected 10 years to build the reserve and it looks like we will reach it a few years early.

8.c. REHABILITATE LORING MANHOLE: Mr. McDonald reported there is a brick manhole on Loring that has potential to collapse. He said the estimate to refurbish is \$3,700. Commissioner Manzione asked if there are a couple of manholes that can be done together. Mr. McDonald said pending sewer repairs on other nearby manholes are scheduled in the upcoming years and therefore not prudent to rehab these manholes. Commissioner Wais asked is the \$3,700 just for Crockett Sanitary. Mr. McDonald said yes, Port Costa has its own manhole to refurbish and will authorize their work separately. Mobilization costs would be shared by both departments. A motion to approve entering into agreement with H&R Plumbing and Drain Cleaning, Inc. to rehabilitate Loring manhole N-00-16 carried unanimously (mm/sb).

9.a. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in January. He said the Board approved re-appointing Commissioners Adams and Manzione to the Crockett Sanitary Commission for two years.

9.b. ACTION PLAN: Mr. McDonald presented the Action Plan for 2019 and asked for feedback. He said the plan was developed by staff as a tool to guide staff on larger projects that should be addressed over the year. He said this will go before the Board for final approval. Commissioner Wais asked if the C&H Sewer Service Agreement would be negotiated through the Board or the Sanitary Department. Mr. McDonald said the Sanitary Department will be the primary negotiator but Board approval will be required. Commissioner Wais also asked how will we proceed for negotiations. Mr. McDonald said he will lead the development of the new agreement, along with help from the Consulting Engineer Vivian Housen and legal counsel. Commissioner Manzione asked for background on the C&H lawsuit. Mr. McDonald gave a brief history.

10.a. STAFF REPORT ON OPERATIONS: Mr. McDonald presented the Crockett Sanitary Department Managers report along with West County Wastewater District (WCWD) monthly report for January, and ASR – C&H Sugar Co. He said staff responded to five incidents, one was an emergency alarm at the pump station related to pump 5 run storm and process diversion event January 16. The remaining incidents were for report of water flowing below 545 Ceres, heavy root growth in the sewer noticed near 1122 Ceres, and engine running after power failure.

10.c. STAFF ANNOUNCEMENTS: None

11.a. WASTEWATER COMMITTEE REPORT: None

11.b. BUDGET & FINANCE COMMITTEE REPORT: None

12.c. AD HOC COMMITTEES REPORT: None

12.d. INTER-AGENCY MEETINGS: None

13. FUTURE AGENDA ITEMS:

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

14. COMMISSIONER COMMENTS: None

15. ADJOURNMENT: The meeting was adjourned at 7:49 PM until March 20, 2019.

Respectfully submitted,



Susan Witschi
February 21, 2019

CV SAN. DEPT. STATUS REPORT

MARCH

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
Ongoing		Flow data analysis	downloading data	Install Micro Flow monitors
Ongoing		Sewer database & repair records	current thru 6/13	Add to ICOM CMMS
Ongoing		Financial accounting & budget	Prelim FY 19/20	Final FY19/20 budget in June
Ongoing		JTP cost allocation adjustment	allocation complete	review 4/19
Ongoing		C&H diversion analysis	current thru 6/18	
Ongoing		Creek pollution monitoring	BACKLOGGED	
Ongoing		Manhole maintenance	brush & debris cleared	Review Summer 2019

FINANCIAL MATTERS

4/18	F-23	10-year revenue program	updated in 2018	adjust to less conservative
3/18	F-22	Climate change impacts	POSTPONED	Strategic planning in fall
3/18	F-21	Advance planning renegotiate JUA	POSTPONED	Review JUA in winter
3/18	F-20	Advance planning for flow reduction C&H	POSTPONED	To Wastewater Committee

ENGINEERING MATTERS

5/18	E-27	XiO cloud SCADA with MCC	engineer investigating	MCC plans to XiO
12/12	E-26	Protect pump station from floods	POSTPONED	remove bricks by April 2019
5/12	E-25	6" sewer behind Third/Wanda	BACKLOGGED	install access point
10/10	E-24	Loring pump station alt. power backup	on hold	identify pad location
7/07	E-21	Mercury TMDL	BACKLOGGED	review / research
4/07	E-20	Pool discharge permitting	BACKLOGGED	create permit
3/05	E-10	EQ tank rehabilitation	cleaned 9/14	engineers study required
6/04	E-9.5	Sewer replacement schedule	2% per year	Wastewater to review 2019
8/02	E-5	I&I study	BACKLOGGED	to engineer
10/01	E-4	Easement agreement (405 Alhambra)	BACKLOGGED	hire surveyor
8/01	E-3	Edwards Creek tunnel project	COMPLETED	record grant of easement

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
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ADMINISTRATIVE MATTERS

1/18	A-32	Easement Protection Program	as discovered	revisit enforcement priority
6/17	A-31	Access & Repair Agreement Program	BACKLOGGED	develop formal program
4/17	A-30	Abandon sewer easement 550 Alhambra	Attorney for language	record abandonment
9/12	A-28	Capacity charge payment plan	under review	revise fee ordinance
3/12	A-27	Common lateral ordinance	DELAYED	review ordinance
2/10	A-26	Capacity charge ordinance	under review	revise by ordinance
11/09	A-25	Double permit fees for no permit	BACKLOGGED	draft ordinance
3/08	N-11	Penalties for lateral SSO negligence	WW Cmte review	develop fines
4/07	A-20.5	Lateral replacement	on hold	
11/06	A-19	Safety training requirements	identify	annual training
3/04	A-16	C&H access requirements	BACKLOGGED	abandon sewers
8/03	A-15.9	Grease trap inspection control program	specs updated	develop procedures
8/03	A-15.8	Grease trap maintenance	BACKLOGGED	require specified maint.
8/03	A-15.7	Grease traps	BACKLOGGED	notify commercial kitchens
3/03	A-15	N-00-29 sewer easement	Docs updated	parties to sign
3/02	A-14	Encroachment permit (9 Crolona Hgts)	BACKLOGGED	send agreement
2/01	A-11	Sewer main acceptance records	BACKLOGGED	disavow by resolution
2/99	A-8	West County contract review	on hold	meet with new WCWD GM
5/98	A-4	Emergency binder	revision underway	complete revision

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TO: Crockett Sanitary Commission
FROM: Sanitary Department Manager 
SUBJECT: Status Report on Recent Enforcement Actions
DATE: March 11, 2019

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

The following property has had recent enforcement actions:

1. 674 EDWARDS – Owner provided CCTV inspection, faulty cleanout cap buried under asphalt near edge of street.

