

# CROCKETT COMMUNITY SERVICES DISTRICT

Regular Business Meeting  
AGENDA FOR WEDNESDAY, AUGUST 28, 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 HEARINGS:
  - a. Consider introducing Ordinance No. 19-2 superseding Ordinance No. 09-1, amending Chapter 9 of the District Code in order to clarify the rights and responsibilities of condominium property owners and homeowners associations with respect to the inspection and timely replacement of existing private building sewers.
  - b. Consider introducing Ordinance No. 19-3 superseding Ordinance No. 09-4, adding Title 7 to the District Code regulating the use of parks and recreation facilities.
  - c. Consider introducing Ordinance No. 19-4 superseding Ordinance No. 09-5, revising private and building sewer fees.
  - d. Consider introducing Ordinance No. 19-5 superseding Ordinance No. 10-1, adding Chapter 1.14 to the District Code related to administrative enforcement.
  - e. Consider introducing Ordinance No. 19-6 superseding Ordinance No. 18-1, amending Chapter 9 of the District Code and adopting the revised Standard Specifications for the design, construction, and use of sanitary sewers in Crockett and Port Costa.
  - f. Consider introducing Ordinance No. 19-7 superseding Ordinance No. 19-1, establishing informal bidding procedures under the Uniform Public Construction Cost Accounting Act.
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 July 24, 2019.
  - b. Approve payment of District bills.
  - c. Receive Status Report on outstanding items.
9. **ADMINISTRATIVE:**
- a. Consider consent Items removed from Consent Calendar.
  - b. Consider award of contract to Valley Operators, LLC to provide wastewater treatment plant operations and maintenance services at the Port Costa Wastewater Treatment Plant in the amount of \$162,000.00 for a three-year term.
  - c. Receive report from Ad Hoc Committee and District staff on potential property acquisition of Hosselkus Chapel, form recommendations.
10. **BUDGET AND FINANCE:**
- Consider monthly Summary Worksheets and Investment Reports and staff report on financial matters.
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, Bartelbaugh, Cusack, Sutton and Wilson
  - b. Budget & Finance Committee – Members Mackenzie and Peterson
  - c. Ad Hoc Committees:
  - d. Inter-agency meetings:
12. **FUTURE AGENDA ITEMS:**
- Annual Capacity Charge Accounting and Reporting (Gov't Code Sec. 66013/AB 1600).
  - 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. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION:**
- CLOSED SESSION**
- a. Pursuant to Government Code Section 54957 – Public Employee Performance Evaluation: General Manager.
- RESUME OPEN SESSION**
- b. Announcement of actions, if any, taken in closed session.
14. **BOARD COMMENTS:**
15. **ADJOURNMENT** to September 25, 2019

**ORDINANCE NO. 19-2**

**AN ORDINANCE OF THE CROCKETT COMMUNITY SERVICES DISTRICT  
AMENDING CHAPTER 9 OF THE DISTRICT CODE IN ORDER TO CLARIFY THE  
RIGHTS AND RESPONSIBILITIES OF CONDOMINIUM PROPERTY OWNERS AND  
HOMEOWNERS ASSOCIATIONS WITH RESPECT TO THE INSPECTION AND  
TIMELY REPLACEMENT OF EXISTING PRIVATE BUILDING SEWERS**

**WHEREAS**, the Crockett Community Services District (“District”) Board of Directors considered and approved Ordinance 09-1 pertaining to the rights and responsibilities of condominium property owners and homeowners associations with respect to the inspection and timely replacement of existing private and building sewers and adding Chapter 9 to the District Code on May 27, 2009; and

**WHEREAS**, in preparation for a repeal and recodification of the Crockett Community Services District Code (“District Code”), the Board now wishes to readopt certain ordinances that were approved since the prior codification of the District Code; and

**WHEREAS**, one such ordinance is Ordinance 09-1, attached hereto as Exhibit A; and

**WHEREAS**, the text of Ordinance 09-1, as stated in Exhibit A, is unmodified from that considered and approved by the Board on May 27, 2009, except Section 3, the certification by the Secretary of the Board, and the attestation by the President of the Board shall be disregarded; and

**WHEREAS**, the full text of Ordinance 09-1, as stated in Exhibit A, is incorporated into this Ordinance 19-2 as if set forth fully herein; and

**WHEREAS**, with respect to other ordinances similarly readopted, if any of the provisions were intended to modify that of a prior ordinance, precedence shall be given to the ordinance that was more recently considered and approved by the Board at the time the ordinance was first considered and approved.

**NOW, THEREFORE**, the Board of Directors of the Crockett Community Services District (“District”) does ordain as follows:

1. Ordinance 09-1, adopted on May 27, 2009, is hereby superseded.
2. The provisions of Ordinance 09-1, as stated in Exhibit A—except the disregarded section, certification, and attestation described in Section 3, below—are adopted pursuant to the authority of the District granted by Title 6, Division 3, Part 2, Chapter 5, Section 6160, subdivision (a) of the Government Code, and the procedures established by Article 7 (commencing with Section 25120) of Chapter 1 of Part 2 of Division 2 of Title 3 of the Government Code.
3. Section 3, the certification by the Secretary of the Board, and the attestation by the President of the Board, each of Exhibit A, shall be disregarded.

4. **Precedence of Readopted Ordinances.** If any provision of this ordinance or any other similarly superseded and readopted ordinance was intended, at the time it was originally considered and approved by the Board, to modify a provision of a prior ordinance or provision of the District Code, precedence shall be given to the ordinance that was more recently considered and approved by the Board at the time the ordinance was first considered and approved.

5. **Reference to Specific Ordinances.** The provisions of this ordinance shall not in any manner affect matters of record which refer to, or are otherwise connected with ordinances which are therein specifically designated by number or otherwise, but such reference shall be construed to apply to the corresponding provisions contained within any readopted ordinance. Any reference to a prior ordinance shall refer to the respective readopted ordinance.

6. **Effect of Ordinance on Past Actions and Obligations.** The adoption of this Ordinance shall not in any manner affect the prosecution for violations of ordinances, which violations were committed prior to the effective date hereof, nor be construed as a waiver of any license, fee, or penalty at said effective date due and unpaid under such ordinances relating to the collection of any such license, fee, or penalty, or the penal validity of any bond or cash deposit in lieu thereof required to be posted, filed or deposited pursuant to any ordinances and all rights and obligations thereunder appertaining shall continue in full force and effect.

7. **Severability.** The provisions of this Ordinance are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Ordinance or their applicatory to other persons or circumstances.

8. **CEQA.** In accordance with the California Environmental Quality Act Public Resources Code Sec. 21000 et seq. (“CEQA”) and the regulations promulgated pursuant to CEQA (“the State Guidelines”), the District Board of Directors finds and determines that with respect to the Board's approval and adoption of this Ordinance that it is not a “project” within the meaning of CEQA or the State Guidelines, as it merely represents a restatement of existing policies and procedures of the District with regard to the matters addressed in this Ordinance and, therefore to that extent, neither this Ordinance itself nor its adoption constitutes a “project” as that term is defined under CEQA; and neither this Ordinance nor any part of it, nor its adoption by the District’s Board of Directors, nor its operation and enforcement by the District is likely to have a significant effect on the environment.

9. **Effective Date.** Upon adoption, this Ordinance shall be entered in the minutes of the Board and a summary thereof shall be published in the West County Times promptly following its passage and adoption, and this Ordinance shall take effect and be in force and effect immediately after the 30th day following adoption, as prescribed by Government Code Section 25123.

**I HEREBY CERTIFY** that the foregoing Ordinance was duly and regularly adopted by the Board of Directors of the Crockett Community Services District, at a regular meeting thereof, held on the 28th day of August 2019, by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

---

Kent Peterson  
President of the Board of Directors,  
Crockett Community Services District,  
County of Contra Costa,  
State of California

**COUNTERSIGNED:**

---

Dale McDonald, Secretary  
Crockett Community Services District

Approved as to Form: \_\_\_\_\_  
Rachel Hundley  
District Counsel

3337866.1

# EXHIBIT A

## ORDINANCE NO. 09-1

### ORDINANCE AMENDING CHAPTER 9 OF THE DISTRICT CODE IN ORDER TO CLARIFY THE RIGHTS AND RESPONSIBILITIES OF CONDOMINIUM PROPERTY OWNERS AND HOMEOWNERS ASSOCIATIONS WITH RESPECT TO THE INSPECTION AND TIMELY REPLACEMENT OF EXISTING PRIVATE BUILDING SEWERS

IT IS ORDAINED by the Board of Directors of Crockett Community Services District ("District") as follows:

1. **Definitions.** For the purposes of this Ordinance, the following terms have the meanings specified below.

1.1 "Building sewer" means the privately owned and maintained sewer line that links the sanitary or waste plumbing (building drain) of a house or other building with the main sewer. The building sewer begins at its point of connection (including the connection) with the main sewer and terminates at its point of connection to the building drain. The point of connection to the building drain shall be two (2) feet or less from the building foundation at the point where the plumbing first extends outside the foundation. (normally 4 or 6 inches in diameter.)

1.2 "Lateral sewer" means "building sewer" or "side sewer."

1.3 "Side sewer" means "building sewer" or "lateral sewer."

1.4 "Main sewer" means a public sewer that has been constructed to accommodate one or more side sewers. (normally 6, 8 or 10 inches in diameter.)

2. **Chapter 9** of the Crockett Community Services District Code is hereby amended by the addition of Section 9.10.025 as set forth below.

#### **Section 9.10.025 Condominium Owners and Homeowners Associations**

Owners of individual condominium units shall not be subject to Section 9.10.020 "Certificate of Compliance requirement" as individuals. Where building sewers are owned as common property of a homeowners association, that homeowners association shall be required to obtain a Certificate of Compliance for all building sewers and site collector sewers, commonly known as the site collector system, of the condominium properties.

A. Requirement for testing. Within one (1) year of the final passage of this section, the homeowners' association of any condominium buildings constructed before January 1, 1994 shall obtain a Certificate of Compliance from the District for the site collector system serving its buildings. Thereafter, the homeowners' association shall obtain new Certificates of Compliance from the District for the site collector system at ten (10) year intervals.

Exceptions: This paragraph shall not apply to any condominiums where the District determines that installation or total replacement of the site collector system has been performed to District standards within the last fifteen (15) years.

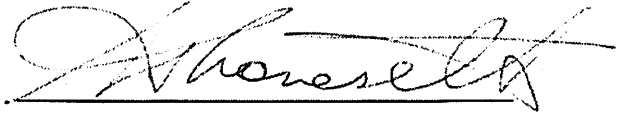
B. Testing procedure and requirements. All condominium buildings will be required to comply with the testing procedures outlined in Chapter 9 of the District Code

3. Effective Date. Upon adoption, this Ordinance shall be entered in the minutes of the Board and shall be published in the West County Times promptly following its passage and adoption, and this Ordinance shall take effect and be in force and effect immediately after the 30th day following adoption.

STATE OF CALIFORNIA)  
COUNTY OF CONTRA COSTA)

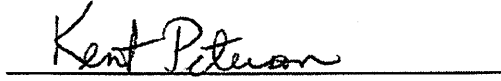
I HEREBY CERTIFY that the foregoing Ordinance was duly and regularly adopted by the Board of Directors of the Crockett Community Services District, at a regular meeting thereof, held on the 21<sup>th</sup> day of MAY, 2009, by the following vote:

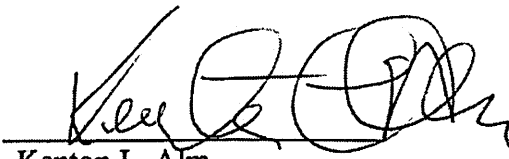
AYES: Burlison, Glover, MacKenzie, Petty, Loveseth  
NOES: None  
ABSTAIN: None  
ABSENT: None



Steve Loveseth  
President of the Board of Directors,  
Crockett Community Services District,  
County of Contra Costa,  
State of California

COUNTERSIGNED:

  
Kent G. Peterson, Secretary  
Crockett Community Services District

Approved as to Form:   
Kenton L. Alm  
General Counsel

1221077.1



**ORDINANCE NO. 19-3**

**AN ORDINANCE OF THE CROCKETT COMMUNITY SERVICES DISTRICT  
ADDING TITLE 7 TO THE DISTRICT CODE REGULATING  
THE USE OF PARKS AND RECREATION FACILITIES**

**WHEREAS**, the Crockett Community Services District (“District”) Board of Directors considered and approved Ordinance 09-4 pertaining to regulating the use of parks and recreation facilities and adding Title 7 to the District Code on November 18, 2009; and

**WHEREAS**, in preparation for a repeal and recodification of the Crockett Community Services District Code (“District Code”), the Board now wishes to readopt certain ordinances that were approved since the prior codification of the District Code; and

**WHEREAS**, one such ordinance is Ordinance 09-4, attached hereto as Exhibit A; and

**WHEREAS**, the text of Ordinance 09-4, as stated in Exhibit A, is unmodified from that considered and approved by the Board on November 18, 2009, except sections 2 and 3, the certification by the Secretary of the Board, and the attestation by the President of the Board shall be disregarded; and

**WHEREAS**, the full text of Ordinance 09-4, as stated in Exhibit A, is incorporated into this Ordinance 19-3 as if set forth fully herein; and

**WHEREAS**, with respect to other ordinances similarly readopted, if any of the provisions were intended to modify that of a prior ordinance, precedence shall be given to the ordinance that was more recently considered and approved by the Board at the time the ordinance was first considered and approved; and

**WHEREAS**, as stated in the attached Ordinance 09-4, the District has authority to manage and control parks and recreation facilities and may enact and enforce such regulations and rules that are necessary or appropriate to promote park and recreation purposes and to ensure the public's health, safety and welfare in the usage of their parks and recreational facilities; and

**WHEREAS**, as also stated in the attached Ordinance 09-4, the District Board of Crockett Community Services District desires to set forth regulations governing the use of public parks and recreation facilities to ensure the safety and enjoyment of park and recreation facility users.

**NOW, THEREFORE**, the Board of Directors of the Crockett Community Services District (“District”) does ordain as follows:

1. Ordinance 09-4, adopted on November 18, 2009, is hereby superseded.
2. The provisions of Ordinance 09-4, as stated in Exhibit A—except the disregarded statement, certification, and attestation described in Section 3, below—are adopted pursuant to the authority of the District granted by Title 6, Division 3, Part 2, Chapter 5, Section 6160,

subdivision (a) of the Government Code, and the procedures established by Article 7 (commencing with Section 25120) of Chapter 1 of Part 2 of Division 2 of Title 3 of the Government Code.

3. Sections 2 and 3, the certification by the Secretary of the Board, and the attestation by the President of the Board, each of Exhibit A, shall be disregarded.

4. **Precedence of Readopted Ordinances.** If any provision of this ordinance or any other similarly superseded and readopted ordinance was intended, at the time it was originally considered and approved by the Board, to modify a provision of a prior ordinance or provision of the District Code, precedence shall be given to the ordinance that was more recently considered and approved by the Board at the time the ordinance was first considered and approved.

5. **Reference to Specific Ordinances.** The provisions of this ordinance shall not in any manner affect matters of record which refer to, or are otherwise connected with ordinances which are therein specifically designated by number or otherwise, but such reference shall be construed to apply to the corresponding provisions contained within any readopted ordinance. Any reference to a prior ordinance shall refer to the respective readopted ordinance.

6. **Effect of Ordinance on Past Actions and Obligations.** The adoption of this Ordinance shall not in any manner affect the prosecution for violations of ordinances, which violations were committed prior to the effective date hereof, nor be construed as a waiver of any license, fee, or penalty at said effective date due and unpaid under such ordinances relating to the collection of any such license, fee, or penalty, or the penal validity of any bond or cash deposit in lieu thereof required to be posted, filed or deposited pursuant to any ordinances and all rights and obligations thereunder appertaining shall continue in full force and effect.

7. **Severability.** The provisions of this Ordinance are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Ordinance or their applicatory to other persons or circumstances.

8. **CEQA.** In accordance with the California Environmental Quality Act Public Resources Code Sec. 21000 et seq. ("CEQA") and the regulations promulgated pursuant to CEQA ("the State Guidelines"), the District Board of Directors finds and determines that with respect to the Board's approval and adoption of this Ordinance that it is not a "project" within the meaning of CEQA or the State Guidelines, as it merely represents a restatement of existing policies and procedures of the District with regard to the matters addressed in this Ordinance and, therefore to that extent, neither this Ordinance itself nor its adoption constitutes a "project" as that term is defined under CEQA; and neither this Ordinance nor any part of it, nor its adoption by the District's Board of Directors, nor its operation and enforcement by the District is likely to have a significant effect on the environment.

9. ***Effective Date.*** Upon adoption, this Ordinance shall be entered in the minutes of the Board and a summary thereof shall be published in the West County Times promptly following its passage and adoption, and this Ordinance shall take effect and be in force and effect immediately after the 30th day following adoption, as prescribed by Government Code Section 25123.

**I HEREBY CERTIFY** that the foregoing Ordinance was duly and regularly adopted by the Board of Directors of the Crockett Community Services District, at a regular meeting thereof, held on the 28th day of August 2019, by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

---

Kent Peterson  
President of the Board of Directors,  
Crockett Community Services District,  
County of Contra Costa,  
State of California

**COUNTERSIGNED:**

---

Dale McDonald, Secretary  
Crockett Community Services District

Approved as to Form: \_\_\_\_\_  
Rachel Hundley  
District Counsel

**EXHIBIT A**

**ORDINANCE NO. 09-4**

**AN ORDINANCE OF THE CROCKETT COMMUNITY SERVICES DISTRICT  
ADDING TITLE 7 TO THE DISTRICT CODE  
REGULATING THE USE OF PARKS  
AND RECREATION FACILITIES**

**RECITALS**

**WHEREAS**, Crockett Community Services District has authority to manage and control parks and recreation facilities and may enact and enforce such regulations and rules that are necessary or appropriate to promote park and recreation purposes and to ensure the public's health, safety and welfare in the usage of their parks and recreational facilities; and

**WHEREAS**, the District Board of Crockett Community Services District desires to set forth regulations governing the use of public parks and recreation facilities to ensure the safety and enjoyment of park and recreation facility users.

**NOW, THEREFORE**, the District Board of the Crockett Community Services District does hereby ordain as follows:

**Section 1.** Title 7 of the District Code is added as follows:

**TITLE 7      PARKS AND RECREATION FACILITIES**

**Chapter 7.04. General Provisions.**

**7.04.010 Purpose.** The purpose of this chapter is to regulate the use of parks and recreation facilities of the District for the optimum use and enjoyment of the residents of Crockett and Port Costa; to establish standards to prevent the misuse and destruction of the facilities; and to establish regulations to promote the safety and comfort of users of the facilities as well as persons residing or owning property in the vicinity of the facilities.

**7.04.020 Definitions.** For the purpose of this chapter, the following terms, phrases, words, abbreviations and their derivations shall have the meaning given herein:

“Commission” means the Recreation Commission of Crockett Community Services District.

“District” means the Crockett Community Services District.

**“General Manager”** means the District General Manager or his/her authorized representative.

**“Park”** means and includes all grounds, buildings, improvements and areas dedicated by the District for use by the public for outdoor recreation or open space purposes, and any part, portion or area thereof, whether developed or undeveloped or over which the District has acquired right of use for such purposes.

**“Person”** means any person, firm, partnership, association, corporation, company, or organization of any kind.

**“Plaza”** means the landscaped plaza located at Second & Pomona, Crockett.

**“Pool”** means the fence-enclosed aquatics center, with its swimming pool, wading pool, indoor and outdoor spaces.

**“Recreation facilities”** means and includes all grounds, buildings, improvements and areas dedicated by the District for use by the public for indoor or outdoor recreation.

**“Vehicle”** means any wheeled conveyance, whether motor powered, animal-drawn, or self-propelled. The term shall include any trailer in tow of any size, kind or description. Exception is made for baby carriages, strollers, and wheelchairs, and for vehicles in the service of the District.

**7.04.025 Posted park rules.** The General Manager may post rules and regulations for specific parks in some conspicuous place in the parks to which they apply. Such rules and regulations shall be consistent with this chapter, and for the purpose of protecting users of the parks, park property, and the public health, safety and welfare. Violation of these posted rules and regulations is an infraction, provided that such rules and regulations have been approved by resolution of the Recreation Commission.

**7.04.030 Compliance with rules required.** Any person entering, being in or remaining in or upon any park or recreation facility of the District shall comply with the provisions of this chapter, all other related provisions of this Code, and any posted park rules.

**7.04.040 Emergency closures.** The General Manager shall have the authority to close any part or portion of any park or recreation facility and require the exit of all persons therein when it is determined that conditions exist in said park or portion thereof which present hazard to the park or to public safety.

**7.04.050 Scheduling.** The General Manager shall have authority to schedule and regulate the time, place and manner of recreational, maintenance and/or construction activities in or upon any park or recreation facility, in order to prevent congestion and to secure the maximum use thereof for the comfort and convenience of all.

## **Chapter 7.08 Use permits.**

**7.08.010 Temporary exclusive use permit—Issuance conditions.** Park and recreation facilities designated by the General Manager shall be made available for the temporary exclusive use of persons subject to the issuance of a permit by the General Manager and subject to any reasonable conditions relating to the use thereof and/or the payment of any reasonable fees therefore as may be hereafter adopted by the District. Exclusive use permits may take the form of rental agreements, special event permits, or reservations. Any user who has made a reservation has priority over a user who has not made a reservation.

**7.08.020 Rental agreements—Community Center—Rules and regulations.** The Crockett Community Center is a historic building available for rental events. Detailed “Rules and Regulations for Use” of this facility have been published and are incorporated herein by reference, as they may be revised from time to time by resolution of the Commission.

**7.08.030 Special event permits—Aquatics Center—Rules and regulations.** The Aquatics Center is available for rental events when not otherwise open for public use. Rules and regulations for private use of this facility have been published and are incorporated herein by reference, as they may be revised from time to time by resolution of the Commission.

**7.08.040 Special event permits—Downtown Plaza—Rules and regulations.** Crockett’s downtown Plaza is a landscaped facility for informal public use that is operated and maintained by the Crockett Improvement Association. It may be available from time to time for special events, as permitted by the Crockett Improvement Association. Rules and regulations for permitted special events have been published and are incorporated herein by reference, as they may be revised from time to time by decision of the Crockett Improvement Association.

**7.08.050 Temporary exclusive use permit—Rules compliance—Liability—Transferability.** A permittee shall comply with all recreation facility rules and regulations, and all applicable ordinances and laws. A permittee shall be liable to the District for any and all damage to facilities owned by the District that results from the activity of the permittee. No permit for temporary exclusive use of any facilities shall be transferred without the consent in writing of the General Manager.

**7.08.060 Temporary exclusive use permit—Insurance.** The General Manager may require a permittee to provide public liability and property damage insurance and indemnification provisions as may be appropriate to protect the park and recreation facilities and the public using such areas and facilities.

## **Chapter 7.12 Prohibited acts**

**7.12.010 Merchandising, advertising and signs—Prohibited acts.** Unless expressly authorized by the General Manager, no person, while in any park shall:

- A. Sell, vend, peddle, expose, offer for sale, teach, offer to instruct, sponsor a program or service for a fee, except any permitted community organization of Crockett or Port Costa, permitted vendor, regularly licensed concessionaire or independent contractor acting by and under the authority and regulation of the General Manager;
- B. Announce, advertise or call the public attention in any way to any article or service for sale or hire; or
- C. Paste, glue, tack or otherwise post any sign, placard, advertisement, or inscription whatever; nor shall any person erect or cause to be erected any sign whatever in any park. An exception is made with respect to signs advertising the events of Crockett and Port Costa community organizations, which shall be allowed under the following guidelines:
  - 1. Signs must be professionally made;
  - 2. Signs may not be posted more than 4 weeks before the event;
  - 3. Signs must be removed within 24 hours after the event;
  - 4. Signs may be posted only on the fence at the corner of Rolph & Pomona;
  - 5. Signs must be attached only by ties that will not harm the fence paint;
  - 6. Any sign not meeting the requirements of this section will be removed.

**7.12.020 Hours.** All parks and recreation facilities therein, including parking lots serving said areas, shall be closed to the public one (1) hour after sunset and shall remain closed until sunrise the following day with the following exceptions:

- A. Such areas may remain open during any program conducted or authorized by the District and for one (1) hour after the completion thereof;
- B. Lighted courts will be closed as posted;
- C. Students are prohibited from using parks during school hours.

**7.12.030 Activities in parks—Prohibited acts.** Unless expressly authorized by the General Manager, no person, while in any park shall:

- A. Practice, play or in any way engage in the sport of archery;
- B. Play or engage in active sports or games except on areas suitable and set apart for such use, and with suitable equipment and performed in a manner as to provide for reasonable protection to both individuals and property;
- C. Operate powered or line-attached model crafts of any kind or description except in areas provided for such specific activities;

- D. **Camp, lodge or remain overnight;**
- E. **Bring, land or cause to descend any aircraft, balloon, parachute, hang glider or other apparatus used for aviation purposes;**
- F. **Play, practice or in any way engage in the game of golf except in areas provided for such specific purposes;**
- G. **Interfere with the permitted use and enjoyment of a user who has a temporary exclusive use permit;**
- H. **Picnic or lunch in a place where notice has been placed prohibiting the consumption of food;**
- I. **Consume, possess, sell, serve, or cause to be served, any alcoholic beverage of any kind in any park area or facility without the appropriate liquor license and the appropriate permit fees and insurance fees paid to the District;**
- J. **Give, present or engage in any exhibition, show, play, performance, dance or concert for money, checks, credit or representative of value that is redeemable in money without the appropriate permit fees paid to the District;**
- K. **Use electrical amplifying equipment. Authorized use shall be subject to the following conditions: the number of loudspeakers, their volume, location, direction, power output and the hours during which they may be used shall be subject to written approval of the General Manager;**
- L. **Operate a portable gas or solar-powered generator to power any electrical equipment unless as a condition attached to a temporary exclusive use permit issued pursuant to Chapter 7.08;**
- M. **Use any restroom, washroom or dressing facility not provided for his/her sex, other than a child under the age of six (6) years accompanied by a parent or a disabled person accompanied by an attendant;**
- N. **Fire, possess, sell, display or discharge any firecracker, torpedo or similar fireworks (including safe and sane fireworks);**
- O. **Possess, shoot, discharge or otherwise operate any firearm, pellet gun, bb gun, paintball marker or paint gun, airsoft gun or any other weapon or projectile device that is propelled by explosives, spring, compressed air or gas, or electric device;**
- P. **Possess other dangerous weapons potentially putting persons or animals at risk, including but not limited to slingshots, hunting knives, machetes, daggers, swords, axes, hatchets, or martial arts weaponry;**
- Q. **Throw rocks or other projectiles likely to cause injury or damage to any person, animal or property;**



- R. Erect an inflatable jump house, inflatable slide or other temporary play structure;  
or
- S. Fire or discharge any type of rocket.

