

# CROCKETT COMMUNITY SERVICES DISTRICT and CROCKETT SANITARY COMMISSION

Joint Special Business Meeting  
AGENDA FOR WEDNESDAY, JUNE 2, 2021

TIME: 3:00 PM

PLACE: \*\* TELECONFERENCE - SEE BELOW \*\*

## IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:

Based on the mandates by the Governor in *Executive Order 33-20* and the County Public Health Officer to shelter in place and the guidance from the CDC, to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District offices are not open to the public at this time. (See *Resolution No. 19/20-18*)
- The meeting will be conducted via teleconference using Zoom.
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner described below. See end of agenda for information on How to Submit Public Comments.

## HOW TO OBSERVE THE MEETING:

**Telephone:** Listen to the meeting live by calling Zoom at +1 669 900 9128.

Enter the Meeting ID# 881 1391 3181 followed by the pound (#) key.

More phone numbers can be found on Zoom's website at <https://zoom.us/u/aeON0A5qL>.

**Computer:** Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/88113913181> using a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)

**Mobile:** Login through the Zoom mobile app on a smartphone and enter Meeting ID# 881 1391 3181

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1. CALL TO ORDER: DISTRICT BOARD - ROLL CALL:

CALL TO ORDER: CROCKETT SANITARY COMMISSION – ROLL CALL:

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS:

*(The Commission is prohibited from discussing items not on this agenda. Matters brought up that are not on the agenda may be referred to staff for action or calendared on a future agenda.)*

3. DISCUSSION ITEMS:

- a. Consider proposed FY 21/22 budget and make recommendations to staff.
- b. Discuss other financial issues of concern related to the district.

4. **ADJOURNMENT:** District Board

**ADJOURNMENT:** Crockett Sanitary Commission

**HOW TO SUBMIT PUBLIC COMMENTS:**

**Written/ Read Aloud:** Please email your comments to [manager@town.crockett.ca.us](mailto:manager@town.crockett.ca.us), write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (*not to exceed three minutes at staff's cadence*), prominently write "Read Aloud at Meeting" at the top of the email. All comments received before 3:00 PM the day of the meeting will be included as an agenda supplement on the District's website under the relevant meeting date and provided to the Directors at the meeting. Comments received after this time will be treated as telephonic/electronic comments.

**Telephonic / Electronic Comments:** During the meeting, the Board President or designee will announce the opportunity to make public comments and identify the cut off time for submission. The public can speak up at that time or use the Zoom chat feature to indicate they want to make a public comment. If needed, a short recess (generally less than 10 minutes) will take place during the time public comment is open to allow the comments to be collected. Use Zoom chat or email your comments to [manager@town.crockett.ca.us](mailto:manager@town.crockett.ca.us), write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. Once the public comment period is closed, all submitted comments timely received will be read aloud. Comments received after the close of the public comment period will be added to the record after the meeting.

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

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

*In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item, and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection. The Board has designated the District's website located at <https://www.town.crockett.ca.us/meetings> as the place for making those public records available for inspection. The documents may also be obtained by calling the District Manager. at the Crockett Community Services District Office in Crockett. If, however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda. The office address is 850 Pomona Street, Crockett, California 94525.*

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**REC - Combined Budget Report**  
 July 1, 2020 through April 26, 2021

	Jul 1, '20 - Ap...	Budget	\$ Over Bu...	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
32401 · FUND 3240 - CCSD Income***				
4010rec · CSD Property tax for REC	0.00	46,279.00	-46,279.00	0.0%
<b>Total 32401 · FUND 3240 - CCSD Income***</b>	<b>0.00</b>	<b>46,279.00</b>	<b>-46,279.00</b>	<b>0.0%</b>
32411 · FUND 3241 REC. Income***				
4000 · OPERATING REVENUE				
4180 · COST RECOVERY (OP)				
4180.3 · Other recovery	393.59	0.00	393.59	100.0%
4180 · COST RECOVERY (OP) - Other	0.00	2,816.09	-2,816.09	0.0%
<b>Total 4180 · COST RECOVERY (OP)</b>	<b>393.59</b>	<b>2,816.09</b>	<b>-2,422.50</b>	<b>14.0%</b>
4200 · Community Center Rentals	1,120.00	129,500.00	-128,380.00	0.9%
4201 · Center rents - senior nutrition	1,200.00	3,946.67	-2,746.67	30.4%
4202 · Center rents - outside classes	90.00	986.67	-896.67	9.1%
4203 · Center - clean/damage DEPOSITS	0.00	35,097.41	-35,097.41	0.0%
4205 · Aquatics rents	11,637.00	8,167.13	3,469.87	142.5%
4206 · Concessions	4,750.02	6,123.89	-1,373.87	77.6%
4750 · Security services	0.00	8,057.77	-8,057.77	0.0%
4780 · Cleaning services	0.00	3,946.67	-3,946.67	0.0%
4860 · Swim admision fees	14,737.30	15,931.35	-1,194.05	92.5%
4861 · Aquatics season passes	2,271.00	3,999.50	-1,728.50	56.8%
4870 · Center Programs	40.00	4,933.33	-4,893.33	0.8%
4876 · Swim lessons	126.00	2,400.00	-2,274.00	5.3%
4879 · Tennis/restroom keys	39.00	493.33	-454.33	7.9%
4880 · Other sales	2.00	50.00	-48.00	4.0%
4881 · Cash over	16.55	0.00	16.55	100.0%
4882 · Parking fines	488.09	493.33	-5.24	98.9%
4885 · Donations (operations)	0.00	650.00	-650.00	0.0%
4886 · Donations (restricted)	19,147.12	450.00	18,697.12	4,254.9%
<b>Total 4000 · OPERATING REVENUE</b>	<b>56,057.67</b>	<b>228,043.14</b>	<b>-171,985.47</b>	<b>24.6%</b>
4800 · NON-OPERATING REVENUE				
4801 · Property Tax transfer from 3240	0.00	14,528.67	-14,528.67	0.0%
4802 · Recreation Tax	136,290.00	112,569.00	23,721.00	121.1%
4803 · Investment interest	2,686.83	4,857.27	-2,170.44	55.3%
4850 · Cost Recovery Non-Op	158.78	600.00	-441.22	26.5%
4890 · Non-profit grants (operations)	0.00	4,933.33	-4,933.33	0.0%
4891 · Non-profit grants (restricted)				
4891.1 · Return-to-Source	42,182.00	25,745.00	16,437.00	163.8%
4891.3 · Capital projects	0.00	81,000.00	-81,000.00	0.0%
4891 · Non-profit grants (restricted) - Other	0.00	8,195.00	-8,195.00	0.0%
<b>Total 4891 · Non-profit grants (restricted)</b>	<b>42,182.00</b>	<b>114,940.00</b>	<b>-72,758.00</b>	<b>36.7%</b>
4899 · Other Non-Operating Income	13,794.20	1,000.00	12,794.20	1,379.4%
<b>Total 4800 · NON-OPERATING REVENUE</b>	<b>195,111.81</b>	<b>253,428.27</b>	<b>-58,316.46</b>	<b>77.0%</b>
<b>Total 32411 · FUND 3241 REC. Income***</b>	<b>251,169.48</b>	<b>481,471.41</b>	<b>-230,301.93</b>	<b>52.2%</b>
<b>Total Income</b>	<b>251,169.48</b>	<b>527,750.41</b>	<b>-276,580.93</b>	<b>47.6%</b>
<b>Gross Profit</b>	<b>251,169.48</b>	<b>527,750.41</b>	<b>-276,580.93</b>	<b>47.6%</b>
<b>Expense</b>				
3241e · FUND 3241 REC. Expense***				
5050 · UNIFORMS	553.78	1,200.00	-646.22	46.1%
5060 · TELEPHONE / INTERNET				
5061 · Telephone	1,907.42	0.00	1,907.42	100.0%
5062 · Internet	176.39	0.00	176.39	100.0%
5060 · TELEPHONE / INTERNET - Other	1,542.93	4,045.33	-2,502.40	38.1%
<b>Total 5060 · TELEPHONE / INTERNET</b>	<b>3,626.74</b>	<b>4,045.33</b>	<b>-418.59</b>	<b>89.7%</b>
5070 · SOFTWARE SUBSCRIPTIONS	1,457.85	1,759.83	-301.98	82.8%