The following property is no longer in violation:

1. 1316 WANDA STREET – Replaced sewer under permit. Certificate of Compliance issued.


The following properties had other action:

1. 61 CRESTVIEW – Suspended enforcement through May to coordinate common lateral repair with 51 Crestview.
2. 33 BALDWIN – Deficiency report issued prior to sale of property.

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TO: Crockett Sanitary Commission
FROM: Dale McDonald 
SUBJECT: Annual Lateral Inspection Program Update
DATE: February 25, 2019

Ordinance #07-1 requires inspection of the building sewer at the time of any property sale and certification of its good condition. The period of this report covers the 2018 calendar year. The District is now in its twelfth year of the lateral inspection program. It is expected inspections will rise in 2019 as property values and home sales rise. The following is a summary listing of total property sales during 2018 along with property owners who have and have not complied with Ordinance #07-1:

Properties Sold or Transferred During 2018:	32	(decrease from 46 in 2017)
Certificates of Compliance Issued Prior to Sale:	10	31% of Total Properties
Certificates of Compliance Issued After Sale - Voluntary:	6	19% of Total Properties
Certificates of Compliance Issued After Sale – Forced:	2	6% of Total Properties
Notices of Violation (N.O.V or Enforcement) Open:	5	16% of Total Properties
Excluded Properties (Family Transfer, existing Cert. of Comp.)	9	28% of Total Properties

The majority of property sales continue to be issued a Certificate of Compliance prior to the sale or voluntarily soon after sale. Most realtors are aware of the lateral inspection requirement which has helped limit the need to issue violation notices and forced compliance. It is expected majority of the five open Notice of Violation issues will be addressed in 2019.

In many instances, Certificate of Compliances are being issued immediately after permit for sewer repair or replacement is completed as contractors have been including language in their contract that work includes permit fees, sewer installation, and issuance of Certificate of Compliance.

The number of non-compliant properties requiring action by the Department has steadily been trending lower as realtors are used to such programs in the Bay Area; 77% in FY 09/10, 70% in calendar year 2010, 73% in calendar year 2012, 68% in 2013, 27% in 2014, 24% in 2015, 29% in 2016, 32% in 2017, and 22% in 2018.

Unresolved open violations when combined with outstanding prior years enforcement actions continues to require staff to preparing for multiple hearings and deal with forced compliance issues. Enforcement was suspended for part of 2018 due to other staff priorities.

The average time spent per lateral inspection, excluding non-compliance properties, is approximately 1 hour. This includes review of the video inspection, a site visit, consultation with clients and contractors, and all paperwork including the issuance of the Certificates of Compliance. While other nearby jurisdictions are collecting sewer lateral inspection fees, our District does not collecting any fees for reviewing the video

inspection or issuing a Certificate of Compliance. Properties in non-compliance take substantially longer, with abatement cost accrual starting when the Notice of Violation is recorded at the County. Assistant Sanitary Department Manager Barnhill is performing most of the inspections. Unrecoverable costs for the program in 2018 are estimated at \$1,708 or \$53.38 per lateral inspection.

Certificate of Compliance Report 2018					
Situs	Address	Sold	Def. Report	NOV Date	Cert of Compliance
1229	Rose Street	February 2	1/17/2018		2018 exp 2-2-2028
1529	Francis Street	February 2	1/9/2018	2/25/2019	
555	Edwards Street	February 26	7/24/2017		2017 exp 9-28-2027
304	Clark Street	March 14		4/12/2018	2018 exp 5-7-2028
2127	Vista Del Rio	March 15			septic tank
725	Alhambra Street	March 19			2016 exp 4-5-2021
1316	Wanda Street	April 2		6/20/2018	
66	Tost Court	April 4	2/8/2018		2018 exp 5-21-2028
817	Second Ave	April 10	3/26/2018	5/23/2018	2018 exp 6-14-2023
25	Gartley Ave	April 19	6/12/2017		2017 exp 11-22-2027
1435	Rose Street	April 24	3/28/2018		2018 exp. 8-24-2028
23	Baldwin Ave	April 24			2018 exp 4-20-2028
501	Clark Street	April 30	11/29/2017		2018 exp 2-2-2028
84	Rolph Park Drive	May 2			2018 exp 5-11-2028
520	West Street	May 17			2018 exp 7-3-2028
530	Clark Street	May 31	5/9/2018		2018 exp 8-31-2028
734	Alhambra Street	June 14			2018 exp 3-23-2023
295	Edwards Street	June 14	3/6/2018	3/1/2018	2018 exp 4-11-2028
1617	Pomona Street	June 15			2018 exp 3-15-2023
744	Edwards Street	June 19	5/1/2014		2014 exp 9-11-2024
1505	Francis Street	June 25			2010 exp. 8-4-2020
377	Duperu Drive	June 28			2018 exp 3-19-2023
429	Heald Street	June 29			Family trust transfer
1535	Pomona Street	July 11	2/13/2018		2018 exp 4-12-2028
51	Crestview Rd	July 24		pending	
735	Edwards Street	August 3		3/1/2018	2018 exp 5-25-2023
417	Heald Street	August 14			2013 exp 4-5-2023
328	Clark Street	August 14			2009 exp 7-3-2019
269	Edwards Street	August 22			2016 exp 8-25-2026
34	Rolph Park Drive	August 22	6/18/2018		2019 exp 1-21-2029
61	Crestview Rd	October 18		pending	
534	Jackson Street	November 21			2018 exp 11-14-2023

ACTION:

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

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MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG:	3-27-19

OPERATING FUND 3426	

CASH CARRIED FORWARD:	\$198,174.51
ACTIVITY:	
Warrants (5810-5831)	(\$105,026.25)
Payroll REC recovery	(\$617.78)
Capacity Charge	\$2,425.00
Permits	\$90.00
Payroll recovery	\$4,391.54

CASH BALANCE:	\$99,437.02

ADV ON TAXES:	
060 Prop tax Beginning	\$520,908.69
No activity	\$0.00
Ending Balance	\$520,908.69
160 Adv Supp Prop tax	\$4,117.89
No activity	\$0.00
Ending Balance	\$4,117.89

