

CROCKETT COMMUNITY SERVICES DISTRICT

Regular Business Meeting AGENDA FOR WEDNESDAY, FEBRUARY 26, 2020

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

1. CALL TO ORDER – ROLL CALL
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:
(The Board is prohibited from discussing items not on this agenda. Matters brought up that are not on the agenda may be referred to staff for action or calendared on a future agenda.)
4. REPORTS FROM COMMISSIONERS:
(This item is typically for exchange of information only. No action will be taken at this time.)
5. PUBLIC HEARING ON ACQUISITION OF HOSSELKUS CHAPEL:

Hearing for public comment on the proposed acquisition of the Hosselkus Chapel, 1 Rolph Park Drive, Crockett (APN 354-203-002). Public comments limited to two minutes for each person with full discussion limited to twenty minutes unless extended by Board President.

Board to discuss and consider authorizing staff to purchase Hosselkus Chapel property, to select and approve funding source for acquisition, issue negative CEQA declaration, and direct staff to file CEQA Preliminary Exemption Assessment (Form "A") and Notice of Exemption (Form "B") with Contra Costa County.
6. REPORT OF DISTRICT COUNSEL:
7. MANAGERS' REPORTS: *(These items are typically for exchange of information only. No action will be taken at this time.)*
 - a. Recreation Department.
 - b. Maintenance Department.
 - c. Port Costa Sanitary Department.
 - d. Crockett Sanitary Department.
 - e. Governmental matters.
 - f. Announcements and discussion.
8. CONSENT CALENDAR: Consideration of a motion to approve the following items:
(Items are subject to removal from Consent Calendar by request of any Board Member on request for discussion by a member of the public. Items removed from the Consent Calendar will be considered with the Administrative Items.)
 - a. Approve Minutes of January 22, 2020.
 - b. Approve payment of District bills.
 - c. Receive Minutes of Commissions and Committees.
 - d. Approve Aquatics Office Manager job description, as recommended by Personnel Committee.
 - e. Receive letter sent to JSUSD on protection of sanitary sewers at Carquinez Middle School.

9. **ADMINISTRATIVE:**

- a. Consider consent Items removed from Consent Calendar.
- b. Adopt revised Policy for Evaluation of General Manager, as approved by the Personnel Committee.
- c. Adopted Resolution No. 19/20-16 reducing the Police Liaison Committee by attrition.
- d. Adopt Resolution No. 19/20-17 appointing qualified applicant to fill the vacancy on the Port Costa Sanitary Commission.

10. **BUDGET AND FINANCE:**

- a. Consider monthly Summary Worksheets and Investment Reports and staff report on financial matters.
- b. Discuss the possible need for an inter-department loan to the Port Costa Sanitary Department to address anticipated cash shortfall in Fund 3425 later this calendar year, form recommendations and direct staff accordingly.

11. **REPORTS FROM BOARD MEMBERS:**

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

- a. Personnel Committee – Members Barassi, Burnett, Mann and Wilson
- b. Budget & Finance Committee – Members Mackenzie and Peterson
- c. Ad Hoc Committees:
- d. Inter-agency meetings:

12. **FUTURE AGENDA ITEMS:**

- Review and adopt ADA compliance plan.
- Adopt purchasing procedures and spending limits.
- Adopt policy for use of private devices and e-accounts.
- Develop policy on proposals for new programs without established funding.
- Consider Ad Hoc Committee on long range planning.

13. **BOARD COMMENTS:**

14. **ADJOURNMENT** to March 25, 2020

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 on the picturesque Carquinez Strait of the San Francisco Bay.

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

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

TO: Crockett Sanitary Commissioners / Board of Directors

FROM: General Manager 

SUBJECT: Crockett Sanitary Department Managers Report

DATE: February 12, 2020

The Crockett Sanitary Department Managers Report highlights items of interest that occurred between January 7, 2020 and February 12, 2020.

Operation and Maintenance

- There were two Sanitary Sewer Overflows (SSOs) reported in January; one Category 3 spill reported last month at manhole E-10-02 on Bishop Road and the second spill was a Category 1 spill of 450 gallons, which reached a storm drain, on January 23 at manhole E-03-14 on Bishop Road caused by root intrusion.
- Staff responded to or provided information to residents on 14 incidents during January; pump station alarms, power outages, water leak outside pump station, tripping hazard on sidewalk, road to EQ tank blocked by railroad ties, multiple private lateral failures spilling onto the ground.

Capital Improvements / Projects

- Atherton/Cooke Project C-1002 area extended east along Pomona to manhole near 343 Pomona. Price negotiated based on public bid rates awarded. Change orders continue to be authorized due to utility conflicts or grade requirements. Letter extending use of State Lands for material stockpiling extended through May 21, 2020.
- Emergency repairs on sewer V-00-20 to V-00-19 on Pomona between 1st and 2nd have been completed, entire length slip-lined with 10" HDPE pipe.
- Emergency sewer repair expanded to full line replacement of N-00-41 to N-00-40 sewer from rear of 58 Pomona to Winslow Street. New sewer and manhole installation complete.
- CCTV Project #19-TV; most of the line segments have been inspected and files have been provided to the department. Full review and report anticipated by April.
- Two urgent spot repairs identified will be undertaken in the coming month; the first repair is behind the retaining wall on Pomona at 1st Avenue and the second will install a new manhole on marina sewer at the base of the hill off Dowrelio Drive.

Administrative/Financial:

- Annual report to DTSC e-waste recycling numbers reported by January 30 deadline.
- OSHA Form 300A filed, no reportable accidents or injuries for sanitary department.
- EBMUD Water Data requested for SUC Study, anticipated arrival any day.

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

7.d.

- Interim Cogen pump data requested and received.
- Sewer System Management Plan (SSMP) reviewed, bi-annual SSMP Audit completed, update to the SSMP completed. Public hearing to be scheduled on March 18 and adoption by Resolution on March 25.
- Meeting scheduled with V.W. Housen & Associates for the morning of February 19 to discuss a variety of wastewater issues. Wastewater Committee and Budget & Finance Committee meetings will be scheduled once the timeline on the MCC Control Center Upgrade is determined and information is received from EBMUD, C&H, and WCWD which is needed for the development of the draft FY 20/21 budget.
- General Manager McDonald spent approximately 35% of his time towards Crockett Sanitary Department operations and 6% on Capital Projects in January. The rest of his time was spent on District business 26%, Recreation and PLC 8%, Maintenance 1%, Port Costa 21%, and 3% towards the Hosselkus Chapel property acquisition. He worked a total of 219 hours in January, excluding holiday, including 41 hours of overtime.
- Assistant Sanitary Department Manager Barnhill spent approximately 12% of his time on Crockett Sanitary Department operations and 1% on capital projects in January. The rest of his time, 87%, was spent on Port Costa issues, primarily the septic tank cleaning and rehabilitation project.

CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525
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MINUTES OF REGULAR MEETING, JANUARY 22, 2020

1. INSTALLATION OF OFFICERS - CALL TO ORDER: President Peterson passed the gavel to the newly elected President Kirker. The meeting was called to order at 7:01 PM by President Kirker. Present were Board Members Barassi, Mackenzie, Peterson and Sutton, along with General Manager McDonald, Recreation Department Manager Wilson and Assistant Secretary Witschi. Also present were Sanitary Commissioners Bartlebaugh and Wais. Asst. Sanitary Dept. Manager Barnhill was absent. Mr. McDonald presented Director Peterson an engraved gavel for his service as President in 2019.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: Scott Bartlebaugh, member of the Crockett Improvement Association (CIA) Parcel Tax Feasibility Committee, has developed a spreadsheet that includes material cost, man hours and parcel cost. He said the next step would be to talk to groups in town. Director Kirker asked for a draft copy of the spreadsheet.
4. REPORTS FROM COMMISSIONERS: Commission Bartlebaugh said he represents the Crockett Sanitary Commission. He said at the last Crockett Sanitary Commission meeting there were concerns raised about the financial implications to the Crockett Sanitary Department if the Hosselkus Chapel were to be purchased. He said the Commission would like to know the percentage of the building that would be used for Sanitary Department activities and asked for more feedback from staff.
5. PUBLIC HEARING – 2 CROLONA HEIGHTS: Mr. McDonald reported the owner is no longer in violation of District Ordinance No. 18-1 and the defect has been corrected. A motion to approve rescinding penalties of \$200 and collecting abatement costs of \$205.30, as recommended by the Crockett Sanitary Commission, carried unanimously (es/lb).
6. REPORT OF DISTRICT COUNSEL: No report.
- 7.a. RECREATION DEPT. REPORT: The Board had received the Minutes of December 2, 2019. Mr. Wilson reported a new motor starter has been installed at the pool. He said on February 11 the John Swett High School Swim Team will begin using the pool. The Crockett Swim Team purchased a new storage shed and it will be delivered and installed on January 28. The Crockett Community Center is having a Centennial celebration on Saturday, February 15 from 12:00-3:00 pm.
- 7.b. MAINTENANCE DEPARTMENT: Director Peterson reported the engineer has completed the revisions of the drawing and he passed them on to the architect, along with the corrections. He said the architect would like to visit the Memorial Hall this Saturday to take measurements. He said there were no street lights down in December. Mr. McDonald reported he received the parcel tax proposal spreadsheet. He said the County is planning to remove and replace a section of curb and gutter on Alexander Avenue in front of Memorial

Hall. The extent of work is along the east side of the street only, from the corner up to the first driveway on that side of the street. He received an email from Caltrans on requirements for the progression of the Dog Park. It includes site and drainage plans, water line hook up and a long list of other requirements.

7.c. PORT COSTA SANITARY DEPT.: The Board had received the Minutes of December 3, 2019. Mr. McDonald reported the Port Costa Sanitary Commission has approved an encroachment permit for 58 Canyon Lake Drive to allow a new HDPE sewer main to be installed under their home in the same alignment as current VCP sewer. Director Kirker suggested considering licensing vs. grandfather clause. Mr. McDonald said that would be up to the Port Costa Sanitary Commission. Director Barassi said he would be opposed to imposing the restrictions a license would cause and believes rights of the property owner are vested. Mr. McDonald gave an update on the septic tank cleaning and refurbishment project. Director Barassi said he hopes staff considers the costs due to the discharge that closed the treatment plant and that the District does pay for these mitigated damages.

7.d. CROCKETT SANITARY DEPT.: The Board had received the Minutes of November 13. Mr. McDonald presented the Manager's Report. He said there was one Category 3 Sanitary Sewer Overflow (SSO) on January 4. Director Kirker asked what was going on at 58 Pomona. Mr. McDonald said there are three repairs required on that line and the line will be replaced to the bottom of Winslow.