## CROCKETT COMMUNITY SERVICES DISTRICT

## REC - Combined Budget Report

July 1, 2020 through April 26, 2021

04/26/21

Cash Basis

	Jul 1, '20 - Ap...	Budget	\$ Over Bu...	% of Budget
<b>5100 · INSURANCE</b>				
5101 · Property insurance	2,890.29	2,192.00	698.29	131.9%
5102 · Liability insurance	17,323.20	18,791.00	-1,467.80	92.2%
5103 · Employee bond	0.00	110.00	-110.00	0.0%
<b>Total 5100 · INSURANCE</b>	<b>20,213.49</b>	<b>21,093.00</b>	<b>-879.51</b>	<b>95.8%</b>
<b>5120 · ELECTIONS</b>	<b>0.00</b>	<b>986.67</b>	<b>-986.67</b>	<b>0.0%</b>
<b>5130 · MAINTENANCE</b>				
5131 · Building maint. supplies	0.00	2,290.57	-2,290.57	0.0%
5132 · Building maint. services	3,576.00	4,954.07	-1,378.07	72.2%
5133 · Bldg. repair supplies & hdwe	1,039.45	1,294.53	-255.08	80.3%
5134 · Bldg. repair services	940.00	3,339.08	-2,399.08	28.2%
5135 · Janitorial supplies	883.77	4,366.46	-3,482.69	20.2%
5136 · Janitorial services	164.07	14,733.40	-14,569.33	1.1%
5140 · Landscape supplies	546.38	32,584.63	-32,038.25	1.7%
5141 · Landscape services	27,590.00	0.00	27,590.00	100.0%
5142 · Lighting services	115.23	246.67	-131.44	46.7%
5144 · Tennis supplies	55.79	0.00	55.79	100.0%
5145 · Pool chemical supplies	10,304.10	10,283.53	20.57	100.2%
5146 · Pool maint. supplies	1,486.34	3,371.09	-1,884.75	44.1%
5147 · Pool maint. services	0.00	1,586.88	-1,586.88	0.0%
5148 · Pool repair services	840.26	0.00	840.26	100.0%
<b>Total 5130 · MAINTENANCE</b>	<b>47,541.39</b>	<b>79,050.91</b>	<b>-31,509.52</b>	<b>60.1%</b>
<b>5150 · MEMBERSHIPS</b>	<b>308.82</b>	<b>296.00</b>	<b>12.82</b>	<b>104.3%</b>
<b>5160 · PROGRAM SUPPLIES</b>				
5160.3 · Xmas program (restricted)	120.00	1,000.00	-880.00	12.0%
5160.9 · Other programs	82.41	6,400.00	-6,317.59	1.3%
5160 · PROGRAM SUPPLIES - Other	0.00	472.75	-472.75	0.0%
<b>Total 5160 · PROGRAM SUPPLIES</b>	<b>202.41</b>	<b>7,872.75</b>	<b>-7,670.34</b>	<b>2.6%</b>
<b>5165 · OTHER OPERATING</b>				
5165.5 · Capital Replacements	23,372.54	48,908.84	-25,536.30	47.8%
5165.61 · Comm. center - Rental refunds	0.00	24,666.67	-24,666.67	0.0%
5165.62 · Comm. center -Deposit transfers	0.00	2,795.54	-2,795.54	0.0%
5165.63 · Comm. center - Deposit refunds	3,500.00	30,048.09	-26,548.09	11.6%
5165.7 · Security Alarm / CCTV	1,358.73	4,563.29	-3,204.56	29.8%
5165.8 · Cash under	5.00	0.00	5.00	100.0%
5165.9 · Recoverable costs	70.98	2,104.03	-2,033.05	3.4%
5165.9e · Other Operating Costs	274.13	1,356.67	-1,082.54	20.2%
5165 · OTHER OPERATING - Other	0.00	698.88	-698.88	0.0%
<b>Total 5165 · OTHER OPERATING</b>	<b>28,581.38</b>	<b>115,142.01</b>	<b>-86,560.63</b>	<b>24.8%</b>
<b>5166 · OTHER OP COVID-19</b>				
5166.4 · National Paid Leave EE	252.00	0.00	252.00	100.0%
5166.1 · Furlough Health & LTD Benefits	4,189.59	0.00	4,189.59	100.0%
5166.2 · Disinfectants & supplies	1,645.70	0.00	1,645.70	100.0%
5166.3 · Rental refunds COVID-19	34,006.00	0.00	34,006.00	100.0%
<b>Total 5166 · OTHER OP COVID-19</b>	<b>40,093.29</b>	<b>0.00</b>	<b>40,093.29</b>	<b>100.0%</b>
<b>5170 · OFFICE</b>				
5171 · Postal	10.60	312.42	-301.82	3.4%
5172 · Supplies	1,041.80	1,644.42	-602.62	63.4%
5173 · Furnishings& Equipment	147.49	411.09	-263.60	35.9%
5174 · Visa transaction fees	275.59	1,397.75	-1,122.16	19.7%
5170 · OFFICE - Other	16.38	1,896.69	-1,880.31	0.9%
<b>Total 5170 · OFFICE</b>	<b>1,491.86</b>	<b>5,662.37</b>	<b>-4,170.51</b>	<b>26.3%</b>
<b>5180 · PROF. SVCS.</b>				
5181 · Attorney	6,774.94	0.00	6,774.94	100.0%
5182 · Auditor	2,973.02	0.00	2,973.02	100.0%
5183 · Security guards	0.00	6,413.33	-6,413.33	0.0%

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**REC - Combined Budget Report**  
 July 1, 2020 through April 26, 2021

	Jul 1, '20 - Ap...	Budget	\$ Over Bu...	% of Budget
5186 · Consultants	43.74	0.00	43.74	100.0%
5180 · PROF. SVCS. - Other	0.00	6,824.42	-6,824.42	0.0%
<b>Total 5180 · PROF. SVCS.</b>	<b>9,791.70</b>	<b>13,237.75</b>	<b>-3,446.05</b>	<b>74.0%</b>
<b>5190 · PRINT/PUBLISH/LEGAL NOTICES</b>				
5191 · Advertising	5.55	790.00	-784.45	0.7%
5190 · PRINT/PUBLISH/LEGAL NOTICES - Other	0.00	411.09	-411.09	0.0%
<b>Total 5190 · PRINT/PUBLISH/LEGAL NOTICES</b>	<b>5.55</b>	<b>1,201.09</b>	<b>-1,195.54</b>	<b>0.5%</b>
<b>5230 · TRAINING &amp; CERTIFICATION</b>	<b>1,434.75</b>	<b>6,363.09</b>	<b>-4,928.34</b>	<b>22.5%</b>
<b>5240 · COST OF GOODS SOLD</b>				
5241 · Food concession supplies	3,547.27	3,981.20	-433.93	89.1%
5242 · Promotional goods	0.00	50.00	-50.00	0.0%
<b>Total 5240 · COST OF GOODS SOLD</b>	<b>3,547.27</b>	<b>4,031.20</b>	<b>-483.93</b>	<b>88.0%</b>
<b>5250 · VEHICLE/TRAVEL REIMBURSEMENT</b>	<b>1,328.95</b>	<b>2,129.50</b>	<b>-800.55</b>	<b>62.4%</b>
<b>5260 · UTILITIES</b>				
5261 · Electricity	22,204.16	25,733.04	-3,528.88	86.3%
5262 · Natural gas	3,050.53	10,023.69	-6,973.16	30.4%
5263 · Water	16,498.32	13,544.43	2,953.89	121.8%
<b>Total 5260 · UTILITIES</b>	<b>41,753.01</b>	<b>49,301.16</b>	<b>-7,548.15</b>	<b>84.7%</b>
<b>5340 · COUNTY &amp; STATE CHARGES</b>	<b>9,355.12</b>	<b>4,530.42</b>	<b>4,824.70</b>	<b>206.5%</b>
<b>Total 3241e · FUND 3241 REC. Expense***</b>	<b>211,287.36</b>	<b>317,903.08</b>	<b>-106,615.72</b>	<b>66.5%</b>
<b>3242 · FUND 3242 MAINTENANCE - Expense</b>				
5290m · NON-OPERATING EXPENSES	104.00	0.00	104.00	100.0%
<b>Total 3242 · FUND 3242 MAINTENANCE - Expense</b>	<b>104.00</b>	<b>0.00</b>	<b>104.00</b>	<b>100.0%</b>
<b>3425e · FUND 3425 PCSAN. Expense***</b>				
416 · SEWAGE TREATMENT				
416.51 · TREATMENT O&M				
51.2pc · Chemicals	630.88	0.00	630.88	100.0%
<b>Total 416.51 · TREATMENT O&amp;M</b>	<b>630.88</b>	<b>0.00</b>	<b>630.88</b>	<b>100.0%</b>
<b>Total 416 · SEWAGE TREATMENT</b>	<b>630.88</b>	<b>0.00</b>	<b>630.88</b>	<b>100.0%</b>
<b>Total 3425e · FUND 3425 PCSAN. Expense***</b>	<b>630.88</b>	<b>0.00</b>	<b>630.88</b>	<b>100.0%</b>
<b>3426e · FUND 3426 CVSAN. Expense</b>				
414 · ADMINISTRATIVE				
414.40 · OFFICE				
40.3 · Miscellany	29.18	0.00	29.18	100.0%
<b>Total 414.40 · OFFICE</b>	<b>29.18</b>	<b>0.00</b>	<b>29.18</b>	<b>100.0%</b>
<b>Total 414 · ADMINISTRATIVE</b>	<b>29.18</b>	<b>0.00</b>	<b>29.18</b>	<b>100.0%</b>
<b>Total 3426e · FUND 3426 CVSAN. Expense</b>	<b>29.18</b>	<b>0.00</b>	<b>29.18</b>	<b>100.0%</b>
<b>6560 · PAYROLL EXPENSES ***</b>				
6560.5 · 1959 Survivor Ben Pool CalPERS	115.20	0.00	115.20	100.0%
6560.3 · Workers Comp Surcharges	287.05	0.00	287.05	100.0%
6560.2 · CalPERS Unfunded Liability	3,241.36	0.00	3,241.36	100.0%
5010 · REC. DEPT. MANAGER O&M				
10.1rw · Payroll - Wilson	5,986.00	0.00	5,986.00	100.0%
10.2rw · Benefits - Wilson	662.66	0.00	662.66	100.0%
5010 · REC. DEPT. MANAGER O&M - Other	0.00	33,096.08	-33,096.08	0.0%
<b>Total 5010 · REC. DEPT. MANAGER O&amp;M</b>	<b>6,648.66</b>	<b>33,096.08</b>	<b>-26,447.42</b>	<b>20.1%</b>
<b>5011ds · REC - DIST. SECY- Wage/Benefits</b>				
11.1rec · Payroll - Witschi	733.68	0.00	733.68	100.0%
11.2rec · Benefits - Witschi	108.19	0.00	108.19	100.0%

