

CROCKETT COMMUNITY SERVICES DISTRICT

Regular Business Meeting AGENDA FOR WEDNESDAY, AUGUST 26, 2020

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 tele conference 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# 197 850 938 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/197850938> 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# 197 850 938.

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1. CALL TO ORDER – ROLL CALL
 2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
 3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:
(The Board is prohibited from discussing items not on this agenda. Matters brought up that are not on the agenda may be referred to staff for action or calendared on a future agenda.)
 4. REPORTS FROM COMMISSIONERS:
(This item is typically for exchange of information only. No action will be taken at this time.)
 5. PUBLIC HEARING: (Public comments limited to two minutes for each person with full discussion limited to twenty minutes unless extended by Board President.)
 6. MANAGERS' REPORTS: (These items are typically for exchange of information only. No action will be taken at this time.)
 - a. Recreation Department.

- b. Maintenance Department.
- c. Port Costa Sanitary Department.
- d. Crockett Sanitary Department.
- e. Governmental matters.
- f. Announcements and discussion.

7. **CONSENT CALENDAR:** Consideration of a motion to approve the following items:
(Items are subject to removal from Consent Calendar by request of any Board Member on request for discussion by a member of the public. Items removed from the Consent Calendar will be considered with the Administrative Items.)

- a. Approve Minutes of July 22, 2020.
- b. Approve payment of District bills.
- c. Receive Minutes of Commissions and Committees.

8. **ADMINISTRATIVE:**

- a. Consider consent Items removed from Consent Calendar.
- b. Discuss role of Police Liaison Committee and how it should best serve the public.

9. **BUDGET AND FINANCE:**

- a. Consider monthly Summary Worksheets and Investment Reports and staff report on financial matters.
- b. Consider increasing the minimum capitalization threshold for individual items in the District's Capital Asset Capitalization Policy from \$1,000 to \$5,000, as recommend by the Budget & Finance Committee.
- c. Annual Capacity Charge Accounting and Reporting (Gov't Code Sec. 66013/AB 1600).

10. **REPORTS FROM BOARD MEMBERS:**

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

- a. Personnel Committee – Members Barassi, Bartlebaugh, Cusack, Sutton, and Wilson
- b. Budget & Finance Committee – Members Mackenzie and Peterson
- c. Ad Hoc Committees: Strategic Planning, Property Acquisition, Staff Management
- d. Inter-agency meetings:

11. **FUTURE AGENDA ITEMS:**

- Adopt purchasing procedures and spending limits (Sept).
- Award contract(s) for hazardous mitigation of 1 Rolph Park Drive (Sept)
- Award contract to complete depreciation schedule (Oct)
- Discuss policy on delegation of authority to Commissions (Oct/Nov).
- Adopt capacity charge ordinance on Accessory Dwelling Units.
- Review and adopt ADA compliance plan.
- Adopt policy for use of private devices and e-accounts.
- Develop policy on proposals for new programs without established funding.

12. **BOARD COMMENTS:**

CLOSED SESSION

13. **PERSONNEL PUBLIC EMPLOYEE PERFORMANCE EVALUATION:**

- a. Pursuant to Government Code Section 54957 – Public Employee Performance Evaluation: General Manager.

RESUME OPEN SESSION

- b. Announcement of actions, if any, taken in closed session.

14. **ADJOURNMENT** to September 23, 2020

HOW TO SUBMIT PUBLIC COMMENTS:

Written/ Read Aloud: Please email your comments to 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, 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 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

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

MINUTES OF REGULAR MEETING, JULY 22, 2020

1. CALL TO ORDER: The meeting was called to order at 7:02 PM by President Kirker. Present were Board Members Barassi, Mackenzie, Peterson and Sutton, along with General Manager McDonald, Recreation Department Manager Wilson, Assistant Sanitary Dept. Manager Barnhill, and Assistant Secretary Witschi. Also present were Sanitary Commissioners Bartlebaugh and Wais.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. REPORTS FROM COMMISSIONERS: None
- 5.a.-5.c. PUBLIC HEARINGS: Mr. McDonald presented three resolutions to collect the annual installments for sewer lateral repair work, as agreed to by the Access and Repair Agreements with property owners, on their next property tax roll. There was no one present from the public for comments. A motion to approve Resolutions 20/21-01 through 20/21-03 ordering collection of specific charges on the tax roll carried unanimously (es/jm).
 - Resolution No. 20/21-01 for 1334 Wanda Street (APN 354-124-006) for \$2,709.96.
 - Resolution No. 20/21-02 for 1225 Starr Street (APN 354-125-002) for \$2,220.06.
 - Resolution No. 20/21-03 for 42 Canyon Lake Drive (APN 368-145-008) for \$2,255.36.
6. PRESENTATION BY THE CROCKETT IMPROVEMENT ASSOCIATION: Scott Bartlebaugh, from the Crockett Improvement Association (CIA), was present to discuss the proposed ballot initiative for maintenance parcel tax. He said it is now time for the Crockett Community Services District (CCSD) to support the residents of Crockett. He is looking to put this ballot initiative on the 2021 election. He is seeking Board and General Manager support and then grant support from the Crockett Community Foundation (CCF). The CIA is planning to submit before the September 30 application deadline. He said the volunteer base in Crockett has dropped significantly and memberships are dropping. In the future the CCSD for maintenance will be reduced when COGEN will be dropped in 2025. Alternative funding is likely needed. The CCSD insurance is to be reapportioned by risk. Lighting and landscaping is currently unfunded. Maintenance done by volunteers is still needed. The parcel tax will provide outside contractors, insurance, etc. The maintenance scope would include downtown street lights, litter removal and the plaza. Cover funding for repairs of sprinklers, insurance. In the current proposal fencing along Pomona Street. Pruning and replacement of Crockett street trees. periodic pruning of trees. Cost basis is based on 1,126 parcels in Crockett. This would be a five year proposal and could be renewed in five years. The cost would be \$31 per parcel. Litter pickup by volunteers is being done outside of boundaries.

7.a. RECREATION DEPT. REPORT: The Board had received the Minutes of June 1. Mr. Wilson reported the pool has been opened for a month now. The Multi-Purpose Room has been painted. The Senior Nutrition program at the Community Center has been cancelled and consolidated with Rodeo Senior Nutrition program.

7.b. MAINTENANCE DEPARTMENT: None

7.c. PORT COSTA SANITARY DEPT.: Mr. Barnhill reported no Sewer Sanitary Overflow's (SSO's) in June. He said he checked out the sludge in Chamber 1 and it is slowly building up with rags and wipes and is around a foot thick. Pump No. 3 has been replaced recently. Installed a lighter weight manhole cover hinge.

7.d. CROCKETT SANITARY DEPT.: Mr. McDonald reported there was no meeting this month due to no pressing issues. He said the groundwater from PG&E construction site on Port Street is high in cyanide, seeking guidance from Tanya Akkerman. C&H Environmental Compliance Manager, before authorization is given for discharge holding tank(s) into sewer. V.W. Housen, Engineering Consultant, received flow data and has begun simple hydraulic model of collection systems. Invoice for work through June 30, 2020 was \$13,148.00, was budgeted, and will be applied to FY 19/20 as accrual audit adjustment.

7.e. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. McDonald reported a ruling on special taxes. He said there are two District Board seats are up for re-election in November. The official filing period begins July 13 and ends on August 7 and issuing and filing of documents will be at the County Administrator Building at 651 Pine Street, Martinez. Mr. McDonald reported he is taking a risk assessment disaster class tomorrow online.

7.f. STAFF ANNOUNCEMENTS: Mr. McDonald reported he attended the BACWA Manager's Roundtable teleconference on June 25.

8. CONSENT CALENDAR: Mr. McDonald asked that Item 8.b. be removed and Director Peterson asked that Item 8.f. be removed from the consent calendar for further discussion. The following items were approved unanimously (lb/es):

- a. Approve Minutes of June 24, 2020.
- c. Receive Minutes of Commissions and Committees.
- d. Receive Recreation Pool Park Personnel 2020 appointment list, District Code 4.04.020.
- e. Receive Status Reports on outstanding items.

9.a. ITEMS REMOVED FROM CONSENT CALENDAR: Mr. McDonald asked that Item 8.b. be removed and Director Peterson asked that Item 8.f. be removed from the consent calendar.

Item 8.b. Approve payment of District bills – Mr. McDonald said one new warrant for Crockett Sanitary was added to list.

Item 8.f. Follow up report on calculation of non-residential sewer use charges for FY 19/20 – Director Peterson thanked Mr. McDonald for the memo and said the formula has a problem with it and he will speak with Mr. McDonald later to further explain.

9.b. EXECUTIVE ORDER CLOSING ALEXANDER PARK: Mr. McDonald reported on June 5 Contra Costa County Health Services relaxed restrictions on use of picnic areas and public parks, allowing limited use of picnic areas for members of the same household, which allowed Alexander Park picnic tables to be opened to the public. He said abuse of the order prohibiting large public gatherings, picnics other than with members of the same household and disregard to the use of face coverings and unsafe social distancing practices have regularly occurred in Alexander Park. He said on July 16 he signed an Executive Order #20-0716 closing the picnic tables and barbeques to the public. The Board discussed the benefits of keeping the picnic tables open to family units that meet county guidelines for gatherings. The Board did not radify under #20-0716, instead directed that a new order prohibiting gatherings other than household living units be declared. .

9.c. BIENNIAL CONFLICT OF INTEREST CODE REVIEW: A motion to approve Biennial Conflict of Interest Code review carried unanimously (lb/es).

10.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board.

10.b. PURCHASE OF HOSSELKUS CHAPEL: Mr. McDonald presented the Purchase and Sale Agreement between Wilson & Kratzer Mortuaries and Crockett Community Services District (CCSD). He said the purchase price is \$615,000.00. A motion to approve Resolution No. 20/21-04 accepting Grant Deed from Wilson & Kratzer Mortuaries and authorizing executing Purchase & Sales Agreement to acquire real property known as the Hosselkus Chapel for \$615,000 carried with 4 Ayes, Director Mackenzie had left the meeting (kp/es).

10.c. INSTALLMENT SALES AGREEMENT: Mr. McDonald presented the Installment Sale Agreement with Municipal Finance Corporation and Crockett Community Services District. He said it is estimated at \$647,500, comprised of \$620,000 in property acquisition proceeds and \$27,500 for costs of insurance. Twenty years with equal semi-annual payments and 3.25%, locked through an expected closing date of August 20, 2020. A motion to approve Resolution No. 20/21-5 authorizing execution of Installment Sale Agreement with Municipal Finance Corporation for real property acquisition of Hosselkus Chapel, 1 Rolph Park Drive, Crockett, for an approximate amount of \$647,500, and authorizing and directing certain actions in connection with the financing and refinancing of sewer system improvements from Crockett Sanitary Department 2006 Installment Sales Agreement, estimated at \$290,843.52 carried unanimously (es/lb).

11.a. PERSONNEL COMMITTEE REPORT: None

11.b. BUDGET & FINANCE COMMITTEE REPORT: None

11.c. AD HOC COMMITTEE REPORTS: Director Sutton said the Staffing Ad Hoc Committee has met several times but does not have recommendation for Board yet. They do see need for clerical support and support social media presence.

11.d. INTER-AGENCY MEETINGS: None

12. FUTURE AGENDA ITEMS:
Discuss role of Police Liaison Committee and how it should best serve the public (August).
Review and adopt ADA compliance plan.

Adopt purchasing procedures and spending limits.
Adopt policy for use of private devices and e-accounts.
Develop policy on proposals for new programs without established funding.

13. BOARD COMMENTS: None

CLOSED SESSION: Entered closed session at 9:00 PM.

14. PERSONNEL PUBLIC EMPLOYEE PERFORMANCE EVALUATION: General Manager evaluation pursuant to Government Code Section 54957.

OPEN SESSION: Resumed in open session at 9:49 PM.

14.a. ANNOUNCEMENT OF ACTIONS: President Kirker said there was nothing to report.

