

# CROCKETT COMMUNITY SERVICES DISTRICT

## Regular Business Meeting AGENDA FOR WEDNESDAY, MARCH 23, 2022

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.

### HOW TO OBSERVE THE MEETING:

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

Enter the Meeting ID# 826 7036 4062 followed by the pound (#) key.

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

**Computer:** Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/82670364062> using a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)

**Mobile:** Login through the Zoom mobile app on a smartphone and enter Meeting ID# 826 7036 4062.

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1. CALL TO ORDER – ROLL CALL

2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER

3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:

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

4. PUBLIC HEARING: *(Public comments limited to two minutes for each person with full discussion limited to twenty minutes unless extended by Board President.)*

Consider introducing Ordinance No. 22-1, amending Section 2.08.030 of the District Code related to the spending authority of the General Manager.

5. MANAGERS' REPORTS/REPORTS FROM COMMISSIONERS: *(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.
6. 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 February 23, 2022.
  - b. Approve payment of District bills.
  - c. Receive Minutes of Commissions and Committees.
7. ADMINISTRATIVE:
- a. Consider consent Items removed from Consent Calendar.
  - b. C&H update on truck delivery signs in Crockett.
  - c. Consider Resolution No. 21/22-18 authorizing remote teleconferencing meetings for the period of April 1, 2022 through April 30, 2022 pursuant to Brown Act provisions.
  - d. Consider Action Plans for 2022.
8. BUDGET AND FINANCE:
- a. Consider monthly Summary Worksheets and Investment Reports and staff report on financial matters.
  - b. Discussion on authorization of sewer repairs for Crockett Sanitary Department.
9. REPORTS FROM BOARD MEMBERS:  
*(These items are typically for exchange of information only. No action will be taken at this time.)*
- a. Personnel Committee – Members Barassi, Bartlebaugh, Cusack and Wilson
  - b. Budget & Finance Committee – Members Mackenzie and Peterson
  - c. Inter-agency meetings:
10. FUTURE AGENDA ITEMS:
- Status Reports on outstanding items.
  - Discuss Accessory Dwelling Units.
  - Discuss policy on delegation of authority to Commissions.
  - Adopt capital asset depreciation schedule.
  - Adopt capacity charge ordinance on Accessory Dwelling Units.
  - Review and adopt ADA compliance plan.
  - Adopt policy for use of private devices and e-accounts.
  - Develop policy on proposals for new programs without established funding.
11. BOARD COMMENTS:
12. ADJOURNMENT to April 27, 2022

**CROCKETT COMMUNITY SERVICES DISTRICT**

**ORDINANCE NO. 22-1**

**AN ORDINANCE AMENDING SECTION 2.08.030 OF THE  
CROCKETT COMMUNITY SERVICES DISTRICT CODE RELATED TO  
SPENDING AUTHORITY OF THE GENERAL MANAGER**

**WHEREAS**, the Crockett Community Services District ("District") is a community services district with the authority to adopt, modify, and repeal ordinances pursuant to Government Code Section 61060, subdivision (a) and the procedures of Article 7 (commencing with Section 25120) of Chapter 1 of Part 2 of Division 2 of Title 3 of the Government Code; and

**WHEREAS**, the District Code authorizes the General Manager to make expenditures of up to \$5,000 and up to \$50,000 in emergency circumstances; and

**WHEREAS**, the District Board of Directors has determined that the increased costs of day-to-day District business since the establishment of the spending authority of the General Manager is no longer sufficient to facilitate routine operations of the District and desires to increase the spending authority of the General Manager to \$50,000.

**THEREFORE, BE IT ORDAINED** by Board of Directors of the Crockett Community Services District as follows:

Section 2.08.030 of the Crockett Community Services District Code, entitled, "Authority and Responsibility," is amended as follows (additions in *-underlined italics*, deletions in ~~double-strikethrough~~): The General Manager of the District has the administrative authority and responsibility for the operation of the District and the enforcement of all District rules and regulations, including authority to execute all contracts, warrants, releases, receipts, and similar documents for and on behalf of the District in accordance with California Health and Safety Code Section 6487. The General Manager shall have spending authority up to \$50,000 ~~\$5,000~~ but may be given provisional approval by the Board President for urgent expenses above that limit. ~~Under emergency conditions as defined by Resolution No. 97-98-04, the General Manager shall have spending authority up to \$50,000 subject only to notification of the Board President as soon as possible.~~

**Section 1. CEQA.** This project is exempt from California Environmental Quality Act (CEQA) requirements in that it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment per CEQA Guidelines Section 15061(b)(3).

**Section 2. Effective Date.** This Ordinance shall take effect thirty days after adoption.

**Section 3. Publication.** Within 15 days of adoption, this Ordinance shall be published in the West County Times, pursuant to and Government Code Section 25124.

**Section 4. Severability.** If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, the remainder of the ordinance and the

application of such provision to other persons or circumstances shall not be affected thereby.

**PASSED AND ADOPTED** this 23rd day of March 2022, by the following vote of the Board of Directors of the Crockett Community Services District, to wit:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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Luigi Barassi  
President of the Board of Directors,  
Crockett Community Services District,

ATTEST:

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Kent Peterson, Board Secretary  
Crockett Community Services District

# 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](mailto:manager@town.crockett.ca.us)  
website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

## MINUTES OF REGULAR MEETING, FEBRUARY 23, 2022

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by President Barassi. Present were Board Members Bartlebaugh, Kirker, Mackenzie and Peterson, along with General Manager Murdock, Recreation Department Manager Wilson, Administrative Services Manager Gunkelman, Sanitary Dept. Manager Barnhill and Assistant Secretary Witschi. Also present was Sanitary Commissioner Wais.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING ON ORDINANCE INTRODUCTION: Mr. Murdock introduced Ordinance No 22-1 and asked that the reading of the ordinance be waived. Director Barassi opened the public hearing and called for public comment. There were no comments from the public. Mr. Murdock said the increased costs of day-to-day District business has increased and he currently has spending authority of \$5K and would like to increase it to \$50K for emergency circumstances. He said the average repair last year was \$31K and the highest was \$175K. Director Peterson said prices have gone up and he has no problem increasing Mr. Murdock's spending authority to \$50K. Director Peterson said the ordinance does not say whether the \$50K is per expense or the total for the year. Director Barassi said it would be per contract for sewer repair or emergency. Director Peterson asked if this has the recommendation of the commissioners. Mr. Murdock said the commissioners have not seen this. Director Barassi said this would also extend to the Recreation Department for recommendations on whether they see it as advisable or not. Director Barassi closed the hearing. It was the consensus of the Board to have Mr. Murdock take this to the commissioners for recommendation and bring it back next month.
- 5.a. RECREATION DEPT. REPORT: The Board received the Minutes of December 6, 2021. Mr. Wilson reported there have been some changes with the COVID-19 mask mandates. He said masks are no longer required indoors, unless you are not vaccinated, and staff no longer has to check for proof of vaccination or a negative test at events at the Community Center where food and drinks are served. He said the John Swett High School Swim Team began using the pool earlier this month. He is sending out Request for Proposal's to pool surfacing contractors so he can prepare for a grant request next month to get the pool resurfaced. He said the first Walk of Honor meeting was earlier this month and The Walk of Honor will be held on Saturday, May 21, 2022 at the Community Center.
- 5.b. MAINTENANCE DEPARTMENT: Mr. Murdock reported he hired Joel Cadena to do repairs in the new office building. He said Mr. Cadena is currently making the downstairs ADA accessible and rehabilitating the bathrooms to be unisex and doing general grounds clean up outside. Director Peterson said that the Dog Park application has been sent to Caltrans and is under review.

5.c. PORT COSTA SANITARY DEPT.: Mr. Barnhill reported there were no Sanitary Sewer Overflows (SSO's) last month and there were no exceedances. He said the Pollution Prevention Plans (PPP) have been submitted for both departments. He is working on hard mounting the sump pump and then followed by wiring work.