## CROCKETT COMMUNITY SERVICES DISTRICT

## REC - Combined Budget Report

July 1, 2020 through April 26, 2021

	Jul 1, '20 - Ap...	Budget	\$ Over Bu...	% of Budget
5011ds · REC - DIST. SECY- Wage/Benefits - Other	0.00	4,009.14	-4,009.14	0.0%
<b>Total 5011ds · REC - DIST. SECY- Wage/Benefits</b>	<b>841.87</b>	<b>4,009.14</b>	<b>-3,167.27</b>	<b>21.0%</b>
5011fm · REC - FAC. MGR. - Wage/Benefits				
11.7rec · O&M Salary - Fac. Mgr.	7,007.58	0.00	7,007.58	100.0%
11.8rec · O&M Benefits - Fac. Mgr.	2,580.60	0.00	2,580.60	100.0%
<b>Total 5011fm · REC - FAC. MGR. - Wage/Benefits</b>	<b>9,588.18</b>	<b>0.00</b>	<b>9,588.18</b>	<b>100.0%</b>
5011gm · REC - GEN. MGR- Wage/Benefits				
11.3rec · Payroll - McDonald	3,783.52	0.00	3,783.52	100.0%
11.4rec · Benefits - McDonald	536.18	0.00	536.18	100.0%
5011gm · REC - GEN. MGR- Wage/Benefits - Other	0.00	17,589.80	-17,589.80	0.0%
<b>Total 5011gm · REC - GEN. MGR- Wage/Benefits</b>	<b>4,319.70</b>	<b>17,589.80</b>	<b>-13,270.10</b>	<b>24.6%</b>
5019 · REC - Park & Pool Wages/Benfts				
19.2 · Payroll - Park & Pool	28,226.05	0.00	28,226.05	100.0%
19.2b · Benefits - Park & Pool	3,943.53	0.00	3,943.53	100.0%
<b>Total 5019 · REC - Park &amp; Pool Wages/Benfts</b>	<b>32,169.58</b>	<b>0.00</b>	<b>32,169.58</b>	<b>100.0%</b>
6560 · PAYROLL EXPENSES *** - Other	97,868.16	94,900.64	2,967.52	103.1%
<b>Total 6560 · PAYROLL EXPENSES ***</b>	<b>155,079.76</b>	<b>149,595.66</b>	<b>5,484.10</b>	<b>103.7%</b>
<b>Total Expense</b>	<b>367,131.18</b>	<b>467,498.74</b>	<b>-100,367.56</b>	<b>78.5%</b>
<b>Net Ordinary Income</b>	<b>-115,961.70</b>	<b>60,251.67</b>	<b>-176,213.37</b>	<b>-192.5%</b>
<b>Net Income</b>	<b>-115,961.70</b>	<b>60,251.67</b>	<b>-176,213.37</b>	<b>-192.5%</b>

**FY 2021-2022 PORT COSTA SANITARY DEPARTMENT BUDGET - FUND 3425 PROPOSED ##**

	<u>PY 2019-20</u>	<u>FY 2020-21</u>	<u>FY 2020-21</u>	<u>Proposed</u>
	<u>Actual</u>	<u>Approved Budget</u>	<u>Actual Year End</u>	<u>Budget</u>
<b>Collection System</b>				
Liability Insurance	\$ 4,282	\$ 4,453	\$ 4,514	\$ 4,700
Profess. Services.	\$ 0	\$ 1,000	\$ 4,500	\$ 1,000
Sewers Maint.	\$ 7,710	\$ 10,000	\$ 12,019	\$ 13,822
Other Operating	\$ 157	\$ 1,000	\$ 100	\$ 1,000
Permits & Fees	\$ 2,625	\$ 2,678	\$ 3,048	\$ 3,505
<b>Total Collection System</b>	<b>\$ 14,774</b>	<b>\$ 19,131</b>	<b>\$ 24,181</b>	<b>\$ 24,027</b>
<b>Treatment Plant</b>				
Generator fuel / oil	\$ 266	\$ 300	\$ 300	\$ 345
Property Insurance	\$ 1,207	\$ 1,267	\$ 1,574	\$ 1,874
Contract Operator	\$ 51,480	\$ 55,200	\$ 55,000	\$ 60,500
Chemicals	\$ 3,252	\$ 3,937	\$ 4,157	\$ 4,781
Hardware/Supplies & Misc.	\$ 979	\$ 1,000	\$ 490	\$ 736
Profess. Svcs. (Engineer, Lab, Technician)	\$ 12,027	\$ 15,803	\$ 25,756	\$ 34,044
Electricity	\$ 3,595	\$ 3,560	\$ 4,455	\$ 5,123
Alarm system phone	\$ 1,306	\$ 1,580	\$ 463	\$ 532
Cap. Replacement	\$ 45,649	\$ 3,000	\$ 1,950	\$ 5,243
Operating fees/permits	\$ 6,377	\$ 6,918	\$ 7,500	\$ 8,625
Other Operating - septic cleaning	\$ 226,250	\$ 12,000	\$ 2,000	\$ 2,200
<b>Total Treatment Plant</b>	<b>\$ 352,387</b>	<b>\$ 104,565</b>	<b>\$ 103,645</b>	<b>\$ 124,002</b>
<b>Administrative</b>				
Elections	\$ 0	\$ 80	\$ 0	\$ 80
Crime Insurance	\$ 36	\$ 25	\$ 30	\$ 35
Memberships	\$ 1,680	\$ 1,709	\$ 1,709	\$ 1,965
Office / Postal	\$ 146	\$ 250	\$ 210	\$ 242
Profess. Svcs.(admin)	\$ 10,107	\$ 6,955	\$ 3,500	\$ 4,025
Printing/Publishing	\$ 245	\$ 273	\$ 1,373	\$ 1,578
Software Subscription	\$ 1,966	\$ 1,346	\$ 1,433	\$ 1,648
Vehicle/Travel/Meetings	\$ 205	\$ 150	\$ 50	\$ 150
Other	\$ 310	\$ 1,000	\$ 804	\$ 925
County Charges	\$ 1,033	\$ 1,075	\$ 946	\$ 0
<b>Sub-Total Administrative</b>	<b>\$ 15,729</b>	<b>\$ 12,863</b>	<b>\$ 10,055</b>	<b>\$ 10,648</b>
Salaries and Benefits (O&M)	\$ 36,609	\$ 37,411	\$ 37,944	\$ 56,916
Other Payroll Exp. (WC premiums etc.)	\$ 0	\$ 0	\$ 0	\$ 0
<b>Total Administrative</b>	<b>\$ 52,338</b>	<b>\$ 50,274</b>	<b>\$ 47,999</b>	<b>\$ 67,564</b>
<b>Total O&amp;M Expenses</b>	<b>\$ 419,499</b>	<b>\$ 173,670</b>	<b>\$ 175,825</b>	<b>\$ 215,593</b>
<b>Non-Operational Expenses</b>				
Loan Principle	\$ 0	\$ 76,063	\$ 73,977	\$ 38,560
Loan Interest on PY Cap Projects	\$ 0	\$ 15,107	\$ 19,586	\$ 15,145
Non-Op Other	\$ 0	\$ 0	\$ 0	\$ 0
<b>Fixed Assets and Other</b>				
Capital Projects Allocation	\$ 28,561	\$ 28,000	\$ 0	\$ 31,000
Allocation to operating reserves	\$ 0	\$ 29,000	\$ 0	\$ 32,500
Contingency Reserve	\$ 0	\$ 17,397	\$ 0	\$ 5,000
Interfund G/L non-op adjustment	\$ 28	\$ 0	\$ 0	\$ 0
<b>Total Expenditures</b>	<b>\$ 448,087</b>	<b>\$ 322,140</b>	<b>\$ 269,389</b>	<b>\$ 332,798</b>
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 448,087</b>	<b>\$ 322,140</b>	<b>\$ 269,389</b>	<b>\$ 332,798</b>
<b>TOTAL REVENUES</b>				
Sewer use charge	\$ 272,528	\$ 300,488	\$ 302,419	\$ 295,000
Capacity charge	\$ 0	\$ 0	\$ 0	\$ 0
Permit fees	\$ 120	\$ 180	\$ 60	\$ 180
Interest (non-op)	\$ 1,797	\$ 360	\$ 2	\$ 100
Misc fees / cost recovery (ops)	\$ 3,512	\$ 2,783	\$ 2,783	\$ 2,783
Grants / Interdept Loan (no-op)	\$ 150,000	\$ 0	\$ 0	\$ 0