15. ADJOURNMENT: The meeting was adjourned at 9:50 PM, until next regularly scheduled meeting of August 26, 2020, unless there is a need for a special meeting to be called for August 5 or 6.

Respectfully submitted,



Susan Witschi
July 23, 2020

CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: 8/20/20 Fund: 324100 Account: 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
08/21/2020	ANDREW B. TAW	Payroll 8/1/20 - 8/15/20	107.07	8843
08/21/2020	ARIEL I. FISCHER	Payroll 8/1/20 - 8/15/20	293.67	8844
08/21/2020	ASHER H. LABINSKI	Payroll 8/1/20 - 8/15/20	658.66	8845
08/21/2020	CASSANDRA D. CONTRERAS	Payroll 8/1/20 - 8/15/20	371.24	8846
08/21/2020	DAMIAN A. FISCHER	Payroll 8/1/20 - 8/15/20	208.03	8847
08/21/2020	GABRIEL J. OSTI	Payroll 8/1/20 - 8/15/20	173.25	8848
08/21/2020	HARIKESH SHRI-SHASHITHA...	Payroll 8/1/20 - 8/15/20	613.29	8849
08/21/2020	JOCELYN M. OSTI	Payroll 8/1/20 - 8/15/20	210.37	8850
08/21/2020	JUSTIN T. CROW	Payroll 8/1/20 - 8/15/20	530.27	8851
08/21/2020	LINDSAY A. BARRELLA	Payroll 8/1/20 - 8/15/20	287.56	8852
08/21/2020	MADELINE H. LEVEQUE	Payroll 8/1/20 - 8/15/20	151.82	8853
08/21/2020	MADISON A. KOZIER	Payroll 8/1/20 - 8/15/20	236.41	8854
08/21/2020	MONICA A. MUNOZ	Payroll 8/1/20 - 8/15/20	478.38	8855
08/21/2020	PAIGE E. PAULSELL	Payroll 8/1/20 - 8/15/20	774.65	8856
08/21/2020	SKYLER X. PASCHALL	Payroll 8/1/20 - 8/15/20	391.57	8857
08/21/2020	STELLA T.E. MANNELL	Payroll 8/1/20 - 8/15/20	468.67	8858
08/21/2020	SUSAN G. WITSCHI	Payroll 8/1/20 - 8/15/20	1,963.47	8859
08/21/2020	TREVOR B. DEES	Payroll 8/1/20 - 8/15/20	351.09	8860
08/21/2020	ZOE H. LABINSKI	Payroll 8/1/20 - 8/15/20	423.84	8861
08/21/2020	Alhambra & Sierra Springs	Concessions water	101.68	8862
08/21/2020	Sierra Chemical Company	Sodium Hypochlorite 330 gl.	619.19	8863
08/21/2020	LESLIE'S POOL SUPPLIES	Fresh N Clear, Perfect Weekly 3L, ...	806.90	8864
08/21/2020	Cheryl Chase	Cancelled Event Due to COVID-19	300.00	8865
08/21/2020	Yolanda Ponce	Cancelled Event Due to COVID-19	3,598.00	8866
08/21/2020	Crockett Rodeo Glass Company	French Door Glass	640.00	8867
08/21/2020	LINCOLN FINANCIAL GROUP	CCSVD-BL-1564438	69.19	8868
08/21/2020	STATE COMPENSATION INSU...	Workers Comp	638.13	8869
08/21/2020	U.S. BANK	Various	1,757.75	8870
Total FUND 3241 - RECREATION			17,224.15	
TOTAL			17,224.15	



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

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
08/21/2020	BAY AREA NEWS GROUP	Legal Notice - Ordinance 20-2	1,195.20	6215
08/21/2020	C&H SUGAR CO.	Share Operating Costs WWTP - ...	58,364.30	6216
08/21/2020	Specialized Electrical Contract...	Videofied Basic Monitoring	285.00	6217
08/21/2020	TRI-CITY FENCE CO.	Install Fence end of Dowrelia	1,069.50	6218
08/21/2020	LINCOLN FINANCIAL GROUP	CCSVD-BL-1564438	120.12	6219
08/21/2020	STATE COMPENSATION INS...	Workers Comp	472.37	6220
08/21/2020	U.S. BANK	Various	728.21	6221
Total FUND 3426 - CV SANITARY - O&M			62,234.70	
TOTAL			62,234.70	



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

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
08/21/2020	Valley Operators, LLC	Monthly Service - July 2020	4,400.00	1253
08/21/2020	BAY AREA NEWS GROUP	Legal Notice - Ordinance 20-3	1,082.70	1254
08/21/2020	U.S. BANK	Various	1,148.98	1255
Total FUND 3425 - PC SANITARY - O&M			<u>6,631.68</u>	
TOTAL			<u><u>6,631.68</u></u>	



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

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
08/19/2020	Old Republic Title Company	Wire transfer for Hosselkus Chapel real-...	3,012.00	6213
08/19/2020	CONTRA COSTA COUNTY TRE...	Wire transfer fee - Comerica Bank Escro...	20.00	6214
Total FUND 3426 - CV SANITARY - O&M			<u>3,032.00</u>	
TOTAL			<u><u>3,032.00</u></u>	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 8/7/20 Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
08/07/2020	RONALD D. WILSON	Payroll July 2020	2,569.83	8807
08/07/2020	ANDREW B. TAW	Payroll July 16-31	331.62	8808
08/07/2020	ARIEL I. FISCHER	Payroll July 16-31	564.11	8809
08/07/2020	ASHER H. LABINSKI	Payroll July 16-31	365.05	8810
08/07/2020	CASSANDRA D. CONTRERAS	Payroll July 16-31	358.88	8811
08/07/2020	DAMIAN A. FISCHER	Payroll July 16-31	564.11	8812
08/07/2020	GABRIEL J. OSTI	Payroll July 16-31	253.68	8813
08/07/2020	HARIKESH SHRI-SHASHITHA...	Payroll July 16-31	707.34	8814
08/07/2020	JOCELYN M. OSTI	Payroll July 16-31	210.38	8815
08/07/2020	JUSTIN T. CROW	Payroll July 16-31	539.14	8816
08/07/2020	LINDSAY A. BARRELLA	Payroll July 16-31	293.67	8817
08/07/2020	MADELINE H. LEVEQUE	Payroll July 16-31	290.99	8818
08/07/2020	MADISON A. KOZIER	Payroll July 16-31	408.20	8819
08/07/2020	MONICA A. MUNOZ	Payroll July 16-31	446.05	8820
08/07/2020	PAIGE E. PAULSELL	Payroll July 16-31	604.27	8821
08/07/2020	SKYLER X. PASCHALL	Payroll July 16-31	504.81	8822
08/07/2020	STELLA T.E. MANNELL	Payroll July 16-31	354.86	8823
08/07/2020	ZOE H. LABINSKI	Payroll July 16-31	303.65	8824
08/07/2020	SUSAN G. WITSCHI	Payroll July 16-31	2,340.81	8825
08/07/2020	TREVOR B. DEES	Payroll July 16-31	278.34	8826
08/07/2020	CalPERS Public Employees Re...	CalPERS Retir. & 457 Plan	1,085.08	8827
08/07/2020	UNITED STATES TREASURY ...	FedTax Liability	2,940.12	8828
08/07/2020	EMPLOYMENT DEVELOPME...	EDD State Tax Liability	350.70	8829
08/07/2020	LINCOLN FINANCIAL GROUP	LTD Insurance CCSVD-BL-1564438	69.19	8830
08/07/2020	SDRMA	Health Benefits Mem. #5505	1,636.08	8831
08/07/2020	MEYERS NAVE	General Advice	20.58	8832
08/07/2020	CSRMA	Property Insurance - 7/1/2020 - 7/...	3,167.11	8833
08/07/2020	Alhambra & Sierra Springs	Concessions water	147.60	8834
08/07/2020	AT&T	Telephone comm center and pool	372.41	8835
08/07/2020	LESLIE'S POOL SUPPLIES	Waterline Scrubber/De Scale It QT	142.40	8836
08/07/2020	LINCOLN AQUATICS	Pocket Mask / Hip Pack	82.41	8837
08/07/2020	TERMINIX	Pest Control	15.00	8838
08/07/2020	EBMUD	Water	3,244.78	8839
08/07/2020	PG&E	Gs & Electricty 8212111...	2,907.82	8840
08/07/2020	Susan Witschi	Mileage Reimbursement - July	42.55	8841
08/07/2020	RONALD D. WILSON	Mileage Reimbursement - July	222.53	8842
Total FUND 3241 - RECREATION			28,736.15	
TOTAL			28,736.15	

CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: 8/7/20 Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
08/07/2020	Sierra Chemical Company	Multichlor, Sodium Hypochlorite	339.04	1246
08/07/2020	PG&E	Electricity	281.80	1247
08/07/2020	MEYERS NAVE	General Advice	987.12	1248
08/07/2020	CSRMA	Property Insurance - 7/1/2020 - 7/1/2021	1,822.17	1249
08/07/2020	L.R. PAULSELL CONSULTING	Annual Sewer Cleaning on July 27 and 28, 2020	3,583.75	1250
08/07/2020	Eurofins Calscience LLC	Lab Testing	760.00	1251
08/07/2020	Tom List	Installation of water pump #3 purchased in FY 19/20	231.71	1252
Total FUND 3425 - PC SANITARY - O&M			8,005.59	
TOTAL			8,005.59	

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 8/7/20 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
08/07/2020	DALE A. McDONALD	Payroll July 2020	4,464.10	6197
08/07/2020	JAMES G. BARNHILL	Payroll July 2020	4,274.12	6198
08/07/2020	CalPERS Public Employees Re...	CalPERS Retire. & 457 Plan	4,276.38	6199
08/07/2020	UNITED STATES TREASURY ...	FedTax Liability	1,542.54	6200
08/07/2020	EMPLOYMENT DEVELOPME...	EDD State Tax Liability	452.71	6201
08/07/2020	LINCOLN FINANCIAL GROUP	LTD Insurance - CCSVD-BL-1564438	120.12	6202
08/07/2020	SDRMA	Health Benefits Mem. #5505	892.50	6203
08/07/2020	MEYERS NAVE	General Advice	347.16	6204
08/07/2020	CSRMA	Property Insurance - 7/1/2020 - 7/1/2...	2,889.44	6205
08/07/2020	AT&T	Telephone service for District office a...	195.80	6206
08/07/2020	Regional Government Services	Contract Services for June	603.00	6207
08/07/2020	L.R. PAULSELL CONSULTING	Emergency Sewer Response / Port St...	4,126.25	6208
08/07/2020	USA North	2020 Membership	189.10	6209
08/07/2020	EBMUD	Water	1,665.72	6210
08/07/2020	PG&E	Electricity	2,621.75	6211
08/07/2020	Old Republic Title	Hossekus Chapel Escrow Deposit	500.00	6212
Total FUND 3426 - CV SANITARY - O&M			29,160.69	
TOTAL			29,160.69	

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 8/7/20 Fund: 324200 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3242 - MAINTENANCE				
08/07/2020	CSRMA	Property Insurance - 7/1/2020 - 7/1/2021	798.28	428
Total FUND 3242 - MAINTENANCE			798.28	
TOTAL			<u>798.28</u>	

PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525
Telephone (510) 787-2992
Fax (510) 787-2459
e-mail: manager@town.crockett.ca.us
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MINUTES OF REGULAR MEETING, JUNE 16, 2020

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Surges. Present were Commissioners Cusack and Scheer, along with General Manager McDonald, Dept. Manager Barnhill and Assistant District Secretary Witschi. Commissioner List was absent.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
- 5.a. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in May. He said the Board approved purchase of the Hosselkus Chapel, pending dry wall and asbestos work quotes. He said the CEQA exemption paperwork has been filed.
- 5.b. SELF-MONITORING REPORT: Mr. Barnhill reported no exceedances during April.
- 5.c. VACANCY ON COMMISSION: Commissioner Surges said he spoke with Karen Klaiber, alternate on the Port Costa Sanitary Commission, and she is very interested in filling the vacant seat on the commission. Commissioner Scheer and Commissioner Cusack agreed that Karen Klaiber should fill the position since she has shown interest. Staff will add this to the District Board June agenda.
- 5.d. BUDGET & FINANCE COMMITTEE VACANCY: The commission decided to disband the committee and that way all commissioners can be involved on decisions.
- 5.e. DRAFT SEWER USE CHARGE ORDINANCE: Mr. McDonald reported one change to the ordinance. He added extra language on page 3 to Accessory Dwelling, "each accessory dwelling unit shall pay a flat charge per year in the amount set forth in Exhibit "A" for a single accessory dwelling unit." Commissioner Scheer asked what is a junior unit. Mr. McDonald said it is a unit less than 500 square feet.
- 5.f. MANAGEMENT OBJECTIVES: Commissioner Surges said we should dedicate a special meeting to set priorities brought up in Mr. Barnhill's letter as well as other issues facing the department, ideally it would be a round-table in-person meeting.
- 6.a. FINANCIAL REPORT: The monthly statement of Department finances was examined by the Commission. Mr. McDonald reported \$222.54 in interest for the third quarter.
- 6.b. PROPOSED BUDGET: Mr. McDonald reported very little has changed on the budget. He said you do not have to adopt a revised budget. There is enough money to carry out for six months.