Authorization by the General Manager shall not relieve any person so authorized from complying with all applicable ordinances and laws and securing all necessary permits otherwise required.

**7.12.040 Activities in downtown plaza—Prohibited acts.** Unless expressly authorized by the Crockett Improvement Association, as the builder and designated operator of Crockett's downtown Plaza, no person while in the Plaza shall:

- A. Sell, vend, peddle, expose, offer for sale, teach, offer to instruct, sponsor a program or service for a fee, except any permitted community organization of Crockett or Port Costa, permitted vendor, regularly licensed concessionaire or independent contractor acting by and under the authority and regulation of the Crockett Improvement Association;
- B. Consume, sell or distribute alcohol;
- C. Use barricades or other methods to exclude the public from use of the Plaza;
- D. Ride a bicycle, skates, skateboard or any motorized vehicle;
- E. Play music at a volume that disturbs the quiet enjoyment of the Plaza or its residential neighbors;
- F. Operate lighting after 10:00 PM;
- G. Swim, bathe or wade in the Plaza water feature;
- H. Remain in the Plaza between 10:00 PM and 6:00 AM.

**7.12.050 Activities in aquatics center—Prohibited acts.** In order to prevent injury, illness or death to users of the aquatics center, no person (including employees), while in the aquatics center of the District, shall:

- A. Disobey the commands of District lifeguards or District management staff;
- B. Disobey the rules and regulations posted in the aquatics center;
- C. Engage in risky behavior or misbehavior, including but not limited to, running, rough and boisterous play, use of profanities, misusing the diving board, diving onto swimmers, or holding others under water;
- D. Engage in smoking;
- E. Be in possession of, or under the influence of, alcohol or controlled substances;

- F. Be in possession of glass bottles or other glass items;
- G. Be in possession of sunflower seeds or other such food items that will clog pool filters;
- H. Have refreshments or edibles outside the designated eating area;
- I. Have or be suspected of having any type of communicable disease;
- J. Have any infection, cough, cold or sores, or bandages;
- K. Use floatation devices or artificial swimming devices except as authorized by a lifeguard; or
- L. Play music at a volume that disturbs the quiet enjoyment of the aquatics center or its neighborhood.

**7.12.060 Activities in tennis courts—Prohibited acts.** Courts are to be used for tennis only and are to be used on a first-come first-served basis. Any other type of equipment is strictly prohibited. No person, while on the tennis courts of the District, shall:

- A. Wear footwear other than soft rubber-soled shoes;
- B. Bring a bicycle, skates, skateboard or other vehicle onto the courts;
- C. Occupy a court for longer than one (1) hour if others are waiting to play;
- D. Hold a court while waiting for a partner to arrive if others are waiting to play; or
- E. Bring any animal onto the courts.

**7.12.070 Injury or misuse of park—Prohibited acts.** No person while in any park shall:

- A. Possess, use, dump, deposit, place or leave any glass containers, including bottles, and broken glass;
- B. Dump, deposit, place or leave any ashes, paper, boxes, cans, dirt, rubbish, waste, garbage, dead animals, refuse or other trash except in the proper receptacles where these are provided; where receptacles are not provided, all such rubbish or waste shall be carried away from the park by the person responsible for its presence;
- C. Throw, discharge or otherwise deposit or cause or permit to be placed into the waters of any fountain, storm sewer, sanitary sewer or drain flowing into waters of the State, any substance, matter or thing, liquid, solid or gas, which materially impairs the usefulness of such water for persons or the habitability of such water for any animal, bird, fish or reptile that drinks, swims in or otherwise uses such water;

- D. Cut, trim, prune, break, dig up, pluck, remove or take away or in any manner injure or destroy any turf, tree, bush, shrub, flower or plant;
- E. Destroy, deface, mark or write upon, paint upon, or otherwise mar or injure any park property, including paved surfaces, buildings or structures;
- F. Make any campfire or bonfire;
- G. Use barbecue equipment in any place other than in areas provided for that purpose. Barbeques may not be left unattended. Used coals and ashes should be left in place and may not be disposed of anywhere else in parks;
- H. Use or attempt to use or interfere with the use of any table, space or facility within said park which at that time is reserved for any other person or group, which has received a permit from the General Manager therefore; or
- I. Spill, drop, or otherwise leave any paintballs, paint, or stain, even if temporary.

**7.12.080 Animals in parks—Prohibited acts.** Unless expressly authorized by the General Manager, no person while in any park shall:

- A. Capture, hunt, molest, injure, frighten, trap, kill, tease or hurt, throw or otherwise project objects at any wild or domestic fowl, animal, reptile, fish or bird;
- B. Except as provided in 7.12.080C below, let loose or permit to run at large, lead or otherwise bring any horse or other animal, reptile, bird or fowl of any kind; nor bring any living thing that constitutes a safety hazard or a public nuisance as defined in Section 3479 of the California Civil Code;
- C. Permit a dog in any park unless such dog is under complete control of its owner or custodian at all times and led by a leash of suitable strength not more than six (6) feet in length. Dogs, even leashed dogs, are prohibited in all children's play areas;
- D. Leave any animal in any place without provision for its proper care;
- E. Abandon any animal, bird, fish or reptile in any park; or
- F. Permit any animal to defecate upon a park unless the person immediately removes the feces and properly disposes of it.

**7.12.090 Operation of bicycles, skates, skateboards, non-motorized scooters and motorized vehicles—Prohibited acts.** To provide for reasonable protection to both individuals and property, no person while in any park shall:

- A. Ride a bicycle, skates, skateboard or other vehicle. Notwithstanding the above, a bicyclist shall be permitted to wheel or push a bicycle by hand over any grassy area or paved area reserved for pedestrian use;

- B. Leave a bicycle in a place other than a bicycle rack when such is provided and there is a space available;
- C. Park any motorized vehicle in a District park or recreational area or facility;
- D. Bring any motorized vehicle into a District park or recreational area or facility;
- E. Bring a bicycle, skates, skateboard or other vehicle onto the tennis courts.

**7.12.100 Consumption of alcoholic beverages prohibited—Exceptions.** Unless expressly authorized by the General Manager, it shall be unlawful for any person to consume any alcoholic beverage in parks and recreation facilities, except inside the Crockett Community Center.

### **Chapter 7.16 Enforcement and penalties**

**7.16.010 Violation—Penalty.** Pursuant to the authority in Government Code Section 61064, violations of the requirements of this chapter, including the terms of any permit issued pursuant thereof, will be deemed infractions; except that second and subsequent violations within a one-year period may be charged as misdemeanors. Infractions and misdemeanors may result in eviction or banishment from District property, confiscation of unpermitted or illegal items, fines, or arrest.

**7.16.020 Restitution.** In addition to, and not in lieu of, any other penalties that may apply to violations of this Chapter, the District may seek a court order of restitution in small claims court or pursuant to California Penal Code Section 1202.4 or other applicable law. Subject to applicable law, the District may seek restitution in an amount sufficient to fully reimburse the District for every economic loss incurred as a result of a violation of this Chapter. Such amounts may include, but are not limited to, amounts necessary to cover the cost of replacing or repairing damage to District property including staff time, interest, and attorney's fees incurred to collect restitution.

**7.16.030 Fines.** A schedule of fines for various infractions has been published and is incorporated herein by reference, as it may be revised from time to time by decision of the Recreation Commission.

**7.16.040 Appeals.** Any person aggrieved by a District staff determination of a violation may request consideration of this decision by the Commission, in accordance with the procedures set forth in District Code Chapter 1.16. A person aggrieved by the final decision of the Commission may further appeal to the District Board in the same manner.

**Section 2. Severability.** The provisions of this Ordinance are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Ordinance or their applicability to other persons or circumstances.

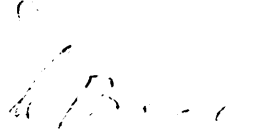
**Section 3. Effective Date.** Upon adoption, this Ordinance shall be entered in the minutes of the District Board and a summary shall be published in the West County Times within 15 days after adoption, and this Ordinance shall take effect and be in force and effect immediately after the 30th day following adoption.

PASSED, APPROVED AND ADOPTED this 18<sup>th</sup> day of November, 2009.

AYES: Burlison, MacKenzie, Petty

NOES: None


ABSENT: Loveseth , Glover



---

Bud Burlison, Vice-President

ATTEST:

---

Kent Peterson  
District Secretary

C:\mydocs\admin\res&ord\park rules and regulations 10-31-09.doc  
1314246.2

**ORDINANCE NO. 19-4**

**AN ORDINANCE OF THE CROCKETT COMMUNITY SERVICES DISTRICT  
AMENDING ORDINANCE NO. 93-1 AND  
REVISING PRIVATE AND BUILDING SEWER PERMIT FEES**

**WHEREAS**, the Crockett Community Services District (“District”) Board of Directors considered and approved Ordinance 09-5 pertaining to private and building sewer permit fees on December 16, 2009; and

**WHEREAS**, in preparation for a repeal and recodification of the Crockett Community Services District Code (“District Code”), the Board now wishes to readopt certain ordinances that were approved since the prior codification of the District Code; and

**WHEREAS**, one such ordinance is Ordinance 09-5, attached hereto as Exhibit A; and

**WHEREAS**, as stated in the attached Ordinance 09-5, Ordinance 93-1 of the Crockett-Valona Sanitary District was adopted on May 19, 1993, setting private and building sewer permit fees and public sewer review and inspection fees; and

**WHEREAS**, as also stated in the attached Ordinance 09-5, a properly noticed public hearing for discussion of revised Private and Building Sewer Permit Fees has been held on December 16, 2009;

**WHEREAS**, on December 16, 2009 the District Board of Directors approved an amendment to Ordinance 93-1, as illustrated in Exhibit A;

**WHEREAS**, the text of the amendment to *Section 1 – Private of Building Sewer Permit Fee* of Ordinance 93-1, as stated in Exhibit A, is unmodified from that considered and approved by the Board on December 16, 2009 and is incorporated into this Ordinance 19-4 as if set forth fully herein; and

**WHEREAS**, this Ordinance 19-4 does not establish or modify any fee but instead restates the amendment to Ordinance 93-1 discussed and approved by the District Board of Directors on December 16, 2009; and

**WHEREAS**, with respect to other ordinances similarly readopted, if any of the provisions were intended to modify that of a prior ordinance, precedence shall be given to the ordinance that was more recently considered and approved by the Board at the time the ordinance was first considered and approved.

**NOW, THEREFORE**, the Board of Directors of the Crockett Community Services District (“District”) does ordain as follows:

1. *Section 1 – Private of Building Sewer Permit Fee* of Ordinance 93-1 is restated as approved by the District Board of Directors on December 16, 2009 and as depicted in Exhibit A.

2. This Ordinance 19-4 is adopted pursuant to the authority of the District granted by Title 6, Division 3, Part 2, Chapter 5, Section 6160, subdivision (a) of the Government Code, and the procedures established by Article 7 (commencing with Section 25120) of Chapter 1 of Part 2 of Division 2 of Title 3 of the Government Code.

3. This Ordinance does not establish or modify any fee but instead restates the amendment to Ordinance 93-1 discussed and approved by the District Board of Directors on December 16, 2009.

4. **Precedence of Readopted Ordinances.** If any provision of this ordinance or any other similarly superseded and readopted ordinance was intended, at the time it was originally considered and approved by the Board, to modify a provision of a prior ordinance or provision of the District Code, precedence shall be given to the ordinance that was more recently considered and approved by the Board at the time the ordinance was first considered and approved.

5. **Reference to Specific Ordinances.** The provisions of this ordinance shall not in any manner affect matters of record which refer to, or are otherwise connected with ordinances which are therein specifically designated by number or otherwise, but such reference shall be construed to apply to the corresponding provisions contained within any readopted ordinance. Any reference to a prior ordinance shall refer to the respective readopted ordinance.

6. **Effect of Ordinance on Past Actions and Obligations.** The adoption of this Ordinance shall not in any manner affect the prosecution for violations of ordinances, which violations were committed prior to the effective date hereof, nor be construed as a waiver of any license, fee, or penalty at said effective date due and unpaid under such ordinances relating to the collection of any such license, fee, or penalty, or the penal validity of any bond or cash deposit in lieu thereof required to be posted, filed or deposited pursuant to any ordinances and all rights and obligations there under appertaining shall continue in full force and effect.

7. **Severability.** The provisions of this Ordinance are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Ordinance or their applicatory to other persons or circumstances.

8. **CEQA.** In accordance with the California Environmental Quality Act Public Resources Code Sec. 21000 et seq. (“CEQA”) and the regulations promulgated pursuant to CEQA (“the State Guidelines”), the District Board of Directors finds and determines that with respect to the Board's approval and adoption of this Ordinance that it is not a “project” within the meaning of CEQA or the State Guidelines, as it merely represents a restatement of existing policies and procedures of the District with regard to the matters addressed in this Ordinance and, therefore to that extent, neither this Ordinance itself nor its adoption constitutes a “project” as that term is

defined under CEQA; and neither this Ordinance nor any part of it, nor its adoption by the District's Board of Directors, nor its operation and enforcement by the District is likely to have a significant effect on the environment.

9. ***Effective Date.*** Upon adoption, this Ordinance shall be entered in the minutes of the Board and a summary thereof shall be published in the West County Times promptly following its passage and adoption, and this Ordinance shall take effect and be in force and effect immediately after the 30th day following adoption, as prescribed by Government Code Section 25123.

**I HEREBY CERTIFY** that the foregoing Ordinance was duly and regularly adopted by the Board of Directors of the Crockett Community Services District, at a regular meeting thereof, held on the 28th day of August 2019, by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

---

Kent Peterson  
President of the Board of Directors,  
Crockett Community Services District,  
County of Contra Costa,  
State of California

COUNTERSIGNED:

---

Dale McDonald, Secretary  
Crockett Community Services District

Approved as to Form: \_\_\_\_\_  
Rachel Hundley  
District Counsel



**EXHIBIT A**

**ORDINANCE NO. 09-5**

**ORDINANCE OF THE CROCKETT COMMUNITY SERVICES DISTRICT  
AMENDING ORDINANCE NO. 93-1 AND  
REVISING PRIVATE AND BUILDING SEWER PERMIT FEES**

**WHEREAS**, the Crockett Community Services District was officially formed on July 13, 2006, as successor to the concurrently dissolved Crockett-Valona Sanitary District; and

**WHEREAS**, Resolution No. 04-22 of the Contra Costa Local Agency Formation Commission stipulated that "All existing codes, ordinances, rules, regulations, specifications, resolutions, fee schedules and policies of the dissolved agencies shall remain in effect until modified by the Board of Directors of the Crockett Community Services District"; and

**WHEREAS**, Ordinance No. 93-1 of the Crockett-Valona Sanitary District was adopted on May 19, 1993, setting private and building sewer permit fees and public sewer review and inspection fees; and

**WHEREAS**, District staff has analyzed the cost of providing operation and maintenance services, such as costs for issuing permits for new construction and/or repair of private sewers, as well as costs associated with inspection of permitted work; and

**WHEREAS**, a properly noticed public hearing for discussion of revised Private and Building Sewer Permit Fees has been held on December 16, 2009.

**NOW, THEREFORE** , the Board of Directors of the Crockett Community Services District does ordain that Ordinance No. 93-1 be amended as follows:

**Section 1 - Private or Building Sewer Permit Fee**

- A. Each person shall obtain a Private or Building Sewer Permit prior to beginning construction of any new building sewer, private sewer, side sewer or lateral, whether such construction is new construction, replacement or relaying of an existing sewer, provided the private or building sewer connects to the sewerage system of the District. A Sewer Permit Fee for such construction or replacement of a private sewer will be set by resolution of the Board of Directors. The fee is payable prior to the date for initiation of construction. Services provided for this fee will include no more than two inspection visits to the construction site.
- B. Each person shall obtain a Private or Building Sewer Permit prior to beginning repair of any building sewer, private sewer, side sewer or lateral, provided the private or building sewer connects to the sewerage system of the District. This includes point repairs and/or replacement of less than half the length of a building sewer. A Private or Building Sewer Repair Permit Fee for such construction will be set by resolution of the Board of Directors. The fee is payable prior to the date for initiation of construction. Services provided for this fee will include no more than one inspection visit to the construction site.

C. When inspection visits to a construction site are required in excess of the number allowed within the permit fee paid, an "Additional Inspection Fee" will be charged for each additional inspection visit to the construction site. An Additional Inspection Fee will be set by resolution of the Board of Directors. The fee is payable at the time of additional inspection.

I HEREBY CERTIFY that the foregoing Ordinance was duly and regularly adopted by the Board of Directors of the Crockett Community Services District, at a regular meeting thereof, held on the 16<sup>th</sup> day of December 2009, by the following vote:

**AYES:** Burlison, Glover, Loveseth, MacKenzie, Petty

**NOES:** None

**ABSENT:** None



Steve Loveseth, President

COUNTERSIGNED:



---

Kent Peterson  
District Secretary

**ORDINANCE NO. 19-5**

**AN ORDINANCE OF THE CROCKETT COMMUNITY SERVICES DISTRICT  
ADDING CHAPTER 1.14 TO THE DISTRICT CODE RELATED TO  
ADMINISTRATIVE ENFORCEMENT**

**WHEREAS**, the Crockett Community Services District (“District”) Board of Directors considered and approved Ordinance 10-1 pertaining to administrative enforcement on April 28, 2010; and

**WHEREAS**, in preparation for a repeal and recodification of the Crockett Community Services District Code (“District Code”), the Board now wishes to readopt certain ordinances that were approved since the prior codification of the District Code; and

**WHEREAS**, one such ordinance is Ordinance 10-1, attached hereto as Exhibit A; and

**WHEREAS**, the text of Ordinance 10-1, as stated in Exhibit A, is unmodified from that considered and approved by the Board on April 28, 2010, except sections 2 and 3, the certification by the Secretary of the Board, and the attestation by the President of the Board shall be disregarded; and

**WHEREAS**, the full text of Ordinance 10-1, as stated in Exhibit A, is incorporated into this Ordinance 19-5 as if set forth fully herein; and

**WHEREAS**, with respect to other ordinances similarly readopted, if any of the provisions were intended to modify that of a prior ordinance, precedence shall be given to the ordinance that was more recently considered and approved by the Board at the time the ordinance was first considered and approved; and

**WHEREAS**, as stated in the attached Ordinance 10-1, the District has the authority to make violations of its ordinances, including nuisances, subject to an administrative fine or penalty under Government Code Section 53069.4; and

**WHEREAS**, setting procedures for the imposition of administrative citations will allow the District to easily and quickly resolve many ongoing public nuisances administratively rather than pursuing criminal remedies; and

**WHEREAS**, the District wishes to provide for a system of administrative citations, which would be in addition to all other legal remedies, criminal or civil, which the District may pursue to address a violation of its regulations. Use of this section is at the sole discretion of the District.

**NOW, THEREFORE**, the Board of Directors of the Crockett Community Services District (“District”) does ordain as follows:

1. Ordinance 10-1, adopted on April 28, 2010, is hereby superseded.

2. The provisions of Ordinance 10-1, as stated in Exhibit A—except the disregarded statement, certification, and attestation described in Section 3, below—are adopted pursuant to the authority of the District granted by Title 6, Division 3, Part 2, Chapter 5, Section 6160, subdivision (a) of the Government Code, and the procedures established by Article 7 (commencing with Section 25120) of Chapter 1 of Part 2 of Division 2 of Title 3 of the Government Code.

3. Sections 2 and 3, the certification by the Secretary of the Board, and the attestation by the President of the Board, each of Exhibit A, shall be disregarded.

4. **Precedence of Readopted Ordinances.** If any provision of this ordinance or any other similarly superseded and readopted ordinance was intended, at the time it was originally considered and approved by the Board, to modify a provision of a prior ordinance or provision of the District Code, precedence shall be given to the ordinance that was more recently considered and approved by the Board at the time the ordinance was first considered and approved.

5. **Reference to Specific Ordinances.** The provisions of this ordinance shall not in any manner affect matters of record which refer to, or are otherwise connected with ordinances which are therein specifically designated by number or otherwise, but such reference shall be construed to apply to the corresponding provisions contained within any readopted ordinance. Any reference to a prior ordinance shall refer to the respective readopted ordinance.

6. **Effect of Ordinance on Past Actions and Obligations.** The adoption of this Ordinance shall not in any manner affect the prosecution for violations of ordinances, which violations were committed prior to the effective date hereof, nor be construed as a waiver of any license, fee, or penalty at said effective date due and unpaid under such ordinances relating to the collection of any such license, fee, or penalty, or the penal validity of any bond or cash deposit in lieu thereof required to be posted, filed or deposited pursuant to any ordinances and all rights and obligations thereunder appertaining shall continue in full force and effect.

7. **Severability.** The provisions of this Ordinance are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Ordinance or their applicatory to other persons or circumstances.

8. **CEQA.** In accordance with the California Environmental Quality Act Public Resources Code Sec. 21000 et seq. (“CEQA”) and the regulations promulgated pursuant to CEQA (“the State Guidelines”), the District Board of Directors finds and determines that with respect to the Board's approval and adoption of this Ordinance that it is not a “project” within the meaning of CEQA or the State Guidelines, as it merely represents a restatement of existing policies and procedures of the District with regard to the matters addressed in this Ordinance and, therefore to that extent, neither this Ordinance itself nor its adoption constitutes a “project” as that term is defined under CEQA; and neither this Ordinance nor any part of it, nor its adoption by the District's Board of Directors, nor its operation and enforcement by the District is likely to have a significant effect on the environment.

9. ***Effective Date.*** Upon adoption, this Ordinance shall be entered in the minutes of the Board and a summary thereof shall be published in the West County Times promptly following its passage and adoption, and this Ordinance shall take effect and be in force and effect immediately after the 30th day following adoption, as prescribed by Government Code Section 25123.

**I HEREBY CERTIFY** that the foregoing Ordinance was duly and regularly adopted by the Board of Directors of the Crockett Community Services District, at a regular meeting thereof, held on the 28th day of August 2019, by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

---

Kent Peterson  
President of the Board of Directors,  
Crockett Community Services District,  
County of Contra Costa,  
State of California

**COUNTERSIGNED:**

---

Dale McDonald, Secretary  
Crockett Community Services District

Approved as to Form: \_\_\_\_\_  
Rachel Hundley  
District Counsel

3337858.1

# EXHIBIT A

## ORDINANCE NO. 10-1

### AN ORDINANCE OF THE CROCKETT COMMUNITY SERVICES DISTRICT ADDING CHAPTER 1.14 TO THE DISTRICT CODE RELATED TO ADMINISTRATIVE ENFORCEMENT

#### RECITALS

WHEREAS, the District has the authority to make violations of its ordinances, including nuisances, subject to an administrative fine or penalty under Government Code Section 53069.4; and

WHEREAS, setting procedures for the imposition of administrative citations will allow the District to easily and quickly resolve many ongoing public nuisances administratively rather than pursuing criminal remedies.

WHEREAS, the District wishes to provide for a system of administrative citations, which would be in addition to all other legal remedies, criminal or civil, which the District may pursue to address a violation of its regulations. Use of this section is at the sole discretion of the District.

NOW, THEREFORE, the District Board of the Crockett Community Services District does hereby ordain as follows:

Section 1. Chapter 1.14 of the District Code is added as follows:

#### CHAPTER 1.14 ADMINISTRATIVE ENFORCEMENT

##### **1.14.010 Application of ordinance.**

The provisions of this ordinance govern (1) the abatement of nuisances and violations of District regulations, and (2) the imposition of fines or penalties for violations of District regulations.

##### **1.14.020 Authority of enforcement officer.**

An enforcement officer shall have the authority to gain compliance with the District's Code and its ordinances, including the power to issue a notice of violation ("NOV") as described below, the power to inspect public and private property, the power to record a

notice of violation against any property related to the violation, and the power to carry out the provisions of an abatement order.

#### **1.14.030 Authority to inspect property**

Pursuant to Government Code section 61069, the District may request an inspection warrant pursuant to Title 13 (commencing with Section 1822.50) of Part 3 of the Code of Civil Procedure. The warrant shall state the location which it covers and shall state its purposes. A warrant may authorize District employees to enter property only to do one or more of the following: (1) Inspect to determine the presence of public nuisances that the District has the authority to abate (2) Abate public nuisances, either directly or by giving notice to the property owner to abate the public nuisance. (3) Determine if a notice to abate a public nuisance has been complied with.

(b) Where there is no reasonable expectation of privacy and subject to the limitations of the United States Constitution and the California Constitution, District employees may enter any property within the District for any of the following purposes: (1) Inspect the property to determine the presence of public nuisances that the district has the authority to abate. (2) Abate public nuisances, either directly or by giving notice to the property owner to abate the public nuisance. (3) Determine if a notice to abate a public nuisance has been complied with.

