

CROCKETT COMMUNITY SERVICES DISTRICT

Regular Business Meeting AGENDA FOR WEDNESDAY, APRIL 22, 2020

TIME: 7:00 PM

PLACE: ** TELECONFERENCE - SEE BELOW **

IMPORANT NOTICE REGARDING COVID -19 AND TELECONFERENCED MEETINGS:

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

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

HOW TO OBSERVE THE MEETING:

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

Enter the Meeting ID# 197 850 938 followed by the pound (#) key.

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

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/197850938> using a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)

Mobile: Login through the Zoom mobile app on a smartphone and enter Meeting ID# 197 850 938.

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1. CALL TO ORDER – ROLL CALL
 2. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: One case.
 3. OPEN SESSION: Announcement of Actions taken during closed session.
 4. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
 5. 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.)
 6. REPORTS FROM COMMISSIONERS:
(This item is typically for exchange of information only. No action will be taken at this time.)

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

Adoption of an updated Sewer System Management Plan (SSMP) by Resolution No. 19/20-19, as recommended by the Crockett and Port Costa Sanitary Commissions.

8. **REPORT OF DISTRICT COUNSEL:**

9. **MANAGERS' REPORTS:** *(These items are typically for exchange of information only. No action will be taken at this time.)*

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

10. **CONSENT CALENDAR:** Consideration of a motion to approve the following items:
(Items are subject to removal from Consent Calendar by request of any Board Member on request for discussion by a member of the public. Items removed from the Consent Calendar will be considered with the Administrative Items.)
- a. Approve Minutes; Regular meeting of March 25, 2020, Special meeting of April 1, 2020 Closed Session Special Meeting of April 1, 2020, and Special meeting of April 10, 2020.
 - b. Approve payment of District bills.
 - c. Receive Minutes of Commissions and Committees.
 - d. Adopt Resolution No. 19/20-20 Re-appointing Commissioners.
 - e. Adopt Resolution No. 19/21-21 Confirming Publication of District Urgent Ordinance No. 20-1 Authorizing Additional Authority of the General Manager during Local Emergency Caused by the COVID-19 Pandemic and Waiving the Recording of Meetings.

11. **ADMINISTRATIVE:**

- a. Consider consent Items removed from Consent Calendar.
- b. Approve annual District newsletter for planned mailing with Proposition 218 Notices.
- c. Consider pay increase for Recreation Department Manager Wilson, a single pay level step increase as published on the District's Pay Scale of Wages, as recommended by the Personnel Committee.
- d. Consider creation of Coronavirus response Ad Hoc Committee.

12. **BUDGET AND FINANCE:**

- a. Consider monthly Summary Worksheets and Investment Reports and staff report on financial matters including recent drop in LAIF interest rate from 2.29% to 2.03%.
- b. Approve inter-department loan agreement between Crockett Sanitary Department and Port Costa Sanitary Department as approved by both respective Commissions.
- c. Authorize payment of Clean Harbor invoices related to Port Costa septic tank cleaning project, as considered by Port Costa Sanitary Commission, and/or direct staff accordingly.

- d. Consider setting date for public hearing to adopt proposed FY 2020/21 Budget and, if needed, to adopt revised FY 2019/20 Budget.
- e. Receive Crockett Sanitary Sewer Use Charge (SUC) Study Report for FY 2020/21, consider recommendation of Crockett Sanitary Commission on increasing SUCs for the town of Crockett, consider approval of Prop. 218 notice for Crockett on proposed rate increase for sewer service, set date for public hearing, and on method of collection.
- f. Receive Port Costa Sanitary Sewer Use Charge (SUC) Study Report for FY 2020/21, consider recommendation of Port Costa Sanitary Commission on increasing SUCs for the town of Port Costa, consider approval of Prop. 218 notice for Port Costa on proposed rate increase for sewer service, set date for public hearing, and on method of collection.

