

CROCKETT SANITARY COMMISSION

Regular Business Meeting
AGENDA FOR WEDNESDAY, JUNE 16, 2021

TIME: 7:00 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.

Agenda packet can be accessed at <https://www.town.crockett.ca.us/2021-5-19-crockett-sanitary-commission-meeting>.

HOW TO OBSERVE THE MEETING:

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

Enter the Meeting ID# 894 1312 1632 followed by the pound (#) key.

More phone numbers can be found on Zoom's website at <https://zoom.us/u/abb4GNs5xM>.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/89413121632> 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, enter Meeting ID# 894 1312 1632.

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

1. CALL TO ORDER – ROLL CALL

2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER

3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:

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

4. PUBLIC HEARING:

5. CONSENT CALENDAR: Consideration of a motion to approve the following item:

(Items are subject to removal from Consent Calendar by request of any Commissioner on request for discussion by a member of the public. Items removed from the Consent Calendar will be considered with the Administrative Items.)

a. Approve Minutes of May 19, 2021

6. ADMINISTRATIVE:
 - a. Consider report on actions taken by the District Board.
 - b. Receive progress report for new District offices.
 - c. Consider Vacancies on the Crockett Sanitary Commission.

7. WASTEWATER:
 - a. Status report on recent Enforcement Actions.
 - b. Receive Sewer Use Charge Study Report for FY 2021/22.

8. BUDGET AND FINANCE:
 - a. Consider monthly Summary Worksheet and staff report on financial matters.
 - b. Receive 11-month FY 2020/21 financial report and proposed budget for FY 2021/22.

9. REPORT OF DEPARTMENT MANAGER: *(These items are typically for exchange of information only. No action will be taken at this time.)*
 - a. Operations, maintenance and capital improvements.
 - b. Governmental matters.
 - c. Announcements and discussion.

10. REPORTS FROM COMMISSIONERS: *(These items are typically for exchange of information only. No action will be taken at this time.)*
 - a. Wastewater Committee – Members Manzione and Wais
 - b. Budget & Finance Committee – Members Wolthuis and Adams
 - c. Inter-agency meetings:

11. FUTURE AGENDA ITEMS:
 - Progress reports as appropriate for new District offices.
 - Capacity Charge Accessory Dwelling Unit (ADU) Ordinance.
 - Video outreach for FOG and no wipes down drain.
 - Recommend award of contract(s).
 - Recommend payment for sewer project(s).

12. COMMENTS FROM COMMISSIONERS:

13. ADJOURNMENT to July 21, 2021.

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, MAY 19, 2021

1. CALL TO ORDER: The meeting was called to order at 7:01 PM by Chairperson Manzione. Present were Commissioners Adams, Wais and Wolthuis, along with District Engineer Murdock, Administrative Services Manager Gunkelman, Assistant Dept. Manager Barnhill and Asst. Secretary Witschi.
2. AGENDA ORDER: There were no requests to change the agenda order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
5. CONSENT CALENDAR: The consent items were approved unanimously (mw/ha):
 - a. Approve Minutes of April 21, 2021.
 - b. Receive Status Report on outstanding items.
- 6.a. DISTRICT BOARD ACTIONS: No report.
- 6.b. PROGRESS REPORT ON DISTRICT OFFICES: Mr. Murdock reported a break in at the new District office. He said they kicked the garage doors in and got away with a weed whacker. Commissioner Wolthuis said a couple bids came in from Director Mackenzie. One was for the painting and one was modified for taking care of the roof, deck and the dry rot. One was in excess of \$70K and the painting was around \$8,500. Commissioner Manzione asked if the Sanitary Department staff are the primary tenants in the new office building that is under the control and responsibility of the District Board. Commissioner Wolthuis said the Sanitary Department does not have any real official involvement as a commission. Commissioner Wolthuis said he doesn't care how big a bargain the new building cost, it is just going to cost a lot of money to renovate and he cannot justify the money being spent. Commissioner Manzione asked at some point would it be appropriate for the Sanitary Department to make a written request to the District Board as to what is going on. Commissioner Wolthuis said he has just completed 45 years of service on the Sanitary Commission and having looked at the budget this year, the staffing levels, and the transfer of \$450,000 into the budget; he can no longer justify the money being spent or even the staffing levels. He said they may be appropriate, but he has no knowledge of how they were determined. The District is providing a service to the community as a whole, but at this point he cannot continue on the Sanitary Commission and this will be his last meeting. He said he cannot understand who is allocating the money, so he will step back and let the Crockett Community Services District (CCSD) determine what is going forward. He feels a strong responsibility to the citizens and he does not feel comfortable. Commissioner Manzione said it is time to put the District Board on the spot with this. The Sanitary Commission is responsible for the sewer system, the revenues and the spending. He said it is time to say to the District Board what the Sanitary Department's position is and what they are willing to spend for rent on the new office. Commissioner Wolthuis said he

office. Commissioner Wolthuis said he was against purchasing the building from the beginning. He said if you look at the budget, the salaries and overhead are increasing at a rate he cannot justify. Commissioner Adams said he will hate to lose Commissioner Wolthuis' expertise and knowledge and he raises issues that are both valid and troubling.

6.c. GUIDELINES FOR REOPENING: No report.

6.d. VACANCY ON COMMISSION: The Announcement of Vacancy will be reposted for 30 days.

7.a. ENFORCEMENT ACTIONS: Mr. Murdock reported two properties received a Certificate of Compliance and are no longer in violation.

7.b. REMOVAL OF BRICKS: Mr. Murdock reported the bricks are the same as they were last time we met. He said two pallets have been moved to CREEC and they have agreed to take them all.

8.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. Gunkelman reported a fund balance of \$961K.

