

MEMORIAL HALL ADVISORY COMMITTEE

Regular Business Meeting
AGENDA FOR THURSDAY, MARCH 14, 2019

TIME: 4:30 PM
PLACE: 850 Pomona Street, Crockett

The Memorial Hall Advisory Committee is an agent of the Crockett Community Services District.

1. CALL TO ORDER – ROLL CALL
2. PUBLIC COMMENTS ON NON-AGENDA ITEMS:
(The Committee is prohibited from discussing items not on this agenda. Matters brought up that are not on the agenda may be calendared on a future agenda.)
3. DISCUSSION ITEMS:
 - a. Consider reports from individual Committee members.
 - b. Receive report from Project Manager.
 - c. Consider feasibility of reduced-in-scope Phase 1 seismic strengthening project.
 - d. Consider value of reduced-in-scope soil stabilization project.
 - e. Consider 7-month FY 2018/2019 Budget Report and Draft FY 2019/2020 Budget.
4. CONSENT CALENDAR: Consideration of a motion to approve the following items:
 - a. Approve Minutes of January 10, 2019.
 - b. Approve Financial report.
5. ADJOURNMENT

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.

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 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 Avenue, Crockett, California 94525.

From: KENT PETERSON
Sent: Monday, March 11, 2019 4:50 PM
To: Susan Witschi
Subject: Re: Crockett Memorial Hall - Review of Compaction Grout proposal

First document for item d.



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On Fri, Dec 7, 2018 at 4:50 PM Ben Au <Ben.Au@holmesstructures.com> wrote:

Kent,

At your request, I have reviewed the Proposal for compaction grout soil stabilization of the Crockett Memorial Hall, prepared by Foundation Soil Stabilization, Inc. (FSS), dated 08/16/2018.

Please see below for my comments and/or questions:

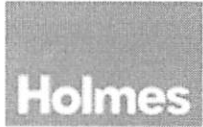
1. The proposal for the compaction grouting does not reference a geotechnical report/letter with the recommendation for its use based on the soils condition.
2. If it has not already been done, I recommend that this concept of compaction grouting and this proposal and scope of this work been reviewed by Purcell Rhoades geotechnical engineer.
3. It was understood that the downhill side of the site has a thicker fill layer. Does the geotechnical engineer believe that the entire perimeter of the building should be compaction grouted? If so, is there an estimate of any difference between the uphill and downhill sides?
4. The scope of work proposes an intention to raise the building. Is that intention part of the scope of work recommended to FSS? We understand that using pressurized injection of grout to raise a building can be very difficult to predict what part of the building actually gets lifted (due to variations in the soil and unpredictability of the flow of the grout). Hence the results may be difficult to predict and control. Additionally, to create the pressure necessary to lift the building, very high volume of grout may ultimately be required since the grout can find a channel and flow to unintended areas before solidifying areas desired.
5. Even if lifting the building is successful, it may not be an evenly distributed lifting, causing interior cracks to finishes or windows. This is actually described in paragraph 1 of page 5. An allowance for these possible occurrences will be suggested if lifting is performed.
6. The volume of grout required is very difficult to estimate due to soil conditions. That is one reason for the importance of the geotechnical engineer's study of the soil for this purpose and their recommendation. Another is the difficulty controlling where the grout goes. We recommend trying to get a maximum price if possible, or at least a highly competitive unit rate for additional cubic foot of grout.

These are the main comments and questions from my review of the described scope of work in the FSS proposal.

Thanks and best regards,

Ben

BEN AU, SE
Principal
Holmes Structures

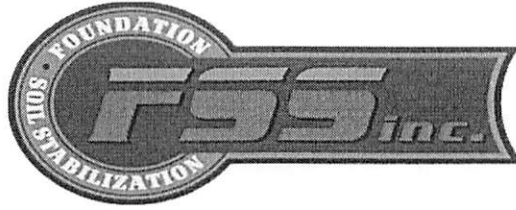


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SPECIALIZING IN STRUCTURAL RE-LEVELING

Friday, February 22, 2019

Crockett Community Services
Crockett Memorial Hall
102 Alexander Avenue
Crockett, CA 94525

Subject: Proposal for compaction grout soil stabilization of ⁶⁴128 lineal feet of the entire perimeter of the Crockett Memorial Hall at 102 Alexander Avenue, Crockett, CA 94525.

Attn: Crockett Community Services

Pursuant to our review of the property and discussions with you, we offer to furnish mobilization, labor, equipment and materials to accomplish the subject job as follows:

- | | |
|--|--------------------|
| 1. For preparations, mobilization & demobilization. | \$ 2,500.00 |
| 2. For compaction grout densification of soils, includes 22 injection points for the treatment area and to 465 cubic feet of compaction grout. | \$ 32,000.00 |
| 3. For each cubic foot of grout beyond base quantity. | \$ <u>15.00/CF</u> |

TOTAL LUMP SUM: \$ 34,500.00

Scope

This proposal contemplates compaction grout densification of soils beneath the slab foundation for the entire perimeter of the Crockett Memorial Hall for 64 lineal feet. There will be 12 exterior injections on 6-ft on center and 8 injections on 6-ft on centers as shown in the drawing CG-1.0. The compaction grout densification will begin at the lowest elevation of the Memorial Hall and continue to the highest elevation of the Memorial Hall. The intent of this work is to densify the loose soils in our treatment zone and restrict any future settlement of the slab foundation of Memorial Hall.