#### **1.14.040 Notice of violation.**

A. Whenever an enforcement officer finds that a provision of this Code has been violated, including but not limited to a failure to comply with a term or condition imposed by any agreement, entitlement, permit, license or environmental document issued or approved by or on behalf of the District or a failure to comply with any other laws the violation of which constitutes a nuisance condition, and such officer elects to pursue administrative enforcement, he or she may issue the responsible party an NOV, except that an NOV is not required if the enforcement officer determines that summary abatement is required. Such NOV shall be served on the responsible party in the manner described in subsection B of this section. The enforcement officer shall include the following information in the NOV:

1. The date and location of the violation, including the address or other description of the location where the violation occurred or is occurring and a brief description of the conditions observed that constitute a violation;
2. The name(s) of the responsible party(ies), if known;
3. The code section(s) being violated and a description of the section(s);
4. Actions required to correct, abate or mitigate the nuisance condition or code violation, and a period of time during which action(s) shall be commenced and completed, considering the factors listed in Section 1.14.060;
5. An order prohibiting the continuation or repeated occurrence of a nuisance condition or violation of this code described in the NOV;
6. Except when the enforcement officer orders the responsible party to appear at a hearing to show cause pursuant to Section 1.14.050, a statement that the person upon whom the NOV is served may appeal the determination that there is/are violation(s) as alleged, that the person who was served with the NOV is the responsible party, or that the amount of any administrative fine imposed is warranted. The NOV will

instruct the person being served as to the proper procedure and time frame for submitting an appeal;

7. If applicable, notice that failure to correct or abate the listed violations in the NOV within the time specified will subject the responsible party to a penalty pursuant to Section 1.14.070. If a penalty will be imposed, the NOV shall include the amount of the penalty;

8. The signature of the citing enforcement officer and District contact information (address, telephone number) for additional information.

B. The NOV shall be served upon the responsible party or owner personally or by United States mail, first-class postage prepaid, and if by such mail, it shall be sent to the last known address listed on the most recent tax assessor's records. In the case of personal service, service shall be deemed complete at the time of such delivery. In the case of service by first-class mail, service shall be deemed complete at the time of deposit into the United States mail. Where service is by first-class mail, a copy of the NOV shall be conspicuously posted at the affected property when reasonably practicable for a period of not less than three calendar days prior to the first date that commencement of corrective action or abatement is to be undertaken. The failure to receive an NOV sent via first-class mail shall not affect the validity of the enforcement proceedings.

C. Proof of service shall be certified by a written declaration under penalty of perjury executed by the person effecting service, declaring the date, time, and manner of service, and the date and place of posting, if applicable. The declaration shall be affixed to a copy of the NOV and retained by the enforcement officer.

D. The failure of an NOV to satisfy all of the requirements of this provision shall not affect the validity of any other enforcement proceedings under this code.

#### **1.14.050 Order to show cause hearing.**

An NOV issued by an enforcement officer may include an order requiring the responsible party to appear at a hearing to show cause why such nuisance condition or other code violation should not be abated by the District at the responsible party's expense. Such hearing shall be referred to as an order to show cause hearing, or OSC hearing. All OSC hearings shall be conducted pursuant to the procedures set forth in Sections 1.14.100 and 1.14.110 and the other provisions of this ordinance.

#### **1.14.060 Time allowed for abatement.**

In any NOV or abatement order issued, the time allowed for abatement shall be a "reasonable time" based upon the circumstances of the particular violation, taking into consideration the means required to abate the violation, the period of time that the violation has existed, and the potential threat to public health and safety created by the violation. If the violation pertains to sewage or sanitary issues but does not pose an imminent or immediate threat of harm to persons or property, or to public health, welfare or safety, the responsible party shall be provided not less than fifteen days in which to abate or otherwise remedy the violation. The determination of timely compliance, abatement, mitigation or elimination of the violation shall be made by the enforcement officer, hearing officer, or other authorized District official.



#### **1.14.070 Imposition of penalties.**

Any nuisance condition which the District has the power to abate, or violation of any provision of this code, including a failure to comply with a term or condition imposed by any agreement, entitlement, permit, license or environmental document issued or approved by or on behalf of the District, may subject the responsible party to a penalty imposed pursuant to Government Code Section 53069.4. Whether to impose a penalty shall be within the discretion of the enforcement officer.

A. The amount of any penalty that may be imposed for a violation that would otherwise be an infraction shall not exceed the amounts set forth in Government Code Section 36900(b), as amended from time to time. The amount of any penalty that may be imposed for all other violations (i.e., violations that would otherwise be misdemeanors) shall not exceed one thousand dollars. Each date in which any such violation continues may be deemed a separate offense. In determining the amount of a penalty, the following factors should be taken into consideration:

1. Duration of the violation;
2. Frequency, reoccurrence, or number of violations by the same person;
3. Seriousness of the violation and/or its impact on the community and/or the degree of culpability of the responsible party;
4. Justification, if any, for the existence, or continuance, of the violation;
5. Whether the violation is susceptible to restoration or other mitigation;
6. Good faith efforts to mitigate the violation or to come into compliance, pursuant to the terms of the NOV or abatement order;
7. Sensitivity of any affected resource;
8. Any profits or other economic benefit realized by the responsible party resulting, directly or indirectly, from the violation;
9. The District's or Department's schedule of administrative penalties; and
10. Such other factors as justice may require.

B. Each and every day during any portion of which a nuisance condition or ordinance violation exists or continues may be deemed a separate and distinct violation for purposes of setting the amount of penalty to be imposed. Any penalty imposed will accrue on a daily basis from the date the penalty becomes effective until the violation is corrected.

C. Any penalty amount is a debt owed to the District. In addition to all other means of enforcement, a penalty may be enforced as a personal obligation of the responsible party.

D. The hearing officer, in his/her discretion, may suspend the imposition of any applicable penalty for a period of time not to exceed sixty days during which the responsible party has demonstrated a willingness to correct the violations listed in the NOV or comply with an abatement order, or has applied for permits required to achieve compliance and such permit applications are actively pending before, or have already been issued by, the county, the state, or other appropriate governmental agency, or under any other circumstances that would justify a suspension of the penalty.

#### **1.14.080 Appeal of NOV.**

A. A person or entity named as the responsible party in an NOV may appeal the determination that there is/are violation(s) as alleged in the NOV, that the person or entity who was served with the NOV is the responsible party, that a penalty or the

amount of a penalty is warranted, or any other terms of an NOV. If an OSC hearing has been scheduled pursuant to Section 1.14.050, the OSC hearing shall serve as the appeal hearing authorized by this section.

B. Any person appealing an NOV must do so in writing to the District Secretary.

#### **1.14.090 Enforcement stayed during appeal.**

Enforcement of an NOV or penalty shall be stayed during the pendency of an appeal therefrom which is properly and timely filed, unless the District obtains an order from a court of competent jurisdiction requiring or authorizing the abatement of the condition that is the subject of the District's enforcement efforts, or unless the nuisance or violation is one that creates an immediate threat to health or safety.

#### **1.14.100 Appeal hearings.**

A. An appeal hearing based on a request for hearing shall be set for a date not less than three days nor more than forty-five days from the date the request for hearing is received unless the enforcement officer determines that the matter is urgent or that good cause exists for an extension of time, in which case the hearing date may be shortened or extended, as warranted by the circumstances.

B. A hearing under authority of this section shall be conducted according to the procedures set forth herein. The failure of the responsible party or other interested party to appear at the hearing following proper notice shall constitute a waiver of the right to be heard and a failure by such party to exhaust his/her administrative remedies.

1. When a request for hearing is received, the District Secretary shall set the time and place for hearing pursuant to subsection A of this section, and shall serve a notice of hearing either personally or by U.S. mail, first-class postage prepaid, to the appellant at the address provided in the request for hearing form. The time for such hearing shall be no sooner than ten days from the date of service of the notice of hearing. If the code enforcement officer submits a written report concerning the NOV to the hearing officer for consideration at the hearing, then a copy of the report shall be served on the person requesting the hearing at least five (5) days before the hearing.

2. At the place and time set forth in the notice of hearing, the hearing officer or hearing body shall conduct a hearing on the alleged violations. Any responsible party or other interested person(s) may appear and offer evidence as to whether a violation has occurred and/or whether the violation continues to exist, whether the person cited in the NOV is the responsible party for any such violation, whether a penalty or the amount of a penalty is warranted, or any other matter pertaining thereto. Evidence presented by the enforcement officer or other official of the District tending to show that a violation occurred and that the person named on the NOV is the responsible party shall establish a prima facie case that a violation, as charged, actually existed and that the person named in the NOV is the responsible party for the violation. The burden of proof shall then be on the responsible party to refute such evidence. The standard to be applied for meeting such burden shall be a preponderance of evidence.

3. The hearing officer or hearing body shall consider written or oral testimony or other evidence regarding the violation presented by the responsible party, the owner, the occupant, any officer, employee, or agent of the District, and any other interested party. Evidence offered during a hearing must be credible and relevant in the estimation

of the hearing officer, but formal rules governing the presentation and consideration of evidence shall not apply.

4. The hearing officer or hearing body shall conduct the hearing, order the presentation of evidence, and make any rulings necessary to address procedural issues presented during the course of the hearing.

5. After receiving all of the evidence presented, the hearing officer or hearing body may then deliberate and consider what action, if any, should be taken, or may adjourn the hearing and take the matter under consideration.

#### **1.14.110 Decision of the hearing officer or hearing body and abatement order.**

A. Within ten days following the conclusion of the hearing, the hearing officer or hearing body shall make a decision regarding the issues presented during the course of the hearing, and the decision shall be based on a preponderance of the evidence. After making a decision, the hearing officer or hearing body may issue an abatement order, ordering abatement, or a penalty order, ordering the imposition of a penalty. If the hearing officer or hearing body finds that no violation occurred, that the violation was corrected within the specified time period, or that the person cited is not the responsible party, the hearing officer or hearing body may issue an administrative order to reflect those facts.

B. The responsible party and any interested party requesting a copy of an abatement order, penalty order or administrative order shall be served with a copy of said order in the same manner as used for service of a notice of hearing as described in Section 1.14.040(B). Proof of service of the abatement order, penalty order or administrative order shall be certified by a written declaration under penalty of perjury executed by the person effecting service, declaring the date, time, and manner that service was made.

C. Abatement orders and penalty orders shall become effective and enforceable immediately after announcement or service of such order unless the order includes a later effective date. It shall include a statement of the right to have the order judicially reviewed in the manner and in the time frames specified in Section 1.14.140.

D. An abatement order may include any combination of the following remedies:

1. Impose or uphold a penalty, subject to Government Code Section 53069.4.  
2. Issue a "cease and desist" order requiring the responsible party, or any agent, representative, employee, or contractor of the responsible party, to immediately stop any act, conduct, or condition that is a violation of this code. A cease and desist order issued pursuant to this section shall be effective upon issuance and shall be served on the responsible party in the manner specified in Section 1.14.040(B).

3. Require the responsible party to correct or eliminate any violation, including a proposed schedule for correction or elimination of said violation within a reasonable time. If a violation pertains to sewage or sanitary issues and the violation does not create an immediate threat to health or safety, the responsible party shall be provided at least fifteen calendar days to correct, abate, or otherwise remedy the violation.

4. Require the responsible party, or authorize the District or Department, to restore a site or location that has been damaged or disturbed as a result of a violation of this code to a previolation condition. Any order authorizing the District to undertake restoration efforts shall include provisions for the District to recover all restoration costs and expenses, including administrative costs, from the responsible party.

5. Require the responsible party, or authorize the District or Department, to mitigate any damage or disturbance to protected or environmentally sensitive areas as a result of any violation, including without limitation off-site replacement of damaged or destroyed natural resources where on-site restoration or mitigation is not feasible, as determined by the District. Any order authorizing the District to undertake mitigation efforts shall include provisions for the District to recover all costs of abatement, including mitigation costs and expenses, from the responsible party.

6. Authorize the District to abate or cause the abatement of a nuisance condition where the responsible party has refused or has otherwise neglected to take steps to correct or eliminate said conditions. The abatement order shall specify that if the District undertakes to abate or eliminate any nuisance condition, the District shall be entitled to recover its costs of abatement, including reasonable attorneys' fees, incurred in performing such work. Such costs may be recovered by the District as a personal obligation and/or through a lien or a special assessment on the affected property as provided in Section 1.14.140.

7. Sustain, modify, or overrule an NOV issued by an enforcement officer.

8. Any other order or remedy that serves the interests of justice.

E. The District may seek to enforce any abatement order by confirmation from a court of competent jurisdiction. Any abatement order that is judicially confirmed may be enforced through all applicable judicial enforcement measures, including without limitation, contempt proceedings upon a subsequent violation of such order.

F. A penalty order imposes or upholds a penalty, subject to Government Code Section 53069.4.

#### **1.14.120 Payment and collection of penalty.**

A. If a penalty is imposed and the responsible party fails to appeal the penalty as specified in Section 1.14.030, or if a penalty order is issued, the responsible party shall pay the amount of the penalty within thirty days of the effective date of the penalty, unless an extension of time is requested by the party against whom the penalty is imposed and the request is granted by the District. Any penalty imposed shall be payable to the District.

B. The amount of any unpaid penalty may be collected by commencement of a civil action to collect such penalty, or in any other manner provided by law for the collection of debts, including assignment of the debt to a collection agency. Amounts assigned for collection are subject to collection agency rules, regulations and policies.

C. The payment of a penalty by or on behalf of any responsible party shall not relieve such party from the responsibility of correcting, removing or abating the nuisance condition, or performing restoration where required, nor prevent further proceedings, or any other authority to achieve the correction, removal or abatement of the nuisance, or any required restoration.

#### **1.14.130 Appeal to the District Board.**

A person or entity named as the responsible party in an NOV may appeal the determination of the hearing officer or hearing body in the same manner as set forth in

Section 1.14.090. Any such appeal will be heard by the District Board, whose determination shall be final.

**1.14.140 Judicial review of penalties.**

A. Any responsible party against whom a penalty has been imposed and who has exhausted the administrative remedies provided in this code or other applicable law may obtain judicial review of said penalty pursuant to Government Code Section 53069.4 by filing an appeal to the Contra Costa County superior court, subject to the time limits described therein. Any such appeal shall be filed as a limited civil case. Written notice of the subject time limits shall be given to all responsible parties against whom a penalty is imposed in substantially the following form:

"The time within which judicial review of the penalty imposed by this order must be sought is governed by Government Code Section 53069.4. Judicial review must be sought not later than twenty days after service of the order imposing or confirming such penalty."

B. This section shall not be deemed to revive any cause of action or grounds for relief through a special proceeding that is barred by law or equity.

**1.14.150. Judicial review of abatement orders.**

A. Any responsible party who is aggrieved by a decision of a hearing officer, or of a board, commission, department, agency, or person authorized to render such a decision on behalf of the District, and who has exhausted the administrative remedies provided in this Code, or any other applicable law, shall have the right to seek judicial review of such decision by filing a petition for writ of mandate in accordance with Code of Civil Procedure Section 1094.5. A petition for writ of mandate must be filed within ninety days after the administrative decision becomes final (as determined in Code of Civil Procedure Section 1094.6).

B. Written notice of the time limitation in which a party may seek judicial review of an abatement order shall be given to all responsible parties in the matter by the District in substantially the following form:

"Judicial review of this decision may be sought by following the procedure outlined in Code of Civil Procedure Section 1094.5. Judicial review must be sought not later than the ninetieth day following the date on which this decision becomes final, except that where a shorter time is provided by any state or federal law, such shorter time limit shall apply."

C. This section shall not be deemed to revive any cause of action or grounds for relief through a special proceeding that is barred by law or equity.

D. All costs of preparing an administrative record that may be recovered by a local agency pursuant to Code of Civil Procedure section 1094.5(a) or successor statute shall be paid by the petitioner prior to delivery of the record to petitioner.

**1.14.160 Recovery of costs of abatement.**

A. The District may elect to recover its costs to abate nuisance conditions or other code violations, including without limitation the costs of any appeals hearing or OSC hearing (including staff time necessary to prepare for and attend an appeals hearing or OSC hearing), any reinspections required to determine or confirm that compliance has

been achieved, production of all staff reports, environmental tests or measurements that are deemed necessary or appropriate by the enforcement officer or as deemed necessary by the District, and reasonable attorneys' fees.

B. 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.

C. Notice of the recovery of costs pursuant to this section shall be given to the owner by certified mail, and shall contain the relevant information.

#### **1.14.170 Cost accounts.**

A. If any order authorizes the District to abate a nuisance condition, the District official responsible for such abatement shall keep an accounting of the cost of abatement along with any other recoverable costs, and shall render a written report ("the cost report") to the District Board showing the cost of removing and/or abating the nuisance condition and describing the work performed. The cost report shall be agendaized as a "public hearing" item by the District Secretary at a subsequent District Board meeting following the required notice periods.

B. At least ten days prior to the submission of the cost report to the District Board, the District Secretary, or his/her designee, shall cause a copy of the cost report to be mailed to the responsible party and/or to the owner of the property where the nuisance condition existed. If the nuisance concerns real property, a copy of the cost report shall be mailed to the owner(s) at the address shown for such owner(s) on the last tax roll. The District Secretary, or his/her designee, shall also cause a notice of hearing to be mailed to the same person(s) or entity receiving a copy of the cost report. The notice of hearing shall set forth the date, time and location of the District Board meeting at which the cost report shall be submitted to the District Board.

C. At the time and place fixed for receiving and considering the cost report, the District Board shall 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. 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.

D. A copy of a Board order confirming costs against the responsible party shall be served on the responsible party within ten days of such order in the manner described in Section 1.14.040(B). Any responsible party against whom costs of abatement and any other costs are awarded by Board order shall have the right to seek judicial review of such order by filing a petition for writ of mandate in accordance with Code of Civil Procedure Section 1094.5.

#### **1.14.180 Remedies cumulative.**

The remedies provided for in this chapter shall be cumulative and not exclusive, and shall be in addition to any and all other remedies available to the District.

**1.14.190 Summary abatement procedure.**

Notwithstanding any other provision of this code, whenever, in the reasonable judgment of the enforcement officer, the existence or continuance of any violation of this code or any nuisance condition poses an imminent or immediate threat of harm to persons or property, or to public health, welfare or safety, an enforcement officer may act immediately and without prior notice or hearing to abate such violation or condition. The expense or cost resulting from such summary abatement shall be enforceable as a personal obligation of the responsible party and may be recovered by adding the cost of collection to the sewer service charge, as described in Section 1.14.160.

**1.14.200 Conflict**

To the extent that there is any conflict between the provisions of this chapter and other provisions of the District Code, the provisions of this chapter shall govern.

**Section 2. Severability.** The provisions of this Ordinance are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Ordinance or their applicability to other persons or circumstances.

**Section 3. Effective Date.** Upon adoption, this Ordinance shall be entered in the minutes of the District Board and a summary shall be published in the West County Times within 15 days after adoption, and this Ordinance shall take effect and be in force and effect immediately after the 30th day following adoption.

**PASSED, APPROVED AND ADOPTED** this 28<sup>th</sup> day of April, 2010.

**AYES:** Burlison, Glover, MacKenzie, Petty

**NOES:** None

**ABSENT:** Loveseth

  
Pat Glover, President

**ATTEST:**

  
District Secretary

**BOARD OF DIRECTORS, CROCKETT COMMUNITY SERVICES DISTRICT,  
STATE OF CALIFORNIA**

**ADOPTION OF ORDINANCE NO. 10-1**

**ORDINANCE SUMMARY**

**AN ORDINANCE ADDING CHAPTER 1.14 TO THE CROCKETT  
COMMUNITY SERVICES DISTRICT CODE REGARDING  
ADMINISTRATIVE ENFORCEMENT**

---

The Crockett Community Services District has adopted an ordinance regarding the use of administrative citations ("Notice of Violation" or "NOV") in code enforcement and cost recovery for said citations.

Ordinance No. 10-1 provides District enforcement officers with the full range of administrative enforcement and cost recovery options for handling public nuisances or other code violations. Maximum penalty amounts for NOV's set forth by Government Code Section 36900 are codified in the ordinance, and code enforcement officers are given specific criteria to consider in determining penalty amounts, such as duration and frequency of the violation(s), seriousness of the violation(s), justifications, etc. If penalties are not paid within thirty days of the date due and have not been successfully challenged by administrative appeal or in court, the penalty amount may be collected in any manner provided by law. In addition, penalties and costs to the District to abate nuisance conditions may be added to the sewer service charge payable by the person violating the ordinance or the owner or tenant of property where the violation occurred.

Ordinance No. 10-1 describes an administrative hearing procedure for any person who receives a Notice of Violation. State law provisions permitting parties aggrieved by the decision of a hearing officer or department to seek judicial review of such a decision are also codified in the ordinance.

Ordinance No. 10-1 was adopted on April 28, 2010, by the following vote:

AYES: Burlison, Glover, MacKenzie, Petty

NOES: None

ABSENT: Loveseth

This Ordinance Summary was prepared pursuant to Government Code section 25124. The District ordered preparation of this Ordinance Summary by the District Counsel.

DATED: May 10, 2010

/s/ Kent Peterson  
District Secretary



## BID SCHEDULE

ITEM	QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1.	--	LS.	MOBILIZATION, COMPLETE IN PLACE, FOR THE LUMP SUM OF		\$ _____
2.	212	LF	FURNISH AND INSTALL 8"Ø VITRIFIED CLAY PIPE, INCLUDING EXCAVATION, LINE PLACEMENT, 4 LATERAL RECONNECTIONS, BEDDING, BACKFILL, COMPACTION, AND SURFACE RESTORATION, COMPLETE IN PLACE, PER LINEAR FOOT AT	\$ _____	\$ _____
3.	1	EA	REINFORCED CONCRETE MANHOLE STRUCTURE, COMPLETE IN PLACE, EACH AT	_____	_____
4.	1	EA	RODDING INLET, 8"Ø, COMPLETE IN PLACE, EACH AT	\$ _____	\$ _____
5.	--	LS	ABANDON LAMPHOLE AND 190 LF 8"Ø PIPING AS PER SPECIAL CONDITION S1.22, FOR THE LUMP SUM OF	\$ _____	\$ _____
6.	--	LS	INSTALL FLOW CHANNEL INSIDE EXISTING MANHOLE, COMPLETE IN PLACE, FOR THE LUMP SUM OF	\$ _____	\$ _____
7.	--	LS	TRENCH EXCAVATION SAFETY PLAN	\$ _____	\$ _____
8.	--	LS	SHEETING AND SHORING, COMPLETE IN PLACE, FOR THE LUMP SUM OF	\$ _____	\$ _____
<b>TOTAL AMOUNT BID:</b>					\$ _____
_____ (DOLLARS IN WORDS)					_____ (\$ IN FIGURES)
A.	--	LS	ADDITIONAL PRICE TO FURNISH AND INSTALL 8"Ø HDPE SDR17 IN PLACE OF VCP, INCLUDING SLURRY CEMENT BEDDING, AS PER TECHNICAL CONDITIONS SECTION 2B	\$ _____	

# West County Times

4301 Lakeside Drive  
Richmond, CA 94806  
(510) 262-2740

Crockett Community Service District  
P.O. Box 578  
Crockett CA 94525-0578

## PROOF OF PUBLICATION

FILE NO. Ordinance 10-1

In the matter of

West County Times

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter.

I am the Principal Legal Clerk of the West County Times, a newspaper of general circulation, printed and published at 2640 Shadelands Drive in the City of Walnut Creek, County of Contra Costa, 94598

And which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Contra Costa, State of California, under the date of August 29, 1978. Case Number 188884.

The notice, of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

5/13/2010

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Executed at Walnut Creek, California.  
On this 13th day of May, 2010.

Signature

Legal No.

0003495661

BOARD OF DIRECTORS,  
CROCKETT COMMUNITY  
SERVICES DISTRICT  
STATE OF CALIFORNIA

ADOPTION OF  
ORDINANCE NO. 10-1

### ORDINANCE SUMMARY

AN ORDINANCE ADDING  
CHAPTER 1.14 TO THE  
CROCKETT COMMUNITY  
SERVICES DISTRICT  
CODE REGARDING  
ADMINISTRATIVE  
ENFORCEMENT

The Crockett Community Services District has adopted an ordinance regarding the use of administrative citations ("Notice of Violation" or "NOV") in code enforcement and cost recovery for said citations.

Ordinance No. 10-1 provides District enforcement officers with the full range of administrative enforcement and cost recovery options for handling public nuisances or other code violations. Maximum penalty amounts for NOV's set forth by Government Code Section 36900 are codified in the ordinance, and code enforcement officers are given specific criteria to consider in determining penalty amounts, such as duration and frequency of the violation(s), seriousness of the violation(s), justifications, etc. If penalties are not paid within thirty days of the date due and have not been successfully challenged by administrative appeal or in court, the penalty amount may be collected in any manner provided by law. In addition, penalties and costs to the District to abate nuisance conditions may be added to the sewer service charge payable by the person violating the ordinance or the owner or tenant of property where the violation occurred.

Ordinance No. 10-1 describes an administrative hearing procedure for any person who receives a Notice of Violation. State law provisions permitting parties aggrieved by the decision of a hearing officer or department to seek judicial review of such a decision are also codified in the ordinance.

Ordinance No. 10-1 was adopted on April 28, 2010, by the following vote:  
AYES: Burlison, Glover, MacKenzie, Petty  
NOES: None  
ABSENT: Loveseth

This Ordinance Summary was prepared pursuant to Government Code section 25124. The District ordered preparation of this Ordinance Summary by the District Counsel.