7.e. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. McDonald reported there is one open seat on the Contra Costa Local Agency Formation Commission (LAFCO). He said the deadline to submit is March 6, 2020. This information has been emailed to all Directors.

7.f. STAFF ANNOUNCEMENTS: Mr. McDonald reminded the Board that Ethics Training (AB1234) is required to be taken at least once but it is recommended to be taken every two years.

8. CONSENT CALENDAR: The consent items were approved unanimously (kp/lb):

- a. Approve Minutes of December 18, 2019.
- b. Approve payment of District bills (warrants Rec. 8508-8557; PCSan, 1176-1183; CVSan 6032-6055; Maintenance 426).
- c. Receive Minutes of Commissions and Committees.
- d. Annual report of Sanitary Sewer Overflows that occurred in 2019.
- e. Receive Status Reports of outstanding items.

9.a. CONSENT CALENDAR: None

9.b. OBJECTION TO PUBLIC SALE OF TAX DEFAULTED PROPERTY: Mr. McDonald reported the Baptist Church located at 701 Pomona Street is a tax-defaulted parcel and is up for public auction. He has spoken with Tina from Regional Government Services and she said this would be a great property to purchase. He would like to execute a Chapter 8 purchase agreement with Contra Costa County in an amount not to exceed \$15,100 plus a 10% administration fee. Director Peterson said this does not prevent the General Manager from using additional authority to spend more money up to a certain level. A motion to approve Resolution No. 19/20-15 authorizing objection to public sale of a tax defaulted property, APN 354-203-003, real property located at 701 Pomona Street, Crockett, CA carried unanimously

(es/lb). Director Kirker directed staff to discuss at the next Budget & Finance Committee meeting.

9.c. COMMITTEE APPOINTMENTS: The Budget & Finance Committee will remain the same with Directors Mackenzie and Peterson. The Personnel Committee will remain the same with Directors Barassi and Sutton, Commissioners Bartlebaugh and Cusack and Recreation Department Manager Wilson.

9.d. REAUTHORIZATION OF COMMITTEES AND APPOINTMENTS: A motion to reauthorize the Strategic Ad Hoc Committee, Communications Ad Hoc Committee and Property Acquisition Ad Hoc Committee carried by consensus.

9.e. ACTION PLANS: The Board reviewed the actions plans for 2020. Director Kirker said it would be nice to see when staff has finished an item. Director Peterson said these plans were developed by a previous board to help focus on critical items. A motion to approve Action Plans for 2020 carried unanimously (es/jm).

9.f. HOSSELKUS CHAPEL PROPERTY ACQUISITION: Mr. McDonald reported the Budget & Finance Committee met on January 21 and discussed. He said the Committee asked staff to create a timeline of events and also we need to get the public engaged. He has spent 13 hours of administrative time so far on this project. Mr. McDonald presented a Letter of Interest to Purchase the Hosselkus Chapel for \$725K from Carriage Services. He said he still needs to file California Environmental Quality Act (CEQA) form with the County, a statute that requires state and local agencies to identify the significant environmental impacts of their actions and to avoid or mitigate those impacts, will requires 30 days for public comment before purchase can be completed. The Property Acquisition Ad Hoc Committee will be meeting on Monday, February 10.

10.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Mr. McDonald reported the Local Agency Investment Fund interest rate is down from 2.46% to 2.29%. He said the District Audit is complete and the auditor has sent copies to the County and State.

10.b. MID-YEAR BUDGET REPORT: Mr. McDonald reported each Commission has reviewed their 6-month budget reports. He said Port Costa Sanitary Department's budget will need to be revised due to increased costs. He said capital sewer collection system replacements are ongoing for the Crockett Sanitary Department. Director Peterson asked if anything is happening with the railroad crossing at the waterfront. Mr. McDonald said there should be no impact to the sanitary department budget but he will follow up with State Lands Commission and Union Pacific Railroad to make sure access to our outfall on the north side of the tracks is not restricted.

10.c. AUTHORIZE PAYMENT TO CLEAN HARBORS ENVIRONMENTAL: This item was continued to next month.

11.a. PERSONNEL COMMITTEE REPORT: None

11.b. BUDGET & FINANCE COMMITTEE REPORT: Director Peterson reported the Committee met on January 21. No further report.

11.c. AD HOC COMMITTEE REPORTS: None

11.d. INTER-AGENCY MEETINGS: None

12. FUTURE AGENDA ITEMS:

- Discuss public sale of tax defaulted property located at 701 Pomona (Baptist Church).
- Authorize payment to Clean Harbors Environmental (Feb.).
- Draft Budget FY 20/21 (Feb).
- Consider filling vacancy on Port Costa Sanitary Commission (Feb).
- Introduce Capacity Charge Accessory Dwelling Unit (ADU) Ordinance (April).
- 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: Mr. Kirker asked that backfill be filled around the Memorial Hall so that the area, especially by the steps, looks more presentable. Maybe if there is clean soil or dirt from a project it can be used.

14. ADJOURNMENT: The meeting was adjourned at 9:05 PM until February 26, 2020.

Respectfully submitted,

Susan Witschi

Susan Witschi
January 31, 2020

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 2/6/20 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
02/07/2020	DALE A. McDONALD	Payroll Jan 2020	4,373.09	6056
02/07/2020	JAMES G. BARNHILL	Payroll Jan 2020	4,274.12	6057
02/07/2020	UNITED STATES TREASUR...	FedTax Payroll Liability	1,565.66	6058
02/07/2020	EMPLOYMENT DEVELOPM...	State Tax Payroll Liability	648.37	6059
02/07/2020	CalPERS Public Employees ...	CalPERS retirement and 457 plans	4,156.65	6060
02/07/2020	SDRMA	Health Benefit Premium	892.50	6061
02/07/2020	LINCOLN FINANCIAL GROUP	LTD premium CCSVD-BL-1564438	120.12	6062
02/07/2020	AT&T (Phone)	Telephone District and Alarm	267.15	6063
02/07/2020	Dale McDonald	Mileage and office reimbursement	189.39	6064
02/07/2020	JAMES G. BARNHILL	Mileage reimbursement	79.31	6065
02/07/2020	DOLORES M. MORALES	Mileage and supplies reimbursement	354.20	6066
02/07/2020	BAAQMD	Air permit - Invoice Number 4GT50	1,000.00	6067
02/07/2020	CONTRA COSTA COUNTY ...	Release Filing fee for Parcel 354-09...	15.00	6068
02/07/2020	C&H SUGAR CO.	WWTP Shared Costs for Dec. 2019...	65,885.89	6069
02/07/2020	CUNHA ENGINEERING	Pomona Street/Atherton Engineerin...	750.00	6070
02/07/2020	David Farnsworth, CPA	Government Compensation Report	395.00	6071
02/07/2020	EBMUD	Water Pump Station	726.69	6072
02/07/2020	L.R. PAULSELL CONSULTI...	CCTV Proj #19-TV; Const Mgmt, C...	43,191.40	6073
02/07/2020	PG&E	Electricity Pump Stations	2,161.86	6074
02/07/2020	Regional Government Services	Hosselkus 1 RPD consulting Dec 20...	670.00	6075
02/07/2020	WEST COUNTY WASTEWA...	Contract Services for December 2019	2,943.84	6076
02/07/2020	Old Republic Title Company	Condition of Title - 1 Rolph Park Drive	400.00	6077
02/07/2020	East Bay Municipal Utility Dis...	Water consumption data invoice 34...	133.20	6078
Total FUND 3426 - CV SANITARY - O&M			135,193.44	
TOTAL			<u>135,193.44</u>	

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 2/6/20 Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
02/07/2020	VOID	***** VOID *****		8558
02/07/2020	VOID	***** VOID *****		8559
02/07/2020	VOID	***** VOID *****		8560
02/07/2020	RONALD D. WILSON	Payroll Jan 2020	2,494.10	8561
02/07/2020	DOLORES M. MORALES	Payroll Jan 16-31, 2020	704.44	8562
02/07/2020	KATELYNN M. CLEMONS	Payroll Jan 16-31, 2020	301.70	8563
02/07/2020	SUSAN G. WITSCHI	Payroll Jan 16-31, 2020	2,155.15	8564
02/07/2020	TREVOR B. DEES	Payroll Jan 16-31, 2020	37.54	8565
02/07/2020	UNITED STATES TREASUR...	Fed Tax Payroll Liability	1,196.36	8566
02/07/2020	EMPLOYMENT DEVELOPM...	State Tax Payroll Liability	287.59	8567
02/07/2020	CalPERS Public Employees ...	CalPERS retirement and 457 plans	1,847.08	8568
02/07/2020	SDRMA	Health Benefit Premiums	1,636.08	8569
02/07/2020	LINCOLN FINANCIAL GROUP	LTD premium CCSVD-BL-1564438	69.19	8570
02/07/2020	Alhambra & Sierra Springs	Concessions water	28.42	8571
02/07/2020	AT&T	Telephone comm center and pool	365.07	8572
02/07/2020	EBMUD	Water	1,603.05	8573
02/07/2020	Delta One Security, Inc.	Security Guards	639.90	8574
02/07/2020	G & C Refrigeration Inc.	Annual Refridge Maintenance	243.30	8575
02/07/2020	Sierra Chemical Company	Chemicals for Pool	266.02	8576
02/07/2020	Smart Care - EEC Acquisition...	Annual Maintenance - Oven	422.25	8577
02/07/2020	TERRACARE ASSOCIATES	Landscaping services	2,171.00	8578
02/07/2020	Ron Wilson.	Mileage Reimbursement	126.50	8579
02/07/2020	CONTRA COSTA HEALTH S...	Health Permits for 2020/2021	3,095.00	8580
02/07/2020	PG&E	Gas & Electric	2,092.06	8581
02/07/2020	UNIVERSAL BUILDING SER...	Janitorial Services for January	1,271.00	8582
02/07/2020	Ma Gomez	Cleaning & Damage Refund for E...	160.00	8583
02/07/2020	Celina Carleton	Cleaning & Damage Refund for E...	635.00	8584
02/07/2020	Jeanne Owens	Reimbursement for 100th Celebra...	47.39	8585
Total FUND 3241 - RECREATION			23,895.19	
TOTAL			23,895.19	