8.b. PG&E BILL: Mr. Murdock reported he was asked to determine the portion of the PG&E bill that needed to be paid by the Sanitary Department. He calculated the costs based on taking out the outdoor lights and commercial refrigerators. Based on his assessment he recommends paying the Recreation Department \$7,739. A motion to recommend paying the Recreation Department \$7,739 for their portion of the PG&E bill carried unanimously (jw/mw).

8.c. PRELIMINARY BUDGET REPORT: Mr. Gunkelman presented the preliminary budget. Commissioner Wolthuis said he looked at the salary and benefits for the General Manager. He said this year it was budgeted at \$69K and next year it was budgeted at \$120K. The Assistant Department Manager is currently at \$56K and next year at \$70K. He said there was no input into this and does not think anybody on the Sanitary Commission did either. He said this must be the District Board putting their foot into what is supposedly the Sanitary Department's budget and they are acting as if this is their money. Commissioner Manzione asked who generated this document and did input come from the District Board. Mr. Gunkelman said the District Board has not yet seen this, apart from the Budget & Finance Committee. He said this is a preliminary budget and is up for discussion. Commissioner Manzione said this is a budget to be developed by the Sanitary Commission and we still have authority delegated to us to handle the finances of this. Commissioner Wolthuis asked about the new office building repairs in the budget. Mr. Gunkelman said the bills have been pretty minimal for the most part. Commissioner Manzione said we need to find a solution to the problem that the District Board owns the building and took on the responsibilities and is making decisions on what to spend on it. He said what if the Sanitary Department structures the building as a primary tenant and we offer prepaid rent to the District and make it clear the Sanitary Department does not own the building. Commissioner Wolthuis said so the Sanitary Department is paying for that building and the net effect is we are a tenant renting a building we basically are buying for the District and have no say in it. He said it is nice to say you are going to rent the apartment and reimburse us but it is questionable where we are going with this. Commissioner Manzione said he would like to ask the District Board what their concept is and if they really expect the Sanitary Department to take on all the responsibilities. It would be really necessary for us to

represent the ratepayer's interests to put it in writing and give us the authority and we may have been forced into buying a building that really was not our decision. Mr. Gunkelman said the District Board will adopt the budget on June 23. He said that he can set aside as much time to meet with whoever wants to discuss it. Commissioner Manzione said the consensus of the commission is to have a joint meeting with the CCSD Budget & Finance Committee to go over the draft budget on Wednesday, June 2.

9.a. STAFF REPORT ON OPERATIONS: Mr. Murdock reported no Sanitary Sewer Overflows (SSO's) in May. He said Pump 4 at the Pump Station was damaged when something was inducted into the impeller. He said staff is working with West County Wastewater District on this issue. The Variable Frequency Drive (VFD) was replaced at the Pump Station. The project at Third and Pomona has been completed and PG&E accepted the claim and a check has been received for \$30,890. He said 84 feet of sewer was replaced with HDPE by pipe burst at 94 Bishop and 69 feet was replaced with HDPE at 167 Bishop.

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

9.c. STAFF ANNOUNCEMENTS: None

10.a. WASTEWATER COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. AD HOC COMMITTEES REPORT: None

10.d. INTER-AGENCY MEETINGS: None

11. FUTURE AGENDA ITEMS:

- Progress reports as appropriate for new District offices.
- Capacity Charge Accessory Dwelling Unit (ADU) Ordinance.
- Video outreach for FOG and no wipes down drain.
- Recommend award of contract(s).
- Recommend payment for sewer project(s).

12. COMMISSIONER COMMENTS: Commissioner Wais

13. ADJOURNMENT: The meeting was adjourned at 9:09 PM until June 16, 2021.

Respectfully submitted,

Susan Witschi

Susan Witschi

June 2, 2021

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

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ANNOUNCEMENT OF VACANCIES

AND INVITATION TO APPLY FOR A SEAT ON THE CROCKETT SANITARY COMMISSION

The District is now taking applications for two vacancies on the Crockett Sanitary Commission. Applicants must be residents of Crockett. Anyone interested should apply by written letter, clearly identifying the applicant by name, street address and Crockett phone number. Applications must contain a statement of interest and qualifications. The deadline to submit applications to the Crockett Community Services District, PO Box 578, Crockett, CA 94525 is July 15, 2021.

The Sanitary Commission will interview applicants on July 21, 2021 and make a recommendation to the Board. An appointment to the Commission will be made later by the District Board of Directors. The term of office is 24 months. Please call Crockett Community Services District at 787-2992 for more information.

June 17, 2021

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Commissioners: Howard Adams, Mark Manzione, Mary Wais, Jon Wolthuis

6.c.

REPORT TO THE CROCKETT SANITARY COMMISSION
AND THE BOARD OF DIRECTORS,
CROCKETT COMMUNITY SERVICES DISTRICT

FROM: The Administrative Services Manager

SUBJECT: CROCKETT Sewer Use Charge Study, FY 2021/2022

INTRODUCTION

A full Sewer Use Charge Study report is performed when the Crockett Community Services District needs to consider raising the sewer service charge fee. For the upcoming fiscal year (July 1, 2021 through June 30, 2022) an initial review of costs expected to be incurred for operating and maintenance costs and capital costs of the Crockett Sanitary Department indicated a sewer service charge increase would not be necessary.

As such, a full financial study is not warranted and was not completed as part of this report. The Crockett Sanitary Commission is asked to accept the recommendation of the Administrative Services Manager not to move forward with a full study and to keep the sewer service charge fee unchanged for fiscal year 2021/22.

DISTRICT ORGANIZATION

The Crockett Community Services District was formed in July, 2006, merging the functions of the Crockett-Valona Sanitary District with the functions of two recreation organizations and Port Costa's sanitary sewer agency. This Sewer Use Charge Study Report, however, is concerned only with sewer service provided in the town of Crockett.