13. **REPORTS FROM BOARD MEMBERS:**

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

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

14. **FUTURE AGENDA ITEMS:**

- Consider annual Recreation Special Tax for FY 2020/21 (May).
- Public hearing on Hosselkus Chapel acquisition (June)
- Public hearing on rates and method of collection (June).
- Adopt budget for FY 2020/21 (June).
- Discuss role of Police Liaison Committee and how it should best serve the public (July).
- 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 May 27, 2020

HOW TO SUBMIT PUBLIC COMMENTS:

Written/ Read Aloud: Please email your comments to manager@town.crockett.ca.us, write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (*not to exceed three minutes at staff's cadence*), prominently write "Read Aloud at Meeting" at the top of the email. All comments received before 3:00 PM the day of the meeting will be included as an agenda supplement on the District's website under the relevant meeting date and provided to the Directors at the meeting. Comments received after this time will be treated as telephonic/electronic comments.

Telephonic / Electronic Comments: During the meeting, the Board President or designee will announce the opportunity to make public comments and identify the cut off time for submission. The public can speak up at that time or use the Zoom chat feature to indicate they want to make a public comment. If needed, a short recess (generally less than 10 minutes) will take place during the time public comment is open to allow the comments to be collected. Use Zoom chat or email your comments to manager@town.crockett.ca.us, write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. Once the public comment period is closed, all submitted comments timely received will be read aloud.

Comments received after the close of the public comment period will be added to the record after the meeting.


You will find the Minutes of this meeting posted on our website at www.town.crockett.ca.us Visit our website for more information on meetings and activities of the Crockett Community Services District and the towns of Crockett and Port Costa.

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

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item, and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection. The Board has designated the District's website located at <https://www.town.crockett.ca.us/meetings> as the place for making those public records available for inspection. The documents may also be obtained by calling the District Manager. at the Crockett Community Services District Office in Crockett. If, however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda. The office address is 850 Pomona Street, Crockett, California 94525.

CROCKETT COMMUNITY SERVICES DISTRICT

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TO: All Sanitary Commissioners and Directors
FROM: General Manager 
SUBJECT: SSMP Update and Recertification
DATE: March 4, 2020

The Sanitary Sewer Management Plan (SSMP) originally adopted by Resolution No. 07/08-03 on October 24, 2007 guides the Crockett and Port Costa Sanitary Departments in managing their respective collection systems. The State Water Resources Control Board (State Water Board) requires a 5-year update and recertification of our SSMP. On March 27, 2019 the Board, by Resolution No. 18/19-09, adopted the updated August 2016 SSMP and directed staff to complete the next SSMP bi-annual audit by May 1, 2020 and incorporate any required updates into the SSMP no later than August 31, 2020.

Staff and our District Consultant V.H. Housen & Associates has reviewed the District's SSMP and determined that objectives and elements of the SSMP remain generally unchanged. The District's updates to the SSMP completed in February 2020, were of an administrative nature, and did not reflect any substantive changes to the District's policies or procedures. The bi-annual audit was completed on March 3, 2020 and is included in this report to the sanitary commissions. The full SSMP can be found on our website <https://www.town.crockett.ca.us/sewer-system-management-plan>.

The State Water Board is in process of renewing its "Monitoring & Reporting Program" (MRP) for the "Statewide General Waste Discharge Requirements for Sanitary Sewer Systems" (SSO WDR). Revisions are anticipated to be implemented in late 2020 or 2021 after public hearings at the State level are completed. Staff will watch for proposed changes to the MRP that would create new policy or add substantive requirements.

Once proposed revisions to the MRP of the SSO WDR are adopted, staff will review the SSMP and implement changes as needed. The Sanitary Commissions and Board will be notified if an increase in funding is required to implement the proposed changes.

COMMISSION ACTION REQUESTED:

The sanitary commissions are asked to solicit feedback from the public on the District's SSMP, discuss impact of update to SSMP, and form recommendation to the District Board.

BOARD ACTION REQUESTED:

The Board is asked to consider adoption of Resolution No. 19/20-19 updating the SSMP.