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 2/6/20 Fund: 342500 Account: 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3425 - PC SANITARY - O&M				
02/07/2020	Eurofins Calscience LLC	Lab Testing	435.00	1189
02/07/2020	Regional Monitoring Program c/o S...	Regulatory Measure ID: 433545; Order ...	15,000.00	1190
02/07/2020	L.R. PAULSELL CONSULTING	Emergency Interceptor Cleaning	2,622.50	1191
02/07/2020	Master Metal Products Co.	Stainless Steel for Baffle Replacement	15,190.93	1192
02/07/2020	PG&E	Electric	336.09	1193
02/07/2020	Sierra Chemical Company	Chemicals	562.68	1194
Total FUND 3425 - PC SANITARY - O&M			<u>34,147.20</u>	
TOTAL		<i>ms</i>	<u><u>34,147.20</u></u>	

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 2/20/20 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
02/21/2020	STATE COMPENSATION INS...	Workers Comp Payroll Liability	422.55	6079
02/21/2020	LINCOLN FINANCIAL GROUP	LTD Insurance Payroll Liability CCS...	120.12	6080
02/21/2020	APB GENERAL ENGINEERING	Pomona Project C-1018 for C-00-26...	40,000.00	6081
02/21/2020	C&H SUGAR CO.	Shared JTP OP costs January 2020	47,798.12	6082
02/21/2020	Crockett Recreation Dept.	Annual office rent 7/1/19 to 6/30/20	3,000.00	6083
02/21/2020	ECAST Engineering Inc.	Atherton Cooke Project C-1002 - Pa...	132,487.79	6084
02/21/2020	L.R. PAULSELL CONSULTING	58 Pomona Sewer Project C-1013 N...	40,697.03	6085
02/21/2020	Regional Government Services	Contract services Jan 2020 ...	268.00	6086
02/21/2020	USBank	Office, telephone, internet, soft subs...	348.23	6087
Total FUND 3426 - CV SANITARY - O&M			265,141.84	
TOTAL			265,141.84	

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 2/20/20 Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
02/21/2020	DOLORES M. MORALES	Payroll Feb 1-15	784.19	8586
02/21/2020	KATELYNN M. CLEMONS	Payroll Feb 1-15	506.20	8587
02/21/2020	SUSAN G. WITSCHI	Payroll Feb 1-15	1,737.92	8588
02/21/2020	TREVOR B. DEES	Payroll Feb 1-15	253.40	8589
02/21/2020	STATE COMPENSATION INS...	Workers Comp Payroll Liability	939.53	8590
02/21/2020	LINCOLN FINANCIAL GROUP	LTD Insurance Payroll Liaibility C...	69.19	8591
02/21/2020	LESLIE'S POOL SUPPLIES	Chemical supplies and service	2,006.56	8592
02/21/2020	Sierra Chemical Company	Acid chemicals for pool	480.63	8593
02/21/2020	Marie Kricken	Cleaning and damage deposit for ...	550.00	8594
02/21/2020	U.S. BANK	Various maintenance and office c...	3,119.65	8595
Total FUND 3241 - RECREATION			10,447.27	
TOTAL			10,447.27	

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 2/20/20 Fund: 342500 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3425 - PC SANITARY - O&M				
02/21/2020	HydroScience Engineers Inc.	Septic tank assessment Project 466-001 In...	20,368.25	1195
02/21/2020	L.R. PAULSELL CONSULTING	Sewer cleaning Invoice 20-2	587.50	1196
02/21/2020	Valley Operators, LLC	Monthly treatment plant operation plus misc...	4,451.00	1197
02/21/2020	U.S. BANK	Septic tank project, cell alarm, share of micr...	6,527.63	1198
Total FUND 3425 - PC SANITARY - O&M			<u>31,934.38</u>	
TOTAL			<u><u>31,934.38</u></u>	

CROCKETT RECREATION COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, JANUARY 6, 2020

1. CALL TO ORDER: The meeting was called to order at 6:00 PM by Chairperson Cusack. Present were Commissioners Airoidi, Choquette, Scheer and Valentini, along with General Manager McDonald, Department Manager Wilson and Facilities Manager/Asst. Secretary Witschi.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. CONSENT CALENDAR: The following consent items were approved unanimously (jv/lc):
 - a. Approve Minutes of December 2, 2019.
 - b. Receive Report from Facilities Manager.
- 5.a. STATUS REPORT AND ACTION PLAN: The Commission reviewed the outstanding items on the Status Report and the Action Plan for 2020. Commissioner Airoidi asked about the hillside maintenance. Mr. McDonald reported there are a lot of dead trees that still need to be removed. He left a message with CAL FIRE but he has not received a call back from them. Commissioner Airoidi said EBMUD has a crew of inmates doing cleanup for them.
- 5.b. COMMUNITY CENTER 100 YEAR CELEBRATION: Mr. Wilson said the Community Center will be 100 years old on February 15 and he would like to have a Centennial Celebration and invite the public to come by. The Commission discussed the event and agreed upon serving hotdogs, chips, popcorn, punch and a cake. The event will be from 12:00-3:00 pm. Staff will have a banner made.
- 6.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. McDonald reported that the Recreation tax has been received and converted to cash and to investments.
- 6.b. MID-YEAR BUDGET REPORT: Mr. McDonald presented the FY 19/20 mid-year budget report, which includes a 6-month summary of profit and loss statements for each of the Recreation Department's cost centers. He said the budget included revenue of \$733K and expenses of \$825K, which includes a Capital Project Allocation of \$200K. A budget deficit for the District is not forecast and there is no need to adopt a revised District budget.
- 7.a. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in December. He said the Board reduced the Recreation Commission to five. The Board has approved sending a letter of intent to purchase Hosselkus Chapel for \$725K. The Board approved acquiring the Baptist Church for the minimum bid price of \$15K owed in back taxes. The FY 2018/19 audit was received by the Board.
- 7.b. COMMITTEE APPOINTMENTS: The Commission confirmed the Budget & Finance committee members are Commissioners Cusack and Valentini.

8. REPORT OF DEPT. MANAGER: Mr. Wilson reported he installed a new motor starter at the pool. He said there have been sightings of coyotes in the bocce area and he put up signs in the park. He said we had an ice machine that was donated to the Recreation Department and we donated our old one to the Italian Catholic Federation. The pine tree in the back of the Community Center was removed in December.

9. COMMISSIONERS: Commissioner Choquette said the Holiday dinner was awesome and that Jim really enjoyed it.

10. FUTURE AGENDA ITEM:

Consider Community Center as a Cooling Center.

11. COMMISSIONER COMMENTS: Commissioner Cusack said he would like to honor David Botta with a commemoration gift to his family. This was continued to next month's meeting.

12. ADJOURNMENT: The meeting was adjourned at 6:50 pm until February 3, 2020.

Respectfully submitted,

Susan Witschi

Susan Witschi
January 7, 2020

CROCKETT POLICE LIAISON COMMITTEE

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, JANUARY 6, 2020

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Angell. Present were Committee members Cardwell, Currington, Melero and Valentini. Committee member Wais was absent.
2. AGENDA ORDER: No requests for items out of order.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None
- 4.a. REPORT FROM DEPUTY: Deputy Spangler reported that this is her last meeting as Crockett Resident Deputy before assuming her new position. She reported that the county is not going to put in a swing gate at the flood control gate on San Pablo Avenue near the Dead Fish. She is aware of the abandoned house trailer on Lillian Street and is working with the tow company to have it removed in January. Lt. Beauford reported that a replacement Deputy would be in place within the next couple of weeks. He also reported there were 3607 calls for service in 2019. Discussion was held regarding costs for a second Sheriff Deputy to patrol in Crockett. Mr. McDonald will request a financial report from the Sheriff's office and will place the item on a future agenda item. Having this information will allow discussion on available funds necessary to support an additional deputy.
- 4.b. REPORT FROM CHP ON TRAFFIC ISSUES: The CHP reported five crashes in Crockett in the month of December 2019. He reported that the Dead Fish has new security cameras and has hired an additional security guard.
- 4.c. NEIGHBORHOOD WATCH: A new Neighborhood Watch, The Hill, has been formed by a group of neighbors on the west side of town. They have made a flyer for their neighborhood and will work with other committees when more interest is shown.
- 5.a. REPORTS FROM COMMITTEE MEMBERS: Mr. McDonald reported that the County Public Works Department has checked into physical barriers at Mercant and Pomona Intersection and deemed that this is not feasible. Questions by the public were raised on whether raised crosswalks, similar to what the County installed near the middle school, can be considered at the Merchant intersection. Mr. McDonald will contact Caltrans on behalf of the Police Liaison Committee.
- 5.b. COMMITTEE RECOMMENDATION APPOINTMENT: Mr. McDonald will contact Greg Mauler, alternate committee member, to see if he wants to fill the vacancy on the Police Liaison Committee. This item was tabled until the next meeting.
- 5.c. AD HOC SIDESHOW COMMITTEE: A lengthy discussion was held starting with the Ad Hoc Sideshow Committee. It was decided the committee will be ended, however the Side Show should still remain on the agenda. Much frustration was voiced regarding the homeless near the Dead Fish and throughout the town. Suggestions were made to deter

crime. Robert Nelson who is the Sheriff Offices Special Assistant said the Sheriff will be informed of our frustration.

5.d. MID-YEAR BUDGET: Mr. McDonald went over the Mid-year Budget Report for FY 19/20 which shows parking fine revenue is down but so were payroll related expenses.

6. REPORTS FROM COMMITTEE MEMBERS: None

7. CONSENT CALENDAR: The consent items were approved by consensus:

- a. Approve Minutes of December 2, 2019
- b. Approve Financial Report.

8. FUTURE AGENDA ITEMS:

- Ongoing funding of Police Services in Crockett (March).
- Receive updated financial report at March meeting.
- Invite District Attorney to March meeting.