**PORT COSTA SANITARY DEPARTMENT  
PROPOSED BUDGET FY 2021/2022 (#)**

GENERAL FUND 3425: EXPENDITURE DETAIL

	PY Actuals FY 19/20	Current Budget FY 20/21	10 Month Actuals FY 20/21	Year End FY 20/21	Proposed Budget FY 21/22
<b>415 · SEWAGE COLLECTION *****</b>					
415.30 · INSURANCE - Liability	4,282.36	4,453.00	4,514.19	4,514.19	4,700.00
415.55 · PROF. SVCS. (Coll.)	0.00	1,000.00	3,960.00	\$ 4,500.00	1,000.00
415.70 · MAINTENANCE	7,710.00	10,000.00	10,301.86	\$ 12,019.00	13,821.85
415.96 · OTHER OPERATING (Coll.)	0.00	1,000.00	0.00	\$ 100.00	1,000.00
415.96.2c · Permits & Fees (Coll.)	2,625.00	2,678.00	2,848.00	\$ 3,048.00	3,505.20
<b>Total 415 · SEWAGE COLLECTION *****</b>	<b>14,774.08</b>	<b>19,131.00</b>	<b>21,624.05</b>	<b>24,181.19</b>	<b>24,027.05</b>
416.25 · GASOLINE, OIL, FUEL	\$265.85	\$300.00	\$66.90	\$ 300.00	\$345.00
416.31 · INSURANCE - Property	\$1,207.09	\$1,267.00	\$1,573.88	\$ 1,573.88	\$1,873.88
416.51.1pc · Treatment Plant Operators	\$51,480.00	\$55,200.00	\$44,000.00	\$ 55,000.00	\$60,500.00
416.51.2pc · Chemicals	\$3,251.66	\$3,937.00	\$3,117.65	\$4,157.05	\$4,780.61
416.51.3pc · Hardware, Supplies, & Misc	\$978.63	\$1,000.00	\$420.23	\$490.37	\$735.56
416.56.2pc 3pc · Prof. Svcs. - Engineer	\$62.50	\$2,000.00	\$0.00	\$ 500.00	\$5,000.00
416.56.3pc · Prof. Svcs. -Technician	\$2,000.00	\$3,500.00	\$14,286.20	\$16,672.00	\$19,172.80
416.56.7pc · Prof. Svcs. - Lab Testing	\$9,964.00	\$10,103.00	\$7,134.00	\$8,334.00	\$9,584.10
416.56.x · Prof. Svcs. - Attorney / Other	\$0.00	\$200.00	\$198.97	\$ 250.00	\$287.50
416.91.1pc · Electricity	\$3,594.57	\$3,560.00	\$3,754.94	\$4,454.94	\$5,123.18
416.91.6pc and 416.96.3 · Plant Alarm System	\$1,306.36	\$1,580.00	\$382.67	\$462.67	\$532.07
416.96.1 · Capital Replacements (Treat.)	\$45,649.19	\$3,000.00	\$1,350.00	\$1,950.00	\$5,242.50
416.96.2 · Permits & Fees (Treat.)	\$6,377.00	\$6,918.00	\$7,142.00	\$ 7,500.00	\$8,625.00
416.96 · OTHER OP (Treat) - Septic Cleaning	\$211,250.39	\$12,000.00	\$0.00	\$ 2,000.00	\$2,200.00
416.99 · ENFORCEMENT PENALTIES	\$15,000.00	\$0.00	\$0.00	\$ -	\$0.00
<b>Total 416 · SEWAGE TREATMENT *****</b>	<b>352,387.24</b>	<b>104,565.00</b>	<b>83,427.44</b>	<b>103,644.91</b>	<b>124,002.19</b>
<b>417. ADMIN/GENERAL</b>					
417.21 · ELECTIONS	0.00	80.00	0.00	\$ -	80.00
417.31 · INSURANCE -Crime(employee bond)	36.33	25.00	0.00	\$ 30.00	34.50
417.36 · MEMBERSHIPS - BACWA & CASA	1,679.54	1,709.00	1,708.50	\$ 1,709.00	1,965.35
417.41 · OFFICE POSTAL / SUPPLIES	146.32	250.00	176.59	\$ 210.00	241.50
417.56 · PROF SVCS (Admin) Attorney/Auditor	10,107.43	6,955.00	3,013.67	\$ 3,500.00	4,025.00
417.61 · PRINTING/ PUBLISHING	244.74	273.00	1,372.50	\$ 1,372.50	1,578.38
417.70 · SOFTWARE SUBSCRIPTION	1,966.03	1,346.00	633.15	\$ 1,433.15	1,648.12
417.80 · VEHICLE / TRAVEL REIMBURSEMEN	204.92	150.00	2.55	\$ 50.00	150.00
417.96 · OTHER ADMIN. / RECOVERY	310.39	1,000.00	604.39	\$ 804.39	925.05
417.96.3pc · County Charges	1,033.17	1,075.00	811.01	\$ 946.41	1,088.37
<b>Total 417 · ADMIN / GENERAL *****</b>	<b>15,728.87</b>	<b>12,863.00</b>	<b>8,322.36</b>	<b>10,055.45</b>	<b>11,736.27</b>
<b>6560 · PAYROLL EXPENSES *****</b>					
6560.x · Salary & Benefits	35,983.25	36,761.00	20,292.75	\$ 36,465.35	54,698.03
6560.2 · CalPERS Unfunded Liability	625.58	650.00	678.46	\$ 1,478.46	2,217.69
<b>Total 6560 · PAYROLL EXPENSES *****</b>	<b>36,608.83</b>	<b>37,411.00</b>	<b>20,971.21</b>	<b>37,943.81</b>	<b>56,915.72</b>
<b>Total O&amp;M Expense</b>	<b>419,499.02</b>	<b>173,970.00</b>	<b>134,345.06</b>	<b>175,825.36</b>	<b>216,681.23</b>
<b>Non-Op and Capitol Expenses</b>					
416.212 · LOAN PRINCIPAL (non-op)		76,063.00	73,976.87	73,976.87	38,560.30
419.1 · Loan Interest - Non-Op Expense		15,107.00	19,586.42	19,586.42	15,144.91
111.x · Capitol Sewer Projects and CCTV	28,560.75	28,000.00		0.00	31,000.00
419 · Non-Op Expense - Other	0.00	0.00		0.00	
Interfund G/L non-op adjustment	27.53	0.00		0.00	
<b>Operating Reserves - Budget Allocation</b>					
Septic Tank Heavy Cleaning (\$50k over 5yrs - 2025)		10,000.00	10,000.00	10,000.00	12,500.00
NPDES Permit Reserve (\$40k over 5yrs - 2024)		10,000.00	10,000.00	10,000.00	10,000.00
WWTP Cap Repl. Reserve (\$20K over 5yrs - 2025)		4,000.00	4,000.00	4,000.00	5,000.00
RWQCB Operations Reserve (\$15K over 3yrs - 2023)		5,000.00	5,000.00	5,000.00	5,000.00
Contingency 10%		17,397.00	17,397.00	17,397.00	19,352.00
<b>TOTAL EXPENSES</b>	<b>\$448,087.30</b>	<b>\$339,537.00</b>	<b>\$274,305.35</b>	<b>\$315,785.65</b>	<b>\$353,238.44</b>
<b>Net Ordinary O&amp;M Income</b>	<b>8,458.60</b>	<b>129,518.00</b>	<b>168,135.45</b>	<b>129,438.15</b>	<b>81,381.77</b>
<b>Net Include. Contingency, Capital, &amp; Reserves</b>	<b>(\$20,129.68)</b>	<b>\$ (36,049.00)</b>	<b>28,175.16</b>	<b>(\$10,522.14)</b>	<b>(\$55,175.44)</b>



