

# CROCKETT COMMUNITY SERVICES DISTRICT

Special Joint Business Meeting of the District Board with  
Recreation Commission, Port Costa Sanitary Commission, and Crockett Sanitary Commission  
AGENDA FOR WEDNESDAY, MARCH 25, 2020

TIME: 7:00 PM

PLACE: \*\* Meeting to be held by teleconference \*\*

To meet State and Contra Costa County Health Services Orders, the regularly scheduled District Board meeting is being held as a joint meeting with the Commissions of the District via teleconference. Agenda packets are available on our website at <https://www.town.crockett.ca.us/2020-03-25-board-meeting>. Printed copies can be requested in advance by calling 1 (510) 787-2992.

To join meeting, go to <https://zoom.us/j/819219046> or by phone call in to 1 (669) 900-9128. Public comments and chat (online only) will be available during the teleconference.

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## WELCOME, INTRODUCTIONS, AND TELECONFERENCE HOUSEKEEPING RULES

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

Responding to the 2019 Novel Coronavirus (COVID-19); District's role and responsibilities, closure of District offices to the public, furlough of non-essential Recreation staff, and consider implementing changes including but not limited to suspending the delegated authority given to the District's Commissions, the cancellation of ad-hoc and committee meetings, and the waiving of restrictions on recording District meetings to facilitate streamlined governance during the virus outbreak.
6. REPORT OF DISTRICT COUNSEL:
7. RECREATION DEPARTMENT / COMMISSION AND MAINTENANCE DEPARTMENT:
  - a. Recreation Department Managers Report. *(Exchange of information only)*
  - b. Maintenance Department Report. *(Exchange of information only)*
  - c. Approve Recreation Commission minutes from March 2, 2020.
  - d. Discuss impact prolonged COVID-19 stay-at-home Order would have on recreation facilities.

8. PORT COSTA SANITARY DEPARTMENT / COMMISSION:

- a. Port Costa Sanitary Department Managers Report. *(Exchange of information only)*
- b. Approve Port Costa Sanitary Commission minutes of January 13 and February 24, 2020.
- c. Receive Port Costa Self-Monitoring Report cover letter for January 2020 period, no action required.
- d. Appoint Port Costa Chair and Vice-Chair, continued from meeting of January 13 to allow all commissioners to be in attendance.

9. CROCKETT SANITARY DEPARTMENT / COMMISSION:

- a. Crockett Sanitary Department Managers Report. *(Exchange of information only)*
- b. Approve Crockett Sanitary Commission Minutes of February 19, 2020.
- c. Receive annual Lateral Inspection Program Update for 2019, no action required.
- d. Consider report on enforcement actions in Crockett.

10. DISTRICT 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 District Minutes of February 26, 2020.
  - b. Approve payment of District bills.
  - c. Receive Minutes of Commissions and Committees.

11. ADMINISTRATIVE:

- a. Consider consent Items removed from Consent Calendar.
- b. Receive report on management structure and existing employment agreements and consider recommendations from Personnel Committee, direct staff on action to take.
- c. Receive Status Report on previously ordered actions; discuss options to address backlog, items on hold, suspended work, and availability of existing staff resources; consider forming new ad-hoc committee or assigning action item(s) to existing Personnel and/or Strategic Planning Committees.

12. BUDGET AND FINANCE:

- a. Consider monthly Summary Worksheets, Investment Report, and staff report on financial matters for all departments.
- b. Discuss imminent Port Costa Sanitary Department negative cash balance position; form opinions on various solutions including but not limited to inter-department loan, developing threshold for large-sum payments, and prioritization of resources towards operations.
- c. Receive draft budget for FY 2020/21, review and provide feedback to management.

13. REPORTS FROM BOARD MEMBERS, COMMISSIONERS, AND GENERAL MANAGER:

- (These items are typically for exchange of information only. No action will be taken at this time.)*
- a. District Personnel Committee – Members Barassi, Bartlebaugh, Cusack, Sutton, and Wilson
  - b. District Budget & Finance Committee – Members Mackenzie and Peterson
  - c. Board Ad Hoc Committees: Strategic Planning, Property Acquisition
  - d. Commission Committee Reports: Budget & Finance, Wastewater.

- e. Inter-agency meetings:
- f. Governmental matters.
- g. Announcements and discussion.

14. **FUTURE AGENDA ITEMS:**

- Adopt updated SSMP (April)
- Performance Evaluations; Recreation Manager and Port Costa Sanitary Manager (April)
- Public hearing on Hosselkus Chapel acquisition (May)
- Discuss role of Police Liaison Committee and how it should best serve the public (May).
- Review and adopt ADA compliance plan.
- Adopt purchasing procedures and spending limits.
- Adopt policy for use of private devices and e-accounts.
- Develop policy on proposals for new programs without established funding.

15. **BOARD COMMENTS:**

16. **ADJOURNMENT** to April 22, 2020 for next regular Board meeting, Commission meetings TBD.

You will find the Minutes of this meeting posted on our website at [www.town.crockett.ca.us](http://www.town.crockett.ca.us)  
Visit our website for more information on meetings and activities of the Crockett Community Services District and the towns of Crockett and Port Costa on the picturesque Carquinez Strait of the San Francisco Bay.

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

*In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item, and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection at the Crockett Community Services District Office in Crockett. If, however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda. The office address is 850 Pomona Street, Crockett, California 94525.*

# CROCKETT COMMUNITY SERVICES DISTRICT

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TO: Board of Directors

FROM: General Manager

SUBJECT: Responding to the 2019 Novel Coronavirus (COVID-19)

DATE: March 24, 2020

Responding to the 2019 Novel Coronavirus (COVID-19), District's role and responsibilities, closure of District offices to the public, and furlough of non-essential staff.

Contra Costa County was placed in Shelter-in-Place order effective at midnight March 17, 2020. Management took quick action and began immediate changes to protect the public health and comply with the order.

- Events at the community center were cancelled through April 7.
- Cancellation policy was suspended for events scheduled through April 30, refunds issued.
- Social distancing and disinfecting requirements were reinforced with staff.
- Offices were closed to the public.
- District web site updated with information on services available during "Shelter-in-Place".
- Event Supervisor positions were furloughed being deemed non-essential staff.

Below are sections of the Contra Costa County "Shelter-in-Place" order that management has determined apply to our District. Sanitary department operations and it's first responders are exempt of the order. District staff that perform Minimum Basic Operations to support the essential business operations are also exempt from the County order.

*"3. All businesses with a facility in the County, except Essential Businesses as defined below in Section 10, are required to cease all activities at facilities located within the County except Minimum Basic Operations, as defined in Section 10."*

*"10.c. For purposes of this Order, individuals may leave their residence to provide any services or perform any work necessary to the operations and maintenance of "Essential Infrastructure," including, but not limited to, **public works construction, ... sewer, ... solid waste collection and removal,** ... provided that they carry out those services or that work in compliance with Social Distancing Requirements as defined this Section, to the extent possible."*

*"10.d. For purposes of this Order, all **first responders, emergency management personnel, ... and others who need to perform essential services are categorically exempt from this Order.**"*

*Further, nothing in this Order shall prohibit any individual from performing or accessing 'Essential Governmental Functions,' as determined by the governmental entity performing those functions. Each governmental entity shall identify and designate appropriate employees or contractors to continue providing and carrying out any Essential Governmental Functions. All Essential Governmental Functions shall be performed in compliance with Social Distancing Requirements as defined in this Section, to the extent possible."*

*"10.g. For the purposes of this Order, 'Minimum Basic Operations' include the following, provided that employees comply with Social Distancing Requirements as defined this Section, to the extent possible, while carrying out such operations:*

- i. The minimum necessary activities to maintain the value of the business's inventory, ensure security, process payroll and employee benefits, or for related functions.*
- ii. The minimum necessary activities to facilitate employees of the business being able to continue to work remotely from their residences."*

The District will continue to operate with minimal essential employees for continued sewer collection systems operations, respond to sewer emergencies, perform inspections for emergency work related to the sewer systems in Crockett and Port Costa, empty trash in the parks, and perform limited pool equipment maintenance to maintain the value of the District's assets.

On March 19, 2020, Governor Gavin Newsom issued Executive Order N-33-20 ("Order"), which effectively imposed a statewide shutdown of non-essential business and governmental operations. The Executive Order was broad in scope. A list of Essential Critical Infrastructure Workers was released by the California State Public Health (CSPH) Officer on March 22, 2020. The list can be interpreted as being prescriptive and there is debate within the wastewater industry as to which employees would be allowed to remain on-site under the Governor's Order. The list is based on the U.S. Department of Homeland Security's Cybersecurity and Infrastructure Security Agency (CISA) COVID-19 guidance document which includes a preamble not included in the CSPH list, portions of the preamble is listed below.

*"COVID-19-related restrictions, CISA is offering this list to assist prioritizing activities related to continuity of operations and incident response, including the appropriate movement of critical infrastructure workers within and between jurisdictions. Accordingly, this list is advisory in nature. It is not, nor should it be considered to be, a federal directive or standard in and of itself."*

*"In addition, these identified sectors and workers are not intended to be the authoritative or exhaustive list of critical infrastructure sectors and functions that should continue during the COVID-19 response. Instead, State and local officials should use their own judgment in using their authorities and issuing implementation directives and guidance. Similarly, critical infrastructure industry partners will use their own judgment, informed by this list, to ensure continued operations of critical infrastructure services and functions. All decisions should appropriately balance public safety while ensuring the continued delivery of critical infrastructure services and functions."*

California Association of Sanitation Agencies (CASA) has reached out to CSPH and is seeking guidance on the Governor's Order as it does not specifically include construction support/engineering, business services functions, admin etc. that were previously interpreted as supporting "wastewater operations." At minimum there seems to be consensus within the industry that adding the CISA guidance preamble would help clarify what is considered "essential" and that there is a need for CSPH to prioritize amending the document.

#### **Implementation of Orders – Sick Leave, Non-Essential, and Essential Positions**

Our District is small and there are unique challenges this brings. Of most importance is the need to keep our employees healthy so that they can continue to perform their essential duties during this time of crisis. Management has the authority to do this. Employees have been encouraged to stay home if they are sick. The Personnel Committee has recommended available sick leave balances be allowed to be used if under quarantine or if an employee contracted COVID-19. In addition, for employees who have exhausted their sick leave the District would continue to provide paid-leave during the duration of employees' absence due to quarantine or COVID-19 illness.

**Non-essential Positions:** The District has identified two staff members, both Event Supervisors, whose job duties were eliminated by the closure of the Crockett Community Center. Recreation services are not listed as exempt categories under the orders. Unemployment Insurance and additional Federal assistance are available to these affected employees.

**On-site Positions:** The District must continue to provide essential services to protect public health and the environment. Two staff members, the Port Costa Sanitary Department Manager and Assistant District Secretary, are working on-site each in their own respective office. Management has carefully considered each position here at the District from a criticality, level of service, and workload perspective. On-site staff will continue to observe best practices for personal hygiene and "social distancing" as preventive measures. Both offices remain closed to the public. The District is encouraging use of email, conference calls, and other non-"in-person" engagement with each other, the public, and our elected and appointed officials.

**Teleworking Positions:** The District has identified two staff members, the General Manager and Recreation Manager, who have the ability to work effectively remotely, and who have been placed in teleworking status during a portion or all of this period. Both may occasionally visit the office while practicing social distancing. The General Manager is encouraged to visit when on-site Port Costa Sanitary Department Manager is not in the office, as to limit contact, and to disinfect key surfaces upon leaving.

#### **Emergency Declaration**

On March 13, 2020, the President declared the ongoing coronavirus (COVID-19) pandemic of sufficient severity and magnitude to warrant a nationwide emergency declaration covering all states, tribes, territories, and the District of Columbia pursuant to section 501(b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121-5207 (the "Stafford Act"). The national

emergency declaration authorized Public Assistance Category B reimbursement for emergency protective measures.

Damages would be if the sanitary departments loose staff members to quarantine or illness and need to hire temporary help to keep essential services operational. Damages would not include closure of non-essential recreation services such as the community center or pool.

There are some legal and operational questions raised on whether special districts can or should declare their own emergency. As Crockett and Port Costa are unincorporated communities the County Declaration of Emergency applies to our towns. If, however, the District chooses to pursue a FEMA grant to cover damages having a local declaration may be required. From past experience the FEMA grant process can be complex and staff would recommend contracting out the filing and management of any claims by the District.

#### **Community Center as Emergency Operations Center**

District Board Resolution No. 14/15-10 designated the Community Center Multi-Purpose Room (MPR) to serve as the District's Emergency Operations Center (EOC) and allows the Crockett Community Center auditorium to be used as a resource for public benefit during declared emergencies, upon approval by the General Manager. The subsequent funding and improvements to make the MPR a functioning EOC did not happen. Due to the type of emergency (virus) and the need to limit exposure of essential employees using the shared adjacent office space, the use of the auditorium for shelter or emergency care is not feasible.

Management continues to monitor information from local, state, and federal health agencies and is following their guidance, recommendations, and orders. This is an extremely challenging time and we are working to ensure the safety of our community, our employees, all while providing essential public services to those in our District.

#### **BOARD CONSIDERATION:**

The Board may consider any number of actions within its authority including but not limited to:

- Directing staff to draft a formal Declaration of Emergency.
- Authorize staff to draft Resolution to temporarily authorize increased authority of the General Manager.
- Have the Board consider all policy and financing decisions during the State of Emergency, suspend the delegated authority given to the District's Commissions, and order cancellation of ad-hoc and committee meetings.
- Waive the restrictions on recording District meetings.
- Extend the cancellation and refund period for rentals.
- Confirm emergency paid sick-leave policy during the State of Emergency period.
- Any other directive that is deemed in the best interest of the District, while adhering to the Orders, during the crisis.

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# CROCKETT RECREATION COMMISSION

of the Crockett Community Services District

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## MINUTES OF REGULAR MEETING, MARCH 2, 2020

1. CALL TO ORDER: The meeting was called to order at 6:01 PM by Vice-Chairperson Airoidi. Present were Commissioners Choquette, Scheer and Valentini, along with Department Manager Wilson and Facilities Manager/Asst. Secretary Witschi. Commissioner Cusack 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 items were approved unanimously (lc/as):

- a. Approve Minutes of February 3, 2020.
- b. Receive Report from Facilities Manager.
- c. Receive Minutes from Budget & Finance Committee of February 25, 2020.

5. RECREATION: No report.

6.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. Wilson reported \$491K in investments.

6.b. DRAFT BUDGET FY 2020/2021: Mr. Wilson presented the 7-month draft budget report for FY 2019/20. He said a budget deficit for the District is not forecast and there is no need to adopt a revised District budget for FY 2019/20. Unused contingency fund and excess revenue will roll over to the following year to the respective Capital Fund and O&M General Fund.

7. DISTRICT BOARD ACTIONS: No report.

8. REPORT OF DEPT. MANAGER: Mr. Wilson reported the John Swett High School started using the pool last month. The Crockett Swim Team (CST) will begin using the pool tonight. A new shed for the Crockett Swim Team, purchased and installed by them, replaces their old shed so that they have more room for storage of swim team equipment. He said the February 15 Centennial Celebration at the Community Center was a nice event and thanked all the Commissioners for helping out that day. Mr. Wilson said he received an estimate for the bench for David Botta and the cost is \$2,139. He said the Crockett Community Foundation (CCF) will grant up to \$100 per person, so if 10 people donate \$100 each and we raise a \$1,000 the CCF will give us \$2,000.

9. COMMISSIONERS: Commissioner Choquette thanked the Recreation Department for putting the 100<sup>th</sup> Centennial celebration together. She said it turned out really nice.

10. FUTURE AGENDA ITEMS:

11. COMMISSIONER COMMENTS: No reports.



12. ADJOURNMENT: The meeting was adjourned at 6:35 PM.

Respectfully submitted,

Susan Witschi

Susan Witschi  
March 3, 2020



Crockett Recreation Department  
Crockett Community Services District

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# Memo

**To:** Directors, Crockett Community Services District  
**From:** Ron Wilson  
**Date:** March 21, 2020  
**Re:** Impact of Prolonged COVID 19 Self Quarantine

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The immediate impact was cancelling Community Center rentals through March, and temporarily laying off two event supervisors. We expect self-quarantine to be extended through April and possibly May. The Recreation Department will take a hard financial hit, both for the Community Center and the pool.

Following is the financial impact:

Community Center Rent	
March	7,197.00
April	11,612.00
May	12,420.00
	<hr/>
	\$31,229.00
Pool - John Swett	
March	1,800.00
April	1,800.00
Crockett Swim Team	
March	480.00
April	1,980.00
May	3,150.00
	<hr/>
	\$9,210.00
Total Lost Revenue	<b>\$40,439.00</b>

## Community Center

The Community Center is closed to the public. Susan comes to the office daily to support the sanitary departments and basic operations at the center.

Senior Nutrition Program – daily hot meals have been eliminated. Once per week, frozen meals are provided for seniors to pick up. These meals will be available outside. We still store the Meals on Wheels delivery boxes at the Center. We take them outside each morning for the delivery volunteers to use. The boxes are returned in the afternoon, and are sanitized before we bring them into the building.

### **Park**

Park restroom is sanitized daily. The park itself is open. Under self-quarantine people are allowed to take walks and exercise. People still walk through the park, parents are bringing younger children to the park. Safety and maintenance inspections are performed daily.

### **Pool**

The pool is closed. Maintenance inspections are performed daily.

### **Recreation Programs**

Scottish Dancers – The weekly Scottish dancing class at the Community Center was cancelled.

Bocce Ball League – Crockett Bocce League usually starts in April. For now it is cancelled until self-quarantine is lifted.

Walk of Honor – This is scheduled for May 16. It will probably be cancelled. This will be a loss of \$25,000 for Memorial Hall. I did speak with Aimee Henry at Phillips 66 about rescheduling. The problem is the Center does not have a Saturday available for the rest of this year. Our next planning meeting is April 1 and I should find out more then.

Seasonal Aquatic Staff – The John Swett job fair was cancelled and the school is closed. We usually recruit potential lifeguards at the job fair and from the high school swim team. Efforts to recruit lifeguards could be made via social media. However, there may not be lifeguard certification classes available. Our lifeguard class for new and re-certifying lifeguards is scheduled for May 2 and 3. If the class is canceled it will have a severe impact on the operation of the pool. We may not have enough lifeguards to support a full pool schedule. We would have to operate on a very limited schedule, if at all.

In addition, we have three lifeguards being promoted into management positions. They have to complete Water Safety Instructor certification. The class is scheduled to begin March 27 at the Benicia swimming pool. If this class is cancelled they will not be qualified for the positions, unless we waive the requirement for this year. Further, two of these potential new managers have to be re-certified as lifeguards. These are returning lifeguards and excellent employees – if they cannot be re-certified as lifeguards they, in effect, lose their jobs.

# PORT COSTA SANITARY COMMISSION

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## MINUTES OF REGULAR MEETING, FEBRUARY 24, 2020

1. CALL TO ORDER: The meeting was called to order at 7:04 PM by Chairperson Surges. Present were Commissioners Cusack, Scheer, and Mann, along with Dept. Manager Barnhill, and General Manager McDonald. Ms. Humann, Ms. Klaiber, and Mr. List were also in attendance as applicants to the vacant commission seat.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
5. REPORT OF DISTRICT COUNSEL: None
- 6.a. DISTRICT BOARD ACTIONS: Mr. McDonald gave a report on the actions the Board took in January. He said the Hosselkus Chapel property is still being inspected and the District Board will consider entering into purchase agreement at tomorrow's Board meeting.
- 6.b. ANNUAL AND DECEMBER SELF-MONITORING REPORTS: Mr. Barnhill reported that there were a total of six permit violations in 2019 and no exceedences occurred in the month of December. He said the majority were a series of pH exceedences in August and September. Mr. Mann asked if the pH issue will be resolved since the septic tank is now cleaned. Mr. Barnhill said that there is a chance it will help but he would not state with certainty that there will be no more issues, he said the tank was past due to be cleaned and the excessive buildup of sludge and the failed internal structures was not helping treatment. He said it was operators opinion that the lowered pH could be caused by long detention time and contact with the sludge within the septic tank.
- 6.c. FILLING COMMISSION VACANCY: The three applicants were introduced and they stated their reasons for their interest in serving on the commission. Mr. Cusack said we never had three people interested in one open seat and asked if there can be two alternates in addition to the appointed seat. Mr. McDonald said the commission can make any recommendation to the Board but suggested at minimum appointing one person to serve as commissioner. Chairperson Surges moved that the decision on who should be appointed should be discussed at the end of the agenda.
- 7.a. FINANCIAL REPORT: The monthly statement of Department finances was examined by the commission. Mr. McDonald explained the reconciliation of funds with the County Treasurer's office, when the Advance on Sewer Use Charges funds are made available, and where on the report the accrued debit is displayed.

**7.b. AUTHORIZE TO REALLOCATE OPERATING RESERVES AND PAY CLEAN HARBORS:**

A motion to continue this discussion to the next meeting, after Clean Harbors delivers their invoice, was approved unanimously. (as/jm).

**7.c. RECEIVE WATER USAGE REPORT AND INITIAL DRAFT BUDGET FOR FY20/21:** Mr.

McDonald presented the Port Costa Standards for Water Consumption which showed that the community increased their water use for Single Family Residences (SFR) and Apartments while commercial property water use, as a group, decreased. The change will result in decrease of revenue from commercial properties, a drop in revenue of -\$9,294 before any Sewer Use Chare (SUC) increase is even considered.

Mr. McDonald next presented the initial draft Port Costa Sanitary Department Budget for the upcoming FY 2020/21. He informed everyone that the District's fiscal year follows the state, July 1 to June 30. Expenditure details were examined for the collection system, treatment plant, and administration. He pointed out the majority of the expense incurred last year and projected for next year is for the treatment of wastewater and payment of outstanding loans. Revenue, if left unchanged and without a SUC increase, will result in a negative balance of \$32,329 by June 30, 2021. It is this shortfall that needs to be made up during this budget process. He said a lot is dependent on the final Clean Harbors cost for the septic tank cleanup and the department should have firmer numbers before the preliminary budget is presented in April. He believes an inter-department loan should be looked at to cover the gap in funding rather than implementing a steep SUC rate hike.

**8. STATUS OF SEPTIC TANK, WASTEWATER TREATMENT PLANT, WASTE DISPOSAL:**

Mr. Barnhill reported that the septic tank, which is the primary treatment unit for the wastewater treatment plant (WWTP), is operational following thorough cleaning, engineering inspection, and baffle wall construction. The baffle walls were completed adhering to engineering construction plans. The baffles are designed based on original construction in order to not change the way the primary treatment works within the septic tank. He said, according to historic cutaway drawings, there were supposed to be three wooden baffle walls but only two baffles were found in the tank. Only one of the baffle walls was still standing and intact, the other one was found lying on the bottom of the tank. He said the baffle walls were fastened with nails rather than bolts or screws which forced the need to demolish and replace the one remaining baffle wall. A total of three baffle walls were constructed. The baffles are designed to hold sludge back on the bottom and to hold floating debris (scum) on the water surface from floating downstream, a 4" gap spanning the width of the tank (18') set in the water column allows clarified water to pass downstream through the four chambers and out to the WWTP. Mr. Mann asked about a contamination issue that happened during the project. Mr. Barnhill said the plan to decant the sludge onsite did not work out and a substantial volume of sludge transferred from the septic tank area to the WWTP contaminating all of the basins, pumps, and lines to sand filter beds #1 & 3. He said the sludge/water material has had to sit for an extended and unexpected period of time to allow the solids to decant to allow the liquid to be hauled to dispose in Crockett for cost savings purposes. The solids were hauled to Protrero Hills Suisun. Clean Harbors cleaned the basins, lines and all active sand filter beds at the WWTP. He said that some sand was wasted but not a substantial amount, the sludge did not sink into the sand and the surface was shoveled clean. He said the sand is likely due or past due for replacement. He said there was difficulty figuring out how to move materials and equipment to and from the WWTP since there is no railroad crossing. The pumps, tanks and equipment had to be hand carried across the Union Pacific railroad tracks. He said the water and discharge hoses had to be pulled through the 10" public sewer line

which crosses under the railroad tracks. He reported that the final two 5,000 gallon containers full of sludge and the empty weir tank will be removed within the next week or two. There was discussion on how often the septic tank should be pumped out in the future to avoid this from happening again. Mr. Barnhill said the operators believe it should be done more frequently, possibly annually with a quick clean, followed every 5th year with deep cleaning for example. Access hatches would be required for each baffled chamber and the cutting of these hatches has been included in the budget for FY 20/21. Ms. Sheer asked about the test on the concrete, in particular the H2S effect on the concrete surface. Mr. Barnhill said the engineer reported that concrete appeared to be in overall good condition. The engineer said the ceiling and floor are in good shape. The tank walls above and below water line look fine but the concrete at the water surface level where the air and water interface shows signs of H2S degradation all the way around the tank and that area should be poly coated or otherwise protected to prevent further erosion. Mr. Barnhill said the coating should be planned in future full entry cleaning projects.

9.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported that no SSO's occurred in January.

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

9.c. STAFF ANNOUNCEMENTS: None

10.a. BUDGET & FINANCE COMMITTEE REPORT: None

10.b. INTER-AGENCY MEETINGS: None – Staff was directed to remove this item from future agendas.

11. CONSENT CALENDAR: The consent item will carry to the next agenda:  
a. Approve Minutes of January 13, 2020.

12. FUTURE AGENDA ITEMS:

13. COMMISSIONER COMMENTS: None

6.c. CONTINUATION OF FILLING VACANCY ON COMMISSION: The three applicants left the building and were informed as they exited that staff will reach out to each of them to let them know the commissions recommendation. Discussion continued between the commissioners. A motion was made by the commission to recommend appointment of Tom List to fill the vacant seat as commissioner and to have both Sarah-Louise Humann and Karen Klaiber serve as alternates.

14. ADJOURNMENT: The meeting was adjourned at 8:54 PM until March 11, 2020.

Respectfully submitted,



James Barnhill  
March 4, 2020

# PORT COSTA SANITARY COMMISSION

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of the Crockett Community Services District

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## MINUTES OF REGULAR MEETING, JANUARY 13, 2020

1. CALL TO ORDER: The meeting was called to order at 7:10 PM by Chairperson Surges. Present were Commissioners Cusack and Mann, along with Dept. Manager Barnhill, and General Manager McDonald. Mr. Barassi was in attendance as a member of the public. Commissioner Scheer was absent excused.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
5. REPORT OF DISTRICT COUNSEL: None
- 6.a. DISTRICT BOARD ACTIONS: Mr. McDonald gave a report on the actions the Board took in December. He said that the District is investigating the potential purchase of the Hosselkus Chapel in Crockett. Mr. Mann asked which meeting this was discussed at. Mr. McDonald said the discussion was held at the District Board and was publicly posted.
- 6.b. SELF-MONITORING REPORT: Mr. Barnhill reported that no exceedences occurred in the month of November.
- 6.c. ENCROACHMENT VARIANCE: Mr. McDonald recommended that the commission consider a variance to allow 58 Canyon Lake Drive structure to remain over the existing sewer alignment. Based on precedent set with 70 Canyon Lake Drive where the commission allowed an exception that the house can remain as it has existed, over the sewer alignment. The requirement that a manhole needs to be installed where different pipe materials meet was also discussed, there were no objections to waive this requirement. The owner of 58 Canyon Lake Drive will be responsible to install a new public main sewer pipe section under the house, along with a lateral cleanout and overflow device to be located outside of the building footprint. The commission allowed an exception to the requirement of the installation of manholes where different materials join. A motion to allow variance and waive the requirement to install manholes was approved unanimously (jm/tc).
- 6.d. STATUS REPORT AND ACTION PLAN FOR 2020: Mr. Mann questioned why item 2 on the Action Plan is needed. Mr. Barnhill reported that filter bed #1 gunite is cracked. He said that Valley Operators had previously examined the crack and reported that it seemed to be localized near the top of the bed and it looked like the crack reduced further down, under the sand level. Mr. Mann questioned the need to inspect the filter bed. Mr. Barnhill said the concern is that there is a potential of water escaping from the wastewater treatment plant. He said the trees and bushes outside of the filter bed are green whereas other vegetation surrounding the wastewater treatment plant do not look as green. He said that contractors other than Valley have noticed the cracks and vegetation growth as well. Mr. Mann said that

investigations were done when the plant was transferred from the County and the beds, other than bed 4, were determined not to be leaking. He said the investigating to the bottom where the crack ends can be done to see if the sand is wet before a professional is hired to investigate. He agrees that the bed cannot leak wastewater.

6.e. COMMISSION VACANCY: Mr. McDonald informed the members that residents who are interested in joining the Commission must submit letter in accordance with instructions within the Announcement of Vacancy. It was the consensus of the commission to accept applications through February 12, 2020 and hold the interviews at the next Port Costa Sanitary Commission meeting.

6.f. APPOINT CHAIR AND VICE-CHAIR: There was a consensus of the Commission to carry this item to the next meeting to allow all members to be present to discuss.

6.g. BUDGET & FINANCE APPOINTMENTS: There was a consensus of the Commission to carry this item to the next meeting.

7.a. FINANCIAL REPORT: The monthly statement of Department finances, fund end date December 11, 2019, was examined by the Commission.

7.b. MID-YEAR BUDGET REPORT: Mr. McDonald presented the mid-year budget report for FY 19/20. He projects that the Port Costa Sanitary Department will have a deficit by fiscal year end and will need to adopt a revised budget. The exhaustion of all reserves will be required to pay for additional cleaning, baffle replacement, and other cost overruns related to the septic tank cleaning project.

8.a. SEWER BLOCKAGE: Mr. Barnhill reported a blockage located in the public sewer behind 92 Canyon Lake Drive. He said the blockage was discovered during routine hydro cleaning maintenance. The blockage prevented further cleaning. CCTV inspection was utilized to locate the blockage. A dig project will be needed to remove the blockage. There were no objections to seeking bids to perform the work.

8.b. SEPTIC TANK CLEANING PROJECT: Mr. Barnhill reported the project is ongoing, but the scope has changed. The plan was to perform onsite decanting, bypass, and treatment, but the bypass filtration failed to work due to the abnormal nature of the sludge. The sludge would not drop out of the water as expected and, once mixed, the material became similar to pancake batter consistency. It was recommended to remove sludge on a more regular basis to avoid this. He said the plan was changed to containment and hauling for offsite disposal at Protrero Hills Landfill in Suisun. Other waste disposal sites did not accept the waste material. The cleaning contractor requested two more storage tanks to contain incoming town flow which will be trucked to Crockett for treatment.

9.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported that no SSO's occurred in December.

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

9.c. STAFF ANNOUNCEMENTS: None



10.a. BUDGET & FINANCE COMMITTEE REPORT: None

10.b. INTER-AGENCY MEETINGS: None

11. CONSENT CALENDAR: The consent item was approved unanimously (tc/jm):

a. Approve Minutes of December 3, 2019.

12. FUTURE AGENDA ITEMS:

13. COMMISSIONER COMMENTS: None

14. ADJOURNMENT: The meeting was adjourned at 8:48 PM until February 12, 2020.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'JBarnhill', is written above the printed name.

James Barnhill  
March 3, 2020

**COPY**

February 27, 2020

William Burrell  
Water Resource Control Engineer  
San Francisco Bay Regional  
Water Quality Control Board  
1515 Clay Street, Suite 1400  
Oakland, CA 94612

SUBJECT: Self-Monitoring Report Submittal for January 2020 for Crockett Community Services District (CCSD) WWTP Port Costa, CA

The Legally Responsible Official (LRO) for CCSD is James Barnhill, contact phone number (510) 787-2992. The Chief Plant Operator is Nicholas Gaunt with Valley Operators, a licensed California Wastewater Treatment Plant Contract Operator (40029), contact phone number (925) 698-4636.

The CCSD Port Costa WWTP contracts laboratory testing with Eurofins Environmental Laboratories, Inc., which is an ELAP, certified lab. All sampling and testing analysis records are maintained and available for inspection during normal business hours at the contract lab located at 5063 Commercial Circle Suite H, Concord, CA 94520-8577 (925) 689-9022.

The monthly report for January 2020 has been uploaded to the CIWQS website.

During the month of January 2020, no violations have occurred at the Port Costa WWTP.

During the month of January, rehabilitation of the septic tank was completed. During this rehabilitation from January 9<sup>th</sup> thru 22<sup>nd</sup>, flow was diverted to the contactors tanks and no effluent flow was discharged from the plant.

*I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.*

Prepared by:

Nicholas Gaunt,  
Chief Plant Operator

Legally Responsible Official:

James Barnhill  
Port Costa Manager

cc: Casey Wichert, Valley Operators

# CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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TO: Crockett Sanitary Commissioners / Board of Directors

FROM: General Manager 

SUBJECT: Crockett Sanitary Department Managers Report

DATE: March 3, 2020

The Crockett Sanitary Department Managers Report highlights items of interest that occurred between February 12, 2020 and March 3, 2020.

## Operation and Maintenance

- There were no Sanitary Sewer Overflows (SSOs) reported in February.
- Staff responded to three incidents during February; EBMUD water break, exposed lateral pipe through 303 Heald, water saturating ground behind 724 Alhambra.
- Broken loop and lock at waterfront gravel lock reported to State Lands Commission.
- Staff has issued nine private lateral permits that are pending inspection.

## Capital Improvements / Projects

- Atherton/Cooke Project C-1002 substantially completed, anticipated final in the coming weeks. Resolution accepting sewer to be presented to Board.
- CCTV Project #19-TV inspections have been completed. Staff to begin CCTV review in March and assign severity index rating accordingly.
- Remaining Alexander easement sewer N-33-08 to N-33-07 replaced by El Sobrante Sewer.
- Spot repair on Pomona sewer E-00-03 to E-00-02, along with repair is behind the retaining wall on Pomona at 1<sup>st</sup> Avenue and installation of a new manhole on marina sewer at the base of the hill off Dowrelio Drive contracted with APB Engineering.
- Staff has been communicating with BKF Engineers on the Carquinez Middle School replacement campus project and have communicated the need to protect public sewer.

## Administrative/Financial:

- Annual Pollution Prevention Plan (PPP) report filed by February 28 deadline.
- EBMUD Water Use Data study completed.
- General Manager McDonald spent approximately 41% of his time towards Crockett Sanitary Department operations and 2% on Capital Projects in February. The rest of his time was spent on District business 17%, Recreation and PLC 12%, Maintenance 1%, Port Costa 9%, and 18% towards the Hosselkus Chapel property acquisition. He worked a total of 226 hours in February, excluding holiday, including 74 hours of overtime.

\*\*\*\*\*

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



*Community Partner for Our Bay, Our Environment*

March 10, 2020

Board of Directors  
Crockett Sanitary Department  
P. O. Box 578  
Crockett, CA 94525

To: Dale McDonald, General Manager

Subject: West County Wastewater District Monthly Report- February, 2020

Members of the Board:

The Crockett Sanitary Department (CSD) system operated with no operational interruptions. The average daily flow from the pump station was .284mgd and the 28 day flow total was 7.939 mil gals.

A total of 24 hours were spent on behalf of Crockett Sanitary District, including 24.0 hours of Maintenance Division's routine maintenance, 0.0 hours for Maintenance Division's Non-Routine Maintenance, 0.0 hours for Maintenance Division's capital Improvements. Also 0.0 hours for CSO Routine Maintenance and 0.0 hours for CSO Non-Routine Maintenance.

If you need additional information, please do not hesitate to contact me.

Sincerely,

Ted Kozlik

WCWD Maintenance Supervisor

GT:TK

Enclosed: (9) pages

Cc: Gordon Times, WCWD Collection System Supervisor

# Crockett Sanitary Department

## Monthly Report

**FEBRUARY, 2020**

Flow Totalizer Readings	
January 27, 2020	1858214400
February 3, 2020	18860267000
February 10, 2020	1862244600
February 18, 2020	1864426400
February 24, 2020	1866153600
Total (mil gal )	7.939
28 day Average (mgd)	.284

Employee Hours	Routine Maintenance	Non-routine Maintenance	Capital Projects	Total
Pump Station	24.0	0.0	0	24.0
Collection System	0.0	0.0	0	0.0
Total	24.0	0.0	0	24.0`

PUMP STATION NON- ROUTINE MAINTENANCE ACTIVITIES	
None	

PUMP STATION CAPITAL PROJECTS	

# CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

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## MINUTES OF REGULAR MEETING, FEBRUARY 19, 2020

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Bartlebaugh. Present were Commissioners Adams, Manzione and Wais, along with General Manager McDonald and Asst. Secretary Witschi. Commissioner Wolthuis was absent. Also present was Director Barassi.
2. AGENDA ORDER: There were no requests to change the agenda order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
5. CONSENT CALENDAR: The consent items were approved unanimously (mw/ha):
  - a. Approve Minutes of January 15, 2020.
  - b. Receive Sewer Repair / Replacement Program report for 2019.
- 6.a. DISTRICT BOARD ACTIONS: Nothing to report.
- 6.b. HOSSELKUS CHAPEL: Mr. McDonald reported he has secured performing an environmental assessment report. He identified two lenders who could provide 100% financing of the property: (1) Municipal Finance Corp – 2.95% over 20 years. The equivalent monthly cost of the loan would be \$4,129 per month. (2) iBank – Infrastructure State Revolving Fund (ISRF) Program – 2.5% over 30 years; the loan is dependent on their definition of housing and on how the apartment space will be used. Equivalent monthly cost of the loan estimated at \$2,942 per month. A survey of available commercial property in Crockett was undertaken as part of this report. Rent for commercial space averages about \$1 per square foot plus utilities in Crockett. A 2,500 sq. ft. commercial office at Loring and Rolph, identified as the old bank building, without parking, is available for lease offered at \$2,600 per month. A 4,000 sq. ft. brick warehouse on Loring with adjacent 3,500 sq. ft. gravel parking, most recently used by Baldwin Bar Supply, requiring structural upgrade and substantial renovation, is available for lease offered at \$4,999 per month. As requested last month a cash flow review was undertaken. The cost to each department for their shared CCSD uses of the space was estimated based on the current Cost Allocation Rate Table for FY 19/20. Commissioner Manzione asked staff to get a quote for insurance and quote for utilities on the chapel as it looks like the sanitary department would be the anchor tenant. He also asked staff to further document what are the needs of the Crockett Sanitary Department. Mr. McDonald said the current office space does not provide the capability for all district employees to have working space and does not provide working space solely for use by the sanitary departments throughout the entire week. Group meetings mid-week must be scheduled in the afternoon to avoid conflict with the Senior Nutrition Program who use the Multi-Purpose Room in the morning. Current storage of equipment and material left in the truck is less secure than we'd like, and street parking puts the department truck at higher risk for damage. Storage of emergency materials at the EQ tank area is less than ideal when required emergency response

timing. Commissioner Manzione asked staff to get more information on what the liabilities costs are and provide a monthly cash flow report. Commissioner Wais asked are you planning to have a public meeting before you purchase it or after. Mr. McDonald said we can hold a public meeting in March and get the public's input on the purchase of the Chapel. Commissioner Bartlebaugh said there still does not appear to be enough information which would justify a Sewer Use Charge (SUC) increase to purchase the property, the commission needs to be able to defend the decision to purchase the building.