RESOLUTION

NO. 19/20-19

**A RESOLUTION ADOPTING AN UPDATED
SEWER SYSTEM MANAGEMENT PLAN**

WHEREAS, the State Water Resources Control Board (SWRCB) has adopted a requirement that sanitary sewer collection system agencies must develop and implement sewer system management plans; and

WHEREAS, the Crockett Community Services District has adopted an updated Sewer System Management Plan (SSMP) on March 27, 2019 by Resolution No. 19/20-09; and

WHEREAS, the SSMP was updated February 2020, had its bi-annual audit completed March 3, 2020, and objective and elements of the SSMP remain generally unchanged; and

WHEREAS, the SSMP is a living document that must be adopted by the governing body every 5 years or less requiring re-certification by the governing board in accordance with D.14 of the "Statewide General Waste Discharge Requirements for Sanitary Sewer Systems" (SSS WDR) when significant updates to the SSMP are made; and

WHEREAS, the Board finds that while the SSMP remains generally unchanged it is prudent to update the electronic version of the SSMP on the State's Online SSO Database.

NOW, THEREFORE, BE IT RESOLVED that the District's Sewer System Management Plan, as updated February 2020, is hereby adopted.

BE IT FURTHER RESOLVED that staff shall update data in the State's Online SSO Database and including an electronic copy of their SSMP.

BE IT FURTHER RESOLVED that staff shall coordinate the next SSMP bi-annual audit to be completed by March 1, 2022.

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held on April 22, 2020 by the following vote:

AYES:

NOES:

ABSENT:

Michael Kirker, President

ATTEST:

Dale McDonald
District Secretary

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: April 8, 2020

The Crockett Sanitary Department Managers Report highlights items of interest that occurred between March 4, 2020 and April 8, 2020. Coronavirus (COVID-19) orders resulted in the shutdown of District offices, temporary teleworking and social distancing implemented. Both James Barnhill and Dale McDonald deemed "essential" for operations and management of wastewater collection systems.

Operation and Maintenance

- There were no Sanitary Sewer Overflows (SSOs) reported in March.
- Staff responded to six incidents since last month's report; pump station float stuck resulting in low water pressure alarm, storm water leak in front of post office, power pole near 425 Pomona scraped on side, video trespassing at EQ tank, grit system drain plugged resulting in flooding of vault at pump station –float alarm stuck, loop and locks broken again at waterfront gates.
- West County Wastewater District staff has suspended all non-emergency collection system cleaning, WCWD pump station crews are performing minimum required service.

Capital Improvements / Projects

- Atherton/Cooke Project C-1002 completed, final invoice pending.
- Spot repair of 10' on Pomona sewer E-00-03 to E-00-02 completed by ECAST.
- Replaced 192' of defective 6" public sewer behind 30 Emerson, took opportunity to have Roto-Rooter pipe burst 6" VCP with 6" HDPE while replacing lateral from 50 Emerson.
- Contracted with Carone & Sons for a joint project with the John Swett Unified School District to upsize 322' of public sewer to 8" and install new manhole on Carquinez Middle School property.
- Manhole installation project on Marina Line below Dowrelio postponed, major offset incased in concrete and not threatening spill or failure. Cleaning and inspection challenges remain but can be done by reverse setup as needed.
- Spot repair behind the retaining wall on Pomona at 1st Avenue, below wooden steps, postponed as being non-essential, work to be scheduled before wet-season.
- CCTV Project #19-TV inspections ongoing, report anticipated in May.

Administrative/Financial:

- Preliminary budget for FY 20/21 completed, Sewer Use Charge increase anticipated.
- SSMP audit and update completed.
- Enforcement on non-emergency property issues suspended thru at least June 1, Ord. 07-1 lateral video inspections still being reviewed but no permits being issued unless defects identified are of an emergency nature.
- General Manager McDonald spent 36% of his time towards Crockett Sanitary Department operations and 1% on Capital Projects in March. The rest of his time was spent on District business 45%, Recreation and PLC 7%, Maintenance 1%, Port Costa 8%, and 2% towards the Hosselkus Chapel property acquisition. He worked a total of 206 hours in March, including 28 hours of overtime.
- Assistant Sanitary Department Manager Barnhill spent 80% of his time towards Crockett Sanitary Department operation and 2% on Capital Project in March. The rest of his time, 18%, was spent on Port Costa business. He worked a total of 176 hours in March.