**PORT COSTA SANITARY DEPARTMENT  
PROPOSED BUDGET FY 2020/2021 (6/24/2020)**

Sewer Use Charge \$2,245

**GENERAL FUND 3425: REVENUE DETAIL**

	PY Actual FY 19/20	Adopted FY 20/21	10 Month Actuals FY 20/21	Year End FY 20/21	Proposed Budget FY 21/22
301.0 Sewer use charge	\$272,528.00	\$300,165.00	\$302,419.00	\$302,419.00	\$295,000.00
303.0 Capacity charge	\$0.00	\$0.00			
302.0 Permit fees	\$120.00	\$180.00	\$60.00	\$60.00	\$180.00
306.0 Misc fees	\$0.00	\$0.00			
<b>SUB-TOTALS O&amp;M</b>	<b>\$272,648.00</b>	<b>\$300,345.00</b>	<b>\$302,479.00</b>	<b>\$302,479.00</b>	<b>\$295,180.00</b>
311.0 Interest	\$1,797.31	\$360.00	\$1.51	\$1.51	\$100.00
318.0 Cost recovery (Non-op)	\$3,512.31	\$2,783.00	\$0.00	\$2,783.00	\$2,783.00
317.0 Inter-department Loan	\$150,000.00	\$0.00	\$0.00	\$0.00	
319.0 Grants	\$0.00	\$0.00	\$0.00	\$0.00	
<b>TOTAL REVENUE</b>	<b>\$427,957.62</b>	<b>\$303,488.00</b>	<b>\$302,480.51</b>	<b>\$305,263.51</b>	<b>\$298,063.00</b>

**FUND 3425 - BALANCE OVERVIEW**

	PY ACTUAL FY 19/20	ADOPTED FY 20/21	12 Month Actuals FY 20/21	YEAR END FY 20/21	Proposed BUDGET FY 21/22
<b>Opening Cash Balance</b>					
Septic Tank Replacement Reserve	\$ 28,820.15	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Discharge Permit Reserve	\$ 32,908.75	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Plumbing Pipe Refurb. Reserve	\$ 12,000.00	\$ -	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
RWQCB Violation Fines Reserve	\$ 8,000.00	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Contingency Reserve ***	\$ -	\$ -	\$ 17,397.00	\$ 17,397.00	\$ -
Carry Over (unallocated)	\$ 34,491.62	\$ 96,090.84	\$ 96,090.84	\$ 96,090.84	\$ 131,965.70
<b>TOTAL OPENING CASH BALANCE</b>	<b>\$ 116,220.52</b>	<b>\$ 96,090.84</b>	<b>\$ 142,487.84</b>	<b>\$ 142,487.84</b>	<b>\$ 178,362.70</b>
<b>ESTIMATED REVENUE</b>	<b>\$427,957.62</b>	<b>\$303,488.00</b>	<b>\$302,480.51</b>	<b>\$305,263.51</b>	<b>\$298,063.00</b>
<b>ESTIMATED O&amp;M EXPENSES</b>	<b>\$ (419,499.02)</b>	<b>\$ (173,970.00)</b>	<b>\$ (134,345.06)</b>	<b>\$ (175,825.36)</b>	<b>\$ (216,681.23)</b>
<b>ESTIMATED CAP. PROJ. EXPENSES</b>	<b>\$ (28,560.75)</b>	<b>\$ (28,000.00)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (31,000.00)</b>
<b>ESTIMATED LOAN PRINCIPAL</b>	<b>\$ -</b>	<b>\$ (76,063.00)</b>	<b>\$ (73,976.87)</b>	<b>\$ (73,976.87)</b>	<b>\$ (38,560.30)</b>
<b>ESTIMATED LOAN INTEREST</b>	<b>\$ -</b>	<b>\$ (15,107.00)</b>	<b>\$ (19,586.42)</b>	<b>\$ (19,586.42)</b>	<b>\$ (15,144.91)</b>
<b>NON-OPERATING EXPENSE - OTH</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Closing Fund Balance</b>					
<i>Operating Reserves Included in Balance</i>					
Septic Tank Rehab/Replace Reserve		\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Discharge Permit Reserve		\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Plumbing Pipe Refurb. Reserve		\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 5,000.00
RWQCB Violation Fines Reserve		\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Contingency ***		\$ 17,397.00	\$ 17,397.00	\$ 17,397.00	\$ 19,352.00
Interfund G/L non-op adjustment	\$ (27.53)				\$ -
Carry Over(unallocated)	\$ 96,090.84	\$ 60,041.84	\$ 170,663.00	\$ 131,965.70	\$ 125,687.26
<b>TOTAL CLOSING FUND BALANCE</b>	<b>\$ 96,090.84</b>	<b>\$ 106,438.84</b>	<b>\$ 217,060.00</b>	<b>\$ 178,362.70</b>	<b>\$ 175,039.26</b>

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

Outstanding Debt	Beginning FY 20/21	Ending FY 20/21	Principle Pay FY 21/22	Est. Ending FY 21/22
Crockett Sanitary (WestA Refi)	\$277,963.36	\$203,986.49	\$38,560.30	\$165,426.19
Crockett Sanitary (Pre-2013 transfer)	\$24,233.49	\$24,233.49	\$0.00	\$24,233.49
Crockett Sanitary (3rd Loan)	\$150,000.00	\$150,000.00	\$0.00	\$150,000.00
<b>Total Debt</b>	<b>\$452,196.85</b>	<b>\$378,219.98</b>	<b>\$38,560.30</b>	<b>\$339,659.68</b>