5.d. CROCKETT SANITARY DEPT.: The Board received the Minutes of January 19. Mr. Murdock reported there was one Sanitary Sewer Overflow (SSO) at 1963 Carquinez. He said the line has been cleared temporarily and is now looking at repairs. He said there were a couple of lateral overflows. The first one was at 309 West and Roto Rooter came out to do an emergency repair and they were unable to clear the line. He said it appeared to be collapsed. Staff hired a rehabilitation specialist to come out and clean and sanitize the area. The second overflow was inside the building at 803 Loring. The owner is in contract with a sewer repair company to provide a new lateral for the building. He said the capital improvement on Emerson has been completed. Mr. Murdock said as far as capital replacements at the Pump Station, he is still waiting on the grit pump and there will be some additional replacements within the pump station of pumps and motors. There is a leak at the 400 Port Street facility underneath the C&H yard. Staff is currently taking bids for a few sewer line repairs. He said one is downstream on the Pomona easement, the second one is on Bishop near Alexander Street and the third is at 4 Crolona Heights.

5.e. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. Gunkelman reported he spoke with State Lands last week and they said there should be no problem combining the two leases and he should have an answer by April. Mr. Murdock said State Lands in conjunction with the Bass Club are planning on moving the gate from its current point at the end of the joint treatment plant to further towards Crockett.

5.f. STAFF ANNOUNCEMENTS: Director Barassi said he has one item that is relevant to the maintenance parcel tax. He said there are some maintenance projects in Port Costa that he would like to see funded by that parcel tax, if it is passed. Director Peterson said that the Crockett Improvement Association (CIA) is the sponsor and does not serve or represent Port Costa, so Port Costa has been exempted from paying that tax in the ordinance. Director Barassi asked if the ordinance is for Crockett only and not the entire services district. Director Peterson said that is correct and he spoke with District Counsel Hundley today and she is trying to understand whether the voters of Port Costa must be allowed to vote on this because this is a community services district. Director Barassi said if the assessment is for the entire community services district then all of the residents of the service district would vote on it. He said the project he has in mind is the public shore, which was a required improvement that was done when the secondary treatment plant was built and it has no funding source, so it is a sanctioned and required public shore with improvements that were put in 1980 that have only been maintained on a volunteer basis. Director Barassi would like to see this parcel tax approved and Port Costa is participating in paying. Director Peterson said he is waiting to hear from Ms. Hundley and then he will update the Board.

6. CONSENT CALENDAR: The consent item was approved unanimously (kp/mk):  
b. Approve payment of District bills (warrants Rec. 9596-9624; PCSan, 1393-1398; CVSan 6636-6651; Maintenance 471-476).

7.a. CONSENT ITEMS REMOVED: Director Peterson asked that Items 6.a. and 6.c. be removed from the consent calendar for further discussion.  
Approve Minutes of January 26, 2022 –

- 6.d. Crockett Sanitary Dept. – Director Peterson said the sixth sentence should be removed
- 8.e. Waiver of Conflict of Interest - Director Peterson would like to have the fifth sentence removed which begins “If the petition drive....”
- 9.b. Tax Rate Area – Director Peterson said the six sentence says “a portion” and it should say “apportioned.”
- 9.c. Allocations Memo – Director Peterson said the eighth sentence should read “Director Peterson said that he sees it differently that staff time spent on CSD issues such as the financial audit. Those costs have to be allocated across all departments.

A motion to approve the Minutes of January 26, 2022 were approved, as amended, with 3 Ayes and 1 Abstention (kp/sb).

Receive Minutes of Commissions and Committees, Crockett Sanitary Commission –

- 9.b. Governmental Matters – Director Peterson said Dominic Galiano is spelled incorrectly and it should be spelled “Aliano.”

A motion to approve Minutes of Commissions and Committees, as amended, carried unanimously (kp/sb).

7.b. RE-APPOINTING COMMISSIONERS: A motion to approve Resolution No. 21/22-16 re-appointing Tom List and Karen Klaiber to the Port Costa Sanitary Commission for two years carried unanimously (mk/sb).

7.c. REMOTE TELECONFERENCING: A motion to approve Resolution No. 21/22-17 authorizing remote teleconferencing meetings for the period of March 1, 2022 through March 31, 2022 pursuant to Brown Act provisions carried unanimously (sb/mk).

7.d. REVIEW ACTION PLAN: This item has been moved to next month.

8.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Mr. Gunkelman said on the Maintenance worksheet contributions from each department have been transferred to cover the mortgage on the new office building. Director Peterson said money being invested is Memorial Hall money and the interest should be shifted over to the Memorial Hall balance. Mr. Wilson said he agrees with Director Peterson and most of the money in Maintenance is coming from the Walk of Honor and has been sitting there for four years and all that interest on the investments should go back into that fund. Mr. Gunkelman said that the Recreation Department is out of checks and all other departments are running low. He ordered checks but they did not pass the rigorous testing with Wells Fargo and he is trying to resolve that now.

8.b. BUDGET REPORT: This item has been moved to next month.

8.c. PRESENTATION ON CALPERS PLAN: Mr. Gunkelman reported that two representatives from CalPERS talked with the Budget & Finance committee yesterday. He said this is about pre-funding and moving some local investments to CalPERS, which has multiple benefits. He said the potential interest gain versus the interest gain would be a considerable savings. He will present this to the Budget & Finance Committee and bring it back to the Board with their recommendation.

9.a. PERSONNEL COMMITTEE REPORT: None

9.b. BUDGET & FINANCE COMMITTEE REPORT: The Budget & Finance met on February 22.  
No further discussion

9.c. INTER-AGENCY MEETINGS: None

10. FUTURE AGENDA ITEMS:

- Status Reports on outstanding items.
- Discuss Accessory Dwelling Units.
- Discuss policy on delegation of authority to Commissions.
- Adopt capital asset depreciation schedule.
- Adopt capacity charge ordinance on Accessory Dwelling Units.
- Review and adopt ADA compliance plan.
- Adopt policy for use of private devices and e-accounts.
- Develop policy on proposals for new programs without established funding.

11. BOARD COMMENTS: None

12. ADJOURNMENT: The meeting was adjourned at 8:46 PM until March 23, 2022.

Respectfully submitted,

*Susan Witschi*

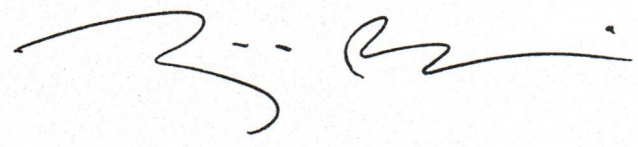
Susan Witschi  
March 3, 2022



**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**

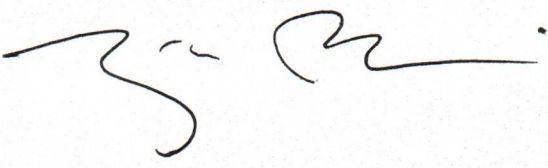
Auditor's Date: 2/18/22 Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3241 - RECREATION</b>				
02/18/2022	DAMOND L. BAL	Payroll 2/1/2022 - 2/15/2022	41.56	9612
02/18/2022	DOLORES M. MORALES	Payroll 2/1/2022 - 2/15/2022	760.32	9613
02/18/2022	SUSAN G. WITSCHI	Payroll 2/1/2022 - 2/15/2022	2,618.20	9614
02/18/2022	L & M DISTRIBUTION, INC.	Roller Replacements for Tennis Courts	180.06	9615
02/18/2022	LESLIE'S POOL SUPPLIES	Chemicals	277.57	9616
02/18/2022	TERRACARE ASSOCIATES	Landscaping services	2,280.00	9617
02/18/2022	UNIVERSAL BUILDING SERVI...	Monthly Janitorial Services - January 2022	1,319.00	9618
02/18/2022	DexYP	Advertising	61.35	9619
02/18/2022	Joscelyn Hernandez	Cleaning & Damage Refund	700.00	9620
02/18/2022	Yazmine Rico	Cleaning & Damage Refund	603.75	9621
02/18/2022	Jamila Brown	Cleaning & Damage Refund	400.00	9622
02/18/2022	USBank	Various #4127134555573937	4,526.77	9623
02/18/2022	PG&E	Gas & Electric - #2501517473-0	303.04	9624
Total FUND 3241 - RECREATION			14,071.62	
<b>TOTAL</b>			<b>14,071.62</b>	