8. ADJOURNMENT: The meeting was adjourned at 6:45 PM until February 3, 2020.

Respectfully submitted,
Barbara Cardwell

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, JANUARY 15, 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. Asst. Secretary Witschi was absent.
2. AGENDA ORDER: There were no requests to change the agenda order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: Mr. McDonald presented the cost report on the penalty and abatement charges for 2 Corona Heights related to the violation Ordinance #18 -1. Mr. McDonald said the owner has installed the backflow prevention device in is now in compliance. A motion to rescind the penalty order of \$200 and impose the abatement costs of \$205.30 carried unanimously.
5. CONSENT CALENDAR: The consent items were approved unanimously (mw/ha):
 - a. Approve Minutes of November 13, 2019.
 - b. Receive annual report on construction permitting for CY 2019.
 - c. Annual Sanitary Sewer Overflow (SSO) report on Crockett collection system.
- 6.a. ITEMS REMOVED FROM CONSENT CALENDAR: None
- 6.b. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in December. He said the Board adopted emergency replacement sewer Resolution 19/20-4 for the sewer repair on Pomona between 2nd and 1st Avenues. Director Kirker was appointed Board President and Director Sutton was appointed Board Vice-President. The Board approved sending a letter of interest to purchase the Hosselkus Chapel property for \$725,000 with the property intended to be used for the District and Sanitary Department offices as well future recreation use, such as the chapel and parking lot for community events. The Crockett Sanitary Commission ("Commission") expressed concern and caution over investing in real estate. Mr. Wolthuis asked why the Commission had not been informed earlier on this potential property acquisition. He said that the sanitary department funding is not Board funding, that the primary responsibility of the Commission is to serve the needs of its constituents related to sewers, and to protect the taxpayer from undue increases to their Sewer Use Charge. He said ultimately the funds to pay for the building would come from the sanitary department funds as they are the only one with money to pay for it. Mr. McDonald explained the need to have additional office and meeting space, a secure location for District and sanitary department records, and the benefit of a garage for vehicle parking and storage space for staging of emergency response supplies. Areas of the Hosselkus Chapel and outside parking could be a shared space with the Recreation Department or for future District use that could provide public benefit to the community. Mr. Adams asked for an estimate of ongoing expenses be considered and for staff to consider the full financial impact on the Crockett Sanitary Department. The Commission expressed an interest to tour the building and asked

that the Board consider the financial implications to all departments. It would be unfair to only have the Crockett Sanitary Department pay for the acquisition and upkeep, and the Commission asked staff to bring back what percentage of the building would be used for sanitary department activities.

6.c. COMMITTEE APPOINTMENTS: It was the consensus of the Crockett Sanitary Commission to keep the committees the same as they were last year. Commissioners Adams and Wolthuis will serve on the Budget & Finance Committee and Commissioners Bartlebaugh and Manzione will serve on the Wastewater Committee.

7. REPORT OF CONSULTING ENGINEER: None

8.a. ENFORCEMENT ACTIONS: Mr. McDonald presented the Status Report on Recent Enforcement Actions to the Commission. There are approximately 35 properties in various stages of enforcement that need individual attention. A question was raised on whether a Certificate of Compliance is good for a full 10 years or 5 years. Mr. McDonald explained that if a sewer line has been replaced in its entirety a certificate would be issued for 10 years. If the video inspection passed or a spot repair was performed on a lateral building sewer a Certificate of Compliance would be issued for 5 years. Re-inspection would be required only if the owner chooses to resell the property and the certificate term has expired.

8.b. STATUS REPORT AND ACTION PLAN: Mr. McDonald Shared with the Commission the status report on outstanding items and asked if any items should be included in the Action Plan for 2020. Safety Training for Injury and Illness Prevention was asked to be placed towards the top priority. There was some discussion on the needs for a Sewer Use Charge (SUC) Rate Study and whether a change in the type of billing for future SUC's, currently billed on property tax roll annually, should be considered, such as monthly billing based on water usage through EBMUD. Mr. McDonald said the District's capacity and connection fee will be looked at in early 2020 because of the changes in the law related to Accessory Dwelling Units (ADU), i.e., in-law, granny flats, etc. The new ADU law requirement makes it prudent to review the SUC rate study that we have been using to see if it is still valid based on the changing uses of properties. At a minimum the legalization and growth of ADU's has created a new classification of use which is currently not covered in our Ordinance for SUC's. Clarifying the District Code by expanding the definitions of property use would be helpful to staff on enforcement. A question the Commission can ask itself; is it fair to charge a Single Family Resident SUC rate to the elderly lady who lives by herself using almost no water the same as the large extended family who lives on Duperu and is using substantially more water? Mr. McDonald said the County is also studying making changes to zoning, called Envision 2040, which may impact the zoning areas in downtown changing them from commercial to mixed-use or other. A SUC study would be prudent to take these new factors into consideration when developing the SUC that we bill. Mr. McDonald said he hopes the MCC panel upgrade project at the pump station will be this year but there is quite a lot of work to do to get that project ready and out to bid in a short period of time. He is leaving it on the action plan as a goal for staff. Staff will update the Action Plan 2020 as suggested and will present it to the Board on January 22.

8.c. SEWER EMERGENCY PROJECT AT POMONA AND 2ND: Mr. McDonald reported that the sewer emergency was discovered on a 12 inch interceptor sewer on Pomona between 2nd and 1st Avenues. The sewer is close to imminent collapse and if it were to fail it would cause an uncontrolled sewer backup in the center of our downtown. The Board approved Resolution 19/20-14 to announce and address this emergency as required by Public Contract Code Section 22050. As part of that Code, a verbal report must be given to the authoritative body

that would oversee this project. The area has been marked for digging a single excavation pit and work is scheduled to start this Thursday or Friday. Once the sewer is exposed an inspection of approximately 100 feet will be undertaken to view the area of sewer that we've never had access to do too multiple breaks in the line. Depending on the results of that video inspection the job may become a full line replacement by slip-lining the 12 inch sewer with a 10 inch HDPE line.

9.a. FINANCIAL REPORT: The monthly statement of department finances and report on investments were examined by the Commission. Mr. McDonald handed out the latest monthly summary worksheet for January along with the two summary worksheets for December and November already provided in the agenda packet and asked if there were any questions on the report or any of the reconciliation details. He said the county converted a portion of the Advance on Cash in Fund 3426 to our Operating Cash in Fund 3426 and the department's share of Property Tax in Fund 3240 was transferred to cash as well. In addition, Mr. McDonald handed out a proposed budget schedule for FY 20/21 to the Commission and reminded them of the tight deadlines that we'll have from now through June related to the budget cycle. He reminded the Commission that if anyone has planned absences to please let me know in advance.

9.b. MID-YEAR BUDGET REPORT FOR FY19/20: Mr. McDonald presented the mid-year budget report for the Operating General Fund 3426 of the Crockett Sanitary Department. He said the department is managing expenses well. He highlighted several areas that the Commission should focus on and has included these in the summary memo. In reviewing the budget report it was noted that the inter-department loan payment due from the Port Costa Sanitary Department in the amount of \$36,474 has not been received and staff has asked that the Port Costa Sanitary Commission consider repayment of that loan at their March meeting, after their septic tank cleaning project is complete and they have a better financial picture of their cash position for the remainder of the fiscal year. Mr. McDonald said the Port Costa Commission will need to revise their budget and identify additional funding to carry them through the end of this fiscal year and it is very possible they may further delay that loan payment. Interest is still accruing on the inter-department loan and staff is not concerned as there would be no impact on the Crockett Sanitary Department for the loan not being paid at this time. Mr. Wolthuis asked that the variances for the Auto Dialer Alarm and the appraiser on the budget report be carried over. Mr. McDonald will correct before submittal to the board. Mr. Wolthuis said we need to justify any SUC revenue and make sure that it is only going for treatment of sanitary wastewater. Mr. McDonald said that the SUC use is not restricted in our Ordinance; it allows for use for collection, treatment, and administrative expenses which include rent and payroll. The mid-year budget report was accepted and will be forwarded on to the District Board

10.a. STAFF REPORT ON OPERATIONS: Mr. McDonald reported no Sanitary Sewer Overflows (SSO's) were reported in November or December. There was one Category 3 SSO from manhole E-10-02 on Bishop Rd on January 4, the cause was shop towels and rags. Staff has been busy with capital projects at Atherton and Cooke along with the emergency repair sewer preparation on Pomona. In addition, a partially collapsed sewer was discovered on an easement in the rear yard of 58 Pomona that has been scheduled for emergency repair. Staff splits its time between the Crockett Sanitary Department, other departments, and on general district-wide work. This last month Assistant Sanitary Department Manager Barnhill spent most of his time on Port Costa issues, primarily the Port Costa septic tank cleaning and rehabilitation project. Mr. McDonald spent 23% of his time on Crockett Sanitary Department operations in December. He noted to the Commission that approximately 33% of his time is spent on district business and he hopes to lower that amount in the coming months. From a budget perspective

the General Manager had targeted 20% of his time towards CSD. It has been averaging closer to 30%.

10.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

10.c. STAFF ANNOUNCEMENTS: Mr. McDonald said he will be out of the office next Thursday and Friday and out again either at the end of February or early March for vacation.

11.a. WASTEWATER COMMITTEE REPORT: None

11.b. BUDGET & FINANCE COMMITTEE REPORT: None

11.c. AD HOC COMMITTEES REPORT: None

11.d. INTER-AGENCY MEETINGS: None

12. FUTURE AGENDA ITEMS:

- Building needs projection for sanitary operations (Feb).
- MCC Project status update and schedule/timeline (Feb).
- Draft Capacity Charge Accessory Dwelling Unit (ADU) Ordinance (March).
- Consider recommended enforcement actions.
- Recommend award of contract(s).
- Recommend payment for sewer project(s).

13. COMMISSIONER COMMENTS: Suggestion was made to use County definitions of ADU's when developing our ADU Ordinance.

14. ADJOURNMENT: The meeting was adjourned at 9:12 PM until February 19, 2020.

Respectfully submitted,



Dale McDonald
February 12, 2020

CROCKETT COMMUNITY SERVICES DISTRICT

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MINUTES OF PERSONNEL COMMITTEE MEETING FEBRUARY 18, 2020

CALL TO ORDER: The meeting was called to order at 5:03 PM by Director Barassi. Present were Director Sutton, Commissioner Bartlebaugh, Recreation Department Manager Wilson, and General Manager McDonald. Director Cusack was absent.

