

CROCKETT SANITARY COMMISSION

Regular Business Meeting
AGENDA FOR WEDNESDAY, APRIL 21, 2021

TIME: 7:00 PM

PLACE: ** TELECONFERENCE - SEE BELOW **

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:

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

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

Agenda packet can be accessed at <https://www.town.crockett.ca.us/2021-4-21-crockett-sanitary-commission-meeting>.

HOW TO OBSERVE THE MEETING:

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

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

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

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/89413121632> using a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)

Mobile: Login through the Zoom mobile app on a smartphone, enter Meeting ID# 894 1312 1632.

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

1. CALL TO ORDER – ROLL CALL

2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER

3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:

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

4. PUBLIC HEARING:

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

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

a. Approve Minutes of March 17, 2021

b. Receive Status Report on outstanding items.

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

7. WASTEWATER:

Status report on recent Enforcement Actions.

8. BUDGET AND FINANCE:
 - a. Consider monthly Summary Worksheet and staff report on financial matters.
 - b. Consider splitting PG&E bill with the Recreation Department, form recommendation.
 - c. Receive 9-month budget report and form recommendations.

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

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

11. FUTURE AGENDA ITEMS:

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

12. COMMENTS FROM COMMISSIONERS:

13. ADJOURNMENT to May 19, 2021.

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525
Telephone (510) 787-2992
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MINUTES OF REGULAR MEETING, MARCH 17, 2021

1. CALL TO ORDER: The meeting was called to order at 7:04 PM by Chairperson Manzione. Present were Commissioners Adams, Wais and Wolthuis, along with District Engineer Murdock, Assistant Dept. Manager Barnhill and Asst. Secretary Witschi. Also present was Director Barassi.
2. AGENDA ORDER: Commissioner Manzione asked to have Item 6.c. moved after Item 2.
- 6.c. REPORT ON NEW DISTRICT OFFICE: Commissioner Wolthuis reported two bids have been received for the new office building for painting the interior and roof repairs. He said one bid is for \$90K and the second bid is \$110K. The Committee is looking to see what can be taken out of the bids to get a lower price and that includes nothing about putting any offices in or anything else. He said the original estimates were in the \$40K range. He would like to get the employees moved over to the new office and start using the building. Commissioner Manzione said he clearly agrees with costs increasing and with no productive use of the building, the smart thing is to keep repairs to a minimum and get the building into some productive use. Commissioner Manzione asked is it too early to talk about other productive uses of the building like renting out the residential apartment or has there been any discussion about that. Commissioner Wolthuis said the committee is interested in renting out the apartment, but there has to be some work done first. He said the committee is looking at getting bids to have the ceilings painted.
3. PUBLIC COMMENTS: Director Barassi said there was a request by the Crockett Middle School teachers to park in the new office building parking lot because their staff parking lot is under construction. He asked the Commission if they had a problem with the teachers parking there for free or should we charge them. The Commission did not have a problem with the teachers parking there. He said the other item was that Director Peterson brought up in an email dealing with the gates that lead down to the Equalization (EQ) tank. He said staff should undertake a project of locking them more religiously. He spoke with Mr. Murdock about it and they came up with a solution that basically allows staff to take reasonable care and not be negligent in letting those gates be open. Under the District's lease there is a requirement to keep the easement secure. There is a large encampment and if people start getting locked out from the San Pablo Avenue side, they will want to come up from the railroad track side. Even if the District doesn't have any legal responsibility to close the gates, it is in the best interest for the neighbors in the community to keep the gates closed and spend some money every time a chain or a lock gets cut.
4. PUBLIC HEARING: None
5. CONSENT CALENDAR: The consent items were approved unanimously (mw/ha):
 - a. Approve Minutes of February 17, 2021.
 - b. Receive Status Report on outstanding items.

6.a. DISTRICT BOARD ACTIONS: No report.

6.b. ANNOUNCEMENT OF VACANCY: Commissioner Manzione reported there is an ongoing vacancy on this commission. He said in the past, existing commissioners have taken a part in recruiting new commissioners. Commissioner Wais said she has talked to a couple of people but has not gotten very far. She will put the announcement of vacancy in the Women's Club newsletter. This will be reposted for 30 days.