**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**  
 Auditor's Date: 2/18/22 Fund: 342500 Account : 0830

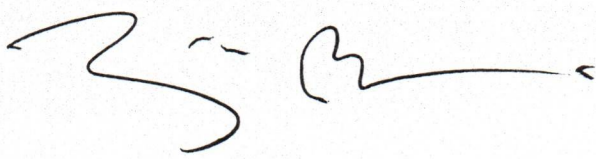
Date	Name	Memo	Credit	Num
<b>FUND 3425 - PC SANITARY - O&amp;M</b>				
02/18/2022	USBank	Various #4127134555573937	38.64	1397
02/18/2022	Valley Operators, LLC	Monthly Service Fee - January 2022	4,400.00	1398
Total FUND 3425 - PC SANITARY - O&M			4,438.64	
<b>TOTAL</b>			<b>4,438.64</b>	



CROCKETT COMMUNITY SERVICES DISTRICT  
Crockett Community Services District

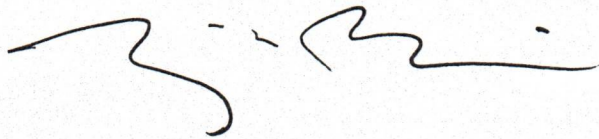
Auditor's Date: 2/18/22 Fund: 342600 Account: 0830

Date	Name	Memo	Credit	Num
<b>FUND 3426 - CV SANITARY - O&amp;M</b>				
02/18/2022	USBank	Various #4127134555573937	1,992.02	6648
02/18/2022	Roto-Rooter Services Company	Emergency Call Out - SSO @ 757 Winslow	750.00	6649
02/18/2022	TELSTAR INSTRUMENTS, INC.	Troubleshoot TS Honeywell Recorder, Telstar Job ...	1,556.00	6650
02/18/2022	STATE COMPENSATION INSURAN...	Workers Comp 219383 - January & February Pre...	9,019.76	6651
Total FUND 3426 - CV SANITARY - O&M			13,317.78	
<b>TOTAL</b>			<b>13,317.78</b>	



**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**  
 Auditor's Date: 2/18/22 Fund: 324200 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3242 - MAINTENANCE</b>				
02/18/2022	A Plus Tree Service	Prune Trees at Memorial Hall	1,500.00	474
02/18/2022	USBank	Various #412713455573937	115.43	475
02/18/2022	Joel Cadena	Construction and Maintenance at 1 R...	887.50	476
Total FUND 3242 - MAINTENANCE			2,502.93	
<b>TOTAL</b>			<b>2,502.93</b>	



**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**

Auditor's Date: 3/7/22 Fund: 324100 Account : 0830

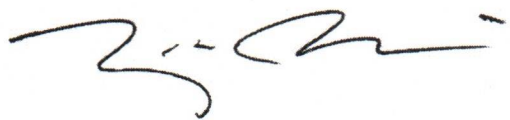
Date	Name	Memo	Credit	Num
<b>FUND 3241 - RECREATION</b>				
03/07/2022	AT&T	Phone & Internet - 510-787-2414	389.55	9661
03/07/2022	Milkman Creations	Uniforms	307.38	9662
03/07/2022	PG&E	Gas & Electric	2,381.20	9663
03/07/2022	Ron Wilson	Mileage Reimbursement	111.74	9664
03/07/2022	Susan Witschi	Mileage Reimbursement	49.00	9665
03/07/2022	Jayna Manto	Cleaning & Damage Refund	415.00	9666
03/07/2022	Bocce League	Grant for Bocce Court Improve...	1,000.00	9667
03/07/2022	Delta One Security, Inc.	Security for February	1,196.00	9668
03/07/2022	Ron Wilson	Expense Report	39.48	9669
03/07/2022	DAMOND L. BAL	Payroll 2/16/22 - 2/28/22	45.02	9670
03/07/2022	DOLORES M. MORALES	Payroll 2/16/22 - 2/28/22	1,031.20	9671
03/07/2022	SUSAN G. WITSCHI	Payroll 2/16/22 - 2/28/22	2,453.96	9672
03/07/2022	RONALD D. WILSON	Payroll 2/1/22 - 2/28/22	2,580.91	9673
Total FUND 3241 - RECREATION			12,000.44	
<b>TOTAL</b>			<b>12,000.44</b>	



AUDITOR-CONTROLLER  
 2022 MAR -7 P 3:44

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**  
 Auditor's Date: 3/7/22 Fund: 324200 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3242 - MAINTENANCE</b>				
03/07/2022	PG&E	Acct 6193854060-8 Gas and ele...	514.83	477
03/07/2022	MEYERS NAVE	Inv #189210. Services through ...	8,444.47	478
03/07/2022	GAUNT A. MURDOCK	Reimbursement for tile supplies...	1,021.55	479
03/07/2022	JOEL A CADENA	payroll Feb 16-28	1,264.58	480
Total FUND 3242 - MAINTENANCE			11,245.43	
<b>TOTAL</b>			<b>11,245.43</b>	

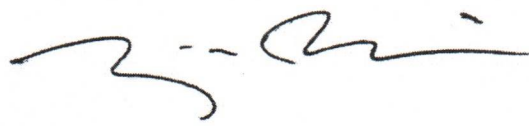


AUDITOR - CONTROLLER  
 2022 MAR - 7 P 3:44

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**

Auditor's Date: 3/7/22 Fund: 342500 Account : 0830

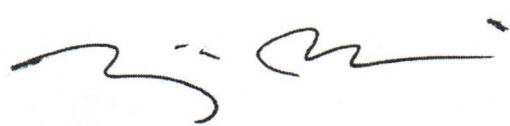
<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
<b>FUND 3425 - PC SANITARY - O&amp;M</b>				
03/07/2022	PG&E	Acct 2704121327-6. Electricity charge...	385.99	1399
03/07/2022	L.R. PAULSELL CONSULTING	Inv PCSD 22-2. High pressure cleani...	910.00	1400
03/07/2022	Sierra Chemical Company	Inv # 139012. 330 gal Sodium hypochl...	317.44	1401
Total FUND 3425 - PC SANITARY - O&M			<u>1,613.43</u>	
<b>TOTAL</b>			<u><u>1,613.43</u></u>	



AUDITOR CONTROLLED  
 2022 MAR -7 P 3:44

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**  
 Auditor's Date: 3/7/22 Fund: 342600 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
<b>FUND 3426 - CV SANITARY - O&amp;M</b>				
03/07/2022	All Bay Sewer	Invoice#223. CCTV and unblock c...	400.00	6652
03/07/2022	AT&T (Phone)	Pump station phone/emerg. call out...	421.52	6653
03/07/2022	BILL'S UNDERGROUND	Inv. 13600. Sewer Main repairs o...	33,875.00	6654
03/07/2022	L.R. PAULSELL CONSULTING	CVSD 22-3 High pressure cleanin...	11,980.00	6655
03/07/2022	PG&E	Electrical Charges for Pump Stati...	3,641.00	6656
03/07/2022	GAUNT A. MURDOCK	Payroll for Feb 1-28	5,404.55	6657
03/07/2022	JAMES G. BARNHILL	Payroll for Feb 1-28	5,721.43	6658
03/07/2022	VAUGHN P. GUNKELMAN	Payroll for Feb 1-28	5,444.13	6659
Total FUND 3426 - CV SANITARY - O&M			66,887.63	
<b>TOTAL</b>			<b>66,887.63</b>	



