

CROCKETT COMMUNITY SERVICES DISTRICT

Regular Business Meeting
AGENDA FOR WEDNESDAY, FEBRUARY 27, 2019

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

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. REPORTS FROM COMMISSIONERS:
(This item is typically for exchange of information only. No action will be taken at this time.)
5. PUBLIC HEARING:
6. REPORT OF DISTRICT COUNSEL:
7. MANAGERS' REPORTS: (These items are typically for exchange of information only.
No action will be taken at this time.)
 - a. Recreation Department.
 - b. Maintenance Department.
 - c. Port Costa Sanitary Department.
 - d. Crockett Sanitary Department.
 - e. Governmental matters.
 - f. Announcements and discussion.
8. CONSENT CALENDAR: Consideration of a motion to approve the following items:
(Items are subject to removal from Consent Calendar by request of any Board Member on request for discussion by a member of the public. Items removed from the Consent Calendar will be considered with the Administrative Items.)
 - a. Approve Minutes of January 23, 2019.
 - b. Approve payment of District bills.
 - c. Receive Minutes of Commissions and Committees.
9. ADMINISTRATIVE:
 - a. Consider consent Items removed from Consent Calendar.
 - b. Consider Resolution No. 18/19-07 appointing Raina Currington to the Police Liaison Committee and Greg Mauler as an alternate.
 - c. Consider Resolution No. 18/19-08 creating Memorial Hall Park.

- d. Adopt Action Plans for 2019.
- e. Consider Employment Agreement Modification for Recreation Department Manager Wilson, increasing salary from \$2,701 to \$2,788 per month.
- f. Consider additional appointment(s) to serve on Personnel Committee.
- g. Approve Crockett Engaged Newsletter for March/April 2019 edition.

10. BUDGET AND FINANCE:

- a. Consider monthly Summary Worksheets and Investment Reports and staff report on financial matters.
- b. Receive 7-month actual expense report for FY 18/19 and draft FY 19/20.

11. REPORTS FROM BOARD MEMBERS:

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

- a. Personnel Committee – Members Barassi, Burnett, Bartlebaugh, Sutton and Wilson
- b. Budget & Finance Committee – Members Mackenzie and Peterson
- c. Ad Hoc Committees:
- d. Inter-agency meetings:

12. FUTURE AGENDA ITEMS:

- Memorial Hall Committee recommendation on soil stabilization (March).
- Review and adopt ADA compliance plan.
- Adopt purchasing procedures and spending limits.
- Adopt policy for use of private devices and e-accounts.
- Develop policy on proposals for new programs without established funding.
- Consider Ad Hoc Committee on long range planning.

13. BOARD COMMENTS:

14. ADJOURNMENT to March 27, 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.

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 Street, Crockett, California 94525.

PORT COSTA 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: Port Costa Sanitary Commission / Board of Directors
FROM: Dept. Manager James Barnhill *JB*
SUBJECT: Port Costa Sanitary Department Managers Report for January 2019
DATE: February 13, 2019

The Port Costa Sanitary Department Managers Report highlights items of interest in January 2019.

Operation and Maintenance

- No Sanitary Sewer Overflows (SSO's) occurred in January.
- January 15, a secondary containment pallet was delivered for the sodium hypochlorite tote in the septic tank yard.
- January 24, Grundfos inspected and adjusted the PACO influent pumps at the WWTP.
- January 24, Engineers toured the septic tank and the WWTP. Awaiting engineers estimate for structural inspection.
- January 28, L.R. Paulsell cleaned and CCTV inspected the interceptor sewer main between the septic tank and the manhole located across the railroad tracks from the WWTP P-00-01 to P-00-00. Manhole near WWTP is degrading and needs refurbishment or replacement.

Administrative

- Final invoice from Larry Walker Associates for NPDES Discharge Permit renewal work was received. The process was completed more than 40% under the amount budgeted.

CROCKETT SANITARY DEPARTMENT

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website: www.town.crockett.ca.us

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

The Crockett Sanitary Department Managers Report highlights items of interest that occurred between January 8 and February 12, 2019.

Operation and Maintenance

- There were no Sanitary Sewer Overflows (SSO) reported in January.
- 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 sewer noticed near 1122 Ceres, and engine running after power failure.
- James Barnhill toured Central Contra Costa County Collection Facility in Walnut Creek after attending Contra Costa County Special District Association meeting on January 28.
- Backup Grundfos grinder pump ordered for Loring Pump Station.
- EQ level indicator problem, authorized sensor pad replacement.

Capital Improvements / Projects

- Atherton and Cooke Project No. C-1003, worked with Cunha and V.W. Housen to develop bid documents.
- C&H Sugar billed \$12,594.76 for emergency sewer spot repair on C-00-14 to C-00-13 sewer segment damaged by C&H contractor.
- Investigated manhole refurbishment with H&R Plumbing and Drain Cleaning.

Administrative/Financial:

- Crockett Marine Services (CMS) and The Nantucket set to close February 17. Staff continuing coordination with State Lands Commission and County Code Enforcement.
- Annual e-Waste report submitted to Department of Toxic Substances Control reporting District's Disposal Program recycling numbers.
- C&H invoiced for 3rd quarter sewage fee.
- Water data received from EBMUD.
- Annual Pollution Prevention Plan (PPP) / Pollutant Monitoring Report (PMR) completed.

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MINUTES OF REGULAR MEETING, JANUARY 23, 2019

1. INSTALLATION OF OFFICERS - CALL TO ORDER: The meeting was called to order at 7:00 PM by President Peterson. Present were Board Members Barassi, Kirker, Mackenzie and Sutton, along with General Manager McDonald, Recreation Department Manager Wilson, Assistant Sanitary Dept. Manager Barnhill, and Assistant Secretary Witschi. Also present were Associate Thomas Smith from Meyers Nave and Sanitary Commissioner Bartlebaugh. Mr. McDonald presented Director Barassi an engraved gavel for his service as President in 2018.

2. AGENDA ORDER: There were no requests to hear agenda items out of order.

3. PUBLIC COMMENTS: None

4. REPORTS FROM COMMISSIONERS: None

5. PUBLIC HEARING: None

6.a. RECREATION DEPT. REPORT: The Board had received the Minutes of December 3, 2018. Mr. Wilson reported he will be meeting with the fire marshall on January 29 to discuss the violations we were written up for at the Community Center. He said there has been no clarification on the violations we were cited for and the District has asked for regulations or ordinances for reference. The Community Center fire suppression system has to be monitored for fires and alarm if sprinklers are activated. Denalect came out last week to quote. The required surge protection on the refrigerator has been completed. John Swett High School (JSHS) will begin using the pool on January 28. Mr. Wilson reported Community Playgrounds completed repair of the toddler play structure in the park on Monday, January 21, which was the last item remaining on their safety inspection checklist. Director Peterson asked if the pool rental fee covers the extra heating costs at the pool. Mr. Wilson said JSHS pays \$600 a week and that cover the expense.

6.b. MAINTENANCE DEPARTMENT: Director Peterson reported he received the last components required to replace the street light at Port and Pomona and will install it on Friday, January 25. Invoices will be given to Mr. McDonald to bill the trucking company who destroyed the pole. He said he is in the process of rewriting the Seismic Retrofit Phase 1 Memorial Hall project to bring the cost down. He hopes the scope of work can be reduced so that work on the outside of the building can be completed allowing the plinth to be rebuilt. Mr. Wilson said he found the business card from the cement contractor who is interested in doing work at Memorial Hall. Director Barassi asked why we would rebuild the plinth before underpinning or retrofit. Director Peterson said residents have asked for the plinth to be installed and by removing some of the items from Phase 1 it may be possible to support the outside so the plinth can be reinstalled. A partial or temporary plinth was not well-received by the Memorial Hall Committee or General Manager.

6.c. PORT COSTA SANITARY DEPT.: The Board had received the Minutes of December 12, 2018. Mr. Barnhill reported no Sanitary Sewer Overflow's (SSO's) in December 2018. He said that the NPDES Discharge Permit was approved by the Water Board and is good through January 31, 2024. Mr. Barnhill reported that Commissioners Beauchemin and Scheer toured the Port Costa plant. He said one permit was issued in 2018. Director Kirker asked if the Commissioners gave you any feedback after touring the plant. Mr. Barnhill said they were disappointed with the septic tank and condition of the influent pumps and pipes. Director Kirker asked how the sand beds are doing. Mr. Barnhill reported three beds are being used. Bed #1 has a crack in the South West corner. The operators exposed the area and crack and it closed up as they dug down. The sand bed filtration pipes were removed from that end of the bed out of an abundance of caution. Mr. Barnhill said the sand historically has been replaced every 15 years on average. Mr. Kirker asked if sand was moved from the non-used bed to raise the inuse beds sand level. Mr. Barnhill, on advice of the operators, stopped the practice after bio-assay test results failed immediately after sand was moved. He said there is concern sand that has been sitting, unused and therefore unfiltered, could have collected dust and other material blown across it from railroad activity like track grinding. Director Mackenzie asked how are we low on sand and where is it going. Mr. Barnhill said weeding contributes to the loss of sand as well as wind over the North West bed.

6.d. CROCKETT SANITARY DEPT.: The Board had received the Minutes of December 12, 2019. Mr. McDonald presented the Crockett Sanitary Department Manager's report. He said The Nantucket will be closing on February 17. He said the County's Economic Development Manager has been reached out to by some local businesses and an individual might be interested in leasing the property for a restaurant. The rest of the written report was shared with the Board.

6.e. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. McDonald reported on three upcoming California Special Districts Association (CSDA) events: (1) Board Member Best Practices – Thursday, April 4 in Cupertino; (2) Special District Leadership Academy Conference – July 7-10 in Napa; and (3) Essential Communications for Every Special District – August 28 in Cotati.

6.f. STAFF ANNOUNCEMENTS: Mr. McDonald reported he attended a Manager's Roundtable meeting on January 7 hosted by Bay Area Clean Water Agencies (BACWA). He said they discussed the Watershed Nutrient Permit being developed by the Regional Water Quality Control Board. Mr. McDonald reported the Police Liaison Committee (PLC) hosted a town hall meeting on Illegal Sideshows and it was well attended. Director Peterson asked if the parking survey is on the website. Mr. McDonald said it is not at the District website but the Crockett Chamber, who requested we partner to complete the survey, was given the information. Director Barassi asked if the Chamber was in charge of the parking survey. Mr. McDonald said the PLC authorized mailing and paid for the survey, but Chamber was interested in the data to address business development in the downtown area.

7. CONSENT CALENDAR: Director Peterson asked that item 7.a be removed from the consent calendar for further discussion. The following consent items were approved unanimously (es/lb):

- b. Approve payment of District bills (warrants Rec.7808-7855; PCSan, 1066-1073; CVSan 5771-5792; Maintenance 409-413).
- c. Receive Minutes of Commissions and Committees.
- d. Annual report on Sanitary Sewer Overflows that occurred in 2018.

- e. Receive Status Reports on outstanding items.
- f. Receive letter of Suspension of Service Crockett Marine Services.

8.a. CONSENT CALENDAR: Item 7.a. Minutes of December 19, 2018. (1) Director Peterson said on page 3, item 7.d. the last sentence should be removed. (2) Item 9.f. Director Peterson asked Mr. McDonald to forward the article on the Little Hoover Commission to all directors. (3) Item 13. Board Comments - Director Peterson said the last sentence reads "Mr. Luigi" and it should read Mr. Barassi. A motion to approve Minutes of December 19, 2019, as amended, carried unanimously (jm/mk).

8.b. COMMITTEE APPOINTMENTS: Director Peterson said he and Director Mackenzie will continue to serve on the Budget & Finance Committee. Directors Barassi and Sutton, along with Commissioner Bartlebaugh, Ron Wilson and Harold Burnett will serve on the Personnel Committee. Director Peterson reported John Mann no longer would like to serve on the Personnel Committee. Director Peterson would like one commissioner from each commission to serve and asked Mr. McDonald to reach out to each commission to recommend interested individuals.

8.c. AD HOC COMMITTEES: Director Peterson asked that the following Ad Hoc committees be reauthorized through the end of 2019 or less if they complete their business:

- Strategic Planning – Directors Mackenzie and Peterson
- Communications – Directors Peterson and Sutton and Mary Wais
- District Code Review – Directors Barassi and Kirker

8.d. MEMORIAL HALL STANDING COMMITTEE: Director Peterson suggested that the Memorial Hall Advisory Committee be changed from a standing Advisory committee to an Ad Hoc Committee to meet only when required. Associate Smith discussed Brown Act requirements and definitions of a standing committee versus an Ad Hoc committee. He said the frequency of meetings can be reduced; the committee does not have to meet monthly. The consensus of the Board was to keep the Memorial Hall Advisory Committee as is. Director Barassi said the committee should develop the policy and goals but should not be involved in the actual construction and that this should be managed by staff when cost is involved.

8.e. RE-APPOINTING COMMISSIONERS: A motion to approve Resolution No. 18/19-06 re-appointing Commissioners Choquette, Beauchemin, Adams and Manzione to their respective commissions carried unanimously (ml/lb).

8.f. LEGAL SERVICES ENGAGEMENT LETTER: Mr. McDonald presented the amended legal services engagement letter from Meyers Nave. Mr. McDonald reported two items have been added, Dispute Resolution and Document Retention, that were not in the original agreement. Also, the new rate schedule is attached. Associate Thomas Smith introduced himself, described his involvement with the District this last year, and thanked Kent Alm for bringing him into the Crockett Community Services District. Director Barassi said he does not like binding arbitration out of principle. A motion to approve Amendment to Legal Services Engagement Letter with Meyers Nave to continue as firm representing the Crockett Community Services District and supporting Associate Counsel Thomas Smith as primary point of contact carried unanimously (es/lb).

9.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Mr. McDonald presented the monthly summary worksheets to the Board and the proposed budget schedule. He asked if there are any comments people may have on the worksheets or their corresponding reconciliation detail pages. He said the Local Agency Investment Fund interest rate remains at 2.4%.

9.b. AUDITOR'S REPORT: Mr. McDonald reported independent audit for fiscal year (FY) 17/18 has been completed and the required State Controller's Office (SCO) Financial Transaction Report (FTR) has been submitted. He said next year we will have to get a new auditor because state law requires using a different auditor at least once every seven years. A motion to receive the auditor's report for FY 17/18 from Dennis L. Lorette Accountancy Corporation carried unanimously (lb/jm).

9.c. MID-YEAR BUDGET REPORT: Mr. McDonald presented the mid-year budget reports for the District. He said each commission has reviewed their reports and urged the Board to pay attention to the Maintenance Department budget. Staff has not received money from the dog park committee to repay District expenses to date. Director Barassi asked why there has been less cost recovery by the Recreation Department. Mr. McDonald said he would look into this and would report back next month along with 7-month budget report. He said Port Costa has a lot of challenges ahead but that this year expenses are being managed well and it looks like the department will finish the year under budget. Director Peterson asked which loan has been paid off by Port Costa. Mr. McDonald said the larger loan, with an annual payment of approximately \$56K, was paid off in October 2018 which will allow the Port Costa Department to utilize the sewer use charge revenue for deferred maintenance and inspection rather than loan debt.

10.a. PERSONNEL COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. AD HOC COMMITTEE REPORTS: No further report.

10.d. INTER-AGENCY MEETINGS: None

11. FUTURE AGENDA ITEMS:

Action Plan for 2019 (Feb.).

Draft Budget FY 19/20 (Feb.).

Memorial Hall Committee recommendation on soil stabilization (Feb.)

Review and adopt ADA compliance plan.

Adopt purchasing procedures and spending limits.

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

Develop policy on proposals for new programs without established funding.

12. BOARD COMMENTS: Director Kirker asked if we were planning to have a meeting on long-range planning. Mr. McDonald said the Strategic Planning Committee will meet first but he does envision a special board session to discuss long-range planning and risks.

13. ADJOURNMENT: The meeting was adjourned at 9:02 PM until February 27, 2019.

Respectfully submitted,

Susan Witschi

Susan Witschi
January 25, 2019

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 2/6/19 Fund: 342600 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3426 - CV SANITARY - O&M				
02/08/2019	DALE A. McDONALD	Payroll January 2019	3,777.45	5793
02/08/2019	JAMES G. BARNHILL	Payroll January 2019	3,908.56	5794
02/07/2019	UNITED STATES TRE...	Fed Payroll Tax Liability 6...	927.44	5795
02/07/2019	EMPLOYMENT DEVE...	State Payroll Tax Liability 6...	498.70	5796
02/07/2019	CalPERS Public Emplo...	CalPERS Retirement Liability ...	4,157.49	5797
02/07/2019	LINCOLN FINANCIAL ...	LTD Insurance monthly premium	120.12	5798
02/07/2019	DENNIS L. LORETTE ...	Audit fees for FY 17/18	3,559.31	5799
02/07/2019	AT&T (Phone)	Telephone and fax District office	132.20	5800
02/07/2019	EBMUD	Water	143.17	5801
02/07/2019	PG&E	Electricity	2,151.96	5802
02/07/2019	Glosage Engineering (...)	1334 Wanda Lat. replcmnt agree...	7,690.00	5803
02/07/2019	L.R. PAULSELL CONS...	Sewer High Pressure Cleaning inv...	5,290.00	5804
02/07/2019	MEYERS NAVE	Attorney costs for December 2018	259.20	5805
02/07/2019	TELSTAR INSTRUME...	Meter mount and calibration of Cr...	3,450.00	5806
02/07/2019	WEST COUNTY WAS...	Pump Station Contract Services D...	2,483.29	5807
02/07/2019	DALE A. McDONALD	Mileage and supply reimbursement...	136.04	5808
02/07/2019	COUNTY CLERK	Election cost ...	1,051.23	5809
Total FUND 3426 - CV SANITARY - O&M			<u>39,736.16</u>	
TOTAL			<u><u>39,736.16</u></u>	

Kent G. Peterson

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 2/6/19 Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
02/07/2019	RONALD D. WILSON	Payroll January 2019	2,332.51	7856
02/07/2019	DOLORES M. MORAL...	Payroll Jan 16-31	403.21	7857
02/07/2019	KATELYNN M. CLEM...	Payroll Jan 16-31	173.15	7858
02/07/2019	SUSAN G. WITSCHI	Payroll Jan 16-31	1,775.26	7859
02/07/2019	HARLEY W. MANDICI...	Payroll Jan 16-31	108.79	7860
02/07/2019	TREVOR B. DEES	Payroll Jan 16-31	154.59	7861
02/07/2019	UNITED STATES TRE...	Fed Payroll Tax Liability	6...	940.48 7862
02/07/2019	EMPLOYMENT DEVE...	State Payroll Tax Liability	6...	193.86 7863
02/07/2019	CalPERS Public Emplo...	CalPERS Liability	...	1,516.48 7864
02/07/2019	LINCOLN FINANCIAL ...	LTD insurance Feb 2018	69.19	7865
02/07/2019	G & C Refrigeration Inc.	Appliance annual maintenace	381.90	7866
02/07/2019	COUNTY CLERK	Election cost	...	1,128.42 7867
02/07/2019	DENNIS L. LORETTE ...	Audit fees for FY 17/18	1,096.91	7868
02/07/2019	AT&T (Phone)	Telephone center and pool	325.28	7869
02/07/2019	ARMOR LOCKSMITH ...	Repair locks on park bathrooms - l...	230.00	7870
02/07/2019	Community Playground...	Play structure repair and replacem...	5,779.00	7871
02/07/2019	Delta One Security, Inc.	Security services for events - invou...	873.00	7872
02/07/2019	EBMUD	Water	602.82	7873
02/07/2019	Guzman Landscaping	Paver repair and shrub removal	2,600.00	7874
02/07/2019	KEL-AIRE HEATING &...	Thermostat replacement	283.88	7875
02/07/2019	LESLIE'S POOL SUPP...	Chemicals - Perfect weekly 3L	253.13	7876
02/07/2019	LINCOLN AQUATICS	Pool Pull-It-Pro, cover strap, rescu...	120.66	7877
02/07/2019	PG&E	Gas & Electricity	2,294.25	7878
02/07/2019	RONALD D. WILSON	Mileage reimbursement Jan 2019	127.02	7879
02/07/2019	SUSAN G. WITSCHI	Mileage reimbursement Jan 2019	44.66	7880
02/07/2019	Christina Spagnola	Cleaning damage deposit refund a...	902.50	7881
02/07/2019	Elizabeth Nunez	Cleaning damage deposit refund	700.00	7882
Total FUND 3241 - RECREATION			25,410.95	
TOTAL			25,410.95	

Kent G. Peterson

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 2/6/19 Fund: 342500 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3425 - PC SANITARY - O&M				
02/07/2019	DENNIS L. LORETTE AC...	Audit fees for FY 17/18	488.78	1074
02/07/2019	Grundfos CBS Inc.	PM inspection influent pumps	1,050.00	1075
02/07/2019	Larry Walker Associates	NPDES Permit Project 00556.02	2,780.00	1076
02/07/2019	L.R. PAULSELL CONSUL...	Cleaning and CCTV interceptor	4,370.00	1077
02/07/2019	PG&E	Electricity	285.11	1078
02/07/2019	COUNTY CLERK	Election cost - inv...	77.18	1079
Total FUND 3425 - PC SANITARY - O&M			<u>9,051.07</u>	
TOTAL			<u><u>9,051.07</u></u>	

Kent C. Peterson

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 2/22/19 Fund: 342600 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3426 - CV SANITARY - O&M				
02/22/2019	STATE COMPENSATI...	Workers Comp	415.79	5810
02/22/2019	LINCOLN FINANCIAL ...	LTD insurance premium 156...	120.12	5811
02/22/2019	C&H SUGAR CO.	JTP shared op costs and sh...	49,999.47	5812
02/22/2019	East Bay Municipal Utili...	Water consumption data rep...	126.00	5813
02/22/2019	Grundfos CBS Inc.	Backup pump Invoice 19001...	2,106.85	5814
02/22/2019	J. Flores Construction ...	Repair of sewer - 2019 0107...	10,870.54	5815
02/22/2019	Specialized Electrical C...	Alarm quarterly monitoring C...	285.00	5816
02/22/2019	USA North	State Fees for USA tickets - ...	141.92	5817
02/22/2019	WEST COUNTY WAS...	Contract Services January	5,515.12	5818
02/22/2019	Construct Your Image	Uniform sweatshirts Invoice ...	90.20	5819
02/22/2019	U.S. BANK	Various	1,629.57	5820
Total FUND 3426 - CV SANITARY - O&M			<u>71,300.58</u>	
TOTAL			<u><u>71,300.58</u></u>	