Foundation Soil Stabilization, Inc.
CA State | License # 963800
3496 Buskirk Avenue, Suite 105 | Pleasant Hill, CA 94523
Office: 925.494.0300 | Fax: 925.891.4391

Compaction Grouting

Compaction Grouting is a specialized technique used for controlled densification of in place (in-situ) soils at depth. Essentially, it is the injection of a stiff mortar like grout into a compatible soil mass to achieve controlled densification of that mass by physically moving the soil particles, radially from a growing "bulb" of Grout, into a closer spacing.

Compaction Grout Densification

Compaction Grouting will be accomplished using the ascending stage method, with stage lengths designed from 1 to 2 feet. Each stage will be grouted to refusal/maximum densification per industry standards (i.e. one or more of the following criteria: surface uplift, a sudden pressure drop of at least 50 psi indicating shear, or a sustained pressure of 400 psi or more with an injection rate of 0.75 cubic feet per minute). Injection pipe will be driven to a depth of 12 feet or refusal.

We will install a temporary monitoring system at several areas in the grouting area and at least two reference level markers at a suitable distance outside of the grouting area. Levels shall be monitored during all grouting operations and a daily log of cumulative changes in the benchmark levels will be maintained.

Pricing includes an estimated grout base quantity of 465 cubic feet. This is the total amount of grout we have anticipated to be required in accomplishing this work based on information made available to us. However, due to the uncertainties that exist in all subsurface work and the conceptual basis upon which this estimate is based, the actual amount of grout take may be different than this estimated quantity. For this reason, we have included a price per cubic foot of grout beyond the base quantity. We suggest budgeting for grout overruns. We will attempt to inform you during the course of our work if it appears there will be an overrun. It is our policy not to charge for compaction or slab jacking overruns of 10 per-cents or less. Actual quantities will not be known until the completion of the project.

This proposal is based upon the following Terms & Conditions:

1. **Client shall provide at no cost to Foundation Soil Stabilization:**
 - a. Suitable set-up and work areas within the immediate vicinity for all types of required equipment including stockpile areas for materials.
 - b. Protection of adjacent properties.
 - c. 110 volt electricity.
 - d. Permits, Engineering and Testing if required.
 - e. Adequate potable water supply for our continuous operations.
 - f. Daily washout area.
 - g. Location of all subsurface utilities.
2. **Client shall remove at no cost to Foundation Soil Stabilization:**
 - a. Any obstructions that interfere with our work.
3. **Price is based upon:**
 - a. Performing our work in 1 continuous operation in the most efficient sequence and includes 1 single mobilization and demobilization of equipment.
 - b. Monday through Friday, regular hours.
 - c. Clean up after our operations only.

4. Exclusions:

- a. Permits and fees.
- b. Bond premium.
- c. Design, engineering and testing.
- d. Work restoration resulting from the activities, trenching or construction work of others.
- e. Handling, removal or disposal of hazardous or contaminated substances.
- f. Handling, removal or disposal of sub-surface obstruction or debris (e.g. concrete, footings, wood, plastic, conduits, pipes, tanks, wells, etc.).
- g. Dewatering.
- h. Dust control.
- i. Storm Water Pollution Prevention plans; installation, maintenance and removal of associated Best Management Practice measures.
- j. Traffic or pedestrian control plans, fees or costs.
- k. Any relocation, alternation, protection, adjustment, repair or maintenance of any existing items can be performed as needed on a time and material basis.
- l. Unforeseen site conditions, including repair, removal or remediation of encountered condition.
- m. Premium time or liquidated damages.
- n. Truck access to all work areas is to be provided by Owner and/or General Contractor. Any reduction in access or work areas may be cause for "right-of-way" delay costs.
- o. Work required during or near inclement weather or wet jobsite conditions may result in additional costs.
- p. This proposal is based on the use of client supplied potable water for construction purposes. No reclaimed or imported water costs have been included.
- q. Any as-built drawings.
- r. Any liability for liquidated damages and liability for delays beyond our control due to job schedule. Job schedule shall only be accepted in writing. It is estimated that the start date can be 5 days after receipt of contract, notice to proceed and material, unless otherwise stated in this proposal.
- s. In the event hazardous materials are encountered in our work; all costs (i.e. disposal of spoil, training of personnel, etc.) shall be paid for by Owner and/or Contractor.
- t. Cosmetic, mechanical, electrical or landscaping repairs.

5. Special Conditions

- a. Price based on the award of a contract containing all of the items of work listed above.
- b. All other work not specifically included shall be considered excluded from this proposal.
- c. Any move-ins or phasing beyond this schedule may result in additional costs for both mobilization and losses-in-production. The price for one additional mobilization and demobilization of equipment shall be the lump sum of \$2,500.00. Delay time at \$450.00 per hour. Both parties must sign back charges/claims.
- d. The inclusions, exclusions, qualifications and conditions in this proposal shall be made a part of any subsequent contract.
- e. Project schedule to be reasonable and mutually agreeable to both parties and allow FSS, Inc. to perform its work in a reasonable and efficient sequence and manner. FSS, Inc. to receive a copy of baseline project schedule, subsequent project schedule updates and any and all interim schedules (e.g. 3 week look ahead schedules)
- f. Price is contingent on the final plans, and or permit requirements.
- g. Proposal based on a contract (or subcontract) agreement that is mutually agreeable to both parties.
- h. Foundation Soil Stabilization, Inc. (FSS, Inc.) indemnity, defense and hold harmless obligations to the owner, architect, and all other entities or persons (Indemnified Parties) stated in the prime contract shall be limited to the proportional share of its ultimate responsibility for the claim. The Indemnified Parties agree that FSS, Inc. is not required to defend nor indemnify Indemnified Parties against allegations involving the work of others.
- i. FSS, Inc. carries the following insurance limits in force through 2/2/2020 with an admitted A-rated insurance carriers:
 - \$ 2,000,000 General Liability
 - \$ 1,000,000 Auto Liability

