

# CROCKETT SANITARY COMMISSION

Regular Business Meeting  
AGENDA FOR WEDNESDAY, JANUARY 15, 2020

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

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

1. CALL TO ORDER – ROLL CALL
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:  
*(The Commission 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 for a future date.)*
4. PUBLIC HEARING:  
  
Hearing on cost report on penalty and abatement costs related to Notice of Violation of Ordinance No. 18-1, 2 Colona Heights, Crockett, APN 354-095-004, form recommendations.
5. CONSENT CALENDAR: Consideration of a motion to approve the following items:  
*(Items are subject to removal from Consent Calendar by request of any Commissioner 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 November 13, 2019.
  - b. Receive annual report on construction permitting for CY 2018.
  - c. Annual Sanitary Sewer Overflow (SSO) report on Crockett collection system.
6. ADMINISTRATIVE:
  - a. Consider items removed from the consent calendar.
  - b. Consider report on actions taken by the District Board.
  - c. Committee appointments for 2020.
7. REPORT OF CONSULTING ENGINEER:
8. WASTEWATER:
  - a. Consider report on enforcement actions.
  - b. Receive Status Report on outstanding items and adopt Action Plan for 2020.
  - c. Receive verbal report on sewer emergency project identified as Pomona V-00-20 to V-00-19 by Resolution No. 19/20-14, as required by Public Contract Code Section 22050.

9. **BUDGET AND FINANCE:**

- a. Consider monthly Summary Worksheets, proposed budget schedule, and staff report on financial matters.
- b. Mid-year budget report for FY 19/20.

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

- a. Operations, maintenance and capital improvements.
- b. Governmental matters.
- c. Announcements and discussion.

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

- a. Wastewater Committee – Members Bartlebaugh and Manzione
- b. Budget & Finance Committee – Members Wolthuis and Adams
- c. Inter-agency meetings:

12. **FUTURE AGENDA ITEMS:**

- Comment on draft of Capacity Charge Accessory Dwelling Unit (ADU) Ordinance (Feb)
- Consider recommended enforcement actions.
- Recommend award of contract(s)
- Recommend payment for sewer project(s).

13. **COMMENTS FROM COMMISSIONERS:**

14. **ADJOURNMENT** to February 19, 2020.

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

# CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)  
December 7, 2019

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

## NOTICE OF PUBLIC HEARINGS

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

As the owner of the above referenced property, you have previously been notified by the Crockett Sanitary Department that your property was in violation of District Ordinance No. 18-1. The violation has been corrected with proof of cleanout and backflow prevention device provided to the District on December 3, 2019.

Section 1.14.160 of the District Code allows recovery of costs related to the abatement of the Notice of Violation. Attached is a cost report outlining District costs to date.

Ticor Title Company has requested a demand for payment in full and release of the Notice of Violation. As of today, the demand if full is \$405.30 which includes \$205.30 in abatement charges and a \$200 imposed penalty. The Release of Notice of Violation is expected to be filed with the Contra Costa County Recorder's Office the first week of January 2020. If the title company pays the District before the public hearings no further action is required.

The Crockett Sanitary Commission will will hear a summary of the cost report and imposed penalty and any objections by the responsible party or property owner against whom such costs are being charged at a public hearing to be held at 7:00 PM on January 15, 2020, at the Crockett Community Center, 850 Pomona Avenue, Crockett. The Commission may rescind the penalty orders imposed, and/or make a recommendation on the cost report to the Crockett Community Services District Board.

The Crockett Community Services District Board will hear a summary of the cost report and any objections by the responsible party or property owner against whom such costs are being charged or against whose property an abatement lien or special assessment may be imposed at a public hearing to be held at 7:00 PM on January 22, 2020, at the Crockett Community Center, 850 Pomona Avenue, Crockett.

After considering the cost report and any objections thereto, the District Board may make such modifications to the cost report as it deems appropriate, after which the report may be confirmed by order of the District Board. To avoid any additional abatement costs, payment of the total abatement cost would be due and payable within 30 days of the board order.

Unless paid, the cost or expenses associated with the abatement of a nuisance condition, and any penalties, whether imposed or levied judicially or administratively, may be enforced by adding the cost of correction to any sewer service charge payable by the person violating the ordinance or the owner or tenant of the property upon which the violation occurred.

You are invited to attend both public hearings, the first to be held the at 7:00 PM on January 15, 2020 at the Crockett Community Center, 850 Pomona Avenue, Crockett by the Crockett Sanitary Commission. The second public hearing will be held at 7:00 PM on January 22, 2020 at the Crockett Community Center, 850 Pomona Avenue, Crockett by the District Board.

Please call us at 510-787-2992 with any questions that you might have.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dale McDonald', with a large, stylized flourish extending to the right.

Dale McDonald  
General Manager

# **COST REPORT**

## **Crockett Community Services District**

for

2 Colona Heights Drive, Crockett, CA

APN 354-095-004

The Crockett Community Services District is required by Section 1. Chapter 1.14 of the District Code to keep an accounting of the cost of abatement along with any other recoverable costs, and shall render a written report to the District Board showing the cost of removing and/or abating the nuisance condition and describing the work performed.

Date	Action	Time (min)	Payroll Costs	Material Costs
1/31/2019	Notice of Violation	0	\$0.00	\$0.00
3/7/2019	Notice of Public Hearing	0	\$0.00	\$0.00
4/17/2019	Public Hearing	0	\$0.00	\$0.00
5/5/2019	Prepare for recording	12	\$18.53	\$1.00
5/6/2019	Record NOV	10	\$15.44	\$0.00
6/1/2019	Notice of Public Hearing	10	\$15.44	\$3.10
6/19/2019	Public Hearing	0	\$0.00	\$0.00
12/3/2019	Owner corrected defect	3	\$3.54	\$0.00
12/6/2019	Title Co request for release	3	\$4.63	\$0.50
12/7/2019	Calculate charges	20	\$30.88	\$0.25
12/7/2019	Prepare Cost Report	10	\$15.44	\$3.10
12/7/2019	Email letter to Title Co.	5	\$7.72	\$0.00
12/7/2019	Notice of Public Hearing	10	\$15.44	\$3.10
	Rescind NOV	20	\$30.88	\$30.00
	Check for CCCRecorder	0	\$0.00	\$6.30
1/15/2019	Public Hearing - Sanitary	0	\$0.00	\$0.00
1/22/2019	Public Hearing - Board	0	\$0.00	\$0.00

Sub-Total of abatement costs = \$205.30

\$157.95

\$47.35

PENALTIES = \$200.00

TOTAL ABATEMENT COSTS AND PENALTIES = \$405.30

# CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)  
December 7, 2019

*(Transmitted via email)*

Ticor Title Company  
Attn: Cassier Howder, Escrow Assistant to Michelle Westlotorn  
7777 Alvarado Road, Suite 101  
Las Mesa, CA 91942

RE: Refinance 2 Crolona Heights Drive, Crockett, CA Parcel #354-095-004, LaPointe  
Ref. Escrow No: 00654092-014-MW; Notice of Violation Doc No. 2019-0064006-00.

## REQUEST FOR DEMAND AND RELEASE OF RECORDED LIEN

The Crockett Sanitary Department of the Crockett Community Services District (CCSD) received a demand request to release the above recorded lien. The property owner recently corrected the deficiency identified in the Notice of Violation and showed proof to the District on December 3, 2019. The Release of the Notice of Violation will occur the first week in January 2020. No final decision by the CCSD has been made regarding the penalty and accrued abatement charges related to this Notice of Violation as the property owner still has administrative hearing rights. The CCSD has no objection to the owner refinancing the loan.

The District can still pursue recovery of abatement fees from the property owner after the administrative hearing process is complete. Abatement charges accrued to date are \$205.30 and imposed penalty is \$200. The CCSD Board can choose to reduce or eliminate these charges at a future public hearing but this will not occur until January 22, 2020.