**FY 2021-22 CROCKETT SANITARY DEPARTMENT BUDGET - FUND 3426 PROPOSED**

	PY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22
	Actual	Approved	Year End	Proposed
<b>Collection System</b>				
Loan Principal	\$ 78,545	\$ 81,525	\$ 82,425	\$ 112,500
Gas, Fuel, Vehicle (District owned)	\$ 786	\$ 1,376	\$ 914	\$ 1,000
Insurance	\$ 34,900	\$ 37,611	\$ 38,130	\$ 60,000
West County O&M Pump Station	\$ 39,541	\$ 41,519	\$ 33,362	\$ 45,243
Prof. Services (Collection Sys) Non WCWD	\$ 3,897	\$ 6,000	\$ 20,289	\$ 25,000
Rent/Lease Easements	\$ 2,485	\$ 2,500	\$ 2,522	\$ 3,000
Maintenance (CSO) Paulsell & WCWD	\$ 85,420	\$ 102,841	\$ 128,164	\$ 157,436
Utilities	\$ 33,456	\$ 33,602	\$ 38,142	\$ 45,000
Cap. Replacement (O&M) Pump Station	\$ 0	\$ 28,000	\$ 9,535	\$ 40,000
Other	\$ 9,570	\$ 3,140	\$ 3,879	\$ 4,640
<b>Total Collection System</b>	\$ <b>288,600</b>	\$ <b>338,114</b>	\$ <b>357,361</b>	\$ <b>493,819</b>
<b>Treatment Plant</b>				
JTP Operations & Maint - C&H	\$ 610,504	\$ 710,754	\$ 657,997	\$ 691,107
Capital Replacement (O&M) JTP	\$ 6,285	\$ 11,893	\$ 200	\$ 11,893
<b>Total Treatment Plant</b>	\$ <b>616,789</b>	\$ <b>722,647</b>	\$ <b>658,197</b>	\$ <b>703,000</b>
<b>Administrative</b>				
Elections	\$ 0	\$ 1,060	\$ 300	\$ 1,000
Membership	\$ 4,726	\$ 4,800	\$ 2,844	\$ 4,800
Office - Supplies/Postal/Misc.	\$ 4,156	\$ 5,466	\$ 6,683	\$ 5,217
Professional Services (Admin)	\$ 37,189	\$ 45,374	\$ 26,308	\$ 37,333
Printing / Publishing	\$ 2,345	\$ 1,800	\$ 1,685	\$ 1,800
Rents/Leases - Office Space	\$ 3,000	\$ 30,000	\$ 7,200	\$ 5,000
Capital Replacement (Admin Bldg.)	\$ 0	\$ 46,000	\$ 20,933	\$ 46,000
Admin Bldg Office Operating	\$ 0	\$ 13,236	\$ 16,254	\$ 13,236
Travel/Meetings/Vehicle	\$ 620	\$ 800	\$ 130	\$ 500
Telephone and Internet	\$ 3,658	\$ 3,600	\$ 4,057	\$ 4,000
Software subscriptions	\$ 26,323	\$ 14,056	\$ 16,635	\$ 15,000
County & State Charges	\$ 6,917	\$ 7,400	\$ 20,950	\$ 10,000
Recoverable Expenses / Other Misc.	\$ 16,435	\$ 9,000	\$ 4,672	\$ 6,000
Training and Conferences	\$ 1,416	\$ 1,500	\$ 0	\$ 1,500
<b>Sub-Total Administrative</b>	\$ <b>106,786</b>	\$ <b>184,092</b>	\$ <b>128,651</b>	\$ <b>151,386</b>
Salaries and Benefits (O&M)	\$ 141,120	\$ 180,309	\$ 222,145	\$ 265,000
Other Payroll Exp. (WC liab, LTD, etc.)	\$ 7,798	\$ 8,408	\$ 6,080	\$ 8,408
<b>Total Administrative</b>	\$ <b>255,703</b>	\$ <b>372,809</b>	\$ <b>356,876</b>	\$ <b>424,794</b>
<b>Fixed Assets</b>				
Capital Projects Allocation	\$ 811,953	\$ 700,974	\$ 238,160	\$ 190,547
423 Other Non-Op Interfund trsfr to 3427	\$ 4,850	\$ 7,275	\$ 0	\$ 0
<b>Total Fixed Assets</b>	\$ <b>816,803</b>	\$ <b>708,249</b>	\$ <b>238,160</b>	\$ <b>190,547</b>
Interfund loan to Port Costa	\$ 150,000	\$ 0	\$ 0	\$ 0
Non-operation expenses	\$ 61,770	\$ 20,563	\$ 25,911	\$ 43,000
Contingency Expense 10%	\$ 0	\$ 143,357	\$ 0	\$ 162,161
Payroll Liability G/L Adjustment	\$ 684	\$ 0	\$ 684	\$ 0
<b>Total Expenditures</b>	\$ <b>2,190,349</b>	\$ <b>2,305,739</b>	\$ <b>1,637,190</b>	\$ <b>2,017,321</b>
<b>TOTAL APPROPRIATIONS</b>	\$	\$ <b>2,305,739</b>	\$	\$ <b>2,017,321</b>
<b>TOTAL REVENUES</b>	\$ <b>2,006,753</b>	\$ <b>2,204,604</b>	\$ <b>2,212,186</b>	\$ <b>2,481,046</b>
Property Tax	\$ 333,813	\$ 310,887	\$ 295,882	\$ 310,985
Sewer Use Charges	\$ 1,332,213	\$ 1,423,521	\$ 1,376,363	\$ 1,376,363
Sewer Use Charges - C&H	\$ 143,225	\$ 196,696	\$ 96,916	\$ 200,000
Permit fees	\$ 1,692	\$ 3,000	\$ 1,050	\$ 3,000
Capacity charges	\$ 4,850	\$ 7,275	\$ 0	\$ 9,700
Building Rental Revenue	\$ 0	\$ 8,000	\$ 0	\$ 16,800
Interest (non-op)	\$ 66,428	\$ 28,414	\$ 48,789	\$ 30,000
Cost Recovery including payroll	\$ 13,827	\$ 2,000	\$ 30,000	\$ 2,000
Grants - RTS (non-op) and others	\$ 42,968	\$ 32,226	\$ 31,818	\$ 25,977
Interfund transfer 3427	\$ 16,862	\$ 106,387	\$ 250,387	\$ 450,000
Loan repayment from Port Costa	\$ 0	\$ 73,977	\$ 73,977	\$ 40,000
Other - Penalties, pass thru, bonds, etc.	\$ 50,874	\$ 12,221	\$ 7,004	\$ 16,221
Allocation from Rate Stabilization Reserve	\$ 0	\$ 0	\$ 0	\$ 0

**CROCKETT SANITARY DEPARTMENT  
PROPOSED BUDGET FY 2021/22**

	<u>PY Actual</u>	<u>Estimated</u>	<u>Draft Budget</u>
	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>
<b>GENERAL FUND 3426: CASH BUDGET DETAIL *****</b>			
Opening Cash Balance			
Contingency Fund roll-over *	-	-	-
Capital Account Balance Carryover	1,171,649.18	936,029.63	1,398,843.63
Rate Stabilization Reserve	2,023,036.24	2,058,197.90	1,919,993.48
<b>TOTAL OPENING CASH BALANCE</b>	<u>3,194,685.42</u>	<u>2,994,227.53</u>	<u>3,318,837.11</u>
ESTIMATED REVENUES (excl. PCSan Repay & 3427 Trns)	1,989,891.17	1,887,822.36	1,991,045.76
Interdepartment receivable Port Costa Loans	0.00	73,976.87	40,000.00
Const. Fund 3427 Transfer for projects	16,862.03	250,387.00	450,000.00
ESTIMATED O&M OUTLAY EXPENSE	-1,161,091.91	-1,372,434.82	-1,621,612.80
Interdepartment loan to Port Costa (#3)	-150,000.00	0.00	0.00
ESTIMATED CAPITAL OUTLAY EXPENSE	-779,952.85	<u>-206,160.00</u>	-1,117,972.00
Contingency Expense 10% *	0.00	0.00	-162,160.98
Non-Op Expense / Cash Bond Refunds	-61,770.44	-25,910.97	-43,000.00
Transfer to Capital Construction Fund # 3427 **	-36,850.00	-32,000.00	-32,000.00
Transfer from Capital Reserve Fund # 3429	0.00	0.00	0.00
Payroll Liability G/L Adjustment	-683.86	-683.86	0.00
<b>TOTAL PROJECTED CLOSING YEAR-END CASH BALANCE</b>			
Capital Account Balance in Fund #3426	936,029.63	<u>1,398,843.63</u>	<u>378,098.93</u>
Rate Stabilization Reserve	2,058,197.90	<u>1,919,993.48</u>	<u>2,445,038.16</u>
<b>TOTAL PROJECTED CLOSING YEAR-END CASH BALANCE ***</b>	<u>3,011,089.56</u>	<u>3,569,224.11</u>	<u>2,823,137.09</u>

\* Any unused contingency at year-end allocated to Rate Stabilization Reserve

\*\* Includes Clarifier Reserve and Capacity Charges collected

\*\*\* Total excluding taxes held in 3240

**INVESTMENT ASSETS OUTSIDE FUND 3426 \*\*\*\*\***

Accrued Debt PCSan Beginning Balance	392,128.36	302,196.85	378,219.98
Interdepartment Loan #3 from CVSAN	0.00	150,000.00	0.00
Loan Prinipal Payments	-89,931.51	-73,976.87	-40,000.00
Accrued Debt PCSan Ending Balance	<u>302,196.85</u>	<u>378,219.98</u>	<u>338,219.98</u>

**CSD GENERAL FUND 3240: CASH BUDGET DETAIL \*\*\*\*\***

Property Taxes Held in 3240 Beginning Balance	47,055.22	39,996.19	30,084.10
Property Taxes Held in 3240 Ending Balance	39,996.19	30,084.10	40,000.00
Difference (increase / decrease)	-7,059.03	-9,912.09	9,915.90