INVESTED BEG. BALANCE:	\$2,693,165.01
Interest LAIF	\$0.00
Trns to cash	\$0.00
Ending Balance:	\$2,693,165.01

FUND 3426 BALANCE:	\$3,317,628.61

TAXES held in 3240:	\$175,881.05
CO.charges in 3240:	\$0.00

ACCURED DEBT OWED TO CVAN:	

PCSAN DEPT.	\$302,196.85
MAINT DEPT.	\$0.00

LATEST FUND REPORT:	3-12-19

CONSTRUCTION FUND 3427	

CASH CARRIED FORWARD	\$49,323.62
ACTIVITY:	
No activity	\$0.00

CASH BALANCE:	\$49,323.62

INVESTED BEGIN BAL.:	\$868,287.91
No activity	\$0.00

INVESTED BALANCE:	\$868,287.91

FUND 3427 BALANCE:	\$917,611.53

CAPITAL RESERVE FUND 3429	

CASH CARRIED FORWARD	\$275.00
ACTIVITY:	
No activity	\$0.00

CASH BALANCE:	\$275.00

INVESTED BEGIN BAL.:	\$68,746.43
No activity	\$0.00

INVESTED BALANCE:	\$68,746.43

FUND 3429 BALANCE:	\$69,021.43

CONTRACTOR BONDS ON FILE:	

25 contractors	\$25,500.00

11:47 AM

03/13/19

CROCKETT COMMUNITY SERVICES DISTRICT
Reconciliation Detail
FUND 3426 - CV SANITARY - O&M, Period Ending 03/12/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							3,416,366.10
Cleared Transactions							
Checks and Payments - 24 Items							
Check	02/22/2019	5812	C&H SUGAR CO.	JTP shared op costs and share o...	X	-49,999.47	-49,999.47
Check	02/22/2019	5815	J. Flores Construction...	Repair of sewer - 2019 0107 FW...	X	-10,870.54	-60,870.01
Check	02/22/2019	5818	WEST COUNTY WA...	Contract Services January	X	-5,515.12	-66,385.13
Check	02/22/2019	5814	Grundfos CBS Inc.	Backup pump - Loring Pump Stat...	X	-2,106.85	-68,491.98
Check	02/22/2019	5820	U.S. BANK	Various	X	-1,629.57	-70,121.55
Liability ...	02/22/2019	5810	STATE COMPENSAT...	Workers Comp	X	-415.79	-70,537.34
Transfer	02/22/2019			Payroll recovery REC to CVSAN	X	-316.49	-70,853.83
Check	02/22/2019	5816	Specialized Electrical ...	Alarm quarterly monitoring Crock...	X	-285.00	-71,138.83
Check	02/22/2019	5817	USA North	State Fees for USA tickets - Invoi...	X	-141.92	-71,280.75
Check	02/22/2019	5813	East Bay Municipal Ut...	Water consumption data report l...	X	-126.00	-71,406.75
Check	02/22/2019	5811	LINCOLN FINANCIAL...	LTD insurance premium ...	X	-120.12	-71,526.87
Check	02/22/2019	5819	Construct Your Image	Uniform sweatshirts Invoice 1006	X	-90.20	-71,617.07
Check	03/06/2019	5829	L.R. PAULSELL CON...	High pressure cleaning - invoice ...	X	-9,200.00	-80,817.07
Check	03/06/2019	5828	Eastech Flow Control...	iTracker flow monitoring systems...	X	-7,300.00	-88,117.07
Liability ...	03/06/2019	5825	CalPERS Public Empl...	CalPERS Liability	X	-4,157.49	-92,274.56
Paycheck	03/06/2019	5822	JAMES G. BARNHILL	Payroll Feb 2019	X	-3,908.57	-96,183.13
Paycheck	03/06/2019	5821	DALE A. McDONALD	Payroll Feb 2019	X	-3,777.44	-99,960.57
Check	03/06/2019	5830	PG&E	Electricity	X	-3,247.33	-103,207.90
Liability ...	03/06/2019	5823	UNITED STATES TR...	Fed Payroll Tax Liability	X	-1,228.50	-104,436.40
Liability ...	03/06/2019	5824	EMPLOYMENT DEV...	State Tax Liability	X	-361.14	-104,797.54
Check	03/06/2019	5826	MEYERS NAVE	General legal advice invoice 201...	X	-359.85	-105,157.39
Check	03/06/2019	5827	AT&T (Phone)	Telephone District office	X	-130.80	-105,288.19
Check	03/06/2019	5831	JAMES G. BARNHILL	Mileage reimbursement	X	-54.55	-105,342.74
Transfer	03/11/2019			Payroll recovery CVSan to REC	X	-301.29	-105,644.03
Total Checks and Payments						-105,644.03	-105,644.03
Deposits and Credits - 6 Items							
Deposit	02/15/2019			Permit	X	60.00	60.00
Deposit	02/25/2019			Capacity Charge 452 Kendall	X	2,425.00	2,485.00
Deposit	03/08/2019			Permit 19-5	X	30.00	2,515.00
Transfer	03/11/2019			Payroll recovery MAINT to CVSAN	X	190.11	2,705.11
Transfer	03/11/2019			Payroll recovery REC to CVSan	X	2,074.29	4,779.40
Transfer	03/11/2019			Payroll recovery PCSan to CVSan	X	2,127.14	6,906.54
Total Deposits and Credits						6,906.54	6,906.54
Total Cleared Transactions						-98,737.49	-98,737.49
Cleared Balance						-98,737.49	3,317,628.61
Register Balance as of 03/12/2019						-98,737.49	3,317,628.61
Ending Balance						-98,737.49	3,317,628.61

SEWER USE CHARGE REVENUE DETAIL: FY 19/20 ** NO SUC INCREASE

TOTAL REVENUE	NUMBER OF PROPERTIES	TYPE OF PROPERTY	COMMERCIAL USES	SINGLE FAMILY RESIDENCES	APARTMENTS
\$20,315	20	COMMERCIAL USE ONLY	20	0	0
\$123,936	34	MIXED USE	39	8	85
\$661,641	839	SINGLE DWELLING		837	2
\$239,553	185	TWO DWELLINGS		45	327
\$93,816	48	THREE DWELLINGS		24	120
\$71,868	28	FOUR DWELLINGS		12	100
\$3,285	1	FIVE DWELLINGS		1	4
\$22,464	6	SIX DWELLINGS		0	36
\$5,322	1	EIGHT DWELLINGS		2	6
\$5,946	1	NINE DWELLINGS		2	7
\$6,240	1	TEN DWELLINGS		0	10
\$23,088	1	THIRTY-SEVEN DWELLINGS		0	37
\$1,277,474	1165	TAX ROLL	59	931	734
\$44,707	2	JOHN SWETT	2		
\$0	1	NANTUCKET	1		
\$624	1	POST OFFICE	1		
\$624	1	AT&T	1		
\$624	1	PG&E	1		
\$5,488	1	COGEN	1		
\$1,329,541	1172	SUB-TOTAL	66	931	734
*** \$190,967	4	C&H SUGAR	4		
	3	NOT CHARGED			
	1179	TOTAL PROPERTIES			