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 2/22/19 Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
02/22/2019	DOLORES M. MORAL...	Payroll Feb 1-15, 2019	433.59	7883
02/22/2019	KATELYNN M. CLEM...	Payroll Feb 1-15, 2019	320.35	7884
02/22/2019	SUSAN G. WITSCHI	Payroll Feb 1-15, 2019	1,618.76	7885
02/22/2019	HARLEY W. MANDICI...	Payroll Feb 1-15, 2019	103.07	7886
02/22/2019	TREVOR B. DEES	Payroll Feb 1-15, 2019	71.58	7887
02/22/2019	STATE COMPENSATI...	Workers Comp ...	783.71	7888
02/22/2019	LINCOLN FINANCIAL ...	LTD insurance premium 15644...	69.19	7889
02/22/2019	A Plus Tree Service	Pruning and tree removal servi...	7,115.00	7890
02/22/2019	Alhambra & Sierra Spri...	Water for office	17.26	7891
02/22/2019	ARMOR LOCKSMITH ...	Deadbolt install invoice 52824	150.00	7892
02/22/2019	Construct Your Image	Uniform sweatshirts Comm Ce...	291.92	7893
02/22/2019	Crockett and Port Cost...	CAER grant award passthru	1,000.00	7894
02/22/2019	Don Barton	Urinal and toilet work - pool me...	165.00	7895
02/22/2019	ECOLAB	Kitchen sanitizer	508.05	7896
02/22/2019	Johnson Controls Secu...	Annual CCTV monitoring servi...	4,536.10	7897
02/22/2019	LESLIE'S POOL SUPP...	Ultra fine filter bags	61.98	7898
02/22/2019	LINCOLN AQUATICS	Pool cover straps	144.97	7899
02/22/2019	No More Dirt, Inc.	Kitchen cleaning - Invoice 66591	352.00	7900
02/22/2019	Silverman & Light, Inc.	Prof. Services LED light project...	855.20	7901
02/22/2019	TERRACARE ASSOCI...	Landscaping services	1,871.00	7902
02/22/2019	UNIVERSAL BUILDIN...	Janitorial services	1,457.80	7903
02/22/2019	Rosario Medina	Cleaning and damage deposit r...	700.00	7904
02/22/2019	Colleen Duran	Cleaning and damage deposit r...	400.00	7905
02/22/2019	U.S. BANK	Various	5,087.93	7906
Total FUND 3241 - RECREATION			<u>28,114.46</u>	
TOTAL			<u><u>28,114.46</u></u>	

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 2/22/19 Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
02/22/2019	L.R. PAULSELL CONSUL...	Highpressure cleaning Feb 2019 Inv...	920.00	1080
02/22/2019	Specialized Electrical Con...	Video Alarm Quarterly Monitoring Ja...	285.00	1081
02/22/2019	Valley Operators, LLC	WWTP operations monthly service i...	4,000.00	1082
02/22/2019	Larry Walker Associates	Prof Services for NPDES permit ren...	1,053.75	1083
02/22/2019	U.S. BANK	Containment, lab, hydrant deposit, of...	4,281.64	1084
Total FUND 3425 - PC SANITARY - O&M			10,540.39	
TOTAL			10,540.39	

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
 Auditor's Date: 2/22/19 Fund: 324200 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3242 - MAINTENANCE				
02/22/2019	Crockett Public Services	Decorative street light replacement ...	7,008.96	414
02/22/2019	TERRACARE ASSOCI...	Landscaping services Invoice 40623	300.00	415
Total FUND 3242 - MAINTENANCE			<u>7,308.96</u>	
TOTAL			<u><u>7,308.96</u></u>	

CROCKETT RECREATION COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, JANUARY 7, 2019

1. CALL TO ORDER: The meeting was called to order at 6:00 PM by Chairperson Cusack. Present were Commissioners Botta, Choquette, Eskildsen and Valentini, along with General Manager McDonald, Department Manager Wilson and Facilities Manager/Asst. Secretary Witschi. Commissioner Airoidi was absent.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. CONSENT CALENDAR: The following consent items were approved unanimously (ve/jv):
 - a. Approve Minutes of December 3, 2018.
 - b. Receive Report from Facilities Manager.
 - c. Receive Status Report on outstanding issues.
- 5.a. ANNOUNCEMENT OF VACANCY: A motion to approve Announcement of Vacancy to apply for a seat on the Crockett Recreation Commission carried unanimously (db/jv). Staff will post on the bulletin boards and on the website.
- 5.b. SOLUTIONS FOR SUMMER USE TRASH: This item was continued to next month.
- 5.c. WATERFRONT LEASE: Mr. McDonald reported California State Lands Commission (SLC) has terminated the lease with Crockett Marine Services, Inc. (CMS). Sewer service has been suspended and the Crockett Sanitary Department is waiting for SLC to vacate the Nantucket restaurant. Is there interest to preserve waterfront access. This item will be revisited in two months after action by SLC is complete.
- 6.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. McDonald reported a fund balance of \$506K.
- 6.b. MID-YEAR BUDGET REPORT: Mr. McDonald presented the mid-year budget report. He said the operating revenue for the Community Center cost center is \$25K lower than what was expected for this time of the year. He said Friday rentals are down from prior years. An increase in pre-event setup on Friday may be limiting back-to-back Friday/Saturday events. Expenses are over budget by a total of \$11K. Mr. McDonald reported the Aquatics cost center is right where it is anticipated to be for this time of year. The park cost center budget is anticipated to be right on target throughout the remainder of the year. Unless additional revenue from increased rentals of the Community Center materialize the Recreation budget may have to be revised. Commissioner Eskildsen asked if the dead trees in the park are being addressed. She knew of one branch that broke in the park.
- 7.a. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in December. He said Kent Peterson has been appointed President and Michael Kirker has been appointed Vice-President. The Board approved the Recreation tax for 2019.

7.b. COMMITTEE APPOINTMENTS: Commissioners Botta, Cusack and Valentini will remain on the Recreation Budget & Finance Committee.

8. REPORT OF DEPT. MANAGER: Mr. Wilson reported we recently had an inspection by the Fire Department and working to resolve some of the problems. The annual service on the heaters at the pool has been completed. The Health Department did an inspection of the kitchen on January 3.

9. COMMISSIONERS: Ms. Choquette thanked Ron Wilson for a wonderful year.

10. FUTURE AGENDA ITEMS:

- Consider report from Ad-Hoc Committee on solutions for Alexander Park summer use trash that is accumulated (Feb.).
- Draft FY 19/20 budget (Feb.).
- Consider termination of waterfront lease and impact on waterfront access and recreation, form recommendations.

11. COMMISSIONER COMMENTS: No reports.

12. ADJOURNMENT: The meeting was adjourned at 6:50 PM until February 4, 2019.

Respectfully submitted,

Susan Witschi

Susan Witschi
January 11, 2019

CROCKETT RECREATION COMMISSION

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MINUTES OF BUDGET & FINANCE COMMITTEE MEETING JANUARY 30, 2019

The meeting was called to order at 3:02 PM by Commissioner Cusack. Present was Commissioners Botta and Valentini. Also present were General Manager McDonald and Department Manager Wilson.

PUBLIC COMMENTS: None

1. CAPITAL PROJECT PLAN: Mr. Wilson gave an overview of the remaining projects to complete this fiscal year. The department will bring in an LED engineer, estimated at \$4,000, and work with the design team to decide on what type of fixtures should be used in the LED replacement project for the Community Center auditorium that would occur next fiscal year. He mentioned the auditorium, which opened in March 1920, has antique light fixtures and it is important that during the design of the LED lighting improvements the character of the hall is maintained. The multipurpose room is planned to be painted this year estimated to cost \$1,700. The pool refrigerator needs to be replaced before the pool opens this summer at a cost of \$1,700. Capital projects identified for next fiscal year include adding a retaining wall along Pomona and restoring the steps down to the pool from Pomona and Rolph Avenue. Mr. Wilson asked if we should bundle the resurfacing of the tennis courts together with the retaining wall/steps project. The large projects will only be possible if grants are available, which usually fund 90% of the project. Mr. Wilson said he is looking into a drop-in unisex ADA restroom to be installed at the pool. He said he is looking into this as an option because there is concern that if ADA upgrades were done to both the men and women's pool restrooms we may not have enough toilet stalls to maintain our existing pool capacity. He has installed a new ADA toilet in the men's restroom to see how it works this summer. Mr. Wilson said some of the park improvement projects have been completed. Safety improvements were just completed to the children play structures in the park. Trees on or adjacent to District property were inspected, dangerous branches were trimmed, dead trees removed, and pruning of other trees has just been completed for a cost of about \$6,000. Mr. McDonald said that the list of capital projects projected for FY 19/20 identifies where the proposed funding should come from; such as grants, Return-To-Source funding, or drawing down from our capital reserve. He expects that an updated five-year capital project plan will be available before the preliminary budget is presented in late March or early April.

2. 7-MONTH BUDGET REPORT AND DRAFT BUDGET FY 19/20: Mr. McDonald presented the draft recreation budget for FY 19/20. He went over the bullet points outlined in the memo and described the major areas of focus for the Community Center, Aquatic center, and parks cost centers. As there are quite a few large capital improvement projects planned for 2019 and 2020 both the capital reserve fund and the general fund balances will be drawn down. The total recreation fund balance ending June 30, 2020 is anticipated to be \$431,406. This amount of course will fluctuate as we further refine the budget in the coming months. Mr. McDonald pointed out the roll up summary page and balance summary worksheet to the committee. Mr. McDonald said payroll is the largest expense required to operate the pool and it will continue to rise annually as the minimum wage in California rises. Mr. Valentini asked about the landscaping for Crockett's Memorial Hall and why that is included in the recreation budget. Mr.

McDonald explained that a proposal will be submitted to the Recreation Commission on February 4 to consider accepting the grounds around Crockett Memorial Hall as a park and allow expenses to be grouped together under the Parks cost center. Right now, funding for landscaping at Memorial Hall is being paid for from pass-thru Return-to-Source funding from the Recreation to the Maintenance department. It would be easier to track expenses related to the landscaping as a recreation service and leave the Maintenance department responsible for funding and coordinating the restoration of the building. At some point, after the building is restored, the building will be turned over to the Recreation department to manage. Mr. McDonald will submit the 7-month budget report and draft FY 19/20 budget to the Recreation Commission at its next meeting on February 4.

3. OTHER FINANCIAL CONCERNS: Mr. Wilson said there may be another source of funding available for the community of Crockett. During a proposed P66 expansion project a few years back \$750K was contractually set aside to offset the impacts the proposed refinery expansion would have on nearby communities. A lawsuit regarding the project looks to have come to an end and, even though the project may not move forward the mitigation funds are still expected to be made available through the County Conservation and Development Department. Mr. Wilson will watch for any activity and advocate these funds be returned to the communities they were intended to benefit.

ADJOURNMENT: The meeting was adjourned at 4:05 PM.

Respectfully submitted,



Dale McDonald
February 1, 2019

CROCKETT POLICE LIAISON COMMITTEE

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, JANUARY 7, 2019

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Angell. Present were Committee members Botta, Cardwell, Melero, Valentini and Wais. Also present were Contra Costa County Office of the District Attorney Paul Mulligan, Public Works Senior Civil Engineer Monish Sen, CHP Officer Sean Wilkenfeld, Deputy's Spangler and Jackson, Dominic Aliano from Supervisor Glover's office, Field Representative Jana Modena from Assemblyman Grayson's office, and Field Representative Cora Young from Congressman Mike Thompson's office.
2. AGENDA ORDER: No requests for items out of order.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None
4. ILLEGAL SIDESHOWS: Mr. Angell called on citizens for comments, concerns and suggestions regarding the sideshows. An Ad Hoc Committee will be formed to review. Officer Wilkenfeld spoke about a probable solution the county will be trying in Martinez at the intersection of Alhambra Valley Road and Bear Creek Road. There have been sideshows at this intersection. The county will be installing a type of cat eye in hopes of reducing road traction. Discussion was held if this option was open to install at the Pomona and Merchant intersection. Apparently, Crockett will have to wait until the trial is completed in Martinez before any county decision will be made.

Officer Wilkenfeld spoke regarding the commercial aspect of doing the videos and profit being made from the sideshow filming. He mentioned the push in Oakland where they had approximately 150 officers from multiple jurisdictions on another exercise that happen to be nearby when a sideshow broke out. This takes a huge amount of communication, coordination, man power, training, and expense. This is not something that can commonly be accomplished. Sideshows have been going on for decades. He reminded the public to call 911 with as many details as possible when you notice these sideshows starting. Officer Wilkenfeld mentioned there has been a special task force formed to try to infiltrate social media for any and all sideshow details. Mr. Mulligan mentioned they receive very few requests for prosecution. There's a lot of red tape involved and the driver has to be identified. Some of these sideshow vehicles remove their license plates so identifying the vehicle is very difficult.

Discussion was held about installing cameras at the Dead Fish intersection. The CHP mentioned that they had to be "high def" cameras in order to get clear pictures of the drivers.

Citizens expressed trying to contact Supervisor Glover without any response and showed how very disappointed they were with this lack of concern. Dominic Aliano of Supervisor Glover's office gave his phone number (925) 608-4200 and his email Dominic.aliانو@bos.cccounty.us. Citizens requested the possibility of having another Sheriff to cover Crockett but revenue would have to be found to cover the cost of approximately \$239K. Several ideas and possible solutions

were brought forward by the community ranging from changing the road surfaces to more officers patrolling the intersection. Everyone present had the opportunity to raise their concerns. This meeting was the first step for the community to report their concerns directly to law enforcement, our County Supervisor, the District Attorney and Public Works through Monish Sen.

5. LAW ENFORCEMENT ISSUES AND REPORT: Deputy Spangler reported there was only one car break in at the Dead Fish in December. She reminded all present to lock their cars and not leave valuables in plain sight. They are trying to circulate and have more presence in the community. She also reported that the abandoned trailer has been hauled out of The Nantucket restaurant parking lot for which she received a round of applause.

6.a. NEIGHBORHOOD WATCH: No report.

6.b. PARKING SURVEY: The survey has been completed. Mr. McDonald said a few cells were hidden on the report last month but the data was correct. The summary findings along with comments will be forwarded to the Crockett Chamber. The general opinion was the survey was very successful.

6.c. ANNOUNCEMENT OF VACANCY: Discussion was held on the vacant Police Liaison Committee seat and the consensus was to require applications one and a half weeks before the deadline of date of January 25. Committee members Cardwell and Melero will be on the interview panel, if needed.

6.d. SIX-MONTH BUDGET REPORT: The six-month budget report was distributed to committee members. The draft budget for FY 2019/20 can be discussed at next month's meeting.

7. REPORTS FROM COMMITTEE MEMBERS: None

8. CONSENT CALENDAR: The consent items were approved unanimously (mw/sm):

- a. Approve Minutes of December 3, 2018
- b. Approve Financial Report.

8. FUTURE AGENDA ITEMS:

- Consider creating Ad-Hoc sideshow committee (Feb.).
(List of interested members of the public was gathered.)
- Code Enforcement/Fire Marshall (Feb.).
- Consider zoning issues.
- Consider survey to identify community priorities.

9. ADJOURNMENT: The meeting was adjourned at 9:07 PM until February 4, 2019

Respectfully submitted,
Barbara Cardwell

PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, JANUARY 9, 2019

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Surges. Present were Commissioners Scheer, Mann, and Cusack, along with Dept. Manager Barnhill. Commissioner Beauchemin was absent excused.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
- 5.a. DISTRICT BOARD ACTIONS: None
- 5.b. SELF-MONITORING REPORT: Mr. Barnhill presented the Self-Monitoring Report cover letter for November 2018. The electronic Self Monitoring Report (eSMR) was certified and submitted through the California Integrated Water Quality System (CIWQS). There were no exceedences in November. Mr. Barnhill said only two of the three required weekly effluent pH samples were collected during the week of November 4-10 due to a Valley Operators scheduling error.
- 6.a. FINANCIAL REPORT: The Commission received the monthly Summary Worksheet.
- 6.b. 6-MONTH BUDGET REPORT: The Commission reviewed the report. It was decided to hold a Budget & Finance Committee meeting mid February to discuss the budget in depth.
7. ANNUAL SANITARY SEWER OVERFLOWS (SSO) REPORT: Mr. Barnhill said there was one SSO in Port Costa in 2018. The SSO occurred at a sewer main cleanout at the North end of Prospect Avenue in Railroad Ave.
- 8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported that no Sanitary Sewer Overflows (SSO's) occurred in November.
- 8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None
- 8.c. STAFF ANNOUNCEMENTS: None
- 9.a. BUDGET & FINANCE COMMITTEE REPORT: None
- 9.b. WASTEWATER COMMITTEE REPORT: None

9.c. INTER-AGENCY MEETINGS: None

10. CONSENT CALENDAR: The consent items were approved unanimously (tc/as):

- a. Approve Minutes of December 12, 2018.
- b. Receive Status Report on outstanding issues.

11. FUTURE AGENDA ITEMS:

- Action Plan for 2019 (Feb.).
- Draft budget for FY 19/20 (Feb.).
- Interceptor sewer cleaning and inspection.
- Engineering proposal to inspect and assess septic tank.
- Manhole repair near WWTP

12. COMMISSIONER COMMENTS:

13. ADJOURNMENT: The meeting was adjourned at 7:27 PM until January 9, 2019.

Respectfully submitted,



James Barnhill
January 14, 2019

PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

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MINUTES OF BUDGET & FINANCE COMMITTEE MEETING

February 12, 2019

The meeting was called to order at 4:00 PM by Commissioner Surges. Commissioner Mann was present. Also present was General Manager McDonald and Department Manager Barnhill.

PUBLIC COMMENTS: None

1. WATER CONSUMPTION AND COST FACTOR: Mr. Barnhill said the calculated cost factor of \$0.4128 was developed for FY 19/20 based on recent EBMUD water use study. The cost factor based on last three year average is \$0.3822. The 3-year average stabilizes swings and creates a more equitable Sewer Use Charge (SUC). The alternative 3-year average cost factor measurement is similar to what Crockett uses in setting its SUC. Mr. Barnhill said either of the calculated increased rate adjustments would pose a substantial burden on the commercial properties when compared to the current FY 18/19 cost factor of \$0.3344. Mr. McDonald said the cost factor of \$0.4128 is based on average Single-Family-Resident (SFR) water usage of 4,780 cu. ft. Water usage among SFR's has been fluctuating and trending down over the last few years. The average residential water use continues to decrease which, in turn, will substantially increase the cost burden on the mixed use and commercial properties especially if their water use stays the same or increases. At this time it is the recommendation of the Port Costa Sanitary Department to maintain the current FY 18/19 SUC of \$0.3344 which will lessen the burden on the mixed use and commercial properties but will still garner an increase in total SUC collection by \$10,027 according to the SUC Revenue Detail 'difference over prior year' calculation. Mr. Surges said the handle on the toilet in the Church (APN 368-146-001) had been left open allowing water to flow for one week during September 2017. This accounts for the high meter volume used during that month. The Port Costa Sanitary Department will mail a courtesy notice to the church to make them aware of the higher than expected SUC.

2. 7-MONTH BUDGET REPORT AND PROPOSED FY 2019/20 DRAFT BUDGET: The committee reviewed the report. Mr. McDonald reported on the current draft budget for FY 2019/2020. The initial draft budget does not factor in a SUC change. The Department looks to be in a good financial position heading into FY 19/20 and a decision on whether a SUC increase is needed can be discussed in April. Mr. Mann noticed a large difference under County Charges, \$36,312 vs. less than \$1,000 in prior and draft budget amount. Staff identified a formula calculation error later and made a correction bringing the number to \$617. Mr. Mann asked why a 10% increase was added to the Treatment Plant Operators item #416.51.1pc. Mr. Barnhill said the increase is a placeholder for potential increased

contract workload. Mr. Mann asked why \$25k remains under Capital Replacement for outfall repair. Mr. Barnhill said the outfall will still require attention and felt it was prudent to maintain that item. Mr. Mann and Mr. Surges said funds can be moved to deal with the outfall when needed but the funds should be made available for other uses until then. Mr. Mann asked what is planned for the septic tank cleaning. Mr. Barnhill said the plan is to focus sludge removal at the outlet chamber #4. He said staff is obtaining bids to perform a structural inspection by an engineering team in order to develop a plan to alter the structure for more efficient operation in the future. Mr. Mann asked if pumping will be based on a schedule. Mr. Barnhill said that pumping will not be on a schedule but will be performed as needed based on the request or recommendation from the treatment plant operators. Mr. Mann expressed interest to make sure public money is spent wisely.

3. GENERAL DISCUSSION: Mr. Barnhill said the Department plans to perform CCTV inspection on the majority of the Port Costa collection system in 2019. Mr. Mann asked if smoke testing should be performed. Mr. Barnhill said it would be best to identify defects from CCTV first and, in addition, the Department lacks resources to handle the extra work load that would come as a result of smoke testing enforcement against property owners.

ADJOURNMENT: The meeting was adjourned at 5:10 PM.

Respectfully submitted,



James Barnhill
February 13, 2019

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, JANUARY 16, 2019

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Vice-Chairperson Bartlebaugh. Present were Commissioners Adams, Manzione, and Wolthuis, along with General Manager McDonald. Commissioner Wais and Asst. Secretary Witschi were absent.
2. AGENDA ORDER: There were no requests to change the agenda order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
5. CONSENT CALENDAR: Items 5.a, 5.d. and 5.e were removed from the consent calendar for discussion.