**CROCKETT SANITARY DEPARTMENT  
ADOPTED BUDGET FY 2020/21 (6/24/2020)**

	<u>PY Actual</u>	<u>Budgeted</u>	<u>10-month Actuals</u>	<u>Est. Year End</u>	<u>Proposed Budget</u>
	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 20/21</u>	<u>FY 20/21</u>	<u>FY 21/22</u>
GENERAL FUND 3426 - Revenue					
3426i · FUND 3426 CVSAN. Revenue*****					
300 · OPERATING REVENUE					
301.1 · SEWER USE CHARGES - CY **	1,332,213.27	1,423,521.00	1,376,362.91	1,376,362.91	1,376,362.91
301.2 · SEWER USE CHARGES - PY	0.00	0.00	0.00	0.00	0.00
301.3 · SEWER USE CHARGES - C&H **	143,225.20	196,696.00	96,915.74	96,915.74	200,000.00
302 & 306 · PERMIT FEES & MISC. SERVICE F	1,692.20	3,000.00	1,050.00	1,050.00	3,000.00
303 · CONNECTION / CAPACITY CHARGES	4,850.00	7,275.00	0.00	0.00	9,700.00
304 · BUILDING RENTAL REVENUE	0.00	8,000.00	0.00	0.00	16,800.00
307 · PENALTIES AND FINES COLLECTED	74.88	1,000.00	0.00	0.00	1,000.00
318 · COST RECOVERY					
318.2 · Abatement Costs	0.00	1,000.00	0.00	0.00	1,000.00
318.1 .3 .6 · C&H reimburse and Other	13,827.22	1,000.00	30,000.00	30,000.00	1,000.00
Total 318 · COST RECOVERY	<u>13,827.22</u>	<u>2,000.00</u>	<u>30,000.00</u>	<u>30,000.00</u>	<u>2,000.00</u>
Total 300 · OPERATING REVENUE	<u>1,495,882.77</u>	<u>1,641,492.00</u>	<u>1,504,328.65</u>	<u>1,504,328.65</u>	<u>1,608,862.91</u>
325 · NON-OPERATING REVENUE					
311 · INTEREST	66,428.18	28,414.00	19,202.69	48,789.11	30,000.00
314 · PROPERTY TAX-transfer from 3240	333,812.98	310,887.00	145,882.11	295,882.11	310,984.85
316 · PAYMENTS PRIVATE SEWER AGRMT	7,662.84	6,221.00	0.00	0.00	7,221.00
319 · GRANTS / RTS	42,968.00	32,226.00	31,818.00	31,818.00	25,977.00
320 · OTHER NON-OP INCOME / PASSTHRU	41,136.40	2,000.00	1,004.49	1,004.49	2,000.00
322 · INTERFUND TRANSFER FROM 3427	16,862.03	106,387.00	0.00	250,387.00	450,000.00
325.8 · CONTRACTOR BONDS	2,000.00	3,000.00	5,000.00	6,000.00	6,000.00
325.9 · INTERFUND LOAN PRINCIPAL PCSAN	0.00	73,977.00	0.00	73,976.87	40,000.00
Total 325 · NON-OPERATING REVENUE	<u>510,870.43</u>	<u>563,112.00</u>	<u>202,907.29</u>	<u>707,857.58</u>	<u>872,182.85</u>
Allocation from Rate Stabilization Reserve	0.00	0.00	0.00	0.00	0.00
Interfund G/L non-operating income adj.	0.00	0.00	0.00	0.00	0.00
Total 3426i · FUND 3426 CVSAN. Revenue *****	<u>2,006,753.20</u>	<u>2,204,604.00</u>	<u>1,707,235.94</u>	<u>2,212,186.23</u>	<u>2,481,045.76</u>

**CROCKETT SANITARY DEPARTMENT**  
**ADOPTED BUDGET FY 2020/21 (6/24/2020)**

	PY Actual	Budgeted	10-month Actuals	Est. Year End	Proposed Budget
	FY 19/20	FY 20/21	FY 20/21	FY 20/21	FY 21/22
GENERAL FUND 3426 - Expense					
3426e · FUND 3426 CVSAN. Expense*****					
410 · COLLECTION SYSTEM *****			***** COLLECTION SYSTEM *****		
410.211 · LOAN PRINCIPAL	78,545.40	81,525.00	82,425.38	82,425.38	112,500.00
410.25 · GAS, FUEL, OIL, MAINT (DIST. VEHIC)	786.46	1,376.00	533.71	913.71	1,000.00
410.30 · INSURANCE	34,899.80	37,611.00	38,129.72	38,129.72	60,000.00
410.50 · WEST COUNTY O&M (PS)	39,541.02	41,519.00	33,362.14	33,362.14	45,243.00
410.55 · PROF. SVCS. (Coll.)	3,896.50	6,000.00	16,288.87	20,288.87	25,000.00
410.65 · RENT/LEASE EASEMENTS	2,484.70	2,500.00	2,521.96	2,521.96	3,000.00
410.70 · MAINTENANCE			0.00		
70.1 · Sewers - preventive maint.	84,927.62	98,341.00	111,985.80	121,985.80	150,435.80
70.2 70.3 70.4 · Weeds, Hardware, & Repairs	492.02	4,500.00	3,738.00	6,178.00	7,000.00
Total 410.70 · MAINTENANCE	85,419.64	102,841.00	115,723.80	128,163.80	157,435.80
410.90 · UTILITIES					
90.6 · Autodialer Alarm	1,978.22	717.00	489.35	529.35	1,000.00
90.1 · Electricity	29,487.80	30,962.00	29,513.29	34,682.63	40,000.00
90.2 · Water	1,990.36	1,923.00	2,540.72	2,929.72	4,000.00
Total 410.90 · UTILITIES	33,456.38	33,602.00	32,543.36	38,141.70	45,000.00
410.95 · OTHER OPERATING (Coll.)					
95.1 · Capital Repl. - Pump Station	0.00	28,000.00	8,535.46	9,535.46	40,000.00
95.2 · Other Operating Costs + HHW	9,570.00	3,140.00	3,233.72	3,878.72	4,640.00
Total 410.95 · OTHER OPERATING (Coll.)	9,570.00	31,140.00	11,769.18	13,414.18	44,640.00
Total 410 · COLLECTION SYSTEM *****	288,599.90	338,114.00	333,298.12	357,361.46	493,818.80
411 · TREATMENT PLANT *****			***** TREATMENT PLANT *****		
411.50 · C&H - JTP O&M	610,504.02	710,754.00	527,997.14	657,997.14	691,107.00
411.95 · CAPITAL REPLACEMENT (Treat)	6,285.37	11,893.00	0.00	200.00	11,893.00
Total 411 · TREATMENT PLANT *****	616,789.39	722,647.00	527,997.14	658,197.14	703,000.00
414 · ADMINISTRATIVE *****			***** ADMINSTRATIVE *****		
414.20 · ELECTIONS	0.00	1,060.00	300.00	300.00	1,000.00
414.35 · MEMBERSHIPS	4,725.89	4,800.00	2,744.10	2,844.10	4,800.00
414.40 · OFFICE					
40.1 · Postal	915.55	1,400.00	210.30	310.29	1,400.00
40.2 · Supplies	2,375.88	2,266.00	3,234.42	3,738.66	2,017.00
40.3 · Miscellany	864.95	1,800.00	2,333.84	2,633.84	1,800.00
Total 414.40 · OFFICE	4,156.38	5,466.00	5,778.56	6,682.79	5,217.00
414.55 · PROF. SVCS. (Admin.)					
55.7 · Consultants (Appraisal / Financial / RG	7,557.73	3,008.00	4,185.31	5,385.31	2,500.00
55.4 · Attorney	16,373.35	13,515.00	9,973.13	10,273.13	11,333.00
55.5 · Auditor	6,524.92	6,851.00	6,585.29	6,585.29	8,500.00
55.6 · Engineer / Consultants (non-Capl)	6,732.75	22,000.00	2,964.00	4,064.00	15,000.00
Total 414.55 · PROF. SVCS. (Admin.)	37,188.75	45,374.00	23,707.73	26,307.73	37,333.00
414.60 · PRINTING/PUBLISHING	2,344.56	1,800.00	1,485.00	1,685.00	1,800.00

**CROCKETT SANITARY DEPARTMENT  
ADOPTED BUDGET FY 2020/21 (6/24/2020)**

	PY Actual	Budgeted	10-month Actuals	Est. Year End	Proposed Budget
	FY 19/20	FY 20/21	FY 20/21	FY 20/21	FY 21/22
414.65 · RENTS & LEASES	3,000.00	30,000.00	7,200.00	7,200.00	5,000.00
414.70 · CAPITAL REPL. (Admin Bld.)	0.00	46,000.00	20,933.15	20,933.15	46,000.00
414.75 · ADMIN BLDG OFFICE OPERATING	0.00	13,236.00	15,929.40	16,254.40	13,236.00
414.80 · VEHICLE / TRAVEL REIMBURSE	620.07	800.00	74.92	130.22	500.00
414.90 · TELEPHONE / INTERNET / CELL	3,658.25	3,600.00	3,473.79	4,057.13	4,000.00
414.94 · SOFTWARE SUBSCRIPTIONS	26,322.51	14,056.00	3,675.14	16,635.14	15,000.00
414.95 · OTHER ADMIN			610.00		
95.3 · County & State Charges	6,917.22	7,400.00	20,349.73	20,949.73	10,000.00
95.x · Recoverable exp. (excl. Payroll)	14,322.83	8,000.00	86.76	636.76	5,000.00
95.9 · Training and Conferences	1,416.48	1,500.00	0.00	0.00	1,500.00
95 · SUC Refund, COVID-19, and Other Misc	2,112.63	1,000.00	4,034.76	4,034.76	1,000.00
Total 414.95 · OTHER ADMIN	24,769.16	17,900.00	25,081.25	25,621.25	17,500.00
Total 414 · ADMINISTRATIVE *****	106,785.57	184,092.00	110,383.04	128,650.91	151,386.00
Total 3426e · SUB-TOTAL O&M Expense*****	1,012,174.86	1,244,853.00	971,678.30	1,144,209.51	1,348,204.80
6560 · PAYROLL EXPENSES *****			179,890.78	207,890.78	
CVSan - O&M SALARY/BENEFITS			5,680.38	5,680.38	
General Manager / Dept. Manager	64,298.50	69,442.00	1,469.69	1,469.69	120,000.00
Asst. Department Manager	54,982.42	56,632.00	2,568.30	2,568.30	70,000.00
Assistant District Secretary	15,438.73	16,675.00	3,035.78	4,535.78	15,000.00
Other hourly employees	6,399.87	37,560.00	0.00	0.00	60,000.00
Total CVSan O&M SALARY/BENEFITS	141,119.52	180,309.00	192,644.93	222,144.93	265,000.00
Other Payroll (CalPER Unfnd/LTD/WC prem)	7,797.53	8,408.00	5,680.38	6,080.38	8,408.00
Total 6560 · PAYROLL O&M EXPENSES *****	148,917.05	188,717.00	198,325.31 #	228,225.31	273,408.00
Total O&M Expense	1,161,091.91	1,433,570.00	1,170,003.61	1,372,434.82	1,621,612.80
Net Ordinary O&M Revenue	334,790.86	207,922.00	334,325.04	131,893.83	-12,749.89
411.99 Other Non-Op Interfund trsfr to 3427	4,850.00	7,275.00	0.00	0.00	
423.1 Loan Interest Non-Op Expense	20,544.04	17,563.00	25,910.97	25,910.97	40,000.00
423 Non-Op Expense Other / Cash Bond Refund	41,226.40	3,000.00	0.00	0.00	3,000.00
Contingency Expense 10%		143,357.00			162,160.98
111 Capital Project Funding Additional Allocation		700,974.00			190,546.73
Actual spent on Capital Projects	779,952.85	0.00	43,275.00	206,160.00	
411.98 Trnsfr to 3427 for 3rd-clarifier capx reser	32,000.00	0.00	0.00	32,000.00	
Interdepartment loan to Port Costa (#3)	150,000.00	0.00	0.00	0.00	
Payroll Liability G/L Adjustment	683.86	0.00	683.86	683.86	0.00
TOTAL EXPENSE (w/ Capital Alloc. & Contingency)	2,190,349.06	2,305,739.00	1,239,873.44	1,637,189.65	2,017,320.51