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MINUTES OF SPECIAL JOINT BUSINESS MEETING, MARCH 25, 2020

WELCOME, INTRODUCTIONS, AND TELECONFERENCE HOUSEKEEPING RULES

1. CALL TO ORDER: The meeting was called to order at 7:07 PM by President Kirker. Present were Board Members Barassi, Mackenzie, Peterson and Sutton, Commissioners List, Scheer, Surges, Adams, Bartlebaugh, Manzione and Wais, along with General Manager McDonald, Recreation Department Manager Wilson, Assistant Sanitary Dept. Manager Barnhill, and Assistant Secretary Witschi. Also present was District Counsel Hundley. The Recreation Commission did not have a quorum while the District Board, Crockett Sanitary Commission, and Port Costa Sanitary Commission did for this Joint Special Business Meeting.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. REPORTS FROM COMMISSIONERS: None
5. EMERGENCY PUBLIC HEARING: Mr. McDonald reported on the 2019 Novel Coronavirus (COVID-19), District's role and responsibilities, closure of District offices to the public, and furlough of non-essential staff. He said Contra Costa County was placed under a Shelter-in-Place order effective March 17, 2020. He said staff took actions immediately to protect the public health and to comply with the order. Events at the Community Center were cancelled through April 7. The cancellation policy was suspended for events scheduled through April 30 and refunds issued. Offices were closed to the public. District website updated with information on services available during Shelter-in-Place. Event Supervisor positions were furloughed being deemed non-essential staff. Mr. McDonald reported the Sanitary Department operations and its first responders are exempt from the order. District staff that perform Minimum Basic Operations to support the Essential Governmental operations are also exempt from the County order. Mr. McDonald reported Resolution No. 14/15-10 designated the Community Center 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 the declared emergencies, upon approval by the General Manager. Due to the type of emergency, a 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. Director Barassi said he disagrees with the opinion of the General Manager and believes the recreation building can be used, that he feels strongly that if needed it be made available to be an emergency center. He said we need to do what we can as a District to get through this. Mr. McDonald said the center does not have a generator available and has never pursued funding to convert the Multi-Purpose Room into an Emergency Operations Center (OES). The question on use will be brought back before the Board. Director Barassi asked if Port Costa has had any trouble testing its treated wastewater during this crisis. Mr. McDonald reported Valley Operators continue to sample as required under NPDES permit and that the lab that originally was going to suspend operations decided to remain open and are providing testing as

an essential business. Director Kirker said some testing facilities have been shut down. The Federal Government National Emergency Declaration authorized Public Assistance Category B reimbursement for emergency protective measures. There are some legal and operational questions raised on whether special districts can or should declare their own emergency. If the District chooses to pursue a FEMA grant to cover damages having a local declaration may be required. District Counsel Hundley said it is unclear what funding is available. Mr. McDonald reported the Recreation and Sanitary Commissions have suspended all meetings through the self-quarantine order. Director Sutton does not think we should suspend the Commissions. Mr. McDonald reported the teleconference offers a recording feature which will help Assistant District Secretary Witschi write the minutes. Director Mackenzie said he just found out that the Commissions have authority to spend money, he believes all the authority should rest with the District Board. Director Peterson said all these actions are premature and we do not need to act on them right now. He said is in favor of temporarily waiving the prohibition on recording minutes due to the nature of this emergency. Director Kirker asked Mr. McDonald to draft a resolution authorizing the Community Center as a possible "Alternate Care Site." Director Kirker would like to hold a meeting next week to address these issues. Mr. McDonald will email staff the date and time of the next meeting. A motion in favor of recording the meeting and to create a draft resolution for use of the Community Center as an "Alternate Care Site" carried unanimously (kp/lb)

6. REPORT OF DISTRICT COUNSEL: District Counsel Hundley was present and had nothing specific to report.

7.a. RECREATION DEPARTMENT MANAGERS REPORT: Mr. Wilson reported he received the engineering design for the Pomona Street Retaining Wall and Steps Project. He said he will not make the Crockett Community Foundation March 31 deadline for grant submittal and will submit a grant for the construction in September. He said that the Lifeguard class scheduled for May 3 and 4 may be cancelled or postponed if Shelter-in-Place order remains in effect. Mr. Barassi asked about the retaining wall project and whether we can proceed with design. Mr. Wilson said a big part of that is whether the Contra Costa County Planning Department is open and would consider this work essential permit review during this time.