**7. REPORT OF CONSULTING ENGINEER:** Mr. McDonald reported our engineer, Vivian Housen, will be at the March meeting to discuss the MCC Control Panel and the Sewer System Management Plan.

**8.a. ENFORCEMENT ACTIONS:** Mr. McDonald reported four properties had recent enforcement actions in January.

**8.b. CARQUINEZ MIDDLE SCHOOL NEW CONSTRUCTION:** Mr. McDonald presented the letter he wrote to Dr. Charles Miller, Superintendent of John Swett Unified School District (JSUSD). He said staff had previously informed JSUSD that the District has jurisdiction over construction and permitting for work on sanitary sewers in the town of Crockett, including the public sewers that run through the Carquinez Middle School replacement campus project site. Upon review of the utility plan drawings staff met onsite for a pre-construction walk-through to go over issues related to the sanitary sewer and found several items that need to be addressed.

**9.a. FINANCIAL REPORT:** The monthly statement of Department finances and report on investments were examined by the Commission. Mr. McDonald reported an investment balance of \$3M.

**9.b. SEWER EMERGENCY PROJECT DOWNTOWN:** A motion to approve as complete sewer emergency project identified as Pomona V-00-20 to V-00-19 by Resolution No. 19/20-14, as required by Public Contract Code Section 22050, and authorize payment to APB General Engineering for Pomona Sewer Project C-1012 in the amount of \$40,000 carried unanimously (ha/mw).

**9.c. AUTHORIZE PAYMENT TO L.R. PAULSELL:** A motion to approve payment to L.R. Paulsell Consulting for full-line replacement of sewer N-00-40A to N-00-40, Pomona Easement Sewer Project C-1015, 130 linear feet plus new manhole on Winslow, Project C-1013, in the amount of \$39,954.53 carried unanimously (mm/sb).

**9.d. AUTHORIZE PAYMENT TO ECAST:** A motion to approve second payment to ECAST Engineering for Atherton Cooke Sewer Project C-1004 in the amount of \$132,487.79 carried unanimously (ha/mm).

**9.e. AUTHORIZE FUNDING ALLOCATION FOR POMONA SEWER:** A motion to approve funding allocation for extension of sewer replacement project C-1004 to include Pomona E-00-06 to E-00-05 sewer located between 343 and 449 Pomona carried unanimously (mm/mw).

**10.a. STAFF REPORT ON OPERATIONS:** Mr. McDonald presented the Manager's Report through February 12. He said there was one Category 3 SSO reported in January at manhole E-10-02 on Bishop Road and a second Category 1 SSO of 450 gallons, which reached a storm drain, at manhole E-03-14 on Bishop Road caused by root intrusion and rags. Staff has been busy with construction projects in Crockett and dealing with the Port Costa septic tank

project for which the Assistant Sanitary Department manager spent 87% of his time on in January.

10.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

10.c. STAFF ANNOUNCEMENTS: None

11.a. WASTEWATER COMMITTEE REPORT: Needs to meet to discuss strategies for Joint-Use Agreement for the wastewater treatment plant between the District and C&H set to expire in 2024.

11.b. BUDGET & FINANCE COMMITTEE REPORT: Needs to meet to discuss water study and draft budget for FY 2020/21.

11.c. AD HOC COMMITTEES REPORT: None

11.d. INTER-AGENCY MEETINGS: None

12. FUTURE AGENDA ITEMS:

- Public hearing on SSMP update (March).
- Consider inter-department loan to Port Costa (March).
- Capacity Charge Accessory Dwelling Unit (ADU) Ordinance (April)
- Consider recommended enforcement actions.
- Recommend award of contract(s)
- Recommend payment for sewer project(s).

13. COMMISSIONER COMMENTS: None

14. ADJOURNMENT: The meeting was adjourned at 8:55 PM until March 18, 2020.

Respectfully submitted,



Susan Witschi  
February 28, 2020



# CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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TO: Crockett Sanitary Commission

FROM: Dale McDonald 

SUBJECT: Annual Lateral Inspection Program Update

DATE: February 26, 2020

Ordinance #07-1 requires inspection of the building sewer at the time of any property sale and certification of its good condition. The period of this report covers the 2019 calendar year. The District is now in its thirteenth year of the lateral inspection program. It is expected inspections will rise in 2020 as 2019 was an abnormally slow year for home sales. As property values level out and spring approaches it is expected that home sales will again pick up. The following is a summary listing of total property sales during 2019 along with property owners who have and have not complied with Ordinance #07-1:

Properties Sold or Transferred During 2019:	23	(decrease from 32 in 2018)
Certificates of Compliance Issued Prior to Sale:	1	5% of Total Properties
Certificates of Compliance Issued After Sale - Voluntary:	2	9% of Total Properties
Certificates of Compliance Issued After Sale – Forced:	7	30% of Total Properties
Notices of Violation (N.O.V or Enforcement) Open:	7	30% of Total Properties
Excluded Properties (Existing Cert. of Comp, Family Transfers)	6	26% of Total Properties

Fewer Certificates of Compliances are being issued immediately prior to the sale of the property. A variety of factors have contributed to this change; properties with a valid Certificate of Compliance are being resold within their certificate validity date range, internet-based realtors may not be as familiar with the Bay Area infiltration challenges resulting in an uptick of certificates issued after the sale by forced compliance, and certificates are being requested after private lateral sewers are replaced under permit even though the property owner was not planning to sell their property anytime soon. Most local realtors are aware of the lateral inspection requirement. It is expected majority of the seven open Notices of Violation enforcement issues will be addressed in 2020.

The number of non-compliant properties requiring action by the Department has steadily been trending lower with the exception of this year as realtors are used to such programs in the Bay Area; 77% in FY 09/10, 70% in calendar year 2010, 73% in calendar year 2012, 68% in 2013, 27% in 2014, 24% in 2015, 29% in 2016, 32% in 2017, 22% in 2018, and up in 2019 to 60%. Internet-based realtor sales and private off market sales are the primary cause of the increase last year.

Unresolved open violations when combined with outstanding prior years enforcement actions continues to require staff to preparing for multiple hearings and deal with forced compliance issues.

The average time spent per lateral inspection, excluding non-compliance properties, is approximately 1 hour. This includes review of the video inspection, a site visit, consultation with clients and contractors, and all

paperwork including the issuance of the Certificates of Compliance. While other nearby jurisdictions are collecting sewer lateral inspection fees, our District does not collect any fees for reviewing the video inspection or issuing a Certificate of Compliance. Properties in non-compliance take substantially longer, with abatement cost accrual starting when the Notice of Violation is recorded at the County. Assistant Sanitary Department Manager Barnhill is performing most of the inspections. Unrecoverable costs for the program in 2019 is estimated at \$1,627 or \$70.76 per lateral inspection.

#### Certificate of Compliance Report 2019

<u>Situs</u>	<u>Address</u>	<u>Sold</u>	<u>Def. Report</u>	<u>NOV Date</u>	<u>Cert of Compliance</u>
189	Winslow Street	8/22/2019	9/23/2019		2019 exp 11-7-2029
332	Edwards Street	4/3/2019			2019 exp 10-17-2021
344	Clark Street	4/3/2019			2018 exp 9-27-2028
536	Edwards Street	7/26/2019			2019 exp 6-18-2024
455	Edwards Street	7/15/2019			2018 exp 7-21-2023
1325	Rose Street	9/20/2019		2/5/2020	
27	Cooke Ave	8/1/2019	8/29/2014		2015 exp 6-17-2025
67	Bishop Road	6/26/2019			2007 exp. 11-29-2017
33	Baldwin Ave	7/5/2019	3/8/2019		2019 exp 12-18-2029
65	Baldwin Ave	2/1/2019	9/6/2017		2019 exp 09-13-2029
14	Rolph Park Drive	2/15/2019	5/2/2019		2019 exp 07-26-2029
6	Stephens Court	8/1/2019			2011 exp 4-21-2021
154	Duperu Drive	5/28/2019	3/20/2019		2019 exp 10-16-2029
11	Woodward Court	9/26/2019	7/26/2019		2019 exp 11-14-2029
159	Duperu Drive	6/14/2019	9/5/2018		2019 exp 6-21-2024
358	Duperu Drive	4/17/2019	4/29/2019		
567	Winslow Street	2/22/2019			2015 exp 8-18-2020
1890	Vista Del Rio	4/15/2019			2019 exp 10-12-2024
570	Kendall Ave	1/10/2019			2008 exp 3-17-2018
755	Alhambra Street	5/14/2019	9/5/2018		2019 exp 9-11-2024
1515	Flora Street	7/12/2019			
1524	Lillian Street	8/8/2019		1/2/2020	2013 exp 3-29-2018
1014	Fifth Ave	7/23/2019	6/24/2019	12/16/2019	

#### ACTION:

Staff recommends the Commission receive the report. Staff is not recommending any changed to the lateral inspection program.

# CROCKETT COMMUNITY SERVICES DISTRICT

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## MINUTES OF REGULAR MEETING, FEBRUARY 26, 2020

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by President Kirker. Present were Board Members Barassi, Peterson and Sutton, along with General Manager McDonald, Recreation Department Manager Wilson, Assistant Sanitary Dept. Manager Barnhill, and Assistant Secretary Witschi. Also present were Sanitary Commissioners Bartlebaugh, Cusack, Manzione and Wais. Director Mackenzie was absent.
2. AGENDA ORDER: The Board moved Item 7.b. after Item 3 so that Dean Kelch can speak to the Board on an item under the Maintenance report without having to wait through other agenda items.
3. PUBLIC COMMENTS: Scott Bartlebaugh said he is on the Crockett Improvement Association Committee researching the feasibility parcel tax for the town. He said the committee is refining their chart and pulled the scope out that was not within the District boundaries. He has spoken with Mr. McDonald and received landscaping costs. The parcel tax would be around \$20 a parcel annually to provide services identified. He will refine and present to the Board in April. The committee is going to speak with other groups in the community to get their views. The deadline to put a parcel tax on the ballot is August 7. Director Peterson said it would be best to call for a town meeting before deciding to place the issue on the ballot to gauge support. Director Kirker said it would be nice to have a preliminary breakdown even before the April meeting. Director Barassi said he would like to have staff's opinion on the request, is it too little or too much.
- 7.b. MAINTENANCE DEPARTMENT: Mr. McDonald said Dean Kelch from Carquinez Regional Environmental Education Center (CREEC) approached staff to seek support for a grant to obtain funding for a monarch butterfly planting project. Mr. Kelch said he is requesting a letter of support to improve the area above CREEC by planting 100-150 herbivore resistant pollinating plants. Director Kirker said we don't own the land and asked Mr. McDonald how our insurance would cover this. Mr. McDonald said the General Liability Policy of the District would not materially change. Director Kirker said he would like to get a map with our boundaries of our Caltrans permit so we can visualize this. Mr. McDonald will email this to the Directors. Director Peterson said the area is roughly seven acres and the planting area is just outside our permit area. He said we have a wide range of what we can do. Mr. McDonald said absent an objection by the Board, he will draft a letter of support for the CREEC project. Regarding the Memorial Hall, Director Peterson said he is still waiting for the architect to finish the drawings to be consistent with the engineer's drawings for the Memorial Hall. He said the project is not moving and will see what he can do to get it moving.
4. REPORTS FROM COMMISSIONERS: None
5. PUBLIC HEARING: Mr. McDonald presented a report on the planned Hosselkus Chapel property acquisition. Director Kirker opened the hearing for comments from the public at this time on the purchase of the Hosselkus Chapel. Mary Wais said the Chapel has potential for a

benefit to the community but has to balance it with how can the Sanitary Department justify these costs. Mr. Wilson said he believes a town meeting should happen before the purchase of the building. Having heard all who wished to speak on this subject, Director Kirker closed the hearing. Director Barassi said he agrees with Ms. Wais's comments and believes the strategy should be to rent out as much as possible of the building. He believes someone would rent for storage or office space. Commissioner Manzione said surplus space can be leased out in a public building. He is concerned about the costs being a member of the Crockett Sanitary Commission. Director Kirker said it is irresponsible to move forward without knowing the full costs, and without solid numbers he cannot make a decision. Mr. McDonald will seek a General Contractor to confirm the repair and improvement cost projections completed by staff earlier in the year. Director Peterson said the departments that use the building should share in its costs; he sees great value in the building now and into the future. He said we need to have a town meeting before we vote on the purchase. Director Kirker asked Mr. McDonald to provide him with a Preliminary Title. No action was taken by the Board. Staff to gather information requested and resubmit items for consideration after a public hearing.

**6. REPORT OF DISTRICT COUNSEL:** No report.

**7.a. RECREATION DEPT. REPORT:** The Board had received the Minutes of January 6. Mr. Wilson reported the John Swett High School started using the pool two weeks ago. The Crockett Swim Team (CST) will begin using the pool next month. A new shed for the Crockett Swim Team, purchased and installed by them, replaces their old shed so that they have more room for storage of swim team equipment. Mr. Wilson reported he met Cunha Engineering to go over the site of the retaining wall on Pomona Street. He is going to apply for a grant for this project. He said the February 15 Centennial Celebration at the Community Center was a nice event.

**7.c. PORT COSTA SANITARY DEPT.:** Mr. Barnhill reported there were no Sanitary Sewer Overflow's (SSO's) last month. He said the septic tank, which is the primary treatment unit for the wastewater treatment plant (WWTP), is in full operation following thorough cleaning, engineering inspection, and baffle wall construction. Clean Harbors is still moving containers out of Port Costa. The department received a report that the chain link fence in the parking lot area near the Warehouse was unrolled and crossbars disassembled. It was not taken down by Clean Harbors but happened towards the end of the cleaning project. Director Barassi said he can make sure the fence gets put back up so that the department does not have to hire Morgan Fence to repair.

**7.d. CROCKETT SANITARY DEPT.:** The Board had received the Minutes of January 15 along with the written Department Manager's report. Mr. McDonald said that staff has been relying on Regional Government Services (RGS) and MacDonald Accounting Consulting to assist with the backlog in the office. In addition, Dolores Morales is working for the Sanitary Department assisting with data entry and filing. Mr. Barnhill said that she is setup in the back recreation maintenance closet and it includes the storage of paints. Director Kirker said paints are supposed to be stored outside and we need to deal with that situation.

**7.e. STAFF REPORT ON GOVERNMENTAL MATTERS:** Mr. McDonald presented information from California Special District Association's (CSDA's) take Action Brief including Brown Act Update for Social Media (AB 992 – Mullin), CSDA Legislative Days May 19-20 in Sacramento, and the SDLA / CSDA's 2020 Special District Leadership Academy Conference in September

in South Lake Tahoe. Director Kirker asked if the law allows directors to comment in a closed group, such as the closed Crockett Facebook group.

**7.f. STAFF ANNOUNCEMENTS:** Mr. McDonald discussed his most recent Bay Area Clean Water Agency (BACWA) meeting with General Managers from Bay Area Wastewater agencies including ongoing exfiltration Notice of Intent to sue letters being served to Sunnyvale and Mountain View, how climate change action is not just the handling of rising tides and the threat to facilities but on action agencies take to lower their carbon footprint, and how science needs to be driving force on climate change action. He reported the California Sanitation Risk Management Authority 2019 Annual Report & Comprehensive Annual Financial Report is available in the District office.

**8. CONSENT CALENDAR:** Director Barassi asked that Item 8.a. be removed from the consent calendar. Director Peterson asked that item 8.e. be removed from the consent calendar for discussion. The following items were approved unanimously (kp/es):

- b. Approve payment of District bills (warrants Rec. 8558-8595; PCSan, 1189-1198; CVSan 6056-6087).
- c. Receive Minutes of Commissions and Committees.
- d. Approve Aquatics Office Manager job description, as recommended by Personnel Committee.

**9.a. CONSENT ITEMS REMOVED:**

Item 8.a. "Minutes of January 22, 2020" – Director Barassi asked for a correction be made to minutes item 7.c. and a motion to adopt corrected minutes of January 22, 2020 carried unanimously (lb/kp).

Item 8.e. "Receive letter sent to JSUSD on protection of sanitary sewers at Carquinez Middle School" – Director Peterson said the Board should be made aware that as this is a State project our District is not subject to the permitting process and that we do not have authority over State agencies. A motion to receive the letter was approved unanimously (kp/es).

**9.b. REVISED POLICY FOR EVALUATION OF GENERAL MANAGER:** Mr. McDonald presented the revised policy as approved by the Personnel Committee. A motion to approve the revised policy carried unanimously (kp/es).

**9.c. REDUCING COMMITTEE BY ATTRITION:** Mr. McDonald reported the Personnel Committee chose not to announce vacancy on their committee and instead support reducing the committee by attrition. Director Peterson said the District is better served by having more volunteers and doesn't believe it serves the community by having less. There was general consensus that having a forum for the public is beneficial. Director Barassi said he attends the meetings and believes the rules should be changed so that the committee can talk more. A motion was made by Director Sutton to adopt Resolution No. 19/20-16 reducing the Police Liaison Committee by attrition but there was no second, the motion did not pass. Director Kirker proposed adding a future agenda item to discuss the role of the Police Liaison Committee and how it can best serve the public.

**9.d. VACANCY ON PORT COSTA SANITARY COMMISSION:** Director Peterson asked if there is a restriction on how alternates are to be seated when a seat is vacant, for voting etc. Mr. McDonald said the Commission Chair will switch between the two alternates equally if a regular commissioner is absent for a monthly meeting. A motion to approve Resolution No. 19/20-17 appointing Tom List to the Port Costa Sanitary Commission for two years and

appointing Sarah Louise Humann and Karen Klaiber as alternates to serve when an appointed Commissioner(s) are absent carried unanimously (lb/kp).

10.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Mr. McDonald said the balance of Port Costa's investments have been liquidated in anticipation of cash needed to pay Clean Harbors invoice related to the Port Costa Septic Tank Cleaning Project.

10.b. INTER-DEPARTMENT LOAN TO PORT COSTA SANITARY DEPARTMENT: Mr. McDonald reported the Port Costa Sanitary Department will need additional cash to be able to pay off its upcoming debts. He suggested that an inter-department loan, similar to terms of the current loan, be considered. It was the consensus of the Board to follow precedent to have the Port Costa and Crockett Sanitary Commissions decide if an inter-department loan to address anticipated cash shortfall is in their respective best interests.

11.a. PERSONNEL COMMITTEE REPORT: The Board had received the Minutes of February 18, 2020 and December 17, 2019. No further report.

11.b. BUDGET & FINANCE COMMITTEE REPORT: None

11.c. AD HOC COMMITTEE REPORTS: Director Peterson said the Ad-hoc Strategic Planning Committee met, that they are back on track to get something that is useful. Director Kirker asked if there is extra dirt that can be placed around Memorial Hall foundation steps.

11.d. INTER-AGENCY MEETINGS: None

12. FUTURE AGENDA ITEMS:

- Draft budget FY 20/21 (March)
- Consider reexamining role and rules of Police Liaison Committee (April)
- Public hearing on Hosselkus Chapel (April).
- Receive Preliminary FY 20/21 Budget (April).
- Set date for public hearing (April).
- Approve newsletter (April).
- Prop. 218 requirements (April).
- Review and adopt ADA compliance plan.
- Adopt purchasing procedures and spending limits.
- Adopt policy for use of private devices and e-accounts.
- Develop policy on proposals for new programs without established funding.

13. BOARD COMMENTS: Director Peterson said he will miss the May 20 meeting and Director Sutton said she will miss the March 25 meeting. It was suggested the Budget & Finance Committee meet before May 19 and after June 14.

14. ADJOURNMENT: The meeting was adjourned at 9:50 PM until March 25, 2020.

Respectfully submitted,



Susan Witschi  
March 12, 2020



# 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: General Manager   
SUBJECT: Status Report on Recent Enforcement Actions  
DATE: March 3, 2020

Staff continues enforcement of violations related to Ordinance No. 07-1 requiring inspection of the building sewer at time of any property sale and certification of its good condition.

Continued enforcement, some requiring legal advice and other with various complex situations, has been postponed due to limited staff resources. Violations of Ordinances No. 18-1 and No. 05-1 that threaten public health continue to be handled as priority enforcement.

The following properties had recent enforcement actions:

1. 1414 FRANCIS AND 1416 FRANCIS – Defective sewer repaired under permit. Common lateral between 1414 and 1416 remains and investigation on whether it was allowed by the District in 2001 is required. Common lateral ties into back of new sewer behind Lillian Fire Station.
2. 2 CROLONA HEIGHTS – Property owner has not paid \$205.30 in abatement charges by due date, charge plus additional administrative enforcement to be placed on the tax roll along with sewer use charge.
3. 570 KENDALL – Notice of Violation mailed for Ordinance No. 07-1 building inspection.
4. 67 BISHOP ROAD – Notice of Violation mailed for Ordinance No. 07-1 building inspection.

Public hearings for the following properties have been postponed:

1. 1515 FLORA – Violations related to Ordinance No. 07-1 requiring inspection of the building sewer.
2. 1524 LILLIAN – Violations related to Ordinance No. 07-1 requiring inspection of the building sewer.

PG&E has been invoiced for damaging the building lateral sewer of 1403 Wanda Street. Staff is awaiting word back from PG&E before taking further action.

There are approximately 35 properties in various stages of enforcement that need individual attention. Staff is planning to free up time so that the backlog can be addressed but does not anticipate this to occur until mid-2020.

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**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**  
Auditor's Date: 3/19/20 Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3241 - RECREATION</b>				
03/20/2020	DOLORES M. MORALES	Payroll March 1-15	781.11	8617
03/20/2020	KATELYNN M. CLEMONS	Payroll March 1-15	243.04	8618
03/20/2020	SUSAN G. WITSCHI	Payroll March 1-15	1,801.25	8619
03/20/2020	TREVOR B. DEES	Payroll March 1-15	90.72	8620
03/20/2020	STATE COMPENSATION INS...	Workers Comp 219383	919.53	8621
03/20/2020	U.S. BANK	Various	2,885.49	8622
03/20/2020	DexYP	YP Contra Costa Central - 3/1/20...	641.50	8623
03/20/2020	CUNHA ENGINEERING	Stairs and wall Pomona Street @...	6,750.00	8624
03/20/2020	LINCOLN AQUATICS	Hand Grip	74.87	8625
03/20/2020	Fox Electric	Troubleshoot Comm Center Light...	240.00	8626
03/20/2020	PG&E	Gas & Electric	2,203.42	8627
03/20/2020	Carlos Campos	Refund for Event Scheduled Mar...	2,149.00	8628
03/20/2020	Luis Ambriz	Refund for Event Scheduled Mar...	4,688.00	8629
03/20/2020	Helen Peterson	Refund for Event Scheduled April...	180.00	8630
03/20/2020	Raphael Hardwood Flooring Inc.	Refinish Hardwood Floors	2,465.20	8631
03/20/2020	Tina Philavong	Refund for Event Scheduled Mar...	360.00	8632
03/20/2020	LINCOLN FINANCIAL GROUP	LTD Insurance CCSVD-BL-1564...	69.19	8633
Total FUND 3241 - RECREATION			26,542.32	
<b>TOTAL</b>			<b>26,542.32</b>	

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**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**  
Auditor's Date: 3/19/20 Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3425 - PC SANITARY - O&amp;M</b>				
03/20/2020	Valley Operators, LLC	Monthly service Invoice 1228	4,400.00	1203
03/20/2020	U.S. BANK	Alarm cell, Office subscription, share of s...	106.83	1204
03/20/2020	HydroScience Engineers I...	Project 466-001 Port Costa Septic Tank ...	2,325.00	1205
Total FUND 3425 - PC SANITARY - O&M			6,831.83	
<b>TOTAL</b>			<b>6,831.83</b>	

*Credited as*

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

Auditor's Date: 3/19/20 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3426 - CV SANITARY - O&amp;M</b>				
03/20/2020	STATE COMPENSATION INS...	Workers Comp	442.55	6101
03/20/2020	U.S. BANK	Survey, internet, soft sub, office, g...	786.41	6102
03/20/2020	El Sobrante Sewer	Sewer Proj C-1008 - 148-172 Ale...	18,000.00	6103
03/20/2020	WEST COUNTY WASTEWAT...	Contract Servies Nov. 2019, Jan, ...	13,666.44	6104
03/20/2020	ECAST Engineering Inc.	Atherton Cooke Sewer Project C-...	157,598.10	6105
03/20/2020	LINCOLN FINANCIAL GROUP	LTD Insurance CCSVD-BL-15644...	120.12	6106
Total FUND 3426 - CV SANITARY - O&M			190,613.62	
<b>TOTAL</b>			<b>190,613.62</b>	

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**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**  
Auditor's Date: 2/5/20 Fund: 324100 Account : 0830


Date	Name	Memo	Credit	Num
<b>FUND 3241 - RECREATION</b>				
03/06/2020	RONALD D. WILSON	Payroll Feb 2020	2,494.10	8596
03/06/2020	DOLORES M. MORALES	Payroll Feb 16-29	672.71	8597
03/06/2020	KATELYNN M. CLEMONS	Payroll Feb 16-29	472.68	8598
03/06/2020	SUSAN G. WITSCHI	Payroll Feb 16-29	1,922.58	8599
03/06/2020	TREVOR B. DEES	Payroll Feb 16-29	87.60	8600
03/06/2020	UNITED STATES TREASU...	Fed Tax Payroll Liability	1,259.24	8601
03/06/2020	EMPLOYMENT DEVELOPM...	State Tax Payroll Liability	254.18	8602
03/06/2020	CalPERS Public Employees ...	CalPERS retirement & 457	1,693.05	8603
03/06/2020	SDRMA	Health Benefits April 2020	1,636.08	8604
03/06/2020	MEYERS NAVE	Attorney general advice	200.93	8605
03/06/2020	Alhambra & Sierra Springs	Water	19.20	8606
03/06/2020	AT&T	Phone Message & Long Distance	365.93	8607
03/06/2020	LESLIE'S POOL SUPPLIES	Pool Chemicals	76.83	8608
03/06/2020	TERRACARE ASSOCIATES	Landscaping services	2,171.00	8609
03/06/2020	UNIVERSAL BUILDING SE...	Janitorial Services	1,356.80	8610
03/06/2020	Vetter Landscapes	Repair Pavers and Trim Trees	1,500.00	8611
03/06/2020	PG&E	Gas & Electric	2,132.93	8612
03/06/2020	Delta One Security, Inc.	Security Guards	858.96	8613
03/06/2020	RONALD D. WILSON	Mileage reimbursement Feb	167.33	8614
03/06/2020	Noemmy Guzman	Cleaning & Damage Refund	152.50	8615
03/06/2020	Tom Saephan	Cleaning & Damage Refund	700.00	8616
Total FUND 3241 - RECREATION			20,194.63	
<b>TOTAL</b>			<b>20,194.63</b>	



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

Auditor's Date: 3/5/20 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>				
03/06/2020	MEYERS NAVE	Attorney general advice	382.67	1199
03/06/2020	Eurofins Calscience LLC	Lab testing Feb Invoice 5700018860	595.00	1200
03/06/2020	HydroScience Engineers Inc.	Septic tank engineering inspection - I...	5,867.50	1201
03/06/2020	PG&E	Electricity	327.13	1202
Total FUND 3425 - PC SANITARY - O&M			<u>7,172.30</u>	
TOTAL			<u><u>7,172.30</u></u>	



**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**  
Auditor's Date: 3/5/20 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3426 - CV SANITARY - O&amp;M</b>				
03/06/2020	DALE A. McDONALD	Payroll Feb 2020	4,373.10	6088
03/06/2020	JAMES G. BARNHILL	Payroll Feb 2020	4,274.13	6089
03/06/2020	UNITED STATES TREASUR...	Fed Tax Payroll Liability	1,524.86	6090
03/06/2020	EMPLOYMENT DEVELOPM...	State Tax Payroll Liability	460.96	6091
03/06/2020	CalPERS Public Employees R...	CalPERS Retirement and 457	4,156.65	6092
03/06/2020	SDRMA	Health Insurance Liability	892.50	6093
03/06/2020	MEYERS NAVE	Attorney general advice	744.80	6094
03/06/2020	AT&T	Telephone District Office	133.55	6095
03/06/2020	L.R. PAULSELL CONSULTING	Capital Eng. & Maint. Feb 2020	28,704.80	6096
03/06/2020	PG&E	Electricity	2,569.59	6097
03/06/2020	V.W. Housen & Associates	Engineering Services Dec1-Dec2...	868.50	6098
03/06/2020	DOLORES M. MORALES	Reimbursement mileage and shre...	92.98	6099
03/06/2020	ROTO-ROOTER SEWER SE...	Emerson Sewer Project C-1014 - ...	15,622.75	6100
Total FUND 3426 - CV SANITARY - O&M			64,419.17	
<b>TOTAL</b>			<b>64,419.17</b>	



# CROCKETT RECREATION COMMISSION

of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525

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## MINUTES OF REGULAR MEETING, FEBRUARY 3, 2020

**1. CALL TO ORDER:** The meeting was called to order at 6:00 PM by Chairperson Cusack. Present were Commissioners Airoidi, Choquette, Scheer and Valentini, along with General Manager McDonald and Department Manager Wilson. Facilities Manager/Asst. Secretary Witschi 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 items were approved unanimously (lc/ja):

- a. Approve Minutes of January 6, 2020.
- b. Receive Report from Facilities Manager.

**5.a. CENTENNIAL CELEBRATION:** Mr. Wilson discussed the upcoming Centennial Celebration of the Community Center to be held on February 15th. The open house will run from 12 noon to 3:00 PM. Photos will be placed on display and popcorn and hot dogs will be served. Mr. Wilson is asking for volunteers to arrive no later than 11:30 AM. Mr. Wilson said he is planning to give a presentation at 2:00 PM followed by a cake cutting and expects everyone to be complete with their volunteer work by 3:00 PM. He did mention that during his research for the Centennial Celebration has been able to dispel the rumor that the Crockett Community Center was designed by Julia Morgan or one of her students. While the building has a similar style and may be influence by her work the architect who designed the Crockett Community Center was William H. Crim, Jr. who also designed the C&H brick office building. Ms. Choquette asked that volunteer support be mentioned during the presentation.

**5.b. COMMEMORATION GIFT:** There was discussion on the best way to commemorate David Botta for his many years of service on P-1 and the Recreation Commission. The Commission supported installing a bench, something the whole community can see and enjoy, rather a memorial donated directly to the family. A motion authorizing staff to coordinate the installation of a memorial bench with a plaque commemorating David Botta passed unanimously (as/jv). Chairperson Cusack directed General Manager McDonald and Recreation Manager Wilson to develop a policy on how memorial donations should be handled so that there is clear transparency on how public funds can and cannot be used and how donations for memorials can be made.

**6. FINANCIAL REPORT:** The monthly statement of department finances and report on investments were examined by the Commission. Mr. McDonald said the Budget & Finance Committee will be meeting later this month and the draft budget for FY 2020/2021 will be ready to be presented to the Commission on March 2.

**7.a. DISTRICT BOARD ACTIONS:** Mr. McDonald reported on the actions taken by the District Board in January. He said District audit for FY 18/19 was received. He said the Board

submitted a preliminary offer of \$725,000 to Carriage Services for the purchase of the Hosselkus Chapel, to be discussed under the next agenda item.

7.b. HOSSELKUS CHAPEL: Mr. McDonald informed the Commission on Board actions to date regarding the property acquisition. There was discussion about reaching out to the community for their feedback. While nothing final has been set the intent would be that the building and parking would be shared, most of it used for sanitary department operations and the remaining space, such as the chapel, available for recreation rental use.

8. REPORT OF DEPT. MANAGER: Mr. Wilson reported the new motor starter at the pool has been installed, the pool covers are back on the pool as it is now being heated, and that the John Swett High School Swim Team will begin using the pool on February 11. A new shed for the Crockett Swim Team, purchased and installed by them, replaces their old shed so that they have more room for storage of swim team equipment. Mr. Wilson asked if the Commission would like a plaque at the Crockett Community Center commemorating its 100th anniversary. The Commission supported this idea. Mr. McDonald confirmed this is a business decision management can make and said Mr. Wilson can go ahead and coordinate as he sees fit.

9. COMMISSIONERS: No reports.

10. FUTURE AGENDA ITEM:

Draft budget for FY 2020/2021 (March)

Consider Community Center as a Cooling Center.

11. COMMISSIONER COMMENTS: Ms. Choquette thanked Ron Wilson for all his hard work.

12. ADJOURNMENT: The meeting was adjourned at 6:52 PM until March 2, 2020.

Respectfully submitted,



Dale McDonald  
February 27, 2020

# CROCKETT RECREATION COMMISSION

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of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525

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## MINUTES OF BUDGET & FINANCE COMMITTEE MEETING FEBRUARY 25, 2020

The meeting was called to order at 3:30 PM by Commissioner Cusack. Present was Commissioner Valentini, General Manager McDonald and Department Manager Wilson.

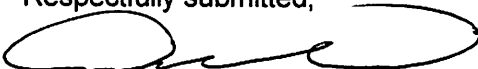
PUBLIC COMMENTS: None

1. CAPITAL PROJECTS PROPOSED FOR FY 20/21: Mr. Wilson went over the list of capital projects proposed for FY 20/21. He said there will be a few minor changes may be made to some of the items before the final budget is submitted in June. The Committee reviewed the list and a few clarification questions were answered by Mr. Wilson. It was noted that the Community Center Deck Project have been split over multiple years with the focus for the upcoming year to be on the improvement to the Community Center entrance to meet ADA specifications. We are still waiting for the architect to get back on us and we're hopeful this project will occur in the upcoming fiscal year. Mr. Cusack asked about the new light fixtures proposed. Mr. Wilson said he wants to get the auditorium lights to dim to at least 90% for ambience to match the old incandescent feel and that the plan is to split the electrical loads, 2 circuits to 4, so that 300w dimmer switches would function properly based on the lesser load. The remaining capital LED lighting allocation would go to replacing the fixtures the MPR. The capital replacement line item replanting the park lawn carried forward from last year. The intent is to kill off the existing grass in low spots, fill and level, and replant new sod in areas of Alexander park that need it.

2. DRAFT BUDGET FY 20/21: Mr. McDonald presented the draft recreation budget for FY 20/21 and 7-month actuals for the current fiscal year. He went over the bullet points outlined in the memo and described the major areas of focus for the Community Center, Aquatic center, and Parks cost centers. The total recreation fund balance ending June 30, 2021 is anticipated to be \$322,4212 with most of it reserved for capital projects. Mr. McDonald said staff will be recommending that the Recreation Commission move funds from the Capital Fund account to the O&M General Fund account to address a projected shortfall in operating funds. Mr. McDonald is planning to submit the 9-month budget report and preliminary FY 20/21 budget to the Recreation Commission at its April 6 meeting. It will give a clearer picture on the financial position of the recreation department.

ADJOURNMENT: The meeting was adjourned at 4:20 PM.

Respectfully submitted,



Dale McDonald

February 27, 2020



# CROCKETT POLICE LIAISON COMMITTEE

of the Crockett Community Services District

P.O. Box 578 – Crockett, CA 94525

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## MINUTES OF REGULAR MEETING, FEBRUARY 3, 2020

1. CALL TO ORDER: The meeting was called to order at 7:01 PM by Chairperson Angell. Present were Committee members Currington, Melero, Valentini and Wais. Committee member Cardwell was absent.
2. AGENDA ORDER: No requests for items out of order.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None
- 4.a. REPORT FROM DEPUTY: New resident Deputy Greg Jackson introduced himself. His last assignment was in Rodeo for the past few years. He is happy to be taking over Crockett. His wife will be having a baby soon so he will be out on paternity leave for five weeks.
- 4.b. REPORT FROM CHP ON TRAFFIC ISSUES: Officer Wilkenfeld is leaving for a new assignment in Oakland. Officer John Pruitt is returning to take his place. There were four crashes in January.
- 4.c. NEIGHBORHOOD WATCH: No report.
5. RESIGNATION OF COMMITTEE MEMBER: Greg Mauler will resign as alternate Committee member. Discussion was had whether to continue with six members or get a seventh member. The Committee decided to keep six members. Ms. Wais asked the committee if we can do something in memory of David Botta. Mr. McDonald mentioned there will be a bench project in memory of Mr. Botta. The Police Liaison Committee offered to pay half the cost of the bench project.
6. REPORTS FROM COMMITTEE MEMBERS: Mr. Angell reported Carquinez Middle School has started construction. They are trying to figure out parking. As of right now staff is parking at the Hosselkus Chapel. There is one entrance and exit on Pomona. Construction will be loud as they will be cutting into the hill making way for a new driveway. The projected completion date is 19-24 months. Discussion about money for officer finances was held. Mr. McDonald said he will be inviting the County Deputy District Attorney to attend the meeting in March or April. Mr. Angell said on Friday, February 7 the Fire Department & AMR will be at Carquinez Middle School for a hands only CPR class with students. The construction on the gym at John Swett High School is progressing slowly. Mr. McDonald said the Crockett Community Services District is looking into buying the Hosselkus Chapel across the street. There should be a decision by the end of March.
7. CONSENT CALENDAR: The consent items were approved unanimously (jv/rc):
  - a. Approve Minutes of January 6, 2020
  - b. Approve Financial Report.