1,927 EQUIV. UNITS

*** For factory and other C&H properties - APN 354-011-002, 354-080-011, 354-094-006, and 354-112-008. Contracted rate.

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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

TO: Crockett Sanitary Commission
FROM: General Manager 
SUBJECT: 9-month FY 2018/19 Budget Report and Prelim FY 2019/2020 Budget
DATE: March 12, 2019

The 9-month FY 18/19 Crockett Sanitary Budget Report details are incorporated within the attached preliminary FY 19/20 budget. The Crockett Sanitary Department is on a strong financial foundation with estimated expenses for the collection system, treatment plant, and administrative cost centers all under budget. The contingency and rate stabilization reserves are not expected to be used this year. A budget deficit is not forecast for FY 18/19.

HIGHLIGHTS

- Sewer Use Charge (SUC) revenue (#301.1) for FY 19/20 will be \$1,329,541. Commercial and mixed use property revenue for FY 19/20 is down \$27,436 from FY 18/19.
- Capital improvement and capital replacement projects have remained unchanged. The preliminary budget anticipates the same projects as was presented in the draft budget.
- Rate Stabilization Reserve is forecast to be \$2,441,572 as of June 30, 2020. This is just shy of the District's goal of reaching \$2.5 M by 2022. The Bartle Wells study of 2012 projected a reserve of \$2.2 M by June 30, 2020.
- Joint-Treatment-Plant (JTP) O&M expenses (#411.50) remain the largest expense of the Crockett Sanitary Department. Wet-weather JTP billable expenses are expected to increase over the next two months as invoices are paid by C&H and the District is billed their share.
- Property Tax Revenue (#314) and RTS Grant Funding (#319) may be lower in FY 19/20. The District will be considering reapportioning the District's ad valorem property tax allocation and possibly Return-to-Source funding allotment. It is prudent to plan for the loss of this income in order to determine whether a SUC increase would be required to cover any potential shortfall.
- Payroll expenses are planned to increase as the District is looking into adding health benefits for employees. The annual increase to the Crockett Sanitary Department is anticipated to be \$14,000 for FY 19/20 and increasing to \$20,000 by FY 21/22.
- Minor adjustments to various expense line items have been made to the preliminary budget.

Expenditures are well under budget in FY 18/19. Revenue in FY 19/20 will cover all operating expenses. Staff sees no need to move forward with a formal Sewer Use Charge (SUC) Study or SUC increase in FY 19/20.

The commission should review the attached preliminary budget, give direction to staff, and form recommendations as needed.

FY 2019-20 CROCKETT SANITARY DEPARTMENT BUDGET - FUND 3426 PRELIM - 3/12/2019

	PY 2017-18	FY 2018-19	FY 2018-19	FY 2019-20
	Actual	Approved	Estimated Year	Draft Budget
Collection System				
Loan Principal	\$ 72,937	\$ 75,236	\$ 75,684	\$ 78,545
Gas, Fuel, Vehicle (District owned)	\$ 393	\$ 600	\$ 1,870	\$ 1,000
Insurance	\$ 30,445	\$ 31,359	\$ 32,328	\$ 35,561
West County O&M Pump Station	\$ 47,610	\$ 44,141	\$ 35,767	\$ 43,772
Prof. Services (Collection Sys) Non WCWD	\$ 10,618	\$ 12,000	\$ 6,692	\$ 12,000
Rent/Lease Easements	\$ 2,392	\$ 2,350	\$ 2,448	\$ 2,500
Maintenance (CSO) Paulsell & WCWD	\$ 86,187	\$ 95,436	\$ 79,930	\$ 87,013
Utilities	\$ 30,830	\$ 31,429	\$ 30,230	\$ 31,552
Cap. Replacement (O&M) Pump Station	\$ 10,547	\$ 32,100	\$ 8,300	\$ 30,300
Other	\$ 3,566	\$ 3,680	\$ 2,186	\$ 3,500
Total Collection System	\$ 295,526	\$ 328,331	\$ 275,435	\$ 325,743
Treatment Plant				
JTP Operations & Maint - C&H	\$ 663,217	\$ 678,625	\$ 661,633	\$ 666,959
Capital Replacement (O&M) JTP	\$ 37,507	\$ 11,893	\$ 16,660	\$ 11,893
Total Treatment Plant	\$ 700,724	\$ 690,518	\$ 678,294	\$ 678,852
Administrative				
Elections	\$ 0	\$ 1,000	\$ 1,051	\$ 0
Membership	\$ 4,764	\$ 5,296	\$ 4,777	\$ 4,800
Office - Supplies/Postal/Misc.	\$ 4,076	\$ 5,217	\$ 5,023	\$ 5,172
Professional Services (Admin)	\$ 14,231	\$ 10,500	\$ 9,100	\$ 12,195
Printing / Publishing	\$ 780	\$ 1,400	\$ 1,957	\$ 1,500
Rents/Leases - Office Space	\$ 2,400	\$ 2,400	\$ 2,400	\$ 3,000
Travel/Meetings/Vehicle	\$ 483	\$ 685	\$ 731	\$ 700
Telephone and Internet	\$ 4,961	\$ 5,600	\$ 3,455	\$ 3,500
Software subscriptions	\$ 0	\$ 0	\$ 1,410	\$ 3,500
County & State Charges	\$ 5,959	\$ 5,965	\$ 6,543	\$ 6,550
Recoverable Expenses / Other Misc.	\$ 7,086	\$ 6,000	\$ 11,317	\$ 9,000
Training and Conferences	\$ 821	\$ 1,500	\$ 1,221	\$ 1,500
Sub-Total Administrative	\$ 45,561	\$ 45,563	\$ 48,986	\$ 51,417
Salaries and Benefits (O&M)	\$ 106,622	\$ 113,878	\$ 114,950	\$ 138,189
Recoverable Payroll (REC/PC/MAINT)	\$ 46,090	\$ 36,929	\$ 0	\$ 0
Other Payroll Exp. (WC liab, LTD, etc.)	\$ 0	\$ 1,200	\$ 0	\$ 100
Total Administrative	\$ 198,273	\$ 197,570	\$ 163,936	\$ 189,706
Fixed Assets				
Capital Projects Allocation	\$ 559,598	\$ 917,627	\$ 390,380	\$ 393,260
423 Other Non-Op Interfund trsfr to 3427	\$ 8,892	\$ 2,425	\$ 2,425	\$ 8,084
Total Fixed Assets	\$ 568,490	\$ 920,052	\$ 392,805	\$ 401,344
Allocation to Rate Stabilization Reserve	\$ 0	\$ 0	\$ 0	\$ 0
Non-operation expenses	\$ 2,400	\$ 2,000	\$ 27,830	\$ 31,628
Contingency Expense 10%	\$ 0	\$ 127,181	\$ 0	\$ 119,430
Interfund G/L operation adjustment	\$ 3,429	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 1,768,842	\$ 2,265,652	\$ 1,538,298	\$ 1,746,703
TOTAL APPROPRIATIONS	\$	\$ 2,169,206	\$	\$ 1,746,703
TOTAL REVENUES				
Property Tax	\$ 293,000	\$ 296,000	\$ 318,000	\$ 300,720
Sewer Use Charges	\$ 1,282,012	\$ 1,359,482	\$ 1,333,295	\$ 1,329,541
Sewer Use Charges - C&H	\$ 185,405	\$ 190,967	\$ 143,225	\$ 190,967
Permit fees	\$ 3,240	\$ 3,000	\$ 1,950	\$ 3,000
Capacity charges	\$ 8,892	\$ 2,425	\$ 2,425	\$ 2,425
Interest (non-op)	\$ 32,154	\$ 36,000	\$ 59,075	\$ 64,982
Cost Recovery including payroll	\$ 47,656	\$ 48,326	\$ 811	\$ 2,000
Grants - RTS (non-op) and others	\$ 51,700	\$ 43,945	\$ 47,330	\$ 40,869
Interfund transfer 3427	\$ 12,618	\$ 103,104	\$ 6,000	\$ 106,387
Loan repayment from Port Costa	\$ 88,959	\$ 89,931	\$ 89,932	\$ 36,474
Other - Penalties, pass thru, bonds, etc.	\$ 24,272	\$ 14,017	\$ 13,206	\$ 11,783
Allocation from Rate Stabilization Reserve	\$ 0	\$ 74,316	\$ 0	\$ 0