Sincerely,



Dale McDonald  
General Manager

# CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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## MINUTES OF REGULAR MEETING, NOVEMBER 13, 2019

- 1. CALL TO ORDER:** The meeting was called to order at 7:00 PM by Chairperson Wais. Present were Commissioners Bartlebaugh and Manzione along with General Manager McDonald. Commissioner Adams and Wolthuis were absent.
- 2. AGENDA ORDER:** There were no requests to change the agenda order.
- 3. PUBLIC COMMENTS:** None
- 3. PUBLIC HEARING:** None
- 5. CONSENT CALENDAR:** The consent item Minutes of October 16, 2019 were approved unanimously (mm/sb).
- 6. REPORT OF CONSULTING ENGINEER:** None.
- 7.a. ENFORCEMENT ACTIONS:** The Commission received the report on recent enforcement actions. Mr. McDonald said staff has been busy with other projects and has postponed enforcement for all but critical items. He said he plans to restart enforcement after the holidays. Mr. Manzione said that it is important to communicate with property owners who have enforcement action pending at least once every 12 months. He expressed his concern if we delay too long in addressing. Mr. McDonald said there are some backlogged enforcement action items that go back years but those with issues that can threaten health and property are being addressed. He will address all property issues in early 2020.
- 7.b. ANNUAL SEWER INSPECTION:** Mr. McDonald presented an agreement with L.R. Paulsell to perform the annual 2019 closed-circuit televised (CCTV) sewer inspection project. He said the unit price per foot is higher this year but proposal is under budget. Mr. Bartlebaugh asked if the department goes out for competitive bid for this type of work. Mr. McDonald said he has gone out to competitive bid a few times in his tenure but L.R. Paulsell's bids at that time came in well under other contractors. Because of past experiences he did not go out to competitive bid this year. The PACP standard required by our agency management software limits us to the larger CCTV contractors as well. A motion to approve agreement with L.R. Paulsell to clean and televise 12,009 lineal feet of sewers for \$21,616 carried unanimously (mm/sb).
- 8. FINANCIAL REPORT:** The monthly statements of Department finances and reports through October 11 were examined by the Commission. Mr. Manzione asked about the State Water Resources Control Board payment. Mr. McDonald said it is an annual payment for one of two State Revolving Fund Loans that are outstanding.
- 9.a. DISTRICT BOARD ACTIONS:** Mr. McDonald reported on the actions taken by the District Board in October. He said the Board introduced Ordinance 19-8 that will repeal and replace the District Code and approved resolution offering health benefits to full-time staff. He said

the Board continues to support investigating the acquisition of the Hosselkus Chapel but no decision has been made.

**9.b. MEETING SCHEDULE FOR 2020:** Mr. McDonald presented a draft meeting schedule and said the meeting date for November has to be determined as the regular date lands on Veterans Day, a District holiday. He also said that dates can be removed from the schedule if commissioners are unavailable in late summer months. The Commission chose to hold the November meeting on Tuesday November 10 and leave the rest of the schedule as proposed.

**9.c. APPOINT OFFICERS FOR 2020:** A motion to recommend Scott Bartlebaugh as chairperson was made by Mr. Manzione. A motion to recommend Mark Manzione as vice-chair was made by Mr. Bartlebaugh. The slate of officers was accepted and carried unanimously.

**10.a. STAFF REPORT ON OPERATIONS:** Mr. McDonald presented the Manager's Report for items of significance that occurred between October 15 and November 4 along with the Crockett Sanitary Department Monthly Maintenance Summary for October. The West County Wastewater District Monthly Report for October was also provided. The ASR-C&H Operations & Maintenance Report has not been received; staff is still waiting for report from new interim-plant manager Kulwinder Singh. Mr. McDonald said that Ms. Dolores Morales has been appointed as the Sanitary Administrative Assistant and Field Assistant, a part time position, in addition to her primary responsibilities as Recreation Event Supervisor. Mr. McDonald said Ms. Morales will work about 10 hours per week in the office and the field. Having her available to assist the department already proved valuable during the recent PG&E PSPS event as the Loring Pump Station required manual intervention every 3-4 hours over a 72 hour period to start a generator and pump down the wet-well. While the emergency evacuation the next day limited her role, the training she received the day before the PSPS event will allow her to be an emergency resource for future events. He said the Sanitary Sewer Overflow (SSO) event on Bishop was only 278 gallons but it entered an unmarked storm drain about 5' from the manhole where the discharge occurred. Staff will be following up with the Contra Costa County Flood Control District to get the latest storm drain maps. Mr. McDonald said the Atherton-Cooke Sewer Replacement Project is scheduled to begin construction the week of November 18.

**10.b. STAFF REPORT ON GOVERNMENTAL MATTERS:** Mr. McDonald gave a summary of bills reported at the Managers Roundtable held October 25. He reported California Senate Bill, SB-13, on Accessory Dwelling Units (ADU) passed and was signed by the Governor and that SB 69, the Ocean Resiliency Act, is dead. He spoke on regulatory focus on microplastics and evidence is showing that the majority of the pollution to the ocean is coming from storm drains and not wastewater.

**10.c. STAFF ANNOUNCEMENTS:** Mr. McDonald said the San Francisco Bay Conservation and Development Commission (BCDC) issued a permit to Lind Marine to remove three sunken boats and 40 wooden piles from the former Crockett Marina. Work may start as soon as the week of November 18, 2019. Staff attended the Sewer and Stormwater Summit 2019 on October 17 with sessions covering Operations & Maintenance, compliance, engineering, and management. Mr. McDonald said he and Director Peterson attended CSDA's Special District Climate Adaptation Roundtable on November 6. Of interest was the pursuit of using horizontal levees to mitigate rising tides while using the reclaimed wastewater to irrigate the marsh vegetation which also helps to remove contaminants not removed during wastewater



treatment. There is movement towards using nature as infrastructure for climate resilience; regulations and funding for wastewater projects require consideration of climate adaptation.

11.a. WASTEWATER COMMITTEE REPORT: None

11.b. BUDGET & FINANCE COMMITTEE REPORT: None

11.c. AD HOC COMMITTEES REPORT: None

11.d. INTER-AGENCY MEETINGS: None

12. FUTURE AGENDA ITEMS:

Comment on draft of Capacity Charge Accessory Dwelling Unit (ADU) Ordinance.  
Consider recommended enforcement actions.  
Recommend award of additional construction contract(s).  
Recommend payment for sewer project(s).

13. COMMISSIONER COMMENTS: Mr. Manzione asked if the staff had problem getting information it needs and communicating during the PG&E power shutoff event. He said that maybe two-way radios, similar to what the fire department uses, would be beneficial for our sewer emergency first responders.

14. ADJOURNMENT: The meeting was adjourned at 8:17 PM until January 15, 2020. The regularly scheduled meeting of December 11, 2019 will be cancelled.

Respectfully submitted,



Dale McDonald  
November 18, 2019

# CROCKETT SANITARY DEPARTMENT

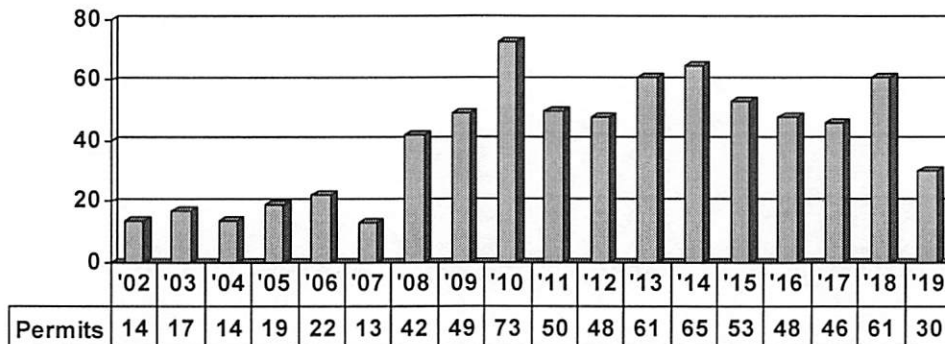
of the Crockett Community Services District

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TO: Crockett Sanitary Commission  
 FROM: Dale McDonald *DM*  
 SUBJECT: Annual Report on Construction Permitting  
 DATE: January 6, 2020

The District has issued 30 construction permits between January 1, 2019 and December 31, 2019 consisting of 23 full line replacements, 6 repair permits, and 1 new connection. There were 28 permits for Crockett and 2 permits for Port Costa. The current fee schedule, revised by Ordinance No. 09-5 in December 16, 2009, is \$30.00 for a lateral repair and \$60.00 for a full line replacement. Presenting the annual report by calendar year assists in reporting requirements by Regional and State agencies.

Records show the number of permits issued has remained steady over the years matching the average number of home sales. Homes sales were down in 2019, and along with homes having valid Certificate of Compliances, resulted in fewer permits in 2019. The majority of permits have been issued after defects were identified as part of the Lateral Inspection Program which began in 2007. Over the last 10 years, permits have averaged 54 per year.



The average time spent on permits for a lateral repair is normally less than 45 minutes. The average time spent on full line replacements is normally less than 1.5 hours. Once property owners reach the sewer permit process, most issues with the lateral inspection have been identified and the timely delays with enforcement have already been resolved. With the continued enforcement of the Lateral Inspection Program, we are expecting permits to continue to trend along with home sales.

STAFF RECOMMENDATIONS:

An Ordinance doubling of permit fees for unpermitted work is pending. There are no staff recommendations for changes to the permitting process until the fee study is complete and Ordinance is adopted.

# CROCKETT COMMUNITY SERVICES DISTRICT

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TO: Sanitary Commissioners / Board of Directors

FROM: General Manager *DM*

SUBJECT: Annual Report of Sanitary Sewer System Overflows for Calendar Year 2019

DATE: January 6, 2020

The purpose of this memo is to provide a summary of the Sanitary Sewer System Overflows (SSOs) that occurred in sanitary sewer systems of the Crockett Community Services District (District) during Calendar Year 2019. The District operates two separate collection systems in the towns of Crockett and Port Costa.