**7. FUTURE AGENDA ITEMS:**

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

**8. ADJOURNMENT:** The meeting was adjourned at 7:27 PM until March 2, 2020.

Respectfully submitted,  
Sylvia Melero

# CROCKETT SANITARY COMMISSION

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of the Crockett Community Services District

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

## MINUTES OF BUDGET & FINANCE COMMITTEE MEETING

March 9, 2020

The meeting was called to order at 2:00 AM by Commissioners Wolthuis. Also present was Commissioner Adams and General Manager McDonald.

PUBLIC COMMENTS: None

1. WATER CONSUMPTION AND COST FACTOR: The Water Consumption and Cost Factor report, along with Sewer Use Charge Revenue Detail for FY 2020/21 based on use of 6-year water average cost factor and including Sewer Use Charge (SUC) increase of \$30 for Single-Family Residences (SFR) and \$35 for Apartments was discussed. The Commercial and Mixed-Use Property Water Usage report was reviewed, and it was noted that revenue is higher primarily because of increased water use at The Dead Fish, John Swett High School, Toot's Tavern, and Club Tac. Due to anticipated budget needs the SUC increase was included as a placeholder, the final SUC need to be determined in April. Mr. Adams asked about the grease from The Dead Fish. Mr. McDonald did say grease continues to be a problem on the line serving The Dead Fish. He said once Fats-Oil-Grease (FOG) program is implemented staff will have a better handle on the added cost burden FOG presents and it can be incorporated into next year's SUC study. This year the SUC rate study will follow the same formula as in prior years but that for FY 21/22 a new methodology may be proposed, based on engineer's recommendation, to incorporate data from FOG program, water reuse, and Accessory Dwelling Units.
2. LONG-TERM CAPITAL PROJECTS: Mr. McDonald said the list of Joint-Treatment Plant (JTP) Capital Projects provided in ASR/C&H Sugar's (C&H) monthly report has not changed since last year. He has not heard back from C&H on projects to be completed for the remainder of this year and suspects little if anything will be done before June 30, 2020. A total of \$1.77M in capital projects has been identified for FY 20/21 with the need to allocate an additional \$1.06M in FY 20/21. Mr. Wolthuis suggested removing capital allocation from the Net Budget Deficit as it can be misleading. Net Budget Excess or (Deficit) should reflect the revenue and operation and maintenance expense needed for the fiscal year.
3. DRAFT FY 2020/21 BUDGET: Mr. McDonald presented the draft budget. He said new line items have been added for growth of the sanitary department which includes additional lease payments, capital building replacement projects, and administrative building office expenses. A more accurate preliminary budget will be presented in April and, hopefully by then, the Board will decide on whether to pursue acquisition on the Hosselkus Chapel. The majority of the expenditures for FY 20/21 will be towards capital projects. The Committee accepted the report and no recommended changes were proposed. Staff will present the budget to the Crockett Sanitary Commission.
4. HOSSELKUS CHAPEL REPORT: Mr. McDonald reported that the Board took no action on the Hosselkus Chapel. He said he has been asked to provide additional financial information to the Board so that they can make a clear and informed decision. The Board communicated the need to make sure the costs associated with the building are beneficial to both the sanitary department as well as the

District. Mr. Wolhuis said the Crockett Sanitary Department should not be burdened with the entire cost of the building, that those receiving benefit pay their fair share, and wanted to remind the Board that they should consider the recommendations from the Crockett Sanitary Commission as it would be the sanitary department that would be paying the most. He does not yet see the benefit of the building.

5. GENERAL DISCUSSION ON FINANCIAL ISSUES: None.

ADJOURNMENT: The meeting was adjourned at 2:39 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Dale McDonald', with a large, loopy initial 'D'.

Dale McDonald  
March 11, 2020

# CROCKETT COMMUNITY SERVICES DISTRICT

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## MINUTES OF PERSONNEL COMMITTEE MEETING MARCH 12, 2020

**CALL TO ORDER:** The meeting was called to order at 4:10 PM by Director Barassi. Present were Director Sutton, Commissioner Bartlebaugh, Recreation Department Manager Wilson and General Manager McDonald. Commissioner Cusack was absent.

**PUBLIC COMMENTS:** None

**1. RESPONDING TO THE 2019 NOVEL CORONAVIRUS:** Mr. McDonald reported on the measures staff has taken to protect the public's health, protect its employees, and slow the rate of transmission of the 2019 Novel Coronavirus (COVID-19). The District is following the guidelines as given by the California Department of Public Health. Currently there is no order to close our facilities and as such it is up to the individual renter to decide on whether to postpone or cancel large gatherings over 250 people. Recreation staff met and went over disinfecting, social distancing, and other measures of safety for upcoming rental events. Ms. Sutton asked how staff was going to go about maintaining social distance during events. Mr. Wilson said staff has a separate office area, for the most part they will not be mingling with the renters. Staff has been instructed to perform visual inspections and disinfect more frequently in the bathrooms, to door handles, kitchen faucets, and the bar area while maintaining distance and without disrupting the event. Mr. McDonald said the District does not have a policy for how it plans to address employees who may be ordered to stay home if they are sick or showing symptoms of COVID-19. Our hourly staff receive one week of sick leave a year and can accrue only up to two weeks. It was the consensus of the committee that if an employee is quarantined, they can choose to work from home, if feasible, or use their paid sick leave. If an employee exhausts their paid sick leave the District would provide paid leave for the remainder of their quarantine without drawing down other leave balances such as vacation leave.

**2. AQUATICS POOL HIRING FOR SUMMER 2019:** Mr. Wilson reported that the John Swett Career Fair has been cancelled. It is how we promoted the hiring of seasonal staff last year and we will have to find another way to reach out to prospective employees. Ms. Sutton said maybe work with the Crockett Swim Team to find employees. Mr. Wilson said he is planning to pay for lifeguard classes again this year for new and returning employees, the class is scheduled over the weekend of May 2 and 3.

**CLOSED SESSION:** The committee went into closed session at 4:34 PM. Mr. Wilson left the room.

**3. PERFORMANCE EVALUATION - RECREATION DEPARTMENT MANAGER:** Presented by Mr. McDonald pursuant to Government Code Section 54957.

**4. PERFORMANCE EVALUATION - PORT COSTA SANITARY DEPARTMENT MANAGER:** Mr. Wilson returned to the meeting for the remainder of the closed session. Evaluation presented by Mr. McDonald pursuant to Government Code Section 54957.

OPEN SESSION: The committee returned to open session at 5:41 PM.

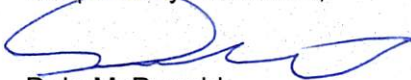
5. ANNOUNCEMENTS OF ACTION DURING CLOSED SESSION: Mr. Barassi said both employee performance evaluations were received.

6. RECOMMENDATIONS TO DISTRICT BOARD: A motion to recommend to the Board that the Recreation Manager Wilson be awarded one pay level step increase according the published Pay Scale of Wages carried unanimously (lb/es).

7. GENERAL DISCUSSION OF EMPLOYMENT ISSUES: Mr. Barassi said maybe it's time the Board should look to address how to reorganize the management of Port Costa and Crockett Sanitary operations, to see if there is any benefit to combine or change aspects of the jobs. Mr. Wilson said things evolve and he would support relooking at positions. Mr. Bartlebaugh said some, such as on the Commissions, may not be interested in combining. Ms. Sutton said she sees it more about reconfiguring the positions for improved government functioning, not about joining the Commissions. Mr. McDonald will consider these suggestions and bring something to the Board later.

ADJOURNMENT: The meeting was adjourned at 5:49 PM.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Dale McDonald', is written over the printed name.

Dale McDonald  
March 20, 2020

# CROCKETT COMMUNITY SERVICES DISTRICT

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TO: Board of Directors

FROM: General Manager 

SUBJECT: Management structure and existing employment agreements

DATE: March 5, 2020

On February 18, 2020 the Personnel Committee met and discussed the authority, dual-reporting, and employee agreements and contracted fringe benefits for our executive management team. The information was deemed to be useful and is being shared to help with the understanding of the roles and responsibilities of the General Manager and the Board.

The General Manager (GM) is the executive manager of the District and is responsible for the efficient and effective management, administration, and operation of the District as set forth in the District Code, Section 2.08.

## Authority

District Code *Section 2.08.040* gives the GM the authority and duty to appoint, supervise, discipline, and dismiss District employees, *except those employees who are appointed by resolution of the Board*. District Code *Section 4.16.070* states that appointments for management level positions, including but not limited to general manager, district secretary and department managers, are Board-appointed positions, and such appointments shall be so adopted by resolution. Both the Recreation Department Manager and Port Costa Sanitary Department Manager positions are appointed by the Board and therefore the Board has authority over these positions unless, at the discretion of the Board, they choose to delegate certain aspects of their responsibility.

The creation and adoption of the policy Delegating Authority to Commissions, adopted by the Board on August 27, 2008, gives commissions the power to give directions to Department Managers. The same policy confirms the Board as the body to give direction to the General Manager, District Secretary, and Commissions. It reserves power to the Board to appoint, remove or discipline the general manager, district secretary, district treasurer, and their (*board*) staff, along with department managers.

California Government Code 61051 (b) makes the general manger responsible for "the appointment, supervision, discipline, and dismissal of the district's employees, *consistent with the employee relations system established by the board of directors*." The District's Personnel Policy & Procedures Manual generally describes the employment relationship between the District and its employees. Restrictions imposed by the District Code and contract law give the Board final authority over personnel matters for department managers.

## Dual-Reporting

The District Hierarchy establishes dual-reporting responsibilities for its managers. Management must report to both their Commission and to the General Manager which sometimes have competing objectives. Management must weigh these conflicts and bring issues of dispute to the Board more regularly than that with agencies with a less complex reporting structure, adding an administrative burden to the District.

## Employee Agreements and Contracted Fringe Benefits

The District's Management Employment Agreements for the Recreation Department Manager and Port Costa Sanitary Department Manager were developed based on the General Manager's contract and contain some the same language and protections given to executive managers including termination and severance pay, vacation leave, and sick leave. Any changes to the contract terms and fringe benefits provided would require negotiation of a new contract. Vacation leave for management employees under contract accrue monthly and accumulate from year-to-year without limit. Sick leave accumulates from-year-to-year and is capped under contract for two of the three management employees.

	Vacation Accrued	Sick Accrued	Sick Cap
Dale McDonald	49 days	240 hours	240
James Barnhill	10 days	37 hours	160
Ron Wilson	48 days *	192 hours	n/a

\* Based on 4-hour days

Use of vacation leave is restricted based on contract language, requiring employees to not voluntarily take more than either two weeks or three weeks of vacation in any calendar year without prior approval of the General Manager or Board. Both the General Manager and Recreation Manager accrue 4 weeks of vacation annually due to longevity of service. Vacation leave remains on the books as an uncompensated payroll liability and must be paid out upon leaving employment. The continuing accrual and responsibilities of managing the District has made it difficult for management to draw down their accrued vacation leave.

It was the consensus of the Personnel Committee to revisit management contracts as each term ends and consider caps on both vacation and sick leave accrual going forward.

## ACTION

Receive the report and consider recommendation of the Personnel Committee, form other recommendations, and/or direct staff on action.

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TO: Board of Directors  
FROM: General Manager *LM*  
SUBJECT: Status Reports on previously ordered actions  
DATE: March 9, 2020

District staff has strived to address the backlogged items on the various Status Reports presented, balancing risk and costs in prioritizing action. It has become increasingly difficult to keep up with the ever-growing list with existing staff.

I have reprioritized tasks and directed staff to focus on State mandated items as their priority along with focusing on their day-to-day operations. Backlogged work will remain on the Status Report lists as pending until such time staff can free up time, additional staff is brought on board, consultants leveraged, and/or volunteers are identified to assist.

I have also implemented an administrative order limiting multiple large-scale projects from occurring simultaneously across various departments absent funding to address the administrative burden these large projects have on our limited staff.

## **ACTION**

Discuss and formulate opinions, direct staff accordingly.

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# CSD STATUS REPORT

MARCH

DATE	REF.	TASK	STATUS	NEXT STEP
Ongoing		<b>Financial Accounting &amp; Budget</b>	Draft FY 20/21 report	Prelim FY 20/21 budget
Ongoing		ADA Compliance Plan Review	ON HOLD	Contract inspection
Ongoing		Inventory of capital assets	BACKLOGGED	Update list annually
Ongoing		Local Hazard Mitigation Plan (LHMP)	BACKLOGGED	Develop current
1/17	C-31	Waiver of Subrogation	District does not have	Alliant to quote
1/17	C-30	Establishment of By-Laws	BACKLOGGED	Staff to Draft
10/17	C-29	Meeting Cancellation Policy	BACKLOGGED	Staff to Draft
1/18	C-28	Second Signer Policy	BACKLOGGED	Staff to Draft
5/18	C-27	Lateral Issues Report	BACKLOGGED	Staff to Draft
9/18	C-26	Workshop for Directors on Public Contacting	Identify	Schedule Workshop
7/17	C-25	<b>Dog Park at Bridgehead</b> - Resolution No. 17/18-09 supporting development and to determine feasibility.	Suspended Work	Awaiting Caltrans final lease
5/17	C-24	<b>Personal Accounts and Devices</b> - complying with recent public records act decision regarding emails and text messages.	BACKLOGGED	All Directors, Commissioners, and staff following law by saving District records.
1/16	C-23	<b>Social Media</b> - Facebook, Twitter, and web page. Used only to post information about District events, no debate online. Direction by Board to consolidate to one Facebook page.	ON HOLD	Board directed to limit to District posts.
12/14	C-21	<b>Emergency Operations Center (EOC)</b> - Crockett Community Center to serve as EOC for the District per Resolution No. 14/15-10. Staff directed to attend SEMS training.	SUSPENDED WORK	Support EOC at Loring Fire Station, center to serve as public meeting place, draft resolution.
3/14	C-20	<b>Safety &amp; Wellness Program</b> - program for employees adopted by Resolution No. 13/14-17 but implementation postponed until funding can be identified.	ABANDONED PROGRAM	

\*Items marked COMPLETED will be removed from the Status Report the following month.

10/12	C-12	<b>Revise internal chart of accounts</b> - recommended by auditor. Move to class based accounting and simplification of chart of accounts recommended.	Planned for FY 20/21	Consult CPA to assist
1/11	C-17	<b>Sewer map</b> - update printed map of sewers and adopt resolution to define our responsibility.	iCOMM to draft.	Create new PDF map.
8/06	C-1.5	<b>WCWD Service Agreement</b> - current agreement is from 1990, new agreement would better define the scope of services and needs of our District.	ON HOLD	Develop needs - CVSan Wastewater Comm.
9/18	C-26	Workshop for Directors on Public Contracting	Identify	Schedule workshop
5/18	C-27	Lateral issues report	BACKLOGGED	Staff to draft
1/18	C-28	Second Signer Policy	BACKLOGGED	Staff to draft
10/17	C-29	Meeting Cancellation Policy	BACKLOGGED	Staff to draft
1/17	C-30	Establishment of By-Laws	BACKLOGGED	Staff to draft for all Commissions
1/17	C-31	Waiver of Subrogation	District does not have	Alliant to quote

\*Items marked COMPLETED will be removed from the Status Report the following month.

# PERSONNEL STATUS REPORT

DATE	REF.	TASK	STATUS	NEXT STEP
4/14	P-1	<b>Review Job Descriptions</b> - update as needed, compare to WC Comp Codes.	BACKLOGGED	To Personnel Committee
11/16	P-2	<b>Injury &amp; Illness Prevention Plan</b> - review, update, and develop additional training material as needed.	BACKLOGGED	Draft revisions then to Personnel then Board for approval by Resolution
11/16	P-3	<b>Floater Holidays</b> - written definition and guideline on use of floating holidays.	BACKLOGGED	Provide to Personnel Committee
06/17	P-5	<b>Harassment Training</b> - class for all employees, directors, and commissioners. AB 1661 / SB 1343	RGS trained	Finish training by May 2020
06/17	P-6	<b>Non-Employee Conduct</b> - develop simple policy that staff can follow on how to escalate complaints against Commissioners and/or volunteers.	BACKLOGGED	Policy to include interview with at least two people
08/17	P-7	<b>Outsource Administrative Tasks</b> - gather costs of outsourcing certain tasks.	ONGOING	D. Morales assisting CVSan
11/17	P-8	<b>Merit Policy</b> - revisit and consider removal of "pay raises" and "wage increase" from existing policy.	Not pursuing	Drop from list
11/17	P-9	<b>No Tip Policy</b> - research and develop.	Not pursuing	Drop from list
12/17	P-10	<b>Hiring Procedures</b> - consolidate and train staff	BACKLOGGED	Summarize written procedures - Personnel Committee

\*\* Larger project tasks are included on the Status Report. Smaller incidental and regular ongoing tasks are excluded from this report.

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\*Items marked COMPLETED will be removed from the Status Report the following month.

# MAINT. DEPT. STATUS REPORT

## MARCH

DATE	TASK	STATUS	NEXT STEP
Ongoing	Plaza maint. thru CIA	on schedule	continue per MOU
Ongoing	Veterans Memorial Hall Seismic Retrofit	Engineer review of concrete pier	Memorial hall to meet
Ongoing	Veterans Memorial Fundraising		
Ongoing	Hillside Maintenance	Fire on hillside	Call CALFIRE for removal
Ongoing	Bridgehead maintenance	Limited maintenance	Identify resources, plan of action
1/19	M-13 Parcel tax for maintenance	CIA researching	Board to consider
9/18	M-11 GeoTechnical Engineering Alternative Push Pier Design for Memorial Hall	Received drawings and calculations	Committee to determine if alternate seismic work is feasible
8/17	M-12 Investigate acquisition of corner bridgeview lot	No movement	KP investigating
7/17	M-9 Dog park at Bridgehead - lease or MOU	SUSPEND WORK	Waiting for Caltrans final lease
8/07	M-3 Caltrans property - Bridgehead	permit rec'd 3/12	Waiting on Caltrans for new encroachment permit or abandon

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\*Items marked COMPLETED will be removed from the Status Report the following month.

# REC. DEPT. STATUS REPORT

## MARCH

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
Ongoing		<b>Facility maintenance</b> - Community Center, pool, and park.	All safety issued corrected	
Ongoing		<b>Financial accounting &amp; budget</b>	Draft 20/21	Prelim FY 20/21 Budget
Ongoing		<b>Prop 68 Park &amp; Water Bond</b>	Filed notice of interest	Get update from State
Ongoing		Hazardous Material Training	Update I&I	Train seasonal staff

### FINANCIAL MATTERS

2/09	F-9	<b>Fence damage recovery (#2)</b> - Harris	\$1300.26 judgment	Ron to collect or sell debt
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### MAINTENANCE ISSUES

4/13	M-8	<b>Hillside Maintenance</b> - long-term hillside cleaning plan needs to be developed.	grass cut	Move to Maint Dept. identify funding
2/19	M-9	<b>Signage for the Park</b> - post rules	Pending	Get new signs - summer trash

### CAPITAL IMPROVEMENTS

3/14	C-1	West side covered deck Project	pending	Identify funding. Do project in phases
12/18	C-2	Fire suppression system for Center	pending	Waiting on additional quotes
2/20	C-3	Memorial bench for David Botta	pending	Funding and concrete pad

### ADMINISTRATIVE MATTERS

10/17	A-30	<b>Add More Classes and Activities</b> - at the Community Center	future item to Commission	Ad Hoc to identify costs and resources to implement.
4/12	A-31	Alcohol rules for youth groups	Incorporated in contracts	Update Code by Ordinance
9/10	A-21	<b>Signs - no skateboards or bikes</b>	Sec. 7.12.090 prohibits	add to signage for park rules
11/08	A-20	<b>Rec Policies &amp; Procedures Manual</b> - both the community center and aquatics center.	BACKLOGGED	
2/20	A-35	Policy on memorial donations	BACKLOGGED	Staff to develop
2/20	A-36	100-year plaque at Community Center	Pending	Order plaque

\*\* Larger project tasks are included on the Status Report. Smaller incidental and regular ongoing tasks are excluded from this report.

# PC SAN. DEPT. STATUS REPORT

MARCH

DATE	REF.	TASK	STATUS	NEXT STEP
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## ADMINISTRATIVE MATTERS

Ongoing		Review/revise O&M manual	Reviewed	Annual review
Ongoing		Revise sewer system management plan	Audit complete	Audit Feb 2022
Ongoing		System rehabilitation program	BACKLOGGED	Continue video inspection. Update 5-year plan.
Ongoing		Property database	Current thru 12/2020	
Ongoing		Financial accounting & budget	Identify funding	
4/15	A-4	Sludge disposal procedure document	review with operators	
2/19	A-5	Delayed payment of loan	TABLED	Revisit in May
8/15	A-6	Encroachment 70 CLD	BACKLOGGED	Force owner to comply
8/15	A-7	Small Community Grant	POSTPONED	Revisit State grant options

## ENGINEERING MATTERS

1/13	E-3	Install high water alarm in sump	Valley to aquire/install float switch	Telstar to tie into PLC
6/08	E-7	#4 filter condition	ON HOLD	Excavate content of filler bed #4
3/16		Railroad crossing	ON HOLD	will approach this if equipment access to WWTP is needed for emergency or maintenance
1/17		Install backup Watson Marlo chem pump	Pending apprvl to send to manufacturer	Valley send to diagnose/repair
6/17		Constant Level Gate	Pending assessment	
5/18		Upgrade PLC	contact vendor for estimate	
6/18		P-03-09 + P-03-05 easement	sent letters to properties	
6/18	E-10	Pipe condition assessment WWTP	Build plumbing pipe reserve	
12/19	E-8	CCTV Inspection Project	ON HOLD	Reduce scope of work
1/20	E-9	Remove sewer blockage on P-03-12 to P-03-09 new 92 CLD	Identify contractor	Spot repair
1/20	E-11	Polycoat top of septic tank wall	Consider in 2025	

\*Items marked COMPLETED will be removed from the Status Report the following month.

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
<b><u>MAINTENANCE MATTERS</u></b>				
		Monitor sludge level - WWTP walls	Valley - ongoing	
8/17		Repair/replace #3 dosing siphon in dosing structure	Pending	
8/18	M-7	Install signage at WWTP	Commission volunteered	Pending/field trip
2/17		Replace P-00-01 MH cover	Pending purchase/install - LRP	Pending
2/17	M-6	Remove shrubbery	Commission volunteered	Pending/field trip
		Transplant sand into filter bed #3	suspended	
10/16		Annual load bank/fluid svc on genset	completed Oct 2019	Next due- Oct 2020
1/13	M-1	Raise manhole elevations	Received quotes (on hold)	Raise manholes (on hold)
7/12	M-3	Clean/paint plumbing	Mitigate rust, assess condition / paint	Budget work
7/12	M-4	Repair eroded wet well stopper valve	Define scope of work	Receive add'l quotes for work
7/12	M-5	Reset siphon valve #3	Drain north side/buy parts/ gate valve open	Drain/close valve/ reset valve height
10/19		Remove tree branches power line		

\*\* Larger project tasks are included on the Status Report. Smaller incidental and regular ongoing tasks are excluded from this report.

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\*Items marked COMPLETED will be removed from the Status Report the following month.



# CV SAN. DEPT. STATUS REPORT

MARCH

DATE	REF.	TASK	STATUS	NEXT STEP
Ongoing		Flow data analysis	Gather data	Hydraulic study
Ongoing		Sewer database & repair records	current thru 6/13	Add to ICOM3, report map
Ongoing		Financial accounting & budget	Draft FY 20/21	Prelim FY 20/21 budget
Ongoing		JTP cost allocation adjustment	allocation complete	
Ongoing		C&H diversion analysis	current thru 5/19	
Ongoing		Creek pollution monitoring	BACKLOGGED	
Ongoing		Manhole maintenance	brush & debris cleared	Review Summer 2020

## FINANCIAL MATTERS

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

## ENGINEERING MATTERS

5/18	E-27	Flyght SCADA with MCC	engineer investigating	To bid April 2020
12/12	E-26	Protect pump station from floods	POSTPONED	remove bricks by March 2020
5/12	E-25	6" sewer behind Third/Wanda	BACKLOGGED	install access point
10/10	E-24	Loring pump station alt. power backup	WCWD Power	install generator
7/07	E-21	Mercury TMDL	BACKLOGGED	review / research
4/07	E-20	Pool discharge permitting	BACKLOGGED	create permit
3/05	E-10	EQ tank rehabilitation	cleaned 9/14	engineers study required
6/04	E-9.5	Sewer replacement schedule	2% per year	Wastewater to review 2021
10/01	E-4	Easement agreement (405 Alhambra)	BACKLOGGED	hire surveyor
8/01	E-3	Edwards Creek tunnel project	COMPLETED	record grant of easement
7/17	E-28	Update contacts with DIR	BACKLOGGED	Contractors must be registered

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
<b><u>ADMINISTRATIVE MATTERS</u></b>				
1/18	A-32	Easement Protection Program	BACKLOGGED	revisit enforcement priority
6/17	A-31	Access & Repair Agreement Program	BACKLOGGED	develop formal program
4/17	A-30	Abandon sewer easement 550 Alhambra	Attorney for language	record abandonment
9/12	A-28	Capacity charge payment plan	POSTPONED	revise fee ordinance
3/12	A-27	Common lateral ordinance	DELAYED	review ordinance
2/10	A-26	Capacity charge ordinance	POSTPONED	revise by ordinance
11/09	A-25	Double permit fees for no permit	drafted	adopt ordinance
3/08	N-11	Penalties for lateral SSO negligence	BACKLOGGED	develop fines
4/07	A-20.5	Lateral replacement	ON HOLD	
11/06	A-19	Safety training requirements	Identify	annual training
3/04	A-16	C&H access requirements	BACKLOGGED	abandon sewers
8/03	A-15.9	Grease trap inspection control program	BACKLOGGED	develop procedures
8/03	A-15.8	Grease trap maintenance	BACKLOGGED	require specified maint.
8/03	A-15.7	Grease traps/FOG	BACKLOGGED	notify commercial kitchens
3/03	A-15	N-00-29 sewer easement	Docs updated	parties to sign
3/02	A-14	Encroachment permit (9 Crolona Hgts)	BACKLOGGED	send agreement
2/01	A-11	Sewer main acceptance records	BACKLOGGED	disavow by resolution
2/99	A-8	West County contract review	ON HOLD	continue with existing
5/98	A-4	Emergency binder	BACKLOGGED	Update and revise
6/20	A-33	Letter to railroad re crossing	BACKLOGGED	Protect access to outfall
1/20	A-34	Outfall lease SLC #25959	Incomplete	Address outstanding items
1/20	A-35	Voumetric reporting	Register on web	Complete reporting April 30

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website: www.town.crockett.ca.us

## MONTHLY SUMMARY WORKSHEET

PREPARED FOR BD. MTG:	3-25-20	LATEST FUND REPORT:	3-11-20
CCSD FUND 3240		CCSD FUND 3240	
CASH CARRIED FORWARD:		CASH CARRIED FORWARD:	
<u>REC DEPT:</u>	\$7,997.44	<u>CVSAN DEPT:</u>	\$42,561.84
ACTIVITY:		ACTIVITY:	
PY SEC UNS TO 63019	(\$43.75)	PY SEC UNS TO 63019	(\$254.17)
Prop Tax Admin 19/20	(\$427.48)	Prop Tax Admin 19/20	(\$2,483.52)
CASH BALANCE (Rec):	\$7,526.21	CASH BALANCE (CVSan):	\$39,824.15
ADV ON TAXES (Rec):	\$24,763.45	ADV ON TAXES (CVSan):	\$143,867.40
060 Adv beginning bal	\$24,579.35	060 Adv beginning bal	\$142,797.90
No activity	\$0.00	No activity	\$0.00
Ending Balance	\$24,579.35	Ending Balance	\$142,797.90
160 Supplmt begin bal	\$184.10	160 Supplmt begin bal	\$1,069.50
No activity	\$0.00	No activity	\$0.00
Ending Balance	\$184.10	Ending Balance	\$1,069.50
FUND BALANCE (Rec):	\$32,289.66	FUND BALANCE (CVSan):	\$183,691.55
		MAINT DEPT PROPERTY TAXES ALLOC:	
		Cash Carried Forward	(\$3,500.00)
		No activity	\$0.00
		Cash Balance (Maint)	(\$3,500.00)
		060 Adv Beginning Bal	\$7,059.00
		No activity	\$0.00
		Ending Balance	\$7,059.00
		FUND BALANCE (Maint):	\$3,559.00
		TOTAL CSD 3240 BALANCE:	\$219,540.21

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

**12.a.**

## CROCKETT COMMUNITY SERVICES DISTRICT

## INVESTMENT REPORT

AS OF FEBRUARY 29, 2020

Beginning invested balance: 2/1/2020\$ 4,634,554.27RECREATION DEPT. OPERATING FUND 3241

LOCAL AGENCY INVESTMENT FUND - Rate 2.29% as of 1/15/2020

\$ 343,422.98

Activity: No activity

\$ -

Ending balance:

\$ 343,422.98

MAINTENANCE DEPT. MEMORIAL HALL FUND 3242

LOCAL AGENCY INVESTMENT FUND - Rate 2.29% as of 1/15/2020

\$ 146,683.29 \*

Activity: No activity

\$ -

Ending balance:

\$ 146,683.29

PORT COSTA SANITARY DEPT. OPERATING FUND 3425

LOCAL AGENCY INVESTMENT FUND - Rate 2.29% as of 1/15/2020

\$ 42,514.08

Activity: Trns to cash (2/20)

\$ (42,514.08)

Ending balance:

\$ -

CROCKETT SANITARY DEPT. OPERATING FUND 3426

LOCAL AGENCY INVESTMENT FUND - Rate 2.29% as of 1/15/2020

\$ 3,141,666.32

Activity: Trsn to cash (2/20)

\$ (300,485.92)

Ending balance:

\$ 2,841,180.40

CROCKETT SANITARY DEPT. CONSTRUCTION FUND 3427

LOCAL AGENCY INVESTMENT FUND - Rate 2.29% as of 1/15/2020

\$ 889,816.65

Activity: No activity

\$ -

Ending balance:

\$ 889,816.65

CROCKETT SANITARY DEPT. CAPITAL RESERVE FUND 3429

LOCAL AGENCY INVESTMENT FUND - Rate 2.29% as of 1/15/2020

\$ 70,450.95

Activity: No activity

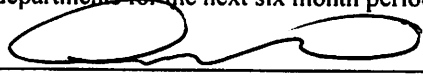
\$ -

Ending balance:

\$ 70,450.95

Closing invested balance: 2/29/2020\$ 4,291,554.27

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.

Date: 3/18/20
  
 Dale McDonald, General Manager

# CROCKETT RECREATION DEPARTMENT

of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525

Telephone (510) 787-2414

Fax (510) 787-3049

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

website: www.town.crockett.ca.us

## MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD. MTC 3-25-20

LATEST FUND REPORT: 3-11-20

### OPERATING FUND 3241

CASH CARRIED FORWARD: \$88,729.30

INVESTED BALANCE: \$343,422.98

No activity \$0.00

### ACTIVITY:

NET INVESTED: \$343,422.98

### CHECKS AND PAYMENTS

Warrants (8586-8616) (\$30,641.90)

\$47,022.82 c/d deposits

Wells Fargo CC Fees (\$66.90)

\$296,400.16 avail. funds

Payroll recovery (\$662.69)

FUND BALANCE: \$487,099.16

### DEPOSITS AND CREDITS

Comm Center Rentals \$13,562.00

Nutrition / Classes \$460.00

Cleaning/Damage Depos \$3,300.00

Security Services \$1,288.00

Cleaning Services \$960.00

Payroll recovery \$1,102.18

Tennis/restroom key \$140.00

Cost Recov 100th cele \$30.00

Parking fines \$10.17

Aquatics Rentals \$6,360.00

Cxl outdated check \$36.02

\*\*\* Below held in cash account \*\*\*

C/D BEGINNING BALANCE: \$45,822.82

c/d deposit receipts \$3,300.00

c/d deposit refunds (\$1,402.50)

Trnsfr recovery (\$697.50)

NET C/D ENDING BALANCE: \$47,022.82

CAP / RESTRICTED BAL: \$4,773.43

Donations \$ -

No expenses \$ -

NET CAPITAL REPL. BAL: \$4,773.43

POLICE LIAISON BALANCE: \$7,988.37

Parking revenue \$10.17

Payroll/Expenses (\$137.79)

NET PLC ENDING BALANCE: \$7,860.75

CASH BALANCE: \$84,606.18

XMAS LIGHT BEG BALANCE: \$496.57

No activity \$0.00

XMAS LIGHT END BALANCE: \$496.57

CERT ACTIVITY: None \$0.00

CERT Ending Balance: \$0.00

ADV ON TAXES : \$59,070.00

No activity \$0.00

PETTY CASH BALANCE: \$60.00

TAXES held in 3240: \$ 32,289.66

CO.charges in 3240: \$ -

NET ADV ON TAXES: \$59,070.00

ACCRUED CREDIT: \$ 8,000.00

PY due from MAINT Dept.