7.b. MAINTENANCE DEPARTMENT REPORT: Director Peterson reported the architect has not been in contact with him, that there is no progress on the Memorial Hall seismic retrofit.

7.c. APPROVE RECREATION COMMISSION MINUTES FROM MARCH 2, 2020: This item was continued to the next Recreation Commission meeting on April 6 as there was no quorum of Recreation Commissioners at tonight's Joint Meeting.

7.d. IMPACT PROLONGED COVID-19 ON RECREATION FACILITIES: Mr. Wilson reported staff has cancelled all rentals through April and temporarily laid off both Event Supervisors. He said we expect to be self-quarantined through April and possibly into May. The Community Center is closed to the public. The Senior Nutrition program drops off food once a week and the seniors can pick up their food on Tuesday for the whole week. The Community Center financial impact of rentals lost for March-May is \$31,229. We will owe pool rental refunds to John Swett High School of \$3,600 for loss of use in March and April and \$2,460 to the Crockett Swim Team for their loss of pool use in March and April. The Walk of Honor will probably be cancelled. This will be a loss of \$25K that otherwise would go toward restoration of Memorial Hall. He will speak to Aimee at Phillips 66 about rescheduling. Mr. Wilson reported he has been sanitizing the park restrooms and he cannot sanitize the whole park. Director Mackenzie asked if the park restrooms can be closed. Director Sutton said she doesn't see a problem

leaving them open. Mr. Wilson said if a resident purchased a restroom key and their child(ren) must use the restroom he doesn't see a problem with this. Director Barassi said it is good to try and keep it open, but that if it becomes a problem spot, he supports giving power to the Recreation Manager or General Manager to decide on closure. Mr. Wilson said the pool remains closed with only limited maintenance inspections occurring daily. Bocce has been cancelled until self-quarantine is lifted. Scottish Dancers cancelled. Director Kirker believes it is important to keep people employed and said the stimulus package created by the Federal Government will help small businesses. He asked if the District qualifies for the Small Business Loan (SBL) program. Mr. McDonald does not believe we qualify for SBL program as we are a local government and not a business, he will confirm.

8.a. PORT COSTA SANITARY MANAGERS REPORT: Mr. Barnhill reported the Port Costa Treatment Plant is operating normally. He said he received a report of high enterococcus in March but upon retest it came back non-detect. Bioassay tests passed further indicating non-problem with enterococcus. He said staff is still awaiting final invoice from Clean Harbors for septic tank cleaning work and is scheduled to meet with our contact next Thursday. Mr. Wilson left the meeting at 8:30 pm. Mr. Barnhill reported the obstruction found in the sewer collection system on the north side of Canyon Lake Drive during cleaning by L.R. Paulsell, and later traced out, had moved downstream by the time Bill's Underground went to locate for spot removal of blockage. They were unable to find obstruction. He said the tree limbs are still making contact with power lines heading over to the treatment plant. Director Barassi said he is willing to meet up tomorrow to help address.

8.b. PORT COSTA SANITARY COMMISSION MINUTES: The Board and Commission had received the minutes of January 13 and February 24, 2020. This item was continued to the Port Costa Sanitary Commission meeting on April 8 for approval.

8.c. RECEIVE PORT COSTA SELF-MONITORING REPORT: The January 2020 report cover letter was received by the Commission which included notification to the Regional Water Quality Control Board that the rehabilitation to the septic tank is complete.

8.d. APPOINT PORT COSTA CHAIR AND VICE-CHAIR.: This item was continued to the Port Costa Sanitary Commission meeting on April 8.