On October 3, 2012, the San Francisco Bay Regional Water Quality Control Board (RWQCB) issued a letter discontinuing the requirement to submit annual SSO reports to the RWQCB. Staff continued to update its respective Commissions and the District Board on SSO's that occurred from its collection system and report SSOs through the State's California Integrated Water Quality System (CIWQS).

This report does not include SSOs that occurred from private sewer service laterals within the Crockett Community Services District jurisdiction that were caused by conditions in privately-owned laterals or on private property. The property owners are responsible for the condition and the operation of those sewer service laterals.

## **Number and Size of SSOs**

There was a total of three (3) SSOs for the reporting period; one force main failure in Crockett and two gravity sewer overflows in Crockett. There were no SSOs in Port Costa. All SSOs were associated with dry weather conditions. None of the two spill was contained nor returned to the sewer system. No SSO reached the waters of the State. Details of the SSOs are shown below.

	Volume (gallons)	Event Type	Cause
Crockett Loring, pump station. Float switch failed.	36	Cat 3	Infrastructure Failure
Crockett C-00-35 sewer Back-up from man hole	18	Cat 3	Paper blockage
Crockett E-08-02 sewer Backup from man hole	278	Cat 1	Debris hung up on offset

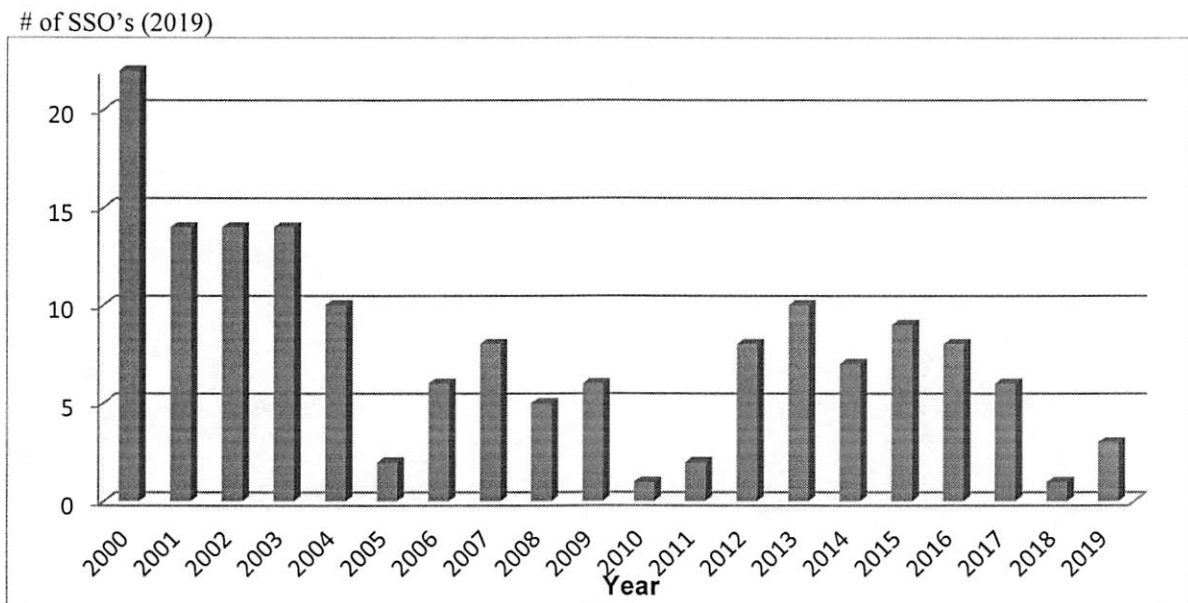
## Location of SSOs

Crockett and Port Costa are small towns in Contra Costa County located along the Carquinez Strait. There is no predominant location where SSOs tend to occur. During this time period the SSO incidents occurred in three unrelated sanitary sewer locations.

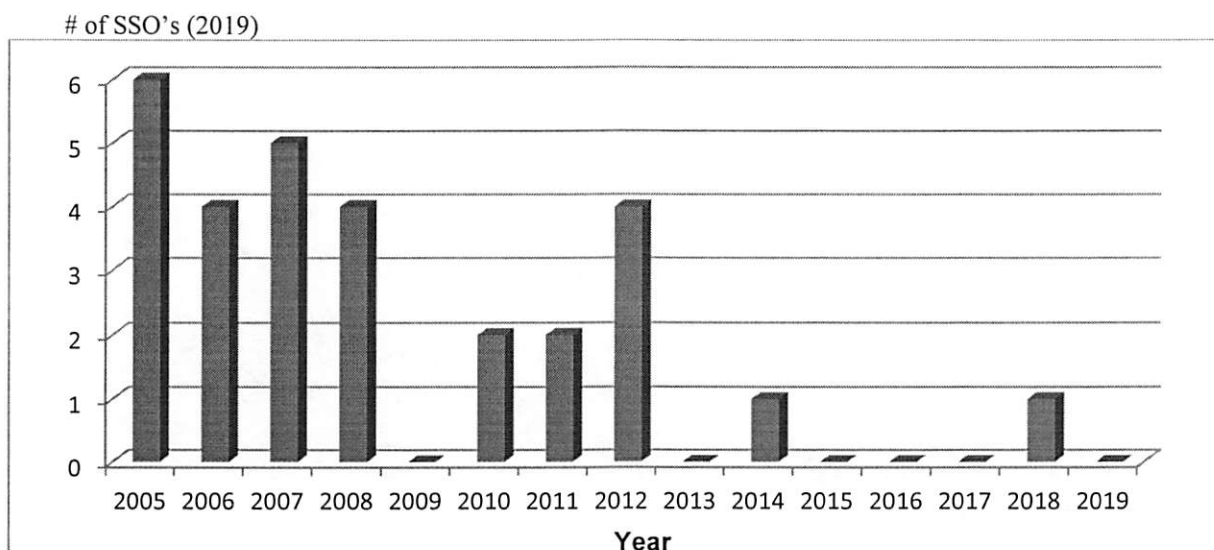
## SSO Trends

The following charts will compare data for the current reporting period with previous reporting periods for the Crockett and Port Costa Sanitary Departments.

### CROCKETT SANITARY DEPT.



### PORT COSTA SANITARY DEPT.



Jurisdiction over the Port Costa collection system only passed to Crockett CSD in May, 2008, and this summary report includes records from the former permit holder, Contra Costa County Sanitation District #5 without being able to verify their accuracy and completeness regarding SSOs that have occurred before that transition of authority.

Summary

The District’s Sewer System Management Plan (SSMP) includes a District goal to minimize the frequency and duration of SSOs, including implementing regular, proactive maintenance of the system to remove issues that may cause sewer backups or SSOs. The District’s SSMP was last updated August 2016 and was audited mid-2018. Staff continues to use data collected from SSOs to revise maintenance cleaning schedules and to update sewer repair priorities. Both the Crockett Sanitary Department and Port Costa Sanitary Department are managing their respective collection system well.

The Federal Clean Water Act largely prohibits any discharge of pollutants from a point source to the waters of the United States except as authorized under an NPDES permit. The State Regional Water Quality Control Board (SRWQB) enforces the Statewide General Waste Discharge Requirements (WDR) as authorized by California Water Code sections 13263, 13050, and others. In 2017, the RWQCB questioned staff on the high number of SSOs in the Crockett collection system compared to State average. No formal action has been requested of the District but enforcement action related to the number and volume of SSOs remains a possibility.

The Crockett Sanitary Commission, Port Costa Sanitary Commission, and District Board should review the report and form recommendations as needed.

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# CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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TO: Crockett Sanitary Commission  
FROM: General Manager *pm*  
SUBJECT: Status Report on Recent Enforcement Actions  
DATE: January 6, 2020

Staff continues enforcement of violations related to Ordinance No. 07-1 requiring inspection of the building sewer at time of any property sale and certification of its good condition.

Continued enforcement, some requiring legal advice and other with various complex situations, has been postponed due to limited staff resources. Violations of Ordinances No. 18-1 and No. 05-1 that threaten public health continue to be handled as priority enforcement.

The following property received a Certificate of Compliance prior to the sale of the building:

1. 26 ROLPH PARK DRIVE – Certificate issued after permit to repair connection to sewer.
2. 303 VIRGINIA ST - Certificate issued after review of video inspection, passed.
3. 379 WINSLOW ST - Certificate issued after review of video inspection, passed.
4. 189 WINSLOW ST - Certificate issued after permit to replace upper lateral sewer.
5. 11 WOODWARD CT - Certificate issued after permit to replace sewer.
6. 168 ROLPH PARK DRIVE - Certificate issued, permit for work completed in August.

The following properties are no longer in violation:

1. 33 BALDWIN – Certificate issued after replacement under permit.
2. 755 ALHAMBRA – Replaced under permit, Certificate issued.

There are approximately 35 properties in various stages of enforcement that need individual attention. Staff is planning to free up time so that the backlog can be addressed but does not anticipate this to occur until early 2020.