- \$ 1,000,000 Employers Liability (Workers Compensation)
 - \$ 3,000,000 Excess Liability coverage
- j. Additional costs apply for the following insurance enhancements:
- Specifications that exceed existing coverage limits (pricing dependent on job specifications).
 - Job Specific Pollution Liability (pricing dependent on job).
 - Errors and Omissions Coverage.
 - Other special requirements not normally included with standard coverage.
- k. OCIP/CCIP insurance costs are not included in our bid.
- l. FSS, Inc. has included city business licenses; all other permits and fees to be procured and paid for by others (e.g. encroachment, swppp, grading, building, electrical, etc.).
- m. Our performing our work under accepted prevailing local union labor conditions. Any costs to us caused by your non-compliance with union conditions shall be your account.
- n. If a dispute arises between the parties signatory to this proposal which cannot be settled without outside intervention, the parties shall submit such dispute to binding arbitration/mediation under the rules and regulations of the American Arbitration Association and shall include reasonable attorney's fees to the prevailing party.

As a result of the grouting process it is likely additional repairs will be needed. It is impossible to predict the exact response of the structure, but the types of repairs you may anticipate are:

1. Repair of damage to lawns, plantings and other landscaping within 50 feet of our work area.
2. Patching and painting of interior and exterior finishes.
3. Rehanging of jammed doors and windows.
4. Repair or replacement of concrete sidewalks, slabs or walls adjacent to our work area.
5. Repair of new or existing cracks in slabs, walls and ceilings or broken glass.
6. We will broom clean our work area.

It is emphasized we will attempt to avoid any damages, and it is unlikely that all of these, if any, would occur on a single project.

All doors must be left open during our lifting and our personnel must be given access to all areas of the structure. All Carpets or floor coverings needs to be removed from the ground floor area of our work prior to our arrival at the specified job location and reinstalled upon completion of our work. All furniture and misc. items will need to be removed or protected during our grouting operation at no cost to us.

A qualified cable and pipe location service will be retained by FSS, Inc. to identify and mark all utility lines including depth (water, waste, gas, electric, CATV, and telephone) in and around the structure. Foundation Soil Stabilization will not be responsible for unmarked or mis located utilities.

6. Payment:

Due upon Completion: Payment due to our superintendent at job completion. Delinquent amounts will accrue interest at a rate of 1.5% per month (18% per annum) on the unpaid balance until paid in full. No retention to be withheld.

7. Proposal Acceptance:

This proposal is made for your acceptance within 30 days. Beyond 30 days this price may not be held. This Proposal is based upon the award of a contract containing all of the items of work listed above. In the alternative you may simply sign this proposal below and it shall effectuate a contract for the scope of work above.

Accepted: _____

Company/Owner

By: _____

Authorized Signature/Title

Date: _____

Respectfully Submitted,
Foundation Soil Stabilization, Inc.

By: Eric Quiles

From: KENT PETERSON
Sent: Monday, March 11, 2019 4:57 PM
To: Susan Witschi
Subject: Fwd: Response letter regarding WWI Memorial Hall, 102 Alexander Avenue, Crockett, CA
Attachments: G36501.FSS.revProp.pdf; G36501lh.Resp.pdf

These emails and attachments must also be included for agenda item d. Thanks!

----- Forwarded message -----

From: JOSEPH AMBROSINO <joe3905@comcast.net>
Date: Fri, Feb 22, 2019 at 10:45 AM
Subject: Response letter regarding WWI Memorial Hall, 102 Alexander Avenue, Crockett, CA
To: KENT PETERSON <kent2peterson@gmail.com>

Hi Kent,

Here is the response letter regarding the WWI Memorial. In addition to the response letter, we also went back to FSS and reviewed the comments by Mr. Au and requested clarification and changes which you will see. We had previously agreed to only underpinning half of the building as stated in a prior letter. We also made sure that the proposal makes it clear that their work is for stabilizing the soil only. I have asked them to correct the Subject heading to 64 lineal feet as stated in the text of their report which refers to half of the structure. Unfortunately they are in the field today and can't make that change and as soon as I get the corrected version, I will forward it to you. Hope this helps you in determining how you want to stabilize this important structure.