BACKGROUND

The small town of Crockett has a population of 3,094 people as of the 2010 census. Within the District's boundaries there are 1,179 properties receiving sewer service. At one time, the major source of income for O&M&R expenses was from property taxes. Since the passage of Proposition 13, however, only a portion of property taxes has been available for O&M&R expenses. The major part of O&M&R expenses is now covered by charges for sewer service. From the revenue collected, the Crockett Sanitary Dept. must pay for operating and maintenance expenses and capital replacements (O&M&R), plus capital improvements and long-term debt service.

FUTURE OPERATING REQUIREMENTS

The Department is currently in the 44th year of a federally mandated wastewater treatment program with all of its facilities in operation. The initial cost of this program was covered by federal and state grants and by a bond issue passed in 1977.

State, regional and county regulatory agencies imposed many new requirements on sanitary agencies through the 1990's to the present. These changes have resulted in significant increases in operating costs over the years. A new NPDES discharge permit was issued in 2018 with similar requirements as the previous 2012 permit.

In June 2012, an independent comprehensive sewer rate study was completed by Bartle Wells Associates (BWA) for the Crockett Sanitary Department. It included a financial review and 10-year capital improvement plan. BWA recommended that the District continue to build fund reserves up to a level of \$2.5 million over the next 10 years. Including 10-year expense projections BWA recommended raising rates 7% each year for the first three years and 6% in FY 2016/17 through FY 2021/22 in order to fund the District's projected costs of service including operating and capital needs. The Crockett Sanitary Commission considered the recommendations and decided to implement lower rate increases in the neighborhood of 4% to 6% annually over a longer period to build up reserves. Staff evaluates the reserve annually and calculates what amount needs to be allocated to the rate stabilization reserve. No allocation is required in FY 2021/22.

A review of current and forecasted operating requirements indicates that next year's operating budget should include at least the following items:

1. Sewage Treatment:

The treatment plant is a facility owned jointly by the District and C&H Sugar Company, and is operated and maintained by C&H through contract with Inframark. The operations of the treatment plant remain the largest expense of the Crockett Sanitary Department. The District's share of the O&M&R costs for the next fiscal year is budgeted at **\$692,919**. This includes **\$11,893** in capital replacement projects.

2. Sewage Collection:

The pump station and wet weather facilities (EQ tank) are owned and operated by the District. However, actual O&M&R is performed by the West County Wastewater District (WCWD) under contract. The collection system sewer system is maintained by WCWD and other contractors chosen based on site-conditions, method of cleaning used, and cost of service.

The cost for WCWD maintenance service at the pump stations are estimated at **\$51,786** for the coming year. The budget provides **\$139,502** for collection system cleaning.

Loan principal payments on State loans received in 2002 and 2003 for large sewer projects and for bank loans issued in 2007 for two larger sewer projects will total **\$62K** in FY 2021/22. No additional long-term debt payments are anticipated.

The collection system cost center makes up the second largest expense of the Crockett Sanitary Department.

3. Administration/General Expenses:

Wages paid by the Department are currently for the Crockett Sanitary Department Manager (who is also the District Engineer), the Asst. Dept. Manager, the Administrative Services Manager, and the part time Assistant District Secretary. Sanitary Commissioners are not paid for meeting attendance.

Administrative (O&M) salary, professional services, office costs and miscellaneous expenses such as telephone, membership dues, printing, vehicle, etc. are expected to cost **\$403,831**.

Loan interest must be tracked as a long-term Non Operating Expense per the State Controller's Office (SCO). They were tracked as a capital expense prior to FY 2018/19. Adjustments were made to the audited FY 2017/18 financials and the Crockett Sanitary Department budget was modified to track the interest charges accordingly. Annual interest charges total **\$15,470** in FY 2021/22.

4. Capital Improvements Budget:

The District maintains records that divide General Fund 3426 into an operating account and a capital account. Money that is budgeted for capital projects is rolled-over when spending is delayed. Capital expenditures may therefore exceed the budget appropriation for FY 2021/22.

C&H has advised the District to expect new projects at the treatment plant, for which **\$106,387** has been allocated. Additionally, the Sanitary Commission intends that \$32,000 be set aside annually toward payment for a JTP large capital reserve to be used for such items as a third clarifier, polishing clarifier, or diffuser membranes needed to meet new limits on settleable solids or other required regulatory improvements at the treatment plant. FY 2021/22 will be the fifteenth year of building these reserves, amounting to \$1,001,170 at end of the fiscal year and held in Construction Fund 3427.

Capital improvements at the Crockett and Loring pump station are coordinated by WCWD as needed to maintain the functionality of the pump stations. The MCC panel replacement project, expected to cost over \$600,000, should occur over two years with the work being planned for in the summer of 2021. **\$1,303** has been allocated for the project in FY 2021/22, for a total of \$587,800 ready for this project.

Capital Equipment costs of **\$2,000** has been identified for FY 2021/22.

The sewer system is at such an age that all repairs and replacements can be considered capital improvements. **\$826,671** in collection system sewer projects has been identified for construction in FY 2021/22. District staff has estimated the total cost for identified sewer projects in the neighborhood of **\$18,000,000**. More projects will be identified each year under the system rehabilitation program and as may result from sewer overflows. To proceed aggressively, **\$499,246** is newly allocated for sewer rehabilitation in this budget. An additional **\$104,500** is allocated for emergency and unidentified projects.

5. Contingencies:

Wastewater agencies normally keep an operating reserve of between 10% and 50% of annual revenue requirements. Most agencies operate in the 20% to 40% range. Past events such as El Nino '98 have proven the necessity of a contingency fund, and the District has strived to maintain a contingency fund between 10% and 15%.

This budget provides **\$152,335** for operating contingencies at 10% of operating budget next year.