7. WASTEWATER: None

8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported pump #3 needs to be replaced and the cost is \$650. The delivery fee from Sierra Chemicals has gone from \$50 to \$100. He will try to work with the Recreation Department so they can split the cost.

8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

8.c. STAFF ANNOUNCEMENTS: None

9.a. BUDGET & FINANCE COMMITTEE REPORT: None

9.b. INTER-AGENCY MEETINGS: None

10. CONSENT CALENDAR: The consent item was approved unanimously (tc/as):
a. Approve Minutes of May 13, 2020.

11. FUTURE AGENDA ITEMS:

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 7:35 PM until August 12, 2020.

Respectfully submitted,



Susan Witschi
June 17, 2020

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, JUNE 17, 2020

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Bartlebaugh. Present were Commissioners Adams, Manzione, Wais and Wolthuis, along with General Manager McDonald and Asst. Secretary Witschi. Also present was Director Kirker. Assistant Dept. Manager Barnhill was absent.
2. AGENDA ORDER: Mr. McDonald reported he will be combining Items 7.a. and 7.b. into one discussion point.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
5. CONSENT CALENDAR: The consent item was approved unanimously (ha/mm):
 - a. Approve Minutes of May 20, 2020.
- 6.a. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in May. He said the Board authorized purchase of the Hosselkus Chapel dependent upon adjustment of final purchase price to address costs of asbestos abatement. Commissioner Wolthuis asked if the Board has considered what the Crockett Sanitary Department has to say about the purchase of the property. Commissioner Bartlebaugh said he attended the Board meeting and he voiced the concerns of the Sanitary Commission.
- 6.b. DRAFT ORDINANCE ON COLLECTION OF SEWER SERVICE CHARGES: Mr. McDonald reported Ordinance 20-2 language is identical to prior years. He added the following language to 2A-1d – Accessory Dwelling Unit (ADU), “each accessory dwelling unit shall pay a flat charge per year in the amount set forth in Exhibit “A” for a single accessory dwelling unit.” He said this will be presented to the Board on June 24. Commissioner Adams asked how many ADU’s are there in Crockett. Mr. McDonald said he would guess there are about 70 that may qualify but more investigation is needed.
- 7.a. and 7.b. FACILITIES NEEDS ASSESSMENT AND STAFFING REQUIREMENTS: Mr. McDonald reported in 2014 the Crockett Sanitary Department had 1.8 full-time employees (FTE) allocated to handle the workload. In 2020, the actual FTE is at 1.2. Commissioner Wolthuis asked if you are working for the Crockett Community Services District (CCSD) how are you being paid. Mr. McDonald said payroll is paid from Crockett Sanitary and recovered from other departments monthly. He said he has hired consultants to do some of the administrative work, but if we can get staff to do it at a lower cost it would free up some of his time to work more on sanitary work. Commissioner Bartlebaugh asked do you see the full time equivalent of staffing returning back to 1.8 FTE. Mr. McDonald said yes. Commissioner Wolthuis said do you think it’s wise to look at additional staffing until you get yourself situated in the new building. He said there is a financial burden purchasing Hosselkus Chapel and adding staff. Mr. McDonald said it would be difficult to add staff now at the Community

Center. It would be six to nine months after moving in to the Chapel before he would fill the position. Commissioner Manzione said this document achieves the purpose that he was looking for. He said this is a planning document and will still go through revisions. Mr. McDonald said he is still waiting to hear from Carriage Services to see if they accept their offer. Commissioner Bartlebaugh said in this proposal you have one large office and two small offices. Who do you see in these offices? Mr. McDonald said he would be in the large office and Mr. Barnhill would be in a small office and an available extra office for potential future staff.

8.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. McDonald reported a cash balance of \$161K.

8.b. PROPOSED BUDGET: Mr. McDonald reported the Crockett Sanitary Department is on a strong financial foundation with estimated expenses for the collection system, treatment plant, and administrative cost centers all under budget. The contingency and rate stabilization reserves will not be used this year. No budget deficit is forecast for the department for the year ending June 30, 2020 and there is no need to revise its current budget. Commissioner Bartlebaugh said he thought the additional staff position was for a Construction Management position. Mr. McDonald said that it is a possibility but the District Board Staffing Management Ad Hoc Committee still has work to do before any final determination is made. Commissioner Manzione said it looks like you have spent a lot of money on insurance. Mr. McDonald said liability insurance is the primary driver for this increase. He said property insurance rates will increase next year.

8.c. VIDEO OUTREACH: Mr. McDonald reported Rodeo Sanitary District reached out to staff and asked if we would like to collaborate with our nearby sister cities to reach residents within Crockett, Rodeo and Hercules with a targeted wipes clog pipes YouTube advertising campaign. The initial start-up for each city/district would be \$500. Mike Kirker asked staff if they thought C&H would be interested. Mr. McDonald said he will reach out to C&H. Commissioner Manzione said the Crockett Community Foundation could be approached about a grant. Mr. McDonald said he will put this down as a future agenda item for list of alternatives.

9.a. STAFF REPORT ON OPERATIONS: Mr. McDonald reported West County Wastewater District has finished rodding outstanding line segments. Payment was received from John Swett High School for their share of the Carquinez Middle School sewer project. Commissioner Bartlebaugh asked if the monthly installment has come in from C&H. Mr. McDonald will reach out to them to see where the payment is.

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

9.c. STAFF ANNOUNCEMENTS: Mr. McDonald reported there are still ongoing challenges for the next couple of months due to COVID-19. He said the pool is planning to open on Monday, June 22.

10.a. WASTEWATER COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. INTER-AGENCY MEETINGS: None

11. FUTURE AGENDA ITEMS:

Capacity Charge Accessory Dwelling Unit (ADU) Ordinance (Aug.).
Recommend award of contract(s).
Recommend payment for sewer project(s).

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 8:03 PM until July 15, 2020.

Respectfully submitted,



Susan Witschi
June 24, 2020

CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525
850 Pomona Street
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MINUTES OF BUDGET & FINANCE COMMITTEE MEETING AUGUST 20, 2020

CALL TO ORDER: The meeting was called to order at 11:01 AM by Director Peterson. Also present was Director MacKenzie and General Manager McDonald.

PUBLIC COMMENTS: None

1. PURCHASING AND MATERIAL POLICY: Proposal to modify the Purchasing and Materials Policy of the District was presented by Mr. McDonald. The committee supports submitting the proposed additions to Regional Government Services (RGS) for comment and to have them confirm the proposed policy changes meets Federal, State, and local procurement standards. It was suggested that the purchasing authority limits in the policy be standardized and that updates to the purchasing limits can be modified in the future by Board resolution. The committee supports increasing the General Manager's authority for spending from \$5K to \$10K at the same time the purchasing and material policy is revised.
2. CAPITILIZATION THRESHOLD: Mr. McDonald asked that the capitalization threshold in the District's Capital Asset Capitalization Policy be increased to meet the Government Finance Officers Association (GFOA) best practices recommended minimum threshold of \$5K, up from the current \$1K. The committee supports the increase and recommends submittal of policy change to the Board.
3. CAPITAL INVENTORY AND DEPRECIATION SCHEDULE: Discussion on the need to develop capital inventory list of fixed assets as recommended by our independent auditor and required by Government Accounting Standards Board (GASB) statements. Mr. McDonald estimates that it will take a consultant 10 days to gather information on capital assets and create an inventory list to include year of purchase, cost, life of the capital asset, and its accumulated depreciation. He said consulting costs could be lowered by having staff do most of the leg work in developing the list. The total cost of the project in staff and consulting costs is estimated between \$5K and \$12K. Mr. Peterson said the General Manager will have to go through all the records as he is the only one who will know what to look for. Mr. McDonald will begin the project and will submit a consultant contract to the Board once draft capital list has been created and historical records found.
4. DELEGATION OF AUTHROITY: Mr. MacKenzie said his main concern is that the Board must have final authority on issues that concern the District and that the current policy gives too much authority to the Commissions for too many items. He believes the Commissions serve an important role but that they are an advisory body only and as such the policy should reflect this. Mr. Peterson said the policy was developed when the District was young, it has served its purpose well over the years, but it may be time to revisit. Mr. McDonald will review the policy and will suggest modifications that will confirm Board authority over critical issues. Mr. Peterson suggested getting feedback from the Commissions on management's suggestions then bringing it to the full Board for consideration.

5. OTHER BUDGETARY ISSUES OF CONCERN: Mr. McDonald reported that the District's property insurance renewal for 2020 was received and the premium increased 51%, from \$5,734 to \$8,677. Much of the increase was due to the increased appraisal value and replacement cost for the Crockett Sanitary Department Equalization Tank. We had expected a 15-20% rate increase across the board due to various property losses incurred in California over the last few years. Mr. McDonald shared with the committee that the CalPERS retirement Employer Normal Cost Rate for FY 21-22 will be lower than this current year; it will be 8.65%, down from 8.794% for the classic miscellaneous plan. The list of Contra Costa County LAFCO Municipal Service Review suggestions to improve the transparency of our District financials is still pending development. Staff hopes it can begin to integrate the list of changes into the FY 20/21 financial reports, but more accounting resources will be required to complete all recommended items.

ADJOURNMENT: The meeting was adjourned at 11:55 AM.