Thanks

Joe

Joseph J. Ambrosino, Associate
PRA GROUP, INC.
Geotechnical, Environmental and Special Inspection
3496 Buskirk Avenue, Suite 100
Pleasant Hill, CA 94523
Office (925) 938-2801 Cell (925) 383-6826 Fax (925) 932-2795
Joe3905@comcast.net
Joseph@ageotechgroup.com

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No. GC-120/G365-01
February 22, 2019

Mr. Kent Peterson
Crockett Community Services District
c/o Holmes Structures
235 Montgomery St. Suite 1250
San Francisco, CA 94104

Subject: **RESPONSE TO COMMENTS FROM PROJECT MANAGER
REGARDING PROPOSAL FOR COMPACTION GROUT SOIL
STABILIZATION BY FSS, INC., DATED OCTOBER 15, 2018**
Proposed Memorial Hall Seismic Strengthening
102 Alexander Avenue
Crockett, California

Dear Mr. Peterson:

As you requested, we have prepared this letter in response to comments from Mr. Ben Au, Project Manager, Holmes Structures, that were provided to you in an email December 11, 2018 (see References). FSS has proposed to stabilize the site using a compaction grout soil stabilization method which was deemed an acceptable mitigation alternative mentioned in the referenced Geotechnical Study dated November 8, 2010 (see References). Below are our responses to each of the comments as presented in the referenced email. The responses are also based on changes provided in a revised proposal from FSS dated February 22, 2019.

Comment 1.

The proposal for the compaction grouting does not reference a geotechnical report/letter with the recommendation for its use based on the soil's condition.

The PRA Group, Inc.

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TEL (925) 938-2801 FAX (925) 932-2795

Response:

During preparation of the FSS proposal, they had a copy of the referenced Geotechnical Study and consulted with representatives of this office in putting together their approach for stabilizing the existing pad.

Comment 2.

If it has not already been done, I recommend that this concept of compaction grouting and this proposal and scope of this work be reviewed by Purcell Rhoades geotechnical engineer.

Response:

Prior to delivering their original proposed scope of work in their first proposal to Mr. Peterson, this office was provided with a copy of it for our preliminary review. Our review indicated that the planned scope of work by FSS could provide a satisfactory stabilization of the weak site soil. Their plan was not to lift or relevel any of the structure. The revised proposal has deleted references to lifting or releveling the existing structure.

Comment 3.

It was understood that the downhill side of the site has a thicker fill layer. Does the geotechnical engineer believe that the entire perimeter of the building should be compaction grouted? If so, is there an estimate of any difference between the uphill and downhill sides?

Response:

The downhill side, which is the northeastern side, appears to have thicker layers of fill. In the letter "Supplemental Foundation Recommendations," dated January 27, 2011, Purcell, Rhoades & Associates opined that underpinning with concrete piers could be limited to the northeastern side of the structure where the settlement has occurred. This would apply to pressure grouting as well. The

revised FSS proposal dated February 22, 2019, includes compaction grout stabilization only the northeastern half of the structure.

Comment 4.

The scope of work proposes an intention to raise the building. Is that intention part of the scope of work recommended to FSS? We understand that using pressurized injection of grout to raise a building can be very difficult to predict what part of the building actually gets lifted (due to variations in the soil and unpredictability of the flow of the grout). Hence the results may be difficult to predict and control. Additionally, to create the pressure necessary to lift the building, very high volume of grout may ultimately be required since the grout can find a channel and flow to unintended areas before solidifying areas desired.

Response:

In preparation of the proposal by FSS, it was made clear to them that compaction grouting would be done to stabilize the underlying soil only and that lifting of the building was not desired by the owner's representative out of concerns that lifting of the structure could cause significant more damage to it. FSS has revised their proposal to limit their work to densification of the weak soils only. No lifting is now proposed (see revised FSS proposal). Typically during compaction grouting, sensors are placed on the surrounding floors and/or ground to monitor any movement in elevation changes to avoid the potential of ground/floor heave which could lead to any significant lifting and consequential damage to the structure.

Comment 5.

Even if lifting the building is successful, it may not be an evenly distributed lifting, causing interior cracks to finishes or windows. This is actually described in paragraph 1 of page 5. An allowance for these possible occurrences will be suggested if lifting is performed.

Response:

At this time, no lifting of the building is planned or proposed.

Comment 6.

The volume of grout required is very difficult to estimate due to soil conditions. That is one reason for the importance of the geotechnical engineer's study of the soil for this purpose and their recommendation. Another is the difficulty controlling where the grout goes. We recommend trying to get a maximum price if possible, or at least a highly competitive unit rate for additional cubic foot of grout.

Response:

The revised FSS proposal states due to the uncertainties that exist in all subsurface work and the conceptual basis that their proposal is based upon, the actual amount of grout take may be different than estimated. For that reason, they include a price per cubic foot of grout beyond the base quantity.

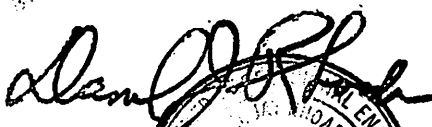
LIMITATIONS

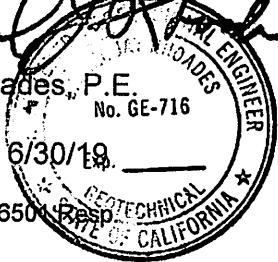
If changes occur in the nature, design, locations, or configuration of the proposed improvements, the recommendations contained in this report and the referenced reports will not be considered valid unless the changes are reviewed or revised by our firm. The recommendations presented in our referenced reports depend upon an adequate testing and monitoring program during construction of the proposed development. Unless the construction monitoring and testing program are provided by or coordinated with our firm, PRA Group, Inc., will not be held responsible for compliance with design recommendations.

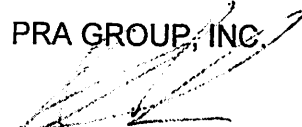
Our services were performed according to generally accepted Geotechnical engineering practices for the geographical area of the subject project at the time this report was prepared. No other representation, express or implied, and no warranty

or guarantee is included or intended as to the professional opinions or recommendations provided.