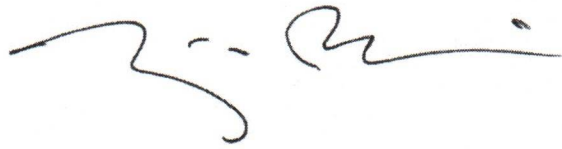
EDITOR-CONTROLLER  
 2022 MAR -7 P 3:44



CROCKETT COMMUNITY SERVICES DISTRICT  
Crockett Community Services District

Auditor's Date: 5/19/22 Fund: 342500 Account : 0830

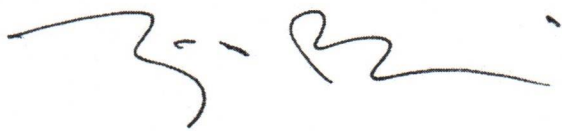
<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
<b>FUND 3425 - PC SANITARY - O&amp;M</b>				
03/09/2022	Bocce League	Grant for Bocce Court Improvements	1,000.00	1402
03/09/2022	RONALD D. WILSON	3 reissued checks from REC. 1 payroll...	2,732.13	1403
Total FUND 3425 - PC SANITARY - O&M			<u>3,732.13</u>	
<b>TOTAL</b>			<u><u>3,732.13</u></u>	



CROCKETT COMMUNITY SERVICES DISTRICT  
Crockett Community Services District

Auditor's Date: 3/1/22 Fund: 342600 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
<b>FUND 3426 - CV SANITARY - O&amp;M</b>				
03/10/2022	UNITED STATES TREASURY ...	68-0114159	6,961.25	6660
03/10/2022	EMPLOYMENT DEVELOPMEN...	698-1442-4.	4,902.57	6661
03/10/2022	LINCOLN FINANCIAL GROUP	CCSVD-BL-1564438	117.34	6662
03/10/2022	SDRMA	Members #5505, #5505, #5505, #...	20,551.59	6663
Total FUND 3426 - CV SANITARY - O&M			<u>32,532.75</u>	
<b>TOTAL</b>			<u><u>32,532.75</u></u>	



# CROCKETT RECREATION COMMISSION

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

## MINUTES OF REGULAR MEETING, FEBRUARY 7, 2022

1. CALL TO ORDER: The meeting was called to order at 6:04 PM by Chairperson Cusack. Present were Commissioners Choquette and Valentini, along with Department Manager Wilson and Facilities Manager/Asst. Secretary Witschi. Commissioner Airoidi was absent.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. CONSENT CALENDAR: The following consent item was approved unanimously (jv/lc):
  - a. Approve Minutes of December 6, 2021.
5. AQUATICS REPORT: Mr. Wilson reported on the pool revenue for 2021. Below is the breakdown of revenue that was brought in.

Rent	\$12,660
Admission	\$32,607
Passes	\$12,993
Snack Bar	\$12,523

He said the largest expense was payroll at \$46K and maintenance supplies were up substantially. Mr. Wilson reported there is a \$40,033 subsidy from the recreation assessment to cover that cost. He said there were 7,025 people in attendance.

6. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. Wilson reported a cash balance of \$179K and a fund balance of \$416K.
- 7.a. DISTRICT BOARD ACTIONS: None
- 7.b. ANNOUNCEMENT OF VACANCY: The Announcement of Vacancy will be reposted for 30 days.
- 7.c. BUDGET & FINANCE COMMITTEE APPOINTMENTS: Commissioners Cusack and Valentini will continue to serve on the Budget & Finance Committee.
8. REPORT OF DEPT. MANAGER: Mr. Wilson reported he received a \$100K grant from the Crockett Community Foundation for the Wall and Stairs Project. He received one estimate for \$304K for the Wall and Stairs Project. He is going to talk to the contractor and see if he can get the estimate reduced. Contra Costa County lifted the requirement for restaurants and gyms to check vaccination cards for a negative test result. The John Swett High School Swim Team began using the pool today through the end of April. The pool needs to be resurfaced and he researched different options and materials. He said the plaster has

lasted 11 years and normally it has a seven year life expectancy. He will try to get a grant so when the pool closes in September it can be drained and resurfaced.

9. COMMISSIONERS: None

10. FUTURE AGENDA ITEMS:

11. COMMISSIONER COMMENTS: None

12. ADJOURNMENT: The meeting was adjourned at 6:26 PM until March 7, 2022.

Respectfully submitted,

*Susan Witschi*

Susan Witschi  
February 10, 2022

# PORT COSTA SANITARY COMMISSION

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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](mailto:manager@town.crockett.ca.us)

website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

## MINUTES OF REGULAR MEETING, JANUARY 12, 2022

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Surges. Present were Commissioners Cusack, Klaiber, List and Scheer, along with General Manager Murdock, Dept. Manager Barnhill, Administrative Services Manager Gunkelman and Asst. District Secretary Witschi.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
- 5.a. DISTRICT BOARD ACTIONS: No report.
- 5.b. SELF-MONITORING REPORTS: Mr. Barnhill reported no exceedances occurred in December. He said there have been higher ammonia levels and that is common during wet weather and high flow.
- 5.c. STATUS REPORT AND ACTION PLAN: Mr. Barnhill reported the status report is a living document and it can be adjusted, but he said nothing has changed since September. A motion to recommend approval of the Action Plan for 2022 carried by consensus.
6. FINANCIAL REPORT: The monthly statement of Department finances was examined by the Commission. Mr. Gunkelman said the second loan payment to Crockett Sanitary Department is due. A motion to approve loan payment of \$2,745 to Crockett Sanitary Department carried unanimously (as/tc).
7. WASTEWATER: None
- 8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported the ammonia levels increase during wet weather inflow due to the reduced detention time and the contact base. He said he is still trying to find a better contractor to work on wiring up some pumps. Sometime in the next two weeks he is going to visit the septic tank to observe the scum layer.
- 8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None
- 8.c. STAFF ANNOUNCEMENTS: None
9. REPORTS FROM COMMISSIONERS: None
10. CONSENT CALENDAR: The consent item was approved unanimously (tc/as):
  - a. Approve Minutes of October 13, 2021.

11. FUTURE AGENDA ITEMS:

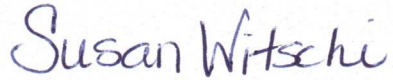
Consider 7-month budget report (Feb.).

Bull Valley Agricultural Center & Port Costa School – scope and costs.

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 7:17 PM until February 9, 2022.

Respectfully submitted,

A handwritten signature in blue ink that reads "Susan Witschi". The signature is written in a cursive, flowing style.