- a. *Minutes of December 12, 2018* – missing information on Elections of Officers in the minutes. Mr. McDonald said he will look into it why they are not included and, if that is the only item missing, asked the commission if they will allow staff to correct and approve the minutes if corrected. Mr. Manzione said that if there is more than the one item in question that needs correction just let the Commission know and it can be brought back for formal approval if needed.

A motion to approve the minutes of December 12, 2018 as amended instructing staff to correct the missing item carried unanimously (mm/ha).

- b. *Status Report on outstanding issues* – received, no comments.
- c. *Suspension of Service Crockett Marine Services* – received, no comments.
- d. *Receive Annual Report on Construction Permitting for CY 2018*. Mr. Bartlebaugh asked why there was an increase in permits issued beginning in 2008. Mr. McDonald explained that our sewer lateral inspection program adopted by Ordinance No. 07-1 in 2007 has identified sewer lateral defects during inspection of homes when the are sold which has resulted in an increase in permits as the defects were corrected.
- e. *Annual Sanitary Sewer Overflow (SSO) report on Crockett collection system*. Mr. Bartlebaugh asked if there was a reason why SSOs dropped to only one last year. Mr. McDonald said staff has worked hard to make sure maintenance our cleaning schedules are aggressive enough to prevent backups from occurring in the collection system. The higher numbers reported in prior years include previously known repeat problem lines such as the 4" line under the Pomona sidewalk which have since been repaired. A question was raised on the potential fines and Mr. McDonald said that the requirement of the current Sanitary Sewer System (SSS) Waste Discharge

Requirement (WDR) order prohibits any discharge of wastewater from the collection system. Fines could be up to \$10 per gallon but based on our proactive maintenance, response times when dealing with discharges, the completeness of our records, our training, and compliance to our Sanitary Sewer Management Plan (SSMP) we hope that fines would be reduced based on our actions and a settlement offer would take it into consideration when setting fines. Mr. McDonald said that the department is behind on their capital replacement and repair program and will continue to focus on maintenance of our collection system to minimize the frequency and duration of SSOs. He said the State Water Resource Control Board (SWRCB) is considering updates to the SSS WDR which may include removing the requirement to report SSOs less than 50 gallons considering the volume and its impact de minimis. Many of the Crockett SSOs in the past were minor and would otherwise have been excluded under these new proposed rules.

The remaining consent items 5.b, 5.c, 5.d. and 5.e. were approved unanimously (mm/ha).

6. REPORT OF CONSULTING ENGINEER: Mr. McDonald reported that staff met with Vivian Housen to discuss the Motor Control Center (MCC) replacement project planned for the Crockett Pump Station. There is the possibility the MCC project can be bid and coordinated with West Coast Wastewater District's (WCWD) planned pump station improvements. Mr. McDonald plans to meet with the new WCWD General Manager Lisa Malek-Zadeh and her staff to discuss.

7.a. ENFORCEMENT ACTIONS: Mr. McDonald presented the status report on recent enforcement actions through January 9. He said recoverable abatement costs from 288 Kendall has been paid and he is anticipating abatement charges for enforcement against 1513 Lillian will also be paid without the need for a public hearing. Mr. Bartlebaugh asked about the outstanding smoke testing violations. Mr. McDonald reported that staff recently completed mailings to about eight properties that have either a clearly identified defect or a strong possibility of a lateral problem that requires property owners to complete CCTV inspections of their laterals. A few other identified smoke test failures originally identified as being associated with a specific property address may be related to a nearby public sewer and enforcement against these properties has been suspended. Staff is researching the sewers near these locations.

7.b. CCTV INSPECTION PROGRAM: Mr. McDonald presented the annual report on Closed Circuit Television (CCTV) inspections performed on the department's collection system sewers in 2018. CCTV inspections are scheduled annually on either a 5-year or 10-year frequency based on the condition and history of problems on the sewer line segment. The majority of the line segments this year were on the south basin serving the newer Vista Carquinez neighborhood on Duperu Drive. These sewers are 38 years old. As such, there were fewer defects identified this year than in the past. The majority of failing pipe has been on older vitrified clay pipe. A question was raised asking what a reverse setup is. Mr. McDonald said CCTV inspections are normally run downstream, in the same direction as wastewater flow, so that there is less impact with the camera lens so that a clearer inspection is obtained. Occasionally the CCTV equipment hits an impasse, for example a severe offset joint or protruding lateral, which requires the equipment to be moved to the lower manhole and for the inspection to be run upstream. The reverse setup fee compensates the contractor for his time to move his equipment and retry the inspection in the reverse direction.

7.c. SEWER REPAIR/REPLACEMENT PROGRAM: Mr. McDonald reported two projects were completed in 2018 replacing 90 linear feet of sewer. This is below the 2% annual goal set by the Wastewater Committee as a target for sewer replacement. Mr. Manzione asked if there will be more sewers replaced once it stops raining and wondered about the Atherton/Cooke project. Mr. McDonald said the drawings for the Atherton/Cooke project are complete and he expects going out for bid in the coming months with construction to begin in early summer. He anticipates this to be our last large project of the fiscal year with substantially more sewers repairs and replacements starting later in the summer of 2019 and continuing through 2020. Mr. Bartlebaugh asked when the next Wastewater Committee meeting would be held. Mr. McDonald will call one in February.

8.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. McDonald said our LAIF investment interest rate went up on December 31, 2018 from 2.1% to 2.4%. Mr. Bartlebaugh asked if our attorney fees will rise with our new District Counsel. Mr. McDonald said that the rate schedule has increased but not as substantially as originally thought. Our primary counsel will be an associate with Meyers Nave and the rate will be \$295 per hour. The Board will consider the addendum to the legal agreement with Meyers Nave on January 23. The proposed budget schedule was presented with a target date of June 26, 2019 for adoption of the next year's budget. Mr. Bartlebaugh asked about water data from EBMUD and why that would be needed. Mr. McDonald briefly explained how sewer use charges are based on water use, how water data is used to set the base Single-Family-Residence (SFR) rate, and to determine commercial and mixed use properties equitable share of sewer use fees.

8.b. MID-YEAR BUDGET REPORT: The mid-year budget report for Fiscal Year (FY) 18/19 was presented to the Commission. A variety of factors has resulted in expenses being lower than originally anticipated with lower operating costs associated with work normally completed by WCWD as the primary reason. Now that WCWD has as new General Manager and has begun hiring operators we anticipate more non-routine maintenance to occur at the Crockett Pump Station and deferred capital replacements to be reexamined. The Crockett Sanitary Department remains in a strong financial position and it is anticipated that the contingency reserve for this fiscal year will not be used. Mr. McDonald said that once he completes the EBMUD water use study and develops the draft FY 19/20 budget he will have a better understanding on forming recommendations on whether to propose a sewer use charge increase for FY 19/20.

9.a. DISTRICT BOARD ACTIONS: Mr. McDonald said Kent Peterson was appointed as President of the Board and Mike Kirker was appointed as Vice-President. The Board confirmed the suspension of sewer service to Crockett Marine Services/The Nantucket.

9.b. COMMITTEE APPOINTMENTS: A motion to keep the Budget & Finance and Wastewater Committees the same carried unanimously (mm/jw).

10.a. STAFF REPORT ON OPERATIONS: Mr. McDonald presented the Crockett Sanitary Department managers report along with monthly maintenance summary worksheets from the Crockett Sanitary Department, West County Wastewater District, and ASR – C&H Sugar Co. Mr. Adams asked if The Nantucket's sewer has been disconnected. Mr. McDonald said sewer service remains suspended but that out of concern for the environment the physical disconnection of the sewer has not occurred. He said The Nantucket has announced they are

closing February 17. Mr. Wolthuis noted that the month displayed on the WCWD Monthly Reports for November and December was incorrect. The corresponding data was correct.

11.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

11.c. STAFF ANNOUNCEMENTS: None

12.a. WASTEWATER COMMITTEE REPORT: Meeting to be scheduled in February.

12.b. BUDGET & FINANCE COMMITTEE REPORT: Meeting to be scheduled in early February.

12.c. AD HOC COMMITTEES REPORT: None

12.d. INTER-AGENCY MEETINGS: Mr. McDonald said he attended the quarterly Managers Roundtable meeting hosted by BACWA on January 7. Items discussed included the 2nd Nutrient Watershed permit that will affect public owned treatment plants (it will not affect the Crockett/C&H JTP as it is considered an industrial plant), renewal of Sanitary Sewer System Waste Discharge requirements, challenges in finding qualified operators in this period with low unemployment, and education opportunities through Bay Area Consortium for Water and Wastewater Education (BACWEE) program at Solano Community College.

13. FUTURE AGENDA ITEMS:

Action Plan for 2019 (Feb. /March)
Consider recommended enforcement actions.
Consider comprehensive rehabilitation program.
Recommend award of contract(s)
Recommend payment for sewer project(s).

14. COMMISSIONER COMMENTS: Mr. Adams said Harold Burnett should be given information on the BACWEE program as he is involved with the Careers Academy at John Swett High School. Mr. Wolthuis said that he not be at the February and April meetings. He said he would be available for the Budget & Finance Committee if it occurs the first week of the month.

15. ADJOURNMENT: The meeting was adjourned at 7:53 PM until February 20, 2019.

Respectfully submitted,



Dale McDonald
January 18, 2019

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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

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MINUTES OF BUDGET & FINANCE COMMITTEE MEETING

February 6, 2019

The meeting was called to order at 9:00 AM by Commissioners Wolthuis. Also present was Commissioner Adams and General Manager McDonald.

PUBLIC COMMENTS: None

1. BUDGET REPORT AND DRAFT FY 2019/20 BUDGET: The draft budget was presented. Mr. McDonald pointed out the line items on the budget that have changed from prior years. The large difference between estimated and approved columns for the Non-operating expense line item was because staff moved loan interest expenses from capital expenses as required by the State Controller's Office. Software subscription service was added as an operating expense line item to track SSMP/GIS ICOM software and other office software subscriptions being sold as Software-as-a-Service(SaaS). Mr. McDonald said the draft budget includes all operating expenses and capital improvements proposed for FY 19/20 and shows the department reaching its goal of a \$2.5M Rate Stabilization Reserve by June 30, 2020. Sewer Use Charge (SUC) revenue was left unchanged from last year with the exception that any previously anticipated SUC revenue from The Nantucket has been removed. The Committee said the report was acceptable and no recommended changes were proposed. Staff will present the budget to the Crockett Sanitary Commission.
2. LONG-TERM CAPITAL PROJECTS: Mr. McDonald said the list of Joint-Treatment Plant (JTP) Capital Projects provided in ASR/C&H Sugar's (C&H) monthly report did not have significant changes from prior years. A capital project schedule was developed through 2025. Mr. Adams asked how the percentages billed to the Crockett Sanitary Department (CVSan) are calculated. Mr. McDonald said the Joint-Use-Agreement provides 7 allocation formulas that are used to calculate cost splits between C&H and CVSan. For example CVSan would be responsible for 100% of the capital costs to replace the chlorination equipment but only 3.76% for capital costs related to chemical oxygen demand (COD) equipment such as the reactor and digester system. A discrepancy between allocation factor and CSD % was noticed on the JTP schedule for the line item "replace influent pumps". Mr. McDonald will correct the line item before the preliminary budget is presented in April.
3. GENERAL DISCUSSION ON FINANCIAL ISSUES: Mr. McDonald said EBMUD water data has been received and once the review of data is complete staff will be able to make a recommendation on whether there would be a need for a Sewer Use Charge study and SUC increase for the upcoming fiscal year.

ADJOURNMENT: The meeting was adjourned at 9:30 AM.

Respectfully submitted,

Dale McDonald
February 7, 201

CROCKETT COMMUNITY SERVICES DISTRICT

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850 Pomona Street
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MINUTES OF PERSONNEL COMMITTEE MEETING FEBRUARY 6, 2019

CALL TO ORDER: The meeting was called to order at 4:00 PM by Acting-Chairperson Burnett. Also present were Mr. Bartlebaugh and Mr. Wilson. General Manager McDonald was also in attendance. Director Barassi and Director Sutton were absent.

PUBLIC COMMENTS: None

1. DISTRICT EMPLOYEE EARNINGS SUMMARY: Mr. McDonald presented the earning summary for the period January through December 2018. The summary has been created since 2010 in part to prepare for the 2018 Government Compensation in California (GCC) report. Along with the report, a memo with a costs comparison graph from past years was presented. Mr. Wilson said payroll costs for pool employees remain the highest expense for recreation. There was discussion on the rate differences between CalPERS Classic and PEPRA members and unfunded liability calculated annually. The District currently has one PEPRA employee. Employer CalPERS rate has been slowly increasing and it is expected to continue to rise for the foreseeable future. Pension costs were higher in 2010 due to a higher employer contribution rate that year and one addition full time employee thru June 2010.

2. HEALTH CARE BENEFITS: Mr. McDonald said the District currently does not provide health care benefits to its employees or annuitants. He said the Committee previously discussed the need and reviewed options in 2017. Mr. Wilson remembers that it was not in the employee's best interest for the District to offer health benefits as they would lose their subsidized Covered California's Affordable Care Act (ACA) medical coverage. Mr. McDonald shared his concern that if the District does not offer health benefits it will face significant challenges when it has to recruit new employees for key positions of the District. It is estimated that it will take between 4 and 6 months to develop a health care benefit program. If a vacancy exists for any length of time the District will face severe disruption to its operation. There was discussion on what the costs would be and where funding would come from to pay for the benefits. Mr. McDonald said ultimately it would be up to the Board to decide how much the District would contribute to the health benefit program but recommends a tiered program; something like contributing 90% of employee costs, 80% for employee plus 1, and 70% for employee plus family using a baseline premium rate from a provider like Kaiser. Whatever is decided the District should contribute enough so that there is little to no increased burden to its existing employees when they lose ACA medical coverage. Mr. Burnett asked if the recreation department is operating in the black and would they be able to absorb a \$27-30K annual expense. He expressed the need to make sure we have the ability to stay solvent. Mr. Wilson said they are breaking even. He added we owe it to those who supported the recreation tax increase to spend it wisely. Mr. McDonald raised the question whether increasing rental fees could be considered to help fund benefits. Mr. Wilson and Mr. Burnett were concerned that the amount of increase required, in the hundreds of dollars per rental, would deter future rentals and not result in the additional income required to offset the added health benefit costs. The Committee agreed that the question on offering health benefits is important and critical to the District. The Committee supported gathering additional information from CalPERS on who

would be covered and if it can be offered to employees who work less than 20 hours. The Committee said funding for the program must be identified. Mr. McDonald will contact CalPERS to get answers to questions raised and will look into funding sources then bring the item back to the Personnel Committee for continued discussion.

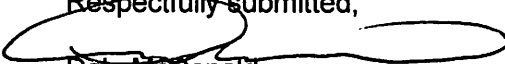
3. GENERAL MANAGER ALLOCATION OF PAYROLL BETWEEN DEPARTMENTS: Mr. McDonald presented a memo and breakdown of his time billed between departments. He said he began using time-tracking software in August that has resulting in very accurate accounting of his time on various tasks. He asked for opinions from the Committee on the allocation splits and their impact so that he can share them with the Budget & Finance Committee. It is clear that over the years the amount of time spent on District (CSD) business has increased. Currently Mr. McDonald spends 35% of his time on CSD business. CSD business includes items that affect all departments like processing payroll, implementing personnel law changes, researching changing bidding thresholds to be compliant with the California Uniform Public Construction Cost Accounting Act (CUPCCAA), dealing with board elections, questions raised on general vs. ward elections, etc. The CSD allocation splits are discussed annually as part of the budget process and a Cost Allocation Rates table is developed and approved in June. The ratios used to split CSD costs vary but are primarily percentages based on a combination of population served and budgeted expenditures. There was discussion on the property taxes the District receives from the County. The property tax is deposited into the general CSD Fund 3240 and is distributed to the Crockett Sanitary Department (CVSan) and Recreation Department (REC) based on historically Tax Rate Area (TRA) splits that were in place before the formation of the District. Since the formation new burdens have been placed on the District and new responsibilities taken on. By law, only the enterprise activities of the District, CVSan and Port Costa Sanitary, can raise fees to cover their services without the need to go before the voters. This has resulted in the non-enterprise activities of the District, REC and Maintenance, struggling to fund the additional general burdens imposed. The Committees' feeling is that REC seems to be getting the short end of the stick economically and questioned whether this historical allocation is fair and whether it should be re-examined as a way to address ever increasing CSD needs. Mr. McDonald said there is no law requiring the TRA allocation to remain the same, it is set by Board policy. The Committee supports re-examination the property tax split and for staff to look into what would be fair to all departments taking into consideration the totality of the District's needs today.

4. CREATION OF COMMUNICATION ASSISTANT POSITION: Item was postponed. It will be brought up at a future regular Personnel Committee meeting.

5. GENERAL DISCUSSION OF EMPLOYMENT ISSUES: Mr. McDonald said that Mr. Barnhill's contract is expiring March 31, 2019. He said that a closed session will be needed to begin labor negotiations. Mr. Wilson has conflicts on Wednesday afternoons and asked to move the meetings to another day. It was decided to schedule the regular Personnel Committee meetings on the 2nd Tuesday of the month. A special closed session Personnel Committee meeting will be scheduled for Tuesday February 19, 2019 at 4:00 PM.

ADJOURNMENT: The meeting was adjourned at 5:43 PM.

Respectfully submitted,


Dale McDonald
February 8, 2019

CROCKETT COMMUNITY SERVICES DISTRICT

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MINUTES OF PERSONNEL COMMITTEE MEETING FEBRUARY 19, 2019

CALL TO ORDER: The meeting was called to order at 4:00 PM by Chairperson Barassi. Also present were Director Sutton, Mr. Burnett, and Mr. Bartlebaugh. General Manager McDonald was also in attendance. Mr. Wilson arrived later.

PUBLIC COMMENTS: None

CLOSED SESSION:

1. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION:** The Committee went into closed session at 4:01 PM for public employee performance evaluation of Recreation Manager Wilson, Pursuant to Government Code Section 54957.
2. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION:** Mr. Wilson was invited and joined the meeting at 4:35 PM. The Committee remained in closed session for public employee performance evaluation of Port Costa Sanitary Department Manager Barnhill, Pursuant to Government Code Section 54957.
3. **CONFERENCE WITH LABOR NEGOTIATOR:** The Committee remained in closed session to provide instruction concerning labor negotiations with respect to current employee Port Costa Sanitary Department Manager Barnhill, Pursuant to Government Code Section 54957.6.

REGULAR SESSION:

4. **ANNOUNCEMENT OF CLOSED SESSION ACTIONS:** The meeting resumed in open session at 5:50 PM. Mr. McDonald announced the committee received the annual performance evaluation of Mr. Wilson and 6-month performance evaluation for Mr. Barnhill. The Committee recommended the Board consider a single-step salary adjustment for Mr. Wilson. The Committee provided direction to Mr. McDonald on engaging in labor negotiation with Mr. Barnhill whose employment contract is expiring March 31, 2019.
5. **GENERAL DISCUSSION OF EMPLOYMENT ISSUES:** Mr. McDonald said outstanding personnel issues are included on the CSD Status Reports regularly provided to the Board. Discussion of Alternative 9/80 Schedule to be added to future agenda. Mr. Barassi encouraged management to keep doing moral boosters for staff.

ADJOURNMENT: The meeting was adjourned at 5:57 PM.

Respectfully submitted,



Dale McDonald
February 20, 2019

RESOLUTION

NO. 18/19-07

**A RESOLUTION APPOINTING MEMBERS
TO THE CROCKETT POLICE LIAISON COMMITTEE**

WHEREAS, the Crockett Community Services District was officially formed on July 13, 2006, pursuant to Resolution No. 04-22 of the Contra Costa Local Agency Formation Commission; and

WHEREAS, the District Board has by Resolution No. 09/10-14 created a Police Services Commission; and

WHEREAS, the District Board has by Resolution No. 11/12-10 renamed the Crockett Police Services Commission to Crockett Police Liaison Committee; and

NOW, THEREFORE, BE IT RESOLVED that Raina Currington is hereby appointed to the Crockett Police Liaison Committee and Greg Mauler is appointed an alternate.

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held on February 27, 2019 by the following vote:

AYES:

NOES:

ABSENT:

Kent Peterson, President

ATTEST:

Dale McDonald
District Secretary

RESOLUTION

NO. 18/19-08

A RESOLUTION DEDICATING MEMORIAL PARK

WHEREAS, the Veterans Memorial Hall property was gifted to the Crockett Community Services District from Contra Costa County on October 20, 2009 for the benefit of Crockett and Port Costa residents; and

WHEREAS, the grounds around the Veterans Memorial Hall are being used by the community as a neighborhood park; and

WHEREAS, it is prudent to separate the costs of landscape maintenance from that of the Veterans Memorial Hall renovation project; and

WHEREAS, the Recreation Commission supports moving the management and control of the grounds, including landscaping responsibilities, from under the Maintenance Department to the Recreation Department.

NOW, THEREFORE, BE IT RESOLVED the grounds at Memorial Hall located at the corner of Pomona Avenue and Alexander Street is dedicated for use as a park to be known as Memorial Park

BE IT FURTHER RESOLVED, regulations as ordained by Title 7 of the District Code, Park and Recreation Facilities, which govern the use of the public parks apply to Memorial Park.

BE IT FURTHER RESOLVED, that the Veterans Memorial Hall building remains under the control of the Maintenance Department until at least its renovations allow its use by the public.