\\rec\bud&fin\wrksht.xls

Commissioners: Jeff Airoidi, Louise Choquette, Tom Cusack, Anne Scheer, John Valentini

10:24 AM

03/18/20

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Reconciliation Detail**  
**FUND 3241 - RECREATION, Period Ending 03/11/2020**

Type	Date	Num	Name	Memo	Clr	Amount	Balance
<b>Beginning Balance</b>							491,222.28
<b>Cleared Transactions</b>							
<b>Checks and Payments - 32 items</b>							
Check	02/21/2020	8595	U.S. BANK	Various maintenance and of...	X	-3,119.65	-3,119.65
Check	02/21/2020	8592	LESLIE'S POOL SU...	Chemical supplies and servi...	X	-2,006.56	-5,126.21
Paycheck	02/21/2020	8588	SUSAN G. WITSCHI	Payroll Feb 1-15	X	-1,737.92	-6,864.13
Liability ...	02/21/2020	8590	STATE COMPENS...	Workers Comp Payroll Liabil...	X	-939.53	-7,803.66
Paycheck	02/21/2020	8586	DOLORES M. MOR...	Payroll Feb 1-15	X	-784.19	-8,587.85
Check	02/21/2020	8594	Marie Kricken	Cleaning and damage depo...	X	-550.00	-9,137.85
Paycheck	02/21/2020	8587	KATELYNN M. CLE...	Payroll Feb 1-15	X	-506.20	-9,644.05
Check	02/21/2020	8593	Sierra Chemical Co...	Acid chemicals for pool	X	-480.63	-10,124.68
Paycheck	02/21/2020	8589	TREVOR B. DEES	Payroll Feb 1-15	X	-253.40	-10,378.08
Liability ...	02/21/2020	8591	LINCOLN FINANCI...	LTD Insurance Payroll Liaibl...	X	-69.19	-10,447.27
Paycheck	03/06/2020	8596	RONALD D. WILSON	Payroll Feb 2020	X	-2,494.10	-12,941.37
Check	03/06/2020	8609	TERRACARE ASS...	Landscaping services	X	-2,171.00	-15,112.37
Check	03/06/2020	8612	PG&E	Gas & Electric	X	-2,132.93	-17,245.30
Paycheck	03/06/2020	8599	SUSAN G. WITSCHI	Payroll Feb 16-29	X	-1,922.58	-19,167.88
Liability ...	03/06/2020	8603	CalPERS Public Em...	CalPERS retirement & 457	X	-1,693.05	-20,860.93
Liability ...	03/06/2020	8604	SDRMA	Health Benefits April 2020	X	-1,636.08	-22,497.01
Check	03/06/2020	8611	Vetter Landscapes	Repair Pavers and Trim Trees	X	-1,500.00	-23,997.01
Check	03/06/2020	8610	UNIVERSAL BUILDI...	Janitorial Services	X	-1,356.80	-25,353.81
Liability ...	03/06/2020	8601	UNITED STATES T...	Fed Tax Payroll Liability	X	-1,259.24	-26,613.05
Check	03/06/2020	8613	Delta One Security, ...	Security Guards	X	-858.96	-27,472.01
Check	03/06/2020	8616	Tom Saephan	Cleaning & Damage Refund	X	-700.00	-28,172.01
Paycheck	03/06/2020	8597	DOLORES M. MOR...	Payroll Feb 16-29	X	-672.71	-28,844.72
Paycheck	03/06/2020	8598	KATELYNN M. CLE...	Payroll Feb 16-29	X	-472.68	-29,317.40
Check	03/06/2020	8607	AT&T	Phone Message & Long Dis...	X	-365.93	-29,683.33
Liability ...	03/06/2020	8602	EMPLOYMENT DE...	State Tax Payroll Liability	X	-254.18	-29,937.51
Check	03/06/2020	8605	MEYERS NAVE	Attorney general advice	X	-200.93	-30,138.44
Check	03/06/2020	8614	RONALD D. WILSON	Mileage reimbursement Feb	X	-167.33	-30,305.77
Check	03/06/2020	8615	Noemmy Guzman	Cleaning & Damage Refund	X	-152.50	-30,458.27
Paycheck	03/06/2020	8600	TREVOR B. DEES	Payroll Feb 16-29	X	-87.60	-30,545.87
Check	03/06/2020	8608	LESLIE'S POOL SU...	Pool Chemicals	X	-76.83	-30,622.70
Check	03/06/2020	8606	Alhambra & Sierra S...	Water	X	-19.20	-30,641.90
Transfer	03/11/2020			Payroll recovery Feb 2020	X	-1,604.45	-32,246.35
<b>Total Checks and Payments</b>						-32,246.35	-32,246.35
<b>Deposits and Credits - 15 items</b>							
Deposit	02/14/2020			DP803547	X	433.10	433.10
Deposit	02/18/2020			Comm Ctr Deposit #1017	X	9,802.00	10,235.10
Deposit	02/19/2020			DP803704	X	20.00	10,255.10
Deposit	02/21/2020			Comm Ctr Deposit #1018	X	3,520.00	13,775.10
Transfer	02/26/2020			Payroll recovery PCSan to ...	X	35.65	13,810.75
Transfer	02/26/2020			Payroll recovery CVSan to ...	X	986.81	14,797.56
Deposit	02/28/2020			DP804344	X	400.00	15,197.56
Deposit	02/28/2020			DP804487	X	560.00	15,757.56
Deposit	02/28/2020			Comm Ctr Deposit #1019	X	4,581.17	20,338.73
Deposit	03/03/2020			DP804589	X	3,907.00	24,245.73
Deposit	03/06/2020		CONTRA COSTA C...	Cxl outdated chk 8307	X	36.02	24,281.75
Deposit	03/09/2020			Park Restroom Key	X	20.00	24,301.75
Deposit	03/09/2020			DP805043	X	2,800.00	27,101.75
Transfer	03/11/2020			Payroll recovery Feb 16-29 2...	X	79.72	27,181.47
Transfer	03/11/2020			Payroll recovery Feb 16-29 2...	X	941.76	28,123.23
<b>Total Deposits and Credits</b>						28,123.23	28,123.23
<b>Total Cleared Transactions</b>						-4,123.12	-4,123.12
<b>Cleared Balance</b>						-4,123.12	487,099.16
<b>Register Balance as of 03/11/2020</b>						-4,123.12	487,099.16
<b>Ending Balance</b>						-4,123.12	487,099.16

# CROCKETT MAINTENANCE DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

e-mail: [manager@town.crockett.ca.us](mailto:manager@town.crockett.ca.us)

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

## MONTHLY SUMMARY WORKSHEET

PREPARED FOR BD. MTG: 3/25/20

LATEST FUND REPORT: 3/11/20

### OPERATING FUND 3242

### BALANCES BY CLASS

CASH CARRIED FORWARD: \$48,989.91

#### MEMORIAL HALL

Walk Honor & P66 \$243,500.00

Arch. Phase1 (\$15,427.99)

Engnr. Phase1 (\$33,934.00)

Other CapX (\$4,605.65)

WofH P66 Balance \$189,532.36

Other MH O&M Bal. \$4,844.16

#### ACTIVITY:

#### CHECKS and PAYMENTS

Warrants (none) \$0.00

Payroll recovery (89.86)

#### DEPOSITS

No activity \$0.00

BRIDGEHEAD \$952.53

PLAZA/FENCES/LIGHTS (\$593.36)

DOGPARK COST CENTER \$847.65

CASH BALANCE: \$48,900.05

#### ACCRUED DEBT:

INVESTED (MH) BEG. BAL: \$146,683.29

PY due REC Dept. \$8,000.00

No activity \$0.00

PCADVISORY due MH \$1,170.20

INVESTED (MH) END. BAL: \$146,683.29

FUND BALANCE: \$195,583.34

TAXES held in 3240 \$3,559.00

03/12/20

## Reconciliation Detail

FUND 3242 - MAINTENANCE, Period Ending 03/11/2020

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							195,673.20
Cleared Transactions							
Checks and Payments - 1 Item							
Transfer	03/11/2020			Payroll recovery Fe...	X	-89.86	-89.86
Total Checks and Payments						-89.86	-89.86
Total Cleared Transactions						-89.86	-89.86
Cleared Balance						-89.86	195,583.34
Register Balance as of 03/11/2020						-89.86	195,583.34
Ending Balance						-89.86	195,583.34

# PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

## MONTHLY SUMMARY WORKSHEET

PREPARED FOR MTG.:	2/26/20	LATEST FUND REPORT:	2/12/20
-----			
OPERATING FUND 3425		-----	
CASH CARRIED FORWARD:	\$67,259.20	ACCRUED DEBT:	
ACTIVITY:			
CHECKS (1195-1202)	(\$39,106.68)	PYs due CVSan Dept.	\$24,233.49
Payroll recovery	(\$2,805.41)	Loan#2 due CVSan	\$277,963.36
Trns from investmnt	\$42,514.08		
-----			
CASH BALANCE:	\$67,861.19	ACCRUED DEBT:	\$302,196.85
ADV ON SUC BEG. BALANCE:	\$132,226.40		
No activity	\$0.00		
Ending Balance	\$132,226.40		
INVESTED BEGIN. BALANCE:	\$42,514.08		
Trns to cash	(\$42,514.08)		
Ending Balance	\$0.00		
-----			
FUND BALANCE:	\$200,087.59	\\san\pc\bud&fin\wrksht	

03/12/20

## Reconciliation Detail

FUND 3425 - PC SANITARY - O&M, Period Ending 03/11/2020

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							241,999.68
Cleared Transactions							
Checks and Payments - 11 Items							
Check	02/21/2020	1195	HydroScience En...	Septic tank assessment Project 4...	X	-20,368.25	-20,368.25
Check	02/21/2020	1198	U.S. BANK	Septic tank project, cell alarm, sh...	X	-6,527.63	-26,895.88
Check	02/21/2020	1197	Valley Operators, ...	Monthly treatment plant operation...	X	-4,451.00	-31,346.88
Check	02/21/2020	1196	L.R. PAULSELL C...	Sewer cleaning Invoice 20-2	X	-587.50	-31,934.38
Transfer	02/26/2020			Payroll recovery PCSan to REC F...	X	-35.65	-31,970.03
Check	03/06/2020	1201	HydroScience En...	Septic tank engineering inspection ...	X	-5,867.50	-37,837.53
Check	03/06/2020	1200	Eurofins Calscien...	Lab testing Feb Invoice 57000188...	X	-595.00	-38,432.53
Check	03/06/2020	1199	MEYERS NAVE	Attorney general advice	X	-382.67	-38,815.20
Check	03/06/2020	1202	PG&E	Electricity	X	-327.13	-39,142.33
Transfer	03/11/2020			Payroll reovery Feb 2020	X	-2,690.04	-41,832.37
Transfer	03/11/2020			Payroll reovery Feb 16-29 2020 P...	X	-79.72	-41,912.09
Total Checks and Payments						-41,912.09	-41,912.09
Total Cleared Transactions						-41,912.09	-41,912.09
Cleared Balance						-41,912.09	200,087.59
Register Balance as of 03/11/2020						-41,912.09	200,087.59
Ending Balance						-41,912.09	200,087.59

Commissioners: Tom Cusack, John Mann, Anne Scheer, Joe Surges



# CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

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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)

## MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG: 3-25-20

### OPERATING FUND 3426

CASH CARRIED FORWARD: \$212,770.26

#### ACTIVITY:

Warrants (6079-6100) (\$329,561.01)  
Payroll recovery to REC (\$986.81)

Payroll recov PCSan REC \$3,442.59  
Trns from investments \$300,485.92  
Permit fees \$330.00

CASH BALANCE: \$186,480.95

#### ADV ON TAXES:

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

Ending Balance \$535,225.65  
160 Adv Supp Prop tax \$4,117.89  
No activity \$0.00  
Ending Balance \$4,117.89

INVESTED BEG. BALANCE: \$3,141,666.32  
Transfer to cash (\$300,485.92)

Ending Balance: \$2,841,180.40

FUND 3426 BALANCE: \$3,567,004.89

TAXES held in 3240: \$183,691.55  
CO.charges in 3240: \$0.00

#### ACCURED DEBT OWED TO CVAN:

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

LATEST FUND REPORT: 3-11-20

### CONSTRUCTION FUND 3427

CASH CARRIED FORWARD \$76,925.31

#### ACTIVITY:

No activity \$0.00

CASH BALANCE: \$76,925.31

INVESTED BEGIN BAL.: \$889,816.65  
No activity \$0.00

INVESTED BALANCE: \$889,816.65

FUND 3427 BALANCE: \$966,741.96

### CAPITAL RESERVE FUND 3429

CASH CARRIED FORWARD \$267.00

#### ACTIVITY:

No activity \$0.00

CASH BALANCE: \$267.00

INVESTED BEGIN BAL.: \$70,450.95  
No activity \$0.00

INVESTED BALANCE: \$70,450.95

FUND 3429 BALANCE: \$70,717.95

#### CONTRACTOR BONDS ON FILE:

27 contractors \$27,500.00

3:36 PM

03/12/20

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Reconciliation Detail**  
**FUND 3426 - CV SANITARY - O&M, Period Ending 03/11/2020**

Type	Date	Num	Name	Memo	Clr	Amount	Balance
<b>Beginning Balance</b>							3,893,780.12
<b>Cleared Transactions</b>							
<b>Checks and Payments - 24 items</b>							
Check	02/21/2020	6084	ECAST Engineerin...	Atherton Cooke Project C-100...	X	-132,487.79	-132,487.79
Check	02/21/2020	6082	C&H SUGAR CO.	Shared JTP OP costs January ...	X	-47,798.12	-180,285.91
Check	02/21/2020	6085	L.R. PAULSELL C...	58 Pomona Sewer Project C-1...	X	-40,697.03	-220,982.94
Check	02/21/2020	6081	APB GENERAL E...	Pomona Project C-1018 for C-...	X	-40,000.00	-260,982.94
Check	02/21/2020	6083	Crockett Recreatio...	Annual office rent 7/1/19 to 6/3...	X	-3,000.00	-263,982.94
Liability Ch...	02/21/2020	6079	STATE COMPEN...	Workers Comp Payroll Liability	X	-422.55	-264,405.49
Check	02/21/2020	6087	USBank	Office, telephone, internet, soft...	X	-348.23	-264,753.72
Check	02/21/2020	6086	Regional Governm...	Contract services Jan 2020 ...	X	-268.00	-265,021.72
Liability Ch...	02/21/2020	6080	LINCOLN FINANC...	LTD Insurance Payroll Liability ...	X	-120.12	-265,141.84
Transfer	02/26/2020			Payroll recovery CVSan to RE...	X	-986.81	-266,128.65
Check	03/06/2020	6096	L.R. PAULSELL C...	Capital Eng. & Maint. Feb 2020	X	-28,704.80	-294,833.45
Check	03/06/2020	6100	ROTO-ROOTER ...	Emerson Sewer Project C-101...	X	-15,622.75	-310,456.20
Paycheck	03/06/2020	6088	DALE A. McDONA...	Payroll Feb 2020	X	-4,373.10	-314,829.30
Paycheck	03/06/2020	6089	JAMES G. BARN...	Payroll Feb 2020	X	-4,274.13	-319,103.43
Liability Ch...	03/06/2020	6092	CalPERS Public E...	CalPERS Retirement and 457	X	-4,156.65	-323,260.08
Check	03/06/2020	6097	PG&E	Electricity	X	-2,569.59	-325,829.67
Liability Ch...	03/06/2020	6090	UNITED STATES ...	Fed Tax Payroll Liability	X	-1,524.86	-327,354.53
Liability Ch...	03/06/2020	6093	SDRMA	Health Insurance Liability	X	-892.50	-328,247.03
Check	03/06/2020	6098	V.W. Housen & As...	Engineering Services Dec1-D...	X	-868.50	-329,115.53
Check	03/06/2020	6094	MEYERS NAVE	Attorney general advice	X	-744.80	-329,860.33
Liability Ch...	03/06/2020	6091	EMPLOYMENT D...	State Tax Payroll Liability	X	-460.96	-330,321.29
Check	03/06/2020	6095	AT&T	Telephone District Office	X	-133.55	-330,454.84
Check	03/06/2020	6099	DOLORES M. MO...	Reimbursement mileage and s...	X	-92.98	-330,547.82
Transfer	03/11/2020			Payroll recovery Feb 16-29 202...	X	-941.76	-331,489.58
<b>Total Checks and Payments</b>						<b>-331,489.58</b>	<b>-331,489.58</b>
<b>Deposits and Credits - 9 items</b>							
Deposit	02/13/2020			DP803484 - cc	X	60.00	60.00
Deposit	02/14/2020			DP803547	X	60.00	120.00
Deposit	02/19/2020			DP803704	X	30.00	150.00
Deposit	02/21/2020			DP803963	X	60.00	210.00
Deposit	02/28/2020			Permit 20-8	X	60.00	270.00
Deposit	03/03/2020			DP804589	X	60.00	330.00
Transfer	03/11/2020			Payroll recovery Feb 2020	X	89.86	419.86
Transfer	03/11/2020			Payroll recovery Feb 2020	X	1,604.45	2,024.31
Transfer	03/11/2020			Payroll recovery Feb 2020	X	2,690.04	4,714.35
<b>Total Deposits and Credits</b>						<b>4,714.35</b>	<b>4,714.35</b>
<b>Total Cleared Transactions</b>						<b>-326,775.23</b>	<b>-326,775.23</b>
<b>Cleared Balance</b>						<b>-326,775.23</b>	<b>3,567,004.89</b>
<b>Register Balance as of 03/11/2020</b>						<b>-326,775.23</b>	<b>3,567,004.89</b>
<b>Ending Balance</b>						<b>-326,775.23</b>	<b>3,567,004.89</b>

# CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

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

TO: Crockett Sanitary Commission / Port Costa Sanitary Commission

FROM: General Manager *M*

SUBJECT: Inter-department investment loan to Port Costa Sanitary Department

DATE: March 3, 2020

The Port Costa Sanitary Department needs to identify funding to carry its operations through December 2020. In order to avoid a substantial increase in Port Costa sewer use fees being imposed upon the community of Port Costa staff is proposing a third inter-department loan be considered between the Crockett Sanitary Department and Port Costa Sanitary Department.

## OUTSTANDING LOANS, TERMS, and INTEREST RATES

The Port Costa Sanitary Department has been issued inter-department loans in the past. The first loan was made in 2013 to pay off the high interest County loan for the Port Costa treatment plant upgrade work in 2007/2008, this loan was repaid in full in October 2018. A second inter-department loan was made in 2015 to pay-off the Municipal Finance loan for the same treatment plant project, and again to lower the interest rate Port Costa would pay on its debt while giving the Crockett Sanitary Department a higher interest return that they would have otherwise gotten from its investments in its Local Agency Investment Fund (LAIF).

Port Costa Debt Outstanding		Interest Rate	Thru	Annual payment due 2020
PY due CVSan	\$24,233	0%	-	-
Loan #2 from CVSAN	\$277,963	3.79% *	2025	\$37,503

The Port Costa inter-department loan is variable, calculated annually at a rate 1.5% over LAIF and its annual payment is amortized with increasing payments up to \$43,097 ending in 2025.

## CROCKETT RATE STABILIZATION RESERVE

Bartle Wells Associates completed a Sewer Rate Study in 2012 which recommended building the Crockett reserve to \$2.5M over 10 years. The Crockett Sanitary Department is achieving its goal and is on track to reach this level by 2022, adding about \$200K per year to the reserve, from \$628,175 in June 30, 2013 to \$2,158,821 by the end of June 2020. The majority of the reserve funds are held in LAIF with a current interest rate of 2.29%.

The Crockett Sanitary Department Manager wants \$1.2 M of the reserve readily available as it may be required to pay increased treatment and collection costs during heavy rainy seasons and/or for increased costs at the Joint-Treatment Plant (JTP) related to the upcoming renegotiated Crockett/C&H Joint-Use-Agreement scheduled for implementation in 2024. While the State is currently experiencing a dry winter, weather patterns change, and the department must be ready. This leaves approximately \$900K that can be invested in something with longer terms and with a higher yield than what is currently being received from LAIF.

## **INVESTMENT POLICY**

The investment policy of the District is, in order of priority, to invest idle funds of the District with basic objectives of investment safety, liquidity, and yield. The preservation of invested capital shall be a paramount concern. Interest risk shall be controlled by limiting the term of all fixed yield investments to not greater than two years.

Another inter-department investment loan to Port Costa would tie up invested capital for 10 years. However, unlike a traditional investment vehicle, Port Costa would be making annual repayments to the Crockett Sanitary Department. The Board can waive the two-year investment policy requirement for the inter-department loan to Port Costa as it did in 2013 and 2015.

## **BENEFITS OF INTER-DEPARTMENT INVESTMENT**

Depending on the loan term, it is estimated that the Crockett Sanitary Department could earn an additional \$7,750 over the 10-year term based on a loan of \$100,000 with a rate of 1.5% over LAIF rate, calculated annually. A loan of \$50,000 with the same terms would result in an estimated \$3,875 for the Crockett Sanitary Department.

The Port Costa Sanitary Department could incrementally raise their sewer use charge over 10 years rather than impose a draconian increase in FY 20/21. Unless funds are identified, or services cut the SUC increase for the upcoming year could be as high as \$398.

## **RISKS**

There is a risk to the Port Costa Sanitary Department if LAIF interest rates were to rise as they would be paying more to the Crockett Sanitary Department than if they were able to identify and obtain private loan.

## **ACTION REQUESTED:**

Discuss the benefits, risks, and terms that would have to be considered to support a third inter-department loan to Port Costa.

For discussion, an amortization schedule is being provided showing \$100,000 and \$50,000 loans with a fixed 10-year term at 3.75%. Variable rate would be proposed in final agreement.

Any agreement would have to be between the two sanitary departments and ratified by the District Board.

## Options for proposed Inter-department Loan from CVSan to PCSan

Loan Amount	\$100,000
Rate	3.75%
Term (fixed)	10-Years
Annual payments	Due Dec 31
Last Payment	Due June 30, 2030

### Installment Loan Amortization Schedule - \$100,000

Date	Payment	Interest	Principal	Balance
31-Dec-20	\$6,004	\$1,843	\$4,161	\$95,839
31-Dec-21	\$12,007	\$3,448	\$8,559	\$87,280
31-Dec-22	\$12,007	\$3,121	\$8,886	\$78,394
31-Dec-23	\$12,007	\$2,782	\$9,225	\$69,169
31-Dec-24	\$12,007	\$2,430	\$9,577	\$59,592
31-Dec-25	\$12,007	\$2,065	\$9,942	\$49,650
31-Dec-26	\$12,008	\$1,686	\$10,322	\$39,328
31-Dec-27	\$12,008	\$1,292	\$10,716	\$28,612
31-Dec-28	\$12,007	\$883	\$11,124	\$17,488
31-Dec-29	\$12,008	\$459	\$11,549	\$5,939
30-Jun-30	\$6,004	\$65	\$5,939	\$0
	<b>\$120,074</b>	<b>\$20,074</b>	<b>\$100,000</b>	

Loan Amount	\$50,000
Rate	3.75%
Term (fixed)	10-Years
Annual payments	Due Dec 31
Last Payment	Due June 30, 2030

### Installment Loan Amortization Schedule - \$50,000

Date	Payment	Interest	Principal	Balance
31-Dec-20	\$3,002	\$921	\$2,081	\$47,919
31-Dec-21	\$6,004	\$1,724	\$4,280	\$43,640
31-Dec-22	\$6,004	\$1,561	\$4,443	\$39,197
31-Dec-23	\$6,004	\$1,391	\$4,613	\$34,584
31-Dec-24	\$6,004	\$1,215	\$4,789	\$29,796
31-Dec-25	\$6,003	\$1,032	\$4,971	\$24,824
31-Dec-26	\$6,004	\$843	\$5,161	\$19,664
31-Dec-27	\$6,004	\$646	\$5,358	\$14,306
31-Dec-28	\$6,004	\$442	\$5,562	\$8,744
31-Dec-29	\$6,003	\$229	\$5,774	\$2,969
30-Jun-30	\$3,002	\$33	\$2,969	\$0

## LOAN AGREEMENT

This Inter-Department Loan Agreement ("**Agreement**") is entered into effective as of JUNE 24, 2015 ("**Effective Date**") by and between the *Port Costa Sanitary Department* of the Crockett Community Services District ("**PCSAN**") and the *Crockett Sanitary Department* of the Crockett Community Services District ("**CVSAN**"). The PCSAN and CVSAN departments are collectively referred to herein as the "**Parties**."

**WHEREAS**, Contra Costa County Sanitation District No. 5, received a \$550,000 loan from Municipal Finance Corporation on October 11, 2006 (Loan Agreement #05-089) to complete the Regional Water Quality Control Board (RWQCB) Time Scheduled Order (TSO) dated October 19, 2005, which mandated improvements to bring the treatment facility into compliance by November 30, 2007; and

**WHEREAS**, the loan is being serviced by Westamerica Bank on behalf of Municipal Finance Corporation ; and

**WHEREAS**, following the formation of Crockett Community Services District (CSD) in 2006, a Port Costa Sanitary Commission was appointed by the District Board to oversee transfer of the sewage facilities to a new Port Costa Sanitary Department (PCSAN); and

**WHEREAS**, PCSAN assumed operational control and debt repayment of the Port Costa wastewater treatment plant and sewer system in June 2008; and

**WHEREAS**, PCSAN would like to take advantage of CVSAN's ability pay the remaining balance of the Municipal Finance Corporation loan and repay the amount due to CVSAN over time; and

**WHEREAS**, CVSAN will allow PCSAN to repay the amount due over some reasonable time period, with interest; and

**WHEREAS**, CVSAN will benefit from a higher rate of return on its investment than what it currently receives from the Local Agency Investment Fund (LAIF); and

**WHEREAS**, PCSAN will benefit from a lower interest rate than what is currently being paid to Municipal Finance Corporation/Westamerica Bank; and

**WHEREAS**, the Port Costa Sanitary Commission, the Crockett Sanitary Commission, and the Crockett Community Services District Board approve paying off the loan for mutual benefit.

### NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. PCSAN will make the next recurring payment to Municipal Finance Corporation/Westamerica Bank in the amount of \$22,094.82 on or before October 11, 2015.
2. CVSAN will pay the remaining balance due the Municipal Finance Corporation/Westamerica Bank in the amount of \$ 368,537 and will bill PCSAN one-tenth of the loan amount, \$36,853.70, on the first year of the agreement, plus an interest amount equivalent to 1.5% more than the interest the District received on its LAIF accounts for the quarter ending June 30 on the balance, with the first payment due by October 15, 2016.

3. CVSAN will invoice PCSAN one-tenth of the original balance, plus an interest amount equivalent to 1.5% more than the interest the District receives on its LAIF accounts for the quarter ending June 30 on the balance, by September 15 on each of the following nine years, with payment due by October 15 of each respective year.

4. CVSAN can request loan-payment modification to accelerate the pay-off of the loan at anytime, requiring PCSAN to pay up to an additional \$54,000 annually, beginning with the payment due date of October 15, 2019.

5. PCSAN agrees to pay the loan in full no later than October 15, 2025.

6. PCSAN can choose to prepay either the partial or full loan balance at any time without penalty.

7. In exchange for benefiting from this program, PCSAN agrees to pay the full amount due to CVSAN, and waives any right to protest the amounts billed.

Dated: JUNE 24, 2015

CROCKETT SANITARY DEPARTMENT of the CSD

By: 

General Manager / Crockett Sanitary Department Manager

PORT COSTA SANITARY DEPARTMENT of the CSD

By: 

Port Costa Department Manager, ACTING.

Adopted by the CROCKETT COMMUNITY SERVICES DISTRICT BOARD on JUNE 24, 2015

Board President: 

**AMMENDMENT TO JUNE 24, 2015 LOAN AGREEMENT BETWEEN  
PORT COSTA SANITARY DEPARTMENT & CROCKETT SANITARY DEPARTMENT**

The Inter-Department Loan Agreement ("**Agreement**") entered into on June 24, 2015 by and between the *Port Costa Sanitary Department* of the Crockett Community Services District ("**PCSAN**") and the *Crockett Sanitary Department* of the Crockett Community Services District ("**CVSAN**") is hereby modified as follows. The PCSAN and CVSAN departments are collectively referred to herein as the "**Parties**."

**WHEREAS**, the Inter-Department Loan Agreement dated June 24, 2015 between PCSAN and CVSAN was adopted by the Crockett Community Services District Board; and

**WHEREAS**, the loan was to pay off the principal balance due Municipal Finance Corporation (MCF) / Westamerica Bank; and

**WHEREAS**, Westamerica Bank has replied to PCSAN inquiry for payoff calculated by MFC but the payoff amount is greater than the original amount on the inter-department loan agreement in part due to a prepayment premium; and

**WHEREAS**, it is in the best interest of PCSAN to amortize the principal balance due CVSAN instead of repaying in 10 equal principal payments.

**NOW THEREFORE, THE PARTIES AGREE TO THE FOLLOWING AMMENDMENT:**

REPLACE LINE 2 WITH: "2. CVSAN will pay the remaining balance due the Municipal Finance Corporation/Westamerica Bank in the amount of \$ 381,492.65 no later than April 11, 2016."

REPLACE LINE 3 WITH: "3. PCSAN will pay CVSAN based on the amortization schedule below, plus an interest amount equivalent to 1.5% more than the interest the District receives on its LAIF accounts for the quarter ending June 30 on the balance, by October 15 of each year. Interest is only an estimate in amortization schedule below."

<b>Amortization Schedule</b>					Balance
		Est. Interest %	Est. Interest	Est. Payment	381492.65
10/15/2016	33,554.63	1.82%	\$6,943.17	\$40,497.80	347,938.02
10/15/2017	34,500.87	1.86%	\$6,471.65	\$40,972.52	313,437.15
10/15/2018	35,473.79	1.90%	\$5,955.31	\$41,429.10	277,963.36
10/15/2019	36,474.15	1.94%	\$5,392.49	\$41,866.64	241,489.21
10/15/2020	37,502.72	1.98%	\$4,781.49	\$42,284.21	203,986.49
10/15/2021	38,560.30	2.02%	\$4,120.53	\$42,680.83	165,426.19
10/15/2022	39,647.70	2.06%	\$3,407.78	\$43,055.48	125,778.49
10/15/2023	40,765.77	2.10%	\$2,641.35	\$43,407.12	85,012.72
10/15/2024	41,915.36	2.14%	\$1,819.27	\$43,734.63	43,097.36
10/15/2025	<u>43,097.36</u>	2.18%	<u>\$939.52</u>	<u>\$44,036.88</u>	0.00
	381,492.65		\$42,472.54		



All other terms of the Loan Agreement dated June 24, 2105 remain in force.

Dated: 12/2, 2015

CROCKETT SANITARY DEPARTMENT of the CSD

By:   
General Manager / Crockett Sanitary Department Manager

PORT COSTA SANITARY DEPARTMENT of the CSD

By:   
Port Costa Department Manager

# CROCKETT COMMUNITY SERVICES DISTRICT

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TO: Board of Directors  
FROM: General Manager  
SUBJECT: 9-Month Budget Report for FY 19/20 and preliminary FY 20/21 Budget  
DATE: March 23, 2020

The Crockett Community Services District 9-month budget reports for each of the respective departments. The preliminary budgets for FY 20/21 have been updated to reflect changing conditions at the District office due to the impact the 2019 Novel Coronavirus is having and will have for the foreseeable future. These latest updates are based on the draft versions presented to the Commissions or their Budget & Finance Committees but, due to time constraints, they have not reviewed these preliminary budgets. The Maintenance Department budget is to be reviewed by the Board and has not been previously reviewed. All reports are being presented to the Board (and Commissions in joint-session-meeting) for review and to allow the for comments or questions to be asked of staff.

Each report is broken out by department and includes a written budget summary report along with the preliminary budget for FY 20/21. The District's fiscal year is July 1 through June 30.

- Recreation Department – Fund 3241.
- Maintenance Department – Fund 3242.
- Port Costa Sanitary Department – Fund 3425.
- Crockett Sanitary Department – Fund 3426, Fund 3427, and Fund 3429.

## STAFF RECOMMENDATION:

The Board should receive the budget report and preliminary FY 20/21 budget along with recommendations and form opinion on budget presented. The Board should give direction to staff and plan to receive final budget for adoption in June 2020.

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# CROCKETT COMMUNITY SERVICES DISTRICT FY 2020/21 BUDGET

PRELIM (3/23/2020)

	<b>PRIOR YEAR ACTUAL 2018/19</b>	<b>ADOPTED BUDGET 2019/20</b>	<b>ESTIMATED YEAR-END 2019/20</b>	<b>PRELIM BUDGET 2020/21</b>
<b>Revenue</b>				
CCSD Administration <sup>(1)</sup>	\$ -	\$ -	\$ 56	\$ -
Recreation Dept.	\$ 553,317	\$ 733,253	\$ 556,089	\$ 836,772
Maintenance Dept.	\$ 63,249	\$ 207,829	\$ 58,710	\$ 186,534
Port Costa Sanitary Dept.	\$ 263,500	\$ 277,594	\$ 277,875	\$ 303,443
Crockett Sanitary Dept. <sup>(2) (3)</sup>	\$ 2,056,447	\$ 2,126,541	\$ 2,041,774	\$ 2,177,814
Receivable PC Loans <sup>(3)</sup>	\$ 89,932	\$ 36,474	\$ -	\$ 89,725
Rate Stabilization Resrv	\$ -	\$ -	\$ -	\$ -
<b>Total Revenue</b>	<b>\$ 3,026,445</b>	<b>\$ 3,381,691</b>	<b>\$ 2,934,504</b>	<b>\$ 3,594,288</b>
<b>Expenses</b>				
CCSD Administration <sup>(1)</sup>	\$ 11,263	\$ -	\$ -	\$ -
Recreation Dept.	\$ 533,890	\$ 825,193	\$ 608,423	\$ 1,012,639
Maintenance Dept.	\$ 47,514	\$ 363,872	\$ 25,416	\$ 367,587
Port Costa Sanitary Dept. <sup>(3)</sup>	\$ 252,918	\$ 361,070	\$ 436,109	\$ 361,428
Crockett Sanitary Dept. <sup>(2)</sup>	\$ 1,336,022	\$ 1,982,200	\$ 1,918,616	\$ 2,388,613
Rate Stabilization Resrv	\$ -	\$ -	\$ -	\$ -
<b>Total Expense</b>	<b>\$ 2,181,607</b>	<b>\$ 3,532,335</b>	<b>\$ 2,988,564</b>	<b>\$ 4,130,267</b>
<b>Net Increase (Decrease) in Cash</b>	<b>\$ 844,838</b>	<b>\$ (150,644)</b>	<b>\$ (54,060)</b>	<b>\$ (535,979)</b>
<b>Fund Balance, beginning</b>	<b>\$ 4,189,555</b>	<b>\$ 5,034,393</b>	<b>\$ 5,034,393</b>	<b>\$ 4,980,334</b>
<b>Fund Balance, end of year</b>	<b>\$ 5,034,393</b>	<b>\$ 4,883,749</b>	<b>\$ 4,980,334</b>	<b>\$ 4,444,355</b>
<i>O&amp;M annual - All Depts.</i>	\$ 1,809,386	\$ 2,091,855	\$ 2,113,208	\$ 2,233,286
<i>Payroll Summary All Depts.</i>	\$ 356,860	\$ 393,246	\$ 461,174	\$ 502,419

<sup>(1)</sup> CCSD Admin Revenues/Expenses held in Fund 3240 and split to Crockett San and Rec. Depts.

CSD roll-up reflected on estimated only, revenue/expenses not reflected in adopted budget.

<sup>(2)</sup> Includes Crockett Sanitary funds 3426, 3427, and 3429, and JTP large project reserves.

<sup>(3)</sup> Non-operation loan and repayment from Port Costa San.Dept. separated from CVSAN as long-term liability.

Fund beginning balance matches Accounting Balance Sheet as of June 30, 2019

# CROCKETT RECREATION DEPARTMENT

---

of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525

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

TO: Board of Directors and Recreation Commissioners

FROM: General Manager

SUBJECT: 9-month Budget Report and prelim FY 20120/21 Budget for General Fund 3241

DATE: March 22, 2020

The 9-month Recreation Budget Report details are incorporated within the attached draft FY 20/21 budget. Even with the Novel Coronavirus (COVID-19) crisis, and more operating expenditures than revenue, a budget deficit for the recreation department is not forecast as some large capital improvements approved in the budget were not completed. The projected year end fund balance as of June 30, 2020 is anticipated to be \$492,748. \$14,710 from the contingency fund will be used to cover the expense shortfall in FY 19/20. Unused contingency fund and any excess revenue will roll over to the following year to the respective Capital Fund and O&M General Fund.

The budget report financials are based on the COVID-19 crisis resolving itself by the end of April and the pool opening for the summer. The recreation department will face a greater financial impact if the shelter-at-home and prohibition of large gatherings continues through the summer. Alternate worksheets were created based on longer closure of recreation facilities; balance summary, Community Center detail with closure thru June, and Aquatics Detail with the pool closed for the season.

## COMMUNITY CENTER:

- The Community Center is primarily funded through operating revenue and grants. A prolonged closure past June 2020 would have a drastic impact on its budget. \$17,670 of Property Tax (#4010) is allocated to the Community Center cost center for FY 20/21.
- The ADA entrance project is anticipated to be funded through a capital improvement grant of \$180,000 with the balance paid from Capital Reserve Fund.
- Various maintenance and contract expense items are anticipated to increase 2% to 3%.

## AQUATIC:

- Historically the pool is subsidized and receives the largest share of the Recreation Special Parcel Tax (#4802). If the pool were not to open, the tax would be used to offset the loss of rental revenue at the Community Center.
- Payroll expenses will continue to be the largest expense to operate the pool. Lifeguard training and certification (#5230) costs will be higher in FY 20/21.
- Restroom improvements of \$75,000 has been removed from the budget and the project has been moved to FY 21/22.

### PARKS:

- Retaining wall along Pomona and replacement stairs at the corner of Rolph and Pomona will be treated as a capital improvement under the parks cost center. Architectural grant has been awarded. Planning for this project has been halted due to COVID-19. Management is hopeful a grant can be obtained in late 2020 or early 2021 to complete this project.
- The 2020 Summer Concert series and Shakespeare in the Park are still planned for and included in the budget.
- Incidental landscaping expenses for Crockett's Memorial Hall are included in the parks cost center.

### ADMINISTRATIVE:

- Property Tax and Recreation Tax is the primary source of revenue supporting the administrative costs of the District office. Payroll costs for the Recreation Department Manager and General Manager is the primary expense for this cost center.

### POLICE LIAISON:

- District wages and incidental expenses continue to be recovered from Police Liaison parking fine revenue.
- Parking revenue is anticipated to remain nearly the same in FY 20/21 at \$1,1174. Some jurisdictions have suspended enforcement of violations, such as parking fines, during the COVID-19 crisis and as such little extra revenue through June 30, 2020 is anticipated. Expenses will exceed revenue in both FY 19/20 and FY 20/21.

### SUMMARY

Total expenses budgeted will exceed revenue in FY 20/21 by almost \$200,000. Both the Capital Reserve Fund and O&M General Fund balances will be drawn down. The total Recreation Fund 3241 balance ending June 30, 2021 is anticipated to be \$316,881. Having enough funds in the O&M General Fund, helps guarantee that unforeseen capital replacements or decrease in revenue will not affect the quality of services provided to the public. A transfer from the Capital Fund to the O&M General Fund will be considered in January 2021 to avoid the O&M General Fund to go into a negative balance before June 30, 2021.