PUBLIC COMMENTS: None

1. **PERSONNEL COMMITTEE MINUTES FROM DECEMBER 17, 2019:** Minutes were received and confirmed with minor correction. They will be presented to the Board at their next meeting for acceptance.
2. **ANNUAL EMPLOYEE EARNINGS SUMMARY FOR 2019:** The annual employees earning summaries, showing year-over-year salary and benefits cost increases, was presented. Mr. McDonald said that total payroll expenses comprise 18.8% of the Districts operations and maintenance budget. Mr. Wilson said for comparison 57% of pool operating costs are related to staff payroll expenses. The earning summary report was received.
3. **CSDA SALARY SURVEY RESULTS:** Mr. McDonald provided a report showing actual District employee salary and benefits compared to similar positions for small agencies along with percentile benchmark results. Mr. McDonald noted that most of the smaller agencies in the survey are in the Sierra Nevada foothills and it is difficult to compare salaries from those agencies directly with our district which is in the greater Bay Area. A salary review table was provided to the commission with the actual salary of 4 key employees and comparable salaries adjusted to include a 25.49% locality adjustment based on living in Contra Costa/Solano county.
4. **AQUATICS OFFICE MANAGER:** The description of job duties for the Aquatics Office Manager, a pilot position started last year, has been developed and was presented to the committee. Mr. Wilson said that the position would be an opportunity for promotion for an employee who has worked hard over the last 4 to 5 years. Mr. McDonald said the position already exists on the Pay Scale of Wages. A motion to approve the Aquatics Office Manager job description carried unanimously (es/sb).
5. **MANAGEMENT STRUCTURE AND EXISTING EMPLOYEE AGREEMENTS:** Mr. McDonald presented a report which described the authority given the General Manager along with the hierarchy which establishes dual-reporting responsibilities for department managers. There was discussion on the how the District Code, District Policy, and contract law require the that the Board have final authority over the department manager positions. The commission was provided information on vacation and sick leave accrual for its three management positions. Two of the three management positions have sick leave accrual capped and none limit vacation accrual. It was the consensus of the commission to revisit management contracts as each term ends and consider caps on both vacation and sick leave accrual going forward.

6. CHANGES TO POLICY FOR EVALUATION OF GENERAL MANAGER: The committee reviewed the draft policy revisions. Ms. Sutton suggested that all direct report staff under the General Manger be able to contribute to the evaluation. She said that anyone that supervises staff should allow their staff to provide feedback. Mr. McDonald said language is in the draft policy allowing the Board to solicit information from department managers and he is not opposed to expanding that to include the feedback from key staff. He will revise the policy before submitting it to the Board. The committee choose to keep the policy limited to the General Manger and leave department manager evaluations reviews the same as they have been; performance evaluation by the General Manager, review by the Personnel Committee in closed session, and then presented to the Board in closed session. Ms. Sutton suggested getting feedback from pool employees at the end of the swim season which can be a helpful tool when performing the Recreation Department Manager's evaluation, maybe a 5-question survey. Mr. McDonald said there should be time to develop something before the end of this pool season.

7. GENERAL DISCUSSION OF EMPLOYMENT ISSUES: Mr. McDonald shared information about a Regional Leadership Academy, presented by RGS and hosted in Hayward, that is offering training for supervisors and managers for 3 days over 3 months starting on March 26. It is designed for both new or experienced leaders in local government and would best serve those supervising employees. He hasn't decided if he will attend, the tuition of \$850 is within the training budget, but will solicit information to see if training from RGS has been successful in the past for other agencies. He did say that training by CSDA, such as the Special District's Leadership Academy, has provided useful in the past.

ADJOURNMENT: The meeting was adjourned at 6:17 PM.

Respectfully submitted,



Dale McDonald
February 19, 2020

CROCKETT COMMUNITY SERVICES DISTRICT

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MINUTES OF PERSONNEL COMMITTEE MEETING DECEMBER 17, 2019

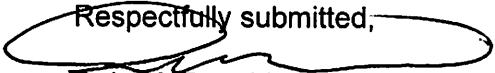
CALL TO ORDER: The meeting was called to order at 5:06 PM by Chairperson Cusack. Present were Directors Barassi and Sutton, Recreation Department Manager Wilson, and General Manager McDonald. Commissioner Bartlebaugh was absent.

PUBLIC COMMENTS: None

1. PAY SCALE OF WAGES: Mr. McDonald informed the committee the District's Pay Scale of Wages must be revised by January 1, 2020 to comply with California minimum wage requirements. Management recommended increasing hourly positions \$1. It was the consensus of the Committee to submit the revised schedule of wages, as presented, to the District Board for consideration.
2. SALARY TARGET GOALS: The Committee received salary study graphs from June 2019 that show, except for the Event Supervisor position, year-round employee compensation is below other comparable public agencies. Mr. McDonald said the pay disparity has only grown in recent years. Mr. Barassi said have the market demand what the salary should be, if there is a vacancy then let it drive what the employee would be paid. Mr. McDonald said that he is concerned about a sizable jump in salary expense if a management position becomes vacant. He suggested setting a target rate with the goal to reach it within 3-5 years. Ms. Sutton said the Board should be made aware that we may be paying substantially more in the future for key employees. She said it's either pay now or pay later and doesn't see a lot of good solutions. No decision was made on setting targets. Mr. McDonald will develop an operating reserve during the budget process to address the risk.
3. EMPLOYER OBLIGATIONS – WILDFIRES AND POWER OUTAGES: Mr. McDonald shared an article, Employer Obligations In The Event Of Closures Due to California Wildfires and Power Outages by Atkinson, Andelson, Loya, Ruud & Romo, on reporting rules when sending employees home, what to do when employees are unable to come into work, and liabilities and responsibilities when natural disasters that impact the workplace.
4. GENERAL DISCUSSION OF EMPLOYMENT ISSUES: SB 83 Paid Family Leave did not change the exemption or definition of government employee as it relates to the State Disability Insurance (SDI) program. Our District does NOT participate in SDI. Mr. Wilson asked that a cap on accrued sick leave and use of vacation including a possible cash-out option placed on a future agenda.

ADJOURNMENT: The meeting was adjourned at 6:05 PM.

Respectfully submitted,


Dale McDonald
February 8, 2020

AQUATICS OFFICE MANAGER

The Aquatics Office Manager reports to the Aquatics Manager and/or the Recreation Manager if the Aquatics Manager position is vacant. Primary responsibility is to train office staff in all job requirements and to set work schedules for all aquatics staff using the online scheduling system. The Aquatics Office Manager supports the Assistant Aquatics Managers and may from time to time substitute for them when needed. The Aquatics Office Manager will comply with all safety requirements and Recreation Department policies for the safe operation of the swim center.

Duties:

1. Help recruit competent staff. Ensure that all staff members are properly certified for the jobs that they were hired to perform.
2. Develop staff work schedules equitably for all staff members. Post work schedules and makes sure staff reports to work on time.
3. Identify classes for Lifeguard, WSI, and CPR/First Aid and inform employees of on-site and off-site opportunities.
4. Validate timesheets and provide to the Aquatics Manager and/or Recreation Manager.
5. Provide support to the Assistant Aquatics Managers.
7. Train office staff in use of cash register, credit card machine, and appliances. Train office staff in the preparation of daily cash reports and bank deposits.
8. Assist the Aquatics Manager and/or Recreation Manager in the evaluation of each office staff member's job performance.
9. Coordinate with Aquatics and/or Recreation Manager to maintain concession supplies. Recommend concession opportunities.
10. Supervise office staff
11. Perform any other duties assigned by the General Manager or the Recreation Department Manager.

Requirements:

Must have valid CPR/First Aid Certification.

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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February 13, 2020

via email: cmiller@isusd.org

Charles Miller, Ed. D., Superintendent
John Swett Unified School District
400 Parker Avenue
Rodeo, CA 94572

Re: Carquinez Middle School Replacement Campus Project
Protection of Sanitary Sewer Collection System and Construction Items to Address

Dear Dr. Miller:

The Crockett Sanitary Department of the Crockett Community Services District (CCSD) previously informed the John Swett Unified School District (JSUSD) that the CCSD has jurisdiction over construction and permitting for work on sanitary sewers in the town of Crockett, including the public sewers that run through the Carquinez Middle School (CMS) replacement campus project site. On January 8, 2020 the CCSD became aware that the project was soon to break ground and requested, from John Schulte with Overaa, the latest site drawing identifying the location of the proposed sewer connections from the new campus.

Upon review of utility plan drawings the CCSD sent an email to John Schulte and Grant Carone (Carone & Co Inc.) offering to meet on site for a pre-construction walk through to go over issues related to the sanitary sewer. The following items need to be addressed:

- **Shallow sewer and sewer structure** - the existing sewer structure just downstream from where the grease interceptor is proposed, and where the asphalt has been removed, is extremely shallow and currently covered by a steel plate. The existing sewer is extremely shallow and needs to be protected during the project. What are the plans to tie into or replace the structure at this location? How much does the project anticipate raising the ground level, if at all., at this location? The structure cannot be easily raised to grade and a new manhole will most likely be required at this location.
- **Location of new building requires upsized sewer** – the existing shallow sewer is slip-lined with approximately 6" inside diameter plastic pipe. This diameter is large enough to handle the town wastewater upstream from the school location but is too small to handle the added burden the new school will impose on this section of sewer pipe. The current CMS building ties into the manhole outside the cafeteria where the sewer pipe is larger at 8".

- **Manhole required at new sewer connection** - the 6" sewer on the north side of the new building is shown connecting to the existing sewer without a sewer structure. A manhole will be required at this location and it currently it is not shown on the plans.
- **Grease Interceptor** – the CCSD needs information on type of interceptor proposed with plumbing plans at this location, including details on the new manhole will be installed just outside the grease interceptor. Our CCSD Standard Specifications include grease interceptor requirements under Section 9 Source Control beginning on page 63.
- **Manholes to be raised** – manholes that have been identified on the plans to be raised to elevation must be done according to our Standard Specifications and will require inspection.

The CCSD is willing to meet to discuss the next steps and work as a partner for the successful completion on the new Carquinez Middle School. I look forward to hearing from you and/or the project manager for this project.

Sincerely,



Dale McDonald,
General Manager
Crockett Community Services District

Email cc: John Schulte, Overaa, Project Manager johns@overaa.com
Grant Carone, Carone & Company, grant@caroneandcompanyinc.com

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TO: Board of Directors
FROM: General Manager *M*
SUBJECT: Management Evaluation
DATE: February 19, 2020

The Board previously directed that the *Policy for Evaluation of the General Manager* be updated so that the performance evaluations are handled exclusively at the Board level.

The General Manager, Recreation Manager, and Port Costa Sanitary Department Manager positions are designated as management positions appointed by the District Board. As such, and as required by District Code Section 2.08.040, the Board has the authority to oversee these employees' duties and perform their employee evaluations. District Code, District Policy, and contract language indicates that the performance evaluation for Board appointed management positions should be at the Board level.

As required by the Brown Act, performance evaluations must be conducted in closed session pursuant to expressly authorized statutory exceptions; in this case the Personnel Exception Government Code Section 54957.6.

The Personnel Committee met and choose to keep the policy limited to the General Manger evaluation. The committee chose to leave department manager evaluations the same as they have been; with performance evaluation done by the General Manager, a review by the Personnel Committee in closed session, and then department evaluation presented to the Board in closed session.