**CROCKETT SANITARY DEPARTMENT
OPERATING BUDGET FY 2019/20 PRELIM (3/12/2019)**

	<u>PY Actual</u> <u>FY 17/18</u>	<u>Estimated</u> <u>FY 18/19</u>	<u>Draft Budget</u> <u>FY 19/20</u>
GENERAL FUND 3426: CASH BUDGET DETAIL *****			
Opening Cash Balance			
Contingency Fund roll-over *	-	-	-
Capital Account Balance Carryover	398,792.58	605,792.08	933,314.86
Rate Stabilization Reserve	1,768,119.87	1,822,184.98	1,971,612.79
TOTAL OPENING CASH BALANCE	2,166,912.45	2,427,977.06	2,904,927.65
ESTIMATED REVENUES (excl. PCSan Repay & Stab Resrv	1,940,948.60	1,925,317.36	2,052,674.00
Interdepartment receivable Port Costa Loans	88,958.58	89,931.51	36,474.00
Allocation from Rate Stabilization Reserve	0.00	0.00	0.00
ESTIMATED O&M OUTLAY EXPENSE	-1,194,523.43	-1,117,663.74	-1,194,301.00
Allocation to Rate Stabilization Reserve	0.00	0.00	0.00
ESTIMATED CAPITAL OUTLAY EXPENSE	-527,598.34	-358,379.56	-1,132,819.00
Contingency Expense 10% *	0.00	0.00	-119,430.00
Non-Op Expense / Cash Bond Refunds	-2,400.00	-27,829.98	-31,628.00
Transfer to Capital Construction Fund # 3427 **	-40,892.00	-34,425.00	-40,084.00
Transfer from Capital Reserve Fund # 3429	0.00	0.00	0.00
Interfund G/L noperating adjust.	-3,428.80	0.00	0.00
TOTAL PROJECTED CLOSING YEAR-END CASH BALANCE			
Capital Account Balance in Fund #3426	605,792.08	933,314.86	153,671.86
Rate Stabilization Reserve	1,822,184.98	1,971,612.79	2,441,571.79
TOTAL PROJECTED CLOSING YEAR-END CASH BALANCE ***	2,427,977.06	2,904,927.65	2,475,813.65
* Any unused contingency at year-end allocated to Rate Stabilization Reserve			
** Includes Clarifier Reserve and Capacity Charges collected			
*** Total excluding taxes held in 3240			
INVESTMENT ASSETS OUTSIDE FUND 3426			
Accrued Debt PCSan Beginning Balance	481,086.94	392,128.36	302,196.85
Adjustments	-88,958.58	-89,931.51	-36,474.00
Accrued Debt PCSan Ending Balance	392,128.36	302,196.85	265,722.85
CSD GENERAL FUND 3240: CASH BUDGET DETAIL *****			
Property Taxes Held in 3240 Beginning Balance	47,068.36	47,055.22	40,000.00
Property Taxes Held in 3240 Ending Balance	47,055.22	40,000.00	40,000.00
Difference (Increase / decrease)	-13.14	-7,055.22	0.00
County charges held in 3240	0.00	0.00	0.00

CROCKETT SANITARY DEPARTMENT
9-MONTH ACTUALS AND PRELIM BUDGET FY 2019/30 (3/12/19)