7.a. ENFORCEMENT ACTIONS: Mr. Murdock reported five properties received their Certificate of Compliance and are no longer in violation. He said there is an Accessory Dwelling Unit (ADU) being constructed at 50 Rolph Park Drive. He said the owner is building a new garage or converting one and he wants to put in a pump out of his garage to his existing lateral and that is a violation to have two separate buildings sharing one lateral. He spoke with the owner and he was told by Mr. Donald he could do it. Most of the code changes do not really matter to our sewer, which is for purposes of providing sewer service for water, sewer or power, including a connection fee. A junior ADU shall not be considered a separate or new dwelling unit. Mr. Murdock would like the Commission to provide some guidance on how to go about this. He said there is the possibility that we may have to allow people to share one lateral. Commissioner Manzione said he is comfortable with opening a separate side sewer or providing service whether we allow them to discharge to the sewer or not. He said not restricting the District from any technical requirements that is reasonable and is important for the system. He is of the position that there is not a conflict between these two provisions that we will not refuse service to a junior ADU and we will not charge them an extra connection fee but we will apply our technical requirements which include a separate side sewer. Commissioner Wolthuis said what your saying is we should require him to have a separate hookup to the main, but we will not be able to charge him any type of fee to do so. Commissioner Manzione said is having a separate lateral connection for each separate building a technically important thing for us so that we have a moratorium on any new double or triple laterals. His viewpoint is he would be willing to stand by our design standard and said he needs to do a separate sewer. Commissioner Wolthuis said if he goes into the four inch lateral and he incurs problems, there all his problems. That four inch is not going to take any more sewage to the main that is capable of taking, so the net effect is it is not going to affect our main. It is going to affect his lateral if he can't take the volume through the pipe in existence. Mr. Murdock said he also has a pump so he can force a lot of sewage down there. Commissioner Wolthuis said basically all you have to say is the Sanitary Department requires you to hook into the main. The cost incurred to hooking in the main is your responsibility. We cannot charge you a connection fee because it is on the same property. The net effect is you have every right to do so and if you feel it in your engineering evaluation that it is best for the District to have a separate line then do it.

7.b. LATERAL INSPECTION PROGRAM: Mr. Murdock reported staff has categorized everything in the CCTV. He said there were a couple of spots that have gone back to Robin Paulsell and asked for clarification on and he provided staff with a new video.

7.c. SEWER REPAIR PRIORITIES: Mr. Murdock reported there is 776 feet of capital repair and an estimate of \$365,000 to repair. He said contractors seem to be really busy now and prices may increase. He said one of the sewer repairs is right behind the Community Center. There are about 300 units connected to that line and if it overflows it will go down into the Bocce courts.

8. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. No further discussion.

9.a. STAFF REPORT ON OPERATIONS: Mr. Murdock reported on the condition of the Equalization (EQ) tank. Commissioner Manzione said he talked to Mr. Murdock about the details of the report he wrote regarding the repair needs at the EQ tank and the condition. He brought up the possibility that the money might be better spent having a consulting engineer come in and tell us what we need to do the maintenance. One item of concern to bring in a consulting engineer evaluation is spalling of some concrete where rebar is exposed. He said there is some moisture showing at the foundation that could be leaks from the interior of the tank. His understanding is the consulting engineer who offered to come out for \$3,000 was offering a visual inspection. Mr. Murdock will proceed with getting the repairs and maintenance done and then wait till later to get a consulting engineer out there. Commissioner Wolthuis said he is comfortable with it. Mr. Murdock spoke with Mr. Wilson about the possibility of hiring his maintenance crew to paint the EQ tank. Commissioner Manzione said the Commission is in favor of spending a \$1,000 on what needs to be fixed at the EQ tank.

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

9.c. STAFF ANNOUNCEMENTS: None

10.a. WASTEWATER COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. INTER-AGENCY MEETINGS: None

11. FUTURE AGENDA ITEMS:

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

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 8:21 PM until April 21, 2021.

Respectfully submitted,

Susan Witschi
March 18, 2021

CROCKETT SANITARY DEPT. STATUS REPORT

APRIL

DATE	REF.	TASK	STATUS	NEXT STEP	RESPONSIBLE
Ongoing		Flow data analysis - gather meter data regularly, process flow data, print and archive, update dry weather and wet weather worksheets.	Hydraulic study underway on capacity of collection systems.	Meter calibrations in 2021	JB
Ongoing		Sewer database & repair records - permanent paper and digital records of construction projects.	Paper files through 2018, ICOM maintenance scheduled updates, map and line segment data current thru 6/13	Catalog and archive paper records. Update ICOM3 data records, create new wall map based on changes.	JB
Ongoing		Financial accounting & budget	Adopted FY 20/21	Mid-Year FY 20/21 report in December	GM
Ongoing		JTP cost allocation adjustment - annual review done in April to adjust treatment plant costs based on actual flow.	Allocation complete for April 2019-March 2020	Review in April 2021	JB
Ongoing		C&H diversion analysis - data gathered monthly and records stored with flow data.	current thru 4/20	Verify diversions reported by review of flow data, complete in March 2021.	JB
Ongoing		Creek pollution monitoring - SSMP requires monitoring of large spills that reach the waters of the state. WCWC to perform these services as needed. Insufficient staff to be proactive for collection of baseline data.	BACKLOGGED		WCWD
Ongoing		Manhole maintenance - annual maintenance to site visit known trouble spots to clear brush and debris.	brush & debris cleared	Review Summer 2020	JB

FINANCIAL MATTERS

4/18	F-23	10-year revenue program	updated in 2018	BACKLOGGED	GM
3/18	F-22	Climate change impacts	POSTPONED	Strategic planning in fall	Comm/Board
3/18	F-21	Advance planning renegotiate JUA	POSTPONED	Review JUA in winter	Comm/Board
3/18	F-20	Advance planning for flow reduction C&H	POSTPONED	To Wastewater Committee	WWC

ENGINEERING MATTERS

5/18	E-27	Flyght SCADA with MCC	engineer investigating	To bid October 2020	VW Housen
12/12	E-26	Protect pump station from floods	POSTPONED	remove bricks by Feb 2021	CIA

5.b.