DATED: May 10, 2010

/s/ Kent Peterson  
District Secretary  
WCT 3495661  
May 13, 2010

BOARD OF DIRECTORS, CROCKETT COMMUNITY SERVICES DISTRICT,  
STATE OF CALIFORNIA

ORDINANCE SUMMARY

AN ORDINANCE ADDING CHAPTER 1.14 TO THE CROCKETT  
COMMUNITY SERVICES DISTRICT CODE REGARDING  
ADMINISTRATIVE ENFORCEMENT

---

1. SUMMARY

The Crockett Community Services District proposes to introduce and adopt an ordinance regarding the use of administrative citations ("Notice of Violation" or "NOV") in code enforcement and cost recovery for said citations.

The proposed ordinance provides District enforcement officers with the full range of administrative enforcement and cost recovery options for handling public nuisances or other code violations. Maximum penalty amounts for NOV's set forth by Government Code Section 36900 are codified in the ordinance, and code enforcement officers are given specific criteria to consider in determining penalty amounts, such as duration and frequency of the violation(s), seriousness of the violation(s), justifications, etc. If penalties are not paid within thirty days of the date due and have not been successfully challenged by administrative appeal or in court, the penalty amount may be collected in any manner provided by law. In addition, penalties and costs to the District to abate nuisance conditions may be added to the sewer service charge payable by the person violating the ordinance or the owner or tenant of property where the violation occurred.

The ordinance describes an administrative hearing procedure for any person who receives a Notice of Violation. State law provisions permitting parties aggrieved by the decision of a hearing officer or department to seek judicial review of such a decision are also codified in the ordinance.

2. This Ordinance Summary was prepared pursuant to Government Code section 25124. The District ordered preparation of this Ordinance Summary by the District Counsel.

DATED: \_\_\_\_\_

April 16, 2010

Kent Peterson  
District Secretary

# West County Times

4301 Lakeside Drive  
Walnut Creek, CA 94806  
(925) 262-2740

Crockett Community Service District  
P.O. Box 578  
Crockett CA 94525-0578

## PROOF OF PUBLICATION

FILE NO. Admin. Enforcme

In the matter of

West County Times

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter.

I am the Principal Legal Clerk of the West County Times, a newspaper of general circulation, printed and published at 2640 Shadelands Drive in the City of Walnut Creek, County of Contra Costa, 94598

which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Contra Costa, State of California, under the date of August 29, 1978. Case Number 188884.

The notice, of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

4/20/2010

certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Executed at Walnut Creek, California,  
this 20th day of April, 2010.

Signature

Legal No.

0003464863

BOARD OF DIRECTORS,  
CROCKETT COMMUNITY  
SERVICES DISTRICT,  
STATE OF CALIFORNIA

### ORDINANCE SUMMARY

AN ORDINANCE ADDING  
CHAPTER 1.14 TO THE  
CROCKETT COMMUNITY  
SERVICES DISTRICT  
CODE REGARDING AD-  
MINISTRATIVE ENFORC-  
MENT

The Crockett Communi-  
ty Services District pro-  
poses to introduce and  
adopt an ordinance re-  
garding the use of ad-  
ministrative citations  
("Notice of Violation" or  
"NOV") in code enforce-  
ment and cost recovery  
for said citations.

The proposed ordinance  
provides District en-  
forcement officers with  
the full range of admin-  
istrative enforcement  
and cost recovery op-  
tions for handling public  
nuisances or other code  
violations. Maximum  
penalty amounts for  
NOVs set forth by Gov-  
ernment Code Section  
36900 are codified in the  
ordinance, and code en-  
forcement officers are  
given specific criteria to  
consider in determining  
penalty amounts, such  
as duration and fre-  
quency of the  
violation(s), seriousness  
of the violation(s), just-  
ifications, etc. If pen-  
alties are not paid within  
thirty days of the date  
due and have not been  
successfully challenged  
by administrative ap-  
peal or in court, the pe-  
nalty amount may be col-  
lected in any manner  
provided by law. In ad-  
dition, penalties and  
costs to the District to  
abate nuisance condi-  
tions may be added to  
the sewer service  
charge payable by the  
person violating the or-  
dinance or the owner or  
tenant of property  
where the violation oc-  
curred.

The ordinance describes  
an administrative hear-  
ing procedure for any  
person who receives a  
Notice of Violation.  
State law provisions  
permitting parties ag-  
grieved by the decision  
of a hearing officer or  
department to seek judi-  
cial review of such a de-  
cision are also codified  
in the ordinance.

This Ordinance Summa-  
ry was prepared pur-  
suant to Government  
Code section 25124. The  
District ordered prepa-  
ration of this Ordinance  
Summary by the District  
Counsel.

DATED: April 15, 2010

/s/ Kent Peterson  
District Secretary  
WCT 3464863  
April 20, 2010

CERTIFICATION

1. Prior to Adoption.

I, Kent Peterson, Secretary of the Crockett Community Services District, CERTIFY that on the 20th, day of April 2010, at least five days prior to the District Board meeting set for the 28th day of April 2010 when this Ordinance was scheduled for adoption (1) the Summary was published and circulated in West County Times, and (2) a certified copy of the full text of this Ordinance was posted in my office, all in accordance with Government Code Section 25124.

DATED: April 20, 2010

Kent Peterson

2. After Adoption.

I, Kent Peterson Secretary of the Crockett Community Services District, CERTIFY that this Ordinance was adopted on the 28th day of April 2010. Fifteen days thereafter (1) the Summary of this Ordinance, a copy of which is attached, was published in the "West County Times," a newspaper of general circulation published and circulated in the District, and (2) a certified copy of this Ordinance, with the names of those District Board members voting for or against this Ordinance, or otherwise voting, was posted in my office, all in accordance with Government Code Section 25124.

DATED: May 13, 2010

Kent Peterson

3. CERTIFICATION AND POSTING PRIOR TO ADOPTION

A certified copy of the full text of this Ordinance is posted in the Office of the Crockett Community Services District, 628 Second Avenue, Room 206, Crockett, California. The Ordinance was read for the first time on the 24th day of May 2010, and is scheduled for second reading and adoption on the 28th day of April 2010.

DATED: April 16, 2010

Kent Peterson

4. CERTIFICATION AND POSTING AFTER ADOPTION

This Ordinance was adopted on the 28<sup>th</sup> day of April 2010, and a certified copy of the full text, together with the names of the District Board members voting for and against the Ordinance or otherwise voting, is posted in Office of the Crockett Community Services District, 628 Second Avenue, Room 206, Crockett, California.

The vote was recorded as follows:

FOR: BURLISON, GLOVER, MACKENZIE, PETTY

AGAINST: NONE

ABSTAIN: NONE

ABSENT: LOVESETH

**ORDINANCE NO. 19-6**

**AN ORDINANCE OF THE CROCKETT COMMUNITY SERVICES DISTRICT  
AMENDING CHAPTER 9 OF THE CROCKETT COMMUNITY  
SERVICES DISTRICT CODE AND ADOPTING THE REVISED STANDARD  
SPECIFICATIONS FOR THE DESIGN, CONSTRUCTION, AND USE OF SANITARY  
SEWERS IN CROCKETT AND PORT COSTA, CALIFORNIA**

**WHEREAS**, the Crockett Community Services District (“District”) Board of Directors considered and approved Ordinance 18-1 pertaining to the amendment of Chapter 9 of the Crockett Community Services District Code (“District Code”) and adopting the revised standard specifications for the design, construction, and use of sanitary sewers in Crockett and Port Costa, California on March 28, 2019; and

**WHEREAS**, in preparation for a repeal and recodification of the District Code, the Board now wishes to readopt certain ordinances that were approved since the prior codification of the District Code; and

**WHEREAS**, one such ordinance is Ordinance 18-1, attached hereto as Exhibit A; and

**WHEREAS**, the text of Ordinance 18-1, as stated in Exhibit A, is unmodified from that considered and approved by the Board on March 28, 2019, except sections 4 through 7, the certification by the Secretary of the Board, and the attestation by the President of the Board shall be disregarded; and

**WHEREAS**, the full text of Ordinance 18-1, as stated in Exhibit A, is incorporated into this Ordinance 19-6 as if set forth fully herein; and

**WHEREAS**, with respect to other ordinances similarly readopted, if any of the provisions were intended to modify that of a prior ordinance, precedence shall be given to the ordinance that was more recently considered and approved by the Board at the time the ordinance was first considered and approved; and

**WHEREAS**, as stated in the attached Ordinance 18-1, the District has identified the need to amend Chapter 9 as it relates to sewers in the Code and update the Standard Specifications for the design, construction and use of sanitary sewers in Crockett and Port Costa, California.

**NOW, THEREFORE**, the Board of Directors of the Crockett Community Services District (“District”) does ordain as follows:

1. Ordinance 18-1, adopted on April 24, 2019, is hereby superseded.
2. The provisions of Ordinance 18-1, as stated in Exhibit A—except the disregarded statement, certification, and attestation described in Section 3, below—are adopted pursuant to the authority of the District granted by Title 6, Division 3, Part 2, Chapter 5, Section 6160, subdivision (a) of the Government Code, and the procedures established by Article 7

(commencing with Section 25120) of Chapter 1 of Part 2 of Division 2 of Title 3 of the Government Code.

3. Sections 4 through 7, the certification by the Secretary of the Board, and the attestation by the President of the Board, each in Exhibit A, shall be disregarded.

4. **Precedence of Readopted Ordinances.** If any provision of this ordinance or any other similarly superseded and readopted ordinance was intended, at the time it was originally considered and approved by the Board, to modify a provision of a prior ordinance or provision of the District Code, precedence shall be given to the ordinance that was more recently considered and approved by the Board at the time the ordinance was first considered and approved.

5. **Reference to Specific Ordinances.** The provisions of this ordinance shall not in any manner affect matters of record which refer to, or are otherwise connected with ordinances which are therein specifically designated by number or otherwise, but such reference shall be construed to apply to the corresponding provisions contained within any readopted ordinance. Any reference to a prior ordinance shall refer to the respective readopted ordinance.

6. **Effect of Ordinance on Past Actions and Obligations.** The adoption of this Ordinance shall not in any manner affect the prosecution for violations of ordinances, which violations were committed prior to the effective date hereof, nor be construed as a waiver of any license, fee, or penalty at said effective date due and unpaid under such ordinances relating to the collection of any such license, fee, or penalty, or the penal validity of any bond or cash deposit in lieu thereof required to be posted, filed or deposited pursuant to any ordinances and all rights and obligations thereunder appertaining shall continue in full force and effect.

7. **Severability.** The provisions of this Ordinance are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Ordinance or their applicatory to other persons or circumstances.

8. **CEQA.** In accordance with the California Environmental Quality Act Public Resources Code Sec. 21000 et seq. ("CEQA") and the regulations promulgated pursuant to CEQA ("the State Guidelines"), the District Board of Directors finds and determines that with respect to the Board's approval and adoption of this Ordinance that it is not a "project" within the meaning of CEQA or the State Guidelines, as it merely represents a restatement of existing policies and procedures of the District with regard to the matters addressed in this Ordinance and, therefore to that extent, neither this Ordinance itself nor its adoption constitutes a "project" as that term is defined under CEQA; and neither this Ordinance nor any part of it, nor its adoption by the District's Board of Directors, nor its operation and enforcement by the District is likely to have a significant effect on the environment.

9. **Effective Date.** Upon adoption, this Ordinance shall be entered in the minutes of the Board and a summary thereof shall be published in the West County Times promptly following



its passage and adoption, and this Ordinance shall take effect and be in force and effect immediately after the 30th day following adoption, as prescribed by Government Code Section 25123.

**I HEREBY CERTIFY** that the foregoing Ordinance was duly and regularly adopted by the Board of Directors of the Crockett Community Services District, at a regular meeting thereof, held on the 28th day of August 2019, by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

---

Kent Peterson  
President of the Board of Directors,  
Crockett Community Services District,  
County of Contra Costa,  
State of California

**COUNTERSIGNED:**

---

Dale McDonald, Secretary  
Crockett Community Services District

Approved as to Form: \_\_\_\_\_  
Rachel Hundley  
District Counsel

3337847.1

# EXHIBIT A

## ORDINANCE NO. 18-1

### ORDINANCE AMENDING CHAPTER 9 OF THE CROCKETT COMMUNITY SERVICES DISTRICT CODE AND ADOPTING THE REVISED STANDARD SPECIFICATIONS FOR THE DESIGN, CONSTRUCTION, AND USE OF SANITARY SEWERS IN CROCKETT AND PORT COSTA, CALIFORNIA

**WHEREAS**, the Crockett Community Services District Code ("Code") and Standard Specifications for the Design, Construction, and Use of Sanitary Sewers in Crockett, California ("Standard Specifications") was adopted by Ordinance No. 05-1 on January 19, 2005 pursuant to the provisions of Government Code Sections § 50022.1 to 50022.8, 50022.10 and Health and Safety Code § 6491.2; and

**WHEREAS**, the Crockett Community Services District ("District") has the authority to designate any ordinance adding to, amending, correcting or repealing all or any part or portion thereof as an addition to, amendment to, correction or repeal of the Code.

**WHEREAS**, the District has identified the need to amend Chapter 9 as it relates to sewers in the Code and update the Standard Specifications for the design, construction and use of sanitary sewers in Crockett and Port Costa, California; and

**WHEREAS**, one copy of revised document titled "Standard Specifications for The Design, Construction and Use of Sanitary Sewers in Crockett and Port Costa, California " is on file in the Office of the Secretary of the District and has been available for review for a period of more than 15 days.

**IT IS ORDAINED** by the Board of Directors of Crockett Community Services District as follows:

1. **Title 9 Sewers** of the Crockett Community Services District Code applies to all sewer facilities within the jurisdiction of the Crockett Community Services District of Contra Costa County, California.
2. **Chapter 9.08** of the Crockett Community Services District Code is hereby amended by the addition of Section 9.08.005 and 9.08.060 as set forth below.

**9.08.005 Standard Specifications.**

The Standard Specifications for sewerage shall govern requirements, design, and all work in connection with sewer construction and/or projects financed by private individuals within the jurisdiction of the Crockett Community Services District of Contra Costa County, California. The jurisdiction of the District includes the entire sewerage system and its appurtenances from the point of connection with the building plumbing to the discharge terminus of the treatment plant outfall.

**9.08.060 Addenda and Revisions to Standard Specifications.**

Addenda to the Standard Specifications may be issued periodically and will be made available to the Public and Contractors at the District office. Substantial additions, amendments, corrections, or repeals of all or any part or portion of the Standard Specifications may be made by Resolution adopted by the District Board. Users of the Standard Specifications are urged to review the latest addenda to apprise themselves of changes put into effect.

3. **Revised Standard Specifications** for Design, Construction and Use of Sanitary Sewers in Crockett and Port Costa, California within the jurisdiction of the Crockett Community Services District as on file with the Office of the Secretary of the District is hereby adopted.
4. **Severability.** The provisions of this Ordinance are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Ordinance or their applicatory to other persons or circumstances.
5. **Superseding Effect.** This Ordinance supersedes all previous and currently existing regulations that are in conflict with its provisions, and all such regulations are rescinded and repealed as of the date of this Ordinance becomes effective.
6. **CEQA.** In accordance with the California Environmental Quality Act Public Resources Code Sec. 21000 et seq. ("CEQA") and the regulations promulgated pursuant to CEQA ("the State Guidelines"), the Board of Directors finds that this Ordinance is not a "project" within the meaning of CEQA or the State Guidelines.
7. **Effective Date.** Upon adoption, this Ordinance shall be entered in the minutes of the Board and shall be published in the West County Times promptly following its passage and adoption, and this Ordinance shall take effect and be in force and effect immediately after the 30th day following adoption, as prescribed by California Health and Safety § 6490.

I HEREBY CERTIFY that the foregoing Ordinance was duly and regularly adopted by the Board of Directors of the Crockett Community Services District, at a regular meeting thereof, held on the 28 day of MARCH, 2018, by the following vote:

AYES: BARASSI, CLERICI, JOHNSON, PETERSON

NOES: 0

ABSTAIN: 0

ABSENT: MACKENZIE



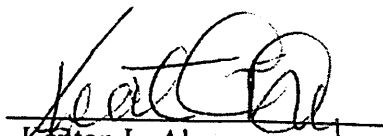
Luigi Barassi  
President of the Board of Directors,  
Crockett Community Services District,  
County of Contra Costa,  
State of California

COUNTERSIGNED:



Dale McDonald, Secretary  
Crockett Community Services District

Approved as to Form:



Kenton L. Alm  
District Counsel

**ORDINANCE NO. 19-7**

**AN ORDINANCE OF THE CROCKETT COMMUNITY SERVICES DISTRICT  
ESTABLISHING INFORMAL BIDDING PROCEDURES UNDER  
THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT**

**WHEREAS**, the Crockett Community Services District (“District”) Board of Directors considered and approved Ordinance 19-1 pertaining to the establishing informal bidding procedures under the Uniform Public Construction Cost Accounting Act on April 24, 2019; and

**WHEREAS**, in preparation for a repeal and recodification of the Crockett Community Services District Code (“District Code”), the Board now wishes to readopt certain ordinances that were approved since the prior codification of the District Code; and

**WHEREAS**, one such ordinance is Ordinance 19-1, attached hereto as Exhibit A; and

**WHEREAS**, the text of Ordinance 19-1, as stated in Exhibit A, is unmodified from that considered and approved by the Board on April 24, 2019, except the statement regarding publishing, the certification by the Secretary of the Board, and the attestation by the President of the Board shall be disregarded; and

**WHEREAS**, the full text of Ordinance 19-1, as stated in Exhibit A, is incorporated into this Ordinance 19-7 as if set forth fully herein; and

**WHEREAS**, with respect to other ordinances similarly readopted, if any of the provisions were intended to modify that of a prior ordinance, precedence shall be given to the ordinance that was more recently considered and approved by the Board at the time the ordinance was first considered and approved; and

**WHEREAS**, as stated in the attached Ordinance 19-1, the Uniform Public Construction Cost Accounting Act (“Act”) provides for informal bidding procedures for construction projects that have the potential to significantly reduce the administrative costs of bidding and allow for faster project completion, while still retaining a competitive process and containing project costs; and

**WHEREAS**, as also stated in the attached Ordinance 19-1, the District has elected to become subject to the uniform public construction cost accounting procedures under the Act, thereby allowing it to adopt informal bidding procedures for certain construction projects with values under specified dollar limits.

**NOW, THEREFORE**, the Board of Directors of the Crockett Community Services District (“District”) does ordain as follows:

1. Ordinance 19-1, adopted on April 24, 2019, is hereby superseded.
2. The provisions of Ordinance 19-1, as stated in Exhibit A—except the disregarded

statement, certification, and attestation described in Section 3, below—are adopted pursuant to the authority of the District granted by Title 6, Division 3, Part 2, Chapter 5, Section 6160, subdivision (a) of the Government Code, and the procedures established by Article 7 (commencing with Section 25120) of Chapter 1 of Part 2 of Division 2 of Title 3 of the Government Code.

3. The statement regarding publishing, the certification by the Secretary of the Board, and the attestation by the President of the Board in Exhibit A shall be disregarded.

4. **Precedence of Readopted Ordinances.** If any provision of this ordinance or any other similarly superseded and readopted ordinance was intended, at the time it was originally considered and approved by the Board, to modify a provision of a prior ordinance or provision of the District Code, precedence shall be given to the ordinance that was more recently considered and approved by the Board at the time the ordinance was first considered and approved.

5. **Reference to Specific Ordinances.** The provisions of this ordinance shall not in any manner affect matters of record which refer to, or are otherwise connected with ordinances which are therein specifically designated by number or otherwise, but such reference shall be construed to apply to the corresponding provisions contained within any readopted ordinance. Any reference to a prior ordinance shall refer to the respective readopted ordinance.

6. **Effect of Ordinance on Past Actions and Obligations.** The adoption of this Ordinance shall not in any manner affect the prosecution for violations of ordinances, which violations were committed prior to the effective date hereof, nor be construed as a waiver of any license, fee, or penalty at said effective date due and unpaid under such ordinances relating to the collection of any such license, fee, or penalty, or the penal validity of any bond or cash deposit in lieu thereof required to be posted, filed or deposited pursuant to any ordinances and all rights and obligations thereunder appertaining shall continue in full force and effect.

7. **Severability.** The provisions of this Ordinance are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Ordinance or their applicatory to other persons or circumstances.

8. **CEQA.** In accordance with the California Environmental Quality Act Public Resources Code Sec. 21000 et seq. (“CEQA”) and the regulations promulgated pursuant to CEQA (“the State Guidelines”), the District Board of Directors finds and determines that with respect to the Board's approval and adoption of this Ordinance that it is not a “project” within the meaning of CEQA or the State Guidelines, as it merely represents a restatement of existing policies and procedures of the District with regard to the matters addressed in this Ordinance and, therefore to that extent, neither this Ordinance itself nor its adoption constitutes a “project” as that term is defined under CEQA; and neither this Ordinance nor any part of it, nor its adoption by the District’s Board of Directors, nor its operation and enforcement by the District is likely to have a significant effect on the environment.

9. ***Effective Date.*** Upon adoption, this Ordinance shall be entered in the minutes of the Board and a summary thereof shall be published in the West County Times promptly following its passage and adoption, and this Ordinance shall take effect and be in force and effect immediately after the 30th day following adoption, as prescribed by Government Code Section 25123.

**I HEREBY CERTIFY** that the foregoing Ordinance was duly and regularly adopted by the Board of Directors of the Crockett Community Services District, at a regular meeting thereof, held on the 28<sup>th</sup> day of August, 2019, by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

---

Kent Peterson  
President of the Board of Directors,  
Crockett Community Services District,  
County of Contra Costa,  
State of California

**COUNTERSIGNED:**

---

Dale McDonald, Secretary  
Crockett Community Services District

Approved as to Form: \_\_\_\_\_  
Rachel Hundley  
District Counsel

# EXHIBIT A

## ORDINANCE NO. 19-1

### AN ORDINANCE OF THE CROCKETT COMMUNITY SERVICES DISTRICT ESTABLISHING INFORMAL BIDDING PROCEDURES UNDER THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT

WHEREAS, the Uniform Public Construction Cost Accounting Act ("Act") provides for informal bidding procedures for construction projects that have the potential to significantly reduce the administrative costs of bidding and allow for faster project completion, while still retaining a competitive process and containing project costs; and

WHEREAS, the District has elected to become subject to the uniform public construction cost accounting procedures under the Act, thereby allowing it to adopt informal bidding procedures for certain construction projects with values under specified dollar limits.

NOW, THEREFORE, the Board of Directors of the Crockett Community Services District ("District") does ordain as follows:

**Section 1.** The above recitals are true and correct and incorporated herein by reference.

**Section 2.** Create Chapter 2.34 Informal Bidding Policy under Title 2 of the District Code pursuant to the Uniform Public Construction Cost Accounting Act.

#### INFORMAL BIDDING POLICY

##### A. PURPOSE

To establish a Board Policy on informal bidding pursuant to the Uniform Public Construction Cost Accounting Act ("Act") (Public Contract Code §§ 22000-22045)

##### B. POLICY

1. District projects, as defined by the Act and in accordance with the limits listed in § 22032 of the Public Contract Code, may be let to contract by informal procedures as set forth in § 22032, et seq., of the Public Contract Code.
2. The District Board delegates the authority to award informal contracts to the General Manager or his designee upon acceptance by the respective Commission and approval by the District Board.



**C. UPCCAA BIDDING THRESHOLDS FOR DISTRICT PROJECTS**

1. District projects of sixty thousand dollars (\$60,000) or less, or the applicable limits under the Act as amended, may be performed by the employees of the District by force account, by negotiated contract, or by purchase order.
2. District projects of two hundred thousand dollars (\$200,000) or less, or the applicable limits under the Act as amended, may be let to contract by informal bidding procedures as set forth in the Act.
  - a. If a District project was let to contract by informal bidding under the UPCCAA procedures, then Board approval is required for a change order to the public project that would cause the total cost of the project to exceed two hundred thousand dollars (\$200,000) or the applicable limits under the Act as amended.
3. District projects of more than two hundred thousand dollars (\$200,000), or the applicable limits under the Act as amended, must be let to contract by formal bidding procedures.

**D. NOTICE TO CONTRACTORS INVITING INFORMAL BIDS**

1. The District will maintain a list of qualified contractors, identified by categories of work. Contractors on the list for the category of work being bid must be mailed, faxed, or emailed a notice inviting informal bids at least 10 calendar days before bids are due.
2. Alternatively, the District may elect to mail, fax, or email a notice inviting informal bids to the applicable construction trade journals specified in § 22036 of the Public Contract Code.
3. The notice inviting informal bids must describe the project in general terms and how to obtain more detailed information about the project, and state the time and place for the submission of bids.

**E. REJECTION OF BIDS**

1. In its discretion, the District may reject any bids by providing written notice pursuant to the terms of PCC § 22038.
2. If a contract is awarded, it must be awarded to the lowest responsible bidder. If two or more bids are the same and the lowest, the District may accept the one it chooses.

3. If no bids are received through the formal or informal procedure, the project may be performed by the employees of the District by force account, or negotiated contract without further complying with the Act.


**F. PROHIBITION ON SPLITTING PROJECTS TO EVADE BIDDING THRESHOLDS**


It is unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the provisions of the Act requiring work to be done by contract after competitive bidding.

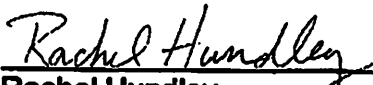
This ordinance shall be a general regulation of the District and shall be published once in local newspapers of general circulation within the District, and shall be effective on the latter of either the eighth calendar day following such publication or May 8, 2019.