If you have any questions or require additional information, please contact this office.


Daniel J. Rhoades, P.E.
Principal
GE-716, Exp. 6/30/19.
JJA\data\prag/g36501 Resp



Very truly yours,

PRA GROUP, INC
Joseph J. Ambrosino
Associate

REFERENCES

1. FSS, Inc., October 15, 2018, "Proposal for Compaction Grout Soil Stabilization of 128 Lineal Feet of the Entire Perimeter of the Crockett Memorial Hall at 102 Alexander Avenue, Crockett, CA 94525."
2. FSS, Inc., February 22, 2019, "Proposal for Compaction Grout Soil Stabilization of 64 Lineal Feet of the Entire Perimeter of the Crockett Memorial Hall at 102 Alexander Avenue, Crockett, CA 94525."
3. Peterson, Kent, email dated 12/11/18, "Crockett Memorial Hall, Review of Compaction Grout Proposal."
4. Purcell, Rhoades & Associates, November 8, 2010, "Geotechnical Study, Foundation Remediation and Seismic Strengthening of Existing War Memorial, 102 Alexander Avenue, Crockett, California," No. 03-378/7498-01.
5. Purcell, Rhoades & Associates, January 27, 2011, "Supplemental Foundation Recommendations, Foundation Remediation and Seismic Strengthening of Existing War Memorial, 102 Alexander Avenue, Crockett, California," No. 03-378/7498-02.



INVOICE

CROCKETT COMMUNITY DISTRICT
C/O DALE MCDONALD
PO BOX 578
CROCKETT, CA 94525

INV. NO. 19-212
DATE 3/6/2019
CLIENT GC-120
JOB NO. G365-01

**PROGRESS BILLING THROUGH
2/28/2019**

PROFESSIONAL SERVICES FOR RESEARCH & REVIEW, CONSULTATION WITH FSSI REGARDING REVISIONS TO THEIR PLANS TO REDUCE AREA OF PRESSURE GROUTING FROM ENTIRE PERIMETER TO ONE HALF PERIMETER ; PREPARATION OF REPORT, "RESPONSE TO COMMENTS FROM PROJECT MANAGER REGARDING PROPOSAL FOR COMPACTION GROUT SOIL STABILIZATION BY FSSI, DATED 10/15/18" DATED 2/22/2019 PERTAINING TO WAR MEMORIAL @ 102 ALEXANDER AVENUE, CROCKETT, CALIFORNIA.

OFFICE

PRINCIPAL ENGINEER	0.50 HRS. @	\$165.00 /HOUR	\$82.50
SR. PROJECT ENGINEER	13.00 HRS. @	\$125.00 /HOUR	\$1,625.00
TECHNICAL REPRODUCTION	1.00 HRS. @	\$85.00 /HOUR	\$85.00

THANK YOU!

TOTAL NOW DUE

\$1,792.50

Please pay from this invoice-This is a professional monthly progress billing and is due and payable upon receipt. Thank you.


The PRAGroup, Inc.

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3496 BUSKIRK AVENUE, SUITE 100 PLEASANT HILL CA 94523
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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
website: www.town.crockett.ca.us

TO: Board of Directors
FROM: General Manager 
SUBJECT: 7-month FY 2018/19 Budget Report and Draft FY 2019/2020 Budget
DATE: February 21, 2019

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/Landscaping, and Plaza/Street Lighting/Fence. The department is running a deficit and borrowing from the dedicated Walk of Honor reserve fund to pay expenses. Return-to-Source (RTS) grant funding was recently deposited and shows under end-of-year column.

HIGHLIGHTS

- The seismic retrofit of Memorial Hall will not be completed this fiscal year.
- The RTS funding for FY 19/20 will be reduced by \$3,600 as landscape maintenance costs are expected to be funded through the Recreation Park cost center. The Crockett Sanitary Department will still pass thru a share of their RTS funding to cover administrative costs.
- Programs (#5160m) has been added to track expenses related to fundraising and promotional activity at Memorial Hall such as the recent WWI commemoration event.
- Professional Services has been separated out into its own line item. Engineering expenses not directly related to a pending project must be treated as an investigative operating expense.
- Liability insurance for the Bridgehead cost center is well under budget. Staff is planning to review the split before final budget is submitted to make sure it was calculated correctly.
- There have been no donations for bridgehead maintenance in FY 19/20. Reimbursement of \$1,000 for dog park related payroll expenses is pending. Donations and the RTS Co-gen pass-thru are the only source of revenue for this cost center.
- Property insurance for the plaza was the largest expense for the Plaza cost center.

SUMMARY

Operation and maintenance expenses have already exceeded the budgeted allocation for this fiscal year. As such, additional funding will need to be identified and a possible revision of the FY 18/19 budget may be required. Current funding shortfalls need to be discussed and long term funding of the Maintenance Department needs to be addressed. Concern remains as volunteers and donations shrink.

3.e.