6. Port Costa Interagency Loans:

The Crockett Sanitary Department entered into a loan agreement with the Port Costa Sanitary Department in September 2013 to pay off the remaining balance of a loan owed to Contra Costa County for treatment plant upgrades. Port Costa Sanitary has agreed to repay the loan in five years with the first annual payment made in October 2014. The interest rate on this loan is 1% over what the District receives on its investments from the Local Agency Investment Fund (LAIF). A second inter-agency loan agreement to pay off the remaining balance of a West America loan for treatment plant upgrades was completed in March 2016. The interest rate for this loan is 1.5% over what the District receives on its investments from LAIF. Amortized payments through October 2025 will be paid to the Crockett Sanitary Department annually. The accrued debt balance as of July 1, 2021 will be \$378,220 and is considered an asset, an investment of the Crockett Sanitary Department.

7. Construction Fund 3427:

The Department maintains prudent but modest capital reserves intended to meet short-term emergency requirements and for long-term planned capital projects at the treatment plant. Fund 3427 was created when the District received grants in 1977 for Projects C-06-1412-11 (JTP) and C-06-1412-12 (Pump Station, EQ tank & sewers). The fund derives revenue principally from investment interest and capacity fees. Capacity fee funds must be used for treatment plant improvements and reported as development impact fees as required by California AB 1600.

There are no longer any ongoing grant requirements to maintain or build Fund 3427 for asset replacement.

The District recognizes the need to continually add to reserves as the infrastructure ages. Due to ever-increasing capital collection system costs the Department has been largely unable to make substantial payments into the Construction Fund other than transfers for the clarifier and/or diffuser membrane reserves.

8. Capital Reserve Fund 3429:

Fund 3429 was created in 2001 to receive \$675,356 in State Revolving Fund (SRF) loans for collection system Projects C-06-4675-110,120,130. Loan conditions require the District to have, maintain and build Fund 3429 dedicated for "expansion, major repair or replacement of wastewater treatment facilities" for projects that were paid for by SRF loans. Fund deposits must build this fund at a minimum rate of 0.5% of the SRF loan amount each year for 10 years following the completion of projects in FY 03/04. A report on Fund activity must be submitted to SWRCB every 5 years for the 20-year life of the loan contracts.

An additional loan of \$700,000 was obtained in 2006 through the Municipal Finance Corporation. All work has been completed on the projects financed by this loan.

Because it is not cost-effective to make Fund 3429 into a checking account, the project expenses and debt service are being paid through transfers to Fund 3426, instead. Loan repayment began in 2002.

PROJECTED REVENUE

The review of next year's budget requirements indicates that **\$2,001,544** will be needed. Sources of this needed revenue include property tax receipts, projected at **\$310,985**.

Decreasing revenue also comes from return-to-source funds from the Crockett Co-generation plant as granted by the Crockett Community Foundation. The budget anticipates **\$25,977** in the coming year, but these funds may also be at risk from County budget problems or tax adjustments granted the co-gen plant.

SUMMARY

The proposed budget of **\$2,001,544** for FY 2021/22 is 12.5% lower than the FY 2020/21 budget primarily due to project delays. Prior year actual O&M&R expenditures for FY 2020/21 are predicted to be **\$1,324,920**.

SEWER USE CHARGE RATE REVIEW

The sewer services currently provided by the Crockett Sanitary Department have been determined through a comprehensive study of properties undertaken in 1992, with continuous updates. In addition to the C&H refinery properties, the Department currently serves 924 single-family dwellings and 647 apartments, plus 29 non-residential and 34 mixed-use properties (containing another 8 single-family dwellings and 85 apartments), and 2 industrial properties.

In 1993, the Department instituted a new structure for sewer service charges modeled after the Stege Sanitary District Ordinance. Water consumption data has been analyzed annually to determine an equitable fee structure for properties in Crockett.

To calculate average use of the sewer system by residential units, water use for irrigation must be factored out. To do this, EBMUD data from the wet-weather months of November, December, January and February is used. Non-residential uses are charged an equitable share based on water consumption during a previous 12 month period, with a minimum charge set equal to the charge for one apartment. Mixed-use properties are similarly charged, with a minimum set by the charge for each dwelling on the property.

As there is no proposed sewer use charge increase for FY 2021/22, the existing sewer rate schedule and discharge unit of **5443** cubic feet per year, as adopted by Ordinance No. 20-2, remains in effect.

RECOMMENDATION

The Department's financial outlook looks strong going into FY 2021/22. The implementation of a rate stabilization reserve to meet Bartle Wells Associates recommended goal of reaching \$2.5M in reserves by 2022 is ahead of schedule.

The General Manager (now vacant) and Asst. Department Manager are the only salaried positions charged to the Sanitary Department. The District Engineer, Administrative Services Manager, and Asst. District Secretary are all hourly positions. Occasionally temporary or seasonal employees are used. All O&M&R services are contracted out to others regularly engaged in this type of work. This is believed to be the most economical way to complete this work.

Capital improvements of the collection system will continue to need funding to reduce the approximately \$18,000,000 in identified capital improvements.

The District is under pressure from regulatory agencies to construct capital improvements at the treatment plant and to rehabilitate the collection system so that sewer overflows never occur. As prior year uncompleted project funding in the amount of \$1,433,628 is available for capital projects to be completed in FY 2021/22 there is no need for a sewer use charge increase to address capital expenditures this year. Beginning FY 2022/23, a steady increase in sewer use charges may be required to address the capital improvement projects identified.

It is therefore recommended that this Sewer Use Charge Study Report be accepted by the Board of Directors and that sewer use charges *remain the same* at \$819 per single-family residence (SFR) and \$659 for APT and non-residential accounts for FY 2021/22 as a source of revenue to balance the budget based on the calculated “equivalent discharge unit”.

Revenue raised through this sewer use charge would be approximately **\$1,533,279**. The direct billed sewer use charge for C&H properties will remain the same in FY 2021/22 at **\$196,696**.