DATE	REF.	TASK	STATUS	NEXT STEP	RESPONSIBLE
5/12	E-25	6" sewer behind Third/Wanda	BACKLOGGED	install access point	Constr. Mgr.
10/10	E-24	Loring pump station alt. power backup	WCWD Power	install generator	WCWD / JB
7/07	E-21	Mercury TMDL	BACKLOGGED	review / research	WWC
4/07	E-20	Pool discharge permitting	BACKLOGGED	create permit	GM / Legal
3/05	E-10	EQ tank rehabilitation	cleaned 9/14	engineers study required	VW Housen & other engin.
6/04	E-9.5	Sewer replacement schedule	2% per year	Wastewater to review 2021	GM / WWC
10/01	E-4	Easement agreement (405 Alhambra)	BACKLOGGED	hire surveyor	GM
8/01	E-3	Edwards Creek tunnel project	COMPLETED	record grant of easement	GM
7/17	E-28	Update contacts with DIR	BACKLOGGED	Contractors must be registered	Constr. Mgr.
<u>ADMINISTRATIVE MATTERS</u>					
1/18	A-32	Easement Protection Program	BACKLOGGED	revisit enforcement priority	GM / Board
6/17	A-31	Access & Repair Agreement Program	BACKLOGGED	develop formal program	GM / Board
4/17	A-30	Abandon sewer easement 550 Alhambra	Attorney for language	record abandonment	GM
10/15	A-29	Order protection of easement 515 Winslow	BACKLOGGED	draft letter and request payment of abatement costs	GM
8/15	A-33	Enforcement Procedures - rewrite	BACKLOGGED	Draft and legal review	GM / Legal
9/14	A-34	Grant Easement Transfer 330 Alhambra	BACKLOGGED	draft and record	GM
9/12	A-28	Capacity charge payment plan	POSTPONED	revise fee ordinance	GM / Legal
3/12	A-27	Common lateral ordinance	DELAYED	review ordinance	GM / Legal
2/10	A-26	Capacity charge ordinance	POSTPONED	revise by ordinance	GM / Legal
11/09	A-25	Double permit fees for no permit	drafted	adopt ordinance	GM / Legal
3/08	N-11	Penalties for lateral SSO negligence	BACKLOGGED	develop fines	GM / Board
4/07	A-20.5	Lateral replacement	ON HOLD		GM / Board
11/06	A-19	Safety training requirements	Identify	annual training	JB
3/04	A-16	C&H access requirements	BACKLOGGED	abandon sewers	GM / Legal
8/03	A-15.9	Grease trap inspection control program	BACKLOGGED	develop procedures	JB
8/03	A-15.7	Grease traps/FOG	BACKLOGGED	notify commercial kitchens	JB

DATE	REF.	TASK	STATUS	NEXT STEP	RESPONSIBLE
3/03	A-15	N-00-29 sewer easement	Docs updated	parties to sign	GM / Prop. Owner
3/02	A-14	Encroachment permit (9 Crolona Hgts)	BACKLOGGED	send agreement	JB
2/01	A-11	Sewer main acceptance records	BACKLOGGED	disavow by resolution	GM / Legal
2/99	A-8	West County contract review	ON HOLD	continue with existing	GM / Comm.
5/98	A-4	Emergency binder	BACKLOGGED	Update and revise	GM
6/20	A-33	Letter to railroad re crossing	BACKLOGGED	Protect access to outfall	GM / Legal
1/20	A-34	Outfall lease SLC #25959	Incomplete	Address outstanding items	GM

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CROCKETT SANITARY COMMISSION

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ANNOUNCEMENT OF VACANCY

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

The District is now taking applications for a vacancy on the Crockett Sanitary Commission. Applicants must be residents of Crockett. Anyone interested should apply by written letter, clearly identifying the applicant by name, street address and Crockett phone number. Applications must contain a statement of interest and qualifications. The deadline to submit applications to the Crockett Community Services District, PO Box 578, Crockett, CA 94525 is May 12, 2021.

The Sanitary Commission will interview applicants on May 19, 2021 and make a recommendation to the Board. An appointment to the Commission will be made later by the District Board of Directors. The term of office is 24 months. Please call Crockett Community Services District at 787-2992 for more information.

April 22, 2021

c:\mydocs\admin\secretary\vacancy.doc

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

6.b.