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# FY 2020-21 CROCKETT RECREATION DEPARTMENT PRELIM BUDGET (3/21/20) - FUND 3241

	PY 2018-19 Actual	FY 2019-20 Approved	FY 2019-20 Year-End Estimated	FY 20-21 Prelim Budget
<b>O&amp;M Expenses - combined cost centers</b>				
Uniforms	\$ 3,327	\$ 2,500	\$ 2,124	\$ 2,500
Telephone / Internet / Software Subscriptions	\$ 6,190	\$ 6,162	\$ 7,050	\$ 7,354
Insurance	\$ 15,085	\$ 16,134	\$ 20,056	\$ 21,093
Elections	\$ 1,128	\$ 0	\$ 0	\$ 1,200
Maintenance	\$ 101,757	\$ 96,493	\$ 98,485	\$ 102,632
Memberships	\$ 235	\$ 360	\$ 529	\$ 360
Program Supplies	\$ 7,370	\$ 11,900	\$ 8,633	\$ 9,000
Other Operating incld. Capital Replcmt.	\$ 78,735	\$ 111,993	\$ 101,796	\$ 108,698
Office	\$ 6,512	\$ 6,401	\$ 6,210	\$ 7,267
Professional Services	\$ 12,194	\$ 15,214	\$ 16,174	\$ 17,714
Advertising & Legal Notices	\$ 1,172	\$ 1,250	\$ 1,412	\$ 1,450
Training & Certification	\$ 5,550	\$ 5,400	\$ 4,836	\$ 6,100
Cost of Goods Sold	\$ 5,665	\$ 6,513	\$ 6,828	\$ 7,408
Vehicle Travel Reimbursement	\$ 2,561	\$ 2,780	\$ 2,268	\$ 2,590
Utilities	\$ 52,643	\$ 52,382	\$ 58,893	\$ 59,813
County Charges	\$ 5,522	\$ 5,784	\$ 5,462	\$ 6,175
Salaries and Benefits	\$ 210,188	\$ 227,090	\$ 242,312	\$ 277,381
<b>Total O&amp;M Expenses</b>	<b>\$ 515,834</b>	<b>\$ 568,356</b>	<b>\$ 583,067</b>	<b>\$ 638,735</b>
<b>Fixed Assets</b>				
Capital Projects Allocation / Expenses	\$ 2,472	\$ 200,000	\$ 22,056	\$ 310,000
<b>Total Fixed Assets</b>	<b>\$ 2,472</b>	<b>\$ 200,000</b>	<b>22,056</b>	<b>310,000</b>
Contingency Reserve *	\$ 0	\$ 56,837	0	\$ 63,904
Non-Operating expense / interfund trsfrs	\$ 17,455	\$ 0	\$ 3,300	\$ 0
Payroll Liabilities G/L adjust.	-1,870		\$ 0	
<b>Total Expenditures</b>	<b>\$ 533,890</b>	<b>\$ 825,193</b>	<b>\$ 608,423</b>	<b>\$ 1,012,639</b>
	\$	\$		
<b>TOTAL APPROPRIATIONS</b>	<b>\$</b>	<b>\$ 825,193</b>	<b>\$</b>	<b>\$ 1,012,639</b>
<b>TOTAL REVENUES **</b>	<b>\$ 553,317</b>	<b>\$ 733,253</b>	<b>\$ 556,089</b>	<b>\$ 836,772</b>
<b>Operating Revenue</b>	<b>\$ 296,793</b>	<b>\$ 307,193</b>	<b>\$ 287,812</b>	<b>\$ 300,621</b>
Cost recovery	\$ 4,036	\$ 3,325	\$ 5,055	\$ 3,425
Community Center income	\$ 205,237	\$ 212,960	\$ 198,315	\$ 207,622
Aquatics Center income	\$ 82,546	\$ 84,599	\$ 81,394	\$ 85,300
Other income (park, keys, fines, etc.)	\$ 3,016	\$ 3,209	\$ 1,998	\$ 2,474
Donations (other)	\$ 1,958	\$ 3,100	\$ 1,050	\$ 1,800
<b>Non-Operating Revenue</b>	<b>\$ 256,524</b>	<b>\$ 426,060</b>	<b>\$ 268,277</b>	<b>\$ 536,151</b>
Property Tax trsf from 3240	\$ 58,000	\$ 59,947	\$ 67,947	\$ 63,949
Recreation Tax	\$ 136,180	\$ 136,620	\$ 136,180	\$ 156,232
Interest (non-op)	\$ 8,601	\$ 9,891	\$ 10,058	\$ 7,180
Return-to-Source Co-gen grant	\$ 42,789	\$ 43,852	\$ 36,078	\$ 38,290
Other non-profit grants	\$ 166	\$ 172,500	\$ 8,586	\$ 267,000
Non-operating income	\$ 10,787	\$ 3,250	\$ 9,428	\$ 3,500

**CROCKETT RECREATION DEPARTMENT - BALANCE SUMMARY**  
**PRELIM (3/21/20) RECREATION BUDGET FY 2020/21**

	<b>PY Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Prelim</b>	
	<b>FY 18/19</b>	<b>FY 19/20</b>	<b>FY 19/20</b>	<b>FY 20/21</b>	
<b>REC FUND 3241: BUDGET DETAIL ***</b>					<b>Opening Balance</b>
<b>Opening Cash Balance in Fund 3241</b>					<b>FY 21/22</b>
Opening Damage Deposit Balance	18,376.32	22,260.82	22,260.82	17,582.82	12,904.82
Opening Restricted O&M Funds	45,530.52	45,530.52	45,530.52	45,530.52	45,530.52
Opening Restricted Childrens Programs	0.00	0.00	0.00	0.00	0.00
Opening Capital Fund Balance	93,598.85	341,126.85	341,126.85	351,967.69	289,967.69
Opening Cap / Restricted Donations	3,438.50	3,600.79	3,600.79	5,173.43	5,373.43
Opening Police Liaison Funds	9,280.40	8,228.86	8,228.86	7,754.75	7,100.75
Opening O&M General Funds *	331,027.83	99,930.69	99,930.69	64,738.69	-43,996.32
<b>TOTAL OPENING CASH BALANCE</b>	<b>501,252.42</b>	<b>520,678.53</b>	<b>520,678.53</b>	<b>492,747.90</b>	<b>316,880.89</b>
<b>ESTIMATED REVENUES</b>					
Community Center	251,140.64	248,362.00	247,659.49	441,301.00	
Aquatics Center	167,271.45	239,094.00	167,793.89	169,565.00	
Parks, Bocce, Tennis Courts	60,765.96	166,828.00	86,467.11	134,328.00	
Administrative	72,173.75	77,160.00	78,166.83	90,404.00	
Police Liaison	1,964.74	1,809.00	404.64	1,174.00	
<b>TOTAL REVENUES</b>	<b>553,316.54</b>	<b>733,253.00</b>	<b>580,491.96</b>	<b>836,771.99</b>	
<b>ESTIMATED O&amp;M OUTLAY EXPENSE</b>					
Community Center	230,567.06	251,175.00	280,534.21	303,842.00	
Aquatics Center	157,969.46	174,968.00	170,691.51	183,755.00	
Parks, Bocce, Tennis Courts	54,179.05	69,608.00	55,559.95	67,288.00	
Administrative	70,102.03	70,145.00	75,402.12	82,185.00	
Police Liaison	3,016.28	2,460.00	878.75	1,665.00	
<b>SUB -TOTAL O&amp;M EXPENSE</b>	<b>515,833.88</b>	<b>568,356.00</b>	<b>583,066.54</b>	<b>638,735.00</b>	
Contingency	0.00	56,837.00	0.00	63,904.00	
Non-operating expense	17,455.01	0.00	3,299.89	0.00	
Payroll Liability G/L adjust.	-1,870.46	0.00	0.00	0.00	
<b>ESTIMATED CAPITAL OUTLAY EXPENSE</b>					
Community Center	0.00	0.00	2,441.16	205,000.00	
Aquatics Center	0.00	80,000.00	0.00	5,000.00	
Park, Tennis, Bocce	2,472.00	120,000.00	19,615.00	100,000.00	
Police Liaison	0.00	0.00	0.00	0.00	
<b>TOTAL EXPENSE</b>	<b>533,890.43</b>	<b>825,193.00</b>	<b>608,422.59</b>	<b>1,012,639.00</b>	
<b>CLOSING BALANCE - FUND 3241 ***</b>	<b>520,678.53</b>	<b>428,738.53</b>	<b>492,747.90</b>	<b>316,880.89</b>	
Prop. Taxes Held in 3240 as of June 30	8,918.23	10,000.00	8,918.23	10,000.00	
County charges held in 3240	0.00	0.00	0.00	0.00	
Cash On Hand Balance (cash register)	60.00	60.00	60.00	60.00	

\*\* Due from Legion Hall for acquisition fees to CCCounty \$8,000

**CROCKETT RECREATION DEPARTMENT - COMMUNITY CENTER DETAIL**  
**PRELIM BUDGET (3/21/2020) FY 2020/2021 (Closure thru April 30)**

	<u>PY Actual</u>	<u>Adopted</u>	<u>9 Month Actual</u>	<u>Estimated</u>	<u>Prelim Budget</u>
	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 19/20</u>	<u>FY 19/20</u>	<u>FY 20/21</u>
<b>RECREATION FUND 3241 - Ordinary Income/Expense</b>					
<b>Income</b>					
<b>3241i · FUND 3241 REC. Income*****</b>					
<b>4000 · OPERATING REVENUE</b>					
4180 · Cost recovery - C/D and other	1,943.93	3,000.00	4,299.39	4,789.39	3,000.00
4200 · Community Center Rentals	140,212.00	155,000.00	109,483.00	136,403.00	146,000.00
4201 · Center rents - senior nutrition	4,000.00	4,800.00	4,000.00	4,800.00	4,800.00
4202 · Center rents - outside classes	1,440.00	1,200.00	780.00	880.00	1,200.00
4203 · Center - clean/damage DEPOSITS	44,435.00	38,000.00	29,060.00	35,392.00	40,722.00
4750 · Security services *	9,236.00	8,960.00	8,187.00	10,425.00	9,400.00
4780 · Cleaning services *	5,112.00	4,000.00	4,416.00	5,415.00	4,500.00
4870 & 4880 · Summer Concert & other	801.60	1,000.00	5,000.00	5,000.00	1,000.00
4885 · Donations (operations)	1,338.00	2,300.00	200.00	700.00	1,000.00
4886 · Donations (restricted)	640.78	800.00	959.77	959.77	700.00
<b>Total 4000 · OPERATING REVENUE</b>	<b>209,159.31</b>	<b>219,060.00</b>	<b>166,385.16</b>	<b>204,764.16</b>	<b>212,322.00</b>
<b>4800 · NON-OPERATING REVENUE</b>					
4010 · Property Tax transfer from 3240	0.00	7,200.00	2,000.00	15,200.00	17,670.00
4802 · Recreation tax	17,579.00	1,195.00	1,085.00	1,085.00	1,195.00
4803 · Investment interest	5,635.76	6,481.00	5,547.87	7,328.87	4,724.00
4850 · Cost Recovery (Non-op)	3,271.87	750.00	460.25	647.75	1,000.00
4890 · Non-profit grants (operations)	0.00	6,000.00	0.00	0.00	6,000.00
4891.1 · Non-profit grants RTS (restrict.)	10,941.00	5,676.00	4,690.00	4,690.00	16,390.00
4891.3 · Grants: Capital Impr. (restrict.)	0.00	0.00	8,494.00	8,494.00	180,000.00
4899 · Non-operating passthru & other	4,553.70	2,000.00	4,949.70	5,449.71	2,000.00
<b>Total 4800 · NON-OPERATING REVENUE</b>	<b>41,981.33</b>	<b>29,302.00</b>	<b>27,226.82</b>	<b>42,895.33</b>	<b>228,979.00</b>
<b>Total 3241i · FUND 3241 REC. Income*****</b>	<b>251,140.64</b>	<b>248,362.00</b>	<b>193,611.98</b>	<b>247,659.49</b>	<b>441,301.00</b>
<b>Total Income</b>	<b>251,140.64</b>	<b>248,362.00</b>	<b>193,611.98</b>	<b>247,659.49</b>	<b>441,301.00</b>
<b>Expense</b>					
<b>3241e · FUND 3241 REC. Expense*****</b>					
5050 · UNIFORMS	546.17	500.00	56.80	156.80	500.00
5060 · TELEPHONE / INTERNET	2,881.94	2,812.00	2,888.38	3,593.38	3,100.00
5070 · SOFTWARE SUBSCRIPTIONS	137.44	250.00	170.74	293.23	250.00
<b>5100 · INSURANCE</b>					
5101 · Property insurance	1,088.46	1,447.00	1,401.52	1,401.52	1,472.00
5102 & 5103 · Liab. & Empl. Bond Ins.	4,580.69	4,691.00	9,839.34	9,839.34	10,331.00
<b>Total 5100 · INSURANCE</b>	<b>5,669.15</b>	<b>6,138.00</b>	<b>11,240.86</b>	<b>11,240.86</b>	<b>11,803.00</b>
<b>5130 · MAINTENANCE</b>					
5131 · Building maint. supplies	1,368.70	1,239.00	704.37	1,014.12	1,227.00
5132 · Building maint. services	4,474.91	4,966.00	4,957.06	6,198.67	5,497.00
5133 · Bldg. repair supplies & hdwe	1,706.57	1,514.00	962.83	1,340.83	1,569.00
5134 · Bldg. repair services	6,088.04	3,707.00	1,527.30	2,454.30	4,399.00
5135 · Janitorial supplies	4,899.97	5,588.00	4,480.49	5,878.49	6,054.00
5136 · Janitorial services	18,783.84	19,368.00	16,181.51	21,023.51	21,654.00



**CROCKETT RECREATION DEPARTMENT - COMMUNITY CENTER DETAIL**  
**PRELIM BUDGET (3/21/2020) FY 2020/2021 (Closure thru April 30)**

	PY Actual	Adopted	9 Month Actual	Estimated	Prelim Budget
	FY 18/19	FY 19/20	FY 19/20	FY 19/20	FY 20/21
5140 & 5141 · Landscp Supp. & Srvs	13,087.77	12,184.00	10,119.95	13,113.95	13,507.00
Total 5130 · MAINTENANCE	50,409.80	48,566.00	38,933.51	51,023.87	53,907.00
5150 · MEMBERSHIPS	117.50	240.00	413.82	528.82	240.00
5160 · PROGRAM SUPPLIES					
5160.2 · Xmas program (restricted)	1,363.73	800.00	1,018.11	1,018.11	1,000.00
5160.9 · S. Concert & 100 Year Celeb.	4,894.26	10,000.00	1,254.40	7,054.40	7,000.00
Total 5160 · PROGRAM SUPPLIES	6,257.99	10,800.00	2,272.51	8,072.51	8,000.00
5165 · OTHER OPERATING					
5165.5 · Capital Replacements	7,427.49	13,100.00	862.74	5,862.74	16,400.00
5165.61 · Comm. center Rental refunds	270.50	1,400.00	7,757.00	15,337.00	1,200.00
5165.62 · Comm. center Deposit transfer	1,851.50	2,800.00	4,224.39	4,690.39	3,400.00
5165.63 · Comm. center Deposit refunds	40,598.50	36,000.00	28,075.61	43,308.61	42,000.00
5165.7 · Security Alarm/CCTV	2,712.05	2,800.00	2,934.00	2,934.00	2,950.00
5165.9 · Recoverable costs	1,346.33	800.00	566.70	766.71	1,000.00
5165.9e · Other Operating Costs	1,340.37	1,500.00	1,337.37	1,712.37	1,500.00
Total 5165 · OTHER OPERATING	55,546.74	58,400.00	45,757.81	74,611.82	68,450.00
5170 · OFFICE					
5171 · Postal	308.71	380.00	364.95	367.95	380.00
5172 · Supplies	889.34	1,000.00	1,963.33	2,213.32	2,000.00
5173 · Furnishings& Equipment	562.52	750.00	116.60	116.60	500.00
5174 · Visa transaction fees	1,211.64	1,200.00	681.64	981.64	1,200.00
Total 5170 · OFFICE	2,972.21	3,330.00	3,126.52	3,679.51	4,080.00
5183 · PROF. SVCS. Sec. Guards & Other	9,032.24	10,194.00	7,410.16	8,218.16	9,414.00
5191 · ADVERTISING	891.40	900.00	854.11	854.11	1,050.00
5230 · TRAINING & CERTIFICATION	0.00	500.00	752.39	752.39	700.00
5250 · VEHIC./TRAVEL REIMBURSEMENT	705.94	900.00	500.84	725.84	740.00
5260 · UTILITIES					
5261 · Electricity	9,378.32	11,499.00	9,312.38	10,878.98	12,237.00
5262 · Natural gas	2,628.04	2,551.00	2,179.71	2,759.85	2,537.00
5263 · Water	1,717.16	2,776.00	1,892.34	2,355.01	2,128.00
Total 5260 · UTILITIES	13,723.52	16,826.00	13,384.43	15,993.84	16,902.00
5340 · COUNTY CHARGES	1,011.00	1,200.00	1,248.14	1,358.14	1,380.00
Total 3241e · FUND 3241 REC. Expense*****	149,903.04	161,556.00	129,011.02	181,103.28	180,516.00
6560 · PAYROLL EXPENSES *****	80,664.02	89,619.00	80,497.93	99,430.93	123,326.00
Total O&M Expense	230,567.06	251,175.00	209,508.95	280,534.21	303,842.00
Contingency Expense (10%)*		25,118.00			30,384.00
Interfund and non-operating adjustments	0.00	0.00	0.00	0.00	0.00
5400 · Other Non-Operating Expense	14,755.01	0.00	2,064.89	2,064.89	0.00
Capital Project Funding Alloc. / Expense	0.00	0.00	2,441.16	2,441.16	205,000.00
TOTAL EXPENSE *	245,322.07	276,293.00	214,015.00	285,040.26	539,226.00
Net Ordinary O&M Increase/Decrease	16,019.88	-4,813.00	-29,340.67	-46,818.43	-44,541.00
Net Including Contingency & Cap. Income/Exp.	5,818.57	-27,931.00	-20,403.02	-37,380.77	-97,925.00
Net Income	5,818.57	-27,931.00	-20,403.02	-37,380.77	-97,925.00

**CROCKETT RECREATION DEPARTMENT - AQUATICS DETAIL**  
**PRELIM BUDGET (3/21/2020) FY 2020/21** *(Pool to open on time)*

	<u>PY Actual</u>	<u>Adopted</u>	<u>9 Month Actual</u>	<u>Estimated</u>	<u>Prelim Budge</u>
	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 19/20</u>	<u>FY 19/20</u>	<u>FY 20/21</u>
<b>RECREATION FUND 3241 - Ordinary Income/Expense</b>					
<b>Income</b>					
<b>3241i · FUND 3241 REC. Income*****</b>					
<b>4000 · OPERATING REVENUE</b>					
4180 · Cost recovery	8.00	100.00	36.02	61.01	100.00
4205 · Aquatics rents	19,664.00	21,000.00	11,067.00	16,467.00	21,000.00
4206 · Concessions	9,321.70	9,681.00	6,233.48	10,783.48	11,058.00
4860 · Swim admission fees	27,042.36	27,942.00	17,066.00	30,608.00	28,531.00
4861 · Aquatics passes	10,360.20	9,089.00	1,090.00	9,389.00	9,613.00
4874 · Aquatics programs	120.00	250.00	0.00	150.00	250.00
4876 · Swim lessons	15,522.00	16,437.00	4,674.50	13,774.50	14,648.00
4880 · Other sales-aquatics	211.00	200.00	107.00	207.00	200.00
4881 · Cash over / unidentified	304.77	0.00	14.75	14.75	0.00
4885 · Donations (operations)	50.00	100.00	0.00	50.00	100.00
4886 · Donations (restricted)	570.26	500.00	0.00	300.00	500.00
<b>Total 4000· OPERATING REVENUE</b>	<b>83,174.29</b>	<b>85,299.00</b>	<b>40,288.75</b>	<b>81,804.74</b>	<b>86,000.00</b>
<b>4800 · NON-OPERATING REVENUE</b>					
4802 · Recreation tax	66,746.00	74,209.00	74,099.00	74,099.00	74,209.00
4803 · Investment interest	2,965.41	3,410.00	1,779.34	2,729.34	2,456.00
4850/4899 · Cost Recovery Non-op	44.75	500.00	2,305.81	2,305.81	500.00
4891.1 · Grants: RTS non-profit	14,341.00	8,176.00	6,855.00	6,855.00	6,400.00
4891.3 · Grants: Cap. Impr. (restrctd)	0.00	67,500.00	0.00	0.00	0.00
<b>Total 4800· NON-OPERATING REVENUE</b>	<b>84,097.16</b>	<b>153,795.00</b>	<b>85,039.15</b>	<b>85,989.15</b>	<b>83,565.00</b>
<b>Total 3241i · FUND 3241 REC. Income****</b>	<b>167,271.45</b>	<b>239,094.00</b>	<b>125,327.90</b>	<b>167,793.89</b>	<b>169,565.00</b>
<b>Total Income</b>	<b>167,271.45</b>	<b>239,094.00</b>	<b>125,327.90</b>	<b>167,793.89</b>	<b>169,565.00</b>
<b>Expense</b>					
<b>3241e · FUND 3241 REC. Expense*****</b>					
5050 · UNIFORMS	2,780.87	2,000.00	766.92	1,966.92	2,000.00
5060 · TELEPHONE / INTERNET	1,937.69	1,800.00	1,065.21	1,515.21	1,800.00
5070 · SOFTWARE SUBSCRIPTIONS	768.00	800.00	0.00	768.00	800.00
<b>5100 · INSURANCE</b>					
5101c · Property insurance	275.14	344.00	573.60	573.60	602.00
5102a · Liability insurance-aquatics	4,467.98	4,736.00	3,980.79	3,980.79	4,219.00
5103c · Employee bond	112.70	110.00	0.00	110.00	110.00
<b>Total 5100 · INSURANCE</b>	<b>4,855.82</b>	<b>5,190.00</b>	<b>4,554.39</b>	<b>4,664.39</b>	<b>4,931.00</b>
<b>5130 · MAINTENANCE</b>					
5131 & 5133 · Bldg. repair supplies	588.08	924.00	697.01	928.01	606.00
5132 & 5134 · Bldg. repair services	967.10	555.00	645.31	784.06	890.00
5135 · Janitorial supplies	876.84	814.00	131.32	531.32	725.00
5136 · Janitorial services	267.69	150.00	0.00	75.00	150.00

**CROCKETT RECREATION DEPARTMENT - AQUATICS DETAIL**  
**PRELIM BUDGET (3/21/2020) FY 2020/21** *(Pool to open on time)*

	<b>PY Actual</b>	<b>Adopted</b>	<b>9 Month Actual</b>	<b>Estimated</b>	<b>Prelim Budge</b>
	<b>FY 18/19</b>	<b>FY 19/20</b>	<b>FY 19/20</b>	<b>FY 19/20</b>	<b>FY 20/21</b>
<b>5140 5141 5142 · Landscape &amp; light</b>	1,872.23	100.00	230.60	230.60	100.00
<b>5145 · Pool chemical supplies</b>	12,012.62	11,968.00	10,652.47	14,820.47	12,710.00
<b>5146 · Pool maint. supplies</b>	3,963.26	4,100.00	1,468.68	2,493.69	4,100.00
<b>5147 &amp; 5148 · Pool maint. services</b>	1,387.04	1,564.00	1,315.22	1,990.22	1,624.00
<b>Total 5130 · MAINTENANCE</b>	<b>21,934.86</b>	<b>20,175.00</b>	<b>15,140.61</b>	<b>21,853.37</b>	<b>20,905.00</b>
<b>5150 · MEMBERSHIPS</b>	117.50	120.00	0.00	0.00	120.00
<b>5160.6 · PROGRAM SUPPLIES</b>	1,111.87	1,100.00	540.00	560.00	1,000.00
<b>5165 · OTHER OPERATING</b>					
<b>5165.5 · Capital Replacements</b>	13,000.20	27,500.00	712.12	13,712.12	17,500.00
<b>5165.7 · Security / CCTV monitoring</b>	2,268.05	2,700.00	2,490.00	2,490.00	2,600.00
<b>5165.8 · Cash under</b>	34.00	0.00	0.00	0.00	0.00
<b>5165.9 · Recoverable &amp; Other Oper.</b>	401.14	1,643.00	2,310.81	2,421.57	1,448.00
<b>Total 5165 · OTHER OPERATING</b>	<b>15,703.39</b>	<b>31,843.00</b>	<b>5,512.93</b>	<b>18,623.69</b>	<b>21,548.00</b>
<b>5170 5171 5172 5173 · OFFICE SUPPLII</b>	1,761.26	1,321.00	1,099.48	1,749.48	1,637.00
<b>5174 · OFFICE - VISA transaction fees</b>	582.42	700.00	423.67	473.67	600.00
<b>5180 · PROF. SVCS. - Consultants</b>	0.00	0.00	0.00	0.00	0.00
<b>5191 · ADVERTISING</b>	0.00	100.00	0.00	0.00	100.00
<b>5230 · TRAINING &amp; CERTIFICATION</b>	5,444.00	4,500.00	253.40	3,803.40	5,000.00
<b>5240 · COST OF GOODS SOLD</b>					
<b>5241 · Food concession supplies</b>	5,445.40	6,293.00	5,425.85	6,750.85	7,188.00
<b>5242 · Promotional goods</b>	220.09	220.00	76.66	76.66	220.00
<b>Total 5240 · COST OF GOODS SOLD</b>	<b>5,665.49</b>	<b>6,513.00</b>	<b>5,502.51</b>	<b>6,827.51</b>	<b>7,408.00</b>
<b>5250 · VEHIC./TRAVEL REIMBURSMNT</b>	1,405.10	1,400.00	970.97	1,285.97	1,400.00
<b>5260 · UTILITIES</b>					
<b>5261 · Electricity</b>	16,153.19	16,262.00	14,584.86	19,244.86	20,338.00
<b>5262 · Natural gas</b>	11,428.44	9,686.00	4,215.56	8,915.56	9,966.00
<b>5263 · Water</b>	6,066.25	3,554.00	5,854.59	6,754.59	6,276.00
<b>Total 5260 · UTILITIES</b>	<b>33,647.88</b>	<b>29,502.00</b>	<b>24,655.01</b>	<b>34,915.01</b>	<b>36,580.00</b>
<b>5340 · COUNTY CHARGES</b>	2,671.00	2,724.00	2,073.14	2,073.14	2,745.00
<b>Total 3241e · FUND 3241 REC. Expense**</b>	<b>100,387.15</b>	<b>109,788.00</b>	<b>62,558.24</b>	<b>101,079.76</b>	<b>108,574.00</b>
<b>Total 6560 · PAYROLL EXPENSES *****</b>	<b>57,582.31</b>	<b>65,180.00</b>	<b>50,299.75</b>	<b>69,611.75</b>	<b>75,181.00</b>
<b>Total O&amp;M Expense</b>	<b>157,969.46</b>	<b>174,968.00</b>	<b>112,857.99</b>	<b>170,691.51</b>	<b>183,755.00</b>
<b>Contingency Expense (10%)*</b>		17,497.00			18,410.00
<b>Other Non-Operating Expense</b>	0.00	0.00	210.00	210.00	0.00
<b>Capital Project Funding Allocation/Expen</b>	0.00	80,000.00	0.00	0.00	5,000.00
<b>TOTAL EXPENSE *</b>	<b>157,969.46</b>	<b>272,465.00</b>	<b>113,067.99</b>	<b>170,901.51</b>	<b>207,165.00</b>
<b>Net Ordinary O&amp;M Increase/Decrease</b>	<b>9,301.99</b>	<b>-3,374.00</b>	<b>12,469.91</b>	<b>-2,897.62</b>	<b>-14,190.00</b>
<b>Net Including Contingncy &amp; Cap. Inc./Expense</b>	<b>9,301.99</b>	<b>-33,371.00</b>	<b>12,259.91</b>	<b>-3,107.62</b>	<b>-37,600.00</b>

**CROCKETT RECREATION DEPARTMENT - PARKS DETAIL  
PRELIM BUDGET (3/21/2020) FY 2020/21**

	<u>PY Actual</u>	<u>Adopted</u>	<u>9 Month Actual</u>	<u>Estimated</u>	<u>Prelim Budget</u>
	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 19/20</u>	<u>FY 19/20</u>	<u>FY 20/21</u>
<b>RECREATION FUND 3241 - Ordinary Income/Expense</b>					
<b>Income</b>					
<b>3241i · FUND 3241 REC. Income*****</b>					
<b>4000 · OPERATING REVENUE</b>					
4180 · Cost recovery	1,986.71	150.00	0.00	37.50	150.00
4879 · Tennis/restroom keys	410.00	600.00	534.00	634.00	600.00
4885 · Donations (operations)	0.00	200.00	0.00	0.00	200.00
<b>Total 4000 · OPERATING REVENUE</b>	<b>2,396.71</b>	<b>950.00</b>	<b>534.00</b>	<b>671.50</b>	<b>950.00</b>
<b>4800 · NON-OPERATING REVENUE</b>					
4802 · Recreation tax	40,696.00	36,878.00	36,768.00	36,768.00	36,878.00
4891.1 · Grants - RTS	17,507.00	30,000.00	24,533.00	24,533.00	15,500.00
4891.3 · Grants: Capital Impr. (restricted)	0.00	99,000.00	24,403.00	24,403.00	81,000.00
4899 · Other Non-Operating	166.25	0.00	91.61	91.61	0.00
<b>Total 4800 · NON-OPERATING REVENUE</b>	<b>58,369.25</b>	<b>165,878.00</b>	<b>85,795.61</b>	<b>85,795.61</b>	<b>133,378.00</b>
<b>Total 3241i · FUND 3241 REC. Income*****</b>	<b>60,765.96</b>	<b>166,828.00</b>	<b>86,329.61</b>	<b>86,467.11</b>	<b>134,328.00</b>
<b>Total Income</b>	<b>60,765.96</b>	<b>166,828.00</b>	<b>86,329.61</b>	<b>86,467.11</b>	<b>134,328.00</b>
<b>Expense</b>					
<b>3241e · FUND 3241 REC. Expense*****</b>					
5101 · INSURANCE Property insurance	91.71	115.00	112.00	112.00	118.00
5102 · INSURANCE Liability insurance	4,467.98	4,691.00	4,038.90	4,038.90	4,241.00
<b>5130 · MAINTENANCE</b>					
5131-5134 · Building & play eq. maint.	4,857.76	1,000.00	447.37	697.39	1,000.00
5135-5136 · Janitorial supplies & services	100.95	641.00	61.09	221.35	431.00
5140-5141 · Landscape suppl. & services	24,141.54	25,811.00	18,122.64	24,437.62	26,089.00
5142-5144 · Lighting and tennis supplies	312.12	300.00	176.07	251.19	300.00
<b>Total 5130 · MAINTENANCE</b>	<b>29,412.37</b>	<b>27,752.00</b>	<b>18,807.17</b>	<b>25,607.55</b>	<b>27,820.00</b>
<b>5160 / 5165 · OTHER OPERATING</b>					
5165.5 · Capital Replacements	4,604.85	20,700.00	7,665.35	7,665.35	17,500.00
5060 / 5165.9 / 5250 · Recov. / Other	1,362.50	200.00	30.74	80.75	200.00
<b>Total 5165 · OTHER OPERATING</b>	<b>5,967.35</b>	<b>20,900.00</b>	<b>7,696.09</b>	<b>7,746.10</b>	<b>17,700.00</b>
5180 · PROF. SVCS. (Safety Inspection)	0.00	720.00	0.00	0.00	0.00
<b>5260 · UTILITIES -WATER</b>	<b>5,271.64</b>	<b>6,054.00</b>	<b>6,975.56</b>	<b>7,984.56</b>	<b>6,331.00</b>
<b>Total 3241e · FUND 3241 REC. Expense*****</b>	<b>45,211.05</b>	<b>60,232.00</b>	<b>37,629.72</b>	<b>45,489.11</b>	<b>56,210.00</b>
<b>6560 · PAYROLL EXPENSES *****</b>	<b>8,968.00</b>	<b>9,376.00</b>	<b>7,726.85</b>	<b>10,070.84</b>	<b>11,078.00</b>
<b>Total O&amp;M Expense</b>	<b>54,179.05</b>	<b>69,608.00</b>	<b>45,356.57</b>	<b>55,559.95</b>	<b>67,288.00</b>
Contingency Expense (10%) *	0.00	6,961.00	0.00	0.00	6,728.00
5290 · Non-Operating Expense	0.00	0.00	0.00	0.00	0.00
Capital Project Funding Allocation / Expense	2,472.00	90,000.00	26,365.00	19,615.00	100,000.00
<b>TOTAL EXPENSE *</b>	<b>56,651.05</b>	<b>166,569.00</b>	<b>71,721.57</b>	<b>75,174.95</b>	<b>174,016.00</b>
<b>Net Ordinary O&amp;M Increase/Decrease</b>	<b>6,586.91</b>	<b>-1,780.00</b>	<b>40,973.04</b>	<b>30,907.16</b>	<b>-13,960.00</b>
<b>Net Including Contingency &amp; Cap. Income/Expense</b>	<b>4,114.91</b>	<b>259.00</b>	<b>14,608.04</b>	<b>11,292.16</b>	<b>-39,688.00</b>
<b>Net Revenue</b>	<b>4,114.91</b>	<b>259.00</b>	<b>14,608.04</b>	<b>11,292.16</b>	<b>-39,688.00</b>

# CROCKETT RECREATION DEPARTMENT - ADMINISTRATION DETAIL

## PRELIM BUDGET (3/21/2020) FY 2020/21

	PY Actual	Adopted	9 Month	Estimated	Prelim Budget
	FY 18/19	FY 19/20	FY 19/20	FY 19/20	FY 20/21
<b>RECREATION FUND 3241 -Ordinary Income/Expense</b>					
<b>Income</b>					
3241i · FUND 3241 REC. Income*****					
4000 · OPERATING REVENUE					
4180 · Cost recovery	97.75	75.00	148.08	166.83	175.00
<b>Total 4000 · OPERATING REVENUE</b>	<b>97.75</b>	<b>75.00</b>	<b>148.08</b>	<b>166.83</b>	<b>175.00</b>
4800 · NON-OPERATING REVENUE					
4010 · Property Tax transfer from 3240	58,000.00	52,747.00	30,000.00	52,747.00	46,279.00
4802 · Recreation tax	11,159.00	24,338.00	24,228.00	24,228.00	43,950.00
4899 · Non-Op Income / passthrough	2,917.00	0.00	1,025.00	1,025.00	0.00
<b>Total 4800 · NON-OPERATING REVENUE</b>	<b>72,076.00</b>	<b>77,085.00</b>	<b>55,253.00</b>	<b>78,000.00</b>	<b>90,229.00</b>
<b>Total 3241i · FUND 3241 REC. Income*****</b>	<b>72,173.75</b>	<b>77,160.00</b>	<b>55,401.08</b>	<b>78,166.83</b>	<b>90,404.00</b>
<b>Total Income</b>	<b>72,173.75</b>	<b>77,160.00</b>	<b>55,401.08</b>	<b>78,166.83</b>	<b>90,404.00</b>
<b>Expense</b>					
3241e · FUND 3241 REC. Expense*****					
5120 · SOFTWARE SUBSCRIPTIONS	465.23	500.00	700.51	880.51	1,404.00
5120 · ELECTIONS	1,128.42	0.00	0.00	0.00	1,200.00
5165 · OTHER OPERATING / RECOVERABLE	807.96	700.00	536.71	711.70	850.00
5171/5172/5173 · OFFICE POSTAL/OFFICE	823.13	900.00	75.67	263.29	900.00
5180 · PROF. SVCS. (Attor./Audit./Consult.)	3,161.42	4,300.00	7,230.70	7,955.71	8,300.00
5190 · PUBLISH LEGAL NOTICES	280.17	250.00	433.38	558.38	300.00
5230 · TRAINING & CERTIFICATION	105.56	400.00	0.00	280.00	400.00
5250 · VEHICLE/TRAVEL REIMBURSEMENT	449.52	480.00	175.93	255.93	450.00
5340 · COUNTY CHARGES	1,840.37	1,860.00	2,030.22	2,030.22	2,050.00
<b>Total 3241e · FUND 3241 REC. Expense*****</b>	<b>9,061.78</b>	<b>9,390.00</b>	<b>11,183.12</b>	<b>12,935.74</b>	<b>15,854.00</b>
6560 · PAYROLL EXPENSES *****					
5010.1 · REC. MGR- Wage/Benefits (RW)	35,797.62	37,841.00	28,869.28	38,751.28	40,310.00
5011.1 · DIST. SECY- Wage/Benefits (SW)	1,871.41	2,156.00	1,656.84	2,256.84	2,708.00
5011.3 · GEN. MGR- Wage/Benefits (DMc)	22,588.48	20,265.00	16,042.10	21,108.35	23,113.00
5011.5 · ASST. MGR- Wage/Benefits	408.60	493.00	44.70	44.70	200.00
6560 · PAYROLL Other (WC Premium etc.)	374.14	0.00	305.21	305.21	0.00
<b>Total 6560 · PAYROLL EXPENSES *****</b>	<b>61,040.25</b>	<b>60,755.00</b>	<b>46,918.13</b>	<b>62,466.38</b>	<b>66,331.00</b>
<b>Total O&amp;M Expense</b>	<b>70,102.03</b>	<b>70,145.00</b>	<b>58,101.25</b>	<b>75,402.12</b>	<b>82,185.00</b>
Contingency Expense ( 10%)*		7,015.00			8,219.00
5400 · Non-Operating Expense / Passthrough	2,700.00	0.00	1,025.00	1,025.00	0.00
Capital Project Funding Allocation	0.00	0.00	0.00	0.00	0.00
<b>TOTAL EXPENSE *</b>	<b>72,802.03</b>	<b>77,160.00</b>	<b>59,126.25</b>	<b>76,427.12</b>	<b>90,404.00</b>
<b>Net Ordinary Income</b>	<b>-628.28</b>	<b>0.00</b>	<b>-3,725.17</b>	<b>1,739.71</b>	<b>0.00</b>
<b>Net Income</b>	<b>-628.28</b>	<b>0.00</b>	<b>-3,725.17</b>	<b>1,739.71</b>	<b>0.00</b>

**CROCKETT RECREATION DEPARTMENT - POLICE LIAISON DETAIL  
PRELIM BUDGET (3/21/20) FY 2020/21**

	<b>PY Actual</b>	<b>Budgeted</b>	<b>9 Mo. Actual</b>	<b>Estimated</b>	<b>Prelim Budget</b>
	<b>FY 18/19</b>	<b>FY 19/20</b>	<b>FY 19/20</b>	<b>FY 19/20</b>	<b>FY 20/21</b>
<b>RECREATION FUND 3241 -Ordinary Income/Expense</b>					
<b>Income</b>					
3241i · FUND 3241 REC. Income*****					
4882 · Parking fines	1,964.74	1,809.00	359.64	404.64	1,174.00
<b>Total 3241i · FUND 3241 REC. Income*****</b>	<b>1,964.74</b>	<b>1,809.00</b>	<b>359.64</b>	<b>404.64</b>	<b>1,174.00</b>
<b>Total Income</b>	<b>1,964.74</b>	<b>1,809.00</b>	<b>359.64</b>	<b>404.64</b>	<b>1,174.00</b>
<b>Expense</b>					
3241e · FUND 3241 REC. Expense*****					
5165 · OTHER OPERATING					
5165.5 · Capital Replacements	0.00	0.00	0.00	0.00	0.00
5165.9 · Recoverable costs	0.00	0.00	0.00	0.00	0.00
5165.9e · Other Op Costs / LE Fees	709.85	150.00	102.31	102.31	150.00
<b>Total 5165 · OTHER OPERATING</b>	<b>709.85</b>	<b>150.00</b>	<b>102.31</b>	<b>102.31</b>	<b>150.00</b>
5171/5172 · OFFICE POSTAL/SUPPLIES	372.99	150.00	10.45	44.45	50.00
<b>Total 3241e · FUND 3241 REC. Expense*****</b>	<b>1,082.84</b>	<b>300.00</b>	<b>112.76</b>	<b>146.76</b>	<b>200.00</b>
6560 · PAYROLL EXPENSES *****					
5011 · Staff- Wage/Benefits	1,933.44	2,160.00	611.99	731.99	1,465.00
<b>Total 6560 · PAYROLL EXPENSES *****</b>	<b>1,933.44</b>	<b>2,160.00</b>	<b>611.99</b>	<b>731.99</b>	<b>1,465.00</b>
<b>Total O&amp;M Expense</b>	<b>3,016.28</b>	<b>2,460.00</b>	<b>724.75</b>	<b>878.75</b>	<b>1,665.00</b>
Contingency 10%	0.00	246.00	0.00	0.00	163.00
Capital Project Funding Allocation / Expense	0.00	0.00	0.00	0.00	0.00
<b>TOTAL EXPENSE</b>	<b>3,016.28</b>	<b>2,706.00</b>	<b>724.75</b>	<b>878.75</b>	<b>1,828.00</b>
<b>Net Including Capital Income/Expenses</b>	<b>-1,051.54</b>	<b>-897.00</b>	<b>-365.11</b>	<b>-474.11</b>	<b>-654.00</b>
<b>Net Income</b>	<b>-1,051.54</b>	<b>-897.00</b>	<b>-365.11</b>	<b>-474.11</b>	<b>-654.00</b>