I CERTIFY that at a regular meeting on this 24th of April this ordinance was passed and adopted by the Board of Directors of Crockett Community Services District on the 24th day of April 2019, by the following vote:

AYES:	Members:	Barassi, Peterson, Sutton
NOES:	Members:	None
ABSTAIN:	Members:	Kirker, Mackenzie

  
\_\_\_\_\_  
Kent Peterson  
President of the Board of Directors  
Crockett Community Services District  
Crockett, California

  
\_\_\_\_\_  
Dale McDonald  
Secretary of the District  
Crockett Community Services District  
Crockett, California

Approved as to form:   
\_\_\_\_\_  
Rachel Hundley  
Counsel for the District

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

TO: Port Costa Sanitary Commission / Board of Directors  
FROM: Dept. Manager James Barnhill *SB*  
SUBJECT: Port Costa Sanitary Department Managers Report for June, 2019  
DATE: July 3, 2019

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

## Operation and Maintenance

- No Sanitary Sewer Overflows (SSO's) occurred in June
- Mr. Mann installed the pump room door louver

## Administrative


- Contra Costa Health Services completed Hazardous Materials inspection of the chemical storage at the septic tank, no issues were identified and Permit was issued.

# 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   
SUBJECT: Crockett Sanitary Department Managers Report  
DATE: August 8, 2019

The Crockett Sanitary Department Managers Report highlights items of interest that occurred between June 11, 2019 and August 8, 2019.

## Operation and Maintenance

- There were no Sanitary Sewer Overflows (SSO) reported in June or July. Staff responded to a few alarms at the Crockett pump station related to the water pump pressure system.
- Three separate incidents with sanitary sewers have occurred at the PG&E construction site at Port and Wanda.
  - On June 28, a previously unknown 6" clay sewer pipe was exposed during PG&E trenching. The sewer pipe was damaged and was leaking raw sewage into the construction pit. An emergency repair was undertaken. The 6" sewer connects directly to the sewer manhole at Port and Wanda. CCTV inspection confirmed multiple wye connections with sewer continuing up past 1<sup>st</sup> Avenue. Indications are it is a previously unknown public sewer, investigation is continuing.
  - On July 18, staff was informed of an exposed lateral sewer serving a property on Wanda and 1<sup>st</sup> Avenue which was broken and was occasionally leaking wastewater into a second PG&E trench. Wastewater is also seeping from the ground at a location adjacent to the District's public sewer mid-block on Wanda between 1<sup>st</sup> and Port. Both these minor leaks drain to the lower corner of PG&E trench and slowly seep into the ground. Neither are considered SSOs as they are contained within the trench. The lateral of 1403 Wanda was repaired. A break at the bottom of the sewer just outside manhole V-00-08 is source of majority of wastewater. PG&E completed their work in this trench with backfill by mid-August.
  - On July 19, the 8" main clay sewer running down Wanda was exposed, was cracked in multiple locations, and was leaking wastewater into the trench. Emergency sewer repair was undertaken and approximately 6' of sewer was replaced spanning the open trench. Staff confirmed this pipe was defective and once exposed by PG&E could not support its own weight.

With multiple failures identified on these sewer line segments, the brittle nature of older clay pipe exposed to date, and unknown connections on adjacent live 6" sewer, there is no benefit to coordinate repair while PG&E trenches expose the sewers. The replacement project for V-00-08 to V-00-06 will be done after PG&E project is complete.

### Operation and Maintenance (continued)

- Weeds cut at the Crockett Equalization (EQ) tank grounds for fire prevention.
- Coordinated Loring Pump Station generator use and wet-well pump down during PG&E power outage on August 6.
- Wet-weather preparedness has begun, manholes cleared of vegetation, and West County Wastewater District provided list of action items.

### Capital Improvements / Projects

- John Swett High School sewer repair near the bleachers has begun, contractor H&R Plumbing using grout injection repair method. Buried manhole in center of football field has been exposed by artificial turf maintenance vendor hired by JSHS which will allow repair to be completed and inspection of manhole.
- Atherton/Cooke Project C-1002 drawings marked up, final changes to front-end specifications pending. Both anticipated to be completed by August 26 for publication and let to bid.
- Pomona Street Project C-1004 drawings updated. Project will replace the public sewer under the sidewalk from Cooke Ave to Bishop Road. HDPE pipe burst project front-end specifications being updated. Publication and let to bid planned for September.

### Administrative/Financial:

- PG&E applied for conditional discharge permit to discharge groundwater at Port & Wanda project location. Analytical sampling methods and limits identified and permit offered to PG&E. Awaiting permit language acceptance by PG&E as of this writing.
- Sewer map provided to EBMUD as part of the planed EBMUD 8" water main relocation project related to the new Carquinez Middle School project.
- Sanitary department staff attended mandatory harassment training on June 28.
- Attended the General Managers Roundtable meeting in Oakland on July 8.
- State Compensation Insurance Fund (SCIF) Workers' Compensation Insurance Payroll Report completed for FY 18/19. Rates for sanitary department management employees are down from 3.48% to 3.04%. SCIF audit scheduled first week of September.
- Bay Area Air Quality Management District inspection at the Crockett EQ tank and Crockett Pump Station completed July 18.
- Water Code Section 13267 and 13383 Order to amend monitoring and reporting programs consistent with the requirements of the Water Quality Control Policy for Recycled Water received July 29. Crockett CSD given one CIWRQSRM ID; 393543. WWTPs serving Crockett and Port Costa not issued their own reporting IDs as anticipated. Clarification needed from State to determine reporting requirements, staff to contact SWRCB.
- Crockett Sanitary Department will be filing a claim in bankruptcy court against PG&E for damaging our sewer in 2015 when they installed a new gas main on Kendall Avenue in Crockett. CCTV investigation confirmed multiple investigative holes were drilled into asphalt and punctured the top, and in some cases the bottom of the sewer, running the entire length of Kendall west of Merchant Street.

Administrative/Financial (continued):

- David Farnsworth, CPA, chosen as auditor to perform annual audit of FY 18/19.
- Sewer Use Charge Tax Levy Forms submitted to the County. One Access & Repair Agreement property, 701 Edwards Street, paid their balance directly to the District after Resolution to place on the tax roll was adopted. The County was informed and a revised tax levy was submitted removing the additional charge from this parcel.
- C&H Sugar invoiced for 1<sup>st</sup> quarter FY 19/20 Sewer Use Fee in the amount of \$47,471.73.
- Port Costa Sanitary Department invoiced \$47,787.26 for annual payment towards inter-department loan. This is the fourth of ten payments. The principal balance after October payment will be \$241,489.21.
- General Manager McDonald spent approximately 29% of his time towards Crockett Sanitary Department operations and 4% on Capital Projects in July. The rest of his time was spent on District business 44%, Recreation and PLC 13%, Maintenance 1%, and Port Costa 9%. He worked a total of 200 hours in July, averaging 46 hours per week.
- Assistant Sanitary Department Manager Barnhill spent approximately 85% of his time on Crockett Sanitary Department operations and 5% of his time on Capital Projects. The rest of his time, 10%, was spent on Port Costa issues.
- General Manager McDonald will be on vacation August 14 to August 21.

\*\*\*\*\*

# CROCKETT COMMUNITY SERVICES DISTRICT

---

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

## MINUTES OF REGULAR MEETING, JULY 24, 2019

**1. CALL TO ORDER:** The meeting was called to order at 7:04 PM by President Peterson. Present were Board Members Kirker, Mackenzie and Sutton, along with General Manager McDonald, Recreation Department Manager Wilson, Assistant Sanitary Dept. Manager Barnhill, and Assistant Secretary Witschi. Also present was Sanitary Commissioner Wais. Director Barassi arrived later.

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

**3. PUBLIC COMMENTS:** None

**4. REPORTS FROM COMMISSIONERS:** None

**5.a.-5.e. PUBLIC HEARINGS:** Mr. McDonald presented five resolutions to collect the annual installments for sewer lateral repair work, as agreed to by the Access and Repair Agreements with property owners, on their next property tax roll. Director Peterson opened the hearing for comments from the public at this time. Having heard all who wished to speak on this subject, and hearing none, Director Peterson closed the public hearing. A motion to approve Resolutions 19/20-01 through 19/20-05 ordering collection of specific charges on the tax roll carried unanimously (mk/es). Director Barassi arrived at 7:05 pm.

- Resolution No. 19/20-01 for 1235 Lillian Street (APN 354-173-001) for \$1,094.08.
- Resolution No. 19/20-02 for 701 Edwards Street (APN 354-103-033) for \$1,538.54.
- Resolution No. 19/20-03 for 1225 Starr Avenue (APN 354-125-002) for \$2,269.26.
- Resolution No. 19/20-04 for 1334 Wanda Street (APN 354-124-006) for \$2,760.96.
- Resolution No. 19/20-05 for 42 Canyon Lake Drive (APN 368-145-008) for \$2,297.80.

**6. REPORT OF DISTRICT COUNSEL:** None

**7.a. RECREATION DEPT. REPORT:** The Board had received the Minutes of June 3. Mr. Wilson reported the tennis courts will be repaired tomorrow, filling in the cracks and repainting. He said we are hosting Shakespeare in the Park on Saturday, August 3 at Rithet Park at 3:00 pm. Prop. 68 from the State interested in submitting project, per capita based on population. Minimum any district can receive is \$200K.

**7.b. MAINTENANCE DEPARTMENT:** Director Peterson reported he spoke to Caltrans today and nothing has been done on the Dog Park Project. He said on Friday the project documents will be circulated within Caltrans, which will take approximately one month. The standard document will be sent to me on July 25 or 26. He said he will pass on to Mr. McDonald and the Dog Park Committee. He said the CIA maintained triangular corner at 6<sup>th</sup> and Pomona will most likely not be part of any lease agreement for the Dog Park. Director Peterson reported he has four street light poles on order and will receive in September. He

said there are no spare light poles for the one out on Pomona Street. He has not heard from the engineer regarding Memorial Hall. He will contact engineer for update. Mr. McDonald reported Glenn Hummel of the Crockett Dog Park Committee donated \$1K to pay for staff time working on Dog Park issues to date. Nancy Rieser called staff and said a tree was leaning over at the Bridgehead but that volunteers will straighten it out.

7.c. PORT COSTA SANITARY DEPT.: The Board had received the Minutes of June 12. Mr. Barnhill reported no Sanitary Sewer Overflows (SSO's) occurred in June. He said Commissioner Mann installed the pump room door louver. Contra Costa Health Services completed the Hazardous Materials inspection of the chemical storage at the septic tank, no issues were identified and Permit was issued. He talked about the algae buildup in the contact basin and said he installed solar shade fabric over it to block the sun which is causing the algae buildup.

7.d. CROCKETT SANITARY DEPT.: The Board had received the Minutes of June 19. Mr. McDonald reported there were two emergency spot repairs at Port and Wanda. He said on June 28, a previously unknown 6" clay sewer pipe was exposed during PG&E trenching. The sewer pipe was damaged and was leaking raw sewage into the construction pit. On July 19, the 8" main clay sewer running down Wanda was exposed, was cracked in multiple locations, and was leaking wastewater into the trench. Director Peterson asked what is going on with the Atherton Project. Mr. McDonald said it is moving forward, the drawings have been marked up and front end specifications needs to be updated to reference PVC SDR 26 and Horizontal Directional Drilling that will be used for part of the project.

7.e. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. McDonald reported on Senate Bill 83 – paid family leave (PFL). He said the duration of benefits for PFL will go from six to eight weeks effective July 2, 2020. He has asked District counsel to interpret the definition of eligible employee as it relates to this law as well as checking to see if the law changes the definition of eligible employee for other State Labor codes such as California's State Disability Insurance (SDI) or California Unemployment Insurance Code (CUIC) which has exempted governmental employees in the past. Ms. Wais mentioned if the District was aware of Berkeley recent legislation on gender neutrality in their District Code. Mr. McDonald said he is aware of the protections given and other recent actions by the State, such as gender neutral bathrooms, which the District will also have to address.

7.f. STAFF ANNOUNCEMENTS: Mr. McDonald reported he attended the Manager's Roundtable meeting in Oakland on July 8. He said that the California Special Districts Association (CSDA) will consider giving a credit to the District for the missed CSDA 2019 Leadership Academy conference in Napa Director Sutton was unable to attend. Ms. Wais said she finds at times government interference troubling. Directors Kirker and Barassi said staff should look into sewer repairs made at PG&E site and push back on getting PG&E to pay for these repairs. Mr. McDonald said he has looked at conditions in determining cause and will revisit to see if there is an opportunity to seek reimbursement. Mr. McDonald handed out the General Manager Personnel Evaluation Forms to the Board and said; unless there was an objection, he would be sending performance evaluation forms to Commissioners asking for their feedback to assist the Personnel Committee and Board perform the General Manager evaluation next month.



**8. CONSENT CALENDAR:** The consent items were approved with 4 Ayes and 1 Abstain (Barassi) (es/kp):

- a. Approve Minutes of June 26, 2019.
- b. Approve payment of District bills (warrants Rec. 8120-8221; PCSan, 1117-1129; CVSan 5898-5920; Maintenance 419).
- c. Receive Minutes of Commissions and Committees.

**9.a. CONSENT CALENDAR:** None

**9.b. RESIGNATION OF COMMISSIONER:** A motion to approve resignation of Vanessa Eskildsen from the Recreation Commission carried unanimously (lb/es).

**9.c. RE-APPOINTING COMMISSIONER:** A motion to approve Resolution No. 19/20-08 re-appointing Tom Cusack to the Recreation Commission carried unanimously (lb/jm).

**9.d. AMEND DISTRICT CODE:** Mr. McDonald reported the District has added, amended and corrected the District Code by ordinance since originally adopted in January 2005. He said staff proposes to introduce and adopt an ordinance repealing and replacing the District Code with portions to be maintained in original form along with changed provisions to facilitate codification of the District Code. Director Barassi asked what is the cost to draft. Mr. McDonald said around \$2K for publication costs. Director Sutton asked if the legal department believes that doing this will make everything legal. Mr. McDonald said transparency is important and updating the code to reflect powers given to community services districts helps maintain that transparency. He said re-confirming prior adopted ordinances through the repeal and replace process is the cleanest way to make sure all codes are clear and apply to Crockett and Port Costa equally. Director Barassi said he believes Port Costa should have Standard Specifications more specific to them. Mr. McDonald said the Standard Specs, which are not a part of the District Code Ordinance proposed, were based on Central Contra Costa Sanitary District specifications and are primarily used for new projects. A motion to authorize the drafting of an ordinance to add to, amend, and correct the District Code of the Crockett Community Services District, as amended, carried unanimously (jm/es).

**9.e. PROPERTY ACQUISITION:** Mr. McDonald reported Wilson & Kratzer is selling the Hosselkus Chapel across the street. He would like to create an Ad Hoc Committee to investigate whether the District would like to make an offer to buy the property and put it back to community use, both to serve as a larger District office and chapel that could be marketed as an add on with Community Center rentals for receptions. Director Sutton said she is definitely interested. Director Peterson said he would like to know more. A motion to form an Ad Hoc Committee to investigate feasibility of property acquisition for relocation of District and sanitary department offices and additional facility use by the Recreation Department, with Directors Barassi and Mackenzie as Ad-hoc members, carried unanimously (jm/lb).

**9.f. ANNUAL NEWSLETTER:** Mr. McDonald reported since there was no sewer use charge increase the annual newsletter was not required to be sent out in May. He would like to do a bulk mailing to Crockett and Port Costa residents and focus on pollution prevention. Ms. Wais asked if you can list the vacant seat on the Recreation Commission in the newsletter. A motion to authorize release of District's annual newsletter to be drafted by the General Manager with President's letter carried by consensus.

10.a. FINANCIAL REPORT: The end-of-year statements of District finances and reports on investments were examined by the Board. Mr. McDonald reported the Local Agency Investment Fund interest rate has increased from 2.55% to 2.57% on June 30.

10.b. AUDIT SERVICES: Mr. McDonald reported he sent out Request for Proposals (RFP) for audit services. He said he received two proposals and both met requirements of the District. The Budget & Finance Committee met and they recommended David Farnsworth, CPA to perform the District's audit. The cost is \$10,124 with the work expected to take 56 hours and will be done over 4-6 weeks. A motion to approve David Farnsworth to perform audit services for fiscal year ending June 30, 2019 and authorize the General Manager to execute contract with auditor as recommended by the Budget & Finance Committee carried unanimously (lb/es).

11.a. PERSONNEL COMMITTEE REPORT: None.

11.b. BUDGET & FINANCE COMMITTEE REPORT: The Board had received the Minutes of July 16. Director Mackenzie said the Committee discussed property tax revenue for the Maintenance Department. He said they also discussed financing for anticipated major projects at Port Costa treatment plant.

11.c. AD HOC COMMITTEE REPORTS: None

11.d. INTER-AGENCY MEETINGS: None

12. FUTURE AGENDA ITEMS:

- Public hearing on Ordinance No. 19-2, repealing and adopting District Code (Aug).
- Resolution demanding preservation of historic building and access to waterfront (Aug).
- Personnel Evaluation of General Manager (Aug).
- Policy on supporting non-District projects (Sept).
- Review and adopt ADA compliance plan.
- Adopt purchasing procedures and spending limits.

13. BOARD COMMENTS: None

14. ADJOURNMENT: The meeting was adjourned at 9:00 PM until August 28, 2019.

Respectfully submitted,

*Susan Witschi*

Susan Witschi  
August 1, 2019

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**  
Auditor's Date: 8/20/19 Fund: 342500 Account: 0830

Date	Name	Memo	Credit	Num
<b>FUND 3425 - PC SANITARY - O&amp;M</b>				
08/20/2019	L.R. PAULSELL CONSULTING	Sewer Cleaning - Invoice PCSD 19-8	230.00	1133
08/20/2019	CONTRA COSTA WATER DIST...	FY19 Consumption Data - Invoice AR3...	97.50	1134
08/20/2019	Sierra Chemical Company	Chemicals for plant Invoice 125320	492.05	1135
08/20/2019	U.S. BANK	Alarm Cell	37.12	1136
Total FUND 3425 - PC SANITARY - O&M			<u>856.67</u>	
<b>TOTAL</b>			<u><u>856.67</u></u>	

*Kent Peterson*

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**  
 Auditor's Date: 8/20/19 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3426 - CV SANITARY - O&amp;M</b>				
08/20/2019	L.R. PAULSELL CONSULTING	Cleaning, Emeg repair, inspection	14,867.02	5934
08/20/2019	Rescue Rooter	Bond Returned	1,000.00	5935
08/20/2019	U.S. BANK	Various	578.61	5936
Total FUND 3426 - CV SANITARY - O&M			<u>16,445.63</u>	
<b>TOTAL</b>			<u><u>16,445.63</u></u>	

*Kent Peterson*

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**  
Auditor's Date: 8/20/19 Fund: 324100 Account: 0830

Date	Name	Memo	Credit	Num
<b>FUND 3241 - RECREATION</b>				
08/20/2019	Delta One Security, Inc.	July Security - Invoice 3926	753.12	8281
08/20/2019	G & C Refrigeration Inc.	Ice Machine Repair - Invoi...	250.00	8282
08/20/2019	Vallejo Shakespeare in the Park	Insurance Reimbursement...	172.50	8283
08/20/2019	TERRACARE ASSOCIATES	Landscaping services - Inv...	850.00	8284
08/20/2019	Sierra Chemical Company	Chemicals - Invoice 125321	548.56	8285
08/20/2019	Jesus Magana	Cleaning and Damage De...	436.00	8286
08/20/2019	LESLIE'S POOL SUPPLIES	Fresh N Clear	537.95	8287
08/20/2019	U.S. BANK	Various	3,659.00	8288
08/20/2019	UNIVERSAL BUILDING SERVI...	Janitorial Services	1,947.60	8289
08/18/2019	DOLORES M. MORALES	<b>PAYROLL</b>	645.64	8290
08/18/2019	KATELYNN M. CLEMONS		377.69	8291
08/18/2019	SUSAN G. WITSCHI		1,835.62	8292
08/20/2019	ANA B. GAMERO-HERRERA		609.79	8293
08/20/2019	ANDREW LOPEZ-PENA		149.60	8294
08/20/2019	ARIANA M. BUGGS		24.94	8295
08/20/2019	ASHER H. LABINSKI		144.25	8296
08/20/2019	CASSANDRA D. CONTRERAS		569.90	8297
08/20/2019	DENISSE V. CORREA		444.03	8298
08/20/2019	ELEXIA B. PONTHER		300.60	8299
08/20/2019	GABRIEL J. OSTI		222.92	8300
08/20/2019	HARIKESH SHRI-SHASHITHA...		579.96	8301
08/20/2019	HARLEY W. MANDICINO		292.65	8302
08/20/2019	JOCELYN M. OSTI		409.20	8303
08/20/2019	JOSHUA A. WENTZ		281.99	8304
08/20/2019	JUSTIN T. CROW		131.69	8305
08/20/2019	KARA D. BROWN		1,208.86	8306
08/20/2019	KELSEY S. O'SHEA		36.02	8307
08/20/2019	MADISON A. KOZIER		318.04	8308
08/20/2019	MADISON N. UDY		86.92	8309
08/20/2019	MONICA A. MUNOZ		175.35	8310
08/20/2019	PAIGE E. PAULSELL		47.69	8311
08/20/2019	SOPHIA R. AYALA		452.28	8312
08/20/2019	STELLA T.E. MANNELL		249.18	8313
08/20/2019	STEVEN A. GRAY		47.69	8314
08/20/2019	TREVOR B. DEES		333.21	8315
Total FUND 3241 - RECREATION			19,130.44	
<b>TOTAL</b>			<b>19,130.44</b>	

*Kent Peterson*

**CROCKETT COMMUNITY SERVICES DISTRICT**

**Crockett Community Services District**

Auditor's Date: 8/6/19 Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3241 - RECREATION</b>				
08/06/2019	RONALD D. WILSON	Payroll July 2019	2,491.01	8222
08/06/2019	DOLORES M. MORALES	Payroll July 16-31, 2019	813.52	8223
08/06/2019	KATELYNN M. CLEMONS	Payroll July 16-31, 2019	914.58	8224
08/06/2019	SUSAN G. WITSCHI	Payroll July 16-31, 2019	2,064.16	8225
08/06/2019	HARLEY W. MANDICINO	Payroll July 16-31, 2019	312.93	8226
08/06/2019	TREVOR B. DEES	Payroll July 16-31, 2019	411.44	8227
08/06/2019	ANA B. GAMERO-HERRERA	Payroll July 16-31, 2019	224.73	8228
08/06/2019	ANDREW LOPEZ-PENA	Payroll July 16-31, 2019	146.85	8229
08/06/2019	ARIANA M. BUGGS	Payroll July 16-31, 2019	30.47	8230
08/06/2019	ASHER H. LABINSKI	Payroll July 16-31, 2019	231.81	8231
08/06/2019	CASSANDRA D. CONTRERAS	Payroll July 16-31, 2019	724.47	8232
08/06/2019	ELEXIA B. PONTHER	Payroll July 16-31, 2019	91.61	8233
08/06/2019	GABRIEL J. OSTI	Payroll July 16-31, 2019	177.01	8234
08/06/2019	HARIKESH SHRI-SHASHITHAR...	Payroll July 16-31, 2019	956.75	8235
08/06/2019	JOCELYN M. OSTI	Payroll July 16-31, 2019	315.57	8236
08/06/2019	JOSHUA A. WENTZ	Payroll July 16-31, 2019	1,116.51	8237
08/06/2019	JUSTIN T. CROW	Payroll July 16-31, 2019	744.35	8238
08/06/2019	KARA D. BROWN	Payroll July 16-31, 2019	1,012.62	8239
08/06/2019	KELSEY S. O'SHEA	Payroll July 16-31, 2019	238.26	8240
08/06/2019	MADISON A. KOZIER	Payroll July 16-31, 2019	495.46	8241
08/06/2019	MADISON N. UDY	Payroll July 16-31, 2019	612.84	8242
08/06/2019	MARLO P. HATCH	Payroll July 16-31, 2019	92.72	8243
08/06/2019	MONICA A. MUNOZ	Payroll July 16-31, 2019	294.14	8244
08/06/2019	NATHAN B. ROCK	Payroll July 16-31, 2019	701.41	8245
08/06/2019	NAYA K. MURDOCK	Payroll July 16-31, 2019	419.10	8246
08/06/2019	PAIGE E. PAULSELL	Payroll July 16-31, 2019	331.01	8247
08/06/2019	ROSE C. SCOTT	Payroll July 16-31, 2019	91.62	8248
08/06/2019	SOPHIA R. AYALA	Payroll July 16-31, 2019	62.23	8249
08/06/2019	STELLA T.E. MANNELL	Payroll July 16-31, 2019	625.87	8250
08/06/2019	STEVEN A. GRAY	Payroll July 16-31, 2019	258.07	8251
08/06/2019	UNITED STATES TREASURY (...)	FedTax Payroll Liability	4,722.36	8252
08/06/2019	EMPLOYMENT DEVELOPMEN...	State Tax Payroll Liability	506.31	8253
08/06/2019	CalPERS Public Employees Reti...	CalPERS Retirement and 457 Plan...	1,752.42	8254
08/06/2019	MEYERS NAVE	General attorney advise thru June ...	412.44	8255
08/06/2019	Alhambra & Sierra Springs	Concessions water	322.07	8256
08/06/2019	AT&T (Phone)	Telephone service	329.91	8257
08/06/2019	EBMUD	Water 5/13-7/10 ...	3,224.83	8258
08/06/2019	G & C Refrigeration Inc.	Ice Machine service - Invoice 3444	401.35	8259
08/06/2019	LESLIE'S POOL SUPPLIES	Pool chemicals	748.69	8260
08/06/2019	PG&E	Gas & Electricity	3,030.63	8261
08/06/2019	Regional Government Services	Reimbursement for harasment traini...	89.97	8262
<del>08/06/2019</del>	<del>Sheldrake &amp; Mumford</del>	<del>VOID: Resurface Tennis Courts - I</del>		8263
08/06/2019	Sierra Chemical Company	Pool chemicals	619.19	8264
08/06/2019	TERRACARE ASSOCIATES	Landscaping services	2,171.00	8265
08/06/2019	UNIVERSAL BUILDING SERVI...	Janitorial services	373.60	8266
08/06/2019	RONALD D. WILSON	Mileage reimbursement July 2019	242.44	8267
08/06/2019	DOLORES M. MORALES	Mileage reimbursement July 2019	43.50	8268
08/06/2019	Bruce Smith	Cleaning and damage deposit refund	700.00	8269
08/06/2019	Mayte Marquez	Cleaning and damage deposit refund	700.00	8270
08/06/2019	Manuel Delgado	Cleaning and damage deposit refund	490.00	8271
08/06/2019	Martha Martinez	Cleaning and damage deposit refund	700.00	8272
08/06/2019	Paola Ordundo	Cleaning and damage deposit refund	700.00	8273
08/06/2019	Roxana Castellon	Cleaning and damage deposit refund	544.61	8274
08/06/2019	Araceli Placeres	Cleaning and damage deposit refund	700.00	8275
08/06/2019	Paul Evans	Cleaning and damage deposit refund	400.00	8276
08/06/2019	Sheldrake & Mumford	Resurface Tennis Courts - Invoice ...	19,615.00	8277
08/06/2019	PG&E	Electricity and gas - AC 2501517473	889.59	8278
08/06/2019	Sherry Shimmel	Cleaning and damage deposit refund	700.00	8279
08/06/2019	STATE COMPENSATION INSU...	Workers Comp 219383	969.53	8280
Total FUND 3241 - RECREATION			<u>63,102.56</u>	
TOTAL			<u>63,102.56</u>	