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# CV SAN. DEPT. STATUS REPORT

# JANUARY

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
Ongoing		Flow data analysis	installed iTrack meters	provide to engineer
Ongoing		Sewer database & repair records	current thru 6/13	Add to ICOM3 CMMS
Ongoing		Financial accounting & budget	mid year FY 19/20	Draft FY 20/21 budget
Ongoing		JTP cost allocation adjustment	allocation complete	
Ongoing		C&H diversion analysis	current thru 5/19	
Ongoing		Creek pollution monitoring	BACKLOGGED	
Ongoing		Manhole maintenance	brush & debris cleared	Review Summer 2020

## **FINANCIAL MATTERS**

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

## **ENGINEERING MATTERS**

5/18	E-27	Flyght SCADA with MCC	engineer investigating	develop project docs
12/12	E-26	Protect pump station from floods	POSTPONED	remove bricks by March 2020
5/12	E-25	6" sewer behind Third/Wanda	BACKLOGGED	install access point
10/10	E-24	Loring pump station alt. power backup	WCWD Power	install generator
7/07	E-21	Mercury TMDL	BACKLOGGED	review / research
4/07	E-20	Pool discharge permitting	BACKLOGGED	create permit
3/05	E-10	EQ tank rehabilitation	cleaned 9/14	engineers study required
6/04	E-9.5	Sewer replacement schedule	2% per year	Wastewater to review 2020
8/02	E-5	I&I study	BACKLOGGED	to engineer
10/01	E-4	Easement agreement (405 Alhambra)	BACKLOGGED	hire surveyor
8/01	E-3	Edwards Creek tunnel project	COMPLETED	record grant of easement

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

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



# Crockett Sanitary Department ACTION PLAN 2020

## TOP PRIORITY ACTIONS

- |   |         |
|---|---------|
| 1. Capital Sewer Replacements   | ONGOING |
| 2. MCC Panel Upgrade at Pump Station  | SUMMER  |
| 3. Update Emergency Binder and Response Plans   | FALL    |
| 4. Sewer Use Charge Rate Study  | FALL    |
| 5. Update Operations Manual   | FALL    |
| 6. Plan for new C&H Sewer Service Agreement<br><i>(Current agreement ends June 30, 2021)</i>                      | WINTER  |
| 7. Begin planning for Joint Use Agreement re-negotiation<br><i>(Agreement with C&amp;H expires July 31, 2024)</i> | WINTER  |

# CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

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## MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG: 11-20-19

### OPERATING FUND 3426

CASH CARRIED FORWARD: \$83,122.92

#### ACTIVITY:

Warrants (5976-6003) (\$113,192.40)  
 Levy & Assr Code Fees (\$1,240.25)  
 Investment services fee (\$101.00)

Trns from Investments \$300,000.00  
 Permits & Plan Purchase \$205.00  
 Payroll recovery \$2,038.99

CASH BALANCE: \$270,833.26

#### ADV ON TAXES:

060 Prop tax Beginning \$1,282,350.30  
 No activity \$0.00

Ending Balance \$1,282,350.30

160 Adv Supp Prop tax \$0.00  
 No activity \$0.00  
 Ending Balance \$0.00

INVESTED BEG. BALANCE: \$2,759,082.42  
 Trns to cash (\$300,000.00)  
 Interest LAIF \$18,149.25

Ending Balance: \$2,477,231.67

FUND 3426 BALANCE: \$4,030,415.23

TAXES held in 3240: \$336,578.62  
 CO.charges in 3240: \$0.00

#### ACCURED DEBT OWED TO CVAN:

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

LATEST FUND REPORT: 11-13-19

### CONSTRUCTION FUND 3427

CASH CARRIED FORWARD \$40,111.31

#### ACTIVITY:

Investment fee (\$19.00)

CASH BALANCE: \$40,092.31

INVESTED BEGIN BAL.: \$879,317.76

Interest LAIF \$5,416.34

INVESTED BALANCE: \$884,734.10

FUND 3427 BALANCE: \$924,826.41

### CAPITAL RESERVE FUND 3429

CASH CARRIED FORWARD \$271.00

#### ACTIVITY:

Investment fee (\$2.00)

CASH BALANCE: \$269.00

INVESTED BEGIN BAL.: \$69,619.71

Interest LAIF \$428.84

INVESTED BALANCE: \$70,048.55

FUND 3429 BALANCE: \$70,317.55

#### CONTRACTOR BONDS ON FILE:

27 contractors \$26,500.00

## CROCKETT COMMUNITY SERVICES DISTRICT

11/17/19

## Reconciliation Detail

FUND 3426 - CV SANITARY - O&amp;M, Period Ending 11/13/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
<b>Beginning Balance</b>							4,124,555.64
<b>Cleared Transactions</b>							
<b>Checks and Payments - 29 items</b>							
Check	10/17/2019			Investment Service Charge	X	-101.00	-101.00
Check	10/18/2019	5979	WEST COUNTY W...	September Contract Services	X	-9,415.80	-9,516.80
Check	10/18/2019	5978	L.R. PAULSELL C...	September Sewer Maintenance	X	-5,750.00	-15,266.80
Check	10/18/2019	5977	David Farnsworth cpa	Auditor	X	-3,135.17	-18,401.97
Check	10/18/2019	5981	U.S. BANK	Various office	X	-596.69	-18,998.66
Liability Check	10/18/2019	5980	STATE COMPENS...	Workers Comp	X	-408.17	-19,406.83
Check	10/18/2019	5976	BAY AREA NEWS ...	Publication of Ordinances	X	-354.96	-19,761.79
Check	11/08/2019	5992	C&H SUGAR CO.	WWTP Operating Costs Sept...	X	-61,512.08	-81,273.87
Check	11/08/2019	5997	Sewer Works	Access & Repair 154 Duperu	X	-4,500.00	-85,773.87
Paycheck	11/08/2019	5983	JAMES G. BARNHI...	Payroll October 2019	X	-4,411.70	-90,185.57
Paycheck	11/08/2019	5982	DALE A. McDONALD	Payroll October 2019	X	-4,245.08	-94,430.65
Liability Check	11/08/2019	5986	CalPERS Public E...	CalPERS Retirement and 45...	X	-4,034.89	-98,465.54
Check	11/08/2019	5995	PG&E	Electric	X	-2,554.73	-101,020.27
Check	11/08/2019	6002	UNION PACIFIC R...	Rent Easement	X	-2,484.70	-103,504.97
Check	11/08/2019	5991	CD & Power	Annual Generator Service	X	-1,650.00	-105,154.97
Check	11/08/2019	5998	Smith & Associates...	Appraisal - 1 Rolph Park Drive	X	-1,600.00	-106,754.97
Check	11/08/2019	5994	L.R. PAULSELL C...	Atherton-Cooke Sewer Projec...	X	-1,560.00	-108,314.97
Liability Check	11/08/2019	5984	UNITED STATES T...	Fed Tax Payroll Liability	X	-1,508.40	-109,823.37
Check	11/08/2019	5996	Roche Home Inspe...	Commercial Property Inspecti...	X	-1,125.00	-110,948.37
Check	11/08/2019	5988	MEYERS NAVE	General Legal Advice	X	-749.16	-111,697.53
Liability Check	11/08/2019	5985	EMPLOYMENT DE...	State Tax Payroll Liability	X	-443.96	-112,141.49
Check	11/08/2019	5990	DOLORES M. MOR...	Desk and Paint Supplies	X	-377.27	-112,518.76
Check	11/08/2019	6001	Dale McDonald	Office & Mileage Reimburse...	X	-236.16	-112,754.92
Check	11/08/2019	6000	AT&T	Pump Station and Office Phone	X	-192.69	-112,947.61
Check	11/08/2019	5989	Regional Governme...	Contract Services for October	X	-154.98	-113,102.59
Check	11/08/2019	6003	LINCOLN FINANCI...	LTD Insurance Premium	X	-120.12	-113,222.71
Check	11/08/2019	5999	DOLORES M. MOR...	Mileage Reimbursement	X	-56.84	-113,279.55
Check	11/08/2019	5993	County of Contra C...	Assessor List	X	-13.85	-113,293.40
Check	11/15/2019		CONTRA COSTA ...	Levy & Assr Code Fees SUC ...	X	-1,240.25	-114,533.65
<b>Total Checks and Payments</b>						<b>-114,533.65</b>	<b>-114,533.65</b>
<b>Deposits and Credits - 8 items</b>							
Transfer	10/08/2019			Payroll recovery REC to CVS...	X	12.91	12.91
Transfer	10/08/2019			Payroll recovery MAINT to C...	X	94.98	107.89
Transfer	10/08/2019			Payroll recovery PCSan to C...	X	1,931.10	2,038.99
Deposit	10/14/2019			Permit 19-23	X	30.00	2,068.99
Deposit	10/17/2019			Interest	X	18,149.25	20,218.24
Deposit	10/18/2019			Two sets of Plans / Permit 19...	X	145.00	20,363.24
Deposit	11/07/2019			Permit 19-25 - cc	X	30.00	20,393.24
Check	11/08/2019	5987	LINCOLN FINANCI...	***** VOID *****	X	0.00	20,393.24
<b>Total Deposits and Credits</b>						<b>20,393.24</b>	<b>20,393.24</b>
<b>Total Cleared Transactions</b>						<b>-94,140.41</b>	<b>-94,140.41</b>
<b>Cleared Balance</b>						<b>-94,140.41</b>	<b>4,030,415.23</b>
<b>Register Balance as of 11/13/2019</b>						<b>-94,140.41</b>	<b>4,030,415.23</b>
<b>Ending Balance</b>						<b>-94,140.41</b>	<b>4,030,415.23</b>

# CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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## MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG: 12-18-19

LATEST FUND REPORT: 12-11-19

### OPERATING FUND 3426

### CONSTRUCTION FUND 3427

CASH CARRIED FORWARD: \$270,833.26

CASH CARRIED FORWARD \$40,092.31

#### ACTIVITY:

#### ACTIVITY:

Warrants (6004-6023) (\$143,605.18)

No activity \$0.00

Direct Bill SUCs \$52,213.00

CASH BALANCE: \$40,092.31

Permits and Bond \$1,180.00

INVESTED BEGIN BAL.: \$884,734.10

Payroll recovery \$2,666.95

No activity \$0.00

CASH BALANCE: \$183,288.03

INVESTED BALANCE: \$884,734.10

FUND 3427 BALANCE: \$924,826.41

#### ADV ON TAXES:

060 Prop tax Beginning \$1,282,350.30

No activity \$0.00

Ending Balance \$1,282,350.30

160 Adv Supp Prop tax \$0.00

No activity \$0.00

Ending Balance \$0.00

INVESTED BEG. BALANCE: \$2,477,231.67

No activity \$0.00

Ending Balance: \$2,477,231.67

FUND 3426 BALANCE: \$3,942,870.00

TAXES held in 3240: \$363,638.56

CO.charges in 3240: \$0.00

#### ACCURED DEBT OWED TO CVAN:

PCSAN DEPT. \$302,196.85

MAINT DEPT. \$0.00

### CAPITAL RESERVE FUND 3429

CASH CARRIED FORWARD \$269.00

#### ACTIVITY:

No activity \$0.00

CASH BALANCE: \$269.00

INVESTED BEGIN BAL.: \$70,048.55

No activity \$0.00

INVESTED BALANCE: \$70,048.55

FUND 3429 BALANCE: \$70,317.55

#### CONTRACTOR BONDS ON FILE:

27 contractors \$27,500.00


**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Reconciliation Detail**  
**FUND 3426 - CV SANITARY - O&M, Period Ending 12/11/2019**

Type	Date	Num	Name	Memo	Clr	Amount	Balance
<b>Beginning Balance</b>							4,030,415.23
<b>Cleared Transactions</b>							
<b>Checks and Payments - 22 items</b>							
Check	11/20/2019	6004	C&H SUGAR CO.	Shared JTP Op Costs Oct...	X	-56,711.85	-56,711.85
Check	11/20/2019	6007	Grundfos CBS Inc.	Sensors for pumps - annu...	X	-9,000.00	-65,711.85
Check	11/20/2019	6005	CALIFORNIA ASSN...	Membership renewal 1/1/...	X	-4,456.00	-70,167.85
Check	11/20/2019	6008	SWRCB FEES	Collection System Permit ...	X	-2,625.00	-72,792.85
Check	11/20/2019	6012	U.S. BANK	Various	X	-2,136.84	-74,929.69
Liability...	11/20/2019	6010	STATE COMPENS...	Workers Comp	X	-408.19	-75,337.88
Check	11/20/2019	6009	Specialized Electric...	Video alarm system Oct...	X	-285.00	-75,622.88
Check	11/20/2019	6011	LINCOLN FINANCI...	LTD premium 12/1 to 12/31	X	-120.12	-75,743.00
Check	11/20/2019	6006	EBMUD	Water for Pump Station	X	-118.65	-75,861.65
Transfer	12/05/2019			Payroll and other recovery...	X	-844.36	-76,706.01
Transfer	12/05/2019			Payroll and other recovery...	X	-218.50	-76,924.51
Check	12/06/2019	6019	STATE WATER RE...	SRF Loan Cont#01805-55...	X	-36,120.81	-113,045.32
Check	12/06/2019	6021	L.R. PAULSELL CO...	CSO cleaning Nov and At...	X	-12,432.50	-125,477.82
Payche...	12/06/2019	6014	JAMES G. BARNHILL	Payroll November 2019	X	-4,411.70	-129,889.52
Payche...	12/06/2019	6013	DALE A. McDONALD	Payroll November 2019	X	-4,245.07	-134,134.59
Liability...	12/06/2019	6015	CalPERS Public Em...	CalPERS Retir and 457	X	-4,034.89	-138,169.48
Check	12/06/2019	6022	PG&E	Electricity at PS	X	-2,343.28	-140,512.76
Check	12/06/2019	6018	MEYERS NAVE	General attorney advice O...	X	-1,870.61	-142,383.37
Liability...	12/06/2019	6016	UNITED STATES T...	Fed Payroll Tax Liability	X	-1,508.36	-143,891.73
Liability...	12/06/2019	6017	EMPLOYMENT DE...	State Payroll Tax Liability	X	-443.96	-144,335.69
Check	12/06/2019	6020	AT&T (Phone)	Office and PS phone lines	X	-194.35	-144,530.04
Check	12/06/2019	6023	U.S. Postal Service ...	Annual PO 578 Box Rental	X	-138.00	-144,668.04
<b>Total Checks and Payments</b>						-144,668.04	-144,668.04
<b>Deposits and Credits - 9 items</b>							
Deposit	11/15/2019			Permit 19-26 - cc	X	60.00	60.00
Deposit	11/19/2019			Permit 19-27	X	60.00	120.00
Deposit	11/21/2019			SUC - cc	X	636.00	756.00
Deposit	11/22/2019			SUC	X	5,152.00	5,908.00
Transfer	12/05/2019			Payroll recovery Nov 2019...	X	37.60	5,945.60
Transfer	12/05/2019			Payroll and incidental rec...	X	1,732.89	7,678.49
Transfer	12/05/2019			Payroll and postage recov...	X	1,959.32	9,637.81
Check	12/06/2019	6024	VOID	*** VOIDED CHECK ****	X	0.00	9,637.81
Deposit	12/06/2019			SUC / Bond / Permit	X	47,485.00	57,122.81
<b>Total Deposits and Credits</b>						57,122.81	57,122.81
<b>Total Cleared Transactions</b>						-87,545.23	-87,545.23
<b>Cleared Balance</b>						-87,545.23	3,942,870.00
<b>Register Balance as of 12/11/2019</b>						-87,545.23	3,942,870.00
<b>Ending Balance</b>						-87,545.23	3,942,870.00

# CROCKETT COMMUNITY SERVICES DISTRICT

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TO: Directors and Commissioners  
FROM: General Manager   
SUBJECT: Proposed Budget Schedule  
DATE: January 6, 2020

## PROPOSED FY 2020/21 BUDGET SCHEDULE

JANUARY	Staff prepares draft budget schedule.
JANUARY	Order envelopes for mailing of hearing notice. Order water use data from EBMUD & CCWD.
JANUARY 6,8,15	Staff presents mid-year budget reports. Appoint 3 Budget & Finance Committees.
JANUARY	Staff calculates water consumption and "increase" in sewer use charges, if needed.
JANUARY	Staff prepares 3 draft operating budgets.
FEBRUARY 3-21	Committees meet to develop preliminary budgets.
MARCH 2,11,18	Staff presents 8-month budget reports and preliminary budgets.
APRIL 1-17	Committees meet to revise preliminary budget and instruct staff on sewer service charge. Staff prepares newsletter, if needed.
APRIL 6,8,15	Committees report recommendations to Commissions and Board.
APRIL 22	Board sets June 24 date for public hearings on proposed budget, on rate increases, and on method of collection.
APRIL 22	Board instructs staff on wording notice of proposal to raise fees by specified amounts. Board approves newsletter.

APRIL 23	Staff updates database with changes in ownership and makes copies of notice & newsletters for mass mailing.
MAY 4	Recreation Commission recommends recreation tax rate.
MAY 11	DEADLINE TO NOTIFY ALL PROPERTY OWNERS BY MAIL NO LESS THAN 45 DAYS BEFORE HEARING. (Prop. 218 and District Code Sec. 6.24.035)
MAY 27	Resolution setting recreation tax.
MAY 29	Staff completes draft Sewer Use Charge Study Reports. (H&S Code Sec. 5473 and District Code Sec. 6.24.160.B)
Before JUNE 1	Staff prints out sewer use charges. (District Code Sec. 6.24.160.B)
MAY 29	Deadline for 2 hearing notices emailed to West County Times for publication to run Wed 6/4 & Sat 6/13. (Prop. 218 and H&S Code Sec. 5473.1, Gov't Code Sec. 61110(d) of CSD law, and District Code Sec. 6.24.160.C)
JUNE 1-12	Committees may meet again to develop final budget proposal.
JUNE 3,10	Distribute final Sewer Use Charge Study Reports to San. Comm.
JUNE 1,10,17	Commissions adopt 3 budget proposals and approve SUC Study Reports and rate ordinances.
JUNE 12	Computer run of sewer service charges and Sewer Use Charge Study must be available to public at least 10 days prior to hearing. [Gov't Code Sec. 66016(a)]
JUNE 24	Present final budget proposal to Board.
JUNE 24	Public hearing on Sewer Use Charge Study Reports and committee recommendations for sewer service charges. (Prop. 218 and H&S Code Sec. 5473.1 & Dist. Code Sec. 6.24.160.F) Public hearing on method of collection. (H&S Code Sec. 5473.2) Public hearing on budget (Gov't Code Sec. 61110) Resolution overruling objections to method of collection and adopting Secretary's Report. (H&S Code Sec. 5473.3) Ordinances setting sewer service charges and setting method of collection. Resolution adopting budget. Adopt revised budget for <u>current year</u> if needed.
JUNE 25	Publish Ordinance in West County Times and post publicly.