Respectfully submitted,

Vaughn Gunkelman
Administrative Services Manager

June 12, 2021

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTC	5/26/21	LATEST FUND REPORT:	5-12-21
OPERATING FUND 3426		CONSTRUCTION FUND 3427	
CASH CARRIED FORWARD:	\$366,416.36	CASH CARRIED FORWARD:	\$60,024.28
ACTIVITY:		ACTIVITY:	
Warrants (6404-6425)	\$ (100,666.33)	Invest Services	(\$4.00)
Payroll recov PC&Mair	\$0.00		
Cash Conversion	\$548,245.01		
Permit 21-4	\$30.00	CASH BALANCE:	\$60,020.28
Investment fees 3qtr	\$ (29.00)		
Transfer to LAIF	\$ -	INVESTED BEGIN BAL.:	\$900,886.19
Wells Fargo Fees		Invest Interest	\$984.21
Cost Recovery - shirt	\$0.00		
Payroll recov to REC	\$ -		
		INVESTED BALANCE:	\$901,870.40
CASH BALANCE:	\$813,996.04	FUND 3427 BALANCE:	\$961,890.68
ADV ON TAXES:	\$ 54,379.89		
060 Prop tax Beginnir	\$ 598,507.01		
Cash Conversion	(\$548,245.01)		
Ending Balance	\$ 50,262.00	CAPITAL RESERVE FUND 3429	
160 Adv Supp Prop ta	\$4,117.89	CASH CARRIED FORWARD:	\$261.00
No activity	\$0.00	ACTIVITY:	
Ending Balance	\$4,117.89	Invest Services	(\$1.00)
INVESTED BEG. BALANCE:	\$2,675,340.92	CASH BALANCE:	\$260.00
Invest Interest	\$2,552.58		
Transfer to investmer	\$0.00	INVESTED BEGIN BAL.:	\$71,327.38
Ending Balance:	\$2,677,893.50	Invest Interest	\$77.93
FUND 3426 BALANCE:	\$3,546,269.43	INVESTED BALANCE:	\$71,405.31
TAXES held in 3240:	\$210,439.01	FUND 3429 BALANCE:	\$71,665.31
CO.charges in 3240:	\$0.00		
ACCRUED DEBT OWED TO CVSAN:		CONTRACTOR BONDS ON FILE:	
PCSAN DEPT.	\$378,219.98	35 contractors	\$34,500.00

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TO: Crockett Sanitary Commissioners
FROM: Administrative Services Manager
SUBJECT: Proposed FY 2020/2021 Budget
DATE: June 12, 2021

The 11-month FY 20/21 Crockett Sanitary Budget Report details are incorporated within the proposed FY 21/22 budget. The Crockett Sanitary Department is on a strong financial foundation with estimated expenses under budget. The contingency and rate stabilization reserves will not be used this year. No budget deficit is forecast for the Crockett Sanitary Department for the year ending June 30, 2021 and there is no need to revise its current budget.

HIGHLIGHTS

- Collection system sewer replacement projects will continue to increase to our goal of 1960 linear feet. Most of these costs can be covered from previous year's carryover.
- Rate Stabilization Reserve is anticipated to be \$2,082,360 on June 30, 2021. The department is on target to reach the goal of \$2.5 M in reserves by 2022.
- Joint-Treatment-Plant (JTP) O&M expenses (#411.50) remain the largest expense of the Crockett Sanitary Department. Expenses were lower this year as it was a dry winter. A credit of \$52,822 was received from C&H Sugar after the JTP annual cost reallocation was completed for the period April 1, 2020 to March 31, 2021.
- Payroll expenses will increase both for existing staff and for anticipated new hires. The Crockett Sanitary Department has added \$37K to the budget as a placeholder for additional O&M staff, this may change.
- Minor adjustments to various expense line items have been made to the preliminary budget.

Total O&M expenditures for FY 21/22 are estimated to be \$1,523,358 which is below total operating revenue of \$2,627,184 anticipated.

A marked increase in capital expenditure in FY 21/22 is very likely. Collection sewer system projects, pump station projects, and other improvement/replacement projects should all be taken seriously. Collection sewer system projects will remain the largest share of capital projects, budgeted at a minimum of \$826,671 for FY 21/22.