Susan Witschi  
January 14, 2022

# 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](mailto:manager@town.crockett.ca.us)  
website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

## MINUTES OF REGULAR MEETING, FEBRUARY 16, 2022

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Wais. Present were Commissioners Adams, Manzione and Trask, along with General Manager Murdock, Administrative Services Manager Gunkelman and Assistant District Secretary Witschi. Asst. Dept. Manager Barnhill was absent.
2. AGENDA ORDER: There were no requests to change the agenda order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
5. CONSENT CALENDAR: The consent item was approved unanimously (mm/ha):
  - a. Approve Minutes of January 19, 2022
6. DISTRICT BOARD ACTIONS: Mr. Murdock reported on the actions taken by the District Board in January. He said the District Board approved pay raises for Mr. Barnhill and Ms. Witschi and approved the contract for Mr. Gunkelman. The Board approved the resolution to extend teleconferenced meetings.
- 7.a. ENFORCEMENT ACTIONS: None
- 7.b. STATUS OF PUMP STATION: Mr. Murdock reported there are a number of components that are bad, in addition to the MCC. He said there are also a number of pumps that have termed out and there was failure of the one of the grit pumps. The other grit pump needs an overhaul soon. He said two of the four main pumps that do the pumping to the treatment plant have lived beyond their expected lifespan and one of the newer ones is slightly damaged. The one that was overhauled in 2016 has some damage on the impeller. He said within the next year it will cost somewhere around \$100K to start replacing pumps, but he has not got any bids on this yet.
- 8.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. Gunkelman reported the worksheet in the packet is the same one as last month. He said there will be an updated one next month.
- 8.b. MID-YEAR BUDGET REPORT: Mr. Gunkelman presented the mid-year budget report. He said the Budget & Finance Committee met last week. He said Commissioner Manzione commented on the \$250K for the MCC project, which is on this budget as possible revenue if the project goes through, so that money is set aside. He said the interest rate for the Local Agency Investment Fund (LAIF) is at 0.23%. He said insurance costs are not going to be as high as they were told with the 60% increase. He said there is some uncertainty regarding the C&H payments and capital replacements from last year. The office costs are now being split between departments. He is trying to consolidate the AT&T phone bills and water costs are

going up. He said the big expense is iCOMM, which is the mapping software, at a cost of \$15K a year.

8.c. CALPERS PRESENTATION: Mr. Gunkelman said he wanted to discuss unfunded accrued liability, pre-funding and investing with CalPERS. He said basically the District would be paying for retirement of employees. He said there are other ways to invest and just avoid inflation and interest payments. Since the interest rate on the LAIF is so low, moving some money to CalPERS would be a positive direction with a higher interest rate. He said he will have more information on this in the next week that he can send out to the Commission.

9.a. STAFF REPORT ON OPERATIONS: Mr. Murdock updated the commission on the current projects. He said there is a sewer replacement on Emerson, 150 feet of six inch pipe by a pipeburst. He said there was a lateral sewer overflow at 309 West Street. He said there were several inches of sewage on the sidewalk. He said staff is working towards making the bathrooms at the District office ADA compliant.

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. Gunkelman reported on the Nantucket parking lot. He said a gate should be going up as soon as next week. He said the new plan is to put the gate up before you get down to the Creek versus down at the edge of the parking lot. He spoke with State Lands and they informed him that everything is going well with the lease and they won't be able to address it until April. He said that combining the two leases should not be a problem.

9.c. STAFF ANNOUNCEMENTS: None

10.a. WASTEWATER COMMITTEE REPORT: Mr. Murdock reported the Committee met and discussed putting together a form letter to reach out to realtors and new residents to Crockett informing them of the policy on laterals and lateral inspections. There was discussion of increasing lateral and capacity fees. There was discussion of a fee index with inflation and of water recycling. He said Commissioners Manzione and Trask are working on water recycling. They discussed a need to come up with the best pumps for new specs, along with pumps in District code. He said there is a need to do something about fats, oils and grease (FOG), as it is approaching restaurants and a need to enforce grease trap cleaning.

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. INTER-AGENCY MEETINGS: None

11. FUTURE AGENDA ITEMS:

- Consider lateral inspection increase.
- Consider procedures for ADU applicants.
- Capacity Charge Accessory Dwelling Unit (ADU) Ordinance.
- Smoke testing review.

12. COMMISSIONER COMMENTS: None



13. ADJOURNMENT: The meeting was adjourned at 8:00 PM until March 16, 2022.

Respectfully submitted,

Susan Witschi

Susan Witschi  
March 4, 2022

**RESOLUTION NO. 21/22-18**

**A RESOLUTION OF THE CROCKETT COMMUNITY SERVICES DISTRICT  
PROCLAIMING A LOCAL EMERGENCY, RE-RATIFYING THE PROCLAMATION  
OF A STATE OF EMERGENCY BY EXECUTIVE ORDER N-15-21,  
SEPTEMBER 20, 2021, AND AUTHORIZING REMOTE TELECONFERENCING  
MEETINGS OF THE LEGISLATIVE BODIES OF THE CROCKETT COMMUNITY  
SERVICES DISTRICT FOR THE PERIOD OF APRIL 1, 2022 THROUGH  
APRIL 30, 2022, PURSUANT TO BROWN ACT PROVISIONS**

WHEREAS, the Crockett Community Services District (“District”) is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, the District is an independent special district and the meetings of its legislative bodies are open and public in compliance with the legal requirements of the Ralph M. Brown Act (Government Code § 54950 - 54963); and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District’s boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors previously adopted Resolution Number 21/22-6 on October 27<sup>th</sup>, finding that the requisite conditions exist for the legislative bodies of the District to conduct remote teleconference meetings without compliance with section 54953(b)(3); and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e) the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

WHEREAS, such conditions persist in the District, specifically, under the Proclamation of a State of Emergency by Governor Newsom on March 4, 2020, and Executive Order N-12-21 extending the effective date through December 31, 2021; and

WHEREAS, Contra Costa County has issued health orders and guidelines for public safety, requiring masks indoors and proof of vaccinations at all government facilities; and

WHEREAS, the Board of Directors does hereby find that a potential threat to public health and safety continues to exist, and is likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to re-ratify the proclamation of the state of emergency by the Governor of the State of California, and the guidelines set forth by Contra Costa County; and

WHEREAS, as a consequence of the emergency circumstances, the Board of Directors does hereby find that the legislative bodies of the Crockett Community Services District shall continue to conduct their meetings without compliance with section 54953(b)(3), as authorized by section 54953(e), and such legislative bodies shall comply with the requirements for the public to access the meetings as described in 54953(e)(2); and

WHEREAS, the District's regular meeting place has been established as the Crockett Community Center in Crockett by District Code Section 2.04.040, except as otherwise designated pursuant to District Resolution 1920-18; and

WHEREAS, it is the intent of the Board for it and its other legislative bodies to continue to hold meetings in order to receive information, provide direction, and make decisions on behalf of the District while still complying with social distancing requirements during the pandemic; and

WHEREAS, the District shall continue to hold all meetings subject to the Brown Act via teleconference or other electronic means, as posted on the District webpage, and as noticed on the bulletin boards located at the Crockett Community Center.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors of the Crockett Community Services District, that:

1. The above referenced recitals are true and correct and material to the adoption of this Declaration.
2. The Board hereby proclaims that the safety of life and property cannot be assured in the District at this time.
3. The Board hereby re-ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of December 30, 2021.
4. The Staff and legislative bodies of the District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution, including conducting regular meetings of the Board, and any and all other meetings of

the Crockett Community Services District's legislative bodies that are subject to the Brown Act.

5. This Resolution shall take effect immediately and shall remain in effect until April 30, 2022, or such time that the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the Crockett Community Services District may continue to teleconference without compliance with section 54953(e)(3).

This Declaration is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the Crockett Community Services District, its departments, officers, employees, contractors, or any other person.

**PASSED AND ADOPTED** by the Board of Directors of the Crockett Community Services District on this 23rd day of March 2022, by the following roll call votes:

AYES:

NOES:

ABSENT:

ABSTAINED:

---

Luigi Barassi, Board President

**ATTEST:**

---

Kent Peterson, Board Secretary

Crockett  
Community Services District

ACTION PLAN 2022

GUIDING DOCUMENT FOR STAFF

*To Be Adopted at the  
District Board Meeting  
on  
March 23, 2022*

# Crockett Recreation Department ACTION PLAN 2022

## 2022 TOP PRIORITY ACTIONS

- |    |   |             |
|----|---|-------------|
| 1. | Update Rules Signage in Alexander Park              | SPRING      |
| 2. | Replace Pool Building Doors                         | SPRING      |
| 3. | Venue Management Software Program                   | SUMMER      |
| 4. | Pomona Steps / Retaining Wall Along Pomona          | SUMMER/FALL |
| 5. | Update ADA Compliance Plan                          | FALL        |
| 6. | Obtain Funding for Deck Project at Community Center | WINTER      |

# Port Costa Sanitary Department ACTION PLAN 2022

## 2022 TOP PRIORITY ACTIONS

- |    |   |        |
|----|---|--------|
| 1. | Remove Branches from Power Lines Serving the WWTP   | WINTER |
| 2. | CCTV Collection System                              | SPRING |
| 3. | Remove Shrubs and Trees from WWTP                   | SUMMER |
| 4. | Emergency Generator (Annual Service/Fuel Treatment) | FALL   |
| 5. | Plan Inspection of Filter Bed #1 Gunitite           | WINTER |

# Crockett Sanitary Department

## General Managers

### ACTION PLAN 2022

#### 2022 TOP PRIORITY ACTIONS

##### Physical Property and Structures

1. Rehabilitation of 1 Rolph Park Drive, develop utilization of property.
2. Ongoing repair/replacement of collection systems.
3. Upgrades/rehabilitation of Crockett Pump Station, (Components & Controls)
4. Evaluation of EQ tank condition.