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held in Crockett on February 27, 2019 by the following vote:

AYES:

NOES:

ABSENT:

Kent Peterson, President

ATTEST:

Dale McDonald
District Secretary

Crockett
Community Services District

ACTION PLAN 2019

GUIDING DOCUMENT FOR STAFF

*District Board Meeting
on
February 27, 2019*

District Office ACTION PLAN 2019

2019 TOP PRIORITY ACTIONS

1. California Uniform Public Construction Cost Accounting Accounting Act (CUPCCAA) Bidding and Procurement SPRING
2. Ordinance for minor revisions to Title 1 General, Title 2 Administration, Title 4 Personnel of District Code SPRING
3. Ordinance on Capacity Charge and Accessory Dwelling Units, Amends Title 5 and 6 of District Code SUMMER
4. Incorporate remaining minor revisions to District Code, adopt Ordinance codifying District Code FALL
5. Draft and publish policies and statements for Reserve Funds use for all departments WINTER
6. Long-Range Financial Planning WINTER
7. Plan for climate change impact w/ public engagement FALL

Crockett Recreation Department ACTION PLAN 2019

2019 TOP PRIORITY ACTIONS

1. Update rules signage in Alexander Park SPRING
2. Repair Gazebo SPRING
3. Select LED fixtures for Community Center, secure grant SPRING
4. Tennis Court Resurfacing SUMMER
5. Pomona Steps / Retaining wall along Pomona SUMMER/FALL
6. Replace Pool Building Doors FALL
7. Update ADA Compliance Plan WINTER
8. LED Light Fixtures for Auditorium SPRING 2020
(Engineer hired – awaiting report and funding)

Maintenance Department ACTION PLAN 2019

2019 TOP PRIORITY ACTIONS

- | | |
|--|---------|
| 1. Veterans Memorial Rehabilitation | ONGOING |
| 2. Identify Steady Funding Stream | SPRING |
| 3. Dog Park at Bridgehead | SUMMER |
| 4. Remove Diseased and Damaged Trees from Hillside | FALL |

Port Costa Sanitary Department ACTION PLAN 2019

2019 TOP PRIORITY ACTIONS

- | | | |
|----|---|---------|
| 1. | Manhole repair | WINTER |
| 2. | Response to NPDES Compliance Evaluation Report | MARCH |
| 3. | Conduct Engineering inspection of septic tank | SPRING |
| 4. | Repair/program/install backup chemical pump | SPRING |
| 5. | Pump Septic Tank Sludge | ONGOING |
| 6. | Paint Parts Exposed to Elements | SUMMER |
| 7. | Emergency Generator (Annual Service/Fuel Treatment) | FALL |
| 8. | CCTV collection system | WINTER |

Crockett Sanitary Department ACTION PLAN 2019

TOP PRIORITY ACTIONS

- | | |
|---|---------|
| 1. Capital Sewer Replacements | ONGOING |
| 2. MCC Panel Upgrade at Pump Station | SUMMER |
| 3. Update Emergency Binder and SSO Response Plans | FALL |
| 4. Update Operations Manual | FALL |
| 5. Plan for new C&H Sewer Service Agreement
<i>(Current agreement ends June 30, 2021)</i> | WINTER |
| 6. Begin planning for Joint Use Agreement re-negotiation
<i>(Agreement with C&H expires July 31, 2024)</i> | WINTER |

EMPLOYMENT AGREEMENT MODIFICATION

The Management Employment Agreement (the "Agreement") entered into by and between Crockett Community Services District ("District") and Ronald Wilson ("Employee") and approved by the District Board on December 18, 2013 is hereby modified as follows. The Agreement modification is contingent upon approval by the District's Board of Directors.

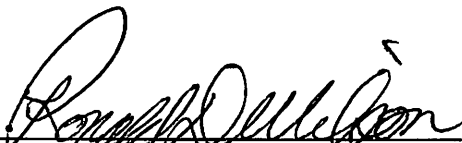
After annual performance evaluation, a one-step salary increase from \$2,701 to \$2,788 per month as recommended by the Personnel Committee, effective March 1, 2019.

SECTION IV – SALARY (a) replaced with:

- (a) During the term of this Agreement, Employee agrees to work an average of 19 hours per week for 52 weeks per year, excluding vacation and sick leave. Employee shall work no more than 1000 hours per year. The monthly salary shall be fixed at \$2,788.


All terms of the employment agreement remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have hereunto affixed their signatures as of the date and year first above written.



Employee - Ron Wilson

Dated: 2/20/19



District – Dale McDonald, General Manager

Dated: 2/20/19

CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525

850 Pomona Street

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MONTHLY SUMMARY WORKSHEET


PREPARED FOR BD. MTG:	2-27-19	LATEST FUND REPORT:	2-12-19
-----		-----	
CCSD FUND 3240		CCSD FUND 3240	
-----		-----	
CASH CARRIED FORWARD:		CASH CARRIED FORWARD:	
<u>REC DEPT:</u>	\$13,061.04	<u>CVSAN DEPT:</u>	\$42,878.40
ACTIVITY:		ACTIVITY:	
HOPTR 1st 50%	\$160.46	HOPTR 1st 50%	\$942.43
-----		-----	
CASH BALANCE (Rec):	\$13,221.50	CASH BALANCE (CVSan):	\$43,820.83
-----		-----	
ADV ON TAXES (Rec):	\$22,969.41	ADV ON TAXES (CVSan):	\$134,540.97
060 Adv beginning bal	\$22,798.41	060 Adv beginning bal	\$133,540.43
No activity	\$0.00	No activity	\$0.00
Ending Balance	\$22,798.41	Ending Balance	\$133,540.43
160 Supplmt begin bal	\$171.00	160 Supplmt begin bal	\$1,000.54
No activity	\$0.00	No activity	\$0.00
Ending Balance	\$171.00	Ending Balance	\$1,000.54
-----		-----	
FUND BALANCE (Rec):	\$36,190.91	FUND BALANCE (CVSan):	\$178,361.80
		TOTAL BALANCE:	\$214,552.71

CROCKETT COMMUNITY SERVICES DISTRICT
INVESTMENT REPORT

AS OF JANUARY 31, 2019

<u>Beginning invested balance:</u>	<u>1/1/2019</u>	<u>\$ 4,406,636.83</u>
 <u>RECREATION DEPT. OPERATING FUND 3241</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.40% as of 12/31/2018		\$ 421,596.38
Activity: Transfer to cash (1/3)		\$ (30,000.00)
Interest		\$ 2,025.75
Ending balance:		\$ 393,622.13
 <u>MAINTENANCE DEPT. OPERATING FUND 3242</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.40% as of 12/31/2018		\$ 107,606.28
Activity: Interest		\$ 692.22
Ending balance:		\$ 108,298.50
 <u>PORT COSTA SANITARY DEPT. OPERATING FUND 3425</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.40% as of 12/31/2018		\$ 60,265.92
Activity: Interest		\$ 364.23
Ending balance:		\$ 60,630.15
 <u>CROCKETT SANITARY DEPT. OPERATING FUND 3426</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.40% as of 12/31/2018		\$ 2,885,762.21
Activity: Transfer to cash (1/3)		\$ (120,000.00)
Interest		\$ 12,402.80
Ending balance:		\$ 2,778,165.01
 <u>CROCKETT SANITARY DEPT. CONSTRUCTION FUND 3427</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.40% as of 12/31/2018		\$ 863,072.54
Activity: Interest		\$ 5,215.37
Ending balance:		\$ 868,287.91
 <u>CROCKETT SANITARY DEPT. CAPITAL RESERVE FUND 3429</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.40% as of 12/31/2018		\$ 68,333.50
Activity: Interest		\$ 412.93
Ending balance:		\$ 68,746.43
 <u>Closing invested balance:</u>	 <u>1/31/2019</u>	 <u>\$ 4,277,750.13</u>

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


 Dale McDonald, General Manager

Date: 2/21/19

CROCKETT RECREATION DEPARTMENT

of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525

Telephone (510) 787-2414

Fax (510) 787-3049

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

website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD. MTC 2-27-19

LATEST FUND REPORT: 2-12-19

OPERATING FUND 3241

CASH CARRIED FORWARD: \$58,751.72

INVESTED BALANCE: \$391,596.38

Interest LAIF \$2,025.75

ACTIVITY:

NET INVESTED: \$393,622.13

CHECKS AND PAYMENTS

Warrants (7834-7882) (\$41,178.51)
 Wells Fargo CC Fees (\$48.65)
 Payroll recovery (\$2,306.11)
 Investment fee (\$7.00)

\$36,052.82 c/d deposits

\$357,569.31 avail. funds

FUND BALANCE: \$533,048.67

DEPOSITS AND CREDITS

Comm Center Rentals \$7,729.00
 Senior Nutrition \$400.00
 Outside classes \$90.00
 Cleaning/Damage Depos \$3,650.00
 Security Services \$420.00
 Cleaning Services \$480.00
 Tennis Restroom Keys \$45.00
 Aquatics Rent JSHS \$6,120.00
 Parking fines \$64.41
 Donations United Way \$212.63
 Payroll recovery \$322.91
 Cxl ck#7458 CERT \$1,000.00
 N.Decastro recovery \$27.14
 RTS Co-gen \$41,889.00
 RTS for passthu MH \$3,600.00
 Other non-op \$800.00

*** Below held in cash account ***

C/D BEGINNING BALANCE: \$34,352.82

c/d deposit receipts \$3,650.00

c/d deposit refunds (\$1,825.00)

Trnsfr recovery (\$125.00)

NET C/D ENDING BALANCE: \$36,052.82

CAP / RESTRICTED BAL: \$3,240.78

Revenue (Donations) \$ 212.63

Cap Expenses \$ -

NET CAPITAL REPL. BAL: \$3,453.41

POLICE LIAISON BALANCE: \$8,437.90

Fines & Fees \$64.41

Payroll and other (\$686.08)

NET PLC ENDING BALANCE: \$7,816.23

XMAS LIGHT BALANCE: \$1,043.11

CROCKETT CERT ACTIVITY:

CERT Beginning Bal: \$0.00

No activity \$0.00

CERT Ending Balance: \$0.00

CASH BALANCE: \$82,061.54

ADV ON TAXES : \$57,365.00

No activity \$0.00

NET ADV ON TAXES: \$57,365.00

PETTY CASH BALANCE: \$60.00

TAXES held in 3240: \$ 36,190.91

CO.charges in 3240: \$ -

ACCRUED CREDIT: \$ 8,000.00

\\crock\ndf\fin\wrkshp.xls

PY due from MAINT Dept

Commissioners: Jeff Airoldi, David Botta, Louise Choquette, Tom Cusack, Vanessa Eskildsen, John Valentini

10:37 AM

02/19/19

CROCKETT COMMUNITY SERVICES DISTRICT
Reconciliation Detail
FUND 3241 - RECREATION, Period Ending 02/12/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							507,713.10
Cleared Transactions							
Checks and Payments - 52 Items							
Check	01/17/2019			Service Charge	X	-7.00	-7.00
Check	01/18/2019	7842	CONTRA COSTA ...	Health permits FY 19/20	X	-2,551.00	-2,558.00
Check	01/18/2019	7853	U.S. BANK	Various	X	-2,164.86	-4,722.86
Check	01/18/2019	7847	TERRACARE ASS...	Landscaping services Account CR...	X	-1,871.00	-6,593.86
Paycheck	01/18/2019	7836	SUSAN G. WITSCHI	Payroll Jan 1-15	X	-1,585.76	-8,179.62
Check	01/18/2019	7848	UNIVERSAL BUIL...	Janitorial Services	X	-1,353.80	-9,533.42
Check	01/18/2019	7843	Delta One Security...	Security guards	X	-807.30	-10,340.72
Liability Ch...	01/18/2019	7839	STATE COMPENS...	Workers Comp	21... X	-789.75	-11,130.47
Paycheck	01/18/2019	7834	DOLORES M. MO...	Payroll Jan 1-15	X	-710.09	-11,840.56
Check	01/18/2019	7849	YP	Central CC Advertising annual AC ...	X	-617.40	-12,457.96
Check	01/18/2019	7850	EBMUD	Water	X	-546.99	-13,004.95
Check	01/18/2019	7845	Sierra Chemical C...	Hydrochloric acid	Inv... X	-476.21	-13,481.16
Check	01/18/2019	7854	Ruth Maricich	Cleaning and damage deposit refund	X	-425.00	-13,906.16
Check	01/18/2019	7846	Smart Care - EEC ...	Ice Machine service Cust 104903 In...	X	-367.71	-14,273.87
Check	01/18/2019	7852	LESLIE'S POOL S...	Pool chemicals	- I... X	-360.69	-14,634.56
Check	01/18/2019	7844	PG&E	Electricity and gas at pool	X	-262.23	-14,896.79
Paycheck	01/18/2019	7835	KATELYNN M. CL...	Payroll Jan 1-15	X	-236.66	-15,133.45
Check	01/18/2019	7841	ARMOR LOCKSMI...	Fix lock on womans park bathroom ...	X	-230.00	-15,363.45
Paycheck	01/18/2019	7838	TREVOR B. DEES	Payroll Jan 1-15	X	-146.00	-15,509.45
Check	01/18/2019	7855	Solis Gardening	Removal of broken tables and cabi...	X	-110.00	-15,619.45
Paycheck	01/18/2019	7837	HARLEY W. MAN...	Payroll Jan 1-15	X	-91.61	-15,711.06
Check	01/18/2019	7840	Alhambra & Sierra ...	Water for offices and staff	X	-44.97	-15,756.03
Check	01/18/2019	7851	DOLORES M. MO...	Mileage reimbursement Dec 2018	X	-18.53	-15,774.56
Transfer	02/06/2019			Donation passthru for MH celebration	X	-217.00	-15,991.56
Check	02/07/2019	7871	Community Playgr...	Play structure repair and replaceme...	X	-5,779.00	-21,770.56
Check	02/07/2019	7874	Guzman Landscapi...	Paver repair and shrub removal	X	-2,600.00	-24,370.56
Transfer	02/07/2019			Payroll and cost recovery Jan 2019 ...	X	-2,573.73	-26,944.29
Paycheck	02/07/2019	7856	RONALD D. WILS...	Payroll January 2019	X	-2,332.51	-29,276.80
Check	02/07/2019	7878	PG&E	Gas & Electricity	X	-2,294.25	-31,571.05
Paycheck	02/07/2019	7859	SUSAN G. WITSCHI	Payroll Jan 16-31	X	-1,775.26	-33,346.31
Liability Ch...	02/07/2019	7864	CalPERS Public E...	CalPERS Liability	... X	-1,516.48	-34,862.79
Check	02/07/2019	7867	COUNTY CLERK	Election cost	... X	-1,128.42	-35,991.21
Check	02/07/2019	7868	DENNIS L. LORET...	Audit fees for FY 17/18	X	-1,096.91	-37,088.12
Liability Ch...	02/07/2019	7862	UNITED STATES ...	Fed Payroll Tax Liability	68... X	-940.48	-38,028.60
Check	02/07/2019	7881	Christina Spagnola	Cleaning damage deposit refund an...	X	-902.50	-38,931.10
Check	02/07/2019	7872	Delta One Security...	Security services for events - invou...	X	-873.00	-39,804.10
Check	02/07/2019	7882	Elizabeth Nunez	Cleaning damage deposit refund	X	-700.00	-40,504.10
Check	02/07/2019	7873	EBMUD	Water	X	-602.82	-41,106.92
Paycheck	02/07/2019	7857	DOLORES M. MO...	Payroll Jan 16-31	X	-403.21	-41,510.13
Check	02/07/2019	7866	G & C Refrigeratio...	Appliance annual maintenace	X	-381.90	-41,892.03
Check	02/07/2019	7869	AT&T (Phone)	Telephone center and pool	X	-325.28	-42,217.31
Check	02/07/2019	7875	KEL-AIRE HEATIN...	Thermostat replacement	X	-283.88	-42,501.19
Check	02/07/2019	7876	LESLIE'S POOL S...	Chemicals - Perfect weekly 3L	X	-253.13	-42,754.32
Check	02/07/2019	7870	ARMOR LOCKSMI...	Repair locks on park bathrooms - In...	X	-230.00	-42,984.32
Liability Ch...	02/07/2019	7863	EMPLOYMENT DE...	State Payroll Tax Liability	6... X	-193.86	-43,178.18
Paycheck	02/07/2019	7858	KATELYNN M. CL...	Payroll Jan 16-31	X	-173.15	-43,351.33
Paycheck	02/07/2019	7861	TREVOR B. DEES	Payroll Jan 16-31	X	-154.59	-43,505.92
Check	02/07/2019	7879	RONALD D. WILS...	Mileage reimbursement Jan 2019	X	-127.02	-43,632.94
Check	02/07/2019	7877	LINCOLN AQUATI...	Pool Pull-It-Pro, cover strap, rescue...	X	-120.66	-43,753.60
Paycheck	02/07/2019	7860	HARLEY W. MAN...	Payroll Jan 16-31	X	-108.79	-43,862.39
Check	02/07/2019	7865	LINCOLN FINANCI...	LTD insurance Feb 2018	X	-69.19	-43,931.58
Check	02/07/2019	7880	SUSAN G. WITSCHI	Mileage reimbursement Jan 2019	X	-44.66	-43,976.24
Total Checks and Payments						-43,976.24	-43,976.24
Deposits and Credits - 16 Items							
Deposit	01/12/2019			Comm Ctr Deposit #972	X	4,067.63	4,067.63
Deposit	01/16/2019			Security & Wells Fargo Fees - cc	X	147.35	4,214.98
Transfer	01/17/2019			Payroll recovery Jan 1-15 MAINT to...	X	6.15	4,221.13
Transfer	01/17/2019			Payroll recovery Jan 1-15 PCSan to...	X	42.87	4,264.00
Transfer	01/17/2019			Payroll recovery Jan1-15 CVSAN to...	X	245.05	4,509.05
Deposit	01/17/2019			Interest	X	2,025.75	6,534.80
Deposit	01/18/2019			Comm Ctr Deposit #973	X	2,777.00	9,311.80
Deposit	01/23/2019			Rent - cc	X	770.00	10,081.80
Deposit	01/29/2019			Security - cc	X	224.00	10,305.80
Deposit	01/31/2019			Rent/CD/Clean - cc	X	2,610.00	12,915.80

10:37 AM

02/19/19

CROCKETT COMMUNITY SERVICES DISTRICT

Reconciliation Detail

FUND 3241 - RECREATION, Period Ending 02/12/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Deposit	02/01/2019			Comm Ctr Deposit #974	X	46,819.00	59,734.80
Transfer	02/07/2019			Payroll and cost recovery Jan 2019 ...	X	28.84	59,763.64
Transfer	02/07/2019			Payroll and cost recovery Jan 2019 ...	X	484.62	60,248.26
Deposit	02/08/2019			Community Center Deposit #975	X	7,563.55	67,811.81
Deposit	02/12/2019			Cleaning Deposit - cc	X	500.00	68,311.81
Deposit	02/12/2019		Crockett and Port ...	Deposit	X	1,000.00	69,311.81
Total Deposits and Credits						69,311.81	69,311.81
Total Cleared Transactions						25,335.57	25,335.57
Cleared Balance						25,335.57	533,048.67
Register Balance as of 02/12/2019						25,335.57	533,048.67
Ending Balance						25,335.57	533,048.67

CROCKETT POLICE LIAISON COMMITTEE

of the Crockett Community Services District

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FINANCIAL REPORT

AS OF FEBRUARY 28, 2019

Opening balance: 2/1/2019 \$8,169.88

Activity:

Revenue

Parking fines – December \$64.41

Expenditures

Payroll recovery (\$486.91)

Survey Monkey Fee (\$37.00)

Postage (\$0.60)

Current balance as of 2/28/19 \$7,709.78

Staff spent approximately 6.88 hours on PLC issues in February. Clancy report for January is pending.