*Kent Peterson*

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**  
Auditor's Date: 8/6/19 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3426 - CV SANITARY - O&amp;M</b>				
08/06/2019	DALE A. McDONALD	Payroll July 2019	4,245.07	5921
08/06/2019	JAMES G. BARNHILL	Payroll July 2019	4,411.70	5922
08/06/2019	UNITED STATES TREASURY...	Fed Tax Payroll Liability	1,452.48	5923
08/06/2019	EMPLOYMENT DEVELOPME...	State Tax Payroll Liability	401.16	5924
08/06/2019	CalPERS Public Employees R...	CalPERS Retirement and 457 Plan	4,034.89	5925
08/06/2019	MEYERS NAVE	General attorney advise thru Jun...	1,119.54	5926
08/06/2019	AT&T (Phone)	Telephone and fax District office	132.35	5927
08/06/2019	L.R. PAULSELL CONSULTING	CCTV inspections on sewer lines	1,610.00	5928
08/06/2019	PG&E	Electricity	2,621.32	5929
08/06/2019	WEST COUNTY WASTEWAT...	Contract Services June 2019 Inv...	4,237.06	5930
08/06/2019	UNDERGROUND SERVICE A...	2019 Membership fee USAN invo...	194.43	5931
08/06/2019	CUNHA ENGINEERING	Pomona Project C-1004 Enginee...	9,150.00	5932
08/06/2019	STATE COMPENSATION INS...	Workers Comp 219383	392.55	5933
Total FUND 3426 - CV SANITARY - O&M			34,002.55	
<b>TOTAL</b>			<b>34,002.55</b>	

*Kent Peterson*

CROCKETT COMMUNITY SERVICES DISTRICT  
Crockett Community Services District

Auditor's Date: 8/6/19 Fund: 324200 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3242 - MAINTENANCE</b>				
08/06/2019	Crockett Community Foundation	Pass thru from Walk of Honor fun...	20,000.00	420
Total FUND 3242 - MAINTENANCE			20,000.00	
<b>TOTAL</b>			<u>20,000.00</u>	

*Kent Peterson*



**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**  
 Auditor's Date: 8/6/19 Fund: 342500 Account: 0830

Date	Name	Memo	Credit	Num
<b>FUND 3425 - PC SANITARY - O&amp;M</b>				
08/06/2019	MEYERS NAVE	General attorney advise thru June 30, 2019	185.22	1130
08/06/2019	PG&E	Electricity	273.27	1131
08/06/2019	Valley Operators, LLC	Monthly treatment costs - July 2019	4,000.00	1132
Total FUND 3425 - PC SANITARY - O&M			<u>4,458.49</u>	
<b>TOTAL</b>			<u><u>4,458.49</u></u>	

*Kent Peterson*

# CSD STATUS REPORT

# AUGUST

DATE	REF.	TASK	STATUS	NEXT STEP
Ongoing		<b>Financial Accounting &amp; Budget</b>	FY 19/20 adopted	
Ongoing		<b>Revise District Code</b> and Polices - make sure critical guiding documents remain current. Adopt by Ordinance, Resolution, and motion as appropriate, Update District Code Administration, Personnel, Permits and Licenses, and Sewers chapters.	Changes identified	Adopt Ordinances. District legal.
7/17	C-25	<b>Dog Park at Bridgehead</b> - Resolution No. 17/18-09 supporting development and to determine feasibility.	Awaiting Caltrans final lease	Review lease and develop Memorandum of Understanding (MOU)
5/17	C-24	<b>Personal Accounts and Devices</b> - complying with recent public records act decision regarding emails and text messages.	All Directors, Commissioners, and staff following law by saving District records.	Develop formal policy and/or procedures and adopt by Resolution.
1/16	C-23	<b>Social Media</b> - Facebook, Twitter, and web page. Used only to post information about District events, no debate online. Direction by Board to consolidate to one Facebook page.	ON HOLD	Board directed to limit to District posts.
12/14	C-21	<b>Emergency Operations Center (EOC)</b> - Crockett Community Center to serve as EOC for the District per Resolution No. 14/15-10. Staff directed to attend SEMS training.	BACKLOGGED	Support EOC at Loring Fire Station, center to serve as public meeting place, draft resolution.
3/14	C-20	<b>Safety &amp; Wellness Program</b> - program for employees adopted by Resolution No. 13/14-17 but implementation postponed until funding can be identified.	Identify Funding	Discuss at B&F Committee
10/12	C-12	<b>Revise internal chart of accounts</b> - recommended by auditor. Move to class based accounting and simplification of chart of accounts recommended.	Planned for FY 19/20	CPA to review
1/11	C-17	<b>Sewer map</b> - update printed map of sewers and adopt resolution to define our responsibility.	iCOMM to draft.	Create new PDF map.

8/06	C-1.5	<b>WCWD Service Agreement</b> - current agreement is from 1990, new agreement would better define the scope of services and needs of our District.	ON HOLD	Discuss with new WCWD GM
------	-------	--	---------	--------------------------

## PERSONNEL STATUS REPORT

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
4/14	P-1	<b>Review Job Descriptions</b> - update as needed, compare to WC Comp Codes.	With Personnel Committee	Board adopt any proposed changes
11/16	P-2	<b>Injury &amp; Illness Prevention Plan</b> - review, update, and develop additional training material as needed.	Attended Heat Illness Prevention Training	Draft revisions then to Personnel then Board for approval by Resolution
11/16	P-3	<b>Floater Holidays</b> - written definition and guideline on use of floating holidays.	BACKLOGGED	Provide to Personnel Committee
06/17	P-5	<b>Harassment Training</b> - class for all employees, directors, and commissioners. AB 1661 / SB 1343	RGS trained	Remaining employees to take online
06/17	P-6	<b>Non-Employee Conduct</b> - develop simple policy that staff can follow on how to escalate complaints against Commissioners and/or volunteers.	Policy to include interview with at least two people	To Personnel Committee
08/17	P-7	<b>Outsource Administrative Tasks</b> - gather costs of outsourcing certain tasks.	MacDonald Acct & RGS Agreements executed	Personnel Committee to review Comm Asst position
11/17	P-8	<b>Merit Policy</b> - revisit and consider removal of "pay raises" and "wage increase" from existing policy.	To be updated with Personnel & Policy Procedures Manual	To Personnel Committee for review
11/17	P-9	<b>No Tip Policy</b> - research and develop.	BACKLOGGED	To Personnel Committee
12/17	P-10	<b>Hiring Procedures</b> - consolidate and train staff	Summarize written procedures	To Personnel Committee for feedback
3/19	P-11	<b>Health Benefit Program</b> - select administrator and level of benefits	Researching cash-in-lieu with RGS	To Personnel Committee for feedback

\*\* Larger project tasks are included on the Status Report. Smaller incidental and regular ongoing tasks are excluded from this report.

# REC. DEPT. STATUS REPORT

# AUGUST

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
Ongoing		<b>Facility marketing</b> - print, web, and social media.	Ongoing	Increase social media engagement
Ongoing		<b>Facility maintenance</b> - Community Center, pool, and park.	on schedule	Finished replacing pathway lights with LED
Ongoing		<b>Financial accounting &amp; budget</b>	Budget adopted	Mid-year FY 19/20 review

## FINANCIAL MATTERS

2/09	F-9	<b>Fence damage recovery (#2)</b> - Harris	\$1300.26 judgment	Ron to collect or sell debt
------	-----	--	--------------------	-----------------------------

## MAINTENANCE ISSUES

4/13	M-8	<b>Hillside Maintenance</b> - long-term hillside cleaning plan needs to be developed.	grass cut	Identify funding.
2/19	M-9	Signage for the Park - post rules	Pending	Get new signs

## CAPITAL IMPROVEMENTS

3/14	C-1	<b>West side covered deck Project</b>	ON HOLD	Identify funding. Downsize project or do in phases.
------	-----	---------------------------------------	---------	---

## ADMINISTRATIVE MATTERS

10/17	A-30	<b>Add More Classes and Activities</b> - at the Community Center	future item to Commission	Ad Hoc to identify costs and resources to implement.
6/16	A-29	<b>Review Policy and Rules on Banners</b> - for banners on fence at Rolph and Pomona.	BACKLOGGED	
5/12	A-24	<b>Revise rules on Loitering Policy</b>	BACKLOGGED	
3/12	A-23	<b>Sign - no students during school hours</b>	draft policy	Submit to Commission
9/10	A-21	<b>Signs - no skateboards or bikes</b>	draft policy	Staff to develop policy
11/08	A-20	<b>Rec Policies &amp; Procedures Manual</b> - both the community center and aquatics center.	BACKLOGGED	

\*\* Larger project tasks are included on the Status Report. Smaller incidental and regular ongoing tasks are excluded from this report.

# PC SAN. DEPT. STATUS REPORT

August

DATE   REF.   TASK   STATUS   NEXT STEP

## **ADMINISTRATIVE MATTERS**

4/15	A-4	Sludge disposal procedure document	review with operators	
Ongoing		Review/revise O&M manual	Reviewed	
Ongoing		Revise sewer system management plan		next audit June 2020
Ongoing		System rehabilitation program	update 5-year plan	Continue video inspection
Ongoing		Property database	Current thru 8/2017	Inventory District property
Ongoing		Financial accounting & budget	Monitoring expenses	

## **ENGINEERING MATTERS**

1/13	E-3	Install high water alarm in sump	Valley to acquire/install float switch	Telstar to tie into PLC
6/08	E-7	#4 filter condition	On hold	Excavate content of filler bed #4
3/16		Railroad crossing	On hold	will approach this if equipment access to WWTP is needed for emergency or maintenance
		Replace Septic pump	Installed	Monitor performance
1/17		Install backup Watson Marlo chem pump	Pending Valley	Pump to be diagnosed
6/17		Constant Level Gate	Pending assessment	
5/18		Upgrade PLC	contact vendor for estimate	
~6/18		P-03-09 + P-03-05 easement	sent letters to properties	

## **MAINTENANCE MATTERS**

8/17		Repair/replace #3 dosing siphon in dosing structure	Pending	
------	--	---	---------	--

# CV SAN. DEPT. STATUS REPORT

# AUGUST

<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	Adopted FY 19/20	Annual Cap Charge Acct
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	XiO cloud SCADA with MCC	engineer investigating	develop project docs
12/12	E-26	Protect pump station from floods	POSTPONED	remove bricks by Oct 2019
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	research solution
7/07	E-21	Mercury TMDL	BACKLOGGED	review / research
4/07	E-20	Pool discharge permitting	BACKLOGGED	create permit
3/05	E-10	EQ tank rehabilitation	cleaned 9/14	engineers study required
6/04	E-9.5	Sewer replacement schedule	2% per year	Wastewater to review 2019
8/02	E-5	I&I study	BACKLOGGED	to engineer
10/01	E-4	Easement agreement (405 Alhambra)	BACKLOGGED	hire surveyor
8/01	E-3	Edwards Creek tunnel project	COMPLETED	record grant of easement

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
-------------	-------------	-------------	---------------	------------------

**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

## SERVICES AGREEMENT BETWEEN CROCKETT COMMUNITY SERVICES DISTRICT AND VALLEY OPERATORS, LLC

This Agreement is made and entered into this 28th day of August, 2019, by and between Crockett Community Services District, ("District"), and Valley Operators, LLC ("Contractor") for the purpose of providing wastewater treatment plant operations and maintenance services at the Port Costa Wastewater Treatment Plant.

### RECITALS

A. The District desires to engage a contractor to perform wastewater treatment plant operations and maintenance services.

B. The District has determined that Contractor possesses such specialized professional skill and ability, and the Port Costa Sanitary Commission of the Crockett Community Services District has approved the selection of Contractor.

### THE PARTIES HEREBY AGREE AS FOLLOWS:

1. SCOPE OF SERVICES. Contractor shall perform those services specified in detail in Exhibit A, Contractor's Obligations, which is attached hereto and incorporated herein.

2. EXTRA WORK. Any work or services in addition to the work or services described in Exhibit A shall be performed by Contractor in accordance with the rate for incidental expenses stipulated in Section 5. Except in responding to plant alarms, Contractor shall not be entitled to compensation for extra work unless a written authorization or change order describing the work and payment terms has been executed by the District prior to the commencement of the work.

3. TERM. The term of this Agreement shall commence on October 1, 2019 ("effective date") and extend for three (3) years to a completion date of October 1, 2022, unless this Agreement is sooner terminated as provided herein.

4. TERMINATION. This Agreement may be terminated by the District, for cause, upon five-day advance written notice thereof to the Contractor, or cancelled at any time by written mutual consent. Either Party may terminate this Agreement for its convenience upon (6) months written notice to the other Party.

5. COMPENSATION. The District's total payments to Contractor under this Agreement shall not exceed \$165,600 for the three year term of this Agreement. The total payment amount for term of contract includes payments of \$4,400 per month plus a total yearly allowance not to exceed \$2,400.00 yearly, for incidental expenses at a rate of \$80 per hour plus materials costs.

6. METHOD OF PAYMENT. Subject to the payment limit expressed herein and the provision of services by Contractor, District shall pay Contractor, upon Contractor's submission of a properly documented demand for payment, which shall be submitted not later than 30 days from the end of the month in which the contract services were rendered, and upon approval, which shall not exceed 30 days from the date of submission, of such demand by the head of the Department for which this Agreement is made or his/her designee.



7. INDEPENDENT CONTRACTOR. Contractor, in the performance of the work and services under this Agreement, shall act as and be an independent contractor and not an agent or employee of District or any other governmental entity. Except as the District may specify in writing, Contractor shall have no authority, expressed or implied, to act on behalf of the District in any capacity whatsoever as an agent. Contractor shall have no authority, express or implied, pursuant to this Agreement, to bind the District to any obligation whatsoever. In addition, Contractor shall receive no premium or enhanced pay for work normally understood as overtime, nor shall Contractor receive holiday pay, sick leave, administrative leave, or pay for any other time not actually worked. The intention of the parties is that Contractor shall not be eligible for benefits and shall receive no compensation from the District except as expressly set forth in this Agreement.

8. ASSIGNABILITY. The parties agree that the expertise and experience of Contractor are material considerations for this Agreement. Contractor shall not assign, transfer, or subcontract any interest in this Agreement, nor the performance of any of Contractor's obligations hereunder, without the prior written consent of the District, and any attempt by Contractor to do so shall be void and of no effect and a breach of this Agreement. For purposes of this Section, a resident of the District who is not a licensed contractor may be utilized by Contractor as an employee, consultant or otherwise without this constituting an assignment, transfer or subcontract of interest in this Agreement.

9. INDEMNIFICATION.

a. To the fullest extent permitted by law, Contractor shall indemnify, defend with counsel acceptable to District, and hold harmless District and its officers, elected and appointed officials, employees, agents and volunteers from and against any and all liability, loss, damage, claims, expenses and costs (including, without limitation, reasonable attorney's fees, costs, expert witness fees, and fees of litigation) (collectively, "Liability") for any damage, injury or death arising out of or in connection with Contractor's performance of Services or its failure to comply with any of its obligations contained in this Agreement, except such Liability caused by the sole negligence or willful misconduct of District.

b. The Contractor's obligation to defend and indemnify shall not be excused because of the Contractor's inability to evaluate Liability or because the Contractor evaluates Liability and determines that the Contractor is not liable to claimant. The Contractor must respond within 30 days to the tender of any claim for defense and indemnity by the District, unless this time has been extended by the District. If the Contractor fails to accept or reject a tender of defense and indemnity within 30 days, in addition to any other remedy authorized by law, so much of the money due the Contractor under and by virtue of this Agreement as shall reasonably be considered necessary by the District, may be retained by the District until disposition has been made of the claim or suit for damages, or until the Contractor accepts or rejects the tender of defense, whichever occurs first.

c. With respect to third party claims against the Contractor, the Contractor waives any and all rights of any type to express or implied indemnity against the Indemnitees.

d. However, notwithstanding the foregoing, in accordance with California Civil Code Section 1668, nothing in this Agreement shall be construed to exempt the District from its own fraud, willful injury to the person or property of another, or violation of law.

e. District agrees that the Contractor shall not have any liability for pre-existing plant violations, and shall not have liability for any future plant violation. The Contractor shall be liable for, and shall indemnify and defend the District against, any claim for property damage or bodily injury that occurs

as a result of the Contractor's negligent act, error, or omission, or willful misconduct. It is the responsibility of the Contractor to demonstrate to the reasonable satisfaction of the District that any damages or injuries did not occur as a result of Contractor's operations or negligent acts or omissions attributable to Contractor, subcontractor, or anyone acting under the direction or control of Contractor.

10. INSURANCE REQUIREMENTS. During the entire term of this Agreement and any extension or modification thereof, Contractor shall keep in effect insurance policies meeting the following insurance requirements:

a. Liability Insurance. Contractor shall provide comprehensive liability insurance, including coverage for owned and non-owned automobiles, with a minimum combined single limit coverage of \$1,000,000 for all damages, including consequential damages, due to bodily injury, sickness or disease, or death to any person or damage to or destruction of property including the loss of the use thereof, arising from each occurrence. Such insurance shall be endorsed to include the District and its officers and employees as additional insureds as to all services performed by Contractor under this agreement. Said policies shall constitute primary insurance as to District, the state and federal governments, and their officers, agents, and employees, so that other insurance policies held by them or their self-insurance program(s) shall not be required to contribute to any loss covered under Contractor's insurance policy or policies.

b. Workers' Compensation. Contractor shall provide workers' compensation insurance coverage for its employees.

c. Certificate of Insurance. The Contractor shall provide the District with (a) certificate(s) of insurance evidencing liability and worker's compensation insurance as required herein no later than the effective date of this Contract. If the Contractor should renew the insurance policy(ies) or acquire either a new insurance policy(ies) or amend the coverage afforded through an endorsement to a policy at any time during the term of this Contract, then Contractor shall provide (a) current certificate(s) of insurance.

d. Additional Insurance Provisions. The insurance policies provided by Contractor shall include a provision for thirty (30) days written notice to District before cancellation or material change of the above specified coverage.

11. OWNERSHIP OF MATERIAL. All reports, documents, or other materials developed or discovered by Contractor or any other person engaged directly or indirectly by Contractor to perform the services required hereunder shall be and remain the property of District without restriction or limitation upon their use.

12. WAIVER. Waiver by District of any breach or violation of any term or condition of this Agreement shall not be deemed to be a waiver of any other term or condition contained herein or a waiver of any subsequent breach or violation of the same or any other term or condition. The acceptance by District of the performance of any work or services by Contractor shall not be deemed to be a waiver of any term or condition of this Agreement.

13. CONTRACTOR'S BOOKS AND RECORDS.

a. District desires that the Contractor will comply with the *record retention requirements* stipulated in the most current National Pollutant Discharge Elimination System Order (discharge permit) issued by the Regional Water Quality Control Board. As of the effective date of this Agreement, Standard Provision IV.A. of the discharge permit requires the following:

"Except for records of monitoring information required by this Order related to the Discharger's sewage sludge use and disposal activities, which shall be retained for a period of at least five years (or longer as required by Part 503), the Discharger shall retain records of all monitoring information, including all calibration and maintenance records and all original strip chart recordings for continuous monitoring instrumentation, copies of all reports required by this Order, and records of all data used to complete the application for this Order, for a period of at least (3) years from the date of the sample, measurement, report or application. This period may be extended by request of the Regional Water Board Executive Officer at any time."

b. For all services provided by Contractor under this Agreement, with particular focus on sections D.1-2 of Exhibit A, Contractor shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, or expenditures and disbursements charged to the District under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to the Contractor to this Agreement. Any records or documents that Section 13 of the Agreement requires Contractor to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of the District. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds TEN THOUSAND DOLLARS (\$10,000.00), the agreement shall be subject to the examination and audit of the State Auditor, at the request of District or as part of any audit of the District, for a period of three (3) years after final payment under the Agreement.

14. COMPLIANCE WITH LAW. Contractor shall be subject to and comply with all federal, state, and local laws and regulation applicable with respect to its performance under this Contract, including, but not limited to, licensing, employment and purchasing practices; and wages, hours and conditions of employment, including nondiscrimination.

15. NONDISCRIMINATORY SERVICES. Contractor agrees that all goods and services under this Contract shall be available to all qualified persons regardless of age, sex, race, religion, color, national origin, ethnic background, disability, or sexual orientation, and that none shall be used, in whole or in part, for religious worship or instruction.

16. NOTICES. All notices and other communications required or permitted to be given under this Agreement shall be given in writing by personal delivery, by electronic mail with verification of receipt, by facsimile transmission with verification of receipt, or by U.S. mail, postage prepaid and return receipt requested, addressed to the respective parties as follows:

To District: James Barnhill, Port Costa Sanitary Dept. Manager  
Crockett Community Services District  
P.O. Box 578  
Crockett, CA 94525

To Contractor: Casey Wichert  
Valley Operators, LLC  
1923 Crom ST  
Manteca, CA 95337

Notice shall be deemed communicated on the earlier of actual receipt, electronic mail receipt notification, or five (5) business days after deposit in the U.S. mail, the date of delivery shown on deliverer's receipt, or by acknowledgment of facsimile transmission.

17. ATTORNEY'S FEES VENUE, INTERPRETATION. In any legal action or proceeding brought for enforcement of this Agreement, the successful party shall be entitled to recover reasonable attorney's fees and other costs incurred in that action or proceeding, in addition to any other relief to which the successful party may be entitled. Venue shall be in Contra Costa County Superior Court. This agreement shall be construed as drafted by both Parties and the rule that it shall be interpreted against the drafter shall not apply.

18. PRIOR AGREEMENTS AND AMENDMENTS. This Agreement, including all exhibits attached hereto, represents the entire understanding of the parties as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. Subject to the Payment Limit, this Agreement may only be modified by a written administrative amendment duly executed by the parties to this Agreement of their respective designees, subject to any required state or federal approval, provided that such administrative amendment may not materially change this Agreement. Any amendment relating to compensation for Contractor shall be for only a not-to-exceed sum.

19. NONRENEWAL. Contractor understands and agrees that there is no representation, implication, or understanding that the services provided by Contractor under this Contract will be purchased by the District under a new contract following expiration or termination of this Contract, and waives all rights or claims to notice or hearing respecting any failure to continue purchasing all or any such services from Contractor.

IN WITNESS WHEREOF, the District and Contractor have executed this Agreement effective as of the day and year first above written.