Respectfully submitted,

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

Dale McDonald
August 25, 2020

CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525
 850 Pomona Street
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MONTHLY SUMMARY WORKSHEET

PREPARED FOR BD. MTG: 8-26-20 <hr style="border-top: 1px dashed black;"/> CCSD FUND 3240 <hr style="border-top: 1px dashed black;"/> CASH CARRIED FORWARD: <u>REC DEPT:</u> \$9,984.77 ACTIVITY: 19-20 Housing In Lieu \$2.13 <hr style="border-top: 1px dashed black;"/> CASH BALANCE (Rec): \$9,986.90 <hr style="border-top: 1px dashed black;"/> ADV ON TAXES (Rec): \$51,715.31 060 Adv beginning bal \$0.00 Prop Tax Alloc FY2021 \$51,641.09 Ending Balance \$51,641.09 160 Supplmt begin bal \$29.70 PY SEC UNS Cash Trns \$74.22 Zero out till Dec 2020 (\$29.70) Ending Balance \$74.22 <hr style="border-top: 1px dashed black;"/> FUND BALANCE (Rec): \$61,702.22 <hr style="border-top: 1px dashed black;"/>	LATEST FUND REPORT: 8-12-20 <hr style="border-top: 1px dashed black;"/> CCSD FUND 3240 <hr style="border-top: 1px dashed black;"/> CASH CARRIED FORWARD: <u>CVSAN DEPT:</u> \$29,911.60 ACTIVITY: 19-20 Housing In Lieu \$12.40 <hr style="border-top: 1px dashed black;"/> CASH BALANCE (CVSan): \$29,924.00 <hr style="border-top: 1px dashed black;"/> ADV ON TAXES (CVSan): \$300,448.89 060 Adv beginning bal \$0.00 Prop Tax Alloc FY2021 \$300,017.67 Ending Balance \$300,017.68 160 Supplmt begin bal \$172.50 PY SEC UNS Cash Trns \$431.22 Zero out till Dec 2020 (\$172.50) Ending Balance \$431.22 <hr style="border-top: 1px dashed black;"/> FUND BALANCE (CVSan): \$330,372.89 <hr style="border-top: 1px dashed black;"/> MAINT DEPT PROPERTY TAXES ALLOC: Cash Carried Forward \$0.00 No activity \$0.00 Cash Balance (Maint) \$0.00 060 Adv Beginning Bal \$0.00 Prop Tax Alloc 20-21 \$15,105.00 Ending Balance \$15,105.00 <hr style="border-top: 1px dashed black;"/> FUND BALANCE (Maint): \$15,105.00 <hr style="border-top: 1px dashed black;"/> TOTAL CSD 3240 BALANCE: \$407,180.10 <hr style="border-top: 1px dashed black;"/>
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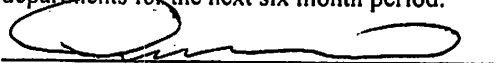
Members of the Board: Luigi Barassi, Michael Kirker, John MacKenzie, Kent Peterson, Emma Sutton

CROCKETT COMMUNITY SERVICES DISTRICT
INVESTMENT REPORT

AS OF JULY 31, 2020

<u>Beginning invested balance:</u> <u>7/1/2020</u>	<u>\$ 4,384,061.87</u>
 <u>RECREATION DEPT. OPERATING FUND 3241</u>	
LOCAL AGENCY INVESTMENT FUND - Rate 1.36% on 7/15	\$ 425,179.03
Activity: Interest 4th Qtr (7/15)	\$ 1,487.40
Transfer to cash (8/6)	\$ (70,000.00)
Ending balance:	\$ 356,666.43
 <u>MAINTENANCE DEPT. MEMORIAL HALL FUND 3242</u>	
LOCAL AGENCY INVESTMENT FUND - Rate 1.36% on 7/15	\$ 187,421.52
Activity: Interest 4th Qtr (7/15)	\$ 651.88
Ending balance:	\$ 188,073.40
 <u>PORT COSTA SANITARY DEPT. OPERATING FUND 3425</u>	
LOCAL AGENCY INVESTMENT FUND - Rate 1.36% on 7/15	\$ 222.54
Activity: Interest 4th Qtr (7/15)	\$ 0.69
Ending balance:	\$ 223.23
 <u>CROCKETT SANITARY DEPT. OPERATING FUND 3426</u>	
LOCAL AGENCY INVESTMENT FUND - Rate 1.36% on 7/15	\$ 2,806,138.30
Activity: Interest 4th Qtr (7/15)	\$ 10,098.08
Transfer to cash (8/6)	\$ (150,000.00)
CC County Adj TJ005300 (7/16)	\$ (0.07)
Ending balance:	\$ 2,666,236.31
 <u>CROCKETT SANITARY DEPT. CONSTRUCTION FUND 3427</u>	
LOCAL AGENCY INVESTMENT FUND - Rate 1.36% on 7/15	\$ 894,294.96
Activity: Interest 4th Qtr (7/15)	\$ 3,263.12
Ending balance:	\$ 897,558.08
 <u>CROCKETT SANITARY DEPT. CAPITAL RESERVE FUND 3429</u>	
LOCAL AGENCY INVESTMENT FUND - Rate 1.36% on 7/15	\$ 70,805.52
Activity: Interest 4th Qtr (7/15)	\$ 258.35
Ending balance:	\$ 71,063.87
<u>Closing invested balance:</u> <u>7/31/2020</u>	<u>\$ 4,179,821.32</u>

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


Dale McDonald, General Manager

Date: 8/24/2020

CROCKETT MAINTENANCE DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

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website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BD. MTG: 8/26/20 LATEST FUND REPORT: 8/12/20

OPERATING FUND 3242		:	BALANCES BY CLASS	
CASH CARRIED FORWARD:	\$12,174.02	:	MEMORIAL HALL	
		:	Walk Honor & P66	\$243,500.00
ACTIVITY:		:	Arch. Phase1	(\$15,427.99)
CHECKS and PAYMENTS		:	Engnr. Phase1	(\$33,934.00)
Warrants (428)	(\$798.28)	:	Other CapX	(\$4,605.65)
Payroll recovery	(235.34)	:	WofH P66 Balance	\$189,532.36
Investment Services	(\$24.00)	:	Other MH O&M Bal.	\$8,638.14
		:		
DEPOSITS		:	BRIDGEHEAD	\$1,176.52
None	\$0.00	:	PLAZA/FENCES/LIGHTS	(\$1,001.36)
		:	DOGPARK COST CENTER	\$844.14
		:		
CASH BALANCE:	\$11,116.40	:	ACCRUED DEBT:	
INVESTED (MH) BEG. BAL:	\$187,421.52	:	PY due REC Dept.	\$8,000.00
Interest	\$651.88	:	PCADVISORY due MH	\$1,170.20
		:		
INVESTED (MH) END. BAL:	\$188,073.40	:		
		:		
FUND BALANCE:	\$199,189.80	:	TAXES held in 3240	\$15,105.00

08/20/20

Reconciliation Detail

FUND 3242 - MAINTENANCE, Period Ending 08/12/2020

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							199,595.54
Cleared Transactions							
Checks and Payments - 4 Items							
Transfer	07/08/2020			Payroll recovery MAINT to CVSan Jun...	X	-85.88	-85.88
Check	07/15/2020			Service Charge	X	-24.00	-109.88
Check	08/07/2020	428	CSRMA	Property Insurance - 7/1/2020 - 7/1/20...	X	-798.28	-908.16
Transfer	08/11/2020			Payroll recovery July 2020	X	-149.46	-1,057.62
Total Checks and Payments						-1,057.62	-1,057.62
Deposits and Credits - 1 item							
Deposit	07/15/2020			Interest	X	651.88	651.88
Total Deposits and Credits						651.88	651.88
Total Cleared Transactions						-405.74	-405.74
Cleared Balance						-405.74	199,189.80
Register Balance as of 08/12/2020						-405.74	199,189.80
Ending Balance						-405.74	199,189.80

CROCKETT POLICE LIAISON COMMITTEE

of the Crockett Community Services District

P.O. Box 578 – Crockett, CA 94525
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FINANCIAL REPORT

AS OF AUGUST 31, 2020

Opening balance: 8/1/2020 \$7,932.86

Activity:

<u>Revenue</u>	
Clancy July Settlement (8/17)	\$297.18

Expenditures

Payroll recovered in August - *none* -

Current balance as of 8/31/2020 \$8,230.04

Last Clancy settlement report was received for Juuly 2020. Staff spent approximately 0.08 hours on PLC issues in August with payroll costs to be recovered in September.



District Finance Officer

//admin/districtsecretary/plc/financialreport

CROCKETT RECREATION DEPARTMENT

of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525

Telephone (510) 787-2414

Fax (510) 787-3049

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MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD. MTC 8-26-20

LATEST FUND REPORT: 8-12-20

OPERATING FUND 3241

CASH CARRIED FORWARD: \$69,551.95

INVESTED BALANCE: \$425,179.03

Trns to cash (\$70,000.00)

ACTIVITY:

Interst 4th qtr \$1,487.40

NET INVESTED: \$356,666.43

CHECKS AND PAYMENTS

Warrants 8735-8842 * (\$108,140.60)

\$49,522.82 c/d deposits

Wells Fargo CC Fees (\$32.32)

\$307,143.61 avail. funds

Payroll recovery (\$4,314.59)

Investment fees (\$26.00)

FUND BALANCE: \$407,229.10

* Includes \$8,544 in COVID19 refunds

DEPOSITS AND CREDITS

Trns from Investment: \$70,000.00

*** Below held in cash account ***

C/D BEGINNING BALANCE: \$47,122.82

c/d deposit receipts \$0.00

c/d deposit refunds \$2,400.00

Comm Center Booking \$400.00

Trnsfr recovery \$0.00

Senior Nutrition rent \$1,200.00

NET C/D ENDING BALANCE: \$49,522.82

Aquatics rents \$2,232.00

CAP / RESTRICTED BAL: \$4,439.60

Concessions \$3,184.02

Donations \$ -

Swim admission fees \$9,546.80

No activity \$ -

Aquatics season pass \$2,077.00

NET CAPITAL REPL. BAL: \$4,439.60

Pool lessons \$126.00

Tennis keys \$20.00

POLICE LIAISON BALANCE: \$7,874.64

Cash over (pool) \$16.55

Parking revenue \$67.38

Payroll/Expenses (\$9.16)

Parking fines \$67.38

NET PLC ENDING BALANCE: \$7,932.86

Payroll recov CV-PC \$2,506.30

Graffiti recovery \$105.00

C&H Donation (restric) \$500.00

State Fund Dividend \$1,543.18

XMAS LIGHT BEG BALANCE: \$496.57

No activity \$0.00

XMAS LIGHT END BALANCE: \$496.57

CERT ACTIVITY: None \$0.00

CERT Ending Balance: \$0.00

CASH BALANCE: \$50,562.67

ADV ON TAXES : \$0.00

No activity \$0.00

PETTY CASH BALANCE: \$60.00

TAXES held in 3240: \$ 61,702.22

CO.charges in 3240: \$ -

NET ADV ON TAXES: \$0.00

ACCRUED CREDIT: \$ 8,000.00

PY due from MAINT Dept.