JULY	Receive new tax roll. Final computer run sewer service charges.
JULY 8	Authorize PCSan capital projects.
JULY 15	Authorize CVSan capital projects.
AUGUST 7	Deadline to submit rec. tax and sewer service charges to County. (H&S Code Sec. 5473.4)
AUGUST	Receive 3 County print outs for review and correction.

C:\mydocs\admin\bud&fin\Schedule.budget.2020.doc




# CROCKETT SANITARY DEPARTMENT

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of the Crockett Community Services District

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TO: Commissioners  
FROM: General Manager   
SUBJECT: Mid-Year Budget Report for General Fund 3426  
DATE: January 6, 2020

The mid-year Crockett Sanitary Budget Report includes a summary 6-month budget report of the Crockett Sanitary Department Operating Fund 3426, Construction Fund 3427, and Capital Reserve Fund 3429. The adopted Fiscal Year (FY) 19/20 budget included total revenue of \$2,163,015, Operating & Maintenance (O&M) expenses of \$1,320,975, capital outlay allocation of \$1,353,790, and a contingency reserve of \$132,088. While a budget deficit for the Crockett Sanitary Department is not forecast it is important to review the 6-month budget report.

The initial draft budget for FY 20/21 will be developed next month with help from the Budget & Finance Committee. Staff has requested information from West County Wastewater District (WCWD) and C&H Sugar on their capital replacement and capital improvement projects at the Crockett Pump Station and Joint Treatment Plant for the remainder of this FY and for FY 20/21.

## HIGHLIGHTS:

- Sewer Use Charge (SUC) fee from C&H (#301.3) is over budget by \$47,472 because they double-paid their second quarterly SUC installment, in effect pre-paying their March 2020 quarterly installment.
- Port Costa Interfund Loan (#325.9) remains outstanding and they have been requested to consider full payment in March 2020.
- Auto-dialer alarm (#90.6) account tracks expenses related to the new Loring Pump Station cell alarm and telephone land line auto-dialer costs at the Main Crockett Pump Station.
- Repair of the sewer damaged near the JSHS bleachers was completed at a cost of \$6,900. JSHS paid for the work and this is reflected in Cost Recovery Income (#318) and Other Operating Costs (#95.2) which is why both have higher budget line items.
- Joint Treatment Plant (JTP) O&M costs (#411.50) remains the largest expense faced by the Crockett Sanitary Department. JTP costs are currently \$29,259 under budget. JTP Capital Replacement costs (#411.95) are also under budget as only a chlorine sampling pump was replaced to date. Historically C&H completes most of their capital replacement projects in the spring and summer.

- Fixed costs related to the Hosselkus Chapel acquisition are being paid by the Crockett Sanitary Department. Time spent by staff has been tracked as District expense and is split based on approved CSD allocation factors. Appraisal (#55.8) and consulting (#55.7) costs related to the acquisition will be partially recovered from other departments after the Board determines the allocation splits.
- Payroll O&M expenses of \$73,322 are slightly over budget due to the Assistant Sanitary Department Manager spending more of his time on Crockett Sanitary Department issues through November 2019. He has begun spending more of his time on Port Costa issues and this is expected to continue for at least a few months, resulting in payroll expenses for Crockett being lower which will result in meeting budget targets by year end.

#### CAPITAL PROJECTS:

Capital expenditures in the amount of \$47,528 have been spent through December 31, 2019, most of it on engineering costs related to capital projects that are currently under way or pending construction. Capital improvements completed at the JTP, the District's share being \$8,819, include replacement of a refrigerated sampler and meter pump. Enough capital funding exists to complete multiple capital sewer construction projects that will occur in the coming months. Any unspent capital outlay will roll forward to FY 20/21.

#### SUMMARY:

The attached budget report shows the Crockett Sanitary Department is managing its expenses well. Construction projects and related costs over the next 6 months will use approximately \$700,000 of the capital outlay allocation of \$1,353,790. The remaining outlay will be used for the Crockett Pump Station Motor Control Center (MCC) capital project. It does not appear the contingency reserve of \$132,088 will need to be used in FY 19/20. The unspent contingency and rate stabilization reserves will roll forward to next fiscal year on June 30, 2020.

#### STAFF RECOMMENDATION:

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

The Crockett Sanitary Commission's Budget & Finance Committee should meet to discuss the FY 20/21 draft budget and form recommendations accordingly. Increased operations, maintenance, and capital expenses should be planned for in the coming years. Early indication is that there will be a need for a Sewer Use Charge increase in FY 20/21.

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**CROCKETT COMMUNITY SERVICES DISTRICT**  
**CVSAN Budget Report**  
July through December 2019

	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
<b>3426i · FUND 3426 CVSAN. Income***</b>				
301.1 · SEWER USE CHARGES - CY	1,329,081.44	1,328,293.00	788.44	100.06%
301.3 · SEWER USE CHARGES - C&H	143,225.20	95,483.47	47,741.73	150.0%
302 · PERMIT FEES	1,469.00	1,560.00	-91.00	94.17%
303 · CAPACITY CHARGES	2,425.00	2,425.00	0.00	100.0%
307 · PENALTIES FINES COLLECTED	0.00	500.00	-500.00	0.0%
318 · COST RECOVERY	6,980.16	877.82	6,102.34	795.17%
311 · INTEREST	37,035.63	36,764.81	270.82	100.74%
314 · PROPERTY TAXES trnsfr from 3240	173,882.11	173,882.11	0.00	100.0%
316 · ACCESS REPAIR PAYMENTS	7,662.84	7,682.00	-19.16	99.75%
320 · OTHER NON-OP INCOME	910.00	0.00	910.00	100.0%
325.8 · CONTRACTOR BONDS	1,000.00	2,000.00	-1,000.00	50.0%
325.9 · INTERFUND LOAN PAYMENT PCSAN	0.00	36,474.00	-36,474.00	0.0%
<b>Total 3426i · FUND 3426 CVSAN. Income***</b>	<b>1,703,671.38</b>	<b>1,688,913.21</b>	<b>14,758.17</b>	<b>100.87%</b>
<b>3426e · FUND 3426 CVSAN. Expense</b>				
<b>410 · COLLECTION SYSTEM *****</b>				
410.211 · LOAN PRINCIPAL	58,841.85	58,841.45	0.40	100.0%
410.25 · GAS, FUEL, OIL (DIST. VEHICLE)	524.83	500.02	24.81	104.96%
410.30 · INSURANCE	1,911.14	1,829.80	81.34	104.45%
410.50 · WEST COUNTY O&M (PS)	17,180.49	20,332.50	-3,152.01	84.5%
55.2 · Engineer	847.50	2,300.00	-1,452.50	36.85%
55.3 · Technician	1,650.00	2,900.00	-1,250.00	56.9%
410.65 · RENT/LEASE EASEMENTS	2,484.70	2,500.00	-15.30	99.39%
410.70 · MAINTENANCE	47,797.13	43,760.98	4,036.15	109.22%
90.6 · Autodialer alarm	1,381.38			
90.1 · Electricity	15,595.16	15,507.98	87.18	100.56%
90.2 · Water	514.04	567.00	-52.96	90.66%
95.1 · Capital Replacements (PS)	0.00	5,500.00	-5,500.00	0.0%
95.2 · Other Operating Costs	9,570.00	2,115.00	7,455.00	452.48%
95.2.5 · HHW collection/disposal	0.00	140.00	-140.00	0.0%
<b>Total 410 · COLLECTION SYSTEM *****</b>	<b>158,298.22</b>	<b>156,794.73</b>	<b>1,503.49</b>	<b>100.96%</b>
<b>411 · TREATMENT PLANT</b>				
411.50 · C&H - JTP O&M	330,802.29	360,061.50	-29,259.21	91.87%
411.95 · CAPITAL REPLACEMENT (Treat)	3,751.00	8,425.00	-4,674.00	44.52%
411.98 · CAP RESERVE Trnsf to 3427	32,000.00	32,000.00	0.00	100.0%
411.99 · CAPACITY CHARGE Trnsfr to 3427	2,425.00	2,425.00	0.00	100.0%
<b>Total 411 · TREATMENT PLANT</b>	<b>368,978.29</b>	<b>402,911.50</b>	<b>-33,933.21</b>	<b>91.58%</b>
<b>414 · ADMINISTRATIVE</b>				
414.35 · MEMBERSHIPS	4,650.43	4,700.00	-49.57	98.95%
414.40 · OFFICE Postal, Supplies, Misc.	1,939.80	2,108.54	-168.74	92.0%
55.8 · Appraisor	4,000.00			
55.7 · Consultants	2,447.86	300.00	2,147.86	815.95%
55.4 · Attorney	7,351.24	3,125.02	4,226.22	235.24%