"District"

"Contractor"

Crockett Community Services District Board

Valley Operators, LLC

By: \_\_\_\_\_  
Kent Peterson, Board President

By: \_\_\_\_\_  
Casey Wichert, Valley Operators, LLC

Title: Owner

Attest: \_\_\_\_\_  
James Barnhill, Port Costa Sanitary  
Dept. Manager

Employer ID#: 272379588

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# CROCKETT COMMUNITY SERVICES DISTRICT

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

## MONTHLY SUMMARY WORKSHEET

PREPARED FOR BD. MTG: 8-28-19

LATEST FUND REPORT: 8-12-19

-----  
 CCSD FUND 3240

-----  
 CCSD FUND 3240

CASH CARRIED FORWARD:  
REC DEPT: \$8,948.74

CASH CARRIED FORWARD:  
CVSAN DEPT: \$40,179.19

ACTIVITY:  
  
 No activity \$0.00

ACTIVITY:  
  
 No activity \$0.00

-----  
 CASH BALANCE (Rec): \$8,948.74

-----  
 CASH BALANCE (CVSan): \$40,179.19

-----  
 ADV ON TAXES (Rec): \$49,400.97

-----  
 ADV ON TAXES (CVSan): \$287,003.34

060 Adv beginning bal \$0.00  
 SEC Prop Tax Appor \$49,400.97

060 Adv beginning bal \$0.00  
 SEC Prop Tax Appor \$287,003.34

Ending Balance \$49,400.97

Ending Balance \$287,003.34

160 Supplmt begin bal (\$30.52)  
 Zero out supp bal \$30.52

160 Supplmt begin bal (\$182.99)  
 Zero out supp bal \$182.99

\$0.00  
 Ending Balance \$0.00

\$0.00  
 Ending Balance \$0.00

-----  
 FUND BALANCE (Rec): \$58,349.71

-----  
 FUND BALANCE (CVSan): \$327,182.53

-----  
 ADV ON TAXES (MAINT ALLOC):  
 060 Beginnin Bal. \$0.00  
 SEC Prop Tax Appor \$7,059.00  
 Ending Balance \$7,059.00

-----  
 TOTAL BALANCE: \$392,591.24

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

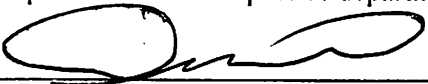
CROCKETT COMMUNITY SERVICES DISTRICT

**INVESTMENT REPORT**

AS OF JULY 31, 2019

<u>Beginning invested balance:</u>	<u>7/1/2019</u>	<u>\$ 4,614,152.85</u>
<u>RECREATION DEPT. OPERATING FUND 3241</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.57% as of 6/30/2019		\$ 431,095.77
Activity: Interest LAIF (7/18)		\$ 2,828.75
Ending balance:		\$ 433,924.52
<u>MAINTENANCE DEPT. OPERATING FUND 3242</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.57% as of 6/30/2019		\$ 144,009.54
Activity: Interest LAIF (7/18)		\$ 920.42
Deposit from cash		\$ 20,000.00
Ending balance:		\$ 144,929.96
<u>PORT COSTA SANITARY DEPT. OPERATING FUND 3425</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.57% as of 6/30/2019		\$ 105,939.31
Activity: Interest LAIF (7/18)		\$ 637.25
Trnsf to cash		\$ (15,000.00)
Ending balance:		\$ 91,576.56
<u>CROCKETT SANITARY DEPT. OPERATING FUND 3426</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.57% as of 6/30/2019		\$ 2,990,196.04
Activity: Interest LAIF (7/18)		\$ 18,886.38
Ending balance:		\$ 3,009,082.42
<u>CROCKETT SANITARY DEPT. CONSTRUCTION FUND 3427</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.57% as of 6/30/2019		\$ 873,734.53
Activity: Interest LAIF (7/18)		\$ 5,583.23
Ending balance:		\$ 879,317.76
<u>CROCKETT SANITARY DEPT. CAPITAL RESERVE FUND 3429</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.57% as of 6/30/2019		\$ 69,177.66
Activity: Interest LAIF (7/18)		\$ 442.05
Ending balance:		\$ 69,619.71
<u>Closing invested balance:</u>	<u>7/31/2019</u>	<u>\$ 4,628,450.93</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: 8/13/19

# CROCKETT MAINTENANCE DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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

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

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BD. MTG:            8/28/19 <hr style="border-top: 1px dashed black;"/> OPERATING FUND 3242 <hr style="border-top: 1px dashed black;"/> CASH CARRIED FORWARD:            \$26,569.53 ACTIVITY: CHECKS and PAYMENTS Warrants (419-420)            (\$20,528.65) Payroll recovery                (376.54) Investment Services            (\$4.00) DEPOSITS WofH 2019 CCF                \$25,000.00 Dog Park Donations            \$1,621.50 <hr style="border-top: 1px dashed black;"/> CASH BALANCE:                      \$32,281.84 <hr style="border-top: 1px dashed black;"/> INVESTED BEG. BALANCE:            \$144,009.54 Interest                         \$920.42 INVESTED END. BALANCE:            \$144,929.96 <hr style="border-top: 1px dashed black;"/> FUND BALANCE:                      \$177,211.80	LATEST FUND REPORT:            8/12/19 <hr style="border-top: 1px dashed black;"/> BALANCES BY CLASS <hr style="border-top: 1px dashed black;"/> MEMORIAL HALL Walk Honor & P66            \$226,500.00 Archt. Phasel                 (\$15,427.99) Engnr. Phasel                 (\$31,229.00) Other CapX                     (\$4,605.65) WofH P66 Balance            \$175,237.36 Other MH O&M Bal.            \$600.88  BRIDGEHEAD                        \$824.82 PLAZA/FENCES/LIGHTS            (\$1,008.26) DOGPARK COST CENTER            \$1,557.00 <hr style="border-top: 1px dashed black;"/> ACCRUED DEBT: <hr style="border-top: 1px dashed black;"/> PY due REC Dept.                 \$8,000.00 DOGPARK due BRGHD               \$0.00 PCADVISORY due MH               \$1,170.20 <hr style="border-top: 1px dashed black;"/> TAXES held in 3240                \$7,059.00
---	--

08/13/19

## Reconciliation Detail

FUND 3242 - MAINTENANCE, Period Ending 08/12/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							170,579.07
Cleared Transactions							
Checks and Payments - 5 Items							
Transfer	07/08/2019			Payroll recovery MAINT to ...	X	-260.91	-260.91
Check	07/18/2019			Service Charge	X	-4.00	-264.91
Check	07/19/2019	419	CSRMA	Property Insurance Invoice...	X	-528.65	-793.56
Check	08/06/2019	420	Crockett Community...	Pass thru from Walk of Ho...	X	-20,000.00	-20,793.56
Transfer	08/07/2019			Payroll recovery July 2019 ...	X	-115.63	-20,909.19
Total Checks and Payments						-20,909.19	-20,909.19
Deposits and Credits - 3 Items							
Deposit	07/18/2019			Interest	X	920.42	920.42
Deposit	07/26/2019			Dog Park Donations	X	1,621.50	2,541.92
Deposit	08/09/2019			Walk of Honor	X	25,000.00	27,541.92
Total Deposits and Credits						27,541.92	27,541.92
Total Cleared Transactions						6,632.73	6,632.73
Cleared Balance						6,632.73	177,211.80
Register Balance as of 08/12/2019						6,632.73	177,211.80
Ending Balance						<u>6,632.73</u>	<u>177,211.80</u>

# 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 8-28-19

LATEST FUND REPORT: 8-12-19

### OPERATING FUND 3241

CASH CARRIED FORWARD: \$89,582.76

INVESTED BALANCE: \$431,095.77

Interest LAIF \$2,828.75

ACTIVITY:

Trns to cash (\$20,000.00)

NET INVESTED: \$413,924.52

### CHECKS AND PAYMENTS

Warrants (8120-8280) (\$129,662.95)

\$43,737.82 c/d deposits

Wells Fargo CC Fees (\$259.14)

\$370,186.70 avail. funds

Investment services (\$50.00)

Payroll recovery (\$3,920.39)

FUND BALANCE: \$443,805.33

### DEPOSITS AND CREDITS

Comm Center Rentals \$9,713.00

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

Nutrition / Classes \$890.00

C/D BEGINNING BALANCE: \$52,437.82

Cleaning/Damage Depos \$1,200.00

c/d deposit receipts \$1,200.00

Security Services \$448.00

c/d deposit refunds (\$8,994.61)

Cleaning Services \$240.00

Trnsfr recovery (\$905.39)

Aquatics rents \$2,887.00

NET C/D ENDING BALANCE: \$43,737.82

Concessions \$4,286.47

CAP / RESTRICTED BAL: \$478.63

Swim admission fees \$10,008.50

Revenue (Donations) \$ 220.32

Aquatic season passes \$1,090.00

Cap Exp. - none \$ -

Swim lessons \$4,674.50

NET CAPITAL REPL. BAL: \$698.95

Tennis Restroom Keys \$42.00

Other sales/cashover \$88.00

Trns from Investments \$20,000.00

POLICE LIAISON BALANCE: \$8,228.66

Cxl ck#8213 Shoplet \$174.55

Fines & Fees June \$60.93

Cxl ck#7837 Mandicinc \$91.61

Payroll/Expenses (\$69.24)

Payroll recovery \$357.43

NET PLC ENDING BALANCE: \$8,220.35

CCFGrant TennisCourt \$17,653.00

Donations (restrictd) \$220.32

XMAS LIGHT BALANCE: \$1,043.11

Boccee reimburse \$65.22

CROCKETT CERT ACTIVITY:

Parking fines \$60.93

CERT Beginning Bal: \$0.00

No activity \$0.00

CERT Ending Balance: \$0.00

CASH BALANCE: \$29,880.81

ADV ON TAXES : \$0.00

PETTY CASH BALANCE: \$60.00

No activity \$0.00

TAXES held in 3240: \$ 58,349.71

CO.charges in 3240: \$ -

NET ADV ON TAXES: \$0.00

ACCRUED CREDIT: \$ 8,000.00

\\rec\budg\fin\wrkshp.xls

PY due from MAINT Dept.

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



**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Reconciliation Detail**  
**FUND 3241 - RECREATION, Period Ending 08/12/2019**

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							520,678.53
Cleared Transactions							
Checks and Payments - 164 items							
Liability Ch...	07/05/2019	8152	CalPERS Public E...	CalPERS Retirement, 457, Unfun...	X	-4,202.36	-4,202.36
Check	07/05/2019	8162	PG&E	Electricity & gas	X	-2,809.65	-7,012.01
Liability Ch...	07/05/2019	8150	UNITED STATES ...	Fed Tax Payroll Liability	X	-2,602.46	-9,614.47
Paycheck	07/05/2019	8120	RONALD D. WILS...	Payroll June 2019	X	-2,402.92	-12,017.39
Paycheck	07/05/2019	8123	SUSAN G. WITSCHI	Payroll June 16-30	X	-1,689.24	-13,706.63
Check	07/05/2019	8161	LESLIE'S POOL S...	Pool chemicals	X	-1,276.27	-14,982.90
Check	07/05/2019	8158	CSRMA	Excess Liability Prem July1-Dec...	X	-1,253.00	-16,235.90
Paycheck	07/05/2019	8138	KARA D. BROWN	Payroll June 16-30	X	-1,244.18	-17,480.08
Paycheck	07/05/2019	8134	HARIKESH SHRI...	Payroll June 16-30	X	-975.22	-18,455.30
Paycheck	07/05/2019	8136	JOSHUA A. WENTZ	Payroll June 16-30	X	-804.46	-19,259.76
Paycheck	07/05/2019	8121	DOLORES M. MO...	Payroll June 16-30	X	-775.47	-20,035.23
Check	07/05/2019	8171	Luciano Navarro	Cleaning and damage deposit re...	X	-700.00	-20,735.23
Check	07/05/2019	8170	Andre Barte	Cleaning and damage deposit re...	X	-700.00	-21,435.23
Paycheck	07/05/2019	8131	DENISSE V. COR...	Payroll June 16-30	X	-661.80	-22,097.03
Check	07/05/2019	8163	Sierra Chemical Co...	Chemicals	X	-619.19	-22,716.22
Paycheck	07/05/2019	8141	MADISON N. UDY	Payroll June 16-30	X	-595.43	-23,311.65
Check	07/05/2019	8168	Linda Colliins	Cleaning and damage deposit re...	X	-550.00	-23,861.65
Paycheck	07/05/2019	8122	KATELYNN M. CL...	Payroll June 16-30	X	-549.24	-24,410.89
Paycheck	07/05/2019	8148	STELLA T.E. MAN...	Payroll June 16-30	X	-538.94	-24,949.83
Check	07/05/2019	8155	CONTRA COSTA ...	LAFCO FY19-20 Invoice 1920-0...	X	-511.06	-25,460.89
Paycheck	07/05/2019	8143	MONICA A. MUNOZ	Payroll June 16-30	X	-431.32	-25,892.21
Paycheck	07/05/2019	8142	MARLO P. HATCH	Payroll June 16-30	X	-420.13	-26,312.34
Paycheck	07/05/2019	8137	JUSTIN T. CROW	Payroll June 16-30	X	-412.25	-26,724.59
Paycheck	07/05/2019	8130	CASSANDRA D. C...	Payroll June 16-30	X	-395.95	-27,120.54
Paycheck	07/05/2019	8144	NATHAN B. ROCK	Payroll June 16-30	X	-395.07	-27,515.61
Paycheck	07/05/2019	8140	MADISON A. KOZI...	Payroll June 16-30	X	-374.93	-27,890.54
Paycheck	07/05/2019	8145	NAYA K. MURDOCK	Payroll June 16-30	X	-367.08	-28,257.62
Paycheck	07/05/2019	8147	SOPHIA R. AYALA	Payroll June 16-30	X	-355.82	-28,613.44
Check	07/05/2019	8154	Streamline	Web hosting July - Dec 2019	X	-341.76	-28,955.20
Check	07/05/2019	8157	AT&T (Phone)	Telephone May 2019 center and...	X	-324.53	-29,279.73
Paycheck	07/05/2019	8132	ELEXIA B. PONTH...	Payroll June 16-30	X	-319.20	-29,598.93
Paycheck	07/05/2019	8133	GABRIEL J. OSTI	Payroll June 16-30	X	-310.89	-29,909.82
Check	07/05/2019	8169	Jorge Perez	Cleaning and damage deposit re...	X	-310.00	-30,219.82
Paycheck	07/05/2019	8124	HARLEY W. MAN...	Payroll June 16-30	X	-295.54	-30,515.36
Paycheck	07/05/2019	8125	TREVOR B. DEES	Payroll June 16-30	X	-292.65	-30,808.01
Check	07/05/2019	8167	UNIVERSAL BUIL...	Janitorial service	X	-272.60	-31,080.61
Liability Ch...	07/05/2019	8151	EMPLOYMENT DE...	State Tax Payroll Liability	X	-262.88	-31,343.49
Paycheck	07/05/2019	8135	JOCELYN M. OSTI	Payroll June 16-30	X	-240.70	-31,584.19
Check	07/05/2019	8164	RONALD D. WILS...	Mileage reimbursement June 2016	X	-213.44	-31,797.63
Check	07/05/2019	8160	Emma Sutton	Refund for season pass purchas...	X	-210.00	-32,007.63
Paycheck	07/05/2019	8126	ANA B. GAMERO...	Payroll June 16-30	X	-208.99	-32,216.62
Check	07/05/2019	8172	Latonya Edwards	Refund for cancellation of event ...	X	-200.00	-32,416.62
Paycheck	07/05/2019	8146	ROSE C. SCOTT	Payroll June 16-30	X	-193.23	-32,609.85
Paycheck	07/05/2019	8128	ARIANA M. BUGGS	Payroll June 16-30	X	-178.85	-32,788.70
Check	07/05/2019	8165	DOLORES M. MO...	Reimbursement supplies and mil...	X	-148.38	-32,937.08
Check	07/05/2019	8159	EMERGENCY SAF...	CPR/FirstAid class training 6/14/...	X	-110.00	-33,047.08
Check	07/05/2019	8156	Alhambra & Sierra ...	Concessions water	X	-107.51	-33,154.59
Paycheck	07/05/2019	8127	ANDREW LOPEZ...	Payroll June 16-30	X	-85.88	-33,240.47
Check	07/05/2019	8153	MEYERS NAVE	Attorney advice May 2019	X	-77.93	-33,318.40
Paycheck	07/05/2019	8139	KELSEY S. O'SHEA	Payroll June 16-30	X	-60.95	-33,379.35
Check	07/05/2019	8166	KATELYNN M. CL...	Reimbursement for supplies Jun...	X	-46.48	-33,425.83
Paycheck	07/05/2019	8149	ZOE H. LABINSKI	Payroll June 16-30	X	-26.08	-33,451.91
Paycheck	07/05/2019	8129	ASHER H. LABINS...	Payroll June 16-30	X	-25.46	-33,477.37
Transfer	07/08/2019			Payroll recovery REC to CVSAN...	X	-2,181.38	-35,658.75
Check	07/18/2019			Service Charge	X	-50.00	-35,708.75
Check	07/19/2019	8219	U.S. BANK	Various	X	-4,550.08	-40,258.83
Check	07/19/2019	8216	TERRACARE ASS...	Landscaping services	X	-2,171.00	-42,429.83
Check	07/19/2019	8205	CSRMA	Property insurance Invoice 6444	X	-2,087.12	-44,516.95
Paycheck	07/19/2019	8199	SUSAN G. WITSCHI	Payroll July 1-15	X	-1,888.10	-46,405.05
Check	07/19/2019	8217	UNIVERSAL BUIL...	Janitorial services	X	-1,730.40	-48,135.45
Check	07/19/2019	8208	EBMUD	Water	X	-1,666.55	-49,802.00
Check	07/19/2019	8218	Delta One Security,...	Security Invoice 3871	X	-1,420.56	-51,222.56
Liability Ch...	07/19/2019	8202	STATE COMPENS...	Workers Comp	X	-1,274.74	-52,497.30
Paycheck	07/19/2019	8181	HARIKESH SHRI...	Payroll July 1-15	X	-1,143.28	-53,640.58
Check	07/19/2019	8212	PG&E	Gas & Electricity at pool	X	-796.20	-54,436.78

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Reconciliation Detail**  
**FUND 3241 - RECREATION, Period Ending 08/12/2019**

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Paycheck	07/19/2019	8197	DOLORES M. MO...	Payroll July 1-15	X	-793.95	-55,230.73
Paycheck	07/19/2019	8189	MONICA A. MUNOZ	Payroll July 1-15	X	-725.46	-55,956.19
Check	07/19/2019	8220	Maria Solano	Cleaning and damage deposit re...	X	-700.00	-56,656.19
Paycheck	07/19/2019	8185	KARA D. BROWN	Payroll July 1-15	X	-667.23	-57,323.42
Paycheck	07/19/2019	8191	NAYA K. MURDOCK	Payroll July 1-15	X	-659.24	-57,982.66
Paycheck	07/19/2019	8195	STELLA T.E. MAN...	Payroll July 1-15	X	-585.30	-58,567.96
Check	07/19/2019	8209	G & C Refrigeratio...	Beverage door repair - invoice 6...	X	-584.48	-59,152.44
Paycheck	07/19/2019	8200	HARLEY W. MAN...	Payroll July 1-15	X	-569.36	-59,721.80
Check	07/19/2019	8214	Sierra Chemical Co...	Sodium Hypochlorite invoice 124...	X	-520.30	-60,242.10
Paycheck	07/19/2019	8183	JOSHUA A. WENTZ	Payroll July 1-15	X	-503.86	-60,745.96
Paycheck	07/19/2019	8187	MADISON N. UDY	Payroll July 1-15	X	-492.58	-61,238.54
Paycheck	07/19/2019	8198	KATELYNN M. CL...	Payroll July 1-15	X	-483.83	-61,722.37
Paycheck	07/19/2019	8184	JUSTIN T. CROW	Payroll July 1-15	X	-483.82	-62,206.19
Check	07/19/2019	8207	DENALECT ALAR...	Annual alarm charge Invoice R9...	X	-444.00	-62,650.19
Paycheck	07/19/2019	8201	TREVOR B. DEES	Payroll July 1-15	X	-414.34	-63,064.53
Paycheck	07/19/2019	8176	ASHER H. LABINS...	Payroll July 1-15	X	-413.45	-63,477.98
Paycheck	07/19/2019	8182	JOCELYN M. OSTI	Payroll July 1-15	X	-401.72	-63,879.70
Check	07/19/2019	8221	Jessica Vazquez	Cleaning and damage deposit re...	X	-400.00	-64,279.70
Paycheck	07/19/2019	8188	MARLO P. HATCH	Payroll July 1-15	X	-367.98	-64,647.68
Paycheck	07/19/2019	8193	ROSE C. SCOTT	Payroll July 1-15	X	-357.86	-65,005.54
Paycheck	07/19/2019	8173	ANA B. GAMERO-...	Payroll July 1-15	X	-346.40	-65,351.94
Paycheck	07/19/2019	8180	GABRIEL J. OSTI	Payroll July 1-15	X	-339.02	-65,690.96
Paycheck	07/19/2019	8190	NATHAN B. ROCK	Payroll July 1-15	X	-337.81	-66,028.77
Check	07/19/2019	8211	No More Dirt, Inc.	Kitchen deep clean - invoice 718...	X	-327.00	-66,355.77
Check	07/19/2019	8206	Regional Governm...	Contract services for June 2019 ...	X	-319.71	-66,675.48
Paycheck	07/19/2019	8177	CASSANDRA D. C...	Payroll July 1-15	X	-316.76	-66,992.24
Paycheck	07/19/2019	8194	SOPHIA R. AYALA	Payroll July 1-15	X	-265.99	-67,258.23
Paycheck	07/19/2019	8192	PAIGE E. PAULSE...	Payroll July 1-15	X	-246.85	-67,505.08
Paycheck	07/19/2019	8179	ELEXIA B. PONTH...	Payroll July 1-15	X	-188.95	-67,694.03
Paycheck	07/19/2019	8178	DENISSE V. COR...	Payroll July 1-15	X	-183.84	-67,877.87
Check	07/19/2019	8213	Shoplet	Stainless Steel Cleaner Towels - ...	X	-174.55	-68,052.42
Check	07/19/2019	8215	TERMINIX	Pest control	X	-131.00	-68,183.42
Paycheck	07/19/2019	8175	ARIANA M. BUGGS	Payroll July 1-15	X	-127.45	-68,310.87
Check	07/19/2019	8210	LESLIE'S POOL S...	Pool chemicals - invoice 137-01-...	X	-112.93	-68,423.80
Paycheck	07/19/2019	8174	ANDREW LOPEZ-...	Payroll July 1-15	X	-110.82	-68,534.62
Check	07/19/2019	8204	BAY AREA NEWS ...	Publish hearing budget FY 1920 ...	X	-97.91	-68,632.53
Check	07/19/2019	8203	LINCOLN FINANCI...	LTD Insurance - 8/1/19 to 8/31/19	X	-69.19	-68,701.72
Paycheck	07/19/2019	8186	KELSEY S. O'SHEA	Payroll July 1-15	X	-58.18	-68,759.90
Paycheck	07/19/2019	8196	ZOE H. LABINSKI	Payroll July 1-15	X	-31.87	-68,791.77
Check	08/06/2019	8277	Sheldrake & Mumf...	Resurface Tennis Courts - Invoi...	X	-19,615.00	-88,406.77
Liability Ch...	08/06/2019	8252	UNITED STATES ...	FedTax Payroll Liability	X	-4,722.36	-93,129.13
Check	08/06/2019	8258	EBMUD	Water 5/13-7/10	X	-3,224.83	-96,353.96
Check	08/06/2019	8261	PG&E	Gas & Electricity	X	-3,030.63	-99,384.59
Paycheck	08/06/2019	8222	RONALD D. WILS...	Payroll July 2019	X	-2,491.01	-101,875.60
Check	08/06/2019	8265	TERRACARE ASS...	Landscaping services	X	-2,171.00	-104,046.60
Paycheck	08/06/2019	8225	SUSAN G. WITSCHI	Payroll July 16-31, 2019	X	-2,064.16	-106,110.76
Liability Ch...	08/06/2019	8254	CalPERS Public E...	CalPERS Retirement and 457 Pl...	X	-1,752.42	-107,863.18
Paycheck	08/06/2019	8237	JOSHUA A. WENTZ	Payroll July 16-31, 2019	X	-1,116.51	-108,979.69
Paycheck	08/06/2019	8239	KARA D. BROWN	Payroll July 16-31, 2019	X	-1,012.62	-109,992.31
Liability Ch...	08/06/2019	8280	STATE COMPENS...	Workers Comp 219383	X	-969.53	-110,961.84
Paycheck	08/06/2019	8235	HARIKESH SHRI-...	Payroll July 16-31, 2019	X	-956.75	-111,918.59
Paycheck	08/06/2019	8224	KATELYNN M. CL...	Payroll July 16-31, 2019	X	-914.58	-112,833.17
Check	08/06/2019	8278	PG&E	Electricity and gas - AC 250151...	X	-889.59	-113,722.76
Paycheck	08/06/2019	8223	DOLORES M. MO...	Payroll July 16-31, 2019	X	-813.52	-114,536.28
Check	08/06/2019	8260	LESLIE'S POOL S...	Pool chemicals	X	-748.69	-115,284.97
Paycheck	08/06/2019	8238	JUSTIN T. CROW	Payroll July 16-31, 2019	X	-744.35	-116,029.32
Paycheck	08/06/2019	8232	CASSANDRA D. C...	Payroll July 16-31, 2019	X	-724.47	-116,753.79
Paycheck	08/06/2019	8245	NATHAN B. ROCK	Payroll July 16-31, 2019	X	-701.41	-117,455.20
Check	08/06/2019	8270	Mayte Marquez	Cleaning and damage deposit re...	X	-700.00	-118,155.20
Check	08/06/2019	8279	Sherry Shimel	Cleaning and damage deposit re...	X	-700.00	-118,855.20
Check	08/06/2019	8273	Paola Ordundo	Cleaning and damage deposit re...	X	-700.00	-119,555.20
Check	08/06/2019	8269	Bruce Smith	Cleaning and damage deposit re...	X	-700.00	-120,255.20
Check	08/06/2019	8272	Martha Martinez	Cleaning and damage deposit re...	X	-700.00	-120,955.20
Check	08/06/2019	8275	Araceli Placeres	Cleaning and damage deposit re...	X	-700.00	-121,655.20
Paycheck	08/06/2019	8250	STELLA T.E. MAN...	Payroll July 16-31, 2019	X	-625.87	-122,281.07
Check	08/06/2019	8264	Sierra Chemical Co...	Pool chemicals	X	-619.19	-122,900.26
Paycheck	08/06/2019	8242	MADISON N. UDY	Payroll July 16-31, 2019	X	-612.84	-123,513.10
Check	08/06/2019	8274	Roxana Castellon	Cleaning and damage deposit re...	X	-544.61	-124,057.71
Liability Ch...	08/06/2019	8253	EMPLOYMENT DE...	State Tax Payroll Liability	X	-506.31	-124,564.02

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Reconciliation Detail**  
**FUND 3241 - RECREATION, Period Ending 08/12/2019**