\\rec\bud&fin\wrksht.xls

CROCKETT COMMUNITY SERVICES DISTRICT

Reconciliation Detail

08/24/20

FUND 3241 - RECREATION, Period Ending 08/12/2020

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							494,730.98
Cleared Transactions							
Checks and Payments - 112 Items							
Check	07/07/2020	8766	Planchon Roofing, Inc.	Siliconer roof coating on po...	X	-10,000.00	-10,000.00
Check	07/07/2020	8771	Raquel Santana-Piz...	Cancellation of event 8/22/2...	X	-4,794.00	-14,794.00
Liability ...	07/07/2020	8758	CalPERS Public Em...	Retir., 457, Unfunded Liab, ...	X	-4,380.26	-19,174.26
Check	07/07/2020	8757	MEYERS NAVE	Attorney May 2020	X	-3,987.55	-23,161.81
Paycheck	07/07/2020	8735	RONALD D. WILSON	Payroll June 2020	X	-2,569.83	-25,731.64
Paycheck	07/07/2020	8736	SUSAN G. WITSCHI	Payroll June 16-30	X	-2,224.74	-27,956.38
Check	07/07/2020	8765	PG&E	Electricity and Gas	X	-2,171.60	-30,127.98
Liability ...	07/07/2020	8759	SDRMA	Health Benefits Mem 5505	X	-1,636.08	-31,764.06
Check	07/07/2020	8764	NorCal Lifeguard Tr...	Lifeguard class for employee...	X	-1,375.00	-33,139.06
Liability ...	07/07/2020	8755	UNITED STATES T...	FedTax Liability	X	-1,034.68	-34,173.74
Check	07/07/2020	8763	LESLIE'S POOL SU...	Pool chemicals and supplies	X	-700.36	-34,874.10
Paycheck	07/07/2020	8749	MADISON A. KOZIER	Payroll June 16-30	X	-594.73	-35,468.83
Check	07/07/2020	8767	Sierra Chemical Co...	Sodium Hypochlorite delivery	X	-521.67	-35,990.50
Paycheck	07/07/2020	8751	PAIGE E. PAULSELL	Payroll June 16-30	X	-472.88	-36,463.38
Paycheck	07/07/2020	8741	CASSANDRA D. C...	Payroll June 16-30	X	-380.53	-36,843.91
Paycheck	07/07/2020	8746	JUSTIN T. CROW	Payroll June 16-30	X	-365.18	-37,209.09
Check	07/07/2020	8762	AT&T	Telephone AC 5107872414	X	-364.76	-37,573.85
Paycheck	07/07/2020	8754	ZOE H. LABINSKI	Payroll June 16-30	X	-354.26	-37,928.11
Paycheck	07/07/2020	8740	ASHER H. LABINSKI	Payroll June 16-30	X	-334.13	-38,262.24
Paycheck	07/07/2020	8737	TREVOR B. DEES	Payroll June 16-30	X	-309.97	-38,572.21
Check	07/07/2020	8760	Streamline	Web hosting 6-months Invoi...	X	-291.00	-38,863.21
Paycheck	07/07/2020	8744	HARIKESH SHRI-S...	Payroll June 16-30	X	-290.91	-39,154.12
Paycheck	07/07/2020	8750	MONICA A. MUNOZ	Payroll June 16-30	X	-290.91	-39,445.03
Paycheck	07/07/2020	8743	GABRIEL J. OSTI	Payroll June 16-30	X	-262.96	-39,707.99
Paycheck	07/07/2020	8745	JOCELYN M. OSTI	Payroll June 16-30	X	-232.03	-39,940.02
Paycheck	07/07/2020	8753	STELLA T.E. MANN...	Payroll June 16-30	X	-207.57	-40,147.59
Check	07/07/2020	8770	RONALD D. WILSON	Mileage reimbursement Jun...	X	-181.13	-40,328.72
Paycheck	07/07/2020	8748	MADELINE H. LEV...	Payroll June 16-30	X	-148.67	-40,477.39
Paycheck	07/07/2020	8752	SKYLER X. PASCH...	Payroll June 16-30	X	-122.36	-40,599.75
Paycheck	07/07/2020	8738	ANDREW B. TAW	Payroll June 16-30	X	-122.36	-40,722.11
Liability ...	07/07/2020	8756	EMPLOYMENT DE...	EDD State Tax Liability	X	-120.15	-40,842.26
Check	07/07/2020	8761	Alhambra & Sierra S...	Concessions water	X	-120.10	-40,962.36
Paycheck	07/07/2020	8739	ARIEL I. FISCHER	Payroll June 16-30	X	-116.25	-41,078.61
Paycheck	07/07/2020	8747	LINDSAY A. BARR...	Payroll June 16-30	X	-116.25	-41,194.86
Paycheck	07/07/2020	8742	DAMIAN A. FISCHER	Payroll June 16-30	X	-67.30	-41,262.16
Check	07/07/2020	8769	MADISON A. KOZIER	Recoverable expenses June...	X	-26.41	-41,288.57
Check	07/07/2020	8768	TERMINIX	Pest control June shortfall ...	X	-15.00	-41,303.57
Transfer	07/08/2020			Payroll recovery June 2020	X	-1,582.36	-42,885.93
Check	07/15/2020			Service Charge	X	-26.00	-42,911.93
Check	07/20/2020	8800	SR Smith, LLC	Automatic Pool Reel Winder	X	-8,148.32	-51,060.25
Check	07/20/2020	8805	Hector Navarro	Cancellation of Sept 5 2020 ...	X	-4,200.00	-55,260.25
Check	07/20/2020	8806	U.S. BANK	Various	X	-3,068.47	-58,328.72
Check	07/20/2020	8802	William Doty Constr...	MPR Painting	X	-2,400.00	-60,728.72
Paycheck	07/20/2020	8790	SUSAN G. WITSCHI	Payroll July 1-15	X	-2,192.68	-62,921.40
Check	07/20/2020	8801	TERRACARE ASS...	Landscaping services	X	-2,171.00	-65,092.40
Check	07/20/2020	8795	EBMUD	Water	X	-1,652.46	-66,744.86
Check	07/20/2020	8804	Liliana Pintor	Cancellation of event for No...	X	-1,650.00	-68,394.86
Check	07/20/2020	8799	Sierra Chemical Co...	Chemicals	X	-1,144.08	-69,538.94
Check	07/20/2020	8793	CONTRA COSTA H...	HAZMAT A/N AR0036493; ...	X	-1,040.00	-70,578.94
Liability ...	07/20/2020	8791	STATE COMPENS...	Workers Comp	X	-925.18	-71,504.12
Check	07/20/2020	8797	LESLIE'S POOL SU...	Chemicals	X	-812.26	-72,316.38
Paycheck	07/20/2020	8784	MONICA A. MUNOZ	Payroll July 1-15	X	-639.37	-72,955.75
Paycheck	07/20/2020	8778	HARIKESH SHRI-S...	Payroll July 1-15	X	-483.83	-73,439.58
Paycheck	07/20/2020	8779	JOCELYN M. OSTI	Payroll July 1-15	X	-470.24	-73,909.82
Check	07/20/2020	8794	DENALECT ALARM...	Annual Alarm Charge	X	-468.00	-74,377.82
Check	07/20/2020	8796	KEL-AIRE HEATIN...	Annual HVAC Service	X	-465.00	-74,842.82
Paycheck	07/20/2020	8782	MADLINE H. LEV...	Payroll July 1-15	X	-461.80	-75,304.62
Paycheck	07/20/2020	8787	STELLA T.E. MANN...	Payroll July 1-15	X	-448.58	-75,753.20
Paycheck	07/20/2020	8789	TREVOR B. DEES	Payroll July 1-15	X	-427.01	-76,180.21
Paycheck	07/20/2020	8781	LINDSAY A. BARR...	Payroll July 1-15	X	-403.80	-76,584.01
Paycheck	07/20/2020	8786	SKYLER X. PASCH...	Payroll July 1-15	X	-400.75	-76,984.76
Paycheck	07/20/2020	8780	JUSTIN T. CROW	Payroll July 1-15	X	-378.35	-77,363.11
Paycheck	07/20/2020	8783	MADISON A. KOZIER	Payroll July 1-15	X	-369.40	-77,732.51
Paycheck	07/20/2020	8785	PAIGE E. PAULSELL	Payroll July 1-15	X	-368.47	-78,100.98
Check	07/20/2020	8792	CONTRA COSTA C...	LAFCO Appt. FY 20-21 In...	X	-364.06	-78,465.04

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CROCKETT COMMUNITY SERVICES DISTRICT

Reconciliation Detail

08/24/20

FUND 3241 - RECREATION, Period Ending 08/12/2020

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Paycheck	07/20/2020	8777	GABRIEL J. OSTI	Payroll July 1-15	X	-358.88	-78,823.92
Paycheck	07/20/2020	8773	ARIEL I. FISCHER	Payroll July 1-15	X	-345.68	-79,169.60
Check	07/20/2020	8798	PG&E	Gas & Electric	X	-333.94	-79,503.54
Paycheck	07/20/2020	8776	DAMIAN A. FISCHER	Payroll July 1-15	X	-324.27	-79,827.81
Paycheck	07/20/2020	8774	ASHER H. LABINSKI	Payroll July 1-15	X	-321.75	-80,149.56
Paycheck	07/20/2020	8772	ANDREW B. TAW	Payroll July 1-15	X	-296.73	-80,446.29
Paycheck	07/20/2020	8775	CASSANDRA D. C...	Payroll July 1-15	X	-278.43	-80,724.72
Paycheck	07/20/2020	8788	ZOE H. LABINSKI	Payroll July 1-15	X	-192.94	-80,917.66
Check	07/20/2020	8803	HARIKESH SHRI-S...	Staff Building	X	-95.15	-81,012.81
Transfer	07/21/2020			State Fund Dividend - All de...	X	-908.57	-81,921.38
Check	08/07/2020	8839	EBMUD	Water	X	-3,244.78	-85,166.16
Check	08/07/2020	8833	CSRMA	Property Insurance - 7/1/202...	X	-3,167.11	-88,333.27
Liability ...	08/07/2020	8828	UNITED STATES T...	FedTax Liability	X	-2,940.12	-91,273.39
Check	08/07/2020	8840	PG&E	Gs & Electricity 82...	X	-2,907.82	-94,181.21
Paycheck	08/07/2020	8807	RONALD D. WILSON	Payroll July 2020	X	-2,569.83	-96,751.04
Paycheck	08/07/2020	8825	SUSAN G. WITSCHI	Payroll July 16-31	X	-2,340.81	-99,091.85
Liability ...	08/07/2020	8831	SDRMA	Health Benefits Mem. #5505	X	-1,636.08	-100,727.93
Liability ...	08/07/2020	8827	CalPERS Public Em...	CalPERS Retir. & 457 Plan	X	-1,085.08	-101,813.01
Paycheck	08/07/2020	8814	HARIKESH SHRI-S...	Payroll July 16-31	X	-707.34	-102,520.35
Paycheck	08/07/2020	8821	PAIGE E. PAULSELL	Payroll July 16-31	X	-604.27	-103,124.62
Paycheck	08/07/2020	8809	ARIEL I. FISCHER	Payroll July 16-31	X	-564.11	-103,688.73
Paycheck	08/07/2020	8812	DAMIAN A. FISCHER	Payroll July 16-31	X	-564.11	-104,252.84
Paycheck	08/07/2020	8816	JUSTIN T. CROW	Payroll July 16-31	X	-539.14	-104,791.98
Paycheck	08/07/2020	8822	SKYLER X. PASCH...	Payroll July 16-31	X	-504.81	-105,296.79
Paycheck	08/07/2020	8820	MONICA A. MUNOZ	Payroll July 16-31	X	-446.05	-105,742.84
Paycheck	08/07/2020	8819	MADISON A. KOZIER	Payroll July 16-31	X	-408.20	-106,151.04
Check	08/07/2020	8835	AT&T	Telephone comm center an...	X	-372.41	-106,523.45
Paycheck	08/07/2020	8810	ASHER H. LABINSKI	Payroll July 16-31	X	-365.05	-106,888.50
Paycheck	08/07/2020	8811	CASSANDRA D. C...	Payroll July 16-31	X	-358.88	-107,247.38
Paycheck	08/07/2020	8823	STELLA T.E. MANN...	Payroll July 16-31	X	-354.86	-107,602.24
Liability ...	08/07/2020	8829	EMPLOYMENT DE...	EDD State Tax Liability	X	-350.70	-107,952.94
Paycheck	08/07/2020	8808	ANDREW B. TAW	Payroll July 16-31	X	-331.62	-108,284.56
Paycheck	08/07/2020	8824	ZOE H. LABINSKI	Payroll July 16-31	X	-303.65	-108,588.21
Paycheck	08/07/2020	8817	LINDSAY A. BARR...	Payroll July 16-31	X	-293.67	-108,881.88
Paycheck	08/07/2020	8818	MADLINE H. LEV...	Payroll July 16-31	X	-290.99	-109,172.87
Paycheck	08/07/2020	8826	TREVOR B. DEES	Payroll July 16-31	X	-278.34	-109,451.21
Paycheck	08/07/2020	8813	GABRIEL J. OSTI	Payroll July 16-31	X	-253.68	-109,704.89
Check	08/07/2020	8842	RONALD D. WILSON	Mileage Reimbursement - July	X	-222.53	-109,927.42
Paycheck	08/07/2020	8815	JOCELYN M. OSTI	Payroll July 16-31	X	-210.38	-110,137.80
Check	08/07/2020	8834	Alhambra & Sierra S...	Concessions water	X	-147.60	-110,285.40
Check	08/07/2020	8836	LESLIE'S POOL SU...	Waterline Scrubber/De Scal...	X	-142.40	-110,427.80
Check	08/07/2020	8837	LINCOLN AQUATICS	Pocket Mask / Hip Pack	X	-82.41	-110,510.21
Liability ...	08/07/2020	8830	LINCOLN FINANCI...	LTD Insurance CCSVD-BL-...	X	-69.19	-110,579.40
Check	08/07/2020	8841	Susan Witschi	Mileage Reimbursement - July	X	-42.55	-110,621.95
Check	08/07/2020	8832	MEYERS NAVE	General Advice	X	-20.58	-110,642.53
Check	08/07/2020	8838	TERMINIX	Pest Control	X	-15.00	-110,657.53
Transfer	08/11/2020			Payroll recovery July 2020	X	-2,000.46	-112,657.99
Total Checks and Payments						-112,657.99	-112,657.99
Deposits and Credits - 77 items							
Deposit	07/01/2020			Pool Deposit #10	X	259.00	259.00
Deposit	07/02/2020			Pool Deposit #11	X	281.75	540.75
Deposit	07/07/2020			Pool Deposit #10 - cc	X	260.00	800.75
Deposit	07/07/2020			Pool Deposit #12	X	271.80	1,072.55
Deposit	07/07/2020			Pool Deposit #13	X	319.50	1,392.05
Deposit	07/07/2020			Pool Deposit #14	X	397.50	1,789.55
Deposit	07/07/2020			Pool Deposits #11-13 - cc	X	654.50	2,444.05
Transfer	07/08/2020			Payroll recovery PCSan to ...	X	109.21	2,553.26
Deposit	07/08/2020			Pool Deposit #14 - cc	X	400.00	2,953.26
Deposit	07/10/2020			Pool Deposit #15 - cc	X	117.25	3,070.51
Deposit	07/10/2020			Pool Deposit #17	X	159.50	3,230.01
Deposit	07/10/2020			Pool Deposit #15	X	172.00	3,402.01
Deposit	07/10/2020			Pool Deposit #16 - cc	X	174.50	3,576.51
Deposit	07/10/2020			Pool Deposit #16	X	297.75	3,874.26
Deposit	07/10/2020			Pool Deposit #18	X	399.50	4,273.76
Deposit	07/10/2020			DP811089	X	2,451.75	6,725.51
Deposit	07/10/2020			DP811088	X	2,632.00	9,357.51
Deposit	07/13/2020			Pool Deposit #19	X	276.50	9,634.01