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 Commission
FROM: James Barnhill
SUBJECT: Status Report on Recent Enforcement Actions
DATE: April 14, 2021

The following properties received a Certificate of Compliance and are no longer in violation:

1. 220 CLARK ST – Certificate issued following TV review.
2. 665 ALHAMBRA ST – Certificate issued following TV review.

Properties with Permit, pending repair:

1. 1648 FRANCIS ST– Permit #20-31 issued 11/30/20.

Properties with Permit, pending installation:

1. 1952 VISTA DEL RIO – Permit #20-3 issued 1/27/20 plus. New construction

Properties pending Permit:

1. 1515 FLORA STREET– Permit not obtained. Notice of Public Hearing to be sent.
2. 625 HEALD COURT – Owner listed property for sale and is planning to repair lateral connection to common private main sewer. Permit not obtained yet. Private main sewer serves four properties.
3. 530 ALHAMBRA STREET– In communication with Dept. Pending Permit and repair.
4. 312 CLARK STREET– In communication with Dept. Pending Permit and repair.

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MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTC	4/21/21	LATEST FUND REPORT:	4-12-21
OPERATING FUND 3426		CONSTRUCTION FUND 3427	
CASH CARRIED FORWARD:	\$422,366.12	CASH CARRIED FORWARD:	\$60,024.28
ACTIVITY:		ACTIVITY:	
Warrants (6381-6402)	\$ (56,008.47)	Invest Scvs	\$0.00
Payroll recov PC&Mair	\$0.00		
	\$0.00		
Permit 21-3	\$60.00	CASH BALANCE:	\$60,024.28
Overpay refund	\$ -		
Transfer to LAIF	\$ -	INVESTED BEGIN BAL.:	\$900,886.19
Wells Fargo Fees	(\$1.29)	Invest Interest	\$0.00
Cost Recovery - shirt	\$0.00		
Payroll recov to REC	\$ -		
		INVESTED BALANCE:	\$900,886.19
CASH BALANCE:	\$366,416.36	FUND 3427 BALANCE:	\$960,910.47
ADV ON TAXES:	\$ 602,624.90		
060 Prop tax Beginnir	\$ 598,507.01		
Cash Conversion	\$0.00		
Ending Balance	\$ 598,507.01	CAPITAL RESERVE FUND 3429	
160 Adv Supp Prop tax	\$4,117.89	CASH CARRIED FORWARD:	\$261.00
No activity	\$0.00		
Ending Balance	\$4,117.89	ACTIVITY:	
		Invest Scvs	\$0.00
INVESTED BEG. BALANCE:	\$2,675,340.92	CASH BALANCE:	\$261.00
Invest Interest	\$0.00		
Transfer to investmer	\$0.00	INVESTED BEGIN BAL.:	\$71,327.38
		Invest Interest	\$0.00
Ending Balance:	\$2,675,340.92		
FUND 3426 BALANCE:	\$3,644,382.18	INVESTED BALANCE:	\$71,327.38
TAXES held in 3240:	\$210,413.36	FUND 3429 BALANCE:	\$71,588.38
CO.charges in 3240:	\$0.00		
ACCURED DEBT OWED TO CVAN:		CONTRACTOR BONDS ON FILE:	
PCSAN DEPT.	\$378,219.98	35 contractors	\$34,500.00
MAINT DEPT.	\$0.00		

CROCKETT COMMUNITY SERVICES DISTRICT

INVESTMENT REPORT

AS OF April 1, 2021

Beginning invested balance: 1/31/2020

\$ 3,579,415.18

RECREATION DEPT. OPERATING FUND 3241

LOCAL AGENCY INVESTMENT FUND - Rate 0.63% on 1/15/21

\$ 257,865.86

Activity: No Activity

\$ -

Ending balance:

\$ 257,865.86

MAINTENANCE DEPT. MEMORIAL HALL FUND 3242

LOCAL AGENCY INVESTMENT FUND - Rate 0.63% on 1/15/21

\$ 173,770.78

Activity: No Activity

\$ -

Ending balance:

\$ 173,770.78

PORT COSTA SANITARY DEPT. OPERATING FUND 3425

LOCAL AGENCY INVESTMENT FUND - Rate 0.63% on 1/15/21

\$ 224.05

Activity: No Activity

\$ -

Ending balance:

\$ 224.05

CROCKETT SANITARY DEPT. OPERATING FUND 3426

LOCAL AGENCY INVESTMENT FUND - Rate 0.63% on 1/15/21

\$ 2,175,340.92

Activity:

Cash Deposit (03/03/21)

\$ 500,000.00

Ending balance:

\$ 2,675,340.92

CROCKETT SANITARY DEPT. CONSTRUCTION FUND 3427

LOCAL AGENCY INVESTMENT FUND - Rate 0.63% on 1/15/21

\$ 900,886.19

Activity: No Activity

\$ -

Ending balance:

\$ 900,886.19

CROCKETT SANITARY DEPT. CAPITAL RESERVE FUND 3429

LOCAL AGENCY INVESTMENT FUND - Rate 0.63% on 1/15/21

\$ 71,327.38

Activity: No Activity

\$ -

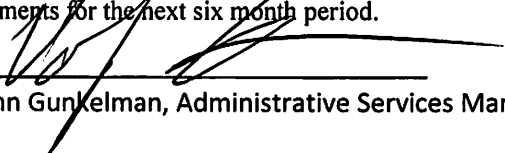
Ending balance:

\$ 71,327.38

Closing invested balance: 4/1/2021

\$4,079,415.18

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.