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Paycheck	08/06/2019	8241	MADISON A. KOZI...	Payroll July 16-31, 2019	X	-495.46	-125,059.48
Check	08/06/2019	8271	Manuel Delgado	Cleaning and damage deposit re...	X	-490.00	-125,549.48
Paycheck	08/06/2019	8246	NAYA K. MURDOCK	Payroll July 16-31, 2019	X	-419.10	-125,968.58
Check	08/06/2019	8255	MEYERS NAVE	General attorney advise thru Jun...	X	-412.44	-126,381.02
Paycheck	08/06/2019	8227	TREVOR B. DEES	Payroll July 16-31, 2019	X	-411.44	-126,792.46
Check	08/06/2019	8259	G & C Refrigeratio...	Ice Machine service - Invoice 3...	X	-401.35	-127,193.81
Check	08/06/2019	8276	Paul Evans	Cleaning and damage deposit re...	X	-400.00	-127,593.81
Check	08/06/2019	8266	UNIVERSAL BUIL...	Janitorial services	X	-373.60	-127,967.41
Paycheck	08/06/2019	8247	PAIGE E. PAULSE...	Payroll July 16-31, 2019	X	-331.01	-128,298.42
Check	08/06/2019	8257	AT&T (Phone)	Telephone service	X	-329.91	-128,628.33
Check	08/06/2019	8256	Alhambra & Sierra ...	Concessions water	X	-322.07	-128,950.40
Paycheck	08/06/2019	8236	JOCELYN M. OSTI	Payroll July 16-31, 2019	X	-315.57	-129,265.97
Paycheck	08/06/2019	8226	HARLEY W. MAN...	Payroll July 16-31, 2019	X	-312.93	-129,578.90
Paycheck	08/06/2019	8244	MONICA A. MUNOZ	Payroll July 16-31, 2019	X	-294.14	-129,873.04
Paycheck	08/06/2019	8251	STEVEN A. GRAY	Payroll July 16-31, 2019	X	-258.07	-130,131.11
Check	08/06/2019	8267	RONALD D. WILS...	Mileage reimbursement July 2019	X	-242.44	-130,373.55
Paycheck	08/06/2019	8240	KELSEY S. O'SHEA	Payroll July 16-31, 2019	X	-238.26	-130,611.81
Paycheck	08/06/2019	8231	ASHER H. LABINS...	Payroll July 16-31, 2019	X	-231.81	-130,843.62
Paycheck	08/06/2019	8228	ANA B. GAMERO...	Payroll July 16-31, 2019	X	-224.73	-131,068.35
Paycheck	08/06/2019	8234	GABRIEL J. OSTI	Payroll July 16-31, 2019	X	-177.01	-131,245.36
Paycheck	08/06/2019	8229	ANDREW LOPEZ-...	Payroll July 16-31, 2019	X	-146.85	-131,392.21
Paycheck	08/06/2019	8243	MARLO P. HATCH	Payroll July 16-31, 2019	X	-92.72	-131,484.93
Paycheck	08/06/2019	8248	ROSE C. SCOTT	Payroll July 16-31, 2019	X	-91.62	-131,576.55
Paycheck	08/06/2019	8233	ELEXIA B. PONTN...	Payroll July 16-31, 2019	X	-91.61	-131,668.16
Check	08/06/2019	8262	Regional Governm...	Reimbursement for harasment tra...	X	-89.97	-131,758.13
Paycheck	08/06/2019	8249	SOPHIA R. AYALA	Payroll July 16-31, 2019	X	-62.23	-131,820.36
Check	08/06/2019	8268	DOLORES M. MO...	Mileage reimbursement July 2019	X	-43.50	-131,863.86
Paycheck	08/06/2019	8230	ARIANA M. BUGGS	Payroll July 16-31, 2019	X	-30.47	-131,894.33
Transfer	08/07/2019			Payroll recovery July 2019 REC ...	X	-2,395.24	-134,289.57
Check	08/08/2019		Wells Fargo Fees	Credit Card Fees DP791671	X	-259.14	-134,548.71
<b>Total Checks and Payments</b>							<b>-134,548.71</b>
<b>Deposits and Credits - 82 items</b>							
Deposit	07/03/2019			Pool Deposit #32 - cc	X	378.50	378.50
Deposit	07/05/2019			Pool Deposit #35	X	137.25	515.75
Deposit	07/05/2019			Pool Deposit #32	X	192.25	708.00
Deposit	07/05/2019			Pool Deposit #34	X	283.75	991.75
Deposit	07/05/2019			Pool Deposit #33	X	724.75	1,716.50
Deposit	07/05/2019			Comm Ctr Deposit	X	2,067.00	3,783.50
Transfer	07/08/2019			Payroll recovery PCSAN to REC...	X	40.64	3,824.14
Transfer	07/08/2019			Payroll and other recovery CVS...	X	415.09	4,239.23
Deposit	07/10/2019			Pool Deposit #36	X	293.25	4,532.48
Deposit	07/10/2019			Pool Deposit #37	X	455.75	4,988.23
Deposit	07/10/2019			Pool Deposit #38	X	480.50	5,468.73
Deposit	07/10/2019			Pool Deposits #33-35 - cc	X	582.50	6,051.23
Deposit	07/11/2019			Pool Deposit #38 - cc	X	404.25	6,455.48
Deposit	07/12/2019			Pool Deposit #40	X	199.00	6,654.48
Deposit	07/12/2019			Pool Deposit #39	X	327.00	6,981.48
Deposit	07/12/2019			Pool Deposit #41	X	343.50	7,324.98
Deposit	07/12/2019			Pool Deposit #39 - cc	X	350.50	7,675.48
Deposit	07/12/2019			Pool Deposit #42	X	416.00	8,091.48
Deposit	07/12/2019			Pool Deposit #40 - cc	X	444.00	8,535.48
Deposit	07/12/2019			Pool Deposits #36 & #37 - cc	X	833.50	9,368.98
Deposit	07/12/2019			Comm Ctr Deposit	X	1,343.22	10,712.20
Deposit	07/18/2019			Interest	X	2,828.75	13,540.95
Deposit	07/22/2019			Pool Deposit #49	X	197.75	13,738.70
Deposit	07/22/2019			Pool Deposit #50	X	212.00	13,950.70
Deposit	07/22/2019			Pool Deposit #52	X	247.50	14,198.20
Deposit	07/22/2019			Pool Deposit #51	X	271.00	14,469.20
Deposit	07/22/2019			Pool Deposit #46	X	284.25	14,753.45
Deposit	07/22/2019			Pool Deposit #46 - cc	X	300.00	15,053.45
Deposit	07/22/2019			Pool Deposit #45 - cc	X	311.00	15,364.45
Deposit	07/22/2019			Pool Deposit #48 - cc	X	349.00	15,713.45
Deposit	07/22/2019			Pool Deposit #48	X	386.50	16,099.95
Deposit	07/22/2019			Pool Deposit #47	X	390.00	16,489.95
Deposit	07/22/2019			Pool Deposit #43	X	460.50	16,950.45
Deposit	07/22/2019			Pool Deposit #44	X	506.25	17,456.70
Deposit	07/22/2019			Pool Deposits #42-44 - cc	X	537.00	17,993.70

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Reconciliation Detail**  
**FUND 3241 - RECREATION, Period Ending 08/12/2019**

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Deposit	07/22/2019			Pool Deposit #45	X	664.00	18,657.70
Transfer	07/23/2019			Payroll recovery July 1-15 PCSa...	X	18.38	18,676.08
Transfer	07/23/2019			Payroll recovery July1-15 CVSa...	X	273.12	18,949.20
Deposit	07/24/2019			Pool Deposit #52 - cc	X	105.00	19,054.20
Deposit	07/24/2019			Pool Deposit #47 - cc	X	233.50	19,287.70
Deposit	07/25/2019			Pool Deposits #49-51-cc	X	2,136.25	21,423.95
Deposit	07/26/2019			Pool Deposit #53 - cc	X	83.50	21,507.45
Deposit	07/26/2019			Pool Deposit #53	X	214.00	21,721.45
Deposit	07/26/2019			Pool Deposit #56	X	348.75	22,070.20
Deposit	07/26/2019			Pool Deposit #55	X	404.00	22,474.20
Deposit	07/26/2019			Pool Deposit #54 & Rent - cc	X	423.50	22,897.70
Deposit	07/26/2019			Pool Deposit #54	X	457.50	23,355.20
Deposit	07/26/2019			Comm Ctr Deposit	X	21,606.76	44,961.96
Deposit	07/29/2019			Pool Deposit #57	X	89.75	45,051.71
Deposit	07/29/2019			Pool Deposit #55 / Rent - cc	X	441.75	45,493.46
Deposit	07/29/2019			Pool Deposit #59	X	627.75	46,121.21
Deposit	07/29/2019			Pool Deposit #58	X	658.27	46,779.48
Deposit	07/30/2019			Pool Deposits #56-58 - cc	X	311.75	47,091.23
Deposit	07/31/2019			Pool Deposit #59 - cc	X	180.50	47,271.73
Deposit	08/02/2019			Pool Deposit #63	X	114.50	47,386.23
Deposit	08/02/2019			Pool Deposit #61 - cc	X	163.00	47,549.23
Deposit	08/02/2019			Pool Deposit #61	X	226.00	47,775.23
Deposit	08/02/2019			Pool Deposit #62	X	269.00	48,044.23
Deposit	08/02/2019			Pool Deposit #60	X	286.50	48,330.73
Deposit	08/02/2019			Pool Deposit #60 / Rent/CD/Key...	X	1,495.00	49,825.73
Deposit	08/02/2019			Comm Ctr Deposit	X	2,309.56	52,135.29
Deposit	08/05/2019			Pool Deposit #62 - cc	X	33.50	52,168.79
Deposit	08/05/2019			Pool Deposit #65	X	197.50	52,366.29
Check	08/06/2019	8263	Sheldrake & Mumf...	VOID: Resurface Tennis Courts ...	X	0.00	52,366.29
Deposit	08/06/2019		CONTRA COSTA ...	Cxl Ck 8213 - paid Shoplet on C...	X	174.55	52,540.84
Deposit	08/06/2019			Pool Deposit #41 - cc	X	212.00	52,752.84
Deposit	08/06/2019			Pool Deposit #64	X	275.95	53,028.79
Deposit	08/06/2019			Pool Deposit #66	X	350.25	53,379.04
Deposit	08/06/2019			Rent - cc	X	1,150.00	54,529.04
Deposit	08/06/2019			Pool Deposits #63-65, Rent - cc	X	1,358.00	55,887.04
Transfer	08/07/2019			Payroll recovery July 2019 PCS...	X	25.29	55,912.33
Deposit	08/07/2019		CONTRA COSTA ...	Cxl ck 7837 Harley M	X	91.61	56,003.94
Deposit	08/07/2019			Pool Deposit #66 - cc	X	120.00	56,123.94
Transfer	08/07/2019			Payroll recovery July 2019	X	241.14	56,365.08
Deposit	08/09/2019			Pool Deposit #67 - cc	X	15.00	56,380.08
Deposit	08/09/2019			Parking Fines	X	60.93	56,441.01
Deposit	08/09/2019			Pool Deposit #67	X	131.25	56,572.26
Deposit	08/09/2019			Pool Deposit #68	X	144.00	56,716.26
Deposit	08/09/2019			Pool Deposit #70	X	242.75	56,959.01
Deposit	08/09/2019			Pool Deposit #68 / Rent - cc	X	327.00	57,286.01
Deposit	08/09/2019			Pool Deposit #69	X	331.75	57,617.76
Deposit	08/12/2019			Pool Deposit #69 - cc	X	57.75	57,675.51
Total Deposits and Credits						57,675.51	57,675.51
Total Cleared Transactions						-76,873.20	-76,873.20
Cleared Balance						-76,873.20	443,805.33
Register Balance as of 08/12/2019						-76,873.20	443,805.33
Ending Balance						-76,873.20	443,805.33

# CROCKETT POLICE LIAISON COMMITTEE

---

of the Crockett Community Services District

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

*\*\* corrected 7/14/19 \*\**

## FINANCIAL REPORT

AS OF JUNE 30, 2019

Opening balance: 6/1/2019	\$7,756.38
Activity:	
<u>Revenue</u>	
April & May Clancy	\$381.94
EOY Correction Adjustment	\$117.63
<u>Expenditures</u>	
Payroll recovery	(\$27.09)
Current balance as of 6/30/19	\$8,228.86

Staff spent approximately 0.5 hours on PLC issues in June.



District Finance Officer

//admin/districtsecretary/plc/financialreport

# 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](mailto:manager@town.crockett.ca.us)

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

## MONTHLY SUMMARY WORKSHEET

PREPARED FOR MTG.:	8/28/19	LATEST FUND REPORT:	8/12/19
-----			
OPERATING FUND 3425		-----	
CASH CARRIED FORWARD:	\$10,281.21	ACCRUED DEBT:	
ACTIVITY:			
CHECKS (1117-1132)	(\$14,546.15)	PYs due CVSan Dept.	\$24,233.49
Payroll recovery	(\$3,196.23)	Loan#2 due CVSan	\$277,963.36
Investment Services	(\$43.00)		
Trnsfr frm Investmnts	\$25,000.00		
Meter deposit refund	\$1,214.51		
-----			
CASH BALANCE:	\$18,710.34	ACCRUED DEBT:	\$302,196.85
ADV ON SUC BEG. BALANCE:	\$0.00		
Close CY SEC Tax	\$0.00		
Ending Balance	\$0.00		
INVESTED BEGIN. BALANCE:	\$105,939.31		
Interest LAIF	\$637.25		
Trns to cash	(\$25,000.00)		
Ending Balance	\$81,576.56		
-----			
FUND BALANCE:	\$100,286.90	\\san\pc\bud&fin\wrksht	

9:44 AM

08/13/19

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Reconciliation Detail**  
**FUND 3425 - PC SANITARY - O&M, Period Ending 08/12/2019**

Type	Date	Num	Name	Memo	Clr	Amount	Balance
<b>Beginning Balance</b>							116,220.52
<b>Cleared Transactions</b>							
<b>Checks and Payments - 22 items</b>							
Liability ...	07/05/2019	1122	CalPERS Public Em...	CalPERS share of Unfunded Liability	X	-625.58	-625.58
Check	07/05/2019	1119	PG&E	Electricity June 2019	X	-298.55	-924.13
Check	07/05/2019	1120	Specialized Electric...	Video alarm monitoring July-Sept 20...	X	-285.00	-1,209.13
Check	07/05/2019	1121	CONTRA COSTA C...	LAFCO FY19-20 Invoice 1920-0030	X	-167.24	-1,376.37
Check	07/05/2019	1117	MEYERS NAVE	Attorney advice May 2019	X	-144.52	-1,520.89
Check	07/05/2019	1118	Streamline	Web hosting July-Dec 2019	X	-111.84	-1,632.73
Transfer	07/08/2019			Payroll recovery PCSAN to CVSAN ...	X	-1,376.89	-3,009.62
Transfer	07/08/2019			Payroll recovery PCSAN to REC Jun...	X	-40.64	-3,050.26
Check	07/18/2019			Service Charge for investments	X	-43.00	-3,093.26
Check	07/19/2019	1128	Valley Operators, LLC	Monthly service fee June 2019 - invo...	X	-4,000.00	-7,093.26
Check	07/19/2019	1126	BAY AREA AIR QU...	Invoice 4FV87 - Permit to operate Pl...	X	-1,638.00	-8,731.26
Check	07/19/2019	1124	CSRMA	Property Insurance Invoice 6444	X	-1,207.09	-9,938.35
Check	07/19/2019	1129	U.S. BANK	lab testing, alarm cell, office supplies...	X	-1,024.45	-10,962.80
Check	07/19/2019	1127	L.R. PAULSELL CO...	High pressure cleaning July 2019 - i...	X	-460.00	-11,422.80
Check	07/19/2019	1125	Regional Governme...	Contract services June 2019 invoice ...	X	-93.34	-11,516.14
Check	07/19/2019	1123	BAY AREA NEWS ...	Publish hearing budget FY 1920 - Ac...	X	-32.05	-11,548.19
Transfer	07/23/2019			Payroll recovery July 1-15 PCSan to ...	X	-18.38	-11,566.57
Check	08/06/2019	1132	Valley Operators, LLC	Monthly treatment costs - July 2019	X	-4,000.00	-15,566.57
Check	08/06/2019	1131	PG&E	Electricity	X	-273.27	-15,839.84
Check	08/06/2019	1130	MEYERS NAVE	General attorney advise thru June 3...	X	-185.22	-16,025.06
Transfer	08/07/2019			Payroll recovery July 2019 PCSAN t...	X	-1,735.03	-17,760.09
Transfer	08/07/2019			Payroll recovery July 2019 PCSAN t...	X	-25.29	-17,785.38
<b>Total Checks and Payments</b>						-17,785.38	-17,785.38
<b>Deposits and Credits - 2 items</b>							
Deposit	07/12/2019			Water Meter Deposit returned	X	1,214.51	1,214.51
Deposit	07/18/2019			Interest	X	637.25	1,851.76
<b>Total Deposits and Credits</b>						1,851.76	1,851.76
<b>Total Cleared Transactions</b>						-15,933.62	-15,933.62
<b>Cleared Balance</b>						-15,933.62	100,286.90
<b>Register Balance as of 08/12/2019</b>						-15,933.62	100,286.90
<b>Ending Balance</b>						<u>-15,933.62</u>	<u>100,286.90</u>

# 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)

## MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG: 8-28-19

LATEST FUND REPORT: 8-12-19

### OPERATING FUND 3426

### CONSTRUCTION FUND 3427

CASH CARRIED FORWARD: \$200,371.49

CASH CARRIED FORWARD \$40,130.31

#### ACTIVITY:

#### ACTIVITY:

Warrants (5898-5933) (\$169,301.29)  
 Payroll recovery to REC (\$273.12)  
 Investment services (\$103.00)

Investment services (\$19.00)

Trns from Investments \$60,000.00  
 Permits \$120.00  
 Payroll recovery \$7,408.85  
 Pymt 701 Edw AccRepair \$1,598.54

CASH BALANCE: \$40,111.31

CASH BALANCE: \$99,821.47

INVESTED BEGIN BAL.: \$873,734.53

Interest LAIF \$5,583.23

INVESTED BALANCE: \$879,317.76

FUND 3427 BALANCE: \$919,429.07

#### ADV ON TAXES:

060 Prop tax Beginning \$0.00  
 No activity \$0.00  
 Ending Balance \$0.00

160 Adv Supp Prop tax \$4,117.89  
 Zero out PY FY (\$4,117.89)  
 Ending Balance \$0.00

### CAPITAL RESERVE FUND 3429

CASH CARRIED FORWARD \$273.00

#### ACTIVITY:

Investment services (\$2.00)

INVESTED BEG. BALANCE: \$2,990,196.04  
 Interest LAIF \$18,886.38  
 Trns to cash (\$60,000.00)

CASH BALANCE: \$271.00

INVESTED BEGIN BAL.: \$69,177.66

Interest LAIF \$442.05

Ending Balance: \$2,949,082.42

INVESTED BALANCE: \$69,619.71

FUND 3426 BALANCE: \$3,048,903.89

FUND 3429 BALANCE: \$69,890.71

TAXES held in 3240: \$327,182.53  
 CO.charges in 3240: \$0.00

#### ACCURED DEBT OWED TO CVAN:

#### CONTRACTOR BONDS ON FILE:

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

28 contractors \$27,500.00



10:47 AM

08/13/19

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Reconciliation Detail**  
**FUND 3426 - CV SANITARY - O&M, Period Ending 08/12/2019**

Type	Date	Num	Name	Memo	Clr	Amount	Balance
<b>Beginning Balance</b>							3,194,685.42
<b>Cleared Transactions</b>							
<b>Checks and Payments - 41 Items</b>							
Check	07/01/2019		CONTRA COSTA CO...	Zero out 160 Adv on Supp tax to matc...	X	-4,117.89	-4,117.89
Liability Check	07/05/2019	5902	CalPERS Public Empl...	CalPERS Retire, Unfunded, 457, 1959...	X	-8,953.31	-13,071.20
Paycheck	07/05/2019	5899	JAMES G. BARNHILL	Payroll June 2019	X	-4,295.24	-17,366.44
Paycheck	07/05/2019	5898	DALE A. McDONALD	Payroll June 2019	X	-4,031.73	-21,398.17
Check	07/05/2019	5909	WEST COUNTY WA...	Contract services May 2019	X	-3,264.38	-24,662.55
Check	07/05/2019	5907	PG&E	Electricity June 2019	X	-2,450.54	-27,113.09
Liability Check	07/05/2019	5900	UNITED STATES TR...	Fed Tax Payroll Liability	X	-1,372.24	-28,485.33
Check	07/05/2019	5905	CONTRA COSTA CO...	LAFCO FY19-20 Invoice 1920-0030	X	-1,116.16	-29,601.49
Check	07/05/2019	5904	Streamline	Web hosting 6 months July-Dec 2019	X	-746.40	-30,347.89
Check	07/05/2019	5903	MEYERS NAVE	Attorney advice thru May 31	X	-522.75	-30,870.64
Liability Check	07/05/2019	5901	EMPLOYMENT DEV...	State Tax Payroll Liability	X	-372.27	-31,242.91
Check	07/05/2019	5908	Specialized Electrical ...	Video alarm monitoring July-Sept 2019	X	-285.00	-31,527.91
Check	07/05/2019	5906	AT&T (Phone)	Telephone office May 2019	X	-130.55	-31,658.46
Transfer	07/08/2019			Payroll and other recovery CVSAN to ...	X	-415.09	-32,073.55
Check	07/18/2019			Service Charge	X	-103.00	-32,176.55
Check	07/19/2019	5915	C&H SUGAR CO.	Shared O&M and Capital Exp June 2019	X	-88,880.55	-101,057.10
Check	07/19/2019	5916	CITY NATIONAL BANK	Loan Agreement #06-045-AF	X	-27,651.07	-128,708.17
Check	07/19/2019	5917	BILL'S UNDERGROU...	Emergency sewer repair Port & Wand...	X	-3,600.00	-132,308.17
Check	07/19/2019	5918	L.R. PAULSELL CON...	High Pressure Cleaning July 2019	X	-3,220.00	-135,528.17
Check	07/19/2019	5913	CSRMA	Property insurance invoice 6444	X	-1,911.14	-137,439.31
Liability Check	07/19/2019	5910	STATE COMPENSA...	Workers Comp Liab, premium, and su...	X	-742.98	-138,182.29
Check	07/19/2019	5920	U.S. BANK	Various	X	-654.10	-138,836.39
Check	07/19/2019	5914	Regional Government...	Contract services June 2019	X	-566.45	-139,402.84
Check	07/19/2019	5912	BAY AREA NEWS G...	Publish hearing budget FY 1920 - Acc...	X	-213.84	-139,616.68
Check	07/19/2019	5919	EBMUD	Water	X	-197.92	-139,814.60
Check	07/19/2019	5911	LINCOLN FINANCIAL...	LTD Insurance - 8/1/19 to 8/31/19	X	-120.12	-139,934.72
Transfer	07/23/2019			Payroll recovery July1-15 CVSan to R...	X	-273.12	-140,207.84
Check	08/06/2019	5932	CUNHA ENGINEERI...	Pomona Project C-1004 Engineered d...	X	-9,150.00	-149,357.84
Paycheck	08/06/2019	5922	JAMES G. BARNHILL	Payroll July 2019	X	-4,411.70	-153,769.54
Paycheck	08/06/2019	5921	DALE A. McDONALD	Payroll July 2019	X	-4,245.07	-158,014.61
Check	08/06/2019	5930	WEST COUNTY WA...	Contract Services June 2019 Invoice I...	X	-4,237.06	-162,251.67
Liability Check	08/06/2019	5925	CalPERS Public Empl...	CalPERS Retirement and 457 Plan	X	-4,034.89	-166,286.56
Check	08/06/2019	5929	PG&E	Electricity	X	-2,621.32	-168,907.88
Check	08/06/2019	5928	L.R. PAULSELL CON...	CCTV inspections on sewer lines	X	-1,610.00	-170,517.88
Liability Check	08/06/2019	5923	UNITED STATES TR...	Fed Tax Payroll Liability	X	-1,452.48	-171,970.36
Check	08/06/2019	5926	MEYERS NAVE	General attorney advise thru June 30, ...	X	-1,119.54	-173,089.90
Liability Check	08/06/2019	5924	EMPLOYMENT DEV...	State Tax Payroll Liability	X	-401.16	-173,491.06
Liability Check	08/06/2019	5933	STATE COMPENSA...	Workers Comp 219383	X	-392.55	-173,883.61
Check	08/06/2019	5931	UNDERGROUND SE...	2019 Membership fee USAN invoice 1...	X	-194.43	-174,078.04
Check	08/06/2019	5927	AT&T (Phone)	Telephone and fax District office	X	-132.35	-174,210.39
Transfer	08/07/2019			Payroll recovery July 2019	X	-241.14	-174,451.53
<b>Total Checks and Payments</b>						<b>-174,451.53</b>	<b>-174,451.53</b>
<b>Deposits and Credits - 10 Items</b>							
Transfer	07/08/2019			Payroll recovery MAINT to CVSAN Ju...	X	260.91	260.91
Transfer	07/08/2019			Payroll recovery PCSAN to CVSAN Ju...	X	1,376.89	1,637.80
Transfer	07/08/2019			Payroll recovery REC to CVSAN June ...	X	2,181.38	3,819.18
Deposit	07/18/2019			Interest	X	18,886.38	22,705.56
Deposit	07/26/2019			Permit 19-16 - cc	X	60.00	22,765.56
Deposit	07/26/2019			Permit 19-15	X	60.00	22,825.56
Transfer	08/07/2019			Payroll recovery July 2019 MAINT to C...	X	115.63	22,941.19
Transfer	08/07/2019			Payroll recovery July 2019 PCSAN to ...	X	1,735.03	24,676.22
Transfer	08/07/2019			Payroll recovery July 2019 REC to CV...	X	2,395.24	27,071.46
Deposit	08/09/2019			Permit 19-17 / Access Repair	X	1,598.54	28,670.00
<b>Total Deposits and Credits</b>						<b>28,670.00</b>	<b>28,670.00</b>
<b>Total Cleared Transactions</b>						<b>-145,781.53</b>	<b>-145,781.53</b>
<b>Cleared Balance</b>						<b>-145,781.53</b>	<b>3,048,903.89</b>
<b>Register Balance as of 08/12/2019</b>						<b>-145,781.53</b>	<b>3,048,903.89</b>
<b>Ending Balance</b>						<b>-145,781.53</b>	<b>3,048,903.89</b>