District Finance Officer

//admin/districtsecretary/plc/financialreport

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: 2/27/19 LATEST FUND REPORT: 2/12/19

OPERATING FUND 3242		BALANCES BY CLASS	
CASH CARRIED FORWARD:	\$60,105.26	MEMORIAL HALL	
		Walk Honor & P66	\$221,500.00
ACTIVITY:		Archt. Phasel	(\$15,427.99)
CHECKS and PAYMENTS		Engnr. Phasel	(\$29,436.50)
Warrants (410-413)	(\$2,304.26)	Other CapX	(\$4,605.65)
Payroll recovery	(165.54)	WofH P66 Balance	\$172,029.86
Investment fee	(\$23.00)	Other MH O&M Bal.	(\$3,514.55)
DEPOSITS			
Donation MH Celebrtrn	\$217.00	BRIDGEHEAD	(\$655.04)
CCF Grant for MH cel	\$653.40	PLAZA/FENCES/LIGHTS	(\$1,078.91)
CASH BALANCE:	\$58,482.86	ACCRUED DEBT:	
INVESTED BEG. BALANCE:	\$107,606.28	PY due REC Dept.	\$8,000.00
Interest	\$692.22	DOG PARK due BRGHD	\$959.98
		PCADVISORY due MH	\$1,170.20
INVESTED END. BALANCE:*	\$108,298.50		
FUND BALANCE:	\$166,781.36	c:\mydocs\maint\bud&fin\wrksht	

02/13/19

Reconciliation Detail

FUND 3242 - MAINTENANCE, Period Ending 02/12/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							167,711.54
Cleared Transactions							
Checks and Payments - 7 Items							
Check	01/17/2019			Service Charge	X	-23.00	-23.00
Transfer	01/17/2019			Payroll recovery Jan 1-15 MAINT to REC	X	-6.15	-29.15
Check	01/18/2019	410	Holmes Structures	Geo-grouting option prof services Invo...	X	-1,102.50	-1,131.65
Check	01/18/2019	411	The PRA Group, Inc.	Pressure grouting prof services - Invoic...	X	-852.50	-1,984.15
Check	01/18/2019	413	TERRACARE ASS...	Landscaping services MH	X	-300.00	-2,284.15
Check	01/18/2019	412	EBMUD	Water at MH	X	-49.26	-2,333.41
Transfer	02/07/2019			Payroll and cost recovery Jan 2019 - M...	X	-159.39	-2,492.80
Total Checks and Payments						-2,492.80	-2,492.80
Deposits and Credits - 3 Items							
Deposit	01/17/2019			Interest	X	692.22	692.22
Deposit	02/01/2019		Crockett Communit...	Donation pass thru	X	653.40	1,345.62
Transfer	02/06/2019			Donation passthru for MH Armistist cel...	X	217.00	1,562.62
Total Deposits and Credits						1,562.62	1,562.62
Total Cleared Transactions						-930.18	-930.18
Cleared Balance						-930.18	166,781.36
Register Balance as of 02/12/2019						-930.18	166,781.36
Ending Balance						-930.18	166,781.36

PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

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MONTHLY SUMMARY WORKSHEET

PREPARED FOR MTG.: 2/27/19 LATEST FUND REPORT: 2/12/19

OPERATING FUND 3425			
CASH CARRIED FORWARD:	\$19,996.71	ACCRUED DEBT:	
ACTIVITY:			
CHECKS (1071-1079)	(\$16,141.66)	PYs due CVSan Dept.	\$24,233.49
Payroll recovery	(\$2,559.57)	Loan#2 due CVSan	\$277,963.36
Investment fee	(2.00)		
DEPOSIT	\$0.00		
Trns frm Investments	15,000.00		
CASH BALANCE:	\$16,293.48	ACCRUED DEBT:	\$302,196.85
ADV ON SUC BEG. BALANCE:	\$112,507.00		
No activity	\$0.00		
Ending Balance	\$112,507.00		
INVESTED BEGIN. BALANCE:	\$60,265.92		
Trns to cash	(\$15,000.00)		
Interest LAIF	\$364.23		
Ending Balance	\$45,630.15		
FUND BALANCE:	\$174,430.63	\\san\pc\bud&fin\wrksht	

02/13/19

Reconciliation Detail

FUND 3425 - PC SANITARY - O&M, Period Ending 02/12/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							192,769.63
Cleared Transactions							
Checks and Payments - 13 Items							
Transfer	01/17/2019			Payroll recovery Jan 1-15 PCSan to ...	X	-42.87	-42.87
Check	01/17/2019			Service Charge	X	-2.00	-44.87
Check	01/18/2019	1071	Valley Operators, L...	Monthly operations treatment plant	X	-4,000.00	-4,044.87
Check	01/18/2019	1073	U.S. BANK	Lab, hydrant deposit, office	X	-2,034.01	-6,078.88
Check	01/18/2019	1072	Sierra Chemical Co...	Chemicals	Inv... X	-1,056.58	-7,135.46
Check	02/07/2019	1077	L.R. PAULSELL C...	Cleaning and CCTV interceptor	X	-4,370.00	-11,505.46
Check	02/07/2019	1076	Larry Walker Assoc...	NPDES Permit Project 00556.02	X	-2,780.00	-14,285.46
Transfer	02/07/2019			Payroll and cost recovery Jan 2019 -...	X	-2,487.86	-16,773.32
Check	02/07/2019	1075	Grundfos CBS Inc.	PM inspection influent pumps	X	-1,050.00	-17,823.32
Check	02/07/2019	1074	DENNIS L. LORET...	Audit fees for FY 17/18	X	-488.78	-18,312.10
Check	02/07/2019	1078	PG&E	Electricity	X	-285.11	-18,597.21
Check	02/07/2019	1079	COUNTY CLERK	Election cost	... X	-77.18	-18,674.39
Transfer	02/07/2019			Payroll and cost recovery Jan 2019 -...	X	-28.84	-18,703.23
Total Checks and Payments						-18,703.23	-18,703.23
Deposits and Credits - 1 item							
Deposit	01/17/2019			Interest	X	364.23	364.23
Total Deposits and Credits						364.23	364.23
Total Cleared Transactions						-18,339.00	-18,339.00
Cleared Balance						-18,339.00	174,430.63
Register Balance as of 02/12/2019						-18,339.00	174,430.63
Ending Balance						-18,339.00	174,430.63

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG:	2-27-19

OPERATING FUND 3426	

CASH CARRIED FORWARD:	\$138,442.99
ACTIVITY:	
Warrants (5788-5809)	(\$97,071.37)
Investment fee	(\$102.00)
Trns to REC pay recvry	(\$245.05)
JTP Cap Reserve Trnsfr	(\$32,000.00)
Deposits (other)	\$1,819.57
Payroll recovery	\$4,736.36
C&H and RTS	\$97,594.01
Trns from Investment	\$85,000.00

CASH BALANCE:	\$198,174.51

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:	\$2,765,762.21
Interest LAIF	\$12,402.80
Trns to cash	(\$85,000.00)
Ending Balance:	\$2,693,165.01

FUND 3426 BALANCE:	\$3,416,366.10

TAXES held in 3240:	\$177,419.37
CO.charges in 3240:	\$0.00

ACCURED DEBT OWED TO CVAN:	

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

LATEST FUND REPORT:	2-12-19

CONSTRUCTION FUND 3427	

CASH CARRIED FORWARD	\$17,341.62
ACTIVITY:	
Investment fee	(\$18.00)
JTP Cap Rsrv Trns	\$32,000.00

CASH BALANCE:	\$49,323.62

INVESTED BEGIN BAL.:	\$863,072.54
Interest LAIF	\$5,215.37

INVESTED BALANCE:	\$868,287.91

FUND 3427 BALANCE:	\$917,611.53

CAPITAL RESERVE FUND 3429	

CASH CARRIED FORWARD	\$277.00
ACTIVITY:	
Investment fee	(\$2.00)

CASH BALANCE:	\$275.00

INVESTED BEGIN BAL.:	\$68,333.50
Interest LAIF	\$412.93

INVESTED BALANCE:	\$68,746.43

FUND 3429 BALANCE:	\$69,021.43

CONTRACTOR BONDS ON FILE:	

25 contractors	\$25,500.00

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02/13/19

CROCKETT COMMUNITY SERVICES DISTRICT
Reconciliation Detail
FUND 3426 - CV SANITARY - O&M, Period Ending 02/12/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							3,429,231.78
Cleared Transactions							
Checks and Payments - 26 items							
Transfer	01/17/2019			Payroll recovery Jan1-15 CVSAN t...	X	-245.05	-245.05
Check	01/17/2019			Service Charge	X	-102.00	-347.05
Check	01/18/2019	5789	C&H SUGAR CO.	JTP Op costs Dec 2018	X	-55,232.81	-55,579.86
Check	01/18/2019	5790	BAY AREA AIR Q...	Permit Renewal Invoice 4EU97 Cu...	X	-924.00	-56,503.86
Check	01/18/2019	5792	U.S. BANK	Various office	X	-723.44	-57,227.30
Liability Ch...	01/18/2019	5788	STATE COMPENS...	Workers Comp	X	-409.75	-57,637.05
Check	01/18/2019	5791	Crockett Award & ...	Names plates and gavel Invoice 54...	X	-45.21	-57,682.26
Transfer	02/06/2019			JTP Cap Reserve Diffuser Membrane	X	-32,000.00	-89,682.26
Check	02/07/2019	5803	Glosage Engineeri...	1334 Wanda Lat. replcmnt agreem...	X	-7,690.00	-97,372.26
Check	02/07/2019	5804	L.R. PAULSELL C...	Sewer High Pressure Cleaning invo...	X	-5,290.00	-102,662.26
Liability Ch...	02/07/2019	5797	CalPERS Public E...	CalPERS Retirement Liability	X	-4,157.49	-106,819.75
Check	02/07/2019	5799	DENNIS L. LORET...	Audit fees for FY 17/18	X	-3,559.31	-110,379.06
Check	02/07/2019	5806	TELSTAR INSTRU...	Meter mount and calibration of Cro...	X	-3,450.00	-113,829.06
Check	02/07/2019	5807	WEST COUNTY ...	Pump Station Contract Services De...	X	-2,483.29	-116,312.35
Check	02/07/2019	5802	PG&E	Electricity	X	-2,151.96	-118,464.31
Check	02/07/2019	5809	COUNTY CLERK	Election cost	X	-1,051.23	-119,515.54
Liability Ch...	02/07/2019	5795	UNITED STATES ...	Fed Payroll Tax Liability	X	-927.44	-120,442.98
Liability Ch...	02/07/2019	5796	EMPLOYMENT D...	State Payroll Tax Liability	X	-498.70	-120,941.68
Transfer	02/07/2019			Payroll and cost recovery Jan 2019...	X	-484.62	-121,426.30
Check	02/07/2019	5805	MEYERS NAVE	Attorney costs for December 2018	X	-259.20	-121,685.50
Check	02/07/2019	5801	EBMUD	Water	X	-143.17	-121,828.67
Check	02/07/2019	5808	DALE A. McDONA...	Mileage and supply reimbursement ...	X	-136.04	-121,964.71
Check	02/07/2019	5800	AT&T (Phone)	Telephone and fax District office	X	-132.20	-122,096.91
Check	02/07/2019	5798	LINCOLN FINANCI...	LTD Insurance monthly premium	X	-120.12	-122,217.03
Paycheck	02/08/2019	5794	JAMES G. BARNH...	Payroll January 2019	X	-3,908.56	-126,125.59
Paycheck	02/08/2019	5793	DALE A. McDONA...	Payroll January 2019	X	-3,777.45	-129,903.04
Total Checks and Payments						-129,903.04	-129,903.04
Deposits and Credits - 9 Items							
Deposit	01/17/2019			Interest	X	12,402.80	12,402.80
Deposit	01/18/2019			Bond & Permit	X	1,060.00	13,462.80
Deposit	01/23/2019			Permit - cc	X	60.00	13,522.80
Deposit	01/28/2019			SUC	X	699.57	14,222.37
Deposit	01/30/2019			C&H SUC	X	47,741.74	61,964.11
Deposit	02/01/2019			Return to Source and Abatement	X	49,852.27	111,816.38
Transfer	02/07/2019			Payroll and cost recovery Jan 2019...	X	159.39	111,975.77
Transfer	02/07/2019			Payroll and cost recovery Jan 2019...	X	2,487.86	114,463.63
Transfer	02/07/2019			Payroll and cost recovery Jan 2019...	X	2,573.73	117,037.36
Total Deposits and Credits						117,037.36	117,037.36
Total Cleared Transactions						-12,865.68	-12,865.68
Cleared Balance						-12,865.68	3,416,366.10
Register Balance as of 02/12/2019						-12,865.68	3,416,366.10
Ending Balance						-12,865.68	3,416,366.10

CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525
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TO: Board of Directors
FROM: General Manager 
SUBJECT: 7-Month Budget Report for FY 18/19 and draft FY 19/20 Budget
DATE: February 21, 2019

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

Each report is broken out by department and includes a written budget summary report along with the first draft budget for FY 19/20. The District's fiscal year is July 1 through June 30.

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

Payroll cost recovery between the Crockett Sanitary Department and Recreation Department is now allocated when payroll checks are issued. As such, you will see some Cost Recovery line items in the budget substantially reduced from prior years. This is because the payroll cost recovery income (#318.x) and offsetting Payroll Recoverable Expense (#6560) is no longer being used.

STAFF RECOMMENDATION:

Staff recommends the District Board receive the budget report and draft FY 19/20 budget.

CROCKETT RECREATION DEPARTMENT

of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525

Telephone (510) 787-2414

Fax (510) 787-3049

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website: www.town.crockett.ca.us

TO: Recreation Budget & Finance Committee / RECREATION COMMISSION
FROM: General Manager *AM*
SUBJECT: 7-month Budget Report and draft FY 2019/20 Budget for General Fund 3241
DATE: January 28, 2019

The 7-month Recreation Budget Report details are incorporated within the attached draft FY 19/20 budget. A budget deficit for the District is not forecast and there is no need to adopt a revised District budget for FY 18/19. Unused contingency fund and excess revenue will roll over to the following year to the respective Capital Fund and O&M General Fund.

The Recreation Budget & Finance Committee is asked to review the details for each cost center and give staff direction. Any recommended changes will be investigated by staff and included in the preliminary budget to be presented in April.

COMMUNITY CENTER:

- The Community Center is primarily funded through operating revenue and grants. \$12,971 of Recreation Tax income is allocated to the Community Center cost center for FY 19/20.
- The LED lighting project in auditorium is anticipated to be funded through a capital improvement grant of \$52,200 with the balance paid from Capital Reserve Fund.
- Various maintenance and contract expense items are anticipated to increase 2% to 3%.

AQUATIC:

- Payroll expenses will continue to be the largest expense to operate the pool.
- Restroom improvements of \$70,000 are dependent on obtaining a grant of \$67,500 for the capital improvement.
- Lifeguard training and certification (#5230) costs will be higher in FY 19/20.

PARKS:

- Retaining wall along Pomona and replacement stairs at the corner of Rolph and Pomona will be treated as a capital improvement under the parks cost center. Grant(s) would be required to complete this project.

- It has been proposed that incidental landscaping expenses for Crockett's Memorial Hall be included in the parks cost center.

ADMINISTRATIVE:

- Property Tax and Recreation Tax is the primary source of revenue supporting the administrative costs of the District office. Payroll costs for the Recreation Department Manager and General Manager is the primary expense for this cost center.

POLICE LIAISON:

- District wages and incidental expenses continued to be recovered from Police Liaison parking fine revenue.
- Parking revenue is anticipated to remain the same in FY 19/20 at \$1,254. Expenses will exceed revenue and will draw down balance, estimated to be \$6,677 as of June 30, 2020.

SUMMARY

Total expenses budgeted will exceed revenue in FY 19/20. Both the Capital Reserve Fund and O&M General Fund balances will be drawn down. The total Recreation Fund 3241 balance ending June 30, 2020 is anticipated to be \$431,406. Having sufficient funds in the O&M General Fund helps guarantee that unforeseen capital replacements or decrease in revenue will not affect the quality of services provided to the public.

FY 2019-20 CROCKETT RECREATION DEPARTMENT DRAFT "A" BUDGET (1/28/19) - FUND 3241

	<u>PY 2017-18 Actual</u>	<u>FY 2018-19 Approved</u>	<u>FY 2018-19 Year-End Estimated</u>	<u>FY 2019-20 Draft Budget</u>
O&M Expenses - combined cost centers				
Uniforms	\$ 1,629	\$ 2,100	\$ 2,495	\$ 2,600
Telephone / Internet	\$ 4,708	\$ 5,000	\$ 5,151	\$ 5,000
Insurance	\$ 13,487	\$ 13,976	\$ 14,966	\$ 16,151
Elections	\$ 0	\$ 220	\$ 220	\$ 0
Maintenance	\$ 83,239	\$ 89,249	\$ 89,547	\$ 94,021
Memberships	\$ 412	\$ 420	\$ 235	\$ 240
Program Supplies	\$ 5,617	\$ 6,050	\$ 10,290	\$ 8,900
Other Operating	\$ 83,302	\$ 80,877	\$ 80,536	\$ 93,177
Office	\$ 4,653	\$ 5,881	\$ 6,089	\$ 6,209
Professional Services	\$ 16,599	\$ 10,660	\$ 11,631	\$ 15,331
Advertising	\$ 721	\$ 880	\$ 891	\$ 1,000
Training & Certification	\$ 1,853	\$ 3,900	\$ 4,734	\$ 5,400
Cost of Goods Sold	\$ 5,677	\$ 6,314	\$ 5,744	\$ 6,072
Vehicle Travel Reimbursement	\$ 2,200	\$ 2,200	\$ 2,630	\$ 2,780
Utilities	\$ 50,587	\$ 49,525	\$ 49,939	\$ 50,657
County Charges	\$ 5,478	\$ 5,860	\$ 5,623	\$ 5,613
Salaries and Benefits	\$ 210,038	\$ 208,508	\$ 212,446	\$ 227,152
Total O&M Expenses	\$ 490,200	\$ 491,620	\$ 503,167	\$ 540,303
Fixed Assets				
Capital Projects Allocation / Expenses	\$ 50,060	\$ 74,000	\$ 13,500	\$ 223,000
Total Fixed Assets	\$ 50,060	\$ 74,000	13,500	223,000
Contingency Reserve *	\$ 0	\$ 49,163	0	\$ 54,030
Non-Operating expense / Interfund trsfrs	\$ 9,042	\$ 3,600	\$ 14,251	\$ 0
Interfund G/L operating adjust.	3,767		\$ 0	
Total Expenditures	\$ 553,069	\$ 618,383	\$ 530,918	\$ 817,333
<i>Adopted 6-27-18 total *</i>	\$	\$		
TOTAL APPROPRIATIONS	\$	\$ 618,383	\$	\$ 817,333
TOTAL REVENUES **	\$ 576,951	\$ 618,383	\$ 532,336	\$ 672,769
Operating Revenue	\$ 328,224	\$ 321,096	\$ 277,695	\$ 295,008
Cost recovery	\$ 16,911	\$ 18,518	\$ 3,994	\$ 3,275
Community Center income	\$ 220,171	\$ 216,660	\$ 188,681	\$ 203,465
Aquatics Center income	\$ 86,573	\$ 81,460	\$ 80,735	\$ 84,614
Other income (park, keys, fines, etc.)	\$ 3,670	\$ 3,358	\$ 2,719	\$ 2,654
Donations (other)	\$ 899	\$ 1,100	\$ 1,566	\$ 1,000
Non-Operating Revenue	\$ 248,727	\$ 297,287	\$ 254,641	\$ 377,761
Property Tax trsf from 3240	\$ 49,000	\$ 50,555	\$ 56,030	\$ 59,392
Recreation Tax	\$ 136,180	\$ 136,400	\$ 136,180	\$ 136,620
Interest (non-op)	\$ 4,148	\$ 4,950	\$ 8,362	\$ 9,197
Return-to-Source Co-gen grant	\$ 42,695	\$ 40,082	\$ 40,082	\$ 43,852
Other non-profit grants	\$ 5,122	\$ 60,000	\$ 6,000	\$ 125,700
Non-operating Income	\$ 11,582	\$ 5,300	\$ 7,987	\$ 3,000

CROCKETT RECREATION DEPARTMENT - BALANCE SUMMARY
DRAFT (1/28/19) RECREATION BUDGET FY 2019/20

	<u>PY Actual</u>	<u>Budget</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 19/20</u>	
REC FUND 3241: BUDGET DETAIL ***					Opening
					Balance
					FY 20/21
Opening Cash Balance in Fund 3241					
Opening Damage Deposit Balance	24,679.32	16,502.32	16,502.32	9,037.32	4,477.32
Opening Restricted O&M Funds	45,530.52	45,530.52	45,530.52	45,530.52	45,530.52
Opening Restricted Childrens Programs	450.65	0.00	0.00	0.00	0.00
Opening Capital Fund Balance	138,659.09	93,598.85	93,598.85	80,098.85	44,298.85
Opening Cap / Restricted Donations	3,276.21	3,438.50	3,438.50	3,600.79	3,900.79
Opening Law Enforcement Funds	9,106.67	9,255.39	9,255.39	7,757.28	6,677.28
Opening O&M General Funds *	254,667.87	332,926.84	332,926.84	356,645.23	320,721.23
TOTAL OPENING CASH BALANCE	476,370.33	501,252.42	501,252.42	502,669.99	425,605.99
ESTIMATED REVENUES					
Community Center	301,903.10	322,823.00	257,284.19	292,869.00	
Aquatics Center	151,380.38	160,997.00	147,008.04	226,976.00	
Parks, Bocce, Tennis Courts	50,621.90	59,996.00	55,906.71	138,496.00	
Administrative	72,452.29	72,609.00	70,837.51	80,674.00	
Police Liaison	1,593.49	1,958.00	1,299.17	1,254.00	
TOTAL REVENUES	577,951.16	618,383.00	532,335.62	740,268.99	
<i>Adopted 6-23-16 total</i>					
ESTIMATED O&M OUTLAY EXPENSE					
Community Center	240,048.25	238,930.00	241,007.38	247,129.00	
Aquatics Center	137,707.11	141,815.00	145,768.30	158,903.00	
Parks, Bocce, Tennis Courts	42,604.26	46,360.00	46,393.01	58,809.00	
Administrative	68,395.63	62,735.00	67,200.78	73,340.00	
Police Liaison	1,444.77	1,780.00	2,797.28	2,122.00	
SUB -TOTAL O&M EXPENSE	490,200.02	491,620.00	503,166.75	540,303.00	
Contingency	0.00	49,163.00	0.00	54,030.00	
Non-operating expense	9,041.99	3,600.00	14,251.30	0.00	
ESTIMATED CAPITAL OUTLAY EXPENSE					
Community Center	40,720.49	60,000.00	4,500.00	58,000.00	
Aquatics Center	2,327.27	5,000.00	0.00	80,000.00	
Park, Tennis, Bocce	7,012.48	9,000.00	9,000.00	85,000.00	
Police Liaison	0.00	0.00	0.00	0.00	
Interfund G/L operating adjust.	3,766.82	0.00		0.00	
TOTAL EXPENSE	553,069.07	618,383.00	530,918.05	817,333.00	
<i>Adopted 6-27-18 total</i>					
CLOSING BALANCE - FUND 3241 ***	501,252.42	501,252.42	502,669.99	425,605.99	
Prop. Taxes Held in 3240 as of June 30	13,122.41	10,000.00	10,000.00	10,000.00	
County charges held in 3240	0.00	0.00	0.00	0.00	
Cash On Hand Balance (cash register)	60.00	60.00	60.00	60.00	