ACTION REQUESTED:

Adopt the attached revised *Policy for Evaluation of General Manager*.

POLICY FOR EVALUATION OF GENERAL MANAGER

(Drafted 2-~~18~~-2020)

Under the direction of the Crockett Community Services District Board of Directors (Board), the General Manager (GM) is responsible for the efficient and effective management, administration, and operation of the District as set forth in the District Code, Section 2.08.

It is the policy of the Board to provide regular performance feedback to the GM and provide a formal performance evaluation annually.

ANNUAL REVIEW

The Board will conduct an annual formal performance evaluation of the GM. This will include a discussion between the GM and ~~the Personnel Committee of~~ the Board and may include a written evaluation. The annual review is to be done by the full Board in closed session.

PROCEDURE

~~Two~~One months before the annual review is due, the Board will be informed of the upcoming evaluation and receive a blank evaluation questionnaire. All Board members may complete the evaluation questionnaire or ~~provide~~prepare written comments ~~to the Personnel Committee to be presented to the full Board during the closed session personnel evaluation.~~ The Board can solicit information from Commissioners, ~~and Committees,~~ and direct report staff to complete the evaluation questionnaire if desired.

The General Manager will perform a confidential self-assessment and present it to the Board for their review prior to the closed session.

The ~~Personnel Committee~~Board will meet to consolidate the scores and comments in closed session. The ~~committee~~Board should make every effort to protect the confidentiality of comments as well as to present a clear and unambiguous evaluation to the GM. The ~~committee~~Board President will obtain consensus of the full Board on the evaluation before presenting it to the GM and present the consolidated summary ~~and to the GM~~obtain consensus of the full Board on the evaluation before presenting it to the GM.

~~The annual review is to be done by the full Board at a regularly scheduled Board meeting in closed session.~~—During the meeting, the Board and GM will also discuss measurable goals for the upcoming year. The annual goals and objectives can be derived from the long-term strategic plan or actionable items approved at Board meetings along with the appraisal and performance evaluation.

After the discussion, the Board President will prepare a formal write-up of the discussion. This report may include a summary of the discussion, input from the GM, and suggestions for improving the evaluation process or tool. The Board President and the GM should sign the evaluation and it should be placed in the GM's personnel file.

After announcements of any action in closed session, one or more Board members can propose adjustments to compensation for the General Manager position. The item must be then placed on a future agenda of a regularly scheduled Board meeting so that the public has an opportunity to comment. An oral report by the Board must be given before any compensation adjustments are awarded.

RESOLUTION

NO. 19/20-16

REDUCE THE POLICE LIAISON COMMITTEE BY ATTRITION

WHEREAS, the Crockett Community Services District was officially formed on July 13, 2006, pursuant to Resolution No. 04-22 of the Contra Costa Local Agency Formation Commission; and

WHEREAS, the District Board has by Resolution No. 09/10-14 created a Police Services Commission; and

WHEREAS, the District Board has by Resolution No. 11/12-10 renamed the Crockett Police Services Commission to Crockett Police Liaison Committee (PLC); and

WHEREAS, recent vacancies have reduced the committee to six members; and

WHEREAS, in the best interest of the District and to promote effective governance beneficial to the community the number of committee seats should be reduced.

NOW, THEREFORE, BE IT RESOLVED that the District Board of the Crockett Community Services District finds it prudent to reduce the PLC to six seats.

BE IT FURTHER RESOLVED that the Board confirms current PLC members John Angell, Barbara Cardwell, Raina Currington, Sylvia Melero, John Valentini and Mary Wais are to continue their terms of office on the committee.

BE IT FURTHER RESOLVED that when the next PLC member resigns or is no longer serving on the committee the PLC will be reduced to five seats.

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held on February 26, 2020 by the following vote:

AYES:

NOES:

ABSENT:

Michael Kirker, President

ATTEST:

Dale McDonald
District Secretary

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

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BD. MTG:	2-26-20	LATEST FUND REPORT:	2-12-20
-----		-----	
CCSD FUND 3240		CCSD FUND 3240	
-----		-----	
CASH CARRIED FORWARD:		CASH CARRIED FORWARD:	
<u>REC DEPT:</u>	\$7,835.21	<u>CVSAN DEPT:</u>	\$41,619.35
ACTIVITY:		ACTIVITY:	
HOPTR 1st 50%	\$162.23	HOPTR 1st 50%	\$942.49
-----		-----	
CASH BALANCE (Rec):	\$7,997.44	CASH BALANCE (CVSan):	\$42,561.84
-----		-----	
ADV ON TAXES (Rec):	\$24,763.45	ADV ON TAXES (CVSan):	\$143,867.40
060 Adv beginning bal	\$24,579.35	060 Adv beginning bal	\$142,797.90
No activity	\$0.00	No activity	\$0.00
Ending Balance	\$24,579.35	Ending Balance	\$142,797.90
160 Supplmt begin bal	\$184.10	160 Supplmt begin bal	\$1,069.50
No activity	\$0.00	No activity	\$0.00
Ending Balance	\$184.10	Ending Balance	\$1,069.50
-----		-----	
FUND BALANCE (Rec):	\$32,760.89	FUND BALANCE (CVSan):	\$186,429.24
-----		-----	
		MAINT DEPT PROPERTY TAXES ALLOC:	
		Cash Carried Forward	(\$3,500.00)
		No activity	\$0.00
		Cash Balance (Maint)	(\$3,500.00)
		060 Adv Beginning Bal	\$7,059.00
		No activity	\$0.00
		Ending Balance	\$7,059.00
-----		-----	
		FUND BALANCE (Maint):	\$3,559.00
-----		-----	
		TOTAL CSD 3240 BALANCE:	\$222,749.13
-----		-----	

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Members of the Board: Luigi Barassi, Michael Kirker, John MacKenzie, Kent Peterson, Emma Sutton

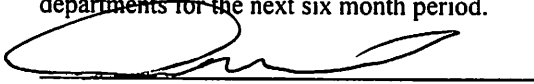
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CROCKETT COMMUNITY SERVICES DISTRICT
INVESTMENT REPORT

AS OF JANUARY 31, 2020

<u>Beginning invested balance:</u>	<u>1/1/2020</u>	<u>\$ 3,946,414.04</u>
 <u>RECREATION DEPT. OPERATING FUND 3241</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.29% as of 1/15/2020		\$ 401,433.77
Activity: Trns to cash (1/6)		\$ (40,000.00)
Trns to cash (1/15)		\$ (20,000.00)
Interest LAIF (1/24)		\$ 1,989.21
Ending balance:		\$ 343,422.98
 <u>MAINTENANCE DEPT. MEMORIAL HALL FUND 3242</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.29% as of 1/15/2020		\$ 145,845.47 *
Activity: Interest LAIF (1/24)		\$ 837.82
Ending balance:		\$ 146,683.29
 <u>PORT COSTA SANITARY DEPT. OPERATING FUND 3425</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.29% as of 1/15/2020		\$ 182,120.48
Activity: Trns to cash (1/6)		\$ (20,000.00)
Trns to cash (1/15)		\$ (120,000.00)
Interest LAIF (1/24)		\$ 393.60
Ending balance:		\$ 42,514.08
 <u>CROCKETT SANITARY DEPT. OPERATING FUND 3426</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.29% as of 1/15/2020		\$ 3,277,231.67
Activity: Trsn to cash (1/6)		\$ (150,000.00)
Interest LAIF (1/24)		\$ 14,434.65
Ending balance:		\$ 3,141,666.32
 <u>CROCKETT SANITARY DEPT. CONSTRUCTION FUND 3427</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.29% as of 1/15/2020		\$ 884,734.10
Activity: Interest LAIF (1/24)		\$ 5,082.55
Ending balance:		\$ 889,816.65
 <u>CROCKETT SANITARY DEPT. CAPITAL RESERVE FUND 3429</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.29% as of 1/15/2020		\$ 70,048.55
Activity: Interest LAIF (1/24)		\$ 402.40
Ending balance:		\$ 70,450.95
<u>Closing invested balance:</u>	<u>1/31/2020</u>	<u>\$ 4,634,554.27</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: 2/14/2020

CROCKETT RECREATION DEPARTMENT

of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525

Telephone (510) 787-2414

Fax (510) 787-3049

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

website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD. MTC 2-26-20

LATEST FUND REPORT: 2-12-20

OPERATING FUND 3241

CASH CARRIED FORWARD: \$61,279.14

ACTIVITY:

CHECKS AND PAYMENTS

Warrants (8543-8585) (\$35,654.47)
 Wells Fargo CC Fees (\$49.46)
 Payroll recovery (\$840.08)
 Investment fee (\$67.00)

DEPOSITS AND CREDITS

Comm Center Rentals \$19,675.00
 Nutrition / Classes \$400.00
 Cleaning/Damage Depos \$7,460.00
 Security Services \$2,534.00
 Cleaning Services \$480.00
 Payroll recovery \$922.89
 Trns frm investments \$20,000.00
 Tennis/restroom key \$20.00
 Donation ops & 100 y \$200.00
 Donations United Way \$316.58
 Donation Botta restr: \$100.00
 Cost Recov track sta \$2,305.81
 Recycling money \$832.00
 Grant Engr for wall \$6,750.00
 Quilters passthru \$2,064.89

 CASH BALANCE: \$88,729.30

ADV ON TAXES : \$59,070.00
 No activity \$0.00

NET ADV ON TAXES: \$59,070.00

INVESTED BALANCE: \$361,433.77
 Trns to cash (\$20,000.00)
 Interest LAIF \$1,989.21
 NET INVESTED: \$343,422.98

\$45,822.82 c/d deposits
 \$297,600.16 avail. funds

 FUND BALANCE: \$491,222.28

*** Below held in cash account ***

C/D BEGINNING BALANCE: \$39,762.82
 c/d deposit receipts \$7,460.00
 c/d deposit refunds (\$795.00)
 Trnsfr recovery (\$605.00)
 NET C/D ENDING BALANCE: \$45,822.82

CAP / RESTRICTED BAL: \$4,456.85
 Donations \$ 316.58
 No expenses \$ -
 NET CAPITAL REPL. BAL: \$4,773.43

POLICE LIAISON BALANCE: \$8,145.24
 Parking revenue \$0.00
 Payroll/Expenses (\$156.87)
 NET PLC ENDING BALANCE: \$7,988.37

XMAS LIGHT BEG BALANCE: \$496.57
 Light Bulbs \$0.00
 XMAS LIGHT END BALANCE: \$496.57
 CERT ACTIVITY: None \$0.00
 CERT Ending Balance: \$0.00

PETTY CASH BALANCE: \$60.00
 TAXES held in 3240: \$ 32,760.89
 CO.charges in 3240: \$ -

ACCRUED CREDIT: \$ 8,000.00
 PY due from MAINT Dept.