## CAPITAL PRELIMINARY (3/21/2020) FY 20/21

	CAPITAL	CAPITAL	GRANT	RTS	CAP	REC TAX
COMMUNITY CENTER	IMPROVEMENT	REPLACEMENT	FUNDED	FUNDED	RESERVE FUNDED	FUNDED
Repair bar floor		\$3,000.00		\$3,000		
Repair kitchen tiles		\$2,500.00			\$2,500	
Replacement Tables		\$3,500.00		\$3,500		
Replace fixtures in bathrooms		\$400.00		\$400		
Improve ADA entrance	\$200,000.00		\$180,000		\$20,000	
New LED light fixtures	\$5,000.00			\$5,000		
New stage curtains		\$2,000.00		\$2,000		
Various Misc. Cap. Repl. items		\$5,000.00			\$5,000	
TOTAL	\$205,000.00	\$16,400.00				
<b>AQUATICS CENTER</b>						
Silicon roof for pool bld.	\$10,000.00			\$10,000		
Metered outdoor showers	\$5,000.00				\$5,000	
New pool cover winder		\$6,500.00			\$6,500	
New pool covers		\$8,000.00		\$6,000		
Various Cap. Repl. items		\$3,000.00			\$2,000	
TOTAL	\$15,000.00	\$17,500.00				
<b>PARK, TENNIS, BOCCE</b>						
Retaining Wall (Pomona/Po	\$45,000.00		\$40,500		\$4,500	
Replace Stairs to Pomona	\$45,000.00		\$40,500		\$4,500	
Hardwood chips for playground		\$5,500.00		\$5,500		
Park improvements	\$10,000.00				\$10,000	
Replant park lawn		\$10,000.00		\$10,000		
Various Cap. Repl. items		\$2,000.00			\$2,000	
TOTAL	\$100,000.00	\$17,500.00				
<b>POLICE LIAISON</b>						
None		\$0.00				
TOTAL	\$0.00	\$0.00				
<b>NON-CAP O&amp;M EXPENSES COVERED BY RTS FUNDING</b>						
Annual camera maintenance (Comm 50%/Pool 50%)				\$4,980		
		<b>SUB-TOTALS:</b>	\$261,000	\$50,380	\$62,000	\$0
<b>** Est. RTS funding in FY 20/21 is \$40,800</b>			<b>TOTAL:</b>	\$373,380		

**CROCKETT RECREATION DEPARTMENT - BALANCE SUMMARY**  
**PRELIM (3/21/20) RECREATION BUDGET FY 2020/21 (COVID-19 thru Summer)**

	<b>PY Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Prelim</b>	
	<b>FY 18/19</b>	<b>FY 19/20</b>	<b>FY 19/20</b>	<b>FY 20/21</b>	
<b>REC FUND 3241: BUDGET DETAIL ***</b>					<b>Opening Balance</b>
<b>Opening Cash Balance in Fund 3241</b>					<b>FY 21/22</b>
Opening Damage Deposit Balance	18,376.32	22,260.82	22,260.82	17,582.82	12,904.82
Opening Restricted O&M Funds	45,530.52	45,530.52	45,530.52	45,530.52	45,530.52
Opening Restricted Childrens Programs	0.00	0.00	0.00	0.00	0.00
Opening Capital Fund Balance	93,598.85	341,126.85	341,126.85	351,967.69	289,967.69
Opening Cap / Restricted Donations	3,438.50	3,600.79	3,600.79	5,173.43	5,373.43
Opening Police Liaison Funds	9,280.40	8,228.86	8,228.86	7,754.75	7,100.75
Opening O&M General Funds *	331,027.83	99,930.69	99,930.69	9,703.78	-49,744.23
<b>TOTAL OPENING CASH BALANCE</b>	<b>501,252.42</b>	<b>520,678.53</b>	<b>520,678.53</b>	<b>437,712.99</b>	<b>311,132.98</b>
<b>ESTIMATED REVENUES</b>					
Community Center	251,140.64	248,362.00	210,170.49	441,301.00	
Aquatics Center	167,271.45	239,094.00	119,917.90	128,627.00	
Parks, Bocce, Tennis Courts	60,765.96	166,828.00	86,467.11	134,328.00	
Administrative	72,173.75	77,160.00	78,166.83	90,404.00	
Police Liaison	1,964.74	1,809.00	404.64	1,174.00	
<b>TOTAL REVENUES</b>	<b>553,316.54</b>	<b>733,253.00</b>	<b>495,126.97</b>	<b>795,833.99</b>	
<b>ESTIMATED O&amp;M OUTLAY EXPENSE</b>					
Community Center	230,567.06	251,175.00	285,197.80	304,962.00	
Aquatics Center	157,969.46	174,968.00	135,697.84	91,475.00	
Parks, Bocce, Tennis Courts	54,179.05	69,608.00	55,559.95	67,288.00	
Administrative	70,102.03	70,145.00	75,402.12	82,185.00	
Police Liaison	3,016.28	2,460.00	878.75	1,665.00	
<b>SUB -TOTAL O&amp;M EXPENSE</b>	<b>515,833.88</b>	<b>568,356.00</b>	<b>552,736.46</b>	<b>547,575.00</b>	
Contingency	0.00	56,837.00	0.00	54,839.00	
Non-operating expense	17,455.01	0.00	3,299.89	0.00	
Payroll Liability G/L adjust.	-1,870.46	0.00	0.00	0.00	
<b>ESTIMATED CAPITAL OUTLAY EXPENSE</b>					
Community Center	0.00	0.00	2,441.16	205,000.00	
Aquatics Center	0.00	80,000.00	0.00	15,000.00	
Park, Tennis, Bocce	2,472.00	120,000.00	19,615.00	100,000.00	
Police Liaison	0.00	0.00	0.00	0.00	
<b>TOTAL EXPENSE</b>	<b>533,890.43</b>	<b>825,193.00</b>	<b>578,092.51</b>	<b>922,414.00</b>	
<b>CLOSING BALANCE - FUND 3241 ***</b>	<b>520,678.53</b>	<b>428,738.53</b>	<b>437,712.99</b>	<b>311,132.98</b>	
Prop. Taxes Held in 3240 as of June 30	8,918.23	10,000.00	8,918.23	10,000.00	
County charges held in 3240	0.00	0.00	0.00	0.00	
Cash On Hand Balance (cash register)	60.00	60.00	60.00	60.00	

\*\* Due from Legion Hall for acquisition fees to CCCounty \$8,000



# CROCKETT RECREATION DEPARTMENT - COMMUNITY CENTER DETAIL

## PRELIM BUDGET (3/21/2020) FY 2020/2021 *(Closure thru June 30)*

	PY Actual	Adopted	9 Month Actual	Estimated	Prelim Budget
	FY 18/19	FY 19/20	FY 19/20	FY 19/20	FY 20/21
<b>RECREATION FUND 3241 - Ordinary Income/Expense</b>					
<b>Income</b>					
<b>3241i · FUND 3241 REC. Income*****</b>					
<b>4000 · OPERATING REVENUE</b>					
4180 · Cost recovery - C/D and other	1,943.93	3,000.00	4,299.39	4,789.39	3,000.00
4200 · Community Center Rentals	140,212.00	155,000.00	109,483.00	109,483.00	146,000.00
4201 · Center rents - senior nutrition	4,000.00	4,800.00	4,000.00	4,400.00	4,800.00
4202 · Center rents - outside classes	1,440.00	1,200.00	780.00	780.00	1,200.00
4203 · Center - clean/damage DEPOSITS	44,435.00	38,000.00	29,060.00	29,060.00	40,722.00
4750 · Security services *	9,236.00	8,960.00	8,187.00	8,187.00	9,400.00
4780 · Cleaning services *	5,112.00	4,000.00	4,416.00	4,416.00	4,500.00
4870 & 4880 · Summer Concert & other	801.60	1,000.00	5,000.00	5,000.00	1,000.00
4885 · Donations (operations)	1,338.00	2,300.00	200.00	200.00	1,000.00
4886 · Donations (restricted)	640.78	800.00	959.77	959.77	700.00
<b>Total 4000 · OPERATING REVENUE</b>	<b>209,159.31</b>	<b>219,060.00</b>	<b>166,385.16</b>	<b>167,275.16</b>	<b>212,322.00</b>
<b>4800 · NON-OPERATING REVENUE</b>					
4010 · Property Tax transfer from 3240	0.00	7,200.00	2,000.00	15,200.00	17,670.00
4802 · Recreation tax	17,579.00	1,195.00	1,085.00	1,085.00	1,195.00
4803 · Investment interest	5,635.76	6,481.00	5,547.87	7,328.87	4,724.00
4850 · Cost Recovery (Non-op)	3,271.87	750.00	460.25	647.75	1,000.00
4890 · Non-profit grants (operations)	0.00	6,000.00	0.00	0.00	6,000.00
4891.1 · Non-profit grants RTS (restrict.)	10,941.00	5,676.00	4,690.00	4,690.00	16,390.00
4891.3 · Grants: Capital Impr. (restrict.)	0.00	0.00	8,494.00	8,494.00	180,000.00
4899 · Non-operating passthru & other	4,553.70	2,000.00	4,949.70	5,449.71	2,000.00
<b>Total 4800 · NON-OPERATING REVENUE</b>	<b>41,981.33</b>	<b>29,302.00</b>	<b>27,226.82</b>	<b>42,895.33</b>	<b>228,979.00</b>
<b>Total 3241i · FUND 3241 REC. Income*****</b>	<b>251,140.64</b>	<b>248,362.00</b>	<b>193,611.98</b>	<b>210,170.49</b>	<b>441,301.00</b>
<b>Total Income</b>	<b>251,140.64</b>	<b>248,362.00</b>	<b>193,611.98</b>	<b>210,170.49</b>	<b>441,301.00</b>
<b>Expense</b>					
<b>3241e · FUND 3241 REC. Expense*****</b>					
5050 · UNIFORMS	546.17	500.00	56.80	156.80	500.00
5060 · TELEPHONE / INTERNET	2,881.94	2,812.00	2,888.38	3,593.38	3,100.00
5070 · SOFTWARE SUBSCRIPTIONS	137.44	250.00	170.74	293.23	250.00
<b>5100 · INSURANCE</b>					
5101 · Property insurance	1,088.46	1,447.00	1,401.52	1,401.52	1,472.00
5102 & 5103 · Liab. & Empl. Bond Ins.	4,580.69	4,691.00	9,839.34	9,839.34	10,331.00
<b>Total 5100 · INSURANCE</b>	<b>5,669.15</b>	<b>6,138.00</b>	<b>11,240.86</b>	<b>11,240.86</b>	<b>11,803.00</b>
<b>5130 · MAINTENANCE</b>					
5131 · Building maint. supplies	1,368.70	1,239.00	704.37	1,014.12	1,227.00
5132 · Building maint. services	4,474.91	4,966.00	4,957.06	5,370.93	6,297.00
5133 · Bldg. repair supplies & hdwe	1,706.57	1,514.00	962.83	1,340.83	1,569.00
5134 · Bldg. repair services	6,088.04	3,707.00	1,527.30	1,836.30	4,719.00
5135 · Janitorial supplies	4,899.97	5,588.00	4,480.49	4,930.49	6,054.00
5136 · Janitorial services	18,783.84	19,368.00	16,181.51	16,181.51	21,654.00

**CROCKETT RECREATION DEPARTMENT - COMMUNITY CENTER DETAIL**  
**PRELIM BUDGET (3/21/2020) FY 2020/2021 (Closure thru June 30)**

	PY Actual	Adopted	9 Month Actual	Estimated	Prelim Budget
	FY 18/19	FY 19/20	FY 19/20	FY 19/20	FY 20/21
5140 & 5141 · Landscp Supp. & Srvs	13,087.77	12,184.00	10,119.95	13,113.95	13,507.00
Total 5130 · MAINTENANCE	50,409.80	48,566.00	38,933.51	43,788.13	55,027.00
5150 · MEMBERSHIPS	117.50	240.00	413.82	528.82	240.00
5160 · PROGRAM SUPPLIES					
5160.2 · Xmas program (restricted)	1,363.73	800.00	1,018.11	1,018.11	1,000.00
5160.9 · S. Concert & 100 Year Celeb.	4,894.26	10,000.00	1,254.40	7,054.40	7,000.00
Total 5160 · PROGRAM SUPPLIES	6,257.99	10,800.00	2,272.51	8,072.51	8,000.00
5165 · OTHER OPERATING					
5165.5 · Capital Replacements	7,427.49	13,100.00	862.74	5,862.74	16,400.00
5165.61 · Comm. center Rental refunds	270.50	1,400.00	7,757.00	30,757.00	1,200.00
5165.62 · Comm. center Deposit transfer	1,851.50	2,800.00	4,224.39	4,690.39	3,400.00
5165.63 · Comm. center Deposit refunds	40,598.50	36,000.00	28,075.61	46,308.61	42,000.00
5165.7 · Security Alarm/CCTV	2,712.05	2,800.00	2,934.00	2,934.00	2,950.00
5165.9 · Recoverable costs	1,346.33	800.00	566.70	766.71	1,000.00
5165.9e · Other Operating Costs	1,340.37	1,500.00	1,337.37	1,712.37	1,500.00
Total 5165 · OTHER OPERATING	55,546.74	58,400.00	45,757.81	93,031.82	68,450.00
5170 · OFFICE					
5171 · Postal	308.71	380.00	364.95	367.95	380.00
5172 · Supplies	889.34	1,000.00	1,963.33	2,213.32	2,000.00
5173 · Furnishings& Equipment	562.52	750.00	116.60	116.60	500.00
5174 · Visa transaction fees	1,211.64	1,200.00	681.64	981.64	1,200.00
Total 5170 · OFFICE	2,972.21	3,330.00	3,126.52	3,679.51	4,080.00
5183 · PROF. SVCS. Sec. Guards & Other	9,032.24	10,194.00	7,410.16	8,218.16	9,414.00
5191 · ADVERTISING	891.40	900.00	854.11	854.11	1,050.00
5230 · TRAINING & CERTIFICATION	0.00	500.00	752.39	752.39	700.00
5250 · VEHIC./TRAVEL REIMBURSEMENT	705.94	900.00	500.84	725.84	740.00
5260 · UTILITIES					
5261 · Electricity	9,378.32	11,499.00	9,312.38	10,412.38	12,237.00
5262 · Natural gas	2,628.04	2,551.00	2,179.71	2,729.78	2,537.00
5263 · Water	1,717.16	2,776.00	1,892.34	2,355.01	2,128.00
Total 5260 · UTILITIES	13,723.52	16,826.00	13,384.43	15,497.17	16,902.00
5340 · COUNTY CHARGES	1,011.00	1,200.00	1,248.14	1,358.14	1,380.00
Total 3241e · FUND 3241 REC. Expense*****	149,903.04	161,556.00	129,011.02	191,790.87	181,636.00
6560 · PAYROLL EXPENSES *****	80,664.02	89,619.00	80,497.93	93,406.93	123,326.00
Total O&M Expense	230,567.06	251,175.00	209,508.95	285,197.80	304,962.00
Contingency Expense (10%)*		25,118.00			30,384.00
Interfund and non-operating adjustments	0.00	0.00	0.00	0.00	0.00
5400 · Other Non-Operating Expense	14,755.01	0.00	2,064.89	2,064.89	0.00
Capital Project Funding Alloc. / Expense	0.00	0.00	2,441.16	2,441.16	205,000.00
TOTAL EXPENSE *	245,322.07	276,293.00	214,015.00	289,703.85	540,346.00
Net Ordinary O&M Increase/Decrease	16,019.88	-4,813.00	-29,340.67	-88,971.02	-45,661.00
Net Including Contingency & Cap. Income/Exp.	5,818.57	-27,931.00	-20,403.02	-79,533.36	-99,045.00
Net Income	5,818.57	-27,931.00	-20,403.02	-79,533.36	-99,045.00

**CROCKETT RECREATION DEPARTMENT - AQUATICS DETAIL**  
**PRELIM BUDGET (3/21/2020) FY 2020/21** *(Pool closed for season)*

	<u>PY Actual</u>	<u>Adopted</u>	<u>9 Month Actual</u>	<u>Estimated</u>	<u>Prelim Budge</u>
	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 19/20</u>	<u>FY 19/20</u>	<u>FY 20/21</u>
<b>RECREATION FUND 3241 - Ordinary Income/Expense</b>					
<b>Income</b>					
<b>3241i · FUND 3241 REC. Income*****</b>					
<b>4000 · OPERATING REVENUE</b>					
4180 · Cost recovery	8.00	100.00	36.02	36.02	100.00
4205 · Aquatics rents	19,664.00	21,000.00	11,067.00	4,707.00	9,933.00
4206 · Concessions	9,321.70	9,681.00	6,233.48	6,233.48	3,448.00
4860 · Swim admission fees	27,042.36	27,942.00	17,066.00	17,066.00	10,876.00
4861 · Aquatics passes	10,360.20	9,089.00	1,090.00	1,090.00	7,999.00
4874 · Aquatics programs	120.00	250.00	0.00	0.00	250.00
4876 · Swim lessons	15,522.00	16,437.00	4,674.50	4,674.50	11,763.00
4880 · Other sales-aquatics	211.00	200.00	107.00	107.00	93.00
4881 · Cash over / unidentified	304.77	0.00	14.75	14.75	0.00
4885 · Donations (operations)	50.00	100.00	0.00	0.00	100.00
4886 · Donations (restricted)	570.26	500.00	0.00	0.00	500.00
<b>Total 4000· OPERATING REVENUE</b>	<b>83,174.29</b>	<b>85,299.00</b>	<b>40,288.75</b>	<b>33,928.75</b>	<b>45,062.00</b>
<b>4800 · NON-OPERATING REVENUE</b>					
4802 · Recreation tax	66,746.00	74,209.00	74,099.00	74,099.00	74,209.00
4803 · Investment interest	2,965.41	3,410.00	1,779.34	2,729.34	2,456.00
4850/4899 · Cost Recovery Non-op	44.75	500.00	2,305.81	2,305.81	500.00
4891.1 · Grants: RTS non-profit	14,341.00	8,176.00	6,855.00	6,855.00	6,400.00
4891.3 · Grants: Cap. Impr. (restrctd)	0.00	67,500.00	0.00	0.00	0.00
<b>Total 4800· NON-OPERATING REVENUE</b>	<b>84,097.16</b>	<b>153,795.00</b>	<b>85,039.15</b>	<b>85,989.15</b>	<b>83,565.00</b>
<b>Total 3241i · FUND 3241 REC. Income****</b>	<b>167,271.45</b>	<b>239,094.00</b>	<b>125,327.90</b>	<b>119,917.90</b>	<b>128,627.00</b>
<b>Total Income</b>	<b>167,271.45</b>	<b>239,094.00</b>	<b>125,327.90</b>	<b>119,917.90</b>	<b>128,627.00</b>
<b>Expense</b>					
<b>3241e · FUND 3241 REC. Expense*****</b>					
5050 · UNIFORMS	2,780.87	2,000.00	766.92	766.92	2,000.00
5060 · TELEPHONE / INTERNET	1,937.69	1,800.00	1,065.21	1,515.21	1,800.00
5070 · SOFTWARE SUBSCRIPTIONS	768.00	800.00	0.00	768.00	800.00
<b>5100 · INSURANCE</b>					
5101c · Property insurance	275.14	344.00	573.60	573.60	602.00
5102a · Liability insurance-aquatics	4,467.98	4,736.00	3,980.79	3,980.79	4,219.00
5103c · Employee bond	112.70	110.00	0.00	110.00	110.00
<b>Total 5100 · INSURANCE</b>	<b>4,855.82</b>	<b>5,190.00</b>	<b>4,554.39</b>	<b>4,664.39</b>	<b>4,931.00</b>
<b>5130 · MAINTENANCE</b>					
5131 & 5133 · Bldg. repair supplies	588.08	924.00	697.01	928.01	606.00
5132 & 5134 · Bldg. repair services	967.10	555.00	645.31	784.06	875.00
5135 · Janitorial supplies	876.84	814.00	131.32	181.32	545.00
5136 · Janitorial services	267.69	150.00	0.00	0.00	150.00

**CROCKETT RECREATION DEPARTMENT - AQUATICS DETAIL**  
**PRELIM BUDGET (3/21/2020) FY 2020/21** *(Pool closed for season)*

	<b>PY Actual</b>	<b>Adopted</b>	<b>9 Month Actual</b>	<b>Estimated</b>	<b>Prelim Budge</b>
	<b>FY 18/19</b>	<b>FY 19/20</b>	<b>FY 19/20</b>	<b>FY 19/20</b>	<b>FY 20/21</b>
<b>5140 5141 5142 · Landscape &amp; light</b>	1,872.23	100.00	230.60	230.60	100.00
<b>5145 · Pool chemical supplies</b>	12,012.62	11,968.00	10,652.47	12,220.47	6,269.00
<b>5146 · Pool maint. supplies</b>	3,963.26	4,100.00	1,468.68	2,152.02	2,400.00
<b>5147 &amp; 5148 · Pool maint. services</b>	1,387.04	1,564.00	1,315.22	1,990.22	1,624.00
<b>Total 5130 · MAINTENANCE</b>	<b>21,934.86</b>	<b>20,175.00</b>	<b>15,140.61</b>	<b>18,486.70</b>	<b>12,569.00</b>
<b>5150 · MEMBERSHIPS</b>	117.50	120.00	0.00	0.00	120.00
<b>5160.6 · PROGRAM SUPPLIES</b>	1,111.87	1,100.00	540.00	560.00	575.00
<b>5165 · OTHER OPERATING</b>					
<b>5165.5 · Capital Replacements</b>	13,000.20	27,500.00	712.12	13,712.12	17,500.00
<b>5165.7 · Security / CCTV monitoring</b>	2,268.05	2,700.00	2,490.00	2,490.00	2,600.00
<b>5165.8 · Cash under</b>	34.00	0.00	0.00	0.00	0.00
<b>5165.9 · Recoverable &amp; Other Oper.</b>	401.14	1,643.00	2,310.81	2,421.57	1,448.00
<b>Total 5165 · OTHER OPERATING</b>	<b>15,703.39</b>	<b>31,843.00</b>	<b>5,512.93</b>	<b>18,623.69</b>	<b>21,548.00</b>
<b>5170 5171 5172 5173 · OFFICE SUPPLII</b>	1,761.26	1,321.00	1,099.48	1,124.48	1,000.00
<b>5174 · OFFICE - VISA transaction fees</b>	582.42	700.00	423.67	423.67	440.00
<b>5180 · PROF. SVCS. - Consultants</b>	0.00	0.00	0.00	0.00	0.00
<b>5191 · ADVERTISING</b>	0.00	100.00	0.00	0.00	100.00
<b>5230 · TRAINING &amp; CERTIFICATION</b>	5,444.00	4,500.00	253.40	1,003.40	5,000.00
<b>5240 · COST OF GOODS SOLD</b>					
<b>5241 · Food concession supplies</b>	5,445.40	6,293.00	5,425.85	5,425.85	869.00
<b>5242 · Promotional goods</b>	220.09	220.00	76.66	76.66	145.00
<b>Total 5240 · COST OF GOODS SOLD</b>	<b>5,665.49</b>	<b>6,513.00</b>	<b>5,502.51</b>	<b>5,502.51</b>	<b>1,014.00</b>
<b>5250 · VEHIC./TRAVEL REIMBURSMNT</b>	1,405.10	1,400.00	970.97	1,180.97	500.00
<b>5260 · UTILITIES</b>					
<b>5261 · Electricity</b>	16,153.19	16,262.00	14,584.86	16,984.86	14,028.00
<b>5262 · Natural gas</b>	11,428.44	9,686.00	4,215.56	4,515.56	4,970.00
<b>5263 · Water</b>	6,066.25	3,554.00	5,854.59	6,754.59	5,409.00
<b>Total 5260 · UTILITIES</b>	<b>33,647.88</b>	<b>29,502.00</b>	<b>24,655.01</b>	<b>28,255.01</b>	<b>24,407.00</b>
<b>5340 · COUNTY CHARGES</b>	2,671.00	2,724.00	2,073.14	2,073.14	2,745.00
<b>Total 3241e · FUND 3241 REC. Expense**</b>	<b>100,387.15</b>	<b>109,788.00</b>	<b>62,558.24</b>	<b>84,948.09</b>	<b>79,549.00</b>
<b>Total 6560 · PAYROLL EXPENSES *****</b>	<b>57,582.31</b>	<b>65,180.00</b>	<b>50,299.75</b>	<b>50,749.75</b>	<b>11,926.00</b>
<b>Total O&amp;M Expense</b>	<b>157,969.46</b>	<b>174,968.00</b>	<b>112,857.99</b>	<b>135,697.84</b>	<b>91,475.00</b>
<b>Contingency Expense (10%)*</b>		17,497.00			9,345.00
<b>Other Non-Operating Expense</b>	0.00	0.00	210.00	210.00	0.00
<b>Capital Project Funding Allocation/Expen</b>	0.00	80,000.00	0.00	0.00	15,000.00
<b>TOTAL EXPENSE *</b>	<b>157,969.46</b>	<b>272,465.00</b>	<b>113,067.99</b>	<b>135,907.84</b>	<b>115,820.00</b>
<b>Net Ordinary O&amp;M Increase/Decrease</b>	<b>9,301.99</b>	<b>-3,374.00</b>	<b>12,469.91</b>	<b>-15,779.94</b>	<b>37,152.00</b>
<b>Net Including Contingncy &amp; Cap. Inc./Expense</b>	<b>9,301.99</b>	<b>-33,371.00</b>	<b>12,259.91</b>	<b>-15,989.94</b>	<b>12,807.00</b>

# CROCKETT MAINTENANCE DEPARTMENT

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of the Crockett Community Services District

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TO: Board of Directors

FROM: General Manager

SUBJECT: 9-month FY 2019/20 Budget Report and Prelim FY 2020/2021 Budget

DATE: March 23, 2020

The Crockett Community Services District Board (CSD) is responsible for reviewing the Maintenance Department budget each year. The budget report includes an overview summary page and separate budget pages for the Memorial Hall, Bridgehead/Landscaping, and Plaza/Street Lighting/Fence cost centers. Dog park revenue and expenses are included under the Bridgehead cost center but can be broken out as needed.

The Maintenance Department will end the year with a net increase in cash. Return-to-Source (RTS) grant funding was recently deposited. No substantial additional revenue other than 4<sup>th</sup> FY quarter interest and outstanding \$1,000 reimbursement for dog park related expenses is expected.

## HIGHLIGHTS

- There is a strong possibility the 2020 Walk of Honor Fundraising event will be postponed or cancelled due to the COVID-19 crisis. Even if it continues in May the budget is based on an expectation of a lower turnout. Revenue is estimated at \$15,000 in the preliminary budget, down from \$22,000 raised this year, and may be zero if event is cancelled.
- Seismic foundation work at Memorial Hall did not occur in FY 19/20. Capital expenditures have been moved forward to FY 20/21, a total of \$347,000, with work anticipated to be completed in the spring of 2021.
- Memorial Hall Park landscaping is being handled by the Recreation Department using funds from the Recreation park cost center.
- Professional Engineering Services expenses for the Memorial Hall project continue to be billed for work by consultants PRA Group. As development of seismic concrete piers continue staff is anticipating additional charges through 2020 and has budgeted \$5,000. Costs not directly related to a pending construction project must be treated as an investigative operating expense.

## SUMMARY

The Maintenance department will have a balanced budget for all cost centers. Property Tax revenue is anticipated to be the largest source of funding. The independent and separate pursuit of a Maintenance Parcel Tax by the Crockett Improvement Association is not considered as any future changes to maintenance service generated by this proposed tax would not occur until FY 21/22 at the earliest. The Maintenance Department relies heavily on volunteers and concern remains as volunteers and donations shrink.

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# FY 20/21 MAINTENANCE DEPARTMENT PRELIM BUDGET (3/21/2020) - FUND 3242 - OVERVIEW

	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 9-Month	FY 2019-20 Est. Year-End	FY 2020-21 Prelim Budget
<b>EXPENSES</b>					
Memorial Hall O&M	\$ 11,832	\$ 10,429	\$ 3,496	\$ 4,243.06	\$ 8,133
Bridgehead O&M	\$ 895	\$ 1,320	\$ 366	\$ 556.35	\$ 825
Plaza / Streetlights O&M	\$ 765	\$ 862	\$ 544	\$ 617.07	\$ 667
Port Costa Light. & Landscap. (	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Sub-Total O&amp;M Expense</b>	<b>\$ 13,492</b>	<b>\$ 12,611</b>	<b>\$ 4,406</b>	<b>\$ 5,416.48</b>	<b>\$ 9,625</b>
<b>Fixed Assets - Capital Expense</b>					
Memorial Hall	\$ 7,638	\$ 322,000	\$ -	\$ -	\$ 347,000
Bridgehead	\$ -	\$ -	\$ -	\$ -	\$ -
Plaza / Streetlights	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Fixed Assets</b>	<b>\$ 7,638</b>	<b>\$ 322,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 347,000</b>
Contingency Reserve 10%	\$ -	\$ 1,261	\$ -	\$ -	\$ 963
Non-op Expenses	\$ 26,384	\$ 20,000	\$ 25,000	\$ 20,000.00	\$ 10,000
Interfund G/L non-op adj.	\$ -	\$ 8,000	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 47,514</b>	<b>\$ 363,872</b>	<b>\$ 29,406</b>	<b>\$ 25,416.48</b>	<b>\$ 367,587</b>
<b>TOTAL APROPRIATIONS</b>	<b>\$</b>	<b>\$ 363,872</b>	<b>\$</b>	<b>\$</b>	<b>\$ 367,587</b>
<b>REVENUES</b>					
<b>Operating Revenue</b>					
Memorial Hall	\$ 2,793	\$ 2,000	\$ 300	\$ 300.00	\$ 1,000
Bridgehead	\$ 1,100	\$ 600	\$ 5,937	\$ 5,936.50	\$ 600
Plaza / Streetlights	\$ -	\$ 100	\$ -	\$ -	\$ 100
<b>Total Operating Revenue</b>	<b>\$ 3,893</b>	<b>\$ 2,700</b>	<b>\$ 6,237</b>	<b>\$ 6,236.50</b>	<b>\$ 1,700</b>
<b>Non-Operating Revenue</b>					
Memorial Hall	\$ 51,190	\$ 203,429	\$ 47,344	\$ 50,793.75	\$ 183,134
Bridgehead	\$ 520	\$ 852	\$ 406	\$ 832.00	\$ 852
Plaza / Streetlights	\$ 7,645	\$ 848	\$ 424	\$ 848.00	\$ 848
<b>Total Non-Operating Revenue</b>	<b>\$ 59,355</b>	<b>\$ 205,129</b>	<b>\$ 48,174</b>	<b>\$ 52,473.75</b>	<b>\$ 184,834</b>
<b>TOTAL REVENUES</b>	<b>\$ 63,249</b>	<b>\$ 207,829</b>	<b>\$ 54,410</b>	<b>\$ 58,710.25</b>	<b>\$ 186,534</b>
<b>Net Increase (Decrease)</b>	<b>\$ 15,735</b>	<b>\$ (156,043)</b>	<b>\$ 25,004</b>	<b>\$ 33,293.77</b>	<b>\$ (181,053)</b>
<b>BALANCE OVERVIEW</b>					
<b>FUND BALANCE (Beginning)</b>	<b>\$ 154,844.01</b>	<b>\$ 170,579.07</b>	<b>\$ 170,579.07</b>	<b>\$ 170,579.07</b>	<b>\$ 203,872.84</b>
Estimated Revenue	\$ 63,248.68	\$ 207,829.00	\$ 54,410.25	\$ 58,710.25	\$ 186,534.00
Estimated Expenses	\$ 47,513.62	\$ 363,872.00	\$ 29,405.99	\$ 25,416.48	\$ 367,587.26
<b>FUND BALANCE (End of Year)</b>	<b>\$ 170,579.07</b>	<b>\$ 14,536.07</b>	<b>\$ 195,583.33</b>	<b>\$ 203,872.84</b>	<b>\$ 22,819.58</b>
Combined Payroll (Sal-Ben)	\$ 3,484	\$ 3,976	\$ 853	\$ 1,175.79	\$ 1,564

# **FY 20/21 MAINTENANCE DEPARTMENT PRELIM BUDGET (3/21/2020) - FUND 3242 - MEMORIAL HALL**

	<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Adopted</b>	<b>FY 19-20 9- Month</b>	<b>FY 19-20 Est. Year-End</b>	<b>FY 2020-21 Prelim Budget</b>
<b><u>EXPENSES</u></b>					
<b>Memorial Hall O&amp;M</b>					
Insurance - Property	\$ 88	\$ 7	\$ 2	\$ 2	\$ 2
Maintenance - building	\$ 2,458	\$ 300	\$ -	\$ -	\$ 300
Capital Replacement - O&M	\$ 352	\$ 250	\$ -	\$ -	\$ 250
Utilities - electricity	\$ 194	\$ 480	\$ -	\$ -	\$ 480
Payroll Expenses and volunteer WC	\$ 2,523	\$ 2,792	\$ 648	\$ 870	\$ 1,001
Programs - events (WoH & other)	\$ 1,823	\$ 1,500	\$ -	\$ 500	\$ 1,000
Prof. Svcs.- Engineer, Attorney, Audit	\$ 4,342	\$ 5,000	\$ 2,780	\$ 2,780	\$ 5,000
All Other- Office and other op	\$ 52	\$ 100	\$ 66	\$ 91	\$ 100
<b>Total Memorial Hall O&amp;M Expenses</b>	<b>\$ 11,832</b>	<b>\$ 10,429</b>	<b>\$ 3,496</b>	<b>\$ 4,243</b>	<b>\$ 8,133</b>
<b>Fixed Assets - Capital Expense</b>					
MH Construction	\$ -	\$ 300,000	\$ -	\$ -	\$ 320,000
MH Engineering / Architect	\$ 7,638	\$ 20,000	\$ -	\$ -	\$ 25,000
MH Staff Cap Expense	\$ -	\$ 2,000	\$ -	\$ -	\$ 2,000
<b>Total Fixed Assets</b>	<b>\$ 7,638</b>	<b>\$ 322,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 347,000</b>
Contingency Reserve 10%	\$ -	\$ 1,043	\$ -	\$ -	\$ 813
Memorial Hall Non-op	\$ 19,375	\$ 20,000	\$ 20,000	\$ 20,000	\$ 10,000
Interfund G/L non-op adjustment	\$ -	\$ 8,000	\$ -	\$ -	\$ -
<b>TOTAL MEMORIAL HALL EXPENDITURES</b>	<b>\$ 38,844</b>	<b>\$ 361,472</b>	<b>\$ 23,496</b>	<b>\$ 24,243</b>	<b>\$ 365,946</b>
<b><u>REVENUES</u></b>					
<b>Operating Revenue</b>					
<b>Memorial Hall</b>					
Donations (restricted)	\$ 1,593	\$ 1,000	\$ 200	\$ 200	\$ 500
Donations / fundraisers (ops)	\$ 1,200	\$ 1,000	\$ 100	\$ 100	\$ 500
<b>Total Operating Revenue</b>	<b>\$ 2,793</b>	<b>\$ 2,000</b>	<b>\$ 300</b>	<b>\$ 300</b>	<b>\$ 1,000</b>
<b>Non-Operating Revenue</b>					
<b>Memorial Hall</b>					
Property Tax	\$ -	\$ 5,399	\$ 2,670	\$ 5,370	\$ 5,370
Cost Recovery and other	\$ 5	\$ 15	\$ -	\$ -	\$ 25
Interest (non-operating)	\$ 2,692	\$ 3,015	\$ 2,674	\$ 3,424	\$ 2,739
Non-profit grants (non-op.)	\$ -	\$ 150,000	\$ -	\$ -	\$ 150,000
Walk of Honor fundraiser	\$ 25,000	\$ 25,000	\$ 22,000	\$ 22,000	\$ 15,000
RTS Co-gen pass-thru (for MH )	\$ 4,118	\$ -	\$ -	\$ -	\$ -
Pass-through (WoH & other) *	\$ 19,375	\$ 20,000	\$ 20,000	\$ 20,000	\$ 10,000
<b>Total Non-Operating Revenue</b>	<b>\$ 51,190</b>	<b>\$ 203,429</b>	<b>\$ 47,344</b>	<b>\$ 50,794</b>	<b>\$ 183,134</b>
<b>TOTAL REVENUES</b>	<b>\$ 53,984</b>	<b>\$ 205,429</b>	<b>\$ 47,644</b>	<b>\$ 51,094</b>	<b>\$ 184,134</b>
<b>Net Increase (Decrease) in Cash</b>	<b>\$ 15,139</b>	<b>\$ (156,043)</b>	<b>\$ 24,148</b>	<b>\$ 26,851</b>	<b>\$ (181,812)</b>

\* If ordinance allowing use of property tax is adopted by the Board, otherwise from RTS or elsewhere.