**CROCKETT SANITARY DEPARTMENT  
OPERATING BUDGET FY 2020/21 ADOPTED (6/24/2020)**

	PY Actual	Budgeted	Forecasted Yearly Totals	Proposed Budget
	FY 19/20	FY 20/21	FY 20/21	FY 21/22
<b>CONSTRUCTION FUND 3427: BUDGET DETAIL *****</b>				
Opening Cash Balance	913,864.84	954,343.24	954,343.24	992,910.24
Interest (non-operating)	20,560.43	10,280.00	6,591.00	3,295.28
Connection Fees / Capacity Charges *	4,850.00	7,275.00	0.00	7,275.00
Misc. Fees	0.00	0.00	0.00	0.00
Annexation Fees	0.00	0.00	0.00	0.00
Investment Fees	-70.00	-80.00	-24.00	-80.00
Transfer for JTP Plant Cap Impr.	-16,862.03	-106,387.00	0.00	-106,387.00
Transfer for PS & collec sewer Cap Impr.	0.00	0.00	0.00	0.00
Interfund Transfers - to JTP CapX Reserves *	32,000.00	32,000.00	32,000.00	32,000.00
<b>YEAR-END BALANCE</b>	<b>954,343.24</b>	<b>897,431.24</b>	<b>992,910.24</b>	<b>929,013.52</b>

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

Opening Cash Balance	69,450.66	71,070.52	71,070.52	71,584.38
Loans	0.00	0.00	0.00	0.00
Interfund Transfers	0.00	0.00	0.00	0.00
Interest (non-operating)	1,627.86	1,465.00	521.86	469.60
Cost Recovery	0.00	0.00	0.00	0.00
Investment Fees	-8.00	-8.00	-8.00	-8.00
Interfund Transfers	0.00	0.00	0.00	0.00
<b>YEAR-END BALANCE</b>	<b>71,070.52</b>	<b>72,527.52</b>	<b>71,584.38</b>	<b>72,045.98</b>

\* JTP Capital Improvement Reserve Breakdown

	Balance Carried Forward	Allocated in FY 20/21	Ending Reserve Balance June 30, 2021	Est. District Share of Project Costs
Third Clarifier (Polishing) Reserve	288,000.00	0.00	288,000.00	324,363.00
Diffuser Membranes #1, #2, #3	96,000.00	32,000.00	128,000.00	141,596.00
<b>TOTAL</b>	<b>384,000.00</b>		<b>416,000.00</b>	<b>465,959.00</b>

**CROCKETT SANITARY DEPARTMENT  
OPERATING BUDGET FY 2020/21 ADOPTED (6/24/2020)**



	<u>Funding Carryover</u>	<u>Funded</u>	<u>Actual Spending</u>	<u>Actual Balance</u>
	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 20/21</u>	<u>June 30, 2021</u>
<b>CAPITAL BUDGET DETAIL *****</b>				
Capital Project Cost Centers	+	+	-	=
Sewers (collection system)	256,024.43	575,969.00	186,160.00	645,833.43
Pump Station	586,615.10	0.00	0.00	586,615.10
Treatment Plant	90,018.44	18,005.00	0.00	108,023.44
JTP Cap Reserve to Fund 3427	0.00	32,000.00	32,000.00	0.00
Equipment	3,371.66	0.00	0.00	3,371.66
Other	0.00	75,000.00	20,000.00	55,000.00
<b>TOTAL</b>	<b>936,029.63</b>	<b>700,974.00</b>	<b>238,160.00</b>	<b>1,398,843.63</b>

\* Interest on long-term project loans must be counted as No-Operating Expense per SCO.

	<u>Funding Carryover</u>	<u>Capital Improvements Identified</u>		<u>Proposed Budget Allocation</u>
	<u>FY 21/22</u>	<u>FY 21/22</u>		<u>FY 21/22</u>
Capital Projects Cost Centers	-	+	<i>Contingency **</i>	=
Sewer Projects	645,833.43	771,785.00	10%	138,546.73
Pump Station	586,615.10	162,800.00	10%	0.00
Treatment Plant	108,023.44	106,387.00	10%	0.00
JTP Cap Reserve *	0.00	32,000.00		32,000.00
Equipment	3,371.66	2,000.00		0.00
Admin Bldg.	55,000.00	75,000.00		20,000.00
<b>TOTAL</b>	<b>1,398,843.63</b>	<b>1,149,972.00</b>		<b>190,546.73</b>

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

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

\*\*\* State Revolving Fund (SFR) Loan identified as funding source for collection system projects



**Capital Projects for FY 2020/21****ADOPTED (6/24/20)**

## CROCKETT SANITARY DEPARTMENT

		CAPITAL IMPROVEMENTS FIXED ASSET	CAP. IMP. FUNDING SOURCE	
<b>SEWER PROJECTS</b>				
Planned projects funding		\$253,860.00	#3426	
Prior uncompleted projects		\$331,500.00	Reserves	
Emergency projects / unidentified		\$95,000.00	Reserves	
TV inspection program		\$23,000.00	#3426	
Flow metering		\$1,500.00	#3426	
Staff salary & benefits		\$12,939.00	#3426	
Capital project contracted oversight		\$53,986.00	#3426	
	<b>TOTAL</b>	<u>\$771,785.00</u>		
		CAPITAL IMPROVEMENTS	CAP. IMP. FUNDING SOURCE	
<b>EQUIPMENT</b>				
Safety equipment and tools		\$1,000.00	#3426	
Office equipment		\$1,000.00	#3426	
	<b>TOTAL</b>	<u>\$2,000.00</u>		
		CAPITAL REPLACEMENTS O&M	CAPITAL IMPROVEMENTS	CAP. IMP. FUNDING SOURCE
<b>ADMINISTRATION BUILDING</b>				
Flat roof and gutter repair	\$21,000.00			#3426
Moisture damage mitigation and drainage imp			\$45,000.00	#3426
Apartment cosmetic - flooring, paint, misc.	\$20,000.00			#3426
Garage Roof Replacement and rails			\$30,000.00	#3426
Admin office prep	\$5,000.00			#3426
	<b>TOTAL</b>	<u>\$46,000.00</u>	<u>\$75,000.00</u>	

Capital Projects for FY 2020/21 ADOPTED (6/24/2020)

CROCKETT SANITARY DEPARTMENT

PUMP STATION	CAPITAL REPLACEMENTS O&M	CAPITAL IMPROVEMENTS FIXED ASSET	CAP. IMP. FUNDING SOURCE
MCC Phase 1 - Parts, Phase 2 install in Jul-Aug 2021		\$150,000.00	#3426/Reserve
Improve ventilation of wet well (additional. vent fans)		\$3,300.00	Reserve
Loring Power Generator Package		\$9,500.00	Reserve
Rebuild Air Compressor and motor 1 & 2	\$12,000.00		
Rebuild of Grit Pump No. 1	\$13,000.00		
Rebuild/replace/modify Pump No. 5 air vent system	\$3,000.00		
<b>TOTAL</b>	<b>\$28,000.00</b>	<b>\$162,800.00</b>	

TREATMENT PLANT

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