9.a. CROCKETT SANITARY MANAGER'S REPORT: Mr. McDonald presented the written manager's report highlighting items that occurred between February 12 and March 3. He reported he has communicated with the engineers working on the Carquinez Middle School project that the existing public sewer must be upsized. Commission Bartlebaugh asked staff for a status of sewer repairs in town. Mr. McDonald reported the spot repair near 535 Pomona has been completed and the manhole installation job off Dowrelio has been postponed otherwise we are proceeding with essential sewer replacement work only.

9.b. APPROVE CROCKETT SANITARY COMMISSION MINUTES: The Board and Commission had received the minutes of February 19, 2020. A motion to approve the minutes carried unanimously (mw/sb).

9.c. ANNUAL LATERAL INSPECTION PROGRAM: Mr. McDonald reported 23 properties were sold in 2019 (a decrease from 32 in 2018). Director Peterson asked staff what percentage of Crockett properties have a Certificate of Completion. Mr. McDonald said he will get the actual number and bring back at the next meeting. Director Kirker asked staff if smoke testing is done every year. Mr. McDonald said smoke testing was last done in 2017, completing a 5-year

smoke testing program. The next 5-year smoke testing program will not be scheduled for another 20 years. Mr. McDonald said between the lateral inspection program and smoke testing program quite a bit of work has been identified which, when completed, should help reduce our Inflow and Infiltration from both private lateral sewers and District owned public sewers.

9.d. ENFORCEMENT ACTIONS: Status report on recent enforcement actions was shared with the Commission and Board. Mr. McDonald reported he has postponed all enforcement actions until at least June, unless it's a private lateral sewer spill, while the coronavirus pandemic is ongoing.

10. DISTRICT CONSENT CALENDAR: The following items were approved unanimously (es/kp):

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

11.a. CONSENT ITEMS REMOVED: None

11.b. MANAGEMENT STRUCTURE AND EXISTING EMPLOYMENT AGREEMENTS: Mr. McDonald reported 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 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 of the same language and protections given to executive managers including termination and severance pay, vacation leave, and sick 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. Director Kirker said he would like to setup an Ad Hoc Committee to discuss the General Manager's workload and understand why staff is so backlogged.

11.c. STATUS REPORTS: This item was continued to the next meeting with the intent to have new Ad Hoc Committee review backlog.

12.a. MONTHLY SUMMARY WORKSHEETS: The Board reviewed the Monthly Summary Worksheets. Mr. McDonald reported he still needs to move \$30K from Maintenance Department cash to Walk of Honor investments. He said he transferred all of Port Costa Sanitary investments to cash in anticipation of needing the funds to pay upcoming invoices.

12.b. PORT COSTA CASH BALANCE POSITION: Mr. McDonald reported 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. Staff is proposing a third inter-department loan be considered between the Crockett Sanitary Department and Port Costa Sanitary Department. Commissioner Wais said the Crockett Sanitary Department makes more money in interest on the inter-department loans, but Port Costa has missed payments in the past. Commissioner Adams, Bartlebaugh, Manzione and Wais support an inter-department loan and a motion was made to invite the Port Costa Sanitary Commission to submit a loan request (mm/mw). The Crockett Sanitary Commission would like a formal loan agreement with requested and terms brought to their next meeting on April 15 for discussion before moving forward.

12.c. DRAFT BUDGET FOR FY 2020/21: Mr. McDonald reported he updated the budget numbers to include 9-months of financial information. He said the budget numbers will change, especially considering the outstanding questions with Port Costa and its anticipated invoices from Clean Harbors and the impact the shutdown of the Community Center and pool are having on the Recreation Department. At least one Board members reported not receiving the printed materials in time for adequate review of the budget. The Board received the Preliminary Budget for FY 2020/21 memo dated March 23, 2020 along with updated financials. The Board will look forward to a revised preliminary budget once it is completed.

13.a. PERSONNEL COMMITTEE: The Board received the Minutes of March 12. No further report.

13.b. DISTRICT BUDGET & FINANCE: No report.