 Vaughn Gunkelman, Administrative Services Manager

Date: 4/15/21

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

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TO: Board of Directors and Crockett Sanitary Commissioners
FROM: Administrative Services Manager
SUBJECT: 9 Month FY 2020/21 Budget Report
DATE: April 20, 2021



The Crockett Sanitary Department budget report includes a 9-month profit and loss statement for fund 3426 of the Crockett Sanitary Department. The department remains on relatively good financial footing, with estimated expenses for the collection system, treatment plant, and administrative cost centers all under budget. Payroll costs are slightly over budget and revenue remains on target. The contingency and rate stabilization reserves are not expected to be used this year. A budget deficit is not forecast for FY 20/21.

HIGHLIGHTS

- Rate Stabilization Reserves remain on track to meet or exceed the District's goal of reaching \$2.5 M by 2022.
- Revenue is almost exactly on target, and should remain so through the end of the FY.
- Joint-Treatment-Plant (JTP) O&M expenses (#411.50) remain the largest expense of the Crockett Sanitary Department. Expenses were lower this year as it was a dry winter.
- RTS Grant Funding of \$31,818 is slightly higher than was budgeted.
- The budget includes new expense line items for the Hosselkus Chapel. These items can be found on page 3, accounts #414.70 thru #414.76. This remains underbudget, as work is still being bid on. Some of the rental budget for this will be going to the Community Center for office space use.
- Payroll expenses are slightly over budget due to unexpected staffing costs.

SUMMARY

Operating expenditures are still slightly under budget in FY 20/21 with the total O&M expense estimated to be around \$1.13 M by June 30, 2021. Revenue for the district should close out the year very close to target.

STAFF RECOMMENDATION

Staff recommends the Crockett Sanitary Commission receives the 9-month budget report. Capital expenditures previously allocated to sewer projects, treatment plant, and pump station should resume as soon as possible. Additional costs for O&M, staffing, and administration should be taken into consideration. The Budget and Finance Committee should meet to discuss the FY 21/22 budget and the Sewer Use Charge Study Report.

CROCKETT COMMUNITY SERVICES DISTRICT
CVSAN Budget Report
 July 2020 through June 2021

04/20/21

Cash Basis

	Jul '20 - Ju...	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense				
Income				
3425i · FUND 3425 PCSAN. Income***				
31 · NON-OPERATING REVENUE				
318.00 · COST RECOVERY	31.61			
Total 31 · NON-OPERATING REVENUE	31.61			
Total 3425i · FUND 3425 PCSAN. Income***	31.61			
3426i · FUND 3426 CVSAN. Income***				
300 · OPERATING REVENUE				
304 · BUILDING RENTAL REVENUE	0.00	8,000.00	-8,000.00	0.0%
301.1 · SEWER USE CHARGES - CY	1,376,362.91	1,423,521.00	-47,158.09	96.7%
301.3 · SEWER USE CHARGES - C&H	96,915.74	196,695.96	-99,780.22	49.3%
302 · PERMIT FEES	1,050.00	1,500.00	-450.00	70.0%
303 · CAPACITY CHARGES	0.00	7,275.00	-7,275.00	0.0%
306 · MISC. SERVICE FEES	0.00	1,500.00	-1,500.00	0.0%
307 · PENALTIES FINES COLLECTED	0.00	1,000.00	-1,000.00	0.0%
318 · COST RECOVERY				
318.2 · Abatement Costs	0.00	1,000.00	-1,000.00	0.0%
318.6 · Other	954.51	1,000.00	-45.49	95.5%
Total 318 · COST RECOVERY	954.51	2,000.00	-1,045.49	47.7%
Total 300 · OPERATING REVENUE	1,475,283.16	1,641,491.96	-166,208.80	89.9%
325 · NON-OPERATING REVENUE				
311 · INTEREST	19,202.69	28,414.00	-9,211.31	67.6%
314 · PROPERTY TAXES trnsfr from 3240	-4,117.89	310,887.00	-315,004.89	-1.3%
316 · ACCESS REPAIR PAYMENTS	0.00	6,221.00	-6,221.00	0.0%
319 · GRANTS	0.00	32,226.00	-32,226.00	0.0%
320 · OTHER NON-OP INCOME	32,822.49	2,000.00	30,822.49	1,641.1%
322 · INTERFUND TRANSFERS - 3427	0.00	106,387.00	-106,387.00	0.0%
325.8 · CONTRACTOR BONDS	5,000.00	3,000.00	2,000.00	166.7%
325.9 · INTERFUND LOAN PAYMENT PCSAN	0.00	73,977.00	-73,977.00	0.0%
Total 325 · NON-OPERATING REVENUE	52,907.29	563,112.00	-510,204.71	9.4%
Total 3426i · FUND 3426 CVSAN. Income***	1,528,190.45	2,204,603.96	-676,413.51	69.3%
3427i · FUND 3427 CVSAN. Income***				
303x · FUND 3427 Trns capacity charges	0.00	7,275.00	-7,275.00	0.0%
304x · FUND 3427 Trns for Reserve	0.00	32,000.00	-32,000.00	0.0%
311x · FUND 3427 LAIF Interest (Non-op)	6,591.23	10,280.00	-3,688.77	64.1%
Total 3427i · FUND 3427 CVSAN. Income***	6,591.23	49,555.00	-42,963.77	13.3%
3429i · FUND 3429 CVSAN. Income***				
311y · FUND 3429 LAIF Interest (Non-op)	521.86	1,465.00	-943.14	35.6%
Total 3429i · FUND 3429 CVSAN. Income***	521.86	1,465.00	-943.14	35.6%
Total Income	1,535,335.15	2,255,623.96	-720,288.81	68.1%
Gross Profit	1,535,335.15	2,255,623.96	-720,288.81	68.1%
Expense				
3241e · FUND 3241 REC. Expense***				
5050 · UNIFORMS	43.68			
5070 · SOFTWARE SUBSCRIPTIONS	113.49			
5170 · OFFICE				
5173 · Furnishings& Equipment	1,602.26			
5174 · Visa transaction fees	5.63			
Total 5170 · OFFICE	1,607.89			
5250 · VEHICLE/TRAVEL REIMBURSEMENT	25.30			