	<u>PY Actual</u>	<u>Budgeted</u>	<u>9-month</u>	<u>Estimated</u>	<u>Draft Budget</u>
	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 19/20</u>
GENERAL FUND 3426 - Revenue					
3426i · FUND 3426 CVSAN. Revenue*****					
300 · OPERATING REVENUE					
301.1 · SEWER USE CHARGES - CY **	1,274,512.00	1,349,482.00	1,333,295.01	1,333,295.01	1,329,541.00
301.2 · SEWER USE CHARGES - PY	7,500.00	10,000.00	0.00	0.00	0.00
301.3 · SEWER USE CHARGES - C&H **	185,404.81	190,967.00	95,483.47	143,225.21	190,967.00
302 · PERMIT FEES	3,240.00	3,000.00	1,290.00	1,950.00	3,000.00
303 · CONNECTION / CAPACITY CHARGES	8,892.00	2,425.00	2,425.00	2,425.00	2,425.00
307 · PENALTIES AND FINES COLLECTED	158.58	1,000.00	500.00	500.00	1,000.00
318 · COST RECOVERY			0.00		
318.2 · Abatement Costs	1,005.10	1,500.00	504.06	504.06	1,000.00
318.1 .3 .6 · Refunds, C&H and Other	256.73	1,000.00	244.40	307.40	1,000.00
318.8m · Payroll - repaid by Maint.	3,391.86	2,837.00	0.00	0.00	0.00
318.8pc · Payroll - repaid by PCSan	16,060.68	17,653.00	0.00	0.00	0.00
318.8re · Payroll - repaid by Rec	26,941.40	25,336.00	0.00	0.00	0.00
Total 318 · COST RECOVERY	47,655.77	48,326.00	748.46	811.46	2,000.00
Total 300 · OPERATING REVENUE	1,527,363.16	1,605,200.00	1,433,741.94	1,482,206.68	1,528,933.00
325 · NON-OPERATING REVENUE					
311 · INTEREST	32,153.91	36,000.00	46,015.25	59,075.15	64,982.00
314 · PROPERTY TAX-transfer from 3240	293,000.00	296,000.00	180,000.00	318,000.00	300,720.00
316 · PAYMENTS PRIVATE SEWER AGRMT	13,083.32	7,617.00	6,722.38	6,722.38	5,383.00
319 · GRANTS	51,700.00	43,945.00	47,330.00	47,330.00	40,869.00
320 · OTHER NON-OP INCOME / PASSTHRU	3,029.91	2,400.00	2,983.15	2,983.15	2,400.00
322 · INTERFUND TRANSFER FROM 3427	12,618.30	103,104.00	0.00	6,000.00	106,387.00
325.8 · CONTRACTOR BONDS	8,000.00	3,000.00	3,000.00	3,000.00	3,000.00
325.9 · INTERFUND LOAN PRINCIPAL PCSAN	88,958.58	89,931.00	89,931.51	89,931.51	36,474.00
Total 325 · NON-OPERATING REVENUE	502,544.02	581,997.00	375,982.29	533,042.19	560,215.00
Allocation from Rate Stabilization Reserve	0.00	74,316.00	0.00	0.00	0.00
Interfund G/L non-operating income adj.	0.00	0.00	0.00	0.00	0.00
Total 3426i · FUND 3426 CVSAN. Revenue *****	2,029,907.18	2,261,513.00	1,809,724.23	2,015,248.87	2,089,148.00

CROCKETT SANITARY DEPARTMENT
9-MONTH ACTUALS AND PRELIM BUDGET FY 2019/30 (3/12/19)

	<u>PY Actual</u>	<u>Budgeted</u>	<u>9-month</u>	<u>Estimated</u>	<u>Draft Budget</u>
	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>Actuals</u>	<u>Current Year</u>	<u>Draft Budget</u>
			<u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 19/20</u>
GENERAL FUND 3426 - Expense					
3426e · FUND 3426 CVSAN. Expense*****					
410 · COLLECTION SYSTEM *****			***** COLLECTION SYSTEM *****		
410.211 · LOAN PRINCIPAL	72,936.83	75,236.00	75,684.46	75,684.46	78,545.00
410.25 · GAS, FUEL, OIL, MAINT (DIST. VEHICLE	393.23	600.00	1,669.95	1,869.95	1,000.00
410.30 · INSURANCE	30,445.43	31,359.00	32,198.27	32,328.27	35,561.00
410.50 · WEST COUNTY O&M (PS)	47,610.28	44,141.00	21,054.51	35,766.51	43,772.00
410.55 · PROF. SVCS. (Coll.)	10,618.25	12,000.00	5,882.00	6,692.00	12,000.00
410.65 · RENT/LEASE EASEMENTS	2,392.24	2,350.00	2,448.10	2,448.10	2,500.00
410.70 · MAINTENANCE			0.00		
70.1 · Sewers - preventive maint.	83,590.16	93,936.00	59,687.31	77,387.31	84,513.00
70.2 70.3 70.4 · Weeds, Hardware, & Repairs	2,596.67	1,500.00	785.54	2,542.21	2,500.00
Total 410.70 · MAINTENANCE	86,186.83	95,436.00	60,472.85	79,929.52	87,013.00
410.90 · UTILITIES					
90.1 · Electricity	30,219.13	30,429.00	19,810.13	29,395.13	30,701.00
90.2 · Water	610.69	1,000.00	502.41	834.41	851.00
Total 410.90 · UTILITIES	30,829.82	31,429.00	20,312.54	30,229.54	31,552.00
410.95 · OTHER OPERATING (Coll.)					
95.1 · Capital Repl. - Pump Station	10,546.65	32,100.00	0.00	8,300.00	30,300.00
95.2 · Other Operating Costs + HHW	3,566.48	3,680.00	1,006.29	2,186.29	3,500.00
Total 410.95 · OTHER OPERATING (Coll.)	14,113.13	35,780.00	1,006.29	10,486.29	33,800.00
Total 410 · COLLECTION SYSTEM *****	295,526.04	328,331.00	220,728.97	275,434.64	325,743.00
411 · TREATMENT PLANT *****					
411.50 · C&H - JTP O&M			***** TREATMENT PLANT *****		
411.50 · C&H - JTP O&M	663,217.12	678,625.00	435,425.12	661,633.12	666,959.00
411.95 · CAPITAL REPLACEMENT (Treat)	37,506.68	11,893.00	14,660.46	16,660.46	11,893.00
Total 411 · TREATMENT PLANT *****	700,723.80	690,518.00	450,085.58	678,293.58	678,852.00
414 · ADMINISTRATIVE *****					
414.20 · ELECTIONS			***** ADMINSTRATIVE *****		
414.20 · ELECTIONS	0.00	1,000.00	1,051.23	1,051.23	0.00
414.35 · MEMBERSHIPS	4,764.33	5,296.00	4,606.00	4,777.00	4,800.00
414.40 · OFFICE					
40.1 · Postal	1,299.92	1,406.00	1,489.46	1,569.46	1,400.00
40.2 · Supplies	1,920.96	2,011.00	1,228.52	1,908.52	1,972.00
40.3 · Miscellany	855.25	1,800.00	1,095.14	1,545.14	1,800.00
Total 414.40 · OFFICE	4,076.13	5,217.00	3,813.12	5,023.12	5,172.00
414.55 · PROF. SVCS. (Admin.)					
55.4 · Attorney	4,594.70	4,800.00	2,440.53	3,640.53	5,461.00
55.5 · Auditor	3,349.40	3,700.00	3,559.31	3,559.31	4,734.00
55.6 · Engineer / Consultants (non-Capl)	6,286.75	2,000.00	0.00	1,900.00	2,000.00
Total 414.55 · PROF. SVCS. (Admin.)	14,230.85	10,500.00	5,999.84	9,099.84	12,195.00
414.60 · PRINTING/PUBLISHING	779.91	1,400.00	1,557.24	1,957.24	1,500.00