##### Policy, Personnel, and Finance

1. Secure contracts and wage negotiations for staff.
2. Sewer Use Charge, financial planning and response to inflationary economy.
3. Policy for ADU and Capacity Charge, Lateral Fees.
4. Joint Use Agreement negotiation (current agreement expires 7/31/24)
5. Develop and document safety training.
6. Ongoing maintenance of records.



# District Office ACTION PLAN 2022

## 2022 TOP PRIORITY ACTIONS

1. Ordinance on Capacity Charge and Accessory Dwelling Units, Amends Title 5 and 6 of District Code SPRING
2. Develop Architectural Plans for District Office SUMMER
3. Draft and Publish Policies and Statements for Reserve Funds use for all Departments WINTER
4. Long-Range Financial Planning WINTER
5. Plan for Climate Change Impact w/Public Engagement FUTURE  
*(Strategic Planning - Leverage Regional and State Resources)*

# Maintenance Department ACTION PLAN 2022

## 2022 TOP PRIORITY ACTIONS

- |  |         |
|--|---------|
| 1. Veterans Memorial Rehabilitation                | ONGOING |
| 2. Dog Park at Bridgehead                          | SPRING  |
| 3. Study Property Tax Assessment                   | SUMMER  |
| 4. Remove Diseased and Damaged Trees from Hillside | FALL    |

# CROCKETT SANITARY DEPARTMENT

## MID YEAR REPORT

2021/22

	PY Actual	Budgeted	7-month Actuals	Est. Year End	Proposed Budget
	FY 20/21	FY 21/22	FY 21/22	FY 21/22	FY 22/23
GENERAL FUND 3426 - Revenue					
3426i · FUND 3426 CVSAN. Revenue*****					
300 · OPERATING REVENUE					
301.1 · SEWER USE CHARGES - CY **	1,440,171	1,440,171	1,343,855	1,409,855	
301.2 · SEWER USE CHARGES - PY	49,174	98,348	49,174	98,348	
301.3 · SEWER USE CHARGES - C&H **	96,916	196,696	0	49,174	
302 & 306 · PERMIT FEES & MISC. SERVICE F	1,290	1,994	870	1,290	
303 · CONNECTION / CAPACITY CHARGES	0	4,850	2,425	4,850	
304 · BUILDING RENTAL REVENUE	0	0	0	0	
307 · PENALTIES AND FINES COLLECTED	0	500	0	0	
318 · COST RECOVERY					
318.2 · Abatement Costs	0	500	0	0	
318.1 .3 .6 · C&H & Vendor Reimburse	30,000	16,000		0	
Total 318 · COST RECOVERY	30,000	16,500	0.00	0	
<b>Total 300 · OPERATING REVENUE</b>	<b>1,617,550</b>	<b>1,759,059</b>	<b>1,396,324.23</b>	<b>1,563,517.23</b>	<b>1,728,274</b>
325 · NON-OPERATING REVENUE					
311 · INTEREST	53,436.30	49,426	13,463	15,463.29	
314 · PROPERTY TAX-transfer from 3240	295,882.11	310,985	0	330,985.00	
316 · PAYMENTS PRIVATE SEWER AGRMT	0.00	5,000	0	0.00	
319 · GRANTS / RTS	31,818.00	31,500	36,406	36,406.00	
320 · OTHER NON-OP INCOME / PASSTHRU	1,004.49	2,000	0	0.00	
322 · INTERFUND TRANSFER FROM 3427*	0.00	256,387	0	0.00	
325.8 · CONTRACTOR BONDS	6,000.00	6,000	3,000	4,000.00	
325.9 · INTERFUND LOAN PRINCIPAL PCSAN	73,976.87	42,681	43,330	43,329.77	
<b>Total 325 · NON-OPERATING REVENUE</b>	<b>462,117.77</b>	<b>703,979</b>	<b>96,199</b>	<b>430,184.06</b>	
Allocation from Rate Stabilization Reserve	0.00	0	0.00	0.00	0
Interfund G/L non-operating income adj.	0.00	0	0.00	0.00	0
<b>Total 3426i · FUND 3426 CVSAN. Revenue *****</b>	<b>2,079,668.18</b>	<b>2,463,038</b>	<b>1,492,523.29</b>	<b>1,993,701.29</b>	<b>2,422,269</b>

\*Transfer from fund 3427 to be made only if MCC project and others are initiated

8.A.

**CROCKETT SANITARY DEPARTMENT**  
**MID YEAR REPORT**  
**2021/22**

	PY Actual	Budgeted	7-month Actuals	Est. Year End	Proposed Budget
	FY 20/21	FY 21/22	FY 21/22	FY 21/22	FY 22/23
GENERAL FUND 3426 - Expense					
3426e · FUND 3426 CVSAN. Expense*****					
<b>410 · COLLECTION SYSTEM *****</b>			<b>***** COLLECTION SYSTEM *****</b>		
410.211 · LOAN PRINCIPAL	82,425.38	86,680	87,580.48	87,580.48	
410.25 · GAS, FUEL, OIL, MAINT (DIST. VEHIC	533.71	726	381.36	381.36	
410.30 · INSURANCE (prop.&liab.)	38,129.72	71,843	4,529.60	49,059.20	
410.50 · O&M (Pump Station)	43,154.60	47,471	23,009.04	40,309.04	
410.55 · PROF. SVCS. (Coll.)	18,613.87	20,103	4,014.53	11,014.53	
410.65 · RENT/LEASE EASEMENTS	2,521.96	2,724	5,696.70	11,393.40	
410.70 · MAINTENANCE			0.00		
70.1 · Sewers - preventive maint.	116,305.80	125,610	90,145.41	110,145.41	
70.2 70.3 70.4 · Weeds, Hardware, & Repairs	3,738.00	4,037	3,512.00	4,012.00	
<b>Total 410.70 · MAINTENANCE</b>	<b>120,044</b>	<b>129,647</b>	<b>93,657</b>	<b>114,157.41</b>	
410.90 · UTILITIES					
90.6 · Autodialer Alarm	489	1,062	1,226	1,526.08	
90.1 · Electricity	32,313	37,160	26,514	33,513.52	
90.2 · Water	2,637	2,901	3,059	4,459.27	
<b>Total 410.90 · UTILITIES</b>	<b>35,439</b>	<b>41,122</b>	<b>30,799</b>	<b>39,498.87</b>	
410.95 · OTHER OPERATING (Coll.)					
95.1 · Capital Repl. - Pump Station	68,160	47,300	66	40,065.63	
95.2 · Other Operating Costs + HHW	3,234	5,315	338	338.00	
<b>Total 410.95 · OTHER OPERATING (Coll.)</b>	<b>71,394</b>	<b>52,615</b>	<b>404</b>	<b>40,403.63</b>	
<b>Total 410 · COLLECTION SYSTEM *****</b>	<b>412,257</b>	<b>452,931</b>	<b>250,072</b>	<b>393,797.92</b>	<b>445,591</b>
<b>411 · TREATMENT PLANT *****</b>			<b>***** TREATMENT PLANT *****</b>		
411.50 · C&H - JTP O&M	553,915	639,165	55,211	255,211.35	
411.95 · CAPITAL REPLACEMENT (Treat)	200	11,893	0	20,000.00	
<b>Total 411 · TREATMENT PLANT *****</b>	<b>554,115</b>	<b>651,058</b>	<b>55,211</b>	<b>275,211.35</b>	<b>620,590</b>
<b>414 · ADMINISTRATIVE *****</b>			<b>***** ADMINSTRATIVE *****</b>		
414.20 · ELECTIONS	300.00	0	300.00	300.00	
414.35 · MEMBERSHIPS	2,819.56	4,800	2,705.00	2,705.00	
414.40 · OFFICE					
40.1 · Postal	210.30	1,400	150.00	150.00	
40.2 · Supplies	3,234.42	3,019	985.20	985.20	
40.3 · Miscellany	2,410.92	1,692	1,507.00	1,507.00	
<b>Total 414.40 · OFFICE</b>	<b>5,855.64</b>	<b>6,111</b>	<b>2,642.20</b>	<b>2,642.20</b>	<b>6,045</b>
414.55 · PROF. SVCS. (Admin.)					
55.7 · Consultants	4,185.31	5,409	0.00	0.00	
55.4 · Attorney	9,973.13	13,287	6,677.12	11,677.12	
55.5 · Auditor	6,585.29	8,608	4,147.70	4,147.70	
55.6 · Engineer / Consultants (non-Capl)	2,964.00	10,566	0.00	0.00	
<b>Total 414.55 · PROF. SVCS. (Admin.)</b>	<b>23,707.73</b>	<b>37,869</b>	<b>10,824.82</b>	<b>15,824.82</b>	<b>28,281</b>