CROCKETT COMMUNITY SERVICES DISTRICT
CVSAN Budget Report
 July 2020 through June 2021

	Jul '20 - Ju...	Budget	\$ Over Bud...	% of Budget
Total 3241e · FUND 3241 REC. Expense***	1,790.36			
3426e · FUND 3426 CVSAN. Expense				
410 · COLLECTION SYSTEM *****				
410.211 · LOAN PRINCIPAL	82,425.38	81,525.00	900.38	101.1%
410.25 · GAS, FUEL, OIL (DIST. VEHICLE)	533.71	1,376.00	-842.29	38.8%
410.30 · INSURANCE				
410.31 · Property	2,460.17			
410.30 · INSURANCE - Other	37,479.42	37,611.00	-131.58	99.7%
Total 410.30 · INSURANCE	39,939.59	37,611.00	2,328.59	106.2%
410.50 · WEST COUNTY O&M (PS)	33,362.14	41,519.00	-8,156.86	80.4%
410.55 · PROF. SVCS. (Coll.)				
55.2 · Engineer	13,664.00	0.00	13,664.00	100.0%
410.55 · PROF. SVCS. (Coll.) - Other	0.00	6,000.00	-6,000.00	0.0%
Total 410.55 · PROF. SVCS. (Coll.)	13,664.00	6,000.00	7,664.00	227.7%
410.65 · RENT/LEASE EASEMENTS	2,521.96	2,500.00	21.96	100.9%
410.70 · MAINTENANCE				
70.1 · Sewers preventive maint (Coll.)				
70.1e · Emergency Call Out	4,642.50	0.00	4,642.50	100.0%
70.1 · Sewers preventive maint (Coll.) - Other	100,793.30	98,341.00	2,452.30	102.5%
Total 70.1 · Sewers preventive maint (Coll.)	105,435.80	98,341.00	7,094.80	107.2%
70.2 · Weeds	0.00	1,500.00	-1,500.00	0.0%
70.3 · Hardware	274.00	1,500.00	-1,226.00	18.3%
70.4 · Repairs	2,289.00	1,500.00	789.00	152.6%
410.70 · MAINTENANCE - Other	1,175.00			
Total 410.70 · MAINTENANCE	109,173.80	102,841.00	6,332.80	106.2%
410.90 · UTILITIES				
90.6 · Autodialer alarm	489.35	717.00	-227.65	68.2%
90.1 · Electricity	26,566.37	30,962.00	-4,395.63	85.8%
90.2 · Water	2,540.72	1,923.00	617.72	132.1%
Total 410.90 · UTILITIES	29,596.44	33,602.00	-4,005.56	88.1%
410.95 · OTHER OPERATING (Coll.)				
95.1 · Capital Replacements (PS)	8,535.46	28,000.00	-19,464.54	30.5%
95.2 · Other Operating Costs	3,233.72	3,140.00	93.72	103.0%
Total 410.95 · OTHER OPERATING (Coll.)	11,769.18	31,140.00	-19,370.82	37.8%
Total 410 · COLLECTION SYSTEM *****	322,986.20	338,114.00	-15,127.80	95.5%
411 · TREATMENT PLANT				
411.50 · C&H - JTP O&M	471,275.42	710,754.00	-239,478.58	66.3%
411.95 · CAPITAL REPLACEMENT (Treat)	0.00	11,893.00	-11,893.00	0.0%
411.99 · CAPACITY CHARGE Trnsfr to 3427	0.00	7,275.00	-7,275.00	0.0%
Total 411 · TREATMENT PLANT	471,275.42	729,922.00	-258,646.58	64.6%
414 · ADMINISTRATIVE				
414.20 · ELECTIONS	300.00	1,060.00	-760.00	28.3%
414.35 · MEMBERSHIPS				
35.1 · CASA	2,500.00	0.00	2,500.00	100.0%
35.3 · U.S.BANK	55.00			
414.35 · MEMBERSHIPS - Other	189.10	4,800.00	-4,610.90	3.9%
Total 414.35 · MEMBERSHIPS	2,744.10	4,800.00	-2,055.90	57.2%
414.40 · OFFICE				
40.1 · Postal	210.30	1,400.00	-1,189.70	15.0%
40.2 · Supplies	3,234.42	2,266.00	968.42	142.7%
40.3 · Miscellany	2,304.66	1,800.00	504.66	128.0%