CROCKETT SANITARY DEPARTMENT
9-MONTH ACTUALS AND PRELIM BUDGET FY 2019/30 (3/12/19)

	<u>PY Actual</u>	<u>Budgeted</u>	<u>9-month</u>	<u>Estimated</u>	<u>Draft Budget</u>
	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>Actuals</u>	<u>Current Year</u>	<u>Draft Budget</u>
	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 19/20</u>
414.65 · RENTS&LEASES	2,400.00	2,400.00	2,400.00	2,400.00	3,000.00
414.80 · VEHICLE / TRAVEL REIMBURSE	482.82	685.00	510.51	730.51	700.00
414.90 · TELEPHONE / INTERNET / CELL	4,960.92	5,600.00	2,404.83	3,454.83	3,500.00
414.94 · SOFTWARE SUBSCRIPTIONS	0.00	0.00	1,410.04	1,410.04	3,500.00
414.95 · OTHER ADMIN					
95.3 · County & State Charges	5,959.31	5,965.00	6,501.48	6,543.48	6,550.00
95.x · Recoverable exp. (excl. Payroll)	6,792.53	5,000.00	8,058.04	8,178.04	8,000.00
95.9 · Training and Conferences	821.44	1,500.00	421.39	1,221.39	1,500.00
95 · Other Misc.	293.39	1,000.00	3,019.15	3,139.15	1,000.00
Total 414.95 · OTHER ADMIN	13,866.67	13,465.00	18,000.06	19,082.06	17,050.00
Total 414 · ADMINISTRATIVE *****	45,561.63	45,563.00	41,752.87	48,985.87	51,417.00
Total 3426e · SUB-TOTAL O&M Expense*****	1,041,811.47	1,064,412.00	712,567.42	1,002,714.09	1,056,012.00
6560 · PAYROLL EXPENSES *****					
CVSan - O&M SALARY/BENEFITS					
General Manager / Dept. Manager	51,294.57	56,619.00	44,947.01	59,929.35	64,305.00
Asst. Department Manager	45,755.93	44,285.00	36,365.01	48,486.68	60,491.00
Assistant District Secretary	9,571.13	10,974.00	4,811.31	6,415.08	10,393.00
Other salaried employees	0.00	2,000.00	88.91	118.55	3,000.00
Total CVSan O&M SALARY/BENEFITS	106,621.63	113,878.00	86,212.24	114,949.65	138,189.00
Recoverable REC Payroll	26,941.40	19,597.00	0.00	0.00	0.00
Recoverable PCSAN Payroll	15,757.07	14,706.00	0.00	0.00	0.00
Recoverable MAINT Payroll	3,391.86	2,626.00	0.00	0.00	0.00
Total Recoverable Payroll	46,090.33	36,929.00	0.00	0.00	0.00
Other Payroll Exp. (WC premium / credit adj.)	0.00	1,200.00	0.00	0.00	100.00
Total 6560 · PAYROLL O&M EXPENSES *****	152,711.96	152,007.00	86,212.24	114,949.65	138,289.00
Total O&M Expense	1,194,523.43	1,216,419.00	798,779.66	1,117,663.74	1,194,301.00
411.99 Other Non-Op Interfund trsfr to 3427	8,892.00	2,425.00	0.00	2,425.00	8,084.00
423.1 Loan Interest Non-Op Expense	0.00	0.00	23,404.98	23,404.98	20,544.00
423 Non-Op Expense Other / Cash Bond Refunds	2,400.00	3,400.00	1,000.00	2,000.00	3,000.00
Contingency Expense 10%		121,642.00			119,430.00
111 Capital Project Funding Allocation		917,627.00			393,260.00
<i>Actual spent on Capital Projects</i>	527,598.34		61,199.56	358,379.56	
411.98 Trnsfr to 3427 for 3rd-clarifier capx reserve	32,000.00		0.00	32,000.00	
Allocation to Rate Stabilization Reserve	0.00	0.00	0.00	0.00	0.00
Interfund G/L operation adjustment	3,428.80	0.00	0.00	0.00	0.00
TOTAL EXPENSE (w/ Capital Alloc. & Contingency)	1,768,842.57	2,261,513.00	860,979.22	1,512,468.30	1,718,075.00
NET BUDGET EXCESS or (DEFICIT)	261,064.61	0.00	948,745.01	502,780.57	371,073.00

**CROCKETT SANITARY DEPARTMENT
OPERATING BUDGET FY 2019/20 PRELIM (3/12/19)**

	<u>PY Actual</u>	<u>Budgeted</u>	<u>Estimated Yearly Totals</u>	<u>Draft Budget</u>
	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 19/20</u>
CONSTRUCTION FUND 3427: BUDGET DETAIL *****				
Opening Cash Balance	833,739.84	871,741.96	871,741.96	913,134.73
Interest (non-operating)	9,783.42	13,400.00	19,674.07	21,641.00
Connection Fees / Capacity Charges *	8,892.00	2,425.00	2,425.00	8,084.00
Misc. Fees	0.00	0.00	0.00	0.00
Annexation Fees	0.00	0.00	0.00	0.00
Investment Fees	-55.00	-55.00	-88.00	-88.00
Transfer for Treatment Plant Cap Impr.	-12,618.30	-103,104.00	-12,618.30	-106,387.00
Interfund Transfers - to JTP CapX Reserves *	32,000.00	32,000.00	32,000.00	32,000.00
YEAR-END BALANCE	871,741.96	816,407.96	913,134.73	868,384.73