**CROCKETT SANITARY DEPARTMENT**  
**MID YEAR REPORT**  
**2021/22**

	PY Actual	Budgeted	7-month Actuals	Est. Year End	Proposed Budget
	FY 20/21	FY 21/22	FY 21/22	FY 21/22	FY 22/23
414.60 · PRINTING/PUBLISHING	1,485.00	1,800	217.20	717.20	
414.65 · RENTS & LEASES (loan share)	7,200.00	32,713	16,257.88	16,257.88	
414.70 · CAPITAL REPL. (Admin Bld.)	21,083.15	22,335	2,100.00	2,100.00	
414.75 · ADMIN BLDG OFFICE OPERATING	16,044.19	20,082	12,045.67	12,045.67	
414.80 · VEHICLE / TRAVEL REIMBURSE	74.92	548	74.92	74.92	
414.90 · TELEPHONE / INTERNET / CELL	2,193.00	2,522	3,402.34	3,402.34	
414.94 · SOFTWARE SUBSCRIPTIONS	15,681.56	18,687	3,951.21	15,763.17	
414.95 · OTHER ADMIN					
95.3 · County & State Charges	20,349.73	6,167	5,470.52	5,470.52	
95.x · Recoverable exp. (excl. Payroll)	111.30	8,226	224.28	224.28	
95.9 · Training and Conferences	0.00	1,500	760.00	760.00	
95 · SUC Refund, COVID-19, and Other Misc	4,034.76	1,000	3,209.00	3,209.00	
Total 414.95 · OTHER ADMIN	24,495.79	16,892	9,663.80	9,663.80	
Total 414 · ADMINISTRATIVE *****	120,940.54	164,360	64,185.04	81,497.00	132,820
Total 3426e · SUB-TOTAL O&M Expense*****	1,087,311.92	1,268,348	369,468.01	750,506	1,199,002
6560 · PAYROLL EXPENSES *****					
CVSan - O&M SALARY/BENEFITS					
General Manager / Dist Eng	61,552.69	70,000	63,650.00	71,737.50	
Admin. Svcs Manager		70,000	41,600.00	55,200.00	
Asst. Department Manager (JB)	72,499.28	72,000	54,600.00	86,600.00	
Assistant District Secretary (SW)	32,157.59	28,000	14,000.00	21,000.00	
Back Dated CalPERS				23,000.00	
Other hrly employees	56,555.89		2,116.50	18,116.50	
Total CVSan O&M SALARY/BENEFITS	222,765.45	240,000	175,966.50	275,654.00	240,000
Other Payroll (CalPER Unfnd/LTD/WC prem)	7,797.53	8,408	16,740.51	24,240.51	8,408
Total 6560 · PAYROLL O&M EXPENSES *****	230,562.98	248,408	192,707.01 #	299,894.51	248,408
Total O&M Expense	1,317,874.90	1,516,756	562,175.02	1,050,400.78	1,447,410
Net Ordinary O&M Revenue	299,675.51	242,302	834,149.21	513,116.45	280,864
411.99 Other Non-Op Interfund trsfr to 3427		4,850.00	2,425.00	0.00	
423.1 Loan Interest Non-Op Expense	25,911.00	10,022	19,374.78	19,374.78	
423 Non-Op Expense Other / Cash Bond Refund	1,000.00	3,000	0.00	1,000.00	
Contingency Expense 10%		151,675			
111 Capital Project Funding Additional Allocation		61,183			
Actual spent on Capital Projects	153,296.00	0	358,785.00	518,785.00	
411.98 Trnsfr to 3427 for 3rd clarifier capx reser	32,000.00	32,000	0.00	32,000.00	
Interdepartment loan to Port Costa (#3)		0	0.00	0.00	
Payroll Liability G/L Adjustment	683.86	0		0.00	
TOTAL EXPENSE (w/ Capital Alloc. & Contingency)	1,535,615.76	1,779,486	942,759.80	1,621,560.56	1,703,205

**PORT COSTA SANITARY DEPARTMENT  
MID YEAR BUDGET FY 2021/2022**

**GENERAL FUND 3425: REVENUE DETAIL**

	PY Actual FY 20/21	Adopted FY 21/22	7 Month Actuals FY 21/22
301.0 Sewer use charge	\$300,174	\$290,859	\$146,376
303.0 Capacity charge			
302.0 Permit fees	\$90	\$180	\$0
306.0 Misc fees			
<b>SUB-TOTALS O&amp;M</b>	<b>\$300,264</b>	<b>\$291,039</b>	<b>\$146,376</b>
311.0 Interest	\$2	\$100	\$157
318.0 Cost recovery (Non-op)	\$2,255	\$2,674	\$0
317.0 Inter-department Loan	\$0		\$0
319.0 Grants	\$0		\$0
<b>TOTAL REVENUE</b>	<b>\$302,521</b>	<b>\$293,813</b>	<b>\$146,533</b>