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**CVSAN Budget Report**  
July through December 2019

	<b>Jul - Dec 19</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
55.5 · Auditor	3,135.17	2,250.00	885.17	139.34%
55.6 · Engineer	6,732.75	6,000.00	732.75	112.21%
414.60 · PRINTING/PUBLISHING	1,072.83	900.00	172.83	119.2%
414.80 · VEHICLE / TRAVEL REIMBURSEMENT	237.54	399.98	-162.44	59.39%
414.90 · TELEPHONE / INTERNET / CELL SERVICES	1,753.25	1,749.98	3.27	100.19%
414.94 · SOFTWARE SUBSCRIPTIONS	12,903.94	13,860.00	-956.06	93.1%
95.3 · County & State Charges	5,628.22	5,220.00	408.22	107.82%
95.4 · Refunds	0.00	500.00	-500.00	0.0%
95.5 · Recoverable expenses	12,652.02	7,200.00	5,452.02	175.72%
95.5r · Recoverable (Rec.)	11.37	50.02	-38.65	22.73%
95.5p · Recoverable (PCSan)	88.15	39.98	48.17	220.49%
95.5m · Recoverable (Maint.)	0.00	9.98	-9.98	0.0%
95.8 · Other Misc. Admin.	223.76	249.98	-26.22	89.51%
95.9 · Training and Conferences	1,376.48	1,000.00	376.48	137.65%
<b>Total 414 · ADMINISTRATIVE</b>	<b>66,204.81</b>	<b>49,663.48</b>	<b>16,541.33</b>	<b>133.31%</b>
423.1 · LOAN INTEREST (Non-op)	12,596.52	12,596.48	0.04	100.0%
423 · OTHER NON-OP EXPENSES - Bonds	1,000.00	1,000.00	0.00	100.0%
6560 · PAYROLL EXPENSES	73,322.49	68,344.54	4,977.95	107.28%
<b>Total 3426e · FUND 3426 CVSAN. Expense</b>	<b>680,400.33</b>	<b>691,310.73</b>	<b>-10,910.40</b>	<b>98.42%</b>
<b>Net Ordinary Income Fund 3426</b>	<b>1,023,271.05</b>	<b>997,602.48</b>	<b>25,668.57</b>	<b>102.57%</b>
3427i · FUND 3427 CVSAN. Income***				
303x · FUND 3427 Trns capacity charges	2,425.00	2,425.00	0.00	100.0%
304x · FUND 3427 Trns for Reserve	32,000.00	32,000.00	0.00	100.0%
311x · FUND 3427 LAIF Interest (Non-op)	10,999.57	9,691.17	1,308.40	113.5%
<b>Total 3427i · FUND 3427 CVSAN. Income***</b>	<b>45,424.57</b>	<b>44,116.17</b>	<b>1,308.40</b>	<b>102.97%</b>
3427e · FUND 3427 SAN. Expense***				
414.95x · FUND 3427 service charges	38.00	51.00	-13.00	74.51%
<b>Total 3427e · FUND 3427 SAN. Expense***</b>	<b>38.00</b>	<b>51.00</b>	<b>-13.00</b>	<b>74.51%</b>
<b>Net Other Income Fund 3427</b>	<b>45,386.57</b>	<b>44,065.17</b>	<b>1,321.40</b>	<b>103.0%</b>
3429i · FUND 3429 CVSAN. Income***				
311y · FUND 3429 LAIF Interest (Non-op)	870.89	843.70	27.19	103.22%
<b>Total 3429i · FUND 3429 CVSAN. Income***</b>	<b>870.89</b>	<b>843.70</b>	<b>27.19</b>	<b>103.22%</b>
3429e · FUND 3429 SAN. Expense***				
414.95y · FUND 3429 service charges	4.00	4.00	0.00	100.0%
<b>Total 3429e · FUND 3429 SAN. Expense***</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Net Other Income Fund 3429</b>	<b>866.89</b>	<b>839.70</b>	<b>27.19</b>	<b>103.24%</b>

# CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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

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

TO: Crockett Sanitary Commissioners / Board of Directors

FROM: General Manager *JM*

SUBJECT: Crockett Sanitary Department Managers Report

DATE: January 7, 2020

The Crockett Sanitary Department Managers Report highlights items of interest that occurred between December 16, 2019 and January 6, 2020.

## Operation and Maintenance

- There was no Sanitary Sewer Overflows (SSO) reported in December. There was a Category 3 SSO from manhole E-10-02 on Bishop Road reported on January 4. After interviewing residents, it appears to have been surcharging intermittently over the prior two to three days. Shop towels and rags were the cause.
- Staff responded to Crockett Pump Station alarm on January 3 related to low water pressure due to stuck float switch. WCWD informed.

## Capital Improvements / Projects

- Atherton/Cooke Project C-1002 first progress payment in the amount of \$61,122 has been made. Change orders to add another manhole at Pomona and Cooke was authorized due to existing utility conflicts.
- Emergency repairs on sewer V-00-20 to V-00-19 on Pomona between 1<sup>st</sup> and 2<sup>nd</sup> has been marked and construction is to begin on or around January 9.
- Partially collapsed pipe discovered on sewer N-00-41 to N-00-40 in yard of 58 Pomona. Spot repair scheduled for week of January 6.

## Administrative/Financial:

- Transferred \$800K to LAIF investment account.
- Annual report on construction permits and annual report on SSOs for 2019 completed.
- General Manager McDonald spent approximately 23% of his time towards Crockett Sanitary Department operations and 25% on Capital Projects in December. The rest of his time was spent on District business 33%, Recreation and PLC 9%, Maintenance 1%, and Port Costa 9%. He worked a total of 179 hours in December, excluding holidays and leave.
- Assistant Sanitary Department Manager Barnhill spent approximately 33% of his time on Crockett Sanitary Department operations and 8% on capital projects in December. The rest of his time, 59%, was spent on Port Costa issues.

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# CROCKETT SANITARY DEPARTMENT

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of the Crockett Community Services District

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

TO: Board of Directors / Crockett Sanitary Commissioners

FROM: General Manager 

SUBJECT: Crockett Sanitary Department Managers Report

DATE: December 18, 2019

The Crockett Sanitary Department Managers Report highlights items of interest that occurred between November 5, 2019 and December 15, 2019.

## Operation and Maintenance

- There was no Sanitary Sewer Overflows (SSO) reported in November. Staff responded to eight incidents of varying degrees; odor complaint, lock gate, construction concerns, water leak on EBMUD pipe near Nantucket building, bubbling of toilet water during high-pressure sewer pipe cleaning, leaking lateral sewer, brief power outage at Crockett pump station.

## Capital Improvements / Projects

- Atherton/Cooke Project C-1002 began December 3. Progressing on schedule.
- CCTV Inspection Project 19-TV has begun, completion expected by mid-January.
- Emergency repairs on sewer V-00-20 to V-00-19 on Pomona between 1<sup>st</sup> and 2<sup>nd</sup> identified during CCTV inspection.
- Cellular alarm installed at Loring Pump Station between November 22 and 27.
- Pump motor sensors installed on pumps at Crockett Pump Station on October 24.

## Administrative/Financial:

- C&H paid delinquent 1<sup>st</sup> quarter sewer use fee installment invoice along with 2<sup>nd</sup> quarter installment invoice in December.
- Annual BAAQMD air pollution submittal mailed December 13.
- Secured cash conversion and Tax Rate Area allocation for Fund 3240 completed.
- \$32K allocated to capital treatment plant reserve and \$2,425 connection/capacity fee for 100 Meadow Lane transferred to Capital Treatment Plant Sewer Construction Fund 3427.
- General Manager McDonald spent approximately 37% of his time towards Crockett Sanitary Department operations and 12% on Capital Projects in November. The rest of his time was spent on District business 36%, Recreation and PLC 8%, Maintenance 1%, and Port Costa 6%. He worked a total of 149 hours in November, excluding holidays.

\*\*\*\*\*



Community Partner for Our Bay, Our Environment

JAN 20

December 11, 2019  
Board of Directors  
Crockett Sanitary Department  
P. O. Box 578  
Crockett, CA 94525

To: Dale McDonald, General Manager

Subject: West County Wastewater District Monthly Report- November, 2019

Members of the Board:

The Crockett Sanitary Department (CSD) system operated with no operational interruptions. The average daily flow from the pump station was .266mgd and the 27-day flow total was 7.204 mil gals.