13.c. BOARD AD HOC COMMITTEES: Did not meet.

13.d. COMMISSION / COMMITTEE REPORTS: No report.

13.e. INTER-AGENCY MEETINGS: No report.

13.f. GOVERNMENTAL MATTERS: No report.

13.g. ANNOUNCEMENTS AND DISCUSSION: No report.

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: Director Barassi said he thought the meeting went well. Director Peterson said Mr. McDonald has done a great job during this emergency.

16. ADJOURNMENT: The meeting was adjourned at 9:33 PM until April 22, 2020.

Respectfully submitted,

Susan Witschi

Susan Witschi
March 26, 2020

CROCKETT COMMUNITY SERVICES DISTRICT

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MINUTES OF SPECIAL MEETING, APRIL 1, 2020

1. CALL TO ORDER: The meeting was called to order at 6:32 PM by President Kirker. Present were Board Members Barassi, Mackenzie, Sutton and Peterson, along with General Manager McDonald. Also present was District Counsel Hundley.

CLOSED SESSION: Entered closed session at 6:32 PM.

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Recreation Department Manager evaluation pursuant to Government Code Section 54957.

Closed Session continued at 6:59 PM.

Closed Session resumed at 9:05 PM.

3. PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Port Costa Sanitary Department Manager evaluation pursuant to Government Code Section 54957.

OPEN SESSION: Resumed in open session at 9:33 PM.

4. ANNOUNCEMENT OF ACTIONS: President Kirker announced that the performance evaluations were received. Director Sutton recommended that a single step increase be considered for Recreation Department Manager Wilson as the next regular Board meeting which was supported by the Personnel Committee.

5. ADJOURNMENT: The meeting was adjourned at 9:36 PM.

Respectfully submitted,



Dale McDonald
April 17, 2020

CROCKETT COMMUNITY SERVICES DISTRICT

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

MINUTES OF SPECIAL MEETING, APRIL 1, 2020

1. CALL TO ORDER: The meeting was called to order at 7:04 PM by President Kirker. Present were Board Members Barassi, Mackenzie, Peterson and Sutton, along with General Manager McDonald, District Counsel Hundley, and Assistant Secretary Witschi.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None
- 4.a. ADOPT ORDINANCE NO. 20-1 COVID-19: Mr. McDonald reported on March 4, 2020 the Governor of the State of California declared a State of Emergency to exist in California as a result of the threat of COVID-19. On March 16, 2020, the Contra Costa County issued a "shelter-in-place" Public Health Order which included direction to governmental agencies to cease non-essential operations to slow the spread of COVID-19. Mr. McDonald said he has received comments from Director Peterson on grammatical errors in the presented Ordinance and has corrected them. Director Barassi asked if it is an emergency that warrants giving up financial controls of the Board. Mr. McDonald said if the emergency was to continue to into 3 or 4 months then he may have to contract out services or make other decisions that would exceed his current \$5,000 spending authority. It was the consensus of the Board that they can meet to decide financial issues as they come up. The Board was in favor to eliminate Item 2 under Section 3, increased spending authority. Item 4 – The last sentence instead of "reported" was changed to "submitted." Director Kirker said we are spending too much money on attorney costs for such a small district and questioned the additional workload towards issues that have not yet come up. A motion to adopt Urgency Ordinance No. 20-1 authorizing increased authority of the General Manager during the local emergency caused by the COVID-19 pandemic and waiving prohibition of recording of meetings, with corrections and modifications proposed, carried unanimously (lb/es).
- 4.b. ADOPT RESOLUTION NO. 19/20-18: A motion to adopt Resolution No. 19/20-18 designating an alternate regular meeting location, via teleconference, and authorizing the Crockett Community Center for possible use as an "alternate care site" carried unanimously (kp/es). Staff will notify County OES on center availability.
- 4.c. PAID SICK LEAVE: A motion to adopt policy to provide District employees with paid sick leave for specified reasons related to COVID-19 as required by the Families First Coronavirus Response Act (FFCRA) through December 31, 2020 carried with 4 Ayes and 1 Abstention by Director Peterson (es/lb). As the FFCRA provision on Emergency Family and Medical Leave Expansion Act does not appear to apply to the District, as the District does not have a family and medical leave policy and we have less than 50 employees, no action was taken on implementing an emergency policy on family and medical leave.
- 4.d. REGIONAL GOVERNMENTAL SERVICES: Mr. McDonald presented information on FEMA COVID-19 Disaster Recovery to the Board as it related to the Public Assistance (PA) Damages, loss of revenue. He said it would be taxing to staff to perform the necessary administrative work to meet FEMA grant guidelines. A motion to authorize staff to execute