FY 19/20 MAINTENANCE DEPARTMENT DRAFT BUDGET (2/21/2019) - FUND 3242

	<u>FY 2017-18</u> <u>Actual</u>	<u>FY 2018-19</u> <u>Adopted</u>	<u>FY 2018-19</u> <u>7-Month</u>	<u>FY 2018-19 Est.</u> <u>Year-End</u>	<u>FY 2019-20 Draft</u> <u>Budget</u>
EXPENSES					
Memorial Hall					
Insurance - Property & Liability	\$ 89	\$ 93	\$ 88	\$ 88	\$ 94.00
Maintenance - building & landscaping	\$ 3,600	\$ 3,900	\$ 2,158	\$ 3,783	\$ 300.00
Capital Replacement - O&M	\$ -	\$ 200	\$ 352	\$ 352	\$ 200.00
Utilities - water and electricity	\$ 272	\$ 492	\$ 194	\$ 284	\$ 504.00
Payroll Expenses and volunteer WC	\$ 1,769	\$ 1,443	\$ 1,917	\$ 2,518	\$ 2,250.00
Programs - events	\$ -	\$ -	\$ 1,270	\$ 1,270	\$ 1,000.00
Prof. Svcs.- Engineer, Attorney, Audit	\$ 26	\$ 250	\$ 2,549	\$ 2,689	\$ 2,500.00
All Other- Office and other op	\$ 167	\$ 200	\$ 29	\$ 81	\$ 100.00
Total Memorial Hall O&M	\$ 5,921	\$ 6,578.00	\$ 8,557	\$ 11,065	\$ 6,948.00
Bridgehead / Landscaping					
Insurance - Liability	\$ 88	\$ 90	\$ 19	\$ 19	\$ 20.00
Maintenance	\$ 86	\$ 100	\$ 8	\$ 58	\$ 100.00
Payroll Expenses and volunteer WC	\$ 415	\$ 800	\$ 566	\$ 891	\$ 800.00
All Other - Office, Auditor, etc.	\$ -	\$ 30	\$ 160	\$ 190	\$ 160.00
Total Bridgehead O&M	\$ 588	\$ 1,020.00	\$ 753	\$ 1,158	\$ 1,080.00
Plaza / Street Lighting / Fence					
Insurance - Property/Liability	\$ 374	\$ 392	\$ 512	\$ 512	\$ 548.00
Payroll Expenses	\$ 122	\$ 120	\$ 223	\$ 273	\$ 275.00
All Other - Maint., Office, Auditor, etc	\$ -	\$ 50	\$ -	\$ 15	\$ 50.00
Total Plaza / Streetlight / Fence O&M	\$ 497	\$ 562.00	\$ 735	\$ 800	\$ 873.00
Port Costa Light. & Landscap. (PCAC)	\$ 30	\$ -	\$ -	\$ -	\$ -
Sub-Total O&M Expense	\$ 8,997	\$ 8,160.00	\$ 10,045	\$ 13,023	\$ 8,901.00
Fixed Assets - Capital Expense					
Memorial Hall	\$ 55,309	\$ 600,000.00	\$ 7,638	\$ 7,638	\$ 300,000.00
Street Lighting / Fence / Plaza	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fixed Assets	\$ 55,309	\$ 600,000.00	\$ 7,638	\$ 7,638	\$ 300,000.00
Contingency Reserve	\$ -	\$ 816	\$ -	\$ -	\$ 890.00
Total O&M and Cap. Expenditures	\$ 62,345	\$ 608,976.00	\$ 17,683	\$ 20,661	\$ 309,791.00
Non-Op. Expenses / Passthru					
Memorial Hall Non-op	\$ 5,900	\$ 21,000	\$ 19,375	\$ 19,375	\$ 21,000.00
Bridgehead / Landscaping Non-op	\$ -	\$ -	\$ -	\$ 7,009	\$ -
Plaza / Street Lighting / Fence Non-op	\$ -	\$ -	\$ -	\$ -	\$ -
Total Non-OP Expenses *	\$ 5,900	\$ 21,000.00	\$ 19,375	\$ 26,384	\$ 21,000.00
TOTAL EXPENDITURES	\$ 68,245	\$ 629,976.00	\$ 37,058	\$ 47,044	\$ 330,791.00
Interfund G/L non-op adjustmer	\$ 3	\$ -	\$ -	\$ -	\$ -
TOTAL APROPRIATIONS	\$ -	\$ 629,976.00	\$ -	\$ -	\$ 330,791.00