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CROCKETT COMMUNITY SERVICES DISTRICT

02/14/20

Reconciliation Detail

FUND 3241 - RECREATION, Period Ending 02/12/2020

Type	Date	Num	Name	Memo	Cir	Amount	Balance
Beginning Balance							481,782.91
Cleared Transactions							
Checks and Payments - 43 Items							
Check	01/16/2020	8545	U.S. BANK	Various: Xmas, motor starter, janitorial...	X	-3,295.89	-3,295.89
Check	01/16/2020	8553	Quilters of Crockett	Quilters fundraiser pass thru, CCF fun...	X	-2,064.89	-5,360.78
Paycheck	01/16/2020	8556	SUSAN G. WITSCHI	Payroll January 1-15	X	-1,921.45	-7,282.23
Liability C...	01/16/2020	8543	STATE COMPENS...	Workers Comp	X	-944.53	-8,226.76
Paycheck	01/16/2020	8554	DOLORES M. MO...	Payroll January 1-15	X	-870.20	-9,096.96
Check	01/16/2020	8548	UNIVERSAL BUIL...	Janitorial Services	X	-560.40	-9,657.36
Check	01/16/2020	8551	LESLIE'S POOL S...	Pool Chemical Supplies	X	-458.79	-10,116.15
Paycheck	01/16/2020	8555	KATELYNN M. CL...	Payroll January 1-15	X	-365.41	-10,481.56
Check	01/16/2020	8550	PG&E	Gas & Electric	X	-281.08	-10,762.64
Check	01/16/2020	8544	MEYERS NAVE	General legal advice Dec 2019	X	-264.38	-11,027.02
Check	01/16/2020	8552	DexYP	Advertising Vallejo-Benicia	X	-212.61	-11,239.63
Check	01/16/2020	8546	Grease Trap Clean...	Grease Trap Cleaning	X	-200.00	-11,439.63
Check	01/16/2020	8549	GBS LINENS	Dry Cleaning	X	-127.84	-11,567.47
Check	01/16/2020	8547	Construct Your Im...	Uniforms	X	-113.60	-11,681.07
Paycheck	01/16/2020	8557	TREVOR B. DEES	Payroll January 1-15	X	-78.21	-11,759.28
Check	01/16/2020		Wells Fargo Fees	Wells Fargo Fees	X	-49.46	-11,808.74
Check	01/24/2020			Service Charge	X	-67.00	-11,875.74
Check	02/07/2020	8580	CONTRA COSTA ...	Health Permits for 2020/2021	X	-3,095.00	-14,970.74
Paycheck	02/07/2020	8561	RONALD D. WILS...	Payroll Jan 2020	X	-2,494.10	-17,464.84
Check	02/07/2020	8578	TERRACARE ASS...	Landscaping services	X	-2,171.00	-19,635.84
Paycheck	02/07/2020	8564	SUSAN G. WITSCHI	Payroll Jan 16-31, 2020	X	-2,155.15	-21,790.99
Check	02/07/2020	8581	PG&E	Gas & Electric	X	-2,092.06	-23,883.05
Liability C...	02/07/2020	8568	CalPERS Public E...	CalPERS retirement and 457 plans	X	-1,847.08	-25,730.13
Liability C...	02/07/2020	8569	SDRMA	Health Benefit Premiums	X	-1,636.08	-27,366.21
Check	02/07/2020	8573	EBMUD	Water	X	-1,603.05	-28,969.26
Check	02/07/2020	8582	UNIVERSAL BUIL...	Janitorial Services for January	X	-1,271.00	-30,240.26
Liability C...	02/07/2020	8566	UNITED STATES ...	Fed Tax Payroll Liability	X	-1,196.36	-31,436.62
Paycheck	02/07/2020	8562	DOLORES M. MO...	Payroll Jan 16-31, 2020	X	-704.44	-32,141.06
Check	02/07/2020	8574	Delta One Security...	Security Guards	X	-639.90	-32,780.96
Check	02/07/2020	8584	Celina Carleton	Cleaning & Damage Refund for Event ...	X	-635.00	-33,415.96
Check	02/07/2020	8577	Smart Care - EEC ...	Annual Maintenance - Oven	X	-422.25	-33,838.21
Check	02/07/2020	8572	AT&T	Telephone comm center and pool	X	-365.07	-34,203.28
Paycheck	02/07/2020	8563	KATELYNN M. CL...	Payroll Jan 16-31, 2020	X	-301.70	-34,504.98
Liability C...	02/07/2020	8567	EMPLOYMENT D...	State Tax Payroll Liability	X	-287.59	-34,792.57
Check	02/07/2020	8576	Sierra Chemical C...	Chemicals for Pool	X	-266.02	-35,058.59
Check	02/07/2020	8575	G & C Refrigeratio...	Annual Refridge Maintenance	X	-243.30	-35,301.89
Check	02/07/2020	8583	Ma Gomez	Cleaning & Damage Refund for Event ...	X	-160.00	-35,461.89
Check	02/07/2020	8579	Ron Wilson.	Mileage Reimbursement	X	-126.50	-35,588.39
Liability C...	02/07/2020	8570	LINCOLN FINANCI...	LTD premium CCSVD-BL-1564438	X	-69.19	-35,657.58
Check	02/07/2020	8585	Jeanne Owens	Reimbursement for 100th Celebration ...	X	-47.39	-35,704.97
Paycheck	02/07/2020	8565	TREVOR B. DEES	Payroll Jan 16-31, 2020	X	-37.54	-35,742.51
Check	02/07/2020	8571	Alhambra & Sierra ...	Concessions water	X	-28.42	-35,770.93
Transfer	02/10/2020			Payroll and other recovery Jan 2019	X	-840.08	-36,611.01
Total Checks and Payments						-36,611.01	-36,611.01
Deposits and Credits - 19 items							
Deposit	01/14/2020			Rentals DP801410	X	400.00	400.00
Deposit	01/14/2020			Community Center Deposit #1013	X	12,057.62	12,457.62
Deposit	01/16/2020			Rental and C/D deposit DP 801633	X	1,650.00	14,107.62
Transfer	01/20/2020			Payroll recovery Jan 1-15	X	61.66	14,169.28
Transfer	01/20/2020			Payroll recovery Jan 1-15	X	797.49	14,966.77
Deposit	01/20/2020			Rentals DP801813	X	1,900.00	16,866.77
Deposit	01/20/2020			Grant for Engr of Retianing Wall & Stairs	X	6,750.00	23,616.77
Deposit	01/23/2020			Rent & C/D - cc	X	2,610.00	26,226.77
Deposit	01/24/2020			Interest	X	1,989.21	28,215.98
Deposit	01/31/2020			Ckt Comm Deposit #1015	X	4,457.81	32,673.79
Deposit	02/05/2020			Rental and C/D deposit DP802921	X	2,160.00	34,833.79
Deposit	02/06/2020			Rental and C/D deposit DP802972	X	2,670.00	37,503.79
Check	02/07/2020	8558	VOID	***** VOID *****	X	0.00	37,503.79
Check	02/07/2020	8560	VOID	***** VOID *****	X	0.00	37,503.79
Check	02/07/2020	8559	VOID	***** VOID *****	X	0.00	37,503.79
Deposit	02/07/2020			Comm Ctr Deposit #1016	X	2,592.85	40,096.64
Transfer	02/10/2020			Payroll and other recovery Jan PC to ...	X	63.74	40,160.38
Deposit	02/10/2020			Rentals DP803182	X	5,572.00	45,732.38

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02/14/20

CROCKETT COMMUNITY SERVICES DISTRICT
Reconciliation Detail
FUND 3241 - RECREATION, Period Ending 02/12/2020

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Deposit	02/11/2020			Rental DP803260	X	318.00	46,050.38
Total Deposits and Credits						46,050.38	46,050.38
Total Cleared Transactions						9,439.37	9,439.37
Cleared Balance						9,439.37	491,222.28
Register Balance as of 02/12/2020						9,439.37	491,222.28
Ending Balance						9,439.37	491,222.28

CROCKETT MAINTENANCE DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BD. MTG:	2/24/20

OPERATING FUND 3242	

CASH CARRIED FORWARD:	\$48,916.24
ACTIVITY:	
CHECKS and PAYMENTS	
Warrants (none)	\$0.00
Payroll recovery	(118.33)
Investment fee	(\$3.00)
DEPOSITS	
Dog Park Donation	\$195.00

CASH BALANCE:	\$48,989.91

INVESTED (MH) BEG. BAL:	\$145,845.47
Interest LAIF	\$837.82
INVESTED (MH) END. BAL:	\$146,683.29

FUND BALANCE:	\$195,673.20

LATEST FUND REPORT:	2/12/20

BALANCES BY CLASS	

MEMORIAL HALL	
Walk Honor & P66	\$243,500.00
Arch. Phase1	(\$15,427.99)
Engnr. Phase1	(\$33,934.00)
Other CapX	(\$4,605.65)
WofH P66 Balance	\$189,532.36
Other MH O&M Bal.	\$4,864.62

BRIDGEHEAD	\$1,021.48
PLAZA/FENCES/LIGHTS	(\$592.91)
DOGPARK COST CENTER	\$847.65

ACCRUED DEBT:	

PY due REC Dept.	\$8,000.00
PCADVISORY due MH	\$1,170.20

TAXES held in 3240	\$3,559.00

02/14/20

Reconciliation Detail

FUND 3242 - MAINTENANCE, Period Ending 02/12/2020

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							194,761.71
Cleared Transactions							
Checks and Payments - 2 items							
Check	01/24/2020			Service Charge	X	-3.00	-3.00
Transfer	02/10/2020			Payroll and ot...	X	-118.33	-121.33
Total Checks and Payments						-121.33	-121.33
Deposits and Credits - 2 items							
Deposit	01/24/2020			Interest	X	837.82	837.82
Deposit	02/07/2020			DP803154	X	195.00	1,032.82
Total Deposits and Credits						1,032.82	1,032.82
Total Cleared Transactions						911.49	911.49
Cleared Balance						911.49	195,673.20
Register Balance as of 02/12/2020						911.49	195,673.20
Ending Balance						911.49	195,673.20

PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

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MONTHLY SUMMARY WORKSHEET

PREPARED FOR MTG.:	2/26/20	LATEST FUND REPORT:	2/12/20

OPERATING FUND 3425			

CASH CARRIED FORWARD:	\$17,834.49	ACCRUED DEBT:	
ACTIVITY:			
CHECKS (1184-1194)	(\$61,897.31)	PYs due CVSan Dept.	\$24,233.49
Payroll recovery	(\$8,615.98)	Loan#2 due CVSan	\$277,963.36
Investment fee	(62.00)		
Trns from investmnt	\$120,000.00		

CASH BALANCE:	\$67,259.20	ACCRUED DEBT:	\$302,196.85
ADV ON SUC BEG. BALANCE:	\$132,226.40		
No activity	\$0.00		
Ending Balance	\$132,226.40		
INVESTED BEGIN. BALANCE:	\$162,120.48		
Trnsto cash	(\$120,000.00)		
Interest LAIF	\$393.60		
Ending Balance	\$42,514.08		

FUND BALANCE:	\$241,999.68	\\san\pc\bud&fin\wrksht	

02/14/20

Reconciliation Detail

FUND 3425 - PC SANITARY - O&M, Period Ending 02/12/2020

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							312,181.37
Cleared Transactions							
Checks and Payments - 15 Items							
Check	01/16/2020	1186	Lutz Construction S...	Baffle replacement - 50% of...	X	-10,000.00	-10,000.00
Check	01/16/2020	1187	Valley Operators, LLC	WWTP monthly, misc suppl...	X	-5,847.60	-15,847.60
Check	01/16/2020	1184	MEYERS NAVE	General advice Dec 2019	X	-1,450.96	-17,298.56
Check	01/16/2020	1185	U.S. BANK	Lab test, alarm monitoring, ...	X	-451.55	-17,750.11
Transfer	01/20/2020			Payroll recovery Jan 1-15	X	-61.66	-17,811.77
Check	01/22/2020	1188	Lutz Construction S...	2nd and final payment for b...	X	-10,000.00	-27,811.77
Check	01/24/2020			Investment Service Charge	X	-62.00	-27,873.77
Check	02/07/2020	1192	Master Metal Produ...	Stainless Steel for Baffle R...	X	-15,190.93	-43,064.70
Check	02/07/2020	1190	Regional Monitoring...	Regulatory Measure ID: 43...	X	-15,000.00	-58,064.70
Check	02/07/2020	1191	L.R. PAULSELL CO...	Emergency Interceptor Cle...	X	-2,622.50	-60,687.20
Check	02/07/2020	1194	Sierra Chemical Co...	Chemicals	X	-562.68	-61,249.88
Check	02/07/2020	1189	Eurofins Calscience...	Lab Testing	X	-435.00	-61,684.88
Check	02/07/2020	1193	PG&E	Electric	X	-336.09	-62,020.97
Transfer	02/10/2020			Payroll and other recovery ...	X	-8,490.58	-70,511.55
Transfer	02/10/2020			Payroll and other recovery ...	X	-63.74	-70,575.29
Total Checks and Payments						-70,575.29	-70,575.29
Deposits and Credits - 1 item							
Deposit	01/24/2020			Interest	X	393.60	393.60
Total Deposits and Credits						393.60	393.60
Total Cleared Transactions						-70,181.69	-70,181.69
Cleared Balance						-70,181.69	241,999.68
Register Balance as of 02/12/2020						-70,181.69	241,999.68
Ending Balance						-70,181.69	241,999.68

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: 2-26-20

LATEST FUND REPORT: 2-12-20

OPERATING FUND 3426

CONSTRUCTION FUND 3427

CASH CARRIED FORWARD: \$369,585.72

CASH CARRIED FORWARD \$74,517.31

ACTIVITY:

ACTIVITY:

Warrants (6051-6078) (\$165,517.96)
 Investment fee (\$129.00)
 Conn fee trns to 3427 (\$2,425.00)
 Payroll recovery to REC (\$797.49)

Trns from fund 3426 \$2,425.00
 Invest. service fee (\$17.00)

Payroll recov PCSan REC \$9,448.99
 Conn fee 1952 VDR \$2,425.00
 Permit fees \$180.00

CASH BALANCE: \$76,925.31

INVESTED BEGIN BAL.: \$884,734.10
 Interest LAIF \$5,082.55

CASH BALANCE: \$212,770.26

INVESTED BALANCE: \$889,816.65

FUND 3427 BALANCE: \$966,741.96

ADV ON TAXES:

060 Prop tax Beginning \$535,225.65
 No activity \$0.00

Ending Balance \$535,225.65

160 Adv Supp Prop tax \$4,117.89
 No activity \$0.00

Ending Balance \$4,117.89

INVESTED BEG. BALANCE: \$3,127,231.67
 Interest LAIF \$14,434.65

Ending Balance: \$3,141,666.32

FUND 3426 BALANCE: \$3,893,780.12

TAXES held in 3240: \$186,429.24
 CO.charges in 3240: \$0.00

ACCURED DEBT OWED TO CVAN:

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

CAPITAL RESERVE FUND 3429

CASH CARRIED FORWARD \$269.00

ACTIVITY:
 Invest. service fee (\$2.00)

CASH BALANCE: \$267.00

INVESTED BEGIN BAL.: \$70,048.55
 Interest LAIF \$402.40

INVESTED BALANCE: \$70,450.95

FUND 3429 BALANCE: \$70,717.95

CONTRACTOR BONDS ON FILE:

27 contractors \$27,500.00

CROCKETT COMMUNITY SERVICES DISTRICT
Reconciliation Detail
FUND 3426 - CV SANITARY - O&M, Period Ending 02/12/2020

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							4,036,160.93
Cleared Transactions							
Checks and Payments - 31 items							
Check	01/16/2020	6054	CITY NATIONAL BANK	Loan Agreement #06-045-AF b...	X	-27,651.07	-27,651.07
Check	01/16/2020	6055	U.S. BANK	Various	X	-1,364.99	-29,016.06
Check	01/16/2020	6053	MEYERS NAVE	General advice Dec 2019	X	-811.86	-29,827.92
Liability ...	01/16/2020	6052	STATE COMPENSATION...	Workers Comp	X	-417.55	-30,245.47
Paycheck	01/16/2020	6051	MADISON A. KOZIER	Payroll Jan -15	X	-79.05	-30,324.52
Transfer	01/20/2020			Payroll recovery Jan 1-15	X	-797.49	-31,122.01
Check	01/24/2020			Service Charge	X	-129.00	-31,251.01
Check	02/07/2020	6069	C&H SUGAR CO.	WWTP Shared Costs for Dec. ...	X	-65,885.89	-97,136.90
Check	02/07/2020	6073	L.R. PAULSELL CONSUL...	CCTV Proj #19-TV; Const Mg...	X	-43,191.40	-140,328.30
Paycheck	02/07/2020	6056	DALE A. McDONALD	Payroll Jan 2020	X	-4,373.09	-144,701.39
Paycheck	02/07/2020	6057	JAMES G. BARNHILL	Payroll Jan 2020	X	-4,274.12	-148,975.51
Liability ...	02/07/2020	6060	CalPERS Public Employe...	CalPERS retirement and 457 ...	X	-4,156.65	-153,132.16
Check	02/07/2020	6076	WEST COUNTY WASTE...	Contract Services for Decemb...	X	-2,943.84	-156,076.00
Check	02/07/2020	6074	PG&E	Electricity Pump Stations	X	-2,161.86	-158,237.86
Liability ...	02/07/2020	6058	UNITED STATES TREAS...	FedTax Payroll Liability	X	-1,565.66	-159,803.52
Check	02/07/2020	6067	BAAQMD	Air permit - Invoice Number 4G...	X	-1,000.00	-160,803.52
Liability ...	02/07/2020	6061	SDRMA	Health Benefit Premium	X	-892.50	-161,696.02
Check	02/07/2020	6070	CUNHA ENGINEERING	Pomona Street/Atherton Engin...	X	-750.00	-162,446.02
Check	02/07/2020	6072	EBMUD	Water Pump Station	X	-726.69	-163,172.71
Check	02/07/2020	6075	Regional Government Ser...	Hosselkus 1 RPD consulting D...	X	-670.00	-163,842.71
Liability ...	02/07/2020	6059	EMPLOYMENT DEVELO...	State Tax Payroll Liability	X	-648.37	-164,491.08
Check	02/07/2020	6077	Old Republic Title Company	Condition of Title - 1 Rolph Par...	X	-400.00	-164,891.08
Check	02/07/2020	6071	David Farnsworth, CPA	Government Compensation Re...	X	-395.00	-165,286.08
Check	02/07/2020	6066	DOLORES M. MORALES	Mileage and supplies reimburs...	X	-354.20	-165,640.28
Check	02/07/2020	6063	AT&T (Phone)	Telephone District and Alarm	X	-267.15	-165,907.43
Check	02/07/2020	6064	Dale McDonald	Mileage and office reimbursem...	X	-189.39	-166,096.82
Check	02/07/2020	6078	East Bay Municipal Utility ...	Water consumption data invoic...	X	-133.20	-166,230.02
Liability ...	02/07/2020	6062	LINCOLN FINANCIAL GR...	LTD premium CCSVD-BL-156...	X	-120.12	-166,350.14
Check	02/07/2020	6065	JAMES G. BARNHILL	Mileage reimbursement	X	-79.31	-166,429.45
Check	02/07/2020	6068	CONTRA COSTA COUN...	Release Filing fee for Parcel 3...	X	-15.00	-166,444.45
Transfer	02/10/2020			Capacity Fee Trns 1952 VDR ...	X	-2,425.00	-168,869.45
Total Checks and Payments						-168,869.45	-168,869.45
Deposits and Credits - 6 items							
Deposit	01/20/2020			Permit	X	60.00	60.00
Deposit	01/24/2020			Interest	X	14,434.65	14,494.65
Deposit	01/31/2020			Conn Fee and permits DP8026...	X	2,545.00	17,039.65
Transfer	02/10/2020			Payroll and other recovery Jan	X	118.33	17,157.98
Transfer	02/10/2020			Payroll and other recovery Jan ...	X	840.08	17,998.06
Transfer	02/10/2020			Payroll and other recovery Jan...	X	8,490.58	26,488.64
Total Deposits and Credits						26,488.64	26,488.64
Total Cleared Transactions						-142,380.81	-142,380.81
Cleared Balance						-142,380.81	3,893,780.12
Register Balance as of 02/12/2020						-142,380.81	3,893,780.12
Ending Balance						-142,380.81	3,893,780.12