** Due from Legion Hall for acquisition fees to CCCounty \$8,000

**CROCKETT RECREATION DEPARTMENT - COMMUNITY CENTER DETAIL
7-MONTH and ADOPTED (1/28/2019) FY 2019/2020**

	<u>PY Actual</u>	<u>Budget</u>	<u>7 Month Actual</u>	<u>Estimated</u>	<u>Draft Budget</u>
	<u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 19/20</u>
RECREATION FUND 3241 - Ordinary Income/Expense					
Income					
3241i · FUND 3241 REC. Income*****					
4000 · OPERATING REVENUE					
4180 · Cost recovery - C/D and other	16,866.34	18,243.00	1,278.68	2,778.68	3,000.00
4200 · Community Center Rentals	163,658.00	159,000.00	68,623.00	134,873.00	149,265.00
4201 · Center rents - senior nutrition	5,200.00	4,800.00	2,000.00	4,400.00	4,800.00
4202 · Center rents - outside classes	1,320.00	1,200.00	840.00	1,340.00	1,200.00
4203 · Center - clean/damage DEPOSITS	32,998.00	36,000.00	20,485.00	35,485.00	34,240.00
4750 · Security services *	10,213.00	8,960.00	4,088.00	7,823.00	8,960.00
4780 · Cleaning services *	4,592.00	4,200.00	2,208.00	3,958.00	4,000.00
4870 & 4880 · Center programs & other s	2,190.27	2,500.00	801.60	801.60	1,000.00
4885 · Donations (operations)	150.00	300.00	1,415.89	1,515.89	300.00
4886 · Donations (restricted)	1,261.37	800.00	535.75	835.75	800.00
Total 4000 · OPERATING REVENUE	238,448.98	236,003.00	102,275.92	193,810.92	207,565.00
4800 · NON-OPERATING REVENUE					
4802 · Recreation tax	27,469.00	12,579.00	12,579.00	37,579.00	12,971.00
4803 · Investment interest	2,547.70	3,200.00	2,666.16	5,416.16	5,957.00
4850 · Cost Recovery (Non-op)	740.53	600.00	152.91	402.91	500.00
4890 · Non-profit grants (operations)	5,000.00	6,000.00	0.00	6,000.00	6,000.00
4891.1 · Non-profit grants RTS (restrict.)	23,773.44	10,341.00	0.00	10,341.00	5,676.00
4891.3 · Grants: Capital Impr. (restrict.)	0.00	54,000.00	0.00	0.00	52,200.00
4899 · Non-operating Income	3,923.45	100.00	3,734.20	3,734.20	2,000.00
Total 4800 · NON-OPERATING REVENUE	63,454.12	86,820.00	19,132.27	63,473.27	85,304.00
Total 3241i · FUND 3241 REC. Income*****	301,903.10	322,823.00	121,408.19	257,284.19	292,869.00
Total Income	301,903.10	322,823.00	121,408.19	257,284.19	292,869.00
Expense					
3241e · FUND 3241 REC. Expense*****					
5050 · UNIFORMS	284.94	600.00	121.10	321.10	600.00
5060 · TELEPHONE / INTERNET	2,925.69	3,000.00	1,861.38	3,186.38	3,000.00
5100 · INSURANCE					
5101 · Property Insurance	903.20	950.00	1,088.46	1,088.46	1,447.00
5102 & 5103 · Liab. & Empl. Bond Ins.	4,129.91	4,226.00	4,467.99	4,467.99	4,691.00
Total 5100 · INSURANCE	5,033.11	5,176.00	5,556.45	5,556.45	6,138.00
5130 · MAINTENANCE					
5131 · Building maint. supplies	953.43	1,231.00	532.08	1,047.08	1,030.00
5132 · Building maint. services	4,757.14	4,898.00	3,237.74	5,287.74	5,173.00
5133 · Bldg. repair supplies & hdwe	1,245.35	1,569.00	1,013.34	1,688.34	1,511.00
5134 · Bldg. repair services	1,537.15	1,937.00	4,127.71	5,087.71	3,412.00
5135 · Janitorial supplies	5,570.81	5,888.00	3,449.86	5,904.86	5,910.00
5136 · Janitorial services	18,819.00	18,211.00	11,616.78	19,866.78	19,923.00
5140 & 5141 · Landscp Supp. & Services	10,475.30	12,868.00	7,092.77	12,367.77	11,764.00
Total 5130 · MAINTENANCE	43,358.18	46,602.00	31,070.28	51,250.28	48,723.00

**CROCKETT RECREATION DEPARTMENT - COMMUNITY CENTER DETAIL
7-MONTH and ADOPTED (1/28/2019) FY 2019/2020**

	<u>PY Actual</u>	<u>Budget</u>	<u>7 Month Actual</u>	<u>Estimated</u>	<u>Draft Budget</u>
	<u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 19/20</u>
5150 · MEMBERSHIPS	221.09	220.00	235.00	235.00	240.00
5160 · PROGRAM SUPPLIES					
5160.2 · Xmas program (restricted)	810.00	800.00	1,363.73	1,363.73	800.00
5160.9 · Summer Concert & other	3,923.03	4,250.00	4,614.36	7,834.36	7,000.00
Total 5160 · PROGRAM SUPPLIES	4,733.03	5,050.00	5,978.09	9,198.09	7,800.00
5165 · OTHER OPERATING					
5165.5 · Capital Replacements	16,941.36	12,100.00	3,459.21	10,759.21	13,100.00
5165.61 · Comm. center Rental refunds	1,735.00	1,400.00	58.00	58.00	1,400.00
5165.62 · Comm. center Deposit transfer	5,806.00	7,600.00	1,214.00	2,814.00	2,800.00
5165.63 · Comm. center Deposit refunds	35,369.00	34,000.00	26,136.00	40,136.00	36,000.00
5165.7 · Security Alarm/CCTV	2,787.85	2,800.00	444.00	2,675.00	2,800.00
5165.9 · Recoverable costs	783.23	800.00	353.58	683.58	800.00
5165.9e · Other Operating Costs	1,238.27	1,000.00	1,265.79	1,685.79	1,500.00
Total 5165 · OTHER OPERATING	64,660.71	59,700.00	32,930.58	58,811.58	58,400.00
5170 · OFFICE					
5171 · Postal	28.15	380.00	308.71	363.71	380.00
5172 · Supplies	1,102.97	1,000.00	455.27	855.27	1,000.00
5173 · Furnishings& Equipment	217.48	1,000.00	170.96	640.96	750.00
5174 · Visa transaction fees	1,009.30	1,100.00	695.28	1,190.28	1,200.00
Total 5170 · OFFICE	2,357.90	3,480.00	1,630.22	3,050.22	3,330.00
5183 · PROF. SVCS. - Security Guards	11,562.48	7,860.00	5,561.10	9,061.10	10,311.00
5191 · ADVERTISING	721.20	780.00	891.40	891.40	900.00
5230 · TRAINING & CERTIFICATION	0.00	500.00	0.00	0.00	500.00
5250 · VEHIC./TRAVEL REIMBURSEMENT	640.88	500.00	508.16	883.16	900.00
5260 · UTILITIES					
5261 · Electricity	12,118.16	11,397.00	6,255.88	9,905.88	11,232.00
5262 · Natural gas	2,468.40	2,470.00	979.66	2,199.66	2,334.00
5263 · Water	3,740.53	4,196.00	1,200.47	2,950.47	3,346.00
Total 5260 · UTILITIES	18,327.09	18,063.00	8,436.01	15,056.01	16,912.00
5340 · COUNTY CHARGES	1,143.14	1,440.00	975.00	1,100.00	1,200.00
Total 3241e · FUND 3241 REC. Expense*****	155,969.44	152,971.00	95,754.77	158,600.77	158,954.00
6560 · PAYROLL EXPENSES *****	84,078.81	85,959.00	46,571.61	82,406.61	88,175.00
Total O&M Expense	240,048.25	238,930.00	142,326.38	241,007.38	247,129.00
Contingency Expense (10%)*		23,893.00			24,713.00
Interfund and non-operating adjustments	0.00	0.00	0.00	0.00	0.00
5400 · Other Non-Operating Expense	276.78	0.00	10,651.30	10,651.30	0.00
Capital Project Funding Alloc. / Expense	40,720.49	60,000.00	0.00	4,500.00	58,000.00
TOTAL EXPENSE *	281,045.52	322,823.00	152,977.68	256,158.68	329,841.99
Net Ordinary O&M Increase/Decrease	57,931.40	29,793.00	-24,652.39	12,542.61	-8,460.00
Net Including Contingency & Cap. Income/Exp.	20,857.58	0.00	-31,569.49	1,125.51	-36,973.00
Net Income	38,877.30	0.00	-31,569.49	1,125.51	-36,973.00

**CROCKETT RECREATION DEPARTMENT - AQUATICS DETAIL
7-MONTH ACTUAL and DRAFT A (1/28/2019) FY 2019/20**

	<u>PY Actual</u>	<u>Budget</u>	<u>7 Month Actual</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 18/19</u>
RECREATION FUND 3241 - Ordinary Income/Expense					
Income					
3241i · FUND 3241 REC. Income*****					
4000 · OPERATING REVENUE					
4180 · Cost recovery	15.09	100.00	0.00	40.00	100.00
4205 · Aquatics rents	18,705.00	20,000.00	5,443.00	19,863.00	20,000.00
4206 · Concessions	9,394.20	9,406.00	4,811.90	8,611.90	9,003.00
4860 · Swim admission fees	30,633.50	27,842.00	13,912.00	25,412.00	28,310.00
4861 · Aquatics passes / cards	9,548.00	9,762.00	803.00	9,729.00	9,679.00
4874 · Aquatics programs	530.00	250.00	0.00	250.00	250.00
4876 · Swim lessons	17,603.00	14,000.00	6,741.00	16,741.00	17,172.00
4880 · Other sales-aquatics	145.00	200.00	111.00	111.00	200.00
4881 · Cash over/under	14.70	0.00	17.52	17.52	0.00
4885 · Donations (operations)	0.00	100.00	50.00	50.00	100.00
4886 · Donations (restricted)	749.12	600.00	0.00	0.00	500.00
Total 4000 · OPERATING REVENUE	87,337.61	82,260.00	31,889.42	80,825.42	85,314.00
4800 · NON-OPERATING REVENUE					
4802 · Recreation tax	40,833.00	62,246.00	62,246.00	49,246.00	62,246.00
4803 · Investment interest	1,600.00	1,750.00	1,435.62	2,945.62	3,240.00
4850/4899 · Cost Recovery Non-op	2,688.21	1,000.00	0.00	250.00	500.00
4891.1 · Grants: RTS non-profit	18,921.56	13,741.00	0.00	13,741.00	8,176.00
4891.3 · Grants: Cap. Impr. (restrictc	0.00	0.00	0.00	0.00	67,500.00
Total 4800 · NON-OPERATING REVENUE	64,042.77	78,737.00	63,681.62	66,182.62	141,662.00
Total 3241i · FUND 3241 REC. Income****	151,380.38	160,997.00	95,571.04	147,008.04	226,976.00
Total Income	151,380.38	160,997.00	95,571.04	147,008.04	226,976.00
Expense					
3241e · FUND 3241 REC. Expense*****					
5050 · UNIFORMS	1,344.09	1,500.00	1,273.86	2,173.86	2,000.00
5060 · TELEPHONE / INTERNET	1,782.60	2,000.00	1,129.89	1,964.89	2,000.00
5100 · INSURANCE					
5101c · Property insurance	275.02	320.00	275.14	275.14	357.00
5102a · Liability insurance-aquatics	4,023.88	4,145.00	4,467.98	4,467.98	4,736.00
5103c · Employee bond	106.02	90.00	0.00	107.00	110.00
Total 5100 · INSURANCE	4,404.92	4,555.00	4,743.12	4,850.12	5,203.00
5130 · MAINTENANCE					
5131 & 5133 · Bldg. repair supplies	1,324.73	1,312.00	398.38	428.38	876.00
5132 & 5134 · Bldg. repair services	40.18	115.00	526.10	1,041.10	540.00
5135 · Janitorial supplies	890.24	836.00	577.99	848.99	869.00
5136 · Janitorial services	0.00	400.00	172.95	172.95	150.00
5140 5141 5142 · Landscape & light.	47.69	100.00	0.00	0.00	100.00

**CROCKETT RECREATION DEPARTMENT - AQUATICS DETAIL
7-MONTH ACTUAL and DRAFT A (1/28/2019) FY 2019/20**

	<u>PY Actual</u>	<u>Budget</u>	<u>7 Month Actual</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 18/19</u>
5145 · Pool chemical supplies	11,019.23	12,222.00	7,209.02	12,009.02	11,859.00
5146 · Pool maint. supplies	2,217.49	4,100.00	1,899.15	3,199.15	4,100.00
5147 & 5148 · Pool maint. services	2,524.75	3,182.00	30.36	1,155.36	1,895.00
Total 5130 · MAINTENANCE	18,064.31	22,267.00	10,813.95	18,854.95	20,389.00
5150 · MEMBERSHIPS	171.08	200.00	0.00	0.00	0.00
5160.6 · PROGRAM SUPPLIES	883.97	1,000.00	1,091.99	1,091.99	1,100.00
5165 · OTHER OPERATING					
5165.5 · Capital Replacements	11,385.33	8,500.00	167.44	9,367.44	17,000.00
5165.7 · Security / CCTV monitoring	2,132.34	2,700.00	0.00	2,800.00	2,700.00
5165.8 · Cash under	385.85	0.00	0.00	0.00	0.00
5165.9 · Recoverable & Other Oper.	2,547.29	1,352.00	166.13	508.13	1,527.00
Total 5165 · OTHER OPERATING	16,450.81	12,552.00	333.57	12,675.57	21,227.00
5170 5172 5173 · OFFICE SUPPLIES EC	1,153.05	1,076.00	673.04	1,105.04	1,129.00
5174 · OFFICE - VISA transaction fees	438.84	450.00	538.20	678.20	700.00
5180 · PROF. SVCS. - Consultants	1,320.00	0.00	0.00	0.00	0.00
5191 · ADVERTISING	0.00	100.00	0.00	0.00	100.00
5230 · TRAINING & CERTIFICATION	1,303.00	3,000.00	2,025.00	4,480.00	4,500.00
5240 · COST OF GOODS SOLD					
5241 · Food concession supplies	5,544.91	6,114.00	4,120.06	5,520.06	5,852.00
5242 · Promotional goods	132.21	200.00	73.55	223.55	220.00
Total 5240 · COST OF GOODS SOLD	5,677.12	6,314.00	4,193.61	5,743.61	6,072.00
5250 · VEHIC./TRAVEL REIMBURSMNT	1,263.26	1,400.00	949.22	1,309.22	1,400.00
5260 · UTILITIES					
5261 · Electricity	16,356.74	15,935.00	9,241.76	15,881.76	16,119.00
5262 · Natural gas	7,660.74	8,011.00	4,007.30	8,667.30	8,339.00
5263 · Water	1,865.38	1,756.00	3,936.88	4,296.88	3,081.00
Total 5260 · UTILITIES	25,882.86	25,702.00	17,185.94	28,845.94	27,539.00
5340 · COUNTY CHARGES	2,671.00	2,737.00	1,631.00	2,683.00	2,730.00
Total 3241e · FUND 3241 REC. Expense**	82,810.91	84,853.00	46,582.39	86,456.39	96,089.00
Total 6560 · PAYROLL EXPENSES *****	54,896.20	56,962.00	47,211.91	59,311.91	62,814.00
Total O&M Expense	137,707.11	141,815.00	93,794.30	145,768.30	158,903.00
Contingency Expense (10%)*		14,182.00			15,890.00
Other Non-Operating Expense	4,535.30	0.00	0.00	0.00	0.00
Capital Project Funding Allocation/Exper	2,327.27	5,000.00	0.00	0.00	80,000.00
TOTAL EXPENSE *	144,569.68	160,997.00	93,794.30	145,768.30	254,793.00
Net Ordinary O&M Increase/Decrease	13,673.27	19,182.00	1,776.74	1,239.74	573.00
Net Including Contingency & Cap. Inc./Expense	6,810.70	0.00	1,776.74	1,239.74	-27,817.00
Net Income	6,810.70	-9,079.00	1,776.74	1,239.74	-27,817.00

**CROCKETT RECREATION DEPARTMENT - PARKS DETAIL
7-MONTH ACTUAL and DRAFT A (1/28/2019) FY 2019/20**

	<u>PY Actual</u>	<u>Budget</u>	<u>7 Month Actual</u>	<u>Estimated</u>	<u>Draft Budget</u>
	<u>FY 1718</u>	<u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 19/20</u>
RECREATION FUND 3241 - Ordinary Income/Expense					
Income					
3241i · FUND 3241 REC. Income*****					
4000 · OPERATING REVENUE					
4180 · Cost recovery	0.00	100.00	1,106.71	1,126.71	100.00
4879 · Tennis/restroom keys	815.00	600.00	104.00	584.00	600.00
4885 · Donations (operations)	0.00	100.00	0.00	0.00	100.00
Total 4000 · OPERATING REVENUE	815.00	800.00	1,210.71	1,710.71	800.00
4800 · NON-OPERATING REVENUE					
4802 · Recreation tax	48,685.00	43,196.00	43,196.00	38,196.00	40,196.00
4891.1 · Grants - RTS	0.00	16,000.00	0.00	16,000.00	30,000.00
4891.3 · Grants: Capital Impr. (restricted)	1,000.00	0.00	0.00	0.00	67,500.00
4899 · Other Non-Operating	121.90	0.00	0.00	0.00	0.00
Total 4800 · NON-OPERATING REVENUE	49,806.90	59,196.00	43,196.00	54,196.00	137,696.00
Total 3241i · FUND 3241 REC. Income*****	50,621.90	59,996.00	44,406.71	55,906.71	138,496.00
Total Income	50,621.90	59,996.00	44,406.71	55,906.71	138,496.00
Expense					
3241e · FUND 3241 REC. Expense*****					
5101 · INSURANCE Property Insurance	25.00	100.00	91.71	91.71	119.00
5102 · INSURANCE Liability insurance	4,023.88	4,145.00	4,467.98	4,467.98	4,691.00
5130 · MAINTENANCE					
5131-5134 · Building & play eq. maint.	495.17	1,187.00	610.70	1,045.70	1,000.00
5135-5136 · Janitorial supplies & services	537.33	1,084.00	47.17	661.17	760.00
5140-5141 · Landscape suppl. & services	20,492.96	17,909.00	6,786.13	17,406.13	22,949.00
5142-5144 · Lighting and tennis supplies	290.79	200.00	288.30	328.30	200.00
Total 5130 · MAINTENANCE	21,816.25	20,380.00	7,732.30	19,441.30	24,909.00
5160 / 5165 · OTHER OPERATING					
5165.5 · Capital Replacements	239.80	7,000.00	480.26	6,980.26	12,000.00
5060 / 5165.9 · Recoverable / Other costs	656.71	200.00	316.25	316.25	200.00
Total 5165 · OTHER OPERATING	896.51	7,200.00	796.51	7,296.51	12,200.00
5180 · PROF. SVCS. (Safety Inspection)	720.00	0.00	0.00	0.00	720.00
5260 · UTILITIES -WATER					
	6,376.74	5,760.00	4,641.66	6,036.66	6,206.00
Total 3241e · FUND 3241 REC. Expense*****	33,858.38	37,585.00	17,730.16	37,334.16	48,845.00
6560 · PAYROLL EXPENSES *****	8,745.88	8,775.00	5,071.35	9,058.85	9,964.00
Total O&M Expense	42,604.26	46,360.00	22,801.51	46,393.01	58,809.00
Contingency Expense (10%) *	0.00	4,636.00	0.00	0.00	5,881.00
5290 · Non-Operating Expense	121.90	0.00	121.90	0.00	0.00
Capital Project Funding Allocation / Expense	7,012.48	9,000.00	0.00	9,000.00	85,000.00
TOTAL EXPENSE *	49,738.64	59,996.00	22,923.41	55,393.01	149,690.00
Net Ordinary O&M Increase/Decrease	8,017.64	13,636.00	21,605.20	9,513.70	79,687.00
Net Including Contingency & Cap. Income/Expense:	883.26	0.00	21,483.30	513.70	-11,194.00
Net Income	883.26	0.00	21,483.30	513.70	-11,194.00

**CROCKETT RECREATION DEPARTMENT - ADMINISTRATION DETAIL
7-MONTH ACTUAL and DRAFT A (1/28/2019) FY 2019/20**

	<u>PY Actual</u>	<u>Budget</u>	<u>7 Month Actual</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>
RECREATION FUND 3241 -Ordinary Income/Expense					
Income					
3241i · FUND 3241 REC. Income*****					
4000 · OPERATING REVENUE					
4180 · Cost recovery	29.38	75.00	8.51	48.51	75.00
Total 4000 · OPERATING REVENUE	<u>29.38</u>	<u>75.00</u>	<u>8.51</u>	<u>48.51</u>	<u>75.00</u>
4800 · NON-OPERATING REVENUE					
4010 · Property Tax transfer from 3240	49,000.00	50,555.00	30,000.00	56,030.00	59,392.00
4802 · Recreation tax	19,193.00	18,379.00	18,159.00	11,159.00	21,207.00
4899 · Non-Op Income / passthrough	4,229.91	3,600.00	0.00	3,600.00	0.00
Total 4800 · NON-OPERATING REVENUE	<u>72,422.91</u>	<u>72,534.00</u>	<u>48,159.00</u>	<u>70,789.00</u>	<u>80,599.00</u>
Total 3241i · FUND 3241 REC. Income*****	<u>72,452.29</u>	<u>72,609.00</u>	<u>48,167.51</u>	<u>70,837.51</u>	<u>80,674.00</u>
Total Income	<u>72,452.29</u>	<u>72,609.00</u>	<u>48,167.51</u>	<u>70,837.51</u>	<u>80,674.00</u>
Expense					
3241e · FUND 3241 REC. Expense*****					
5120 · ELECTIONS	0.00	220.00	0.00	220.00	0.00
5165 · OTHER OPERATING / RECOVERABLE	1,293.60	1,400.00	959.36	1,009.36	1,200.00
5171/5172/5173 · OFFICE POSTAL/OFFICE	677.53	800.00	507.74	857.74	900.00
5180 · PROF. SVCS. (Attor./Audit./Consult.)	2,996.50	2,800.00	669.51	2,569.51	4,300.00
5230 · TRAINING & CERTIFICATION	550.16	400.00	54.36	254.36	400.00
5250 · VEHICLE/TRAVEL REIMBURSEMENT	295.45	300.00	257.84	437.84	480.00
5340 · COUNTY CHARGES	1,664.31	1,683.00	1,840.37	1,840.37	1,683.00
Total 3241e · FUND 3241 REC. Expense*****	<u>7,497.55</u>	<u>7,603.00</u>	<u>4,289.18</u>	<u>7,189.18</u>	<u>8,963.00</u>
6560 · PAYROLL EXPENSES *****					
5010.1 · REC. MGR- Wage/Benefits (RW)	33,388.69	34,429.00	20,420.62	35,420.62	37,191.00
5011.1 · DIST. SECY- Wage/Benefits (SW)	2,670.84	2,959.00	1,059.55	1,884.55	2,073.00
5011.3 · GEN. MGR- Wage/Benefits (DMc)	24,633.86	17,430.00	12,754.15	22,254.15	24,616.00
5011.5 · ASST. MGR- Wage/Benefits	204.69	239.00	252.28	452.28	497.00
6560 · PAYROLL - Other (WC Premium etc.)	0.00	75.00	0.00	0.00	0.00
Total 6560 · PAYROLL EXPENSES *****	<u>60,898.08</u>	<u>55,132.00</u>	<u>34,486.60</u>	<u>60,011.60</u>	<u>64,377.00</u>
Total O&M Expense	<u>68,395.63</u>	<u>62,735.00</u>	<u>38,775.78</u>	<u>67,200.78</u>	<u>73,340.00</u>
Contingency Expense (10%)*		6,274.00			7,334.00
5400 · Non-Operating Expense / Passthrough	4,229.91	3,600.00	0.00	3,600.00	0.00
Capital Project Funding Allocation	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENSE *	<u>72,625.54</u>	<u>72,609.00</u>	<u>38,775.78</u>	<u>70,800.78</u>	<u>80,674.00</u>
Net Ordinary Income	<u>-173.25</u>	<u>0.00</u>	<u>9,391.73</u>	<u>36.73</u>	<u>0.00</u>
Net Income	<u>-173.25</u>	<u>0.00</u>	<u>9,391.73</u>	<u>36.73</u>	<u>0.00</u>