# **FY 20/21 MAINTENANCE DEPARTMENT PRELIM BUDGET (3/21/2020) - FUND 3242 - BRIDGEHEAD**

	<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Adopted</b>	<b>FY 2019-20 9-Month</b>	<b>FY 2019-20 Est. Year-End</b>	<b>FY 2020-21 Prelim Budget</b>
<b><u>EXPENSES</u></b>					
<b>Bridgehead / Landscaping</b>					
Insurance - Liability	\$ 88	\$ -	\$ -	\$ -	\$ -
Maintenance	\$ 86	\$ 250	\$ 179	\$ 241	\$ 250
Payroll Expenses and volunteer WC	\$ 415	\$ 900	\$ 187	\$ 250	\$ 500
Other Office, Attor., Audit., etc.	\$ -	\$ 170	\$ -	\$ 65	\$ 75
<b>Total Bridgehead O&amp;M</b>	<b>\$ 588</b>	<b>\$ 1,320</b>	<b>\$ 366</b>	<b>\$ 556</b>	<b>\$ 825</b>
<b>Fixed Assets - Capital Expense</b>					
Bridgehead	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Fixed Assets</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Contingency Reserve 10%	\$ -	\$ 132	\$ -	\$ -	\$ 132
Bridgehead Non-op	\$ -	\$ -	\$ 5,000	\$ -	\$ -
<b>TOTAL BRIDGEHEAD EXPENDITURES</b>	<b>\$ 588</b>	<b>\$ 1,452</b>	<b>\$ 5,366</b>	<b>\$ 556</b>	<b>\$ 957</b>
<b><u>REVENUES</u></b>					
<b>Operating Revenue</b>					
<b>Bridgehead / Landscaping</b>					
Donations (restricted )	\$ -	\$ 500	\$ 5,742	\$ 5,742	\$ 500
Donations / fundraisers (ops)	\$ -	\$ 100	\$ 195	\$ 195	\$ 100
<b>Total Operating Revenue</b>	<b>\$ -</b>	<b>\$ 600</b>	<b>\$ 5,937</b>	<b>\$ 5,937</b>	<b>\$ 600</b>
<b>Non-Operating Revenue</b>					
<b>Bridgehead / Landscaping</b>					
Property Tax *	\$ -	\$ 812	\$ 406	\$ 812	\$ 812
Cost Recovery	\$ -	\$ 40	\$ -	\$ 20	\$ 40
Non-profit grants (non-op.)	\$ -	\$ -	\$ -	\$ -	\$ -
RTS Co-gen pass-thru	\$ 140	\$ -	\$ -	\$ -	\$ -
Pass-through (other) *	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Non-Operating Revenue</b>	<b>\$ 140</b>	<b>\$ 852</b>	<b>\$ 406</b>	<b>\$ 832</b>	<b>\$ 852</b>
<b>TOTAL REVENUES</b>	<b>\$ 140</b>	<b>\$ 1,452</b>	<b>\$ 6,343</b>	<b>\$ 6,769</b>	<b>\$ 1,452</b>
<b>Net Increase (Decrease) in Cash</b>	<b>\$ (448)</b>	<b>\$ -</b>	<b>\$ 977</b>	<b>\$ 6,212</b>	<b>\$ 495</b>

\* If ordinance allowing use of property tax is adopted by the Board, otherwise from RTS or elsewhere.



# **FY 20/21 MAINTENANCE DEPARTMENT DRAFT BUDGET (3/21/2020) - FUND 3242 - PLAZA/STREETLIGHTS**

	FY 2018-19		FY 2019-20		FY 2019-20		FY 2019-20 Est.		FY 2020-21
	Actual		Adopted		9-Month		Year-End		Prelim Budget
<b><u>EXPENSES</u></b>									
<b>Plaza / Street Lighting / Fence</b>									
Insurance - Property	\$	512	\$	528	\$	527	\$	527	\$ 553
Payroll Expenses	\$	253	\$	284	\$	17	\$	55	\$ 63
All Other - Maint., Office, Auditor, et	\$	-	\$	50	\$	-	\$	35	\$ 50
<b>Total Plaza / Streetlight / Fence O&amp;M</b>	<b>\$</b>	<b>765</b>	<b>\$</b>	<b>862</b>	<b>\$</b>	<b>544</b>	<b>\$</b>	<b>617</b>	<b>\$ 667</b>
<b>Fixed Assets - Capital Expense</b>									
Street Lighting / Fence / Plaza	\$	-	\$	-	\$	-	\$	-	\$ -
<b>Total Fixed Assets</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>
Contingency Reserve 10%	\$		\$	86	\$		\$		\$ 67
Plaza / Streetlights / Fence Non-op	\$	7,009	\$		\$	-	\$	-	\$
<b>TOTAL PLAZA/LIGHTS EXPENDITURES</b>	<b>\$</b>	<b>7,774</b>	<b>\$</b>	<b>948</b>	<b>\$</b>	<b>544</b>	<b>\$</b>	<b>617</b>	<b>\$ 734</b>
<b><u>REVENUES</u></b>									
<b>Operating Revenue</b>									
<b>Plaza/Streetlights/Fence</b>									
Donations (restricted)	\$	-	\$	-	\$	-	\$	-	\$ -
Donations / fundraisers (ops)	\$	-	\$	100	\$	-	\$	-	\$ 100
<b>Total Operating Revenue</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>100</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$ 100</b>
<b>Non-Operating Revenue</b>									
<b>Plaza/Streetlights/Fence</b>									
Property Tax *	\$	-	\$	848	\$	424	\$	848	\$ 848
Cost Recovery and other	\$	7,183	\$	-	\$	-	\$	-	\$ -
Non-profit grants (non-op.)	\$	-	\$	-	\$	-	\$	-	\$ -
RTS Co-gen pass-thru	\$	462	\$	-	\$	-	\$	-	\$ -
Pass-through (other) *	\$	-	\$	-	\$	-	\$	-	\$ -
<b>Total Non-Operating Revenue</b>	<b>\$</b>	<b>7,645</b>	<b>\$</b>	<b>848</b>	<b>\$</b>	<b>424</b>	<b>\$</b>	<b>848</b>	<b>\$ 848</b>
<b>TOTAL REVENUES</b>	<b>\$</b>	<b>7,645</b>	<b>\$</b>	<b>948</b>	<b>\$</b>	<b>424</b>	<b>\$</b>	<b>848</b>	<b>\$ 948</b>
<b>Net Increase (Decrease) in Cash</b>	<b>\$</b>	<b>(129)</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>(120)</b>	<b>\$</b>	<b>231</b>	<b>\$ 214</b>

\* If ordinance allowing use of property tax is adopted by the Board, otherwise from RTS or elsewhere.

# PORT COSTA SANITARY DEPARTMENT

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of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525  
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TO: Board of Directors and Port Costa Sanitary Commissioners

FROM: General Manager

SUBJECT: 9-month Budget Report and preliminary FY 2020/21 Budget

DATE: March 22, 2020

The 9-month Port Costa Sanitary Department Budget Report details are incorporated within the attached draft Fiscal Year (FY) 20/21 budget. The Port Costa Sanitary Department will have a deficit by fiscal year end and will need to adopt a revised budget.

## HIGHLIGHTS

- Septic tank cleaning, under Other Operating (#416.96) is well above the budgeted amount of \$43,000. In December 2019, an estimated quote of \$117,658, based on 10 days of work, was approved. Due to sludge material the work took substantially longer to complete. The invoice from the contractor, Clean Harbors, is one of the last pending expenses for the project. Staff believes it will be close to \$200,000. The baffle replacement project cost an additional \$40,758 and is included under Capital Replacements Treatment Plant line item (#416.96.1). The Commission has approved using operating reserves and the balance of contingency funds to pay for cleaning, baffle replacement, and any other related overruns but this will provide only \$50,000 in additional funding. To help offset the shortfall it is recommended that an inter-department loan in the amount of \$100,000 be executed to carry the department through FY 19/20 and increase to the Sewer Use Charge (SUC) for FY 20/21.
- Sewer Use Charge (SUC) income (#301.0) is almost the sole source of revenue planned for in FY 20/21 minus a small amount from sewer permit fees. Absent identifying another source of funding, the annual SUC per unit will need to increase, at minimum, \$272 or 13.8%, to cover expenses through June 30, 2021. Even with this increase the unallocated balance at the close of FY 20/21 will be a token \$2.
- Regular septic tank cleaning (#416.96) will occur annually, as requested by operators, to avoid a repeat of the major septic tank cleaning required after years of deferred maintenance. Included in Capital Sewer Projects (#111.x) is \$5,000 for cutting maintenance hatches in the septic tank.
- Payroll costs for Port Costa will decrease in FY 20/21 as staff spends less time on Port Costa issues.
- The COVID-19 shelter-at-home order has not yet affected the Port Costa Sanitary Department. District sanitary staff are First Responders providing protection of public health and safety, and as such are categorically exempt from the Statewide and County Order to shelter at home. There is a possibility that additional operating costs will be incurred if the crisis continues and impacts Valley Operators or other contractors that provide service to the Port Cosa treatment plant.

- There is currently no Capital Project Reserve Fund. Any emergency capital projects will require identification of funding at time of the declaration of emergency.
- The exhausted Operating Reserves must be rebuilt over the next 2 to 5 years. A total of \$25K is being budgeted for FY 20/21 along with a contingency reserve of \$17,551.
- In addition to the budget financials, this report includes an updated Sewer Use Charge Revenue Detail worksheet, updated Commercial Property Water Usage worksheet, and Standards for Water Consumption and Cost Factor worksheet based on SUC of \$2,245 and 6-year average cost factor of \$0.3836.

### SUMMARY

The attached budget report shows the Port Costa Sanitary Department has drawn down its unallocated cash balance and will run out of funds to operate before the end of next month absent action by the Port Costa Sanitary Commission and District Board.

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**FY 2020-2021 PORT COSTA SANITARY DEPARTMENT BUDGET - FUND 3425 PRELIMINARY 3/21/2020**

	PY 2018-19	FY 2019-20	FY 2019-20 Est.	FY 2020-21
	Actual	Approved Budget	Year End	Prelim Budget
<b>Collection System</b>				
Liability Insurance	\$ 3,723	\$ 4,178	\$ 4,282	\$ 4,453
Profess. Services.	\$ 1,000	\$ 1,000	\$ 0	\$ 1,000
Sewers Maint.	\$ 14,808	\$ 10,000	\$ 9,505	\$ 10,000
Other Operating	\$ 1,800	\$ 1,000	\$ 657	\$ 1,000
Permits & Fees	\$ 2,286	\$ 2,331	\$ 2,625	\$ 2,678
<b>Total Collection System</b>	<b>\$ 23,617</b>	<b>\$ 18,509</b>	<b>\$ 17,069</b>	<b>\$ 19,131</b>
<b>Treatment Plant</b>				
Generator fuel / oil	\$ 60	\$ 100	\$ 266	\$ 300
Property Insurance	\$ 974	\$ 1,217	\$ 1,207	\$ 1,267
Contract Operator	\$ 48,000	\$ 54,000	\$ 51,480	\$ 55,200
Chemicals	\$ 4,523	\$ 3,500	\$ 3,750	\$ 4,137
Hardware/Supplies & Misc.	\$ 294	\$ 800	\$ 1,137	\$ 1,000
Profess. Svcs. (Engineer, Lab, Technician)	\$ 19,827	\$ 20,772	\$ 12,311	\$ 20,006
Electricity	\$ 3,186	\$ 3,074	\$ 3,442	\$ 3,479
Alarm system phone	\$ 1,586	\$ 1,580	\$ 1,020	\$ 1,580
Cap. Replacement	\$ 2,820	\$ 3,000	\$ 44,344	\$ 3,000
Operating fees/permits	\$ 4,551	\$ 4,395	\$ 6,782	\$ 6,918
Other Operating - septic cleaning	\$ 0	\$ 43,000	\$ 211,000	\$ 10,000
<b>Total Treatment Plant</b>	<b>\$ 85,821</b>	<b>\$ 135,438</b>	<b>\$ 336,738</b>	<b>\$ 106,887</b>
<b>Administrative</b>				
Elections	\$ 77	\$ 0	\$ 0	\$ 78
Crime Insurance	\$ 22	\$ 25	\$ 25	\$ 25
Memberships	\$ 2,427	\$ 2,480	\$ 1,675	\$ 1,709
Office / Postal	\$ 218	\$ 250	\$ 115	\$ 250
Profess. Svcs.(admin)	\$ 1,774	\$ 3,500	\$ 4,771	\$ 4,914
Printing/Publishing	\$ 1,424	\$ 1,412	\$ 250	\$ 258
Software Subscription	\$ 171	\$ 350	\$ 1,235	\$ 1,259
Vehicle/Travel/Meetings	\$ 89	\$ 100	\$ 228	\$ 150
Other	\$ 773	\$ 1,600	\$ 339	\$ 1,000
County Charges	\$ 686	\$ 660	\$ 1,014	\$ 1,054
<b>Sub-Total Administrative</b>	<b>\$ 7,660</b>	<b>\$ 10,377</b>	<b>\$ 9,653</b>	<b>\$ 10,697</b>
Salaries and Benefits (O&M)	\$ 20,313	\$ 25,589	\$ 34,589	\$ 29,640
Other Payroll Exp. (WC premiums etc.)	\$ 0	\$ 0	\$ 0	\$ 0
<b>Total Administrative</b>	<b>\$ 27,973</b>	<b>\$ 35,966</b>	<b>\$ 44,241</b>	<b>\$ 40,337</b>
<b>Total O&amp;M Expenses</b>	<b>\$ 137,410</b>	<b>\$ 189,913</b>	<b>\$ 398,048</b>	<b>\$ 166,355</b>
<b>Non-Operational Expenses</b>				
Loan Principle	\$ 89,932	\$ 36,474	\$ 0	\$ 83,977
Loan Interest on PY Cap Projects	\$ 12,236	\$ 12,692	\$ 0	\$ 42,045
Non-Op Other	\$ 7,100	\$ 0	\$ 0	\$ 0
<b>Fixed Assets and Other</b>				
Capital Projects Allocation	\$ 6,240	\$ 68,000	\$ 38,061	\$ 26,500
Allocation to operating reserves	\$ 0	\$ 35,000	\$ 0	\$ 25,000
Contingency Reserve	\$ 0	\$ 18,991	\$ 0	\$ 17,551
<b>Total Expenditures</b>	<b>\$ 252,918</b>	<b>\$ 361,070</b>	<b>\$ 436,109</b>	<b>\$ 361,428</b>
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 361,070</b>	<b>\$ 361,070</b>	<b>\$ 436,109</b>	<b>\$ 361,428</b>
<b>TOTAL REVENUES</b>	<b>\$ 263,500</b>	<b>\$ 277,594</b>	<b>\$ 277,875</b>	<b>\$ 303,443</b>
Sewer use charge	\$ 262,501	\$ 272,528	\$ 272,528	\$ 300,165
Capacity charge	\$ 0	\$ 0	\$ 0	\$ 0
Permit fees	\$ 60	\$ 180	\$ 60	\$ 180
Interest (non-op)	\$ 939	\$ 1,483	\$ 1,575	\$ 315
Misc fees / cost recovery (ops)	\$ 0	\$ 3,403	\$ 3,712	\$ 2,783
Grants (non-op)	\$ 0	\$ 0	\$ 0	\$ 0

**PORT COSTA SANITARY DEPARTMENT  
PRELIMINARY BUDGET FY 2020/2021 (3/21/2020)**

**GENERAL FUND 3425: EXPENDITURE DETAIL**

	PY Actuals FY 18/19	Current Budget FY 19/20	9 Month Actual FY 19/20	Est. Year End FY 19/20	Prelim Budget FY 20/21
<b>415 · SEWAGE COLLECTION *****</b>					
415.30 · INSURANCE - Liability	3,723.03	4,178.00	4,282.36	4,282.36	4,453.00
415.55 · PROF. SVCS. (Coll.)	1,000.00	1,000.00	0.00	0.00	1,000.00
415.70 · MAINTENANCE	14,807.50	10,000.00	7,005.00	9,504.99	10,000.00
415.96 · OTHER OPERATING (Coll.)	1,800.00	1,000.00	156.72	656.72	1,000.00
415.96.2c · Permits & Fees (Coll.)	2,286.00	2,331.00	2,625.00	2,625.00	2,678.00
<b>Total 415 · SEWAGE COLLECTION *****</b>	<b>23,616.53</b>	<b>18,509.00</b>	<b>14,069.08</b>	<b>17,069.07</b>	<b>19,131.00</b>
416.25 · GASOLINE, OIL, FUEL	\$60.07	\$100.00	\$265.85	\$265.85	\$300.00
416.31 · INSURANCE - Property	\$974.35	\$1,217.00	\$1,207.09	\$1,207.09	\$1,267.00
416.51.1pc · Treatment Plant Operators	\$48,000.00	\$54,000.00	\$38,280.00	\$51,480.00	\$55,200.00
416.51.2pc · Chemicals	\$4,523.13	\$3,500.00	\$2,550.09	\$3,750.09	\$4,137.00
416.51.3pc · Hardware, Supplies, & Misc	\$293.52	\$800.00	\$937.14	\$1,137.15	\$1,000.00
416.56.2pc .3pc · Prof. Svcs. - Engineer	\$8,341.25	\$5,000.00	\$62.50	\$62.50	\$5,000.00
416.56.3pc · Prof. Svcs. -Technician	\$3,010.00	\$5,000.00	\$2,000.00	\$2,000.00	\$5,000.00
416.56.7pc · Prof. Svcs. - Lab Testing	\$8,476.00	\$10,572.00	\$7,348.00	\$10,198.00	\$9,806.00
416.56.x · Prof. Svcs. - Attorney / Other	\$0.00	\$200.00	\$0.00	\$50.01	\$200.00
416.91.1pc · Electricity	\$3,185.61	\$3,074.00	\$2,673.60	\$3,441.90	\$3,479.00
416.91.6pc and 416.96.3 · Plant Alarm System	\$1,585.56	\$1,580.00	\$908.95	\$1,019.95	\$1,580.00
416.96.1 · Capital Replacements (Treat.)	\$2,820.31	\$3,000.00	\$44,343.57	\$44,343.57	\$3,000.00
416.96.2 · Permits & Fees (Treat.)	\$4,551.00	\$4,395.00	\$6,377.00	\$6,782.00	\$6,918.00
416.96 · OTHER OP (Treat) - Septic Cleaning	\$0.00	\$43,000.00	\$0.00	\$196,000.00	\$10,000.00
416.99 · ENFORCEMENT PENALTIES	\$0.00	\$0.00	\$15,000.00	\$15,000.00	\$0.00
<b>Total 416 · SEWAGE TREATMENT *****</b>	<b>85,820.80</b>	<b>135,438.00</b>	<b>121,953.79</b>	<b>336,738.11</b>	<b>106,887.00</b>
<b>417. ADMIN/GENERAL</b>					
417.21 · ELECTIONS	77.18	0.00	0.00	0.00	78.00
417.31 · INSURANCE -Crime(employee bond)	21.50	25.00	0.00	25.00	25.00
417.36 · MEMBERSHIPS - BACWA & CASA	2,427.00	2,480.00	1,675.00	1,675.00	1,709.00
417.41 · OFFICE POSTAL / SUPPLIES	217.98	250.00	58.45	115.45	250.00
417.56 · PROF SVCS (Admin) Attorney/Auditor	1,773.98	3,500.00	4,071.18	4,771.17	4,914.00
417.61 · PRINTING/ PUBLISHING	1,424.36	1,412.00	130.00	250.00	258.00
417.70 · SOFTWARE SUBSCRIPTION	170.53	350.00	1,147.60	1,235.11	1,259.00
417.80 · VEHICLE / TRAVEL REIMBURSEMENT	88.90	100.00	203.17	228.16	150.00
417.96 · OTHER ADMIN. / RECOVERY	772.97	1,600.00	338.51	338.51	1,000.00
417.96.3pc · County Charges	685.71	660.00	972.17	1,014.17	1,054.00
<b>Total 417 · ADMIN / GENERAL *****</b>	<b>7,660.11</b>	<b>10,377.00</b>	<b>8,596.08</b>	<b>9,652.57</b>	<b>10,697.00</b>
<b>6560 · PAYROLL EXPENSES *****</b>					
6560.x · Salary & Benefits	20,312.59	25,589.00	27,133.56	33,962.93	28,990.00
6560.2 · CalPERS Unfunded Liability	0.00	0.00	625.58	625.58	650.00
<b>Total 6560 · PAYROLL EXPENSES *****</b>	<b>20,312.59</b>	<b>25,589.00</b>	<b>27,759.14</b>	<b>34,588.51</b>	<b>29,640.00</b>
<b>Total O&amp;M Expense</b>	<b>137,410.03</b>	<b>189,913.00</b>	<b>172,378.09</b>	<b>398,048.26</b>	<b>166,355.00</b>
<b>Non-Op and Capitol Expenses</b>					
416.212 · LOAN PRINCIPAL (non-op)	89,931.51	36,474.00	0.00	0.00	83,977.00
419.1 · Loan Interest - Non-Op Expense	12,236.13	12,692.00	0.00	0.00	42,045.00
111.x · Capitol Sewer Projects and CCTV	6,240.00	68,000.00	28,560.75	38,060.75	26,500.00
419 · Non-Op Expense - Other	7,100.00	0.00	0.00	0.00	0.00
<b>Operating Reserves - Budget Allocation</b>					
Septic Tank Heavy Cleaning (\$50k over 5yrs - 2025)		30,000.00			8,000.00
NPDES Permit Reserve (\$40k over 5yrs - 2024)		2,000.00			10,000.00
WWTP Cap Repl. Reserve (\$20K over 5yrs - 2025)		3,000.00			4,000.00
RWQCB Operations Reserve (\$15K over 3yrs - 2023)		0.00			3,000.00
Contingency 10%		18,991.00			17,551.00
<b>TOTAL EXPENSES</b>	<b>\$252,917.67</b>	<b>\$361,070.00</b>	<b>\$200,938.84</b>	<b>\$436,109.01</b>	<b>\$361,428.00</b>
<b>Net Ordinary O&amp;M Income</b>	<b>126,090.28</b>	<b>87,681.00</b>	<b>105,236.99</b>	<b>(20,173.18)</b>	<b>137,088.00</b>
<b>Net Include. Contingency, Capital, &amp; Reserves</b>	<b>\$10,582.64</b>	<b>(83,476.00)</b>	<b>76,676.24</b>	<b>(58,233.93)</b>	<b>\$ (57,985.00)</b>

**PORT COSTA SANITARY DEPARTMENT**  
**PRELIMINARY BUDGET FY 2020/2021 (3/21/2020)**

Sewer Use Charge **\$2,245**

**GENERAL FUND 3425: REVENUE DETAIL**

	PY Actual FY 18/19	Adopted FY 19/20	9 Month Actual FY 19/20	Est. Year End FY 19/20	Prelim Budget FY 20/21
301.0 Sewer use charge	\$262,501.00	\$272,528.00	\$272,528.00	\$272,528	\$300,165.00
303.0 Capacity charge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
302.0 Permit fees	\$60.00	\$180.00	\$0.00	\$60.00	\$180.00
306.0 Misc fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>SUB-TOTALS O&amp;M</b>	<b>\$262,561.00</b>	<b>\$272,708.00</b>	<b>\$272,528.00</b>	<b>\$272,588.00</b>	<b>\$300,345.00</b>
311.0 Interest	\$939.31	\$1,483.00	\$1,574.77	\$1,574.77	\$315.00
318.0 Cost recovery (Non-op)	\$0.00	\$3,403.00	\$3,512.31	\$3,712.31	\$2,783.00
317.0 Inter-department Loan	\$0.00	\$0.00	\$0.00	\$100,000.00	\$0.00
319.0 Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUE</b>	<b>\$263,500.31</b>	<b>\$277,594.00</b>	<b>\$277,615.08</b>	<b>\$377,875.08</b>	<b>\$303,443.00</b>

**FUND 3425 - BALANCE OVERVIEW**

	PY ACTUAL FY 18/19	ADOPTED FY 19/20	9 Month Actual FY 19/20	ESTIMATED YEAR END FY 19/20	DRAFT BUDGET FY 20/21
<b>Opening Cash Balance</b>					
Septic Tank Replacement Reserve	\$ 16,820.15	\$ 28,820.15	\$ 28,820.15	\$ 28,820.15	\$ -
Discharge Permit Reserve	\$ 29,946.25	\$ 32,908.75	\$ 32,908.75	\$ 32,908.75	\$ -
Plumbing Pipe Refurb. Reserve	\$ 10,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ -
RWQCB Violation Fines Reserve	\$ 6,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ -
Contingency Reserve ***	\$ -	\$ -	\$ -	\$ -	\$ -
Carry Over (unallocated)	\$ 42,871.48	\$ 34,491.62	\$ 34,491.62	\$ 34,491.62	\$ 57,986.59
<b>TOTAL OPENING CASH BALANCE</b>	<b>\$ 105,637.88</b>	<b>\$ 116,220.52</b>	<b>\$ 116,220.52</b>	<b>\$ 116,220.52</b>	<b>\$ 57,986.59</b>
<b>ESTIMATED REVENUE</b>	\$263,500.31	\$277,594.00	\$277,615.08	\$377,875.08	\$ 303,443.00
<b>ESTIMATED O&amp;M EXPENSES</b>	\$ (137,410.03)	\$ (189,913.00)	\$ (172,378.09)	\$ (398,048.26)	\$ (166,355.00)
<b>ESTIMATED CAP. PROJ. EXPENSES</b>	\$ (6,240.00)	\$ (68,000.00)	\$ (28,560.75)	\$ (38,060.75)	\$ (26,500.00)
<b>ESTIMATED LOAN PRINCIPAL</b>	\$ (89,931.51)	\$ (36,474.00)	\$ -	\$ -	\$ (83,977.00)
<b>ESTIMATED LOAN INTEREST</b>	\$ (12,236.13)	\$ (12,692.00)	\$ -	\$ -	\$ (42,045.00)
<b>NON-OPERATING EXPENSE - OTHER</b>	\$ (7,100.00)	\$ -	\$ -	\$ -	\$ -
<b>Closing Fund Balance</b>					
<b>Operating Reserves Included in Balance</b>					
Septic Tank Rehab/Replace Reserve	\$ 28,820.15	\$ 15,820.15	\$ -	\$ -	\$ 8,000.00
Discharge Permit Reserve	\$ 32,908.75	\$ 34,908.75	\$ 34,908.75	\$ -	\$ 10,000.00
Plumbing Pipe Refurb. Reserve	\$ 12,000.00	\$ 15,000.00	\$ 15,000.00	\$ -	\$ 4,000.00
RWQCB Violation Fines Reserve	\$ 8,000.00	\$ 8,000.00	\$ -	\$ -	\$ 3,000.00
Contingency ***	\$ -	\$ 18,991.00	\$ -	\$ -	\$ 17,551.00
Interfund G/L non-op adjustment	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Carry Over(unallocated)</b>	<b>\$ 34,491.62</b>	<b>\$ (5,984.38)</b>	<b>\$ 142,988.01</b>	<b>\$ 57,986.59</b>	<b>\$ 1.59</b>
<b>TOTAL CLOSING FUND BALANCE</b>	<b>\$ 116,220.52</b>	<b>\$ 86,735.52</b>	<b>\$ 192,896.76</b>	<b>\$ 57,986.59</b>	<b>\$ 42,552.59</b>

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

<b>Outstanding Debt</b>	<b>Beginning FY 19/20</b>	<b>Est. Ending FY 19/20</b>	<b>Principle Pay FY 20/21</b>	<b>Est. Ending FY 20/21</b>
Crockett Sanitary (WestA Refi)	\$277,963.36	\$277,963.36	\$73,976.87	\$203,986.49
Crockett Sanitary (Pre-2013 transfers)	\$24,233.49	\$24,233.49	\$0.00	\$24,233.49
Crockett Sanitary (Septic Tank Loan)	\$0.00	\$100,000.00	\$10,000.00	\$90,000.00
<b>Total Debt</b>	<b>\$302,196.85</b>	<b>\$402,196.85</b>	<b>\$83,976.87</b>	<b>\$318,219.98</b>

# Capital Projects for FY 2020/21

Prelim (3/21/2020)

## PORT COSTA SANITARY DEPARTMENT

SEWER COLLECTION SYSTEM PROJECTS		CAPITAL IMPROVEMENTS FIXED ASSET	GRANT FUNDED	PCSAN FUNDED
Emergency project(s)		\$5,000.00		\$5,000.00
CCTV Inspection		\$10,000.00		\$10,000.00
	<b>TOTAL</b>	\$15,000.00		
TREATMENT PLANT		CAPITAL REPLACEMENTS O&M	CAPITAL IMPROVEMENTS FIXED ASSET	
Septic Tank Hatches			\$5,000.00	\$5,000.00
Sump high alarm			\$1,500.00	\$1,500.00
Various emergency WWTP	\$3,000.00	\$5,000.00		\$8,000.00
	<b>TOTAL</b>	\$3,000.00	\$11,500.00	
EQUIPMENT			CAPITAL IMPROVEMENTS	
No tools or equipment planned			\$0.00	
	<b>TOTAL</b>		\$0.00	
				<b>\$29,500.00</b>

### Future Capital Reserve for large WWTP projects

Sand Replacement Reserve	TBD
Sand bed engineering study	TBD
RR Crossing	TBD

PORT COSTA SEWER USE CHARGE REVENUE DETAIL:

FY 20/21

SUC 2245

TOTAL REVENUE	NUMBER OF PROPERTIES	TYPE OF PROPERTY	COMMERCIAL USERS	SINGLE FAMILY RESIDENCES	APARTMENTS
\$11,030	3	COMMERCIAL USE ONLY	3	0	0
\$84,841	3	MIXED USE	3	0	22
\$159,395	71	SINGLE DWELLING		71	0
\$31,430	7	TWO DWELLINGS		4	10
\$0	0	THREE DWELLINGS		0	0
\$0	0	FOUR DWELLINGS		0	0
\$11,225	1	FIVE DWELLINGS		0	5
\$0	0	SIX DWELLINGS		0	0
\$0	0	SEVEN DWELLINGS		0	0
\$0	0	NINE DWELLINGS		0	0
\$0	0	TEN DWELLINGS		0	0
\$297,920	85	TAX ROLL	6	75	37
\$2,245	1	MELTON		1	0
\$300,165	86	SUB-TOTAL	6	76	37
	133.70	EQUIV. UNITS			

\$272,528 PRIOR YEAR

\$27,637 Difference over prior year

c:\mydocs\sandepf\pc\bud&fin\revenue.xls



\*\*\* 3- year average water used for Sewer Use Charges \*\*\*

COMMERCIAL PROPERTY WATER USAGE

18/19 (FY DATA)

Apt	SFR	Cost Factor	Water use SFR	\$2,245
\$2,245	\$2,245	0.3836	5852	

APN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	CUBIC FEET	EQUIV UNITS	VOLUME CHARGE	MIN. CHARGE	New CHARGE	PROPERTY	Units <small>*check if correct every year</small>	TOTAL CHARGE	LAST YEAR <small>*transfer totals and add to comment</small>
<b>368-146-001</b>	<b>CHURCH</b>																				
CHURCH 1 PROSPECT	31		0		62		0		1		1		9500	1.62	\$3,644	\$2,245	\$3,644	CHURCH	1	\$3,644	\$4,347
103251	4		66		9		18		17		16		13000					368-146-001			
<b>368-147-006</b>	<b>WAREHOUSE CAFÉ</b>																				
5 CANYON LAKE	130		186		136		129		165		143		88900	15.19	\$34,102	\$31,430	\$34,102	REST. + 13 APT	14	\$34,102	\$37,848
104752 / 104852	128		161		133		154		323		233		113200					368-147-006			
<b>368-145-019</b>	<b>BURLINGTON HOTEL</b>																				
2 CANYON LAKE	26		23		24		15		25		21		13400	2.29	\$5,140	\$2,245	\$5,140	19 HOTEL ROOMS	1	\$5,140	\$4,848
107853	21		25		20		28		26		25		14500					368-145-019			
<b>368-145-027</b>	<b>BULL VALLEY</b>																				
14 CANYON LAKE	155		162		158		142		159		137		91300	15.60	\$35,023	\$8,980	\$35,023	REST. + 3APT	4	\$35,023	\$30,158
107901	162		142		151		130		166		151		90200					368-145-027			
<b>368-147-004</b>	<b>MERCHANTILE</b>																				
15-17 CANYON LAKE	42		45		47		46		43		41		26400	4.51	\$10,127	\$15,715	\$15,715	Live/Work + 6	7	\$15,715	\$13,811
104409/4604/4656	42		38		39		30		33		31		21300					368-147-004			
<b>368-133-007</b>	<b>SCHOOL</b>																				
1 PLAZA EL HOMBRE	22		19		10		1		2		6		6000	1.03	\$2,302	\$2,245	\$2,302	SCHOOL	1	\$2,245	\$1,973
109452 / 109430	5		0		7		6		14		14		300		* Exemption for Community Gardens			368-133-007	*		
														40.24			TOTAL	\$95,927		\$95,870	\$92,985

6 PROPERTIES

Commercial /Instiutional	3		=	\$11,030
Mixed Use	3	Number of Units	=	\$84,841
				\$95,870

Manual Water Data Cells  
Last Years Water Data

On Water (does not take min vol into account) On Charges (Use this one)

4.94	* Minus for School gardens	4.91
35.30		37.79
42.73	EQUIVALENT DISCHARGE UNITS	42.70

\$2,885  
CHANGE

# PORT COSTA: STANDARDS FOR WATER CONSUMPTION AND COST FACTOR

Water Data **18/19**

with SUC of **\$2,245**

FY YEAR	SFR CU. FT.	USE FACTOR	APT CU. FT.	USE FACTOR	COST FACTOR
2008/09	7056	1.00	7056	1.00	\$0.2218
2009/10	7658	1.00	7658	1.00	\$0.2126
2010/11	7364	1.00	7364	1.00	\$0.2265
2011/12	6883	1.00	6883	1.00	\$0.2452
2012/2013	6391	1.00	6391	1.00	\$0.2721
2013/2014	7150	1.00	7150	1.00	\$0.2439
2014/2015	6985	1.00	6985	1.00	\$0.2525
2015/2016	7125	1.00	7125	1.00	\$0.2497
2016/2017	6997	1.00	6997	1.00	\$0.2621
2017/2018	5777	1.00	5777	1.00	\$0.3174
2018/2019	4928	1.00	4928	1.00	\$0.3415
2019/2020	4780	1.00	4780	1.00	\$0.4128
Data from 19/20 2020/2021	5507	1.00	5507	1.00	\$0.4076

T1= 5507 CU. FT.

S1= \$0.4076 /CU. FT.

S147= \$2,245 /SFR (Previously \$1,973) Adopted FY 18/19=

Alternative 3 year average  
Cu Ft Cost Factor  
5072 \$0.4426

5901 \$0.3344

APT CALC: \$2,245 /APT

R1= \$2,245 /APT (Previously \$1,973)

Alternative 6 year average  
Cu Ft Cost Factor  
5852 \$0.3836

Number of homes for average

**69**

Auto filled from WaterData <TAB>

January	March	May	July	September	November
505.00	547.00	587.00	871.00	946.00	848.00
7.32	7.93	8.51	12.62	13.71	12.29

Total 6 **Wet Weather** Months (Dec,Jan,Feb, Mar,Oct, Nov)

**1,900**

Average **Units** per Month (Dec,Jan,Feb, Mar,Oct, Nov/6)

317 Per Wet Months

10.41 Day

Total weighted average **Units** For Year

3,800 Per Year

Average **Units** per House year

55.07 units

411.970638

Average **Cubic Feet** per House per Year(unitsx100)

**5,507**

15.09

Cubic Feet per Day (CFPD)

Average **Gallons** per House Year

41,197

112.87

Gallons per Day (GPD) for  
October through March

*HCF = Hundred Cubic Feet*

*1 cubic foot = 7.48051948 US gallons*

# CROCKETT SANITARY DEPARTMENT

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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)

TO: Board of Directors and Crockett Sanitary Commissioners

FROM: General Manager

SUBJECT: 9-month FY 2019/20 Budget Report and Prelim FY 2020/2021 Budget

DATE: March 23, 2020

The 9-month FY 19/20 Crockett Sanitary Budget Report details are incorporated within the attached preliminary FY 20/21 budget. The Crockett Sanitary Department is on a strong financial foundation with estimated expenses for the collection system, treatment plant, and administrative cost centers all under budget. The contingency and rate stabilization reserves are not expected to be used this year. A budget deficit is not forecast for FY 19/20.

## HIGHLIGHTS

- Sewer Use Charge (SUC) revenue (#301.1) for FY 20/21 is anticipated to be \$1,621,745 based on Single-Family-Residential (SFR) annual SUC increase of 3.8%, equal to \$30 per SFR. Apartment (APT) increase of 5.61%, equal to \$35 is also proposed. Commercial and mixed-use property revenue for FY 20/21 is projected to be \$42,356 more than from FY 19/20. C&H Sugar's SUC is capped at 3% per agreement and comprises \$198,224 of the total SUC. The updated Sewer Use Charge Revenue Detail worksheet and Water Consumption and Cost Factor report are included with this report.
- Construction project estimates have been drastically lowered since the draft budget was reviewed by the Crockett Sanitary Commission Budget & Finance Committee. COVID-19 will have a lasting impact on the workload of the Crockett Sanitary department for the next six months and non-essential capital projects are being postponed. The largest project to be postponed is the MCC Panel upgrade at the Crockett Pump Station, which has been split into two phases. The first phase is the public bid, award of contract, and ordering of parts which will take place in early 2021. The second phase will be the actual installation and configuration which will take place over the summer in FY 21/22.
- West County Wastewater District (WCWD) has cut their collection system maintenance schedules in half during the COVID-19 crisis and is anticipating addressing the deferred backlog over six months after the emergency order is lifted by the State. As such, the estimates for Pump Station Operations & Maintenance (O&M) for FY 19/20 has been lowered. Maintenance of the Collection System (CSO) for FY 20/21 has also been adjusted but only slightly lower.
- Rate Stabilization Reserve is forecast to be \$2,494,858 as of June 30, 2021. This is just shy of the District's goal of reaching \$2.5 M by 2022. The Bartle Wells study of 2012 projected a reserve of \$2.2 M by June 30, 2020 and we are forecast to exceed this target by \$57K.
- 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. JTP annual cost reallocation is anticipated in April and the District anticipates receiving a slight credit for the period April 1, 2019 to March 31, 2020.