CROCKETT COMMUNITY SERVICES DISTRICT
CVSAN Budget Report
July 2020 through June 2021

	Jul '20 - Ju...	Budget	\$ Over Bud...	% of Budget
Total 414.40 · OFFICE	5,749.38	5,466.00	283.38	105.2%
414.55 · PROF. SVCS. (Admin.)				
55.7 · Consultants	4,185.31	3,008.00	1,177.31	139.1%
55.4 · Attorney	9,973.13	13,515.00	-3,541.87	73.8%
55.5 · Auditor	6,585.29	6,851.00	-265.71	96.1%
55.6 · Engineer	2,964.00	22,000.00	-19,036.00	13.5%
Total 414.55 · PROF. SVCS. (Admin.)	23,707.73	45,374.00	-21,666.27	52.2%
414.60 · PRINTING/PUBLISHING	1,485.00	1,800.00	-315.00	82.5%
414.65 · RENTS/LEASES	7,200.00	30,000.00	-22,800.00	24.0%
414.70 · ADMIN BUILDING				
414.74 · MAINTENANCE				
414.74e · Bld.. Maint. Services	1,015.73			
414.74r · Bld.. Repair Services	19,917.42			
Total 414.74 · MAINTENANCE	20,933.15			
414.75 · UTILITIES				
414.75e · Electricity	241.47			
414.75g · Natural Gas	248.02			
414.75w · Water	336.15			
414.75 · UTILITIES - Other	0.00	13,236.00	-13,236.00	0.0%
Total 414.75 · UTILITIES	825.64	13,236.00	-12,410.36	6.2%
414.76 · Loan Principal	11,529.48			
414.70 · ADMIN BUILDING - Other	3,501.80	46,000.00	-42,498.20	7.6%
Total 414.70 · ADMIN BUILDING	36,790.07	59,236.00	-22,445.93	62.1%
414.80 · VEHICLE / TRAVEL REIMBURSEMENT	74.92	800.00	-725.08	9.4%
414.90 · TELEPHONE / INTERNET				
90.3 · Office phone/fax	1,497.52	0.00	1,497.52	100.0%
90.4 · Cell phone	382.87	0.00	382.87	100.0%
90.5 · Internet	1,390.23	0.00	1,390.23	100.0%
414.90 · TELEPHONE / INTERNET - Other	0.00	3,600.00	-3,600.00	0.0%
Total 414.90 · TELEPHONE / INTERNET	3,270.62	3,600.00	-329.38	90.9%
414.94 · SOFTWARE SUBSCRIPTIONS	3,574.64	14,056.00	-10,481.36	25.4%
414.95 · OTHER ADMIN				
95.8 · Other Misc. Admin	3,034.76	0.00	3,034.76	100.0%
95.3 · County & State Charges	20,349.73	7,400.00	12,949.73	275.0%
95.5 · Recoverable expenses	81.86	8,000.00	-7,918.14	1.0%
95.5r · Recoverable (Rec.)	4.05	0.00	4.05	100.0%
95.5p · Recoverable (PCSan)	0.85	0.00	0.85	100.0%
95.9 · Training and Conferences	0.00	1,500.00	-1,500.00	0.0%
414.95 · OTHER ADMIN - Other	610.00	0.00	610.00	100.0%
Total 414.95 · OTHER ADMIN	24,081.25	16,900.00	7,181.25	142.5%
414.96 · OTHER OP COVID-19	0.00	1,000.00	-1,000.00	0.0%
Total 414 · ADMINISTRATIVE	108,977.71	184,092.00	-75,114.29	59.2%
423 · NON-OPERATING EXPENSES				
423.1 · LOAN INTEREST	25,910.97	17,563.00	8,347.97	147.5%
423 · NON-OPERATING EXPENSES - Other	0.00	3,000.00	-3,000.00	0.0%
Total 423 · NON-OPERATING EXPENSES	25,910.97	20,563.00	5,347.97	126.0%
Total 3426e · FUND 3426 CVSAN. Expense	929,150.30	1,272,691.00	-343,540.70	73.0%
6560 · PAYROLL EXPENSES ***				
6560.5 · 1959 Survivor Ben Pool CalPERS	115.20	0.00	115.20	100.0%
6560.3 · Workers Comp Surcharges	169.00	0.00	169.00	100.0%
6560.2 · CalPERS Unfunded Liability	5,396.18	0.00	5,396.18	100.0%
414.10 · CVSan - O&M BENEFITS				