A total of 32 hours were spent on behalf of Crockett Sanitary District, including 32.0 hours of Maintenance Division's routine maintenance, 0.0 hours for Maintenance Division's Non-Routine Maintenance, 0.0 hours for Maintenance Division's capital Improvements. Also 0.0 hours for CSO Routine Maintenance and 0.0 hours for CSO Non-Routine Maintenance.

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

Sincerely,

Ted Kozlik

WCWD Maintenance Supervisor

**BOARD MEMBERS**

David Alvarado  
Sherry A. Stanley  
Cheryl Sudduth  
Harry Wiener  
Cesar Zepeda

**BOARD ATTORNEY**

Alfred A. Cabral

**GENERAL MANAGER**

Lisa Malek-Zadeh

GT:TK

Enclosed: (9) pages

Cc: Gordon Times, WCWD Collection System Supervisor

**Crockett Sanitary Department**

**Monthly Report**

**NOVEMBER, 2019**

Flow Totalizer Readings	
October 29, 2019	1831525000
November 4, 2019	1832934200
November 12, 2019	1834851600
November 19, 2019	1836566400
November 25, 2019	1838728800
Total (mil gal )	7.204
27 day Average (mgd)	.266

Employee Hours	Routine Maintenance	Non-routine Maintenance	Capital Projects	Total
Pump Station	32.0	0.0	0	32.0
Collection System	0.0	0.0	0	0.0
Total	32.0	0.0	0	32.0

PUMP STATION NON-ROUTINE MAINTENANCE ACTIVITIES

PUMP STATION CAPITAL PROJECTS



ASR – C&H Sugar Co., Inc.

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October 2019 Management, Operations &  
Maintenance Report



## Summary

For the month of October 2019, there was a significant change in staffing at the JTP. Ken Dennison resigned as the project manager for the facility after a 20+ year career at the facility. Kulwinder Singh was appointed interim manager of the facility. Kulwinder brings a wealth of experience in both the maintenance and operation of wastewater treatment facilities. In addition to Mr. Singh, Inframark assigned a number of experts to visit and inspect the facility to ensure continuing compliance and solid performance. These experts include:

Andrew Barnet, Regional Technical Manager

Roger Migchelbrink, Regional Technical Manager

David Pitocchelli, Project Manager Pasadena, Texas

Richard McGuire, Senior Process Engineer

The intent of the visits was to support the local team and review equipment status, condition, critical issues, as well as monitor the process and effluent quality. Inframark expects to make a decision regarding the full-time replacement in November 2019.

Plant operation was normal for the month with the exception of a fire that occurred on Sunday, October 27, 2019. Thankfully, the fire was quickly contained and there was little impact to the facility.

## CSD Report

### Hours

	OT	DT
Luc Beauchemin	15.5	0
Jose Mora	0	0
Brian Prisegem	0	0
Victor Ortiz	0	0
Total	15.5	0

### Flow and COD

		C&H	CSD
Flow	Avg., mgd	.521	.255
	Max., mgd	.741	.319
	Total, MG	16.137	7.905
COD	Avg., mg/l	1,742	467
	Max., mg/l	2,985	1,077
	Total, lbs.	215,101	32,169

OT/DT due to fill-in ops. Inframark will not pass-through any overtime for October 2019.



## Compliance

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

## Maintenance & Repair

- Inframark inspected safety shower an eyewash station
- Cleaned contact Tank- 5<sup>th</sup> channel
- Cleaned and inspected DAF air compressor
- Changed out manifolds for Bisulfite pumps
- New C&H influent pH probe
- Telestar inspected pressure sensor on DAF unit
- Telestar inspected belt press

## Financial Update

- Maintenance Caps – Balance at end of the month: \$139.22.

The annual maintenance cap budget is \$ 5,400 annually. For October 2019, there is an available balance of \$ 139.22. There were no expenses charged to the fund for the month.

Maintenance Cap  
INFRAMARK : WEST : OTHER WEST : C & H Sugar (Crockett) 6310  
February 2019 - January 2020  
For Month Ending: October 2019

Con-Ops : Maintenance Cap Amount:	600.00	7,200.00	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20
Monthly Cap Revenue	875.00	-	-	-	-	4,385.78	-	-	600.00	-	-	-	-	-
Cumulative Cap Revenue	875.00	875.00	875.00	875.00	875.00	5,260.78	5,260.78	5,260.78	5,860.78	5,860.78	5,860.78	5,860.78	5,860.78	5,860.78
Rollover														
Monthly Cap Revenue (LESS 40600)	1,200.00	600.00	-	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	-	-	-
Cumulative	1,200.00	1,800.00	1,800.00	2,400.00	3,000.00	3,600.00	4,200.00	4,800.00	5,400.00	5,400.00	5,400.00	5,400.00	5,400.00	5,400.00
Monthly Expenses to Cap	875.00	-	-	-	4,385.78	-	-	-	-	-	-	-	-	-
Cumulative Cap Expenses	875.00	875.00	875.00	875.00	5,260.78	5,260.78	5,260.78	5,260.78	5,260.78	5,260.78	5,260.78	5,260.78	5,260.78	5,260.78
Monthly Cap Expenses (LESS 59100)	875.00	-	-	-	4,385.78	-	-	-	-	-	-	-	-	-
Cumulative	875.00	875.00	875.00	875.00	5,260.78	5,260.78	5,260.78	5,260.78	5,260.78	5,260.78	5,260.78	5,260.78	5,260.78	5,260.78
Rebate Payable/(Accrued Income)	325.00	925.00	925.00	1,525.00	(2,260.78)	(1,660.78)	(1,060.78)	(460.78)	139.22	139.22	139.22	139.22	139.22	139.22

- Pass-thru Billable Items
  - None – Inframark will not pass-through any charges for the month of October 2019. Typical pass-through charges will resume in November 2019.



## Health & Safety

- No Lost Time Incidents or CALOSHA recordable.
- Safety training topic:
  - Review: Tool Safety
- Safety issues:
  - Walkway on South side of surge tank is collapsing.
  - Walkway on North side of surge tank is creating a trip hazard.
  - Tank inspection by certified inspector for urea and phosphoric acid tank.
  - Walkway behind the old belt press (East side) needs replacing.
  - All gratings on top of aeration tank should be anchored down.
  - Need Confined Space stickers on Aeration Reactors, DAF units and Constant Flow tanks
  - Need to remove weeds growing on reactor basins

## Operator Certification Status

- |                   |           |                   |
|-------------------|-----------|-------------------|
| • Ken Dennison    | III-7928  | Expires 6/30/2020 |
| • Kulwinder Singh | III-43654 | Expires 7/23/2021 |
| • Luc Beauchemin  | II-8540   | Expires 6/30/2021 |
| • Brain Prisegem  | II-41539  | Expires 1/8/2020  |
| • Victor Ortiz    | II-35980  | Expires 2/27/2021 |
| • Jose Mora       | II-40954  | Expires 8/7/2020  |
| • Justin P Horton | III-43786 | Expires 8/22/2022 |



## Critical Issues (Capital Projects)

### Projected Expense Projects of Significant Value (CapEx):

Item No.	Project Description	Estimated Cost	Payment Schedule
1	Replace sewer line to plant sump	\$80,000	2019-2024
2	Replace influent process pump & piping modifications, etc.	\$50,000	2019
3	Overhaul DAF #1 (sandblasting interior, recoating of interior, rebuild scraper arms)	\$500,000	2019-2024
4	Overhaul DAF #2 (sandblasting interior, recoating of interior, rebuild scraper arms)	\$500,000	2019-2024
5	Replace No. 1 belt filter press	\$350,000	2019-2024
6	Remove former aeration draft tube mixers	\$230,000	TBD: 2020-2023
7	Replace existing Norton diffusers with new diffusers (basin #1)	\$200,000	TBD: 2020-2023
8	Replace existing Norton diffusers with new diffusers (basin #2)	\$200,000	TBD: 2020-2023
9	Replace existing Norton diffusers with new diffusers (basin #3)	\$200,000	TBD: 2020-2023



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

<b>Item No.</b>	<b>Project Description</b>	<b>Estimated Cost</b>	<b>Payment Schedule</b>
1	Replace DAF air compressor with new rotary style air compressor. (compressor + labor to install + electrical)	\$20,000	2020
2	Potable water system hydropneumatic controller and system equipment	\$60,000	2020-2022
3	Replace phosphoric acid tank with similar capacity, double walled tank	\$35,000	2020-2022
4	Miscellaneous projects	\$15,000	2019
5	Update iFix/Intellusion SCADA software and new operating system for CPU	\$35,000	2020-2021
6	Install French drain on South side of reactors to redirect spring water that is coming under roadway	\$30,000	2020-2023
7	Replace /repair recycle system check valves (3 each)	\$45,000	2020-2023
8	Pull new wires from control room to reactor submersible pump system	\$25,000	2020-2020
9	Evaluate structural requirements (CapEx Item #6 above)	\$10,000	TBD: 2020-2023
10	Evaluate diffuser options (SOW for CapEx Item #7-9 above)	\$15,000	TBD: 2020-2023
11	Replace used sludge truck (gas not diesel)	\$8,000	2023