**CROCKETT RECREATION DEPARTMENT - POLICE DETAIL
7-MONTH ACTUAL and DRAFT A (1/28/19) FY 2019/20**

	<u>PY Actual</u>	<u>Budgeted</u>	<u>7 Month Actual</u>	<u>Estimated</u>	<u>Draft Budget</u>
	<u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 19/20</u>
RECREATION FUND 3241 -Ordinary Income/Expense					
Income					
3241i · FUND 3241 REC. Income*****					
4882 · Parking fines	1,593.49	1,958.00	799.17	1,299.17	1,254.00
Total 3241i · FUND 3241 REC. Income*****	1,593.49	1,958.00	799.17	1,299.17	1,254.00
Total Income	1,593.49	1,958.00	799.17	1,299.17	1,254.00
Expense					
3241e · FUND 3241 REC. Expense*****					
5165 · OTHER OPERATING					
5165.5 · Capital Replacements	0.00	0.00	0.00	0.00	0.00
5165.9 · Recoverable costs	0.00	0.00	0.00	0.00	0.00
5165.9e · Other Op Costs / LE Fees	0.00	25.00	672.85	742.85	150.00
Total 5165 · OTHER OPERATING	0.00	25.00	672.85	742.85	150.00
5171/5172 · OFFICE POSTAL/SUPPLIES	25.79	75.00	370.59	397.59	150.00
Total 3241e · FUND 3241 REC. Expense*****	25.79	100.00	1,043.44	1,140.44	300.00
6560 · PAYROLL EXPENSES *****					
5011 · Staff- Wage/Benefits	1,418.98	1,680.00	906.84	1,656.84	1,822.00
Total 6560 · PAYROLL EXPENSES *****	1,418.98	1,680.00	906.84	1,656.84	1,822.00
Total O&M Expense	1,444.77	1,780.00	1,950.28	2,797.28	2,122.00
Contingency (5% FY 16/17, 10% FY 17/18)*	0.00	178.00	0.00	0.00	212.00
Capital Project Funding Allocation / Expense	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENSE	1,444.77	1,958.00	1,950.28	2,797.28	2,334.00
Net Including Capital Income/Expenses	148.72	0.00	-1,151.11	-1,498.11	-1,080.00
Net Income	148.72	0.00	-1,151.11	-1,498.11	-1,080.00


CAPITAL PROJECTS DRAFT (1/28/2019)

	CAPITAL IMPROVEMENT	CAPITAL REPLACEMENT	GRANT FUNDED	RTS FUNDED	CAP RESERVE FUNDED	REC TAX FUNDED
COMMUNITY CENTER						
LED Lighting in auditorium	\$58,000.00		\$52,200		\$5,800	
Repair bar floor		\$3,000.00			\$3,000	
Repair kitchen floor		\$1,600.00			\$1,600	
Replacement Tables		\$3,500.00		\$3,500		
Various Cap. Repl. items		\$5,000.00			\$5,000	
TOTAL	\$58,000.00	\$13,100.00				
AQUATICS CENTER						
Restroom improvements	\$75,000.00		\$67,500		\$7,500	
Metered outdoor showers	\$5,000.00				\$5,000	
New pool covers		\$6,000.00		\$6,000		
New pool building doors		\$9,000.00			\$9,000	
Various Cap. Repl. items		\$2,000.00			\$2,000	
TOTAL	\$80,000.00	\$17,000.00				
PARK, TENNIS, BOCCE						
Retaining Wall (Pomona)	\$30,000.00		\$27,000		\$3,000	
Replace Stairs to Pomona	\$45,000.00		\$40,500		\$4,500	
Park Improvements	\$10,000.00			\$10,000		
Replant Park Lawn				\$10,000		
Paver repair (resetting)		\$10,000.00		\$10,000		
Various Cap. Repl. items		\$2,000.00			\$2,000	
TOTAL	\$85,000.00	\$12,000.00				
POLICE LIAISON						
None		\$0.00				
TOTAL	\$0.00	\$0.00				
NON-CAP O&M EXPENSES COVERED BY RTS FUNDING						
Annual camera maintenance (Comm/Pool)				\$4,352		
			SUB-TOTALS:	\$187,200	\$43,852	\$48,400
						\$0
** Est. RTS funding in FY 19/20 is \$43,888			TOTAL:	\$231,052		

CROCKETT MAINTENANCE DEPARTMENT

of the Crockett Community Services District

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

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>
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>
REVENUES					
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)

BALANCE OVERVIEW

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 Dontations	\$ -	\$ -	\$ -	\$ 5,018	\$ 5,018.00
Combined Payroll Salary & Benefits	\$ 2,306	\$ 2,363.00	\$ 2,705	\$ 3,682	\$ 3,325.00

PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

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website: www.town.crockett.ca.us

TO: Budget & Finance Committee / Commissioners
FROM: Department Manager *JB*
SUBJECT: 7-month Budget Report and proposed FY 2019/20 Budget for General Fund 3425
DATE: February 6, 2019

The 7-month Port Costa Sanitary Department Budget Report details are incorporated within the attached draft Fiscal Year (FY) 19/20 budget. There does not appear the need to adopt a revised FY 18/19 budget for the Port Costa Sanitary Department.

HIGHLIGHTS

- Sewer Use Charge (SUC) income (#301.0) is the sole source of revenue projected in FY 19/20 minus a small token amount from sewer permit fees.
- Professional Services (#416.xx) has been separated out to show engineer, technician, and lab testing as separate budget line items.
- Valley Operator contract is up for renewal and Treatment Plant Operators (#416.51.1pc) budget line item was increased 10%. This is a placeholder with actual amount anticipated to change before budget adoption.
- Placeholder of \$25K remains under Capital Replacement (#416.96) for potential outfall diffuser repair in FY 18/19.
- Partial septic tank cleaning (#416.96) will occur as requested by operators throughout the year while reserves are built to perform a full cleaning and inspection. \$20K has been budgeted for septic tank cleaning.
- Printing and publishing costs (#417.61) are budgeted at \$1,547 to cover both the annual cost to publish the SUC Ordinance and anticipated Ordinances related to revised District code modifications.
- Loan Interest is required to be treated as a long-term Non-Operating Expense, per the State Controllers Office, and has been moved from capital expense accordingly.
- Payroll costs for Port Costa will increase slightly in FY 19/20 as staff is expected to spend more time on Port Costa to handle increased management of various Port Costa issues.

- Staff recommends a 10% Contingency Reserve however absent additional funding the Contingency Reserve will only able to be set at 5% or estimated at \$9,471 in FY 19/20.

CAPITAL PROJECTS

As part of its capital improvement program the Port Costa department has proposed completing its CCTV inspection program of all remaining collection system sewers in FY 19/20. A placeholder for septic tank repaid of \$25K has been allocated as a capital replacement project. Any unused capital improvement funding in FY 19/20 will roll back into the O&M general fund on June 30, 2020. There is currently no Capital Project Reserve Fund. Any emergency capital projects will require identification of funding at time of the declaration of emergency.

SUMMARY

The attached budget report shows the Port Costa Sanitary Department continues to draw down its unallocated cash balance. The department must continue to strive to control costs to deal with required operation and maintenance of the Port Costa collection system and treatment plant. Revenue is generated primarily from Sewer Use Charges (SUC). Potential steep rate increases in the future are possible unless alternative funding sources, such as State and Federal grants, are identified. Staff expects no significant operational change for the next fiscal year.

With one outstanding inter-department loan paying being paid off in 2018 the Port Costa Sanitary Department will have approximately \$54K available to be used to address deferred maintenance and meet regulatory requirements while still balancing the cost impact to the Port Costa community.

FY 2019-20 PORT COSTA SANITARY DEPARTMENT BUDGET - FUND 3425 DRAFT A - 2/12/2019 * Corrected *

	<u>PY 2017-18</u>	<u>FY 2018-19</u>	<u>FY 2018-19 Est.</u>	<u>FY 2018-19</u>
	<u>Actual</u>	<u>Approved Budget</u>	<u>Year End</u>	<u>Draft Budget</u>
Collection System				
Liability Insurance	\$ 3,325	\$ 3,425	\$ 3,723	\$ 3,946
Profess. Services.	\$ 0	\$ 500	\$ 1,000	\$ 1,000
Sewers Maint.	\$ 4,690	\$ 5,800	\$ 12,326	\$ 10,000
Other Operating	\$ 0	\$ 100	\$ 1,850	\$ 1,000
Permits & Fees	\$ 2,088	\$ 2,140	\$ 2,286	\$ 2,331
Total Collection System	\$ 10,103	\$ 11,965	\$ 21,185	\$ 18,277
Treatment Plant				
Generator fuel / oil	\$ 53	\$ 100	\$ 50	\$ 100
Property Insurance	\$ 812	\$ 852	\$ 974	\$ 935
Contract Operator	\$ 48,000	\$ 49,200	\$ 48,000	\$ 54,120
Chemicals	\$ 2,477	\$ 3,914	\$ 3,956	\$ 3,216
Hardware/Supplies & Misc.	\$ 680	\$ 800	\$ 1,740	\$ 800
Profess. Svcs. (Engineer, Lab, Technici	\$ 39,090	\$ 35,671	\$ 19,112	\$ 21,045
Electricity	\$ 3,265	\$ 2,954	\$ 2,871	\$ 3,067
Alarm system phone	\$ 1,150	\$ 1,580	\$ 1,584	\$ 1,580
Cap. Replacement	\$ 1,806	\$ 25,000	\$ 0	\$ 25,000
Operating fees/permits	\$ 4,238	\$ 4,289	\$ 4,564	\$ 4,401
Other Operating / Enforcement Penalt	\$ 1,760	\$ 10,000	\$ 25,000	\$ 20,000
Total Treatment Plant	\$ 103,331	\$ 134,360	\$ 107,852	\$ 134,264
Administrative				
Elections	\$ 0	\$ 35	\$ 51	\$ 0
Crime Insurance	\$ 28	\$ 25	\$ 25	\$ 25
Memberships	\$ 2,392	\$ 2,435	\$ 2,432	\$ 2,480
Office / Postal	\$ 193	\$ 250	\$ 245	\$ 250
Profess. Svcs.(admin)	\$ 1,286	\$ 3,500	\$ 2,753	\$ 3,500
Printing/Publishing	\$ 1,393	\$ 1,535	\$ 1,502	\$ 1,547
Software Subscription	\$ 0	\$ 0	\$ 169	\$ 350
Vehicle/Travel/Meetings	\$ 26	\$ 50	\$ 71	\$ 100
Other	\$ 420	\$ 400	\$ 1,429	\$ 1,600
County Charges	\$ 557	\$ 575	\$ 642	\$ 660
Sub-Total Administrative	\$ 6,295	\$ 8,805	\$ 9,319	\$ 10,512
Salaries and Benefits (O&M)	\$ 16,429	\$ 19,890	\$ 23,963	\$ 26,359
Other Payroll Exp. (WC premiums etc.)	\$ 0	\$ 0	\$ 0	\$ 0
Total Administrative	\$ 22,724	\$ 28,695	\$ 33,282	\$ 36,871
Non-Operational Expenses				
Loan Principle	\$ 88,959	\$ 89,931	\$ 89,932	\$ 36,474
Loan Interest on PY Cap Projects	\$ 10,511	\$ 13,653	\$ 12,236	\$ 12,692
Fixed Assets and Other				
Capital Projects Allocation	\$ 0	\$ 4,100	\$ 0	\$ 23,000
Allocation to operating reserves	\$ 0	\$ 26,000	\$ 0	\$ 35,000
Contingency Reserve	\$ 0	\$ 13,248	\$ 0	\$ 9,471
Total Expenditures	\$ 235,628	\$ 321,952	\$ 264,486	\$ 306,049
TOTAL APPROPRIATIONS	\$ 235,628	\$ 321,952	\$ 264,486	\$ 306,049
TOTAL REVENUES				
Sewer use charge	\$ 237,236	\$ 262,681	\$ 264,666	\$ 272,708
Capacity charge	\$ 0	\$ 262,501	\$ 262,501	\$ 272,528
Permit fees	\$ 0	\$ 0	\$ 0	\$ 0
Interest (non-op)	\$ 0	\$ 180	\$ 180	\$ 180
Misc fees / cost recovery (ops)	\$ 0	\$ 0	\$ 585	\$ 0
Grants (non-op)	\$ 0	\$ 0	\$ 1,400	\$ 0
	\$ 0	\$ 0	\$ 0	\$ 0

PORT COSTA SANITARY DEPARTMENT
DRAFT "A" BUDGET FY 19/20 (2/12/2019) * Corrected *

GENERAL FUND 3425: EXPENDITURE DETAIL

	PY Actuals	Current Budget	7 Month Actual	Estimated	Draft Budget
	FY 17/18	FY 18/19	FY 18/19	FY 18/19	FY 19/20
415 · SEWAGE COLLECTION *****					
415.30 · INSURANCE - Liability	3,324.84	3,425.00	3,723.03	3,723.03	3,946.00
415.55 · PROF. SVCS. (Coll.)	0.00	500.00	1,000.00	1,000.00	1,000.00
415.70 · MAINTENANCE	4,690.00	5,800.00	6,505.59	12,325.59	10,000.00
415.96 · OTHER OPERATING (Coll.)	0.00	100.00	1,800.00	1,850.00	1,000.00
415.96.2c · Permits & Fees (Coll.)	2,088.00	2,140.00	2,286.00	2,286.00	2,331.00
Total 415 · SEWAGE COLLECTION *****	10,102.84	11,965.00	15,314.62	21,184.62	18,277.00
416.25 · GASOLINE, OIL, FUEL	\$53.09	\$100.00	\$0.00	\$50.00	\$100.00
416.31 · INSURANCE - Property	\$811.79	\$852.00	\$974.35	\$974.35	\$935.00
416.51.1pc · Treatment Plant Operators	\$48,000.00	\$49,200.00	\$28,000.00	\$48,000.00	\$54,120.00
416.51.2pc · Chemicals	\$2,476.91	\$3,914.00	\$2,326.36	\$3,956.36	\$3,216.00
416.51.3pc · Hardware, Supplies, & Misc	\$679.59	\$800.00	\$196.11	\$1,740.11	\$800.00
416.56.2pc .3pc · Prof. Svcs. - Engineer	\$16,053.75	\$17,971.00	\$4,257.50	\$7,037.50	\$5,000.00
416.56.3pc · Prof. Svcs. -Technician	\$7,492.00	\$5,700.00	\$1,960.00	\$3,160.00	\$5,000.00
416.56.7pc · Prof. Svcs. - Lab Testing	\$15,299.50	\$12,000.00	\$4,514.00	\$8,914.00	\$10,845.00
416.56.x · Prof. Svcs. - Attorney / Other	\$244.86	\$0.00	\$0.00	\$0.00	\$200.00
416.91.1pc · Electricity	\$3,264.58	\$2,954.00	\$1,636.08	\$2,871.08	\$3,067.00
416.91.6pc and 416.96.3 · Plant Alarm System	\$1,150.16	\$1,580.00	\$829.15	\$1,584.15	\$1,580.00
416.96.1 · Capital Replacements (Treat.)	\$1,806.46	\$25,000.00	\$0.00	\$0.00	\$25,000.00
416.96.2 · Permits & Fees (Treat.)	\$4,238.00	\$4,289.00	\$4,149.00	\$4,564.00	\$4,401.00
416.96 · OTHER OP (Treat) - Septic Cleaning	\$1,760.00	\$10,000.00	\$0.00	\$25,000.00	\$20,000.00
416.99 · ENFORCEMENT PENALTIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total 416 · SEWAGE TREATMENT *****	103,330.69	134,360.00	48,842.55	107,851.55	134,264.00
417. ADMIN/GENERAL					
417.21 · ELECTIONS	0.00	35.00	0.00	51.30	0.00
417.31 · INSURANCE -Crime(employee bond)	28.04	25.00	0.00	25.00	25.00
417.36 · MEMBERSHIPS - BACWA & CASA	2,391.63	2,435.00	2,427.00	2,432.00	2,480.00
417.41 · OFFICE POSTAL / SUPPLIES	192.59	250.00	139.84	244.84	250.00
417.56 · PROF SVCS (Admin) Attorney/Auditor	1,285.92	3,500.00	963.93	2,752.93	3,500.00
417.61 · PRINTING/ PUBLISHING	1,393.35	1,535.00	1,370.70	1,502.30	1,547.00
417.70 · SOFTWARE SUBSCRIPTION	0.00	0.00	168.58	168.58	350.00
417.80 · VEHICLE / TRAVEL REIMBURSEMEN	25.69	50.00	50.39	71.24	100.00
417.96 · OTHER ADMIN. / RECOVERY	419.66	400.00	714.97	1,428.97	1,600.00
417.96.3pc · County Charges	557.02	575.00	641.71	641.71	660.00
Total 417 · ADMIN / GENERAL *****	6,293.90	8,805.00	6,477.12	9,318.87	10,512.00
6560 · PAYROLL EXPENSES *****					
6.1dMc · GM's O&M Wages	5,022.60	6,105.00	2,998.91	7,233.76	7,957.00
6.1ds · Sectry. O&M Wages	315.55	392.00	178.26	437.06	480.00
6.1ds · Dept. Mgr's O&M Wages	9,398.07	11,387.00	5,715.85	13,714.45	15,086.00
11.1dMc · GM O&M Benefits GM	604.86	729.00	383.67	912.66	1,004.00
11.1ds · Sectry. O&M Benefits	52.70	65.00	21.96	59.61	65.00
11.1as · Dept. Mgr's O&M Benefits	1,035.15	1,212.00	685.18	1,605.93	1,767.00
Total 6560 · PAYROLL EXPENSES *****	16,428.93	19,890.00	9,983.83	23,963.46	26,359.00
Total O&M Expense	136,156.36	175,020.00	80,618.12	162,318.50	189,412.00
Non-Op and Capitol Expenses					
416.212 · LOAN PRINCIPAL (non-op)	\$88,958.58	\$89,931.00	\$89,931.51	\$89,931.51	\$36,474.00
419.1 · Loan Interest - Non-Op Expense	10,511.28	13,653.00	12,236.13	12,236.13	12,692.00
111.x Capitol Sewer Projects and CCTV	0.00	4,100.00	0.00	0.00	23,000.00
Operating Reserves - Budget Allocation					
Septic Tank Replacement(\$300k over 10yrs)		12,000.00			30,000.00
Discharge Permit Reserve(\$40k over 5yrs)		10,000.00			2,000.00
Plumbing Pipe Reserve (\$15K over 5yrs)		2,000.00			3,000.00
RWQCB Violation Fines Reserve		2,000.00			0.00
Contingency 5%		13,248.00			9,470.75
TOTAL EXPENSES	\$235,626.22	\$321,952.00	\$192,785.76	\$264,486.14	\$306,048.76
Net Ordinary O&M Income	101,079.64	87,661.00	182,908.80	102,347.53	83,295.99
Net Include. Contingency, Capital, & Reserves	\$1,609.78	(59,271.00)	80,741.16	179.89	-\$33,340.76

**PORT COSTA SANITARY DEPARTMENT
DRAFT "A" BUDGET FY 19/20 (2/12/2019) * Corrected ***

Sewer Use Charge \$1,973

GENERAL FUND 3425: REVENUE DETAIL

	PY Actual FY 17/18	Adopted FY 18/19	7 Month Actual FY 18/19	Estimated Total FY 18/19	Draft Budget FY 19/20
301.0 Sewer use charge	\$237,236.00	\$262,501.00	\$262,501.00	\$262,501	\$272,528.00
303.0 Capacity charge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
302.0 Permit fees	\$0.00	\$180.00	\$60.00	\$180.00	\$180.00
306.0 Misc fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SUB-TOTALS O&M	\$237,236.00	\$262,681.00	\$262,561.00	\$262,681.00	\$272,708.00
311.0 Interest	\$0.00	\$0.00	\$265.92	\$585.02	\$0.00
318.0 Cost recovery	\$0.00	\$0.00	\$700.00	\$1,400.00	\$0.00
317.0 Short-term Loans	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
319.0 Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUE	\$237,236.00	\$262,681.00	\$263,526.92	\$264,666.02	\$272,708.00