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08/24/20

CROCKETT COMMUNITY SERVICES DISTRICT
Reconciliation Detail
FUND 3241 - RECREATION, Period Ending 08/12/2020

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Deposit	07/13/2020			Pool Deposit #21	X	313.25	9,947.26
Deposit	07/13/2020			Pool Deposit #17 & Rent - cc	X	366.00	10,313.26
Deposit	07/13/2020			Pool Deposit #20	X	407.00	10,720.26
Deposit	07/14/2020			Pool Deposits #18 & #19 - cc	X	386.68	11,106.94
Deposit	07/15/2020			Pool Deposits #20 & #21 - cc	X	427.50	11,534.44
Deposit	07/15/2020			Interest	X	1,487.40	13,021.84
Deposit	07/17/2020			Pool Deposit #23 - cc	X	49.00	13,070.84
Deposit	07/17/2020			Pool Deposit #22 - cc	X	68.50	13,139.34
Deposit	07/17/2020			Pool Deposit #25	X	134.00	13,273.34
Deposit	07/17/2020			Pool Deposit #22	X	140.00	13,413.34
Deposit	07/17/2020			Pool Deposit #23	X	225.25	13,638.59
Deposit	07/17/2020			Pool Deposit #24	X	255.50	13,894.09
Deposit	07/17/2020			DP811455	X	500.00	14,394.09
Deposit	07/20/2020			Pool Deposit #24 - cc	X	80.25	14,474.34
Deposit	07/20/2020			Pool Deposit #26	X	164.25	14,638.59
Deposit	07/20/2020			Pool Deposit #28	X	236.00	14,874.59
Deposit	07/20/2020			Pool Deposit #27	X	254.25	15,128.84
Transfer	07/21/2020			Payroll recovery July 1-15 P...	X	85.33	15,214.17
Deposit	07/21/2020			Pool Deposits #25-27 - cc	X	370.75	15,584.92
Transfer	07/21/2020			Payroll recovery July 1-15 C...	X	710.69	16,295.61
Deposit	07/22/2020			Pool Deposit #28 - cc	X	66.50	16,362.11
Deposit	07/24/2020			Pool Deposit #29	X	42.00	16,404.11
Deposit	07/24/2020			Pool Deposit #30	X	102.00	16,506.11
Deposit	07/24/2020			Pool Deposit #31	X	106.25	16,612.36
Deposit	07/24/2020			Pool Deposit #30 - cc	X	135.00	16,747.36
Deposit	07/24/2020			Pool Deposit #32	X	159.25	16,906.61
Deposit	07/24/2020			DP811861	X	1,067.38	17,973.99
Deposit	07/27/2020			Pool Deposit #31 - cc	X	61.00	18,034.99
Deposit	07/27/2020			Pool Deposit #35	X	208.00	18,242.99
Deposit	07/27/2020			Pool Deposit #34	X	269.50	18,512.49
Deposit	07/28/2020			Pool Deposits #33 & #34 - cc	X	230.50	18,742.99
Deposit	07/28/2020			Pool Deposit #33	X	292.25	19,035.24
Deposit	07/29/2020			Pool Deposit #35 - cc	X	93.00	19,128.24
Deposit	07/31/2020			Pool Deposit #37 - cc	X	80.00	19,208.24
Deposit	07/31/2020			Pool Deposit #36 - cc	X	155.00	19,363.24
Deposit	07/31/2020			Pool Deposit #36	X	157.00	19,520.24
Deposit	07/31/2020			Pool Deposit #38	X	164.00	19,684.24
Deposit	07/31/2020			Pool Deposit #39	X	212.75	19,896.99
Deposit	07/31/2020			Pool Deposit #37	X	257.00	20,153.99
Deposit	08/03/2020			Pool Deposit #38 - cc	X	68.25	20,222.24
Deposit	08/03/2020			Pool Deposit #40	X	249.25	20,471.49
Deposit	08/03/2020			Pool Deposit #41	X	278.55	20,750.04
Deposit	08/03/2020			Pool Deposit #42	X	297.25	21,047.29
Deposit	08/04/2020			Pool Deposits #39-41 - cc	X	407.50	21,454.79
Deposit	08/05/2020			Pool Deposit #42 - cc	X	174.50	21,629.29
Deposit	08/07/2020			Pool Deposit #43 - cc	X	131.00	21,760.29
Deposit	08/07/2020			Pool Deposit #46	X	140.75	21,901.04
Deposit	08/07/2020			Pool Deposit #44 - cc	X	153.00	22,054.04
Deposit	08/07/2020			Pool Deposit #45	X	177.25	22,231.29
Deposit	08/07/2020			Pool Deposit #43	X	233.50	22,464.79
Deposit	08/07/2020			Pool Deposit #44	X	254.75	22,719.54
Deposit	08/10/2020			Pool Deposit #45 - cc	X	72.00	22,791.54
Deposit	08/10/2020			Pool Deposit #48	X	201.52	22,993.06
Deposit	08/10/2020			Pool Deposit #47	X	243.75	23,236.81
Deposit	08/10/2020			Pool Deposit #49	X	415.75	23,652.56
Transfer	08/11/2020			Payroll recovery July 16-31	X	77.41	23,729.97
Deposit	08/11/2020			Pool Deposits #46-48 - cc	X	426.75	24,156.72
Transfer	08/11/2020			Payroll recovery July 16-31	X	791.89	24,948.61
Deposit	08/12/2020			Pool Deposit #49 - cc	X	207.50	25,156.11
Total Deposits and Credits						25,156.11	25,156.11
Total Cleared Transactions						-87,501.88	-87,501.88
Cleared Balance						-87,501.88	407,229.10
Register Balance as of 08/12/2020						-87,501.88	407,229.10

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG: 8-26-20

LATEST FUND REPORT: 8-12-20

OPERATING FUND 3426

CONSTRUCTION FUND 3427

CASH CARRIED FORWARD: \$200,833.37

CASH CARRIED FORWARD \$60,048.28

ACTIVITY:

Warrants (6172-6212) (\$218,084.77)
Investment Fees (\$75.00)

ACTIVITY:

Investment Fee (\$12.00)

Trs from Investments \$150,000.00
Payroll recovery \$6,942.93
Permits \$180.00

CASH BALANCE: \$60,036.28

INVESTED BEGIN BAL.: \$894,294.96

Interest 4th qtr \$3,263.12

CASH BALANCE: \$139,796.53

INVESTED BALANCE: \$897,558.08

FUND 3427 BALANCE: \$957,594.36

ADV ON TAXES:

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

Ending Balance \$0.00

160 Adv Supp Prop tax \$4,117.89
Zero out till Dec (\$4,117.89)

Ending Balance \$0.00

CAPITAL RESERVE FUND 3429

CASH CARRIED FORWARD \$265.00

ACTIVITY:

Investment Fee (\$2.00)

INVESTED BEG. BALANCE: \$2,806,138.30

Interest 4th qtr \$10,098.08

Trns to cash 8/6 (\$150,000.00)

CC Adj TJ005300 7/16 (\$0.07)

Ending Balance: \$2,666,236.31

CASH BALANCE: \$263.00

INVESTED BEGIN BAL.: \$70,805.52

Interest 4th qtr \$258.35

INVESTED BALANCE: \$71,063.87

FUND 3426 BALANCE: \$2,806,032.84

FUND 3429 BALANCE: \$71,326.87

TAXES held in 3240: \$330,372.89

CO.charges in 3240: \$0.00

ACCURED DEBT OWED TO CVAN:

CONTRACTOR BONDS ON FILE:

PCSAN DEPT. \$452,196.85

28 contractors \$28,500.00

CROCKETT COMMUNITY SERVICES DISTRICT
Reconciliation Detail
FUND 3426 - CV SANITARY - O&M, Period Ending 08/12/2020