FY 19/20 MAINTENANCE DEPARTMENT DRAFT BUDGET (2/21/2019) - FUND 3242

	<u>FY 2017-18 Actual</u>	<u>FY 2018-19 Adopted</u>	<u>FY 2018-19 7-Month</u>	<u>FY 2018-19 Est. Year-End</u>	<u>FY 2019-20 Draft Budget</u>
<u>REVENUES</u>					
Operating Revenue					
Memorial Hall					
Donations (restricted)	\$ -	\$ 1,000	\$ 723	\$ 723	\$ 1,000.00
Donations / fundraisers (ops)	\$ 7,900	\$ 4,000	\$ 1,200	\$ 1,200	\$ 1,000.00
Bridgehead / Landscaping					
Donations (restricted)	\$ -	\$ -	\$ -	\$ 1,000	\$ -
Donations / fundraisers (ops)	\$ -	\$ 500	\$ -	\$ 200	\$ 200.00
Plaza/Streetlights/Fence					
Donations (restricted)	\$ -	\$ -	\$ -	\$ -	\$ -
Donations / fundraisers (ops)	\$ -	\$ 100	\$ -	\$ 50	\$ 100.00
Total Operating Revenue	\$ 7,900	\$ 5,600.00	\$ 1,923	\$ 3,173	\$ 2,300.00
Non-Operating Revenue					
Memorial Hall					
Cost Recovery and other	\$ -	\$ 15	\$ 5	\$ 5	\$ 15.00
Interest (non-operating)	\$ 1,475	\$ 1,860	\$ 1,981	\$ 3,961	\$ 4,357.00
Non-profit grants (non-op.)	\$ -	\$ 450,000	\$ -	\$ -	\$ 150,000.00
Walk of Honor fundraiser	\$ 26,000	\$ 26,000	\$ 25,000	\$ 25,000	\$ 26,000.00
RTS Co-gen pass-thru (for MH)	\$ 5,360	\$ 5,018	\$ -	\$ 5,018	\$ 1,418.00
Pass-through (WoH & other) *	\$ 5,900	\$ 21,000	\$ 19,375	\$ 19,375	\$ 21,000.00
Bridgehead / Landscaping					
Cost Recovery and other	\$ -	\$ -	\$ -	\$ -	\$ -
Non-profit grants (non-op.)	\$ -	\$ -	\$ -	\$ -	\$ -
RTS Co-gen pass-thru	\$ 140	\$ 520	\$ -	\$ 520	\$ 520.00
Pass-through (other) *	\$ -	\$ -	\$ -	\$ -	\$ -
Plaza/Streetlights/Fence					
Cost Recovery and other	\$ -	\$ -	\$ -	\$ 7,009	\$ -
Non-profit grants (non-op.)	\$ -	\$ -	\$ -	\$ -	\$ -
RTS Co-gen pass-thru	\$ 500	\$ 462	\$ -	\$ 462	\$ 462.00
Pass-through (other) *	\$ -	\$ -	\$ -	\$ -	\$ -
Total Non-Operating Revenue	\$ 39,376	\$ 504,875.00	\$ 46,361	\$ 61,350	\$ 203,772.00
TOTAL REVENUES	\$ 47,276	\$ 510,475.00	\$ 48,284	\$ 64,523	\$ 206,072.00
Net Increase (Decrease) in Cash	\$ (20,969)	\$ (119,501.00)	\$ 11,226	\$ 17,479	\$ (124,719.00)
<u>BALANCE OVERVIEW</u>					
FUND BALANCE (Beginning)	\$ 175,813.40	\$ 154,844.01	\$ 175,813.40	\$ 175,813.40	\$ 193,291.92
Estimated Revenue	\$ 47,275.80	\$ 510,475.00	\$ 48,284.06	\$ 64,522.92	\$ 206,072.00
Estimated Expenses	\$ 68,245.19	\$ 629,976.00	\$ 37,057.71	\$ 47,044.40	\$ 330,791.00
Interfund G/L non-op adj.	\$ -	\$ -	\$ -	\$ -	\$ -
FUND BALANCE (End of Year)	\$ 154,844.01	\$ 35,343.01	\$ 187,039.75	\$ 193,291.92	\$ 68,572.92
Dedicated WofH Funds (EOY)	\$ 156,622	\$ 32,622.36	\$ 156,622	\$ 158,602	\$ 34,602.36
Other Mem Hall Cap Donations	\$ -	\$ -	\$ -	\$ 5,018	\$ 5,018.00
Combined Payroll Salary & Benefits	\$ 2,306	\$ 2,363.00	\$ 2,705	\$ 3,682	\$ 3,325.00

CROCKETT MEMORIAL HALL ADVISORY COMMITTEE

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
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MINUTES OF REGULAR MEETING, JANUARY 10, 2019

- 1. CALL TO ORDER:** The meeting was called to order at 4:30 PM by Chair Ron Wilson. Present were Committee members Burlison, Lawton, Dell, and Peterson along with General Manager McDonald. Committee member Kirker remains on leave and member Duran was absent. Commissioner Wais was in attendance.
- 2. PUBLIC COMMENTS:** Mr. Wilson said the Crockett Chamber of Commerce has hung banners from their recent art contest in the auditorium of the Crockett Community Center for the community to see. The winning design is planned to be printed and hung on streetlamps around town.
- 3.a. REPORTS FROM COMMITTEE MEMBERS:** Mr. Wilson reported he is trying to find when funding will be released for the Proposition 68 Park Bond act that passed on June 5. Of the \$4.1 billion to be made available \$1.2 billion has been reserved to benefit park and recreation. He is looking to see if we can apply for a grant that would benefit the Memorial Hall building and ground and if so, as in prior years, we would have to come up with 20% in matching funds. It is expected there will be more applicants than the amount available. He suspects it will be a tough and competitive bid process and is doubtful that funds will be distributed based on population. He is hopeful that the District and our projects can qualify. He also looked into other grant opportunities but could not find any at this time.
- 3.b. REPORT FROM PROJECT MANAGER:** Mr. Peterson presented his Project Managers Report for January 2019. He said he has nothing very new to report. He said the structural engineer has raised some questions on the soil stabilization proposal but we have yet to hear back from the geotechnical engineer. The key question remains; is there value in performing soil grouting. He said that as there is very little that is happening he does not see a need to meet on a regular basis unless additional funding is found. He suggested calling a meeting if positive information on soil grouting is available. Mr. Wilson and Mr. Burlison agree that meetings can be called as needed. Mr. Lawton said we are getting stuck and the project seems to be stalling. He does not want to meet less but suggests we meet more so we can try to move things along. Mr. McDonald said the Memorial Hall Committee is currently a standing committee with published meeting dates. He said if the District Board changes the committee to an Ad-hoc committee with a specific task there would be less formality to the meetings and fewer Brown Act requirements. He said that the public has shown an interest in the Memorial Hall project and that even if it became an Ad-hoc committee it would be important to post and share meeting details so that the public has an opportunity to be involved.
- 3.c. ALTERNATIVES FOR PLINTH RESTORATION IN 2019:** Mr. Peterson said a question on whether the plinth might be restored without having to undertake all the structural upgrades of Phase 1 Seismic Retrofit was raised last month. He sees a way for the micropiles to be installed at a later date by cutting Phase 1 into smaller jobs but the overall cost of the project will increase. If we want to move the project along in smaller parts we still need to look at their costs and see if even that is possible with the money we have available. Mr. McDonald said he