FUND 3425 - BALANCE OVERVIEW

	PY ACTUAL FY 17/18	ADOPTED FY 18/19	ESTIMATED FY 18/19	DRAFT BUDGET FY 19/20	
Opening Cash Balance					
Septic Tank Replacement Reserve	\$ 6,820.15	\$ 16,820.15	\$ 16,820.15	\$ 3,820.15	
Discharge Permit Reserve	\$ 36,000.00	\$ 29,946.25	\$ 29,946.25	\$ 32,908.75	
Plumbing Pipe Refurb. Reserve	\$ 7,000.00	\$ 10,000.00	\$ 10,000.00	\$ 12,000.00	
RWQCB Violation Fines Reserve	\$ 33,000.00	\$ 6,000.00	\$ 6,000.00	\$ 8,000.00	
Contingency Reserve ***	\$ -	\$ -	\$ -	\$ -	
Carry Over (unallocated)	\$ 21,207.95	\$ 42,871.48	\$ 42,871.48	\$ 49,088.87	
TOTAL OPENING CASH BALANCE	\$ 104,028.10	\$ 105,637.88	\$ 105,637.88	\$ 105,817.77	
ESTIMATED REVENUE	\$237,236.00	\$262,681.00	\$ 264,666.02	\$ 272,708.00	
ESTIMATED O&M EXPENSES	\$ (136,156.36)	\$ (175,020.00)	\$ (162,318.50)	\$ (189,412.00)	
ESTIMATED CAP. PROJ. EXPENSES	\$ -	\$ (4,100.00)	\$ -	\$ (23,000.00)	
ESTIMATED LOAN PRINCIPAL	\$ (88,958.58)	\$ (89,931.00)	\$ (89,931.51)	\$ (36,474.00)	
ESTIMATED LOAN INTEREST	\$ (10,511.28)	\$ (13,653.00)	\$ (12,236.13)	\$ (12,692.00)	
Closing Fund Balance					
Operating Reserves Included in Balance					
Septic Tank Rehab/Replace Reserve	\$ 16,820.15	\$ 28,820.15	\$ 3,820.15	\$ 13,820.15	(\$300K by __ 2029)
Discharge Permit Reserve	\$ 29,946.25	\$ 35,688.75	\$ 32,908.75	\$ 34,908.75	(\$40K by May 2023)
Plumbing Pipe Refurb. Reserve	\$ 10,000.00	\$ 12,000.00	\$ 12,000.00	\$ 15,000.00	(\$15K by Oct 2020)
RWQCB Violation Fines Reserve	\$ 6,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	
Contingency ***	\$ -	\$ 13,248.00	\$ -	\$ 9,470.75	
Interfund G/L non-op adjustment	\$ -	\$ -	\$ -	\$ -	
Carry Over(unallocated)	\$ 42,871.48	\$ (12,142.02)	\$ 49,088.87	\$ 35,748.11	
TOTAL CLOSING FUND BALANCE	\$ 105,637.88	\$ 85,614.88	\$ 105,817.77	\$ 116,947.76	

*** Unused contingency reserve moves to unallocated general funds at the end of the fiscal year.

Outstanding Debt	Beginning FY 18/19	Actual Ending FY 18/19	Est. Payments FY 19/20	Est. Ending FY 19/20
Crockett Valona Sanitary (WestA Refi)	\$313,437.15	\$277,963.36	\$36,474.15	\$241,489.21
Crockett Valona Sanitary (CCC Refi)	\$54,457.72	\$0.00	\$0.00	\$0.00
Crockett Valona Sanitary (Transfer)	\$24,233.49	\$24,233.49	\$0.00	\$24,233.49
Total Debt	\$392,128.36	\$302,196.85	\$36,474.15	\$265,722.70

Capital Projects for FY 2019/20

DRAFT A 2/12/19) * Corrected *

PORT COSTA SANITARY DEPARTMENT

SEWER COLLECTION SYSTEM PROJECTS	CAPITAL IMPROVEMENTS FIXED ASSET	GRANT FUNDED	PCSAN FUNDED
Emergency project(s)	\$10,000.00		\$10,000.00
CCTV Inspection	\$10,000.00		\$10,000.00
TOTAL	\$20,000.00		

TREATMENT PLANT	CAPITAL REPLACEMENTS O&M	CAPITAL IMPROVEMENTS FIXED ASSET	
Septic tank repair	\$25,000.00		\$25,000.00
Sump high alarm		\$1,500.00	\$1,500.00
Backup chemical pump		\$1,500.00	\$1,500.00
TOTAL	\$25,000	\$3,000.00	

EQUIPMENT	CAPITAL IMPROVEMENTS
No tools or equipment planned	\$0.00
TOTAL	\$0.00

\$48,000.00

The below programs can be added if additional funding is identified, otherwise to FY 20/21 or later.

Outfall Repair	\$25,000.00
Smoke Testing of collection system	\$8,600.00
Sand Replacement Reserve - annual buildup	TBD

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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TO: Budget & Finance Committee / Commissioners
FROM: General Manager *AM*
SUBJECT: 7-month FY 2018/19 Budget Report and Draft FY 2019/2020 Budget
DATE: January 30, 2019

The 7-month FY 18/19 Crockett Sanitary Budget Report details are incorporated within the attached draft 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 forecasted for FY 18/19 and there looks to be no need to adopt a revised budget.

HIGHLIGHTS

- Payroll Cost Recovery Income (#318.x) and offsetting Payroll Recoverable Expense (#6560) accounts are no longer being used. The payroll liability between departments is now allocated when payroll checks are issued. This change will provide clearer income and expense statements and simplify the audit process next year.
- The majority of capital improvement and capital replacement projects identified at the Pump Station and Joint-Treatment Plant (JTP) were not completed this year. West County Wastewater District (WCWD) is addressing staffing shortages and expects to rebuild one air compressor and modify the Pump No. 5 air vent system this fiscal year. ASR/C&H Sugar has coordinated three capital replacement projects at the JTP (drainage system metering pump, chlorine liquid sampling pump, and hydraulic control unit on sludge system) and one capital improvement project (hydraulic control module belt press). Staff has not heard back from ASR/C&H Sugar on whether any additional capital projects will be addressed before June 30, 2019.
- Sewer Use Charge (SUC) revenue (#301.1 CY and #301.2 PY) from The Nantucket is not expected to be recovered. All other direct billed SUCs have been paid. SUCs for FY 19/20 have not been calculated and only a placeholder has been included in draft budget. The actual SUC revenue will be better known once staff completes their water use study and commercial and mixed use property worksheets.
- Interest income (#311) is anticipated to continue to rise but not as rapidly as last year.
- Joint-Treatment-Plant (JTP) O&M expenses (#411.50) remain the largest expense of the Crockett Sanitary Department. Operating costs have been held in check by ASR/C&H Sugar and it is expected that expenses will be under budget for the period ending June 30, 2019.

- Attorney (#55.4) and Auditor (#55.5) expenses are expected to increase. The District has new legal counsel and the state requires the District to use a different auditor for our FY 18/19 audit.
- Software Subscriptions (#414.94) has been added to better track web hosting, SSMP ICOM subscription, and anticipated productivity software upgrades (Office, Adobe Acrobat). Telephone/Internet (#414.90) and Other Misc. (#95) will be lower as this is where web hosting and software purchases were previously tracked.
- Loan Interest Expense (#423.1) must be tracked as a long-term Non Operating Expense and not as a Capital Expense, per the State Controller's Office (SCO). Adjustments were made in the audited FY 17/18 financials.
- SSMP / GIS (ICOM) subscription service is now tracked as a software subscription and has been removed as a capital expense.
- Minor adjustments to various expense line items.

SUMMARY

Expenditures are well under budget in FY 18/19. The Motor Control Center (MCC) replacement project for the pump station may be postponed until the summer of 2020. The unspent contingency reserve will roll over to the rate stabilization reserve. Capital Projects will be funded from the proposed FY 19/20 Capital Projects Allocation and unused capital reserves allocated in prior years.

The Budget & Finance Committee should review the attached draft budget, give direction to staff, and form recommendations as needed.

FY 2019-20 CROCKETT SANITARY DEPARTMENT BUDGET - FUND 3426 DRAFT A - 1/30/2019

	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	\$ 1,848	\$ 1,000
Insurance	\$ 30,445	\$ 31,359	\$ 32,328	\$ 35,561
West County O&M Pump Station	\$ 47,610	\$ 44,141	\$ 34,690	\$ 43,207
Prof. Services (Collection Sys) Non WCWD	\$ 10,618	\$ 12,000	\$ 6,882	\$ 12,000
Rent/Lease Easements	\$ 2,392	\$ 2,350	\$ 2,448	\$ 2,500
Maintenance (CSO) Paulsell & WCWD	\$ 86,187	\$ 95,436	\$ 72,629	\$ 83,578
Utilities	\$ 30,830	\$ 31,429	\$ 27,305	\$ 30,016
Cap. Replacement (O&M) Pump Station	\$ 10,547	\$ 32,100	\$ 10,150	\$ 30,300
Other	\$ 3,566	\$ 3,680	\$ 2,196	\$ 3,500
Total Collection System	\$ 295,526	\$ 328,331	\$ 266,161	\$ 320,207
Treatment Plant				
JTP Operations & Maint - C&H	\$ 663,217	\$ 678,625	\$ 669,312	\$ 667,727
Capital Replacement (O&M) JTP	\$ 37,507	\$ 11,893	\$ 16,660	\$ 11,893
Total Treatment Plant	\$ 700,724	\$ 690,518	\$ 685,972	\$ 679,620
Administrative				
Elections	\$ 0	\$ 1,000	\$ 1,000	\$ 0
Membership	\$ 4,764	\$ 5,296	\$ 4,777	\$ 4,800
Office - Supplies/Postal/Misc.	\$ 4,076	\$ 5,217	\$ 5,347	\$ 5,112
Professional Services (Admin)	\$ 14,231	\$ 10,500	\$ 9,141	\$ 12,256
Printing / Publishing	\$ 780	\$ 1,400	\$ 2,197	\$ 1,500
Rents/Leases - Office Space	\$ 2,400	\$ 2,400	\$ 2,400	\$ 3,000
Travel/Meetings/Vehicle	\$ 483	\$ 685	\$ 629	\$ 650
Telephone and Internet	\$ 4,961	\$ 5,600	\$ 3,485	\$ 3,500
Software subscriptions	\$ 0	\$ 0	\$ 945	\$ 3,500
County & State Charges	\$ 5,959	\$ 5,965	\$ 6,174	\$ 5,965
Recoverable Expenses / Other Misc.	\$ 7,086	\$ 6,000	\$ 11,036	\$ 9,000
Training and Conferences	\$ 821	\$ 1,500	\$ 1,321	\$ 1,500
Sub-Total Administrative	\$ 45,561	\$ 45,563	\$ 48,452	\$ 50,783
Salaries and Benefits (O&M)	\$ 106,622	\$ 113,878	\$ 118,591	\$ 123,816
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	\$ 167,043	\$ 174,699
Fixed Assets				
Capital Projects Allocation	\$ 559,598	\$ 917,627	\$ 378,177	\$ 374,285
423 Other Non-Op Interfund trsfr to 3427	\$ 8,892	\$ 2,425	\$ 2,425	\$ 8,084
Total Fixed Assets	\$ 568,490	\$ 920,052	380,602	382,369
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	\$ 117,453
Interfund G/L operation adjustment	\$ 3,429	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 1,768,842	\$ 2,265,652	\$ 1,527,608	\$ 1,705,976
TOTAL APPROPRIATIONS	\$	\$ 2,169,206	\$	\$ 1,705,976
TOTAL REVENUES				
Property Tax	\$ 293,000	\$ 296,000	\$ 318,000	\$ 330,720
Sewer Use Charges	\$ 1,282,012	\$ 1,359,482	\$ 1,333,295	\$ 1,349,482
Sewer Use Charges - C&H	\$ 185,405	\$ 190,967	\$ 190,967	\$ 190,967
Permit fees	\$ 3,240	\$ 3,000	\$ 2,430	\$ 3,000
Capacity charges	\$ 8,892	\$ 2,425	\$ 2,425	\$ 2,425
Interest (non-op)	\$ 32,154	\$ 36,000	\$ 59,111	\$ 65,022
Cost Recovery including payroll	\$ 47,656	\$ 48,326	\$ 813	\$ 2,000
Grants - RTS (non-op) and others	\$ 51,700	\$ 43,945	\$ 47,330	\$ 44,869
Interfund transfer 3427	\$ 12,618	\$ 103,104	\$ 6,000	\$ 106,532
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	\$ 11,530
Allocation from Rate Stabilization Reserve	\$ 0	\$ 74,316	\$ 0	\$ 0

**CROCKETT SANITARY DEPARTMENT
OPERATING BUDGET FY 2019/20 DRAFT A (1/30/2019)**

	<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	945,517.29
Rate Stabilization Reserve	1,768,119.87	1,822,184.98	2,018,359.70
TOTAL OPENING CASH BALANCE	2,166,912.45	2,427,977.06	2,963,876.99
ESTIMATED REVENUES (excl. PCSan Repay & Stab Resrv	1,940,948.60	1,973,576.54	2,106,547.00
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	-1,119,176.01	-1,174,526.00
Allocation to Rate Stabilization Reserve	0.00	0.00	0.00
ESTIMATED CAPITAL OUTLAY EXPENSE	-527,598.34	-346,177.13	-1,132,964.00
Contingency Expense 10% *	0.00	0.00	-117,453.00
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	945,517.29	146,754.29
Rate Stabilization Reserve	1,822,184.98	2,018,359.70	2,580,941.70
TOTAL PROJECTED CLOSING YEAR-END CASH BALANCE ***	2,427,977.06	2,963,876.99	2,610,242.99
* 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
7-MONTH ACTUALS AND DRAFT A BUDGET FY 2019/30 (1/29/19)

	<u>PY Actual</u>	<u>Budgeted</u>	<u>7-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>
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	1,349,482.00
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	190,966.95	190,967.00
302 · PERMIT FEES	3,240.00	3,000.00	1,230.00	2,430.00	3,000.00
303 · CONNECTION / CAPACITY CHARGES	8,892.00	2,425.00	0.00	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	381.79	504.75	1,000.00
318.1 .3 .6 · Refunds, C&H and Other	256.73	1,000.00	203.33	308.33	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	585.12	813.08	2,000.00
Total 300 · OPERATING REVENUE	1,527,363.16	1,605,200.00	1,431,093.60	1,530,430.04	1,548,874.00
325 · NON-OPERATING REVENUE					
311 · INTEREST	32,153.91	36,000.00	33,612.45	59,110.97	65,022.00
314 · PROPERTY TAX-transfer from 3240	293,000.00	296,000.00	180,000.00	318,000.00	330,720.00
316 · PAYMENTS PRIVATE SEWER AGRMT	13,083.32	7,617.00	6,722.38	6,722.38	5,130.00
319 · GRANTS	51,700.00	43,945.00	0.00	47,330.00	44,869.00
320 · OTHER NON-OP INCOME / PASSTHRU	3,029.91	2,400.00	583.15	2,983.15	2,400.00
322 · INTERFUND TRANSFER FROM 3427	12,618.30	103,104.00	0.00	6,000.00	106,532.00
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	313,849.49	533,078.01	594,147.00
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	1,744,943.09	2,063,508.05	2,143,021.00

CROCKETT SANITARY DEPARTMENT
7-MONTH ACTUALS AND DRAFT A BUDGET FY 2019/30 (1/29/19)

	<u>PY Actual</u>	<u>Budgeted</u>	<u>7-month</u> <u>Actuals</u>	<u>Estimated</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>
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	1,597.65	1,847.65	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	16,299.77	34,689.77	43,207.00
410.55 · PROF. SVCS. (Coll.)	10,618.25	12,000.00	2,432.00	6,882.00	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	41,953.64	70,843.64	81,078.00
70.2 70.3 70.4 · Weeds, Hardware, & Repairs	2,596.67	1,500.00	785.54	1,785.54	2,500.00
Total 410.70 · MAINTENANCE	86,186.83	95,436.00	42,739.18	72,629.18	83,578.00
410.90 · UTILITIES					
90.1 · Electricity	30,219.13	30,429.00	14,410.84	26,530.84	29,226.00
90.2 · Water	610.69	1,000.00	359.24	774.24	790.00
Total 410.90 · UTILITIES	30,829.82	31,429.00	14,770.08	27,305.08	30,016.00
410.95 · OTHER OPERATING (Coll.)					
95.1 · Capital Repl. - Pump Station	10,546.65	32,100.00	0.00	10,150.00	30,300.00
95.2 · Other Operating Costs + HHW	3,566.48	3,680.00	721.29	2,196.29	3,500.00
Total 410.95 · OTHER OPERATING (Coll.)	14,113.13	35,780.00	721.29	12,346.29	33,800.00
Total 410 · COLLECTION SYSTEM *****	295,526.04	328,331.00	188,890.80	266,160.80	320,207.00
411 · TREATMENT PLANT *****			***** TREATMENT PLANT *****		
411.50 · C&H - JTP O&M	663,217.12	678,625.00	386,551.52	669,311.52	667,727.00
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	401,211.98	685,971.98	679,620.00
414 · ADMINISTRATIVE *****			***** ADMINSTRATIVE *****		
414.20 · ELECTIONS	0.00	1,000.00	0.00	1,000.00	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	549.37	1,559.37	1,400.00
40.2 · Supplies	1,920.96	2,011.00	941.56	1,791.56	1,912.00
40.3 · Miscellany	855.25	1,800.00	1,546.10	1,996.10	1,800.00
Total 414.40 · OFFICE	4,076.13	5,217.00	3,037.03	5,347.03	5,112.00
414.55 · PROF. SVCS. (Admin.)					
55.4 · Attorney	4,594.70	4,800.00	1,821.48	3,681.48	5,522.00
55.5 · Auditor	3,349.40	3,700.00	0.00	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	1,821.48	9,140.79	12,256.00
414.60 · PRINTING/PUBLISHING	779.91	1,400.00	1,557.24	2,197.24	1,500.00

CROCKETT SANITARY DEPARTMENT
7-MONTH ACTUALS AND DRAFT A BUDGET FY 2019/30 (1/29/19)

	<u>PY Actual</u>	<u>Budgeted</u>	<u>7-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	353.53	628.53	650.00
414.90 · TELEPHONE / INTERNET / CELL	4,960.92	5,600.00	1,985.25	3,485.25	3,500.00
414.94 · SOFTWARE SUBSCRIPTIONS	0.00	0.00	944.96	944.96	3,500.00
414.95 · OTHER ADMIN					
95.3 · County & State Charges	5,959.31	5,965.00	6,131.56	6,173.56	5,965.00
95.x · Recoverable exp. (excl. Payroll)	6,792.53	5,000.00	321.70	8,131.70	8,000.00
95.9 · Training and Conferences	821.44	1,500.00	421.39	1,321.39	1,500.00
95 · Other Misc.	293.39	1,000.00	2,754.44	2,904.44	1,000.00
Total 414.95 · OTHER ADMIN	13,866.67	13,465.00	9,629.09	18,531.09	16,465.00
Total 414 · ADMINISTRATIVE *****	45,561.63	45,563.00	26,334.58	48,451.89	50,783.00
Total 3426e · SUB-TOTAL O&M Expense*****	1,041,811.47	1,064,412.00	616,437.36	1,000,584.67	1,050,610.00
6560 · PAYROLL EXPENSES *****					
CVSan - O&M SALARY/BENEFITS					
General Manager / Dept. Manager	51,294.57	56,619.00	36,428.96	62,449.65	60,853.00
Asst. Department Manager	45,755.93	44,285.00	28,923.78	49,583.62	49,576.00
Assistant District Secretary	9,571.13	10,974.00	3,736.63	6,405.65	10,387.00
Other salaried employees	0.00	2,000.00	88.91	152.42	3,000.00
Total CVSan O&M SALARY/BENEFITS	106,621.63	113,878.00	69,178.28	118,591.34	123,816.00
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	69,178.28	118,591.34	123,916.00
Total O&M Expense	1,194,523.43	1,216,419.00	685,615.64	1,119,176.01	1,174,526.00
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			117,453.00
111 Capital Project Funding Allocation		917,627.00			374,285.00
Actual spent on Capital Projects	527,598.34		38,969.39	346,177.13	
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	725,585.03	1,501,778.14	1,677,348.00
NET BUDGET EXCESS or (DEFICIT)	261,064.61	0.00	1,019,358.06	561,729.91	465,673.00

**CROCKETT SANITARY DEPARTMENT
OPERATING BUDGET FY 2019/20 DRAFT A (1/30/19)**

	PY Actual	Budgeted	Estimated Yearly Totals	Draft Budget
	FY 17/18	FY 18/19	FY 18/19	FY 19/20
CONSTRUCTION FUND 3427: BUDGET DETAIL *****				
Opening Cash Balance	833,739.84	871,741.96	871,741.96	911,810.28
Interest (non-operating)	9,783.42	13,400.00	18,316.62	20,148.28
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	-55.00	-55.00
Transfer for Treatment Plant Cap Impr.	-12,618.30	-103,104.00	-12,618.30	-106,532.00
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	911,810.28	865,455.56

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

Opening Cash Balance	67,138.20	67,924.25	67,924.25	69,369.78
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	1,449.53	1,739.43
Cost Recovery	0.00	0.00	0.00	0.00
Investment Fees	-4.00	-4.00	-4.00	-4.00
Interfund Transfers	0.00	0.00	0.00	0.00
YEAR-END BALANCE	67,924.25	69,180.25	69,369.78	71,105.21

*** JTP Capital Improvement Reserve Breakdown**

	Balance Carried Forward	Allocated in FY 19/20	Ending Reserve Balance June 30, 2020
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 DRAFT A (1/23/2019)**

	<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	314,254.42	447,963.58
Loan Projects / Interest *	0.36	23,405.00	0.00	0.00
Pump Station	219,157.91	378,006.00	27,767.74	569,396.17
Treatment Plant	3,905.78	109,118.00	2,594.97	110,428.81
Clarifier Reserve to Fund 3427	0.00	32,000.00	32,000.00	0.00
Equipment	4,500.03	0.00	0.00	4,500.03
Other	0.00	0.00	1,560.00	-1,560.00
TOTAL	614,684.08	917,627.00	378,177.13	1,130,728.59

* 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	447,963.58	759,132.00	10%	342,285.00
Pump Station	569,396.17	262,800.00	10%	0.00
Treatment Plant	110,428.81	106,532.00	10%	0.00
Clarifier Reserve *	0.00	32,000.00		32,000.00
Equipment	4,500.03	4,500.00		0.00
Other	-1,560.00	0.00		0.00
TOTAL	1,130,728.59	1,164,964.00		374,285.00

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

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

Capital Projects for FY 2019/20 *DRAFT (1/23/19)*

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 *DRAFT (1/23/19)*

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.		\$8,570.00	
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	\$138,532.00