- RTS Grant Funding (#319) continues to drop and is forecast be lower in FY 20/21. It is anticipated to be only \$25,977 in FY 20/21.
- The budget includes new expense line items for the anticipated acquisition of the Hosselkus Chapel or lease of other larger sanitary department office. These items are found on page 3, accounts #414.65 thru #414.75, for a total \$89,236.
- Payroll expenses are planned to increase. The Crockett Sanitary Department has added \$32K to the budget to hire an hourly employee to assist the department.
- Minor adjustments to various expense line items have been made to the preliminary budget.

Operating expenditures are well under budget in FY 19/20 with the total O&M expense estimated to be \$1,126,582 by June 30, 2020. Total O&M expenditures for FY 20/21 are estimated to be \$1,418,503 with the net O&M expected to end FY 20/21 at \$224,517. Net including contingency, capital expenditures, and other non-O&M expenses is expected to be negative -\$172,426 for FY 20/21. Sewer projects comprise the majority of the capital expenditures in FY 19/20 and few projects were completed at the Joint Treatment Plant.

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# FY 2020-21 CROCKETT SANITARY DEPARTMENT BUDGET - FUND 3426 PRELIMINARY - 3/21/2020

	PY 2018-19	FY 2019-20	FY 2019-20 Est.	FY 2020-21
	Actual	Approved	Year End	Prelim Budget
<b>Collection System</b>				
Loan Principal	\$ 75,684	\$ 78,545	\$ 78,545	\$ 81,525
Gas, Fuel, Vehicle (District owned)	\$ 1,882	\$ 1,000	\$ 797	\$ 1,370
Insurance	\$ 32,321	\$ 35,918	\$ 34,848	\$ 37,611
West County O&M Pump Station	\$ 26,593	\$ 40,665	\$ 45,233	\$ 38,243
Prof. Services (Collection Sys) Non WCWD	\$ 7,804	\$ 12,000	\$ 7,171	\$ 6,000
Rent/Lease Easements	\$ 2,448	\$ 2,500	\$ 2,485	\$ 2,500
Maintenance (CSO) Paulsell & WCWD	\$ 86,499	\$ 89,682	\$ 87,497	\$ 97,878
Utilities	\$ 28,870	\$ 32,150	\$ 33,970	\$ 34,326
Cap. Replacement (O&M) Pump Station	\$ 2,079	\$ 30,300	\$ 0	\$ 34,000
Other	\$ 1,412	\$ 3,500	\$ 10,215	\$ 3,140
<b>Total Collection System</b>	<b>\$ 265,595</b>	<b>\$ 326,260</b>	<b>\$ 300,762</b>	<b>\$ 336,593</b>
<b>Treatment Plant</b>				
JTP Operations & Maint - C&H	\$ 684,771	\$ 720,123	\$ 581,922	\$ 708,261
Capital Replacement (O&M) JTP	\$ 20,267	\$ 11,893	\$ 7,219	\$ 11,893
<b>Total Treatment Plant</b>	<b>\$ 705,038</b>	<b>\$ 732,016</b>	<b>\$ 589,141</b>	<b>\$ 720,154</b>
<b>Administrative</b>				
Elections	\$ 1,051	\$ 0	\$ 0	\$ 0
Membership	\$ 4,681	\$ 4,800	\$ 4,750	\$ 4,800
Office - Supplies/Postal/Misc.	\$ 5,040	\$ 5,217	\$ 4,451	\$ 5,217
Professional Services (Admin)	\$ 8,981	\$ 61,905	\$ 38,675	\$ 43,494
Printing / Publishing	\$ 2,039	\$ 1,800	\$ 1,673	\$ 1,800
Rents/Leases - Office Space	\$ 2,400	\$ 3,000	\$ 3,000	\$ 30,000
Capital Replacement (Admin Bldg.)	\$ 0	\$ 0	\$ 0	\$ 46,000
Admin Bldg Office Operating	\$ 0	\$ 0	\$ 325	\$ 13,236
Travel/Meetings/Vehicle	\$ 683	\$ 800	\$ 710	\$ 800
Telephone and Internet	\$ 3,369	\$ 3,500	\$ 3,539	\$ 3,600
Software subscriptions	\$ 1,584	\$ 27,840	\$ 15,481	\$ 14,056
County & State Charges	\$ 6,618	\$ 6,650	\$ 6,877	\$ 7,358
Recoverable Expenses / Other Misc.	\$ 12,079	\$ 9,000	\$ 14,801	\$ 9,000
Training and Conferences	\$ 525	\$ 1,500	\$ 1,416	\$ 1,500
<b>Sub-Total Administrative</b>	<b>\$ 49,049</b>	<b>\$ 126,012</b>	<b>\$ 95,698</b>	<b>\$ 180,861</b>
Salaries and Benefits (O&M)	\$ 116,478	\$ 136,491	\$ 132,743	\$ 172,487
Other Payroll Exp. (WC liab, LTD, etc.)	\$ 6,396	\$ 100	\$ 8,238	\$ 8,408
<b>Total Administrative</b>	<b>\$ 171,923</b>	<b>\$ 262,603</b>	<b>\$ 236,679</b>	<b>\$ 361,756</b>
<b>Fixed Assets</b>				
Capital Projects Allocation	\$ 152,045	\$ 391,122	\$ 764,572	\$ 700,326
423 Other Non-Op Interfund trsfr to 3427	\$ 2,425	\$ 8,084	\$ 4,850	\$ 7,275
<b>Total Fixed Assets</b>	<b>\$ 154,470</b>	<b>\$ 399,206</b>	<b>\$ 769,422</b>	<b>\$ 707,601</b>
Interfund loan to Port Costa	\$ 0	\$ 0	\$ 0	\$ 100,000
Non-operation expenses	\$ 26,805	\$ 23,544	\$ 22,544	\$ 20,563
Contingency Expense 10%	\$ 0	\$ 132,088	\$ 0	\$ 141,850
Payroll Liability G/L Adjustment	\$ 499	\$ 0	\$ 0	\$ 0
<b>Total Expenditures</b>	<b>\$ 1,324,329</b>	<b>\$ 1,875,717</b>	<b>\$ 1,918,548</b>	<b>\$ 2,388,517</b>
<b>TOTAL APPROPRIATIONS</b>	<b>\$</b>	<b>\$ 1,875,717</b>	<b>\$</b>	<b>\$ 2,388,517</b>
<b>TOTAL REVENUES</b>	<b>\$ 2,091,036</b>	<b>\$ 2,099,768</b>	<b>\$ 1,982,083</b>	<b>\$ 2,216,091</b>
Property Tax	\$ 323,000	\$ 305,920	\$ 305,920	\$ 310,887
Sewer Use Charges	\$ 1,333,295	\$ 1,328,293	\$ 1,329,063	\$ 1,423,521
Sewer Use Charges - C&H	\$ 190,967	\$ 190,967	\$ 190,967	\$ 198,224
Permit fees	\$ 1,800	\$ 3,000	\$ 2,489	\$ 3,000
Capacity charges	\$ 2,425	\$ 2,425	\$ 4,850	\$ 7,275
Building Rental Revenue	\$ 0	\$ 0	\$ 0	\$ 8,000
Interest (non-op)	\$ 63,046	\$ 69,351	\$ 70,077	\$ 29,874
Cost Recovery including payroll	\$ 13,437	\$ 2,000	\$ 8,110	\$ 2,000
Grants - RTS (non-op) and others	\$ 47,330	\$ 40,869	\$ 42,968	\$ 25,977
Interfund transfer 3427	\$ 11,599	\$ 106,387	\$ 16,862	\$ 106,387
Loan repayment from Port Costa	\$ 89,932	\$ 36,474	\$ 0	\$ 89,725

**CROCKETT SANITARY DEPARTMENT**  
**OPERATING BUDGET FY 2020/21 PRELIMINARY (3/21/2020)**

	PY Actual	Estimated	Draft Budget
	FY 17/18	FY 19/20	FY 20/21
<b>GENERAL FUND 3426: CASH BUDGET DETAIL *****</b>			
Opening Cash Balance			
Contingency Fund roll-over *	-	-	-
Capital Account Balance Carryover	605,792.08	1,171,649.18	983,410.27
Rate Stabilization Reserve	1,822,184.98	2,023,036.24	2,257,947.74
<b>TOTAL OPENING CASH BALANCE</b>	<b>2,427,977.06</b>	<b>3,194,685.42</b>	<b>3,241,358.01</b>
ESTIMATED REVENUES (excl. PCSan Repay & 3427 Trns)	1,989,505.33	1,965,220.57	2,019,979.00
Interdepartment receivable Port Costa Loans	89,931.51	0.00	89,725.00
Const. Fund 3427 Transfer for projects	11,599.31	16,862.03	106,387.00
ESTIMATED O&M OUTLAY EXPENSE	-1,142,554.07	-1,126,581.73	-1,418,503.00
Interdepartment loan to Port Costa (#3)	0.00	0.00	-100,000.00
ESTIMATED CAPITAL OUTLAY EXPENSE	-120,045.24	-732,572.21	-1,171,983.42
Contingency Expense 10% *	0.00	0.00	-141,850.00
Non-Op Expense / Cash Bond Refunds	-26,804.98	-22,544.04	-20,563.00
Transfer to Capital Construction Fund # 3427 **	-34,425.00	-36,850.00	-39,275.00
Transfer from Capital Reserve Fund # 3429	0.00	0.00	0.00
Payroll Liability G/L Adjustment	-498.50	0.00	0.00
<b>TOTAL PROJECTED CLOSING YEAR-END CASH BALANCE</b>			
Capital Account Balance in Fund #3426	1,171,649.18	983,410.27	170,416.43
Rate Stabilization Reserve	2,023,036.24	2,257,947.74	2,494,858.16
<b>TOTAL PROJECTED CLOSING YEAR-END CASH BALANCE ***</b>	<b>3,183,086.11</b>	<b>3,241,358.01</b>	<b>2,565,274.59</b>

\* Any unused contingency at year-end allocated to Rate Stabilization Reserve

\*\* Includes Clarifier Reserve and Capacity Charges collected

\*\*\* Total excluding taxes held in 3240

**INVESTMENT ASSETS OUTSIDE FUND 3426 \*\*\*\*\***

Accrued Debt PCSan Beginning Balance	392,128.36	302,695.35	302,695.35
Interdepartment Loan #3 from CVSAN	0.00	0.00	100,000.00
Loan Prinipal Payments	-89,433.01	0.00	-89,725.00
<b>Accrued Debt PCSan Ending Balance</b>	<b>302,695.35</b>	<b>302,695.35</b>	<b>312,970.35</b>

**CSD GENERAL FUND 3240: CASH BUDGET DETAIL \*\*\*\*\***

Property Taxes Held in 3240 Beginning Balance	47,055.22	39,996.19	58,509.24
Property Taxes Held in 3240 Ending Balance	39,996.19	58,509.24	40,000.00
Difference (increase / decrease)	-7,059.03	18,513.05	-18,509.24

**CROCKETT SANITARY DEPARTMENT**  
**PRELIMINARY BUDGET FY 2020/21 (3/21/2020)**

	PY Actual	Budgeted	9-month Actuals	Estimated Current Year	Prelim Budget
	FY 18/19	FY 19/20	FY 19/20	FY 19/20	FY 20/21
<b>GENERAL FUND 3426 - Revenue</b>					
<b>3426i · FUND 3426 CVSAN. Revenue*****</b>					
<b>300 · OPERATING REVENUE</b>					
301.1 · SEWER USE CHARGES - CY **	1,333,295.01	1,328,293.00	1,329,063.00	1,329,063.00	1,423,521.00
301.2 · SEWER USE CHARGES - PY	0.00	0.00	0.00	0.00	0.00
301.3 · SEWER USE CHARGES - C&H **	190,966.95	190,967.00	143,225.20	190,966.99	198,224.00
302 & 306 · PERMIT FEES & MISC. SERVICE F	1,800.00	3,000.00	2,009.00	2,489.00	3,000.00
303 · CONNECTION / CAPACITY CHARGES	2,425.00	2,425.00	4,850.00	4,850.00	7,275.00
304 · BUILDING RENTAL REVENUE	0.00	0.00	0.00	0.00	8,000.00
307 · PENALTIES AND FINES COLLECTED	500.00	1,000.00	0.00	203.00	1,000.00
<b>318 · COST RECOVERY</b>					
318.2 · Abatement Costs	504.06	1,000.00	0.00	250.00	1,000.00
318.1 .3 .6 · C&H reimburse and Other	12,932.50	1,000.00	7,610.26	7,860.25	1,000.00
Total 318 · COST RECOVERY	13,436.56	2,000.00	7,610.26	8,110.25	2,000.00
<b>Total 300 · OPERATING REVENUE</b>	<b>1,542,423.52</b>	<b>1,527,685.00</b>	<b>1,486,757.46</b>	<b>1,535,682.24</b>	<b>1,643,020.00</b>
<b>325 · NON-OPERATING REVENUE</b>					
311 · INTEREST	63,046.28	69,351.00	51,470.28	70,077.49	29,874.00
314 · PROPERTY TAX-transfer from 3240	323,000.00	305,920.00	178,000.00	305,920.00	310,887.00
316 · PAYMENTS PRIVATE SEWER AGRMT	6,722.38	7,682.00	7,662.84	7,662.84	6,221.00
319 · GRANTS / RTS	47,330.00	40,869.00	42,968.00	42,968.00	25,977.00
320 · OTHER NON-OP INCOME / PASSTHRU	2,983.15	2,400.00	910.00	910.00	1,000.00
322 · INTERFUND TRANSFER FROM 3427	11,599.31	106,387.00	0.00	16,862.03	106,387.00
325.8 · CONTRACTOR BONDS	4,000.00	3,000.00	1,000.00	2,000.00	3,000.00
325.9 · INTERFUND LOAN PRINCIPAL PCSAN	89,931.51	36,474.00	0.00	0.00	89,725.00
<b>Total 325 · NON-OPERATING REVENUE</b>	<b>548,612.63</b>	<b>572,083.00</b>	<b>282,011.12</b>	<b>446,400.36</b>	<b>573,071.00</b>
Allocation from Rate Stabilization Reserve	0.00	0.00	0.00	0.00	0.00
Interfund G/L non-operating income adj.	0.00	0.00	0.00	0.00	0.00
<b>Total 3426i · FUND 3426 CVSAN. Revenue *****</b>	<b>2,091,036.15</b>	<b>2,099,768.00</b>	<b>1,768,768.58</b>	<b>1,982,082.60</b>	<b>2,216,091.00</b>

**CROCKETT SANITARY DEPARTMENT**  
**PRELIMINARY BUDGET FY 2020/21 (3/21/2020)**

	PY Actual	Budgeted	9-month	Estimated	Prelim
	FY 18/19	FY 19/20	Actuals	Current Year	Budget
			FY 19/20	FY 19/20	FY 20/21
<b>GENERAL FUND 3426 - Expense</b>					
<b>3426e · FUND 3426 CVSAN. Expense*****</b>					
<b>410 · COLLECTION SYSTEM *****</b>			<b>***** COLLECTION SYSTEM *****</b>		
410.211 · LOAN PRINCIPAL	75,684.46	78,545.00	78,545.40	78,545.40	81,525.00
410.25 · GAS, FUEL, OIL, MAINT (DIST. VEHIC	1,881.96	1,000.00	580.64	797.30	1,370.00
410.30 · INSURANCE	32,321.37	35,918.00	34,724.67	34,847.77	37,611.00
410.50 · WEST COUNTY O&M (PS)	26,593.43	40,665.00	36,532.90	45,232.90	38,243.00
410.55 · PROF. SVCS. (Coll.)	7,804.32	12,000.00	4,171.20	7,171.20	6,000.00
410.65 · RENT/LEASE EASEMENTS	2,448.10	2,500.00	2,484.70	2,484.70	2,500.00
410.70 · MAINTENANCE			0.00		
70.1 · Sewers - preventive maint.	83,874.54	86,882.00	67,660.20	84,660.20	94,878.00
70.2 70.3 70.4 · Weeds, Hardware, & Repairs	2,624.76	2,800.00	397.12	2,837.12	3,000.00
<b>Total 410.70 · MAINTENANCE</b>	<b>86,499.30</b>	<b>89,682.00</b>	<b>68,057.32</b>	<b>87,497.32</b>	<b>97,878.00</b>
<b>410.90 · UTILITIES</b>					
90.6 · Autodialer Alarm	0.00	0.00	1,575.36	1,746.36	717.00
90.1 · Electricity	27,943.44	31,016.00	22,676.51	30,305.18	31,952.00
90.2 · Water	926.29	1,134.00	1,240.73	1,918.73	1,657.00
<b>Total 410.90 · UTILITIES</b>	<b>28,869.73</b>	<b>32,150.00</b>	<b>25,492.60</b>	<b>33,970.27</b>	<b>34,326.00</b>
<b>410.95 · OTHER OPERATING (Coll.)</b>					
95.1 · Capital Repl. - Pump Station	2,078.84	30,300.00	0.00	0.00	34,000.00
95.2 · Other Operating Costs + HHW	1,412.00	3,500.00	9,570.00	10,215.00	3,140.00
<b>Total 410.95 · OTHER OPERATING (Coll.)</b>	<b>3,490.84</b>	<b>33,800.00</b>	<b>9,570.00</b>	<b>10,215.00</b>	<b>37,140.00</b>
<b>Total 410 · COLLECTION SYSTEM *****</b>	<b>265,593.51</b>	<b>326,260.00</b>	<b>260,159.43</b>	<b>300,761.86</b>	<b>336,593.00</b>
<b>411 · TREATMENT PLANT *****</b>			<b>***** TREATMENT PLANT *****</b>		
411.50 · C&H - JTP O&M	684,770.52	720,123.00	436,442.80	581,921.80	708,261.00
411.95 · CAPITAL REPLACEMENT (Treat)	20,267.07	11,893.00	3,751.00	7,219.00	11,893.00
<b>Total 411 · TREATMENT PLANT *****</b>	<b>705,037.59</b>	<b>732,016.00</b>	<b>440,193.80</b>	<b>589,140.80</b>	<b>720,154.00</b>
<b>414 · ADMINISTRATIVE *****</b>			<b>***** ADMINSTRATIVE *****</b>		
414.20 · ELECTIONS	1,051.23	0.00	0.00	0.00	0.00
414.35 · MEMBERSHIPS	4,680.52	4,800.00	4,650.43	4,750.43	4,800.00
<b>414.40 · OFFICE</b>					
40.1 · Postal	1,523.61	1,400.00	891.55	964.88	1,400.00
40.2 · Supplies	1,842.34	2,017.00	2,076.35	2,506.35	2,017.00
40.3 · Miscellany	1,674.00	1,800.00	529.27	979.27	1,800.00
<b>Total 414.40 · OFFICE</b>	<b>5,039.95</b>	<b>5,217.00</b>	<b>3,497.17</b>	<b>4,450.50</b>	<b>5,217.00</b>
<b>414.55 · PROF. SVCS. (Admin.)</b>					
55.7 · Consultants (Appraisal / Financial / RG	0.00	0.00	7,640.44	11,145.44	3,577.00
55.4 · Attorney	5,181.39	6,250.00	8,964.11	10,526.60	11,333.00
55.5 · Auditor	3,799.24	5,655.00	6,270.34	6,270.34	6,584.00
55.6 · Engineer / Consultants (non-Capl)	0.00	50,000.00	6,732.75	10,732.75	22,000.00
<b>Total 414.55 · PROF. SVCS. (Admin.)</b>	<b>8,980.63</b>	<b>61,905.00</b>	<b>29,607.64</b>	<b>38,675.13</b>	<b>43,494.00</b>



**CROCKETT SANITARY DEPARTMENT**  
**PRELIMINARY BUDGET FY 2020/21 (3/21/2020)**

	PY Actual	Budgeted	9-month Actuals	Estimated Current Year	Prelim Budget
	FY 18/19	FY 19/20	FY 19/20	FY 19/20	FY 20/21
414.60 · PRINTING/PUBLISHING	2,038.81	1,800.00	1,072.83	1,672.83	1,800.00
414.65 · RENTS & LEASES	2,400.00	3,000.00	3,000.00	3,000.00	30,000.00
414.70 · CAPITAL REPL. (Admin Bld.)	0.00	0.00	0.00	0.00	46,000.00
414.75 · ADMIN BLDG OFFICE OPERATING	0.00	0.00	0.00	325.00	13,236.00
414.80 · VEHICLE / TRAVEL REIMBURSE	682.76	800.00	509.71	709.72	800.00
414.90 · TELEPHONE / INTERNET / CELL	3,369.14	3,500.00	2,663.51	3,538.52	3,600.00
414.94 · SOFTWARE SUBSCRIPTIONS	1,583.57	27,840.00	14,041.09	15,481.09	14,056.00
414.95 · OTHER ADMIN					
95.3 · County & State Charges	6,618.48	6,650.00	6,757.22	6,877.22	7,358.00
95.x · Recoverable exp. (excl. Payroll)	9,052.45	8,000.00	13,249.92	13,899.93	8,000.00
95.9 · Training and Conferences	525.39	1,500.00	1,416.48	1,416.48	1,500.00
95 · SUC Refund and Other Misc.	3,026.15	1,000.00	901.31	901.31	1,000.00
<b>Total 414.95 · OTHER ADMIN</b>	<b>19,222.47</b>	<b>17,150.00</b>	<b>22,324.93</b>	<b>23,094.94</b>	<b>17,858.00</b>
<b>Total 414 · ADMINISTRATIVE *****</b>	<b>49,049.08</b>	<b>126,012.00</b>	<b>81,367.31</b>	<b>95,698.16</b>	<b>180,861.00</b>
<b>Total 3426e · SUB-TOTAL O&amp;M Expense*****</b>	<b>1,019,680.18</b>	<b>1,184,288.00</b>	<b>781,720.54</b>	<b>985,600.82</b>	<b>1,237,608.00</b>
<b>6560 · PAYROLL EXPENSES *****</b>					
<b>CVSan - O&amp;M SALARY/BENEFITS</b>					
General Manager / Dept. Manager	59,822.16	67,737.00	48,223.57	64,297.57	69,441.00
Asst. Department Manager	48,882.10	56,216.00	38,595.88	57,168.88	58,884.00
Assistant District Secretary	7,141.19	9,538.00	4,306.87	5,740.87	6,602.00
Other hourly employees	632.28	3,000.00	5,535.82	5,535.82	37,560.00
<b>Total CVSan O&amp;M SALARY/BENEFITS</b>	<b>116,477.73</b>	<b>136,491.00</b>	<b>96,662.14</b>	<b>132,743.14</b>	<b>172,487.00</b>
Other Payroll (CalPER Unfnd/LTD/WC prem)	6,396.16	100.00	8,037.77	8,237.77	8,408.00
<b>Total 6560 · PAYROLL O&amp;M EXPENSES *****</b>	<b>122,873.89</b>	<b>136,591.00</b>	<b>104,699.91</b>	<b>140,980.91</b>	<b>180,895.00</b>
<b>Total O&amp;M Expense</b>	<b>1,142,554.07</b>	<b>1,320,879.00</b>	<b>886,420.45</b>	<b>1,126,581.73</b>	<b>1,418,503.00</b>
<b>Net Ordinary O&amp;M Revenue</b>	<b>399,869.45</b>	<b>206,806.00</b>	<b>600,337.01</b>	<b>409,100.51</b>	<b>224,517.00</b>
411.99 Other Non-Op Interfund trsfr to 3427	2,425.00	8,084.00	4,850.00	4,850.00	7,275.00
423.1 Loan Interest Non-Op Expense	23,404.98	20,544.00	20,544.04	20,544.04	17,563.00
423 Non-Op Expense Other / Cash Bond Refund	3,400.00	3,000.00	1,000.00	2,000.00	3,000.00
Contingency Expense 10%		132,088.00			141,850.00
111 Capital Project Funding Additional Allocation		391,122.00			700,326.00
<i>Actual spent on Capital Projects</i>	120,045.24		120,045.24	732,572.21	
411.98 Trnsfr to 3427 for 3rd-clarifier capx reser	32,000.00		32,000.00	32,000.00	
Interdepartment loan to Port Costa (#3)	0.00	0.00	0.00	0.00	100,000.00
Payroll Liability G/L Adjustment	498.50	0.00	0.00	0.00	0.00
<b>TOTAL EXPENSE (w/ Capital Alloc. &amp; Contingency)</b>	<b>1,324,327.79</b>	<b>1,875,717.00</b>	<b>1,064,859.73</b>	<b>1,918,547.98</b>	<b>2,388,517.00</b>
<b>Net Includ. Contingency, Capital, &amp; reserves</b>	<b>766,708.36</b>	<b>224,051.00</b>	<b>703,908.85</b>	<b>63,534.62</b>	<b>-172,426.00</b>

**CROCKETT SANITARY DEPARTMENT**  
**OPERATING BUDGET FY 2020/21 PRELIMINARY (3/21/2020)**

	<b>PY Actual</b>	<b>Budgeted</b>	<b>Estimated Yearly Totals</b>	<b>Draft Budget</b>
	<b>FY 18/19</b>	<b>FY 19/20</b>	<b>FY 19/20</b>	<b>FY 20/21</b>
<b>CONSTRUCTION FUND 3427: BUDGET DETAIL *****</b>				
Opening Cash Balance	871,741.96	913,864.84	913,864.84	954,930.48
Interest (non-operating)	19,384.19	21,322.13	21,164.67	10,582.00
Connection Fees / Capacity Charges *	2,425.00	8,084.00	4,850.00	7,275.00
Misc. Fees	0.00	0.00	0.00	0.00
Annexation Fees	0.00	0.00	0.00	0.00
Investment Fees	-87.00	-88.00	-87.00	-60.00
Transfer for JTP Plant Cap Impr.	-11,599.31	-106,387.00	-16,862.03	-106,387.00
Transfer for PS & collec sewer Cap Impr.	0.00	0.00	0.00	0.00
Interfund Transfers - to JTP CapX Reserves *	32,000.00	32,000.00	32,000.00	32,000.00
<b>YEAR-END BALANCE</b>	<b>913,864.84</b>	<b>868,795.97</b>	<b>954,930.48</b>	<b>898,340.48</b>

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

Opening Cash Balance	67,924.25	69,450.66	69,450.66	71,118.35
Loans	0.00	0.00	0.00	0.00
Interfund Transfers	0.00	0.00	0.00	0.00
Interest (non-operating)	1,534.41	1,841.31	1,675.69	1,591.00
Cost Recovery	0.00	0.00	0.00	0.00
Investment Fees	-8.00	-8.00	-8.00	-8.00
Interfund Transfers	0.00	0.00	0.00	0.00
<b>YEAR-END BALANCE</b>	<b>69,450.66</b>	<b>71,283.97</b>	<b>71,118.35</b>	<b>72,701.35</b>

**\* JTP Capital Improvement Reserve Breakdown**

	<b>Balance Carried Forward</b>	<b>Allocated in FY 20/21</b>	<b>Ending Reserve Balance June 30, 2021</b>	<b>Est. District Share of Project Costs</b>
Third Clarifier (Polishing) Reserve	288,000.00	0.00	288,000.00	324,363.00
Diffuser Membranes #1, #2, #3	96,000.00	32,000.00	128,000.00	141,596.00
<b>TOTAL</b>	<b>384,000.00</b>		<b>416,000.00</b>	<b>465,959.00</b>

**CROCKETT SANITARY DEPARTMENT**  
**OPERATING BUDGET FY 2020/21 PRELIMINARY (3/21/2020)**

	<b>Funding Carryover</b>	<b>Funded</b>	<b>Estimated Spending</b>	<b>Estimated Balance</b>
	<b>FY 18/19</b>	<b>FY 19/20</b>	<b>FY 19/20</b>	<b>June 30, 2020</b>
<b>CAPITAL BUDGET DETAIL *****</b>				
<b>Capital Project Cost Centers</b>	<b>+</b>	<b>+</b>	<b>-</b>	<b>=</b>
Sewers (collection system)	665,681.50	345,241.00	698,645.40	312,277.10
Pump Station	593,679.88	0.00	16,564.78	577,115.10
Treatment Plant	101,424.47	5,456.00	16,862.03	90,018.44
JTP Cap Reserve to Fund 3427	0.00	32,000.00	32,000.00	0.00
Equipment	-3,925.37	8,425.00	500.00	3,999.63
Other	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>1,356,860.48</b>	<b>391,122.00</b>	<b>764,572.21</b>	<b>983,410.27</b>

*\* Interest on long-term project loans must be counted as No-Operating Expense per SCO, removed from capital in FY 18/19.*

	<b>Funding Carryover</b>	<b>Capital Improvements Identified</b>		<b>Draft Budget Allocation</b>
	<b>FY 20/21</b>	<b>FY 20/21</b>		<b>FY 20/21</b>
<b>Capital Projects Cost Centers</b>	<b>-</b>	<b>+</b>	<b>Contingency **</b>	<b>=</b>
Sewer Projects	312,277.10	835,296.42	10%	575,321.00
Pump Station	577,115.10	153,300.00	10%	0.00
Treatment Plant	90,018.44	106,387.00	10%	18,005.00
JTP Cap Reserve *	0.00	32,000.00		32,000.00
Equipment	3,999.63	2,000.00		0.00
Admin Bldg.	0.00	75,000.00		75,000.00
<b>TOTAL</b>	<b>983,410.27</b>	<b>1,203,983.42</b>		<b>700,326.00</b>

\* \$32K allocation to JTP large cap reserve for projects such as CapX Clarifier, Polishing Clarifier, Diffuser Membranes

\*\* Capital Replacements are included in O&M Budget and not Capital Budget, 10% contingency on allocation

\*\*\* State Revolving Fund (SFR) Loan identified as funding source for collection system projects

# Capital Projects for FY 2020/21 *PRELIM (3/21/20)*

## CROCKETT SANITARY DEPARTMENT

		CAPITAL IMPROVEMENTS FIXED ASSET	CAP. IMP. FUNDING SOURCE
<b>SEWER PROJECTS</b>			
Planned projects funding		\$243,860.00	#3426
Prior uncompleted projects		\$403,121.00	Reserves
Emergency projects / unidentified		\$95,000.00	Reserves
TV inspection program		\$23,000.00	#3426
Flow metering		\$1,500.00	#3426
Staff salary& benefits		\$12,939.42	#3426
Capital project contracted oversight		<u>\$55,876.00</u>	#3426
	<b>TOTAL</b>	\$835,296.42	
		CAPITAL IMPROVEMENTS	CAP. IMP. FUNDING SOURCE
<b>EQUIPMENT</b>			
Safety equipment and tools		\$1,000.00	#3426
Office equipment		<u>\$1,000.00</u>	#3426
	<b>TOTAL</b>	\$2,000.00	
		CAPITAL REPLACEMENTS O&M	CAP. IMP. FUNDING SOURCE
<b>ADMINISTRATION BUILDING</b>			
Flat roof and gutter repair	\$21,000.00		#3426
Moisture damage mitigation and drainage imp		\$45,000.00	#3426
Apartment cosmetic - flooring, paint, misc.	\$20,000.00		#3426
Garage Roof Replacement		\$30,000.00	#3426
Admin office prep	<u>\$5,000.00</u>		#3426
	<b>TOTAL</b>	<u>\$46,000.00</u>	<u>\$75,000.00</u>

CROCKETT SANITARY DEPARTMENT

Capital Projects for FY 2020/21 PRELIMINARY (3/21/2020)

<b>PUMP STATION</b>	<b>CAPITAL REPLACEMENTS O&amp;M</b>	<b>CAPITAL IMPROVEMENTS FIXED ASSET</b>	<b>CAP. IMP. FUNDING SOURCE</b>
MCC Phase 1 - Parts, Phase 2 install in Jul-Aug 2021		\$150,000.00	#3426/Reserve
Improve ventilation of wet well (additional. vent fans)		\$3,300.00	Reserve
Rebuild/replace fresh water system booster pump	\$6,000.00		
Rebuild Air Compressor and motor 1 & 2	\$12,000.00		
Rebuild of Grit Pump No. 1	\$13,000.00		
Rebuild/replace/modify Pump No. 5 air vent system	\$3,000.00		
<b>TOTAL</b>	<b>\$34,000.00</b>	<b>\$153,300.00</b>	
<b>TREATMENT PLANT</b>	<b>REPLACEMENTS O&amp;M</b>	<b>IMPROVEMENTS FIXED ASSET</b>	<b>FUNDING SOURCE</b>
Replace DAF air compressor	\$3,370.00		
Install french drain south of reactors	\$5,055.00		
New wires from control room to reactor pump	\$940.00		
Miscellaneous projects - cap replacement	\$2,528.00		
Replace influent pumps, impellers, etc.		\$8,425.00	Fund 3427 *
Replace sewer liner		\$13,712.00	Fund 3427
Overhaul DAF #1		\$84,250.00	Fund 3427
Trns to JTP Cap. Reserve - diffusers/3rd clarifier		\$32,000.00	#3426
<b>TOTAL</b>	<b>\$11,893</b>	<b>\$138,387.00</b>	

## SEWER USE CHARGE REVENUE DETAIL: FY 20/21

\$30 SFR / \$35 APT SUC Increase

TOTAL REVENUE	NUMBER OF PROPERTIES	TYPE OF PROPERTY	COMMERCIAL USES	SINGLE FAMILY RESIDENCES	APARTMENTS
\$28,428	20	COMMERCIAL USE ONLY	20	0	0
\$143,625	34	MIXED USE	39	8	85
\$687,640	840	SINGLE DWELLING		838	2
\$251,030	185	TWO DWELLINGS		45	325
\$98,736	48	THREE DWELLINGS		24	120
\$75,728	28	FOUR DWELLINGS		12	100
\$3,455	1	FIVE DWELLINGS		1	4
\$23,724	6	SIX DWELLINGS		0	36
\$5,592	1	EIGHT DWELLINGS		2	6
\$6,251	1	NINE DWELLINGS		2	7
\$6,590	1	TEN DWELLINGS		0	10
\$24,383	1	THIRTY-SEVEN DWELLINGS		0	37
\$1,355,182	1166	TAX ROLL	59	932	732
\$60,196	2	JOHN SWETT	2		
\$0	1	WATERFRONT	1		
\$1,239	1	POST OFFICE	1		
\$659	1	AT&T	1		
\$1,379	1	PG&E	1		
\$4,866	1	COGEN	1		
\$1,423,521	1173	SUB-TOTAL	66	932	732
*** \$198,224	4	C&H SUGAR	4		
	3	NOT CHARGED			
	1180	TOTAL PROPERTIES			

1,980 EQUIV. UNITS

\*\*\* For factory and other C&amp;H properties - APN 354-011-002, 354-080-011, 354-094-006, and 354-112-008. Contracted rate.

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1,738 w/o C&amp;H

\$566,958 unadjusted tax roll

\$14,821 commercial tax roll

\$40,517 mixed use corrections  
 (\$15,672) less

**DISTRICT STANDARDS FOR WATER CONSUMPTION AND COST FACTOR**

YEAR	SFR CU. FT.	USE FACTOR	:	APT CU. FT.	USE FACTOR	:	COST FACTOR
			:			:	
			:			:	
			:			:	
2011/12	6743	1.00	:	5437	0.81	:	\$0.0934
2012/13	7109	1.00	:	5614	0.79	:	\$0.0816
2013/14	9762	1.00	:	8435	0.86	:	\$0.0678
2014/15	6749	1.00	:	5581	0.83	:	\$0.0942
2015/16	8320	1.00	:	5697	0.68	:	\$0.0583
3-yr avg	8277	1.00	:	6571	0.79	:	\$0.0897
2016/17	6595	1.00	:	5708	0.87	:	\$0.1860
3-yr avg	7221	1.00	:	5662	0.78	:	\$0.1058
2017/18	5994	1.00	:	5035	0.84	:	\$0.1752
3-yr avg	6970	1.00	:	5480	0.79	:	\$0.1128
2018/19	6090	1.00	:	5105	0.84	:	\$0.1675
3-yr avg	6226	1.00	:	5283	0.85	:	\$0.1748
6-yr avg	7252	1.00	:	5927	0.82	:	\$0.1245
2019/20	* Water cost factor not updated - No SUC increase in FY 19/20						
2020/21	6455	1.00	:	5529	0.86	:	\$0.1728
3-yr avg	6180	1.00	:	5223	0.85	:	\$0.1672
6-yr avg	6701	1.00	:	5443	0.81	:	\$0.1272

F1 = 5223 CU. FT.

I1 = 6180 CU. FT.

H1 = \$0.1672 /CU. FT.

I147 =	\$819	/SFR	(Previous FY 19/20 at \$789)	\$30	3.80%
APT CALC:	\$701.51	/APT	86%	Annual Cost Factor calculation	
APT CALC:	\$692.21	/APT	85%	3-year average Cost Factor calc.	
APT CALC:	\$665.24	/APT	81%	6-year average Cost Factor calc.	
H147 =	\$659	/APT	(Previous FY 19/20 at \$624)	\$35	5.61%

These numbers are to be inserted into specified cells of commerce.xls  
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