is not in favor of a partial plinth or wood plinth and does not feel it would be a good use of the limited funds we have left. Mr. Peterson said with his background as a contractor he feels it is possible a phased approach can work. Mr. Wilson said he would like to see the \$173K in Walk of Honor money and the \$150K commitment from the Crockett Community Foundation be used as leverage for larger grants. He is worried that if we spend too much now we won't have enough for the 20% match required for the park bond grant. Mr. Peterson suggested he can cost-out what separating the project into smaller tasks for the work outside would cost and then share that information with the committee. Mr. Lawton said we have to restore the plinth and Mr. Peterson agreed that at some point it must be restored. Mr. Burlison asked who is driving the push for the plinth restoration now and questioned if these concerns are just going to go away if we don't do anything. Mr. Peterson said that he would cost out everything that has to be done before the plinth. Mr. Wilson said a cement contractor approached him and was willing to do the work to restore the plinth at cost. Mr. McDonald said we are currently limited to projects under \$25K for informal bid. He said the District is looking into changing over to using the California Uniform Public Construction Cost Accounting Act (CUPCCAA) bidding thresholds for public projects which is currently \$175K or less. This may open up opportunities to seek out smaller contract work as we split the phases up and perform the work as funding is identified. There is consensus to have Mr. Peterson develop a cost accounting for the breaking up of Phase 1 Seismic Retrofit into smaller projects using the previous financial estimates adjusted for inflation and market conditions. The question on soil stabilization and whether or not it will benefit the project is still outstanding. Once we hear from the geotechnical engineer we can call a meeting. Mr. Peterson will give a verbal report to the District Board and bring back a revised cost accounting to the committee to discuss.

3.d. MID-YEAR BUDGET REPORT FY 18/19: Mr. McDonald presented the mid-year budget report for the Maintenance Department. Included in the report is the section for Memorial Hall and he asked the committee for comments. Mr. Wilson said the Walk of Honor fundraiser income should be \$625 higher as P66 rounded up their Walk of Honor fundraiser to an even \$20K. Mr. McDonald will research and adjust.

4. CONSENT CALENDAR - APPROVAL OF MINUTES: Minutes of November 8, 2018 were approved unanimously (sl/bb).

5. ADJOURNMENT: The meeting was adjourned at 5:29 PM until March 14, 2019 unless a special meeting is called earlier.

Respectfully submitted,



Dale McDonald
District Secretary
January 15, 2019

CROCKETT MAINTENANCE DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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MONTHLY SUMMARY WORKSHEET

PREPARED FOR BD. MTG: 3/27/19

LATEST FUND REPORT: 3/12/19

OPERATING FUND 3242

BALANCES BY CLASS

CASH CARRIED FORWARD: \$58,482.86

MEMORIAL HALL

ACTIVITY:

CHECKS and PAYMENTS

Warrants (414-415) (\$7,308.96)
Payroll recovery (190.11)

Walk Honor & P66 \$221,500.00
Archt. Phase1 (\$15,427.99)
Engnr. Phase1 (\$29,436.50)
Other CapX (\$4,605.65)
WofH P66 Balance \$172,029.86
Other MH O&M Bal. (\$3,959.93)

DEPOSITS

None \$0.00

BRIDGEHEAD (\$674.95)
PLAZA/FENCES/LIGHTS (\$8,112.69)

CASH BALANCE: \$50,983.79

ACCRUED DEBT:

INVESTED BEG. BALANCE: \$108,298.50
Interest \$0.00

PY due REC Dept. \$8,000.00
DOG PARK due BRGHD \$959.98
PCADVISORY due MH \$1,170.20

INVESTED END. BALANCE: * \$108,298.50

FUND BALANCE: \$159,282.29

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03/13/19

Reconciliation Detail

FUND 3242 - MAINTENANCE, Period Ending 03/12/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							166,781.36
Cleared Transactions							
Checks and Payments - 3 items							
Check	02/22/2019	414	Crockett Public Ser...	Decorative street light replacement ...	X	-7,008.96	-7,008.96
Check	02/22/2019	415	TERRACARE ASS...	Landscaping services Invoice 40623	X	-300.00	-7,308.96
Transfer	03/11/2019			Payroll recovery MAINT to CVSAN	X	-190.11	-7,499.07
Total Checks and Payments						-7,499.07	-7,499.07
Total Cleared Transactions						-7,499.07	-7,499.07
Cleared Balance						-7,499.07	159,282.29
Register Balance as of 03/12/2019						-7,499.07	159,282.29
Ending Balance						-7,499.07	159,282.29