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
Collection System				
Loan Principal	\$ 78,545	\$ 81,525	\$ 82,425	\$ 62,000
Gas, Fuel, Vehicle (District owned)	\$ 786	\$ 1,376	\$ 734	\$ 836
Insurance	\$ 34,900	\$ 37,611	\$ 38,130	\$ 61,331
West County O&M Pump Station	\$ 39,541	\$ 41,519	\$ 47,078	\$ 51,786
Prof. Services (Collection Sys) Non WCWD	\$ 3,897	\$ 6,000	\$ 20,614	\$ 23,706
Rent/Lease Easements	\$ 2,485	\$ 2,500	\$ 2,522	\$ 2,502
Maintenance (CSO) Paulsell & WCWD	\$ 85,420	\$ 102,841	\$ 125,044	\$ 143,800
Utilities	\$ 33,456	\$ 33,602	\$ 38,253	\$ 44,316
Cap. Replacement (O&M) Pump Station	\$ 0	\$ 28,000	\$ 9,535	\$ 30,800
Other	\$ 9,570	\$ 3,140	\$ 3,879	\$ 5,530
Total Collection System	\$ 288,600	\$ 338,114	\$ 368,213	\$ 426,607
Treatment Plant				
JTP Operations & Maint - C&H	\$ 610,504	\$ 710,754	\$ 618,915	\$ 681,026
Capital Replacement (O&M) JTP	\$ 6,285	\$ 11,893	\$ 200	\$ 11,893
Total Treatment Plant	\$ 616,789	\$ 722,647	\$ 619,115	\$ 692,919
Administrative				
Elections	\$ 0	\$ 1,060	\$ 300	\$ 0
Membership	\$ 4,726	\$ 4,800	\$ 2,920	\$ 4,800
Office - Supplies/Postal/Misc.	\$ 4,156	\$ 5,466	\$ 6,207	\$ 6,226
Professional Services (Admin)	\$ 37,189	\$ 45,374	\$ 24,208	\$ 34,294
Printing / Publishing	\$ 2,345	\$ 1,800	\$ 1,685	\$ 1,800
Rents/Leases - Office Space	\$ 3,000	\$ 30,000	\$ 7,200	\$ 0
Capital Replacement (Admin Bldg.)	\$ 0	\$ 46,000	\$ 27,083	\$ 36,000
Admin Bldg Office Operating	\$ 0	\$ 13,236	\$ 16,369	\$ 18,825
Travel/Meetings/Vehicle	\$ 620	\$ 800	\$ 225	\$ 603
Telephone and Internet	\$ 3,658	\$ 3,600	\$ 4,003	\$ 4,403
Software subscriptions	\$ 26,323	\$ 14,056	\$ 16,350	\$ 18,909
County & State Charges	\$ 6,917	\$ 7,400	\$ 20,850	\$ 8,309
Recoverable Expenses / Other Misc.	\$ 16,435	\$ 9,000	\$ 4,196	\$ 9,244
Training and Conferences	\$ 1,416	\$ 1,500	\$ 0	\$ 1,500
Sub-Total Administrative	\$ 106,786	\$ 184,092	\$ 131,595	\$ 144,912
Salaries and Benefits (O&M)	\$ 141,120	\$ 180,309	\$ 199,916	\$ 250,511
Other Payroll Exp. (WC liab, LTD, etc.)	\$ 7,798	\$ 8,408	\$ 6,080	\$ 8,408
Total Administrative	\$ 255,703	\$ 372,809	\$ 337,591	\$ 403,831
Fixed Assets				
Capital Projects Allocation	\$ 811,953	\$ 700,974	\$ 128,376	\$ 208,462
423 Other Non-Op Interfund trsr to 3427	\$ 4,850	\$ 7,275	\$ 7,275	\$ 7,275
Total Fixed Assets	\$ 816,803	\$ 708,249	135,651	215,737
Interfund loan to Port Costa	\$ 150,000	\$ 0	\$ 0	\$ 0
Non-operation expenses	\$ 61,770	\$ 20,563	\$ 25,911	\$ 18,470
Contingency Expense 10%	\$ 0	\$ 143,357	\$ 0	\$ 152,335
Payroll Liability G/L Adjustment	\$ 684	\$ 0	\$ 684	\$ 0
Total Expenditures	\$ 2,190,349	\$ 2,305,739	\$ 1,487,165	\$ 1,909,901
TOTAL APPROPRIATIONS	\$	\$ 2,305,739	\$	\$ 1,909,901
TOTAL REVENUES				
Property Tax	\$ 333,813	\$ 310,887	\$ 295,882	\$ 310,985
Sewer Use Charges	\$ 1,332,213	\$ 1,423,521	\$ 1,425,537	\$ 1,425,537
Sewer Use Charges - C&H	\$ 143,225	\$ 196,696	\$ 96,916	\$ 196,696
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	\$ 0
Interest (non-op)	\$ 66,428	\$ 28,414	\$ 46,742	\$ 23,000
Cost Recovery including payroll	\$ 13,827	\$ 2,000	\$ 30,000	\$ 17,000
Grants - RTS (non-op) and others	\$ 42,968	\$ 32,226	\$ 31,818	\$ 25,977
Interfund transfer 3427	\$ 16,862	\$ 106,387	\$ 0	\$ 556,387
Loan repayment from Port Costa	\$ 0	\$ 73,977	\$ 73,977	\$ 42,681
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>FY 19/20</u>	<u>Estimated</u> <u>FY 20/21</u>	<u>Draft Budget</u> <u>FY 21/22</u>
GENERAL FUND 3426: CASH BUDGET DETAIL *****			
Opening Cash Balance			
Contingency Fund roll-over *	-	-	-
Capital Account Balance Carryover	1,171,649.18	936,029.63	1,433,627.82
Rate Stabilization Reserve	2,023,036.24	2,058,197.90	2,082,360.35
TOTAL OPENING CASH BALANCE	<u>3,194,685.42</u>	<u>2,994,227.53</u>	<u>3,515,988.17</u>
ESTIMATED REVENUES (excl. PCSan Repay & 3427 Trns)	1,989,891.17	1,934,948.94	2,028,115.76
Interdepartment receivable Port Costa Loans	0.00	73,976.87	42,681.00
Const. Fund 3427 Transfer for projects	16,862.03	0.00	556,387.00
ESTIMATED O&M OUTLAY EXPENSE	-1,161,091.91	-1,324,919.53	-1,523,357.61
Interdepartment loan to Port Costa (#3)	-150,000.00	0.00	0.00
ESTIMATED CAPITAL OUTLAY EXPENSE	-779,952.85	<u>-96,375.81</u>	-1,597,858.00
Contingency Expense 10% *	0.00	0.00	-152,335.46
Non-Op Expense / Cash Bond Refunds	-61,770.44	-25,910.97	-18,470.34
Transfer to Capital Construction Fund # 3427 **	-36,850.00	-39,275.00	-39,275.00
Transfer from Capital Reserve Fund # 3429	0.00	0.00	0.00
Payroll Liability G/L Adjustment	-683.86	-683.86	0.00
TOTAL PROJECTED CLOSING YEAR-END CASH BALANCE			
Capital Account Balance in Fund #3426	936,029.63	<u>1,433,627.82</u>	<u>-267,396.11</u>
Rate Stabilization Reserve	2,058,197.90	<u>2,082,360.35</u>	<u>3,079,271.64</u>
TOTAL PROJECTED CLOSING YEAR-END CASH BALANCE ***	<u>3,011,089.56</u>	<u>3,515,988.17</u>	<u>2,811,875.53</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	-42,681.00
Accrued Debt PCSan Ending Balance	<u>302,196.85</u>	<u>378,219.98</u>	<u>335,538.98</u>