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							3,011,089.56
Cleared Transactions							
Checks and Payments - 46 Items							
Check	07/01/2020		CONTRA COSTA COUNTY ...	Zero out 160 Adv on Supp tax t...	X	-4,117.89	-4,117.89
Check	07/07/2020	6182	L.R. PAULSELL CONSULTI...	High pressure cleaning sewers ...	X	-10,868.75	-14,986.64
Liability C...	07/07/2020	6176	CalPERS Public Employees ...	Retir., 457, Unfunded laib, 195...	X	-9,687.33	-24,673.97
Paycheck	07/07/2020	6172	DALE A. McDONALD	Payroll June 2020	X	-4,464.10	-29,138.07
Paycheck	07/07/2020	6173	JAMES G. BARNHILL	Payroll June 2020	X	-4,274.13	-33,412.20
Check	07/07/2020	6181	PG&E	Electricity May-June	X	-2,615.88	-36,028.08
Check	07/07/2020	6183	WEST COUNTY WASTEWA...	Contract billing May 2020 Invoi...	X	-2,549.61	-38,577.69
Liability C...	07/07/2020	6174	UNITED STATES TREASU...	FedTax Liability	X	-1,524.84	-40,102.53
Liability C...	07/07/2020	6177	SDRMA	Health Benefits Mem. #5505	X	-892.50	-40,995.03
Check	07/07/2020	6179	Streamline	Web hosting 6-months Invoice ...	X	-667.80	-41,662.83
Liability C...	07/07/2020	6175	EMPLOYMENT DEVELOPM...	EDD State Tax Liability	X	-440.53	-42,103.36
Check	07/07/2020	6180	AT&T	Telephone	X	-191.98	-42,295.34
Check	07/07/2020	6178	MEYERS NAVE	Attorney costs May 2020	X	-59.21	-42,354.55
Check	07/07/2020	6184	SUSAN G. WITSCHI	Mileage reimbursement June 2...	X	-12.65	-42,367.20
Check	07/15/2020			Service Charge	X	-75.00	-42,442.20
Check	07/16/2020			Investment Adjustmet TJ00530...	X	-0.07	-42,442.27
Check	07/20/2020	6189	C&H SUGAR CO.	JTP shared op costs May 2020	X	-54,608.37	-97,050.64
Check	07/20/2020	6188	APB GENERAL ENGINEERI...	Emergency sewer replacement...	X	-42,126.73	-139,177.37
Check	07/20/2020	6190	CITY NATIONAL BANK	Loan Agreement #06-045-AF	X	-27,651.07	-166,828.44
Check	07/20/2020	6193	V.W. Housen & Associates	Engineering Hydraulic study an...	X	-13,664.00	-180,492.44
Check	07/20/2020	6194	WEST COUNTY WASTEWA...	Contract services June 2020 In...	X	-7,575.61	-188,068.05
Check	07/20/2020	6192	L.R. PAULSELL CONSULTI...	Capital Project Construction co...	X	-1,392.50	-189,460.55
Check	07/20/2020	6196	TRI-CITY FENCE CO.	EQ fence damage repair - dow...	X	-1,219.50	-190,680.05
Check	07/20/2020	6186	CONTRA COSTA CO AUDI...	LAFCO Appnt. FY 20-21 Invol...	X	-835.47	-191,515.52
Check	07/20/2020	6195	U.S. BANK	Various	X	-650.35	-192,165.87
Liability C...	07/20/2020	6185	STATE COMPENSATION IN...	Workers Comp 219383	X	-641.37	-192,807.24
Check	07/20/2020	6187	BAY AREA NEWS GROUP	Ordinance 18-2 publication Ref...	X	-289.80	-193,097.04
Check	07/20/2020	6191	CONTRA COSTA COUNTY ...	Release NOV fee Doc 2016-02...	X	-20.00	-193,117.04
Transfer	07/21/2020			Payroll recovery July 1-15 CVS...	X	-710.69	-193,827.73
Paycheck	08/07/2020	6197	DALE A. McDONALD	Payroll July 2020	X	-4,464.10	-198,291.83
Liability C...	08/07/2020	6199	CalPERS Public Employees ...	CalPERS Retire. & 457 Plan	X	-4,276.38	-202,568.21
Paycheck	08/07/2020	6198	JAMES G. BARNHILL	Payroll July 2020	X	-4,274.12	-206,842.33
Check	08/07/2020	6208	L.R. PAULSELL CONSULTI...	Emergency Sewer Response / ...	X	-4,126.25	-210,968.58
Check	08/07/2020	6205	CSRMA	Property Insurance - 7/1/2020 - ...	X	-2,889.44	-213,858.02
Check	08/07/2020	6211	PG&E	Electricity	X	-2,621.75	-216,479.77
Check	08/07/2020	6210	EBMUD	Water	X	-1,665.72	-218,145.49
Liability C...	08/07/2020	6200	UNITED STATES TREASU...	FedTax Liability	X	-1,542.54	-219,688.03
Liability C...	08/07/2020	6203	SDRMA	Health Benefits Mem. #5505	X	-892.50	-220,580.53
Check	08/07/2020	6207	Regional Government Servic...	Contract Services for June	X	-603.00	-221,183.53
Check	08/07/2020	6212	Old Republic Title	Hossekus Chapel Escrow Dep...	X	-500.00	-221,683.53
Liability C...	08/07/2020	6201	EMPLOYMENT DEVELOPM...	EDD State Tax Liability	X	-452.71	-222,136.24
Check	08/07/2020	6204	MEYERS NAVE	General Advice	X	-347.16	-222,483.40
Check	08/07/2020	6206	AT&T	Telephone service for District o...	X	-195.80	-222,679.20
Check	08/07/2020	6209	USA North	2020 Membership	X	-189.10	-222,868.30
Liability C...	08/07/2020	6202	LINCOLN FINANCIAL GROUP	LTD Insurance - CCSVD-BL-1...	X	-120.12	-222,988.42
Transfer	08/11/2020			Payroll recovery July 16-31	X	-791.89	-223,780.31
Total Checks and Payments						-223,780.31	-223,780.31
Deposits and Credits - 10 Items							
Deposit	07/07/2020			Permits DP810830	X	120.00	120.00
Transfer	07/08/2020			Payroll recovery MAINT to CVS...	X	85.88	205.88
Transfer	07/08/2020			Payroll recovery June 2020	X	1,582.36	1,788.24
Transfer	07/08/2020			Payroll recovery PCSan to CV...	X	2,138.75	3,926.99
Deposit	07/15/2020			Interest	X	10,098.08	14,025.07
Transfer	07/21/2020			State Fund Dividend - All depo...	X	908.57	14,933.64
Deposit	07/24/2020			DP811857 Permir 20-20	X	60.00	14,993.64
Transfer	08/11/2020			Payroll recovery July 2020	X	149.46	15,143.10
Transfer	08/11/2020			Payroll recovery July 2020	X	1,580.03	16,723.13
Transfer	08/11/2020			Payroll recovery July 2020	X	2,000.46	18,723.59
Total Deposits and Credits						18,723.59	18,723.59
Total Cleared Transactions						-205,056.72	-205,056.72
Cleared Balance						-205,056.72	2,806,032.84
Register Balance as of 08/12/2020						-205,056.72	2,806,032.84
Ending Balance						-205,056.72	2,806,032.84

PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

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MONTHLY SUMMARY WORKSHEET

PREPARED FOR MTG.:	8/26/20	LATEST FUND REPORT:	8/12/20

OPERATING FUND 3425			

CASH CARRIED FORWARD:	\$95,868.30	ACCRUED DEBT:	
ACTIVITY:			
CHECKS (1233-1252)	(\$19,674.03)	PYs due CVSan Dept.	\$24,233.49
Payroll recovery	(\$3,990.73)	Loan#2 due CVSan	\$277,963.36
Investment Fee	(\$1.00)	Loan#3 due CVSan	\$150,000.00
Permit Fee 20-21	30.00		

CASH BALANCE:	\$72,232.54	ACCRUED DEBT:	\$452,196.85
ADV ON SUC BEG. BALANCE:	\$0.00		
Close CY SEC Tax	\$0.00		
Ending Balance	\$0.00		
INVESTED BEGIN. BALANCE:	\$222.54		
Interest	\$0.69		
Ending Balance	\$223.23		

FUND BALANCE:	\$72,455.77	\\san\pc\bud&fin\wrksht	

7:27 AM

08/20/20

CROCKETT COMMUNITY SERVICES DISTRICT
Reconciliation Detail
FUND 3425 - PC SANITARY - O&M, Period Ending 08/13/2020

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							96,090.84
Cleared Transactions							
Checks and Payments - 26 Items							
Check	07/07/2020	1235	L.R. PAULSELL CO...	High pressure sewer ...	X	-705.00	-705.00
Check	07/07/2020	1237	CalPERS Public Em...	Unfunded Liability An...	X	-678.46	-1,383.46
Check	07/07/2020	1233	MEYERS NAVE	Attorney advice May ...	X	-484.38	-1,867.84
Check	07/07/2020	1236	PG&E	Electricity May-June 2...	X	-360.77	-2,228.61
Check	07/07/2020	1234	Streamline	Web hosting 6-month...	X	-241.20	-2,469.81
Transfer	07/08/2020			Payroll recovery PCS...	X	-2,138.75	-4,608.56
Transfer	07/08/2020			Payroll recovery PCS...	X	-109.21	-4,717.77
Check	07/15/2020			Service Charge	X	-1.00	-4,718.77
Check	07/20/2020	1242	Valley Operators, LLC	Monthly Service June...	X	-4,400.00	-9,118.77
Check	07/20/2020	1238	BAY AREA AIR QU...	Air Permit Site A1593...	X	-1,638.00	-10,756.77
Check	07/20/2020	1241	L.R. PAULSELL CO...	VPC-200 Manhole Co...	X	-1,350.00	-12,106.77
Check	07/20/2020	1240	Eurofins Calscience ...	Lab - Invoice 570003...	X	-730.00	-12,836.77
Check	07/20/2020	1239	CONTRA COSTA H...	HAZMAT CUPA Fac I...	X	-402.00	-13,238.77
Check	07/20/2020	1243	CONTRA COSTA C...	LAFCO Appnt. FY 20...	X	-301.76	-13,540.53
Check	07/20/2020	1244	BAY AREA NEWS ...	Ordinance 18-3 public...	X	-289.80	-13,830.33
Check	07/20/2020	1245	U.S. BANK	Various	X	-87.07	-13,917.40
Transfer	07/21/2020			Payroll recovery July ...	X	-85.33	-14,002.73
Check	08/07/2020	1250	L.R. PAULSELL CO...	Annual Sewer Cleani...	X	-3,583.75	-17,586.48
Check	08/07/2020	1249	CSRMA	Property Insurance - ...	X	-1,822.17	-19,408.65
Check	08/07/2020	1248	MEYERS NAVE	General Advice	X	-987.12	-20,395.77
Check	08/07/2020	1251	Eurofins Calscience ...	Lab Testing	X	-760.00	-21,155.77
Check	08/07/2020	1246	Sierra Chemical Co...	Multichlor, Sodium Hy...	X	-339.04	-21,494.81
Check	08/07/2020	1247	PG&E	Electricity	X	-281.80	-21,776.61
Check	08/07/2020	1252	Tom List	Installation of water p...	X	-231.71	-22,008.32
Transfer	08/11/2020			Payroll recovery July ...	X	-1,580.03	-23,588.35
Transfer	08/11/2020			Payroll recovery July ...	X	-77.41	-23,665.76
Total Checks and Payments						-23,665.76	-23,665.76
Deposits and Credits - 2 Items							
Deposit	07/15/2020			Interest	X	0.69	0.69
Deposit	08/11/2020			DP812861	X	30.00	30.69
Total Deposits and Credits						30.69	30.69
Total Cleared Transactions						-23,635.07	-23,635.07
Cleared Balance						-23,635.07	72,455.77
Register Balance as of 08/13/2020						-23,635.07	72,455.77
New Transactions							
Checks and Payments - 3 items							
Check	08/21/2020	1253	Valley Operators, LLC	Monthly Service - July...		-4,400.00	-4,400.00
Check	08/21/2020	1255	U.S. BANK	Various 4127134555...		-1,148.98	-5,548.98
Check	08/21/2020	1254	BAY AREA NEWS ...	Legal Notice - Ordina...		-1,082.70	-6,631.68
Total Checks and Payments						-6,631.68	-6,631.68
Total New Transactions						-6,631.68	-6,631.68
Ending Balance						-30,266.75	65,824.09

CROCKETT COMMUNITY SERVICES DISTRICT

CAPITAL ASSET CAPITALIZATION POLICY

(Drafted 5/9/2012 – Adopted 5/23/2012)


General: The District holds certain capital assets which include land, buildings, building improvements, machinery, equipment, furniture, appliances, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single annual reporting period, and;

These assets must be accounted for at historical cost or estimated historical cost and fairly represented in accordance with current standards as established by the Governmental Accounting Standards Board (“GASB”). The District engaged an independent appraiser who estimated the acquisition costs and the realized depreciation of buildings, pumping, and treatment facilities, and capital improvements.

- Procedures:**
- 1) Capital assets are to be capitalized only if they have estimated useful lives of at least two years following the date of acquisition.
 - 2) Capital asset value thresholds for capitalization are to be applied to individual capital assets rather than to groups of similar capital assets.
 - 3) Capital assets to be capitalized must have an initial value of \$1,000 or more. This will be known as the “capitalization threshold” for reporting purposes as is defined in GASB No. 34.
 - 4) Capital assets having values of \$100 to \$1,000 are to be controlled at the department level for insurance and inventory reporting purposes. However, these capital assets will not be capitalized and will not be reported as capital assets in the District’s Annual Audit Report.
 - 5) Value estimates of capital assets required to be reported, but for which no historical documentation is available due to past accounting practices, shall be reviewed by the an independent appraiser or auditor in accordance GASB requirements.
 - 6) An inventory of capitalized capital assets is to be kept in the District office.
 - 7) REPAIR and MAINTENANCE COSTS are expenditures that keep the property in ordinary efficient operating condition. The cost of the repair does not add to the value or prolong the life of the asset. All repair and maintenance costs to capital assets are to be treated as an annual operating expense and charged to the appropriate department or fund.
 - 8) IMPROVEMENTS are expenditures for additions, alterations, and renovations that appreciably prolong the life of the asset, materially increase its value or adapt it to a different use. Improvement costs of \$1,000 or more to individual capital assets are to be capitalized.
 - 9) Depreciation shall be computed using the straight-line method over the estimated useful life of the capital asset.

CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525
850 Pomona Street
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TO: Board of Directors
FROM: Dale McDonald 
SUBJECT: Connection Fee and Capacity Charge Accounting and Reporting
DATE: August 21, 2020

The Mitigation Fee Act (California Government Code Section 66000 et seq.) provides requirements for development of impact fee programs. Most of the Act's provisions were adopted in 1987 as AB 1600 (Cortese) and are sometimes referred to as "AB 1600 requirements." The requirements, which became effective on January 1, 1989, regulate the way that impact fees are imposed on development projects. The agency imposing the fee must (1) identify the purpose of the fee; (2) identify the use to which the fee is to be put, including identifying the public facilities to be financed; (3) show a reasonable relationship (nexus) between the fee's use and the type of development project; (4) show the reasonable relationship between the public facility to be constructed and the type of development; and (5) account for and spend the fees collected only for the purposes and projects specifically used in calculating the fee. As part of the Act, Government Code Section 66013 was substantially amended and more stringent accounting and reporting requirements for fees collected for sewer connection and capacity charges were imposed.

As defined by Government Code Section 66013 a "sewer connection" means the connection of a structure or project to a public sewer system. "Capacity charge" is defined as a charge for facilities in existence at the time a charge is imposed or charges for new facilities to be constructed in the future that are proportional to the person or property being charged.

The Crockett Community Services District Code Chapter 6.12 governs our Capacity Fee Program. District Code Section 6.12.030(A)(4) defines a charge (capacity fee) as a charge permitting an "added burden" on the facilities of the District.

The accounting requirements of AB 1600 require that the District (1) deposit its sewer capacity charges (SCC) and related interest earned into a separate sewer construction fund (SCF); (2) account for those charges in a manner to avoid comingling with other monies of the District; and (3) expend those charges only for the purposes for which the charges were collected. District Code Section 2.28.040 established Fund 3427 as the Crockett Sanitary Department Sewer Construction Fund (SCF).

The law also requires that this information simply be made available to the public within 180 days after the end of the fiscal year. Attached for information only is a copy of the District's annual Revenue and Expenditure Report for the fiscal year ended June 30, 2020 and a report of Capital Projects budgeted for FY 2021/21 that fully comply with the accounting and reporting provisions of Government Code Section 66013.

The report provides details on the Crockett Sanitary Department Fund 3427. The Port Costa Sanitary Department has not collected any capacity charges or connection fees since the County transferred ownership to the District in 2008. The District did not receive a separate balance of Port Costa's Sewer Construction Fund so it appears all funds were comingled prior to 2008. The District has assumed a beginning balance of \$0 for Port Costa's SCF. All construction projects at Port Costa are therefore paid from the general operating fund until the first connection or capacity fee is imposed.

://Admin/B&F/CapacityChargeAccounting.annual.doc

**CROCKETT COMMUNITY SERVICES DISTRICT
CROCKETT SANITARY DEPARTMENT
REVENUE AND EXPENDITURES
YEAR ENDED 6/30/2020**

Description	SCF %	YTD Total	General GF #3426	Construction SCF #3427	Cap. Resrv. CRF. #3429
Beginning General & SCF Cash Balance		\$ 4,178,001	\$ 3,194,685	\$ 913,865	\$ 69,451
Revenue					
Sewer Use Charges	0%	1,475,438	1,475,438		
Property Tax	0%	333,813	333,813		
Sewer Capacity Charge (SCC)	100%	4,850	-	4,850	
Interest	23%	88,616	66,428	20,560	1,628
Other	20%	163,074	131,074	32,000	
Total Revenue	3%	2,065,791	2,006,753	57,410	1,628
Expenditures					
Sewer Collection System - Capital Projects					
1 ECAST Atherton Cooke Pomona Proj C-1002	0%	438,958	438,958		
2 Emerson line replacement E-08-04 to E-08-03 ect C-00-04	0%	32,495	32,495		
3 Sewer replacment Project C-1013 N-00-40A to N-00-40	0%	39,955	39,955		
4 Winslow sewer spot repair C-1017 N-00-40 to N-00-39	0%	13,138	13,138		
5 Emergency repair Wanda V-00-07 to V-00-06	0%	1,934	1,934		
6 Sewer replacement Project C-1018 V-00-06 to V-00-05	0%	40,000	40,000		
7 Pomona & First Project C-1017	0%	9,500	9,500		
8 Unknown Wanda sewer V-14-02 spot repair	0%	3,600	3,600		
9 Alexander partial sewer replacement Project C-1008	0%	18,000	18,000		
10 CMS C-00-26 replacement project C-1015	0%	38,254	38,254		
Total Sewer System Collection System - Capital Projects	0%	635,834	635,834	-	
Sewer Pump Station - Capital Projects					
1 GRM Install at Loring PS	0%	5,491	5,491		
Total Sewer Pump Station - Capital Projects	0%	5,491	5,491	-	
Joint Treatment Plant - Capital Projects (C&H)					
1 Refridgerated Sampler	100%	1,164	-	1,164	
2 Metering Pump and related components	100%	7,655	-	7,655	
3 Chlorination System Metering Pump	100%	8,044	-	8,044	
Total Joint Treatment Plant - Capital Projects	100%	16,862	-	16,862	
Engineering & Prof. Services - Capital Projects					
1 L.R. Paulsell - Construction Management FY 19/20	0%	61,463	61,463		
2 L.R. Paulsell - Engineering Atherton C-1002	0%	4,390	4,390		
3 Cunha Engineering Pomona to Baldwin plans	0%	9,992	9,992		
4 V.W. Housen Atherton C-1002 engineering	0%	3,387	3,387		
5 V.W. Housen misc support and study FY 19/20	0%	1,673	1,673		
6 V.W. Housen Pump Station MCC Panel replacement	0%	1,536	1,536		
Total Engineering & Prof. Services - Capital Projects	0%	82,440	82,440	-	

**CROCKETT COMMUNITY SERVICES DISTRICT
CROCKETT SANITARY DEPARTMENT
REVENUE AND EXPENDITURES
YEAR ENDED 6/30/2020**

Capital Equipment - Capital Projects

1 District office Dell laptop #2	0%	1,128	1,128	
Total Capital Equipment - Capital Projects	0%	1,128	1,128	-

Description	SCF %	YTD Total	General GF #3426	Construction SCF #3427	Cap. Resrv. CRF. #3429
Admin & Finance - Capital Projects					
1 CCTV Inspection Program	0%	28,996	28,996		
2 Salary & Benefits for Capital Projects	0%	9,202	9,202		
Total Admin & Finance - Capital Projects	0%	38,198	38,198	-	
Grand Total Capital Expenditures	2%	779,952	763,090	16,862	
Grand Total Operating Expenditures	0%	1,161,170	1,161,092	70	8
Non-op Expenses (including Cap. Resrv and interfund transfer:	0%	266,167	266,167	-	-
Total Expenditures (Capital, Expense & Debt)	1%	2,207,289	2,190,349	16,932	8
Ending Cash Balance (Crockett San. Dept. Funds 3426, 2427, 3429)		4,036,503	3,011,090	954,343	71,071

** Allocation to Rate Stabilization Reserve, included in General Fund #3426

General Definitions

Sewer Capacity Charge (SCC)

The Sewer Capacity Charge applies to all new sewer connections and change of property use as defined by Dist. Code Section 6.12. For residential development, the charge is based on the number and type of dwelling unit(s). For nonresidential development, the charge is based on the sum of fixture charges as listed in District Code Section 6.34. The Charge is meant to help recover cost from growth related to capital projects tied to the District's wastewater collection and treatment capacity.

Sewer Construction Fund (SCF)

Fund designed to track revenues and expenditures of growth related facilities.

General Fund (GF)

General group designed for all other funds to account for non-growth related activities including revenues, operating expenses, capital expenditures and debt service.

Capital Reserve Fund (CRF)

The fund is dedicated for expansion, major renovation or replacement of the Crockett wastewater treatment facilities. Revolving Fund loan contracts signed by the District and the State Water Resources Control Board. (Res. No. 00-01-02)

**CROCKETT COMMUNITY SERVICES DISTRICT
CROCKETT SANITARY DEPARTMENT
FY 20/21 ADOPTED BUDGET - CAPITAL PROJECT**

Description	SCF %	YTD Total	General GF #3426	Construction SCF #3427	Cap. Resrv. CRF. #3429
Sewer Collection System - Capital Projects					
1 Pomona S-00-4 and S-00-08 Proj. C1019	0%	17,000	17,000	-	-
2 Marina Manhole Repair Proj. C1020	0%	10,000	10,000	-	-
3 Baldwin Emerson Hartwell Proj. C1021	0%	73,600	73,600	-	-
4 Winslow Edwards Alexander Project C1022	0%	77,900	77,900	-	-
5 Lillian Fifth Ave Project C1023	0%	142,000	142,000	-	-
6 Pomona Bishop Atherton C1024	0%	63,600	63,600	-	-
7 Grandview Project C1025	0%	24,000	24,000	-	-
8 Jackson Kendall Project C106	0%	107,960	107,960	-	-
9 Reserve for capital project overruns FY 20/21	0%	69,300	69,300	-	-
10 Emergency projects, unidentified	0%	95,000	95,000	-	-
Total Sewer System Collection System - Capital Projects	0%	680,360	680,360	-	-
Sewer Pump Station - Capital Projects					
1 MCC Phase 1 - Parts, Phase 2 Install in Jul-Aug 2021	0%	150,000	150,000	-	-
2 Improve ventilation of wet well (additional. vent fans)	0%	3,300	3,300	-	-
3 Loring Power Generator Package	0%	9,500	9,500	-	-
4 Rebuild Air Compressor and motor 1 & 2	0%	12,000	12,000	-	-
5 Rebuild of Grit Pump No. 1	0%	13,000	13,000	-	-
6 Rebuild/replace/modify Pump No. 5 air vent system	0%	3,000	3,000	-	-
Total Sewer Pump Station - Capital Projects	0%	190,800	\$190,800.00	-	-
Joint Treatment Plant - Capital Projects (C&H)					
1 Replace DAF air compressor	0%	3,370	3,370	-	-
2 Install french drain south of reactors	0%	5,055	5,055	-	-
3 New wires from control room tp reactor pump	0%	940	940	-	-
4 Miscellaneous projects - cap replacement	0%	2,528	2,528	-	-
5 Replace influent pumps, impellers, etc.	100%	8,425	-	8,425	-
6 Replace sewer liner	100%	13,712	-	13,712	-
7 Overhaul DAF #1	100%	84,250	-	84,250	-
8 Trns to JTP Cap. Reserve - diffusers/3rd clarifier	0%	32,000	32,000	-	-
Total Joint Treatment Plant - Capital Projects	75%	129,962	32,000	97,962	-
Engineering & Prof. Services - Capital Projects					
1 Capital Project Contracted Oversight	0%	53,986	53,986	-	-
Total Engineering & Prof. Services - Capital Projects	0%	53,986	53,986	-	-
Equipment - Capital Projects					
1 Safety equipment and tools	0%	1,000	1,000	-	-
3 Office equipment	0%	1,000	1,000	-	-
Total Engineering & Prof. Services - Capital Projects	0%	2,000	2,000	-	-
Admin & Finance - Capital Projects					
1 Admin Build. Flat roof and gutter repair	0%	21,000	21,000	-	-
2 Admin Build. Moisture damage mitigation	0%	45,000	45,000	-	-
3 Admin Build. Apartment cosmetic - flooring, paint, misc.	0%	20,000	20,000	-	-
4 Admin Build. Garage Roof Replacement and rails	0%	30,000	30,000	-	-
5 Admin Build. Office preparation	0%	5,000	5,000	-	-
6 CCTV Inspection Program	0%	23,000	23,000	-	-
7 Flow metering equipment	0%	1,500	1,500	-	-
8 Salary & Benefits for Capital Projects	0%	12,939	12,939	-	-
Total Admin & Finance - Capital Projects	0%	158,439	158,439	-	-
Grand Total Capital Expenditures (Including reserve transfer)	8%	1,215,547	1,117,585	97,962	-