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

Opening Cash Balance	67,138.20	67,924.25	67,924.25	69,473.73
Loans	0.00	0.00	0.00	0.00
Interfund Transfers	0.00	0.00	0.00	0.00
Interest (non-operating)	790.05	1,260.00	1,557.48	1,869.00
Cost Recovery	0.00	0.00	0.00	0.00
Investment Fees	-4.00	-4.00	-8.00	-8.00
Interfund Transfers	0.00	0.00	0.00	0.00
YEAR-END BALANCE	67,924.25	69,180.25	69,473.73	71,334.73

*** JTP Capital Improvement Reserve Breakdown**

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

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

**CROCKETT SANITARY DEPARTMENT
OPERATING BUDGET FY 2019/20 PRELIM (3/12/2019)**

	<u>Funding Carryover</u>	<u>Funded</u>	<u>Estimated Spending</u>	<u>Estimated Balance</u>
	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 18/19</u>	<u>June 30, 2019</u>
CAPITAL BUDGET DETAIL *****				
Capital Project Cost Centers	+	+	-	=
Sewers (collection system)	387,120.00	375,098.00	324,867.40	437,350.60
Loan Projects / Interest *	0.36	23,405.00	0.00	0.00
Pump Station	219,157.91	378,006.00	20,991.32	576,172.59
Treatment Plant	3,905.78	109,118.00	5,220.84	107,802.94
Clarifier Reserve to Fund 3427	0.00	32,000.00	32,000.00	0.00
Equipment	4,500.03	0.00	7,300.00	-2,799.97
Other	0.00	0.00	0.00	0.00
TOTAL	<u>614,684.08</u>	<u>917,627.00</u>	<u>390,379.56</u>	<u>1,118,526.16</u>

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

	<u>Funding Carryover</u>	<u>Capital Improvements Identified</u>		<u>Draft Budget Allocation</u>
	<u>FY 19/20</u>	<u>FY 19/20</u>		<u>FY 19/20</u>
Capital Projects Cost Centers	-	+	<i>Contingency **</i>	=
Sewer Projects	437,350.60	759,132.00	10%	353,960.00
Pump Station	576,172.59	262,800.00	10%	0.00
Treatment Plant	107,802.94	106,387.00	10%	0.00
Clarifier Reserve *	0.00	32,000.00		32,000.00
Equipment	-2,799.97	4,500.00		7,300.00
Other	0.00	0.00		0.00
TOTAL	<u>1,118,526.16</u>	<u>1,164,819.00</u>		<u>393,260.00</u>

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

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

Capital Projects for FY 2019/20 *PRELIM (3/12/19)*

CROCKETT SANITARY DEPARTMENT

SEWER PROJECTS	CAPITAL IMPROVEMENTS FIXED ASSET	CAP. IMP. FUNDING SOURCE
Planned projects funding	\$212,230.00	#3426
Prior uncompleted projects	\$391,500.00	Reserves
Emergency projects / unidentified	\$90,000.00	Reserves
TV inspection program	\$22,000.00	#3426
Flow metering	\$3,000.00	#3426
Staff salary & benefits	\$13,394.00	#3426
Capital project contracted oversight	<u>\$27,008.00</u>	#3426
TOTAL	\$759,132.00	

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

Capital Projects for FY 2019/20 *PRELIM (3/12/19)*

CROCKETT SANITARY DEPARTMENT

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

TREATMENT PLANT

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

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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TO: Crockett Sanitary Commissioners / Board of Directors
FROM: General Manager 
SUBJECT: Crockett Sanitary Department Managers Report
DATE: March 13, 2019

The Crockett Sanitary Department Managers Report highlights items of interest that occurred between February 13 and March 13, 2019.

Operation and Maintenance

- There were no Sanitary Sewer Overflows (SSO) reported in February.
- Staff responded to seven incidents during this period. Multiple calls were on failed storm drains which are the responsibility of Contra Costa County. County Public Works informed by phone and email.
- Problem with Crockett Pump Station SCADA / PLC flow meter recording flow data was identified. The PLC controller was switched in the wrong position during routine pump station maintenance.

Capital Improvements / Projects

- Atherton and Cooke Project No. C-1003 plan documents complete. Front end bid documents being developed.
- Spot repair on Loring between Boy Scout Hall and Crockett Library scheduled for mid-April.

Administrative/Financial:

- Continue to monitor locks and gates to State Lands gravel lot near old Nantucket restaurant.
- Audit of EBMUD water use at JSHS and CMS indicated problem with spikes in water use during non-school periods. Both instances appear to have occurred on supply lines outside of the school buildings and it is doubtful water entered the sewer. JSUSD has been informed so that they can investigate and provide documentation to avoid overcharge of Sewer Use Charges in FY 19/20.
- General Manager McDonald spent approximately 41% of his time towards Crockett Sanitary Department operations and 2% on Capital Projects in February. The rest of his time was spent on District business 34%, Recreation and PLC 15%, Maintenance 2%, and Port Costa 6%. He worked a total of 180 hours in February, excluding holidays.
- Assistant Sanitary Department Manager Barnhill spent approximately 71% of his time on Crockett Sanitary Department operations and 3% of his time on Capital Projects. The rest of his time, 26%, was spent on Port Costa issues.

Monthly Maintenance Summary

Crockett Sanitary Department

Summary of Activity for February - 2019

	Feb 19	FY 2019
Daily Operations		
Working Days:	20	260
Hydro-Flushing Days of Operation:	7	30
Rodding Days of Operation:	1	17
Condition Assesment Days of Operation:	0	17
SSO Summary		
SSOs Sewer Mains:	0	0
SSOs Private Laterals:	0	0
SSO Reached Surface Waters:	0	0
Call Summary		
Incidents (calls and false alarms):	9	46
Incoming Calls:	9	46
Sewer Service Call Outs:	2	8
Cleaning Summary		
Length of Pipe Rodded:	632	13,122
Length of Hydro-Flush Cleaning:	7,744	31,180
Other Cleaning (Length):	0	0
Total Length of Cleaning:	8,376	44,302
CCTV Summary		
Condition Assesment Work Orders Completed:	0	69
Condition Assesment Footage Televised:	0	12,732
Repair Summary		
No Repairs Completed:	0	0