CSD GENERAL FUND 3240: CASH BUDGET DETAIL *****			
Property Taxes Held in 3240 Beginning Balance	39,996.19	30,084.10	60,439.01
Property Taxes Held in 3240 Ending Balance	30,084.10	60,439.01	40,000.00
Difference (increase / decrease)	-9,912.09	30,354.91	-20,439.01

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

	<u>PY Actual</u>	<u>Budgeted</u>	<u>11-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	49,174.00	49,174.00
301.3 · SEWER USE CHARGES - C&H **	143,225.20	196,696.00	96,915.74	96,915.74	196,696.00
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	0.00
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	16,000.00
Total 318 · COST RECOVERY	13,827.22	2,000.00	30,000.00	30,000.00	17,000.00
Total 300 · OPERATING REVENUE	1,495,882.77	1,641,492.00	1,504,328.65	1,553,502.65	1,652,932.91
325 · NON-OPERATING REVENUE					
311 · INTEREST	66,428.18	28,414.00	19,202.69	46,741.69	23,000.00
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	0.00	556,387.00
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	42,681.00
Total 325 · NON-OPERATING REVENUE	510,870.43	563,112.00	202,907.29	455,423.16	974,250.85
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 *****	2,006,753.20	2,204,604.00	1,707,235.94	2,008,925.81	2,627,183.76

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

	PY Actual	Budgeted	11-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	62,000.00
410.25 · GAS, FUEL, OIL, MAINT (DIST. VEHIC	786.46	1,376.00	533.71	733.71	836.03
410.30 · INSURANCE	34,899.80	37,611.00	38,129.72	38,129.72	61,331.44
410.50 · WEST COUNTY O&M (PS)	39,541.02	41,519.00	43,154.60	47,077.60	51,785.83
410.55 · PROF. SVCS. (Coll.)	3,896.50	6,000.00	18,613.87	20,613.87	23,705.95
410.65 · RENT/LEASE EASEMENTS	2,484.70	2,500.00	2,521.96	2,521.96	2,502.22
410.70 · MAINTENANCE			0.00		
70.1 · Sewers - preventive maint.	84,927.62	98,341.00	116,305.80	121,305.80	139,501.67
70.2 70.3 70.4 · Weeds, Hardware, & Repairs	492.02	4,500.00	3,738.00	3,738.00	4,298.70
Total 410.70 · MAINTENANCE	85,419.64	102,841.00	120,043.80	125,043.80	143,800.37
410.90 · UTILITIES					
90.6 · Autodialer Alarm	1,978.22	717.00	489.35	529.35	1,074.86
90.1 · Electricity	29,487.80	30,962.00	32,313.20	34,897.87	40,132.55
90.2 · Water	1,990.36	1,923.00	2,636.88	2,825.88	3,108.47
Total 410.90 · UTILITIES	33,456.38	33,602.00	35,439.43	38,253.10	44,315.88
410.95 · OTHER OPERATING (Coll.)					
95.1 · Capital Repl. - Pump Station	0.00	28,000.00	8,535.46	9,535.46	30,800.00
95.2 · Other Operating Costs + HHW	9,570.00	3,140.00	3,233.72	3,878.72	5,529.57
Total 410.95 · OTHER OPERATING (Coll.)	9,570.00	31,140.00	11,769.18	13,414.18	36,329.57
Total 410 · COLLECTION SYSTEM *****	288,599.90	338,114.00	352,631.65	368,213.32	426,607.29
411 · TREATMENT PLANT *****			***** TREATMENT PLANT *****		
411.50 · C&H - JTP O&M	610,504.02	710,754.00	553,914.73	618,914.73	681,026.20
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	553,914.73	619,114.73	692,919.20
414 · ADMINISTRATIVE *****			***** ADMINSTRATIVE *****		
414.20 · ELECTIONS	0.00	1,060.00	300.00	300.00	0.00
414.35 · MEMBERSHIPS	4,725.89	4,800.00	2,819.56	2,919.56	4,800.00
414.40 · OFFICE					
40.1 · Postal	915.55	1,400.00	210.30	243.63	1,400.00
40.2 · Supplies	2,375.88	2,266.00	3,234.42	3,402.50	3,083.68
40.3 · Miscellany	864.95	1,800.00	2,410.92	2,560.92	1,741.96
Total 414.40 · OFFICE	4,156.38	5,466.00	5,855.64	6,207.05	6,225.64
414.55 · PROF. SVCS. (Admin.)					
55.7 · Consultants (Appraisal / Financial / RG	7,557.73	3,008.00	4,185.31	4,185.31	5,408.71
55.4 · Attorney	16,373.35	13,515.00	9,973.13	10,473.13	11,333.00
55.5 · Auditor	6,524.92	6,851.00	6,585.29	6,585.29	6,986.42
55.6 · Engineer / Consultants (non-Capl)	6,732.75	22,000.00	2,964.00	2,964.00	10,565.58
Total 414.55 · PROF. SVCS. (Admin.)	37,188.75	45,374.00	23,707.73	24,207.73	34,293.72