CROCKETT COMMUNITY SERVICES DISTRICT
CVSAN Budget Report
 July 2020 through June 2021

	Jul '20 - Ju...	Budget	\$ Over Bud...	% of Budget
10.1as · O&M Benefits - Barnhill	2,568.30	0.00	2,568.30	100.0%
10.1dMc · O&M Benefits - McDonald	1,469.69	0.00	1,469.69	100.0%
10.1ds · O&M Benefits - Witschi	326.81	0.00	326.81	100.0%
Total 414.10 · CVSan - O&M BENEFITS	4,364.80	0.00	4,364.80	100.0%
414.5GM · CVSan - O&M SALARY				
5.1.dMc · O&M payroll - McDonald	10,327.66	0.00	10,327.66	100.0%
5.1as · O&M payroll - Barnhill	9,904.30	0.00	9,904.30	100.0%
5.1ds · O&M payroll - Witschi	2,708.97	0.00	2,708.97	100.0%
Total 414.5GM · CVSan - O&M SALARY	22,940.93	0.00	22,940.93	100.0%
6560 · PAYROLL EXPENSES *** - Other	164,854.97	188,717.00	-23,862.03	87.4%
Total 6560 · PAYROLL EXPENSES ***	197,841.08	188,717.00	9,124.08	104.8%
Total Expense	1,128,781.74	1,461,408.00	-332,626.26	77.2%
Net Ordinary Income	406,553.41	794,215.96	-387,662.55	51.2%
Other Income/Expense				
Other Expense				
3427e · FUND 3427 SAN. Expense***				
414.95x · FUND 3427 service charges	24.00	80.00	-56.00	30.0%
423x · Other Non-Operating Expenses				
321b · INTERFUND TRANSFERS - TO 3426	0.00	106,387.00	-106,387.00	0.0%
Total 423x · Other Non-Operating Expenses	0.00	106,387.00	-106,387.00	0.0%
Total 3427e · FUND 3427 SAN. Expense***	24.00	106,467.00	-106,443.00	0.0%
3429e · FUND 3429 SAN. Expense***				
414.95y · FUND 3429 service charges	4.00	8.00	-4.00	50.0%
Total 3429e · FUND 3429 SAN. Expense***	4.00	8.00	-4.00	50.0%
Total Other Expense	28.00	106,475.00	-106,447.00	0.0%
Net Other Income	-28.00	-106,475.00	106,447.00	0.0%
Net Income	406,525.41	687,740.96	-281,215.55	59.1%

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

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TO: Crockett Sanitary Commission

FROM: Gaunt Murdock

SUBJECT: Crockett Sanitary Department Managers Report

DATE: April 21, 2021

The Crockett Sanitary Department Managers Report highlights items of interest that occurred between Mar.18, 2020 and April 14, 2021. The District offices remains closed to the public due to Coronavirus (COVID-19) orders. Social distancing and other safe practices recommended by the CDC and County Health Officer are being followed.

Operation and Maintenance

- One SSO occurred Sunday March 13, at 4:45 pm. Estimated total release was 10 gallons, absorbed into the dirt roadway. It was mentioned verbally but not reported in the written report of March 17 because it happened in the weekend between submittal of the agenda packet and the meeting.
- The VFD that controls the speed of the pump station has failed. An exact replacement can be purchased from a distributor for a cost of \$7200. As of this writing a new, surplus unit could be purchased for \$4000. At this writing, additional pump issues have developed and one pump is making an unusual sound, leaving us with diminished pumping capacity. West County Wastewater is working on the issue.
- Two Certificates of Compliance were issued.

Capital Improvements / Projects

- . We are continuing to work to get PGE to accept responsibility for the damaged sewer at 3rd and Pomona. PG&E reps did come to view the site, and we uncovered it for them, but they were a gas crew and could not authorize expenditure on it. Recently however, PG&E registered with USANorth to have the site marked for digging, and so I suspect we are progressing on this matter.
- Additionally, we have secured agreements to begin work on 4 other capital repairs, one of which will start the week of the 19th. Most of these jobs are full segment replacement by pipe burst.