**FUND 3425 - BALANCE OVERVIEW**

	YEAR END FY 20/21	Proposed BUDGET FY 21/22	7 Month Actuals FY 20/21
<b>Opening Cash Balance</b>			
Septic Tank Replacement Reserve	\$ -	\$ 10,000	\$ 10,000
Discharge Permit Reserve	\$ -	\$ 10,000	\$ 10,000
Plumbing Pipe Refurb. Reserve	\$ -	\$ 4,000	\$ 4,000
RWQCB Violation Fines Reserve	\$ -	\$ 5,000	\$ 5,000
Contingency Reserve ***	\$ -	\$ 17,397	\$ 17,397
Carry Over (unallocated)	\$ 96,091	\$ 115,299	\$ 115,299
<b>TOTAL OPENING CASH BALANCE</b>	<b>\$ 96,091</b>	<b>\$ 161,696</b>	<b>\$ 161,696</b>
<b>ESTIMATED REVENUE</b>	<b>\$ 302,511</b>	<b>\$ 293,813</b>	<b>\$ 146,533</b>
<b>ESTIMATED O&amp;M EXPENSES</b>	<b>\$ (143,342)</b>	<b>\$ (200,770)</b>	<b>\$ (104,389)</b>
<b>ESTIMATED CAP. PROJ. EXPENSES</b>	<b>\$ -</b>	<b>\$ (23,000)</b>	<b>\$ -</b>
<b>ESTIMATED LOAN PRINCIPAL</b>	<b>\$ (73,977)</b>	<b>\$ (38,560)</b>	<b>\$ (38,560)</b>
<b>ESTIMATED LOAN INTEREST</b>	<b>\$ (19,586)</b>	<b>\$ (15,145)</b>	<b>\$ (5,804)</b>
<b>NON-OPERATING EXPENSE - OTHER</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Closing Fund Balance</b>			
<i>Operating Reserves Included in Balance</i>			
Septic Tank Rehab/Replace Reserve		\$ 10,000	\$ 10,000
Discharge Permit Reserve		\$ 10,000	\$ 10,000
Plumbing Pipe Refurb. Reserve		\$ 4,000	\$ 4,000
RWQCB Violation Fines Reserve		\$ 5,000	\$ 5,000
Contingency ***		\$ 20,077	\$ 20,077
Interfund G/L non-op adjustment		\$ -	
<b>Carry Over(unallocated)</b>	<b>\$ 115,299</b>	<b>\$ 128,957</b>	<b>\$ 110,399</b>
<b>TOTAL CLOSING FUND BALANCE</b>	<b>\$ 161,696</b>	<b>\$ 178,034</b>	<b>\$ 159,476</b>

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

Outstanding Debt	Beginning FY 21/22	Ending FY 21/22	Principle Pay FY 22/23
Crockett Sanitary (WestA Refi)	\$277,963	\$203,986	\$38,560
Crockett Sanitary (Pre-2013 transfer)	\$24,233	\$24,233	\$0
Crockett Sanitary (3rd Loan)	\$150,000	\$150,000	\$0
<b>Total Debt</b>	<b>\$452,197</b>	<b>\$378,220</b>	<b>\$38,560</b>

**PORT COSTA SANITARY DEPARTMENT  
MID YEAR REPORT 2021/2022**

**GENERAL FUND 3425: EXPENDITURE DETAIL**

	PY Actuals FY 20/21	Current Budget FY 21/22	7 Month Actuals FY 21/22		
<b>415 · SEWAGE COLLECTION *****</b>					
415.30 · INSURANCE - Liability	4,514	7,223	0		
415.55 · PROF. SVCS. (Coll.)	3,960	5,000	0		
415.70 · MAINTENANCE	10,542	11,596	9,280		
415.96 · OTHER OPERATING (Coll.)	100	461	0		
415.96.2c · Permits & Fees (Coll.)	2,848	3,133	4,815		
<b>Total 415 · SEWAGE COLLECTION *****</b>	<b>21,964</b>	<b>27,412</b>	<b>14,095</b>	<b>23,735</b>	
416.25 · GASOLINE, OIL, FUEL	67	100	42		
416.31 · INSURANCE - Property	1,574	2,518	2,732		
416.51.1pc · Treatment Plant Operators	48,795	53,674	35,200		
416.51.2pc · Chemicals	3,791	4,170	2,705		
416.51.3pc · Hardware, Supplies, & Misc	420	630	1,698		
416.56.2pc .3pc · Prof. Svcs. - Engineer	0	1,000	0		
416.56.3pc · Prof. Svcs. -Technician	14,286	15,715	5,108		
416.56.7pc · Prof. Svcs. - Lab Testing	8,094	9,308	7,939		
416.56.x · Prof. Svcs. - Attorney / Other	199	219	260		
416.91.1pc · Electricity	4,082	4,695	2,874		
416.91.6pc and 416.96.3 · Plant Alarm System	422	485	350		
416.96.1 · Capital Replacements (Treat.)	1,350	4,485	2,100		
416.96.2 · Permits & Fees (Treat.)	7,142	7,856	5,941		
416.96 · OTHER OP (Treat) - Septic Cleaning	0	3,500	0		
416.99 · ENFORCEMENT PENALTIES	0	0	0		
<b>Total 416 · SEWAGE TREATMENT *****</b>	<b>90,222</b>	<b>108,356</b>	<b>66,950</b>	<b>99,058</b>	
<b>417. ADMIN/GENERAL</b>					
417.21 · ELECTIONS	0	0	0		
417.31 · INSURANCE -Crime(employee bond)	25	40	0		
417.36 · MEMBERSHIPS - BACWA & CASA	1,709	1,965	1,709		
417.41 · OFFICE POSTAL / SUPPLIES	177	194	14		
417.56 · PROF SVCS (Admin) Attorney/Auditor	3,014	3,466	566		
417.61 · PRINTING/ PUBLISHING	1,373	1,578	132		
417.70 · SOFTWARE SUBSCRIPTION	633	696	372		
417.80 · VEHICLE / TRAVEL REIMBURSEMEN	3	131	0		
417.96 · OTHER ADMIN. / RECOVERY	604	695	39		
417.96.3pc · County Charges	811	933	272		
<b>Total 417 · ADMIN / GENERAL *****</b>	<b>8,347</b>	<b>9,698</b>	<b>3,103</b>	<b>3,850</b>	
<b>6560 · PAYROLL EXPENSES *****</b>					
6560.x · Salary & Benefits	22,130	54,286	19,541		
6560.2 · CalPERS Unfunded Liability	678	1,018	700		
<b>Total 6560 · PAYROLL EXPENSES *****</b>	<b>22,809</b>	<b>55,303</b>	<b>20,241</b>		
<b>Total O&amp;M Expense</b>	<b>143,342</b>	<b>200,770</b>	<b>104,389</b>	<b>157,005</b>	
<b>Non-Op and Capitol Expenses</b>					
416.212 · LOAN PRINCIPAL (non-op)	73,977	38,560	38,560		
419.1 · Loan Interest - Non-Op Expense	24,041	15,145	5,804		
111.x · Capitol Sewer Projects and CCTV	0	23,000			
419 · Non-Op Expense - Other	0				
Interfund G/L non-op adjustment	0				
<b>Operating Reserves - Budget Allocation</b>					
Septic Tank Heavy Cleaning (\$50k over 5yrs - 2	10,000	10,000	10,000		
NPDES Permit Reserve (\$40k over 4yrs - 2024	10,000	10,000	10,000		
WWTP Cap Repl. Reserve (\$20K over 5yrs - 20	4,000	4,000	4,000		
RWQCB Operations Reserve (\$15K over 3yrs -	5,000	5,000	5,000		
Contingency 10%		20,077			
<b>TOTAL EXPENSES</b>	<b>270,361</b>	<b>326,552</b>	<b>177,753</b>		
<b>Net Ordinary O&amp;M Income</b>	<b>154,713</b>	<b>93,043</b>	<b>42,144</b>		
<b>Net Include. Contingency, Capital, &amp; Reserves</b>	<b>32,150</b>	<b>-32,739</b>	<b>-31,220</b>		

# 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: Authorization of Sewer Repairs

I am requesting approval to proceed with the following capital repairs:

<b>Proposed Capital Repairs March 2022</b>				
<b>SEGMENT</b>	<b>STREET</b>	<b>JOB #</b>	<b>LENGTH</b>	<b>COST</b>
E-08-02	37 Bishop	2201	240 ft	\$39,125
E-04-06	Pomona easemt	2202	224	\$105,000
W-12-04	Carquinez--site of SSO	2203	93' & install m.h.	\$47,000

Repairs completed to date this calendar year are shown below:

<b>Completed Capital Repairs Jan- March 2022</b>				
<b>SEGMENT</b>	<b>STREET</b>	<b>JOB #</b>	<b>LENGTH</b>	<b>COST</b>
V-22-11	Lillian	2117	120	\$37,000
E-03-12	Emmerson	2121	146	\$33,875

**8.b.**