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

	PY Actual	Budgeted	11-month Actuals	Est. Year End	Proposed Budget
	FY 19/20	FY 20/21	FY 20/21	FY 20/21	FY 21/22
414.60 · PRINTING/PUBLISHING	2,344.56	1,800.00	1,485.00	1,685.00	1,800.00
414.65 · RENTS & LEASES	3,000.00	30,000.00	7,200.00	7,200.00	0.00
414.70 · CAPITAL REPL. (Admin Bid.)	0.00	46,000.00	21,083.15	27,083.15	36,000.00
414.75 · ADMIN BLDG OFFICE OPERATING	0.00	13,236.00	16,044.19	16,369.19	18,824.57
414.80 · VEHICLE / TRAVEL REIMBURSE	620.07	800.00	74.92	224.92	603.16
414.90 · TELEPHONE / INTERNET / CELL	3,658.25	3,600.00	3,711.14	4,002.81	4,403.09
414.94 · SOFTWARE SUBSCRIPTIONS	26,322.51	14,056.00	3,869.60	16,349.60	18,909.37
414.95 · OTHER ADMIN			610.00		
95.3 · County & State Charges	6,917.22	7,400.00	20,349.73	20,849.73	8,308.58
95.x · Recoverable exp. (excl. Payroll)	14,322.83	8,000.00	111.30	161.30	8,244.18
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	25,105.79	25,045.79	19,052.76
Total 414 · ADMINISTRATIVE *****	106,785.57	184,092.00	111,256.72	131,594.80	144,912.31
Total 3426e · SUB-TOTAL O&M Expense*****	1,012,174.86	1,244,853.00	1,017,803.10	1,118,922.85	1,264,438.81
6560 · PAYROLL EXPENSES *****					
CVSan - O&M SALARY/BENEFITS					
General Manager / Dept. Manager (DM)	64,298.50	69,442.00	59,337.21	59,337.21	0.00
Asst. Department Manager (JB)	54,982.42	56,632.00	61,585.30	65,706.90	67,678.12
Assistant District Secretary (SW)	15,438.73	16,675.00	13,337.22	13,837.22	15,221.24
Other hrly employees (GM, VG, DoM, other)	6,399.87	37,560.00	54,253.27	61,034.97	167,611.44
Total CVSan O&M SALARY/BENEFITS	141,119.52	180,309.00	188,513.00	199,916.30	250,510.80
Other Payroll (CalPER Unfrnd/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	194,193.38 #	205,996.68	258,918.80
Total O&M Expense	1,161,091.91	1,433,570.00	1,211,996.48	1,324,919.53	1,523,357.61
Net Ordinary O&M Revenue	334,790.86	207,922.00	292,332.17	228,583.12	129,575.30
411.99 Other Non-Op Interfund trsfr to 3427	4,850.00	7,275.00	0.00	7,275.00	7,275.00
423.1 Loan Interest Non-Op Expense	20,544.04	17,563.00	25,910.97	25,910.97	15,470.34
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			152,335.46
111 Capital Project Funding Additional Allocation		700,974.00			208,462.11
<i>Actual spent on Capital Projects</i>	779,952.85	0.00	72,625.00	96,375.81	
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	1,311,216.31	1,487,165.17	1,909,900.52

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
CONSTRUCTION FUND 3427: BUDGET DETAIL *****				
Opening Cash Balance	913,864.84	954,343.24	954,343.24	1,001,169.68
Interest (non-operating)	20,560.43	10,280.00	7,575.44	3,787.50
Connection Fees / Capacity Charges *	4,850.00	7,275.00	7,275.00	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	-450,000.00
Interfund Transfers - to JTP CapX Reserves *	32,000.00	32,000.00	32,000.00	32,000.00
YEAR-END BALANCE	954,343.24	897,431.24	1,001,169.68	487,765.18

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

Opening Cash Balance	69,450.66	71,070.52	71,070.52	71,662.31
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	599.79	539.74
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
YEAR-END BALANCE	71,070.52	72,527.52	71,662.31	72,194.05

* JTP Capital Improvement Reserve Breakdown

	Balance Carried Forward	Allocated in FY 21/22	Ending Reserve Balance June 30, 2022	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	128,000.00	32,000.00	160,000.00	141,596.00
TOTAL	416,000.00		448,000.00	465,959.00

**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>
CAPITAL BUDGET DETAIL *****				
Capital Project Cost Centers	+	+	-	=
Sewers (collection system)	256,024.43	575,969.00	96,375.81	735,617.62
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	0.00	0.00	0.00
TOTAL	<u>936,029.63</u>	<u>625,974.00</u>	<u>128,375.81</u>	<u>1,433,627.82</u>

** 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	735,617.62	826,671.00	10%	100,158.72
Pump Station	586,615.10	587,800.00	10%	1,303.39
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.	0.00	75,000.00		75,000.00
TOTAL	<u>1,433,627.82</u>	<u>1,629,858.00</u>		<u>208,462.11</u>

* \$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

****Actual spending in FY20/21 incomplete

Capital Projects for FY 2021/22 Proposed (###)

CROCKETT SANITARY DEPARTMENT

SEWER PROJECTS		CAPITAL IMPROVEMENTS FIXED ASSET	CAP. IMP. FUNDING SOURCE
Planned projects funding		\$499,246.00	#3426
Prior uncompleted projects		\$131,500.00	Reserves
Emergency projects / unidentified		\$104,500.00	Reserves
TV inspection program		\$23,000.00	#3426
Flow metering		\$1,500.00	#3426
Staff salary & benefits		\$12,939.00	#3426
Capital project District Engineer oversight		<u>\$53,986.00</u>	#3426
	TOTAL	<u>\$826,671.00</u>	
EQUIPMENT		CAPITAL IMPROVEMENTS	CAP. IMP. FUNDING SOURCE
Safety equipment and tools		\$1,000.00	#3426
Office equipment		<u>\$1,000.00</u>	#3426
	TOTAL	<u>\$2,000.00</u>	
ADMINISTRATION BUILDING	CAPITAL REPLACEMENTS O&M	CAPITAL IMPROVEMENTS	CAP. IMP. FUNDING SOURCE
Flat roof and gutter repair	\$21,000.00		#3426
Moisture damage mitigation and drainage imp		\$45,000.00	#3426
Apartment cosmetic - flooring, paint, misc.	\$0.00		#3426
Garage Roof Replacement and rails	\$10,000.00	\$30,000.00	#3426
Admin office prep	<u>\$5,000.00</u>		#3426
	TOTAL	<u>\$75,000.00</u>	

Capital Projects for FY 2021/22 Proposed (date)

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 FY 2021/22		\$575,000.00	#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		
TOTAL	\$28,000.00	\$587,800.00	

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
TOTAL	\$11,893	\$138,387.00	