contract amendment with Regional Governmental Services (RGS) to assist with FEMA COVID-19 Disaster Recovery, including documenting losses incurred to manage District's COVID-19 incident, and coordinate with Contra Costa County Office of Emergency Services as required to seek reimbursement via FEMA grants carried with 4 Ayes and 1 Abstention by Director Peterson (es/jm).

4.e. STRATEGIC PLANNING AD HOC COMMITTEE: Director Peterson presented the Crockett Community Services District (CCSD Risk Assessments created by the Strategic Planning Committee. He said he listed all the possible disasters and risks the District might face in the future. He said the hazards highlighted in yellow, i.e. power outage, earthquake, heavy rain, etc., have already hit the District in the past. Director Sutton asked does this refer to current strategic plans. Director Peterson said the risk assessment was those risks that would impact our District's ability to provide services, next step is to focus on High Risk/ High Severity. Mr. McDonald said Contra Costa County has done a lot of work developing their Local Hazard Mitigation Plan, for which Crockett CSD participated in, spending countless hours over many months. He said we should align the risks and rating scales to match the risk factors in the County plan as it is these documents which have been accepted by FEMA. Director Sutton asked what the committee's purpose is and asked do we already have plans in place, i.e. earthquake. Mr. McDonald said the District does have a variety of plans in place; Contingency Plans for sanitary sewers required by NPDES permit covers earthquakes, emergency response plans for our pump stations in Crockett as well. Director Kirker said this committee needs to be ready for any emergency and should focus on the pandemic crisis in hand. He asked staff to add an agenda item to the next regular meeting to create a Coronavirus Response Ad Hoc Committee so that they can outline the dangers we are facing now. District Counsel Hundley reminded the Board that ad hoc committees can only have two members from the Board per the Brown Act.

4.f. MANAGEMENT STRUCTURE AND BACKLOGGED WORKLOAD: Mr. McDonald reported this item was carried forward from the March 25 meeting. Director Peterson said Mr. McDonald is overwhelmed with work and he firmly believes the District needs more staff, what needs to be decided is what type of employee we need. Mr. McDonald said the Personnel Committee can discuss, or an ad hoc committee can be created which will allow greater flexibility on meeting. Director Barassi said perhaps you could hire a part-time engineer or operations assistant. Director Sutton said she is opposed to making endless committees. A motion to approve forming the Staffing Requirements Ad Hoc Committee to discuss the distribution of workload of the General Manager, staff, and the District as a whole carried unanimously (kp/lb). President Kirker and Director Sutton appointed.

5.a. INTER-AGENCY MEETINGS: None

5.b. BOARD COMMENTS: Director Sutton mentioned grumblings on social media about the park being closed already.

6. FUTURE AGENDA ITEMS: Consider creating Coronavirus Response Ad Hoc Committee.

7. ADJOURNMENT: The meeting was adjourned at 9:02 PM.

Respectfully submitted,


Susan Witschi
April 15, 2020

CROCKETT COMMUNITY SERVICES DISTRICT

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

MINUTES OF SPECIAL MEETING, APRIL 10, 2020

1. CALL TO ORDER: The meeting was called to order at 1:07 PM by Vice-President Sutton. Present were Board Members Barassi, Mackenzie and Peterson, along with General Manager McDonald and Assistant Secretary Witschi. Also present was Sanitary Commissioner Bartlebaugh. Director Kirker was absent.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
- 4.a. REPORT ON COVID-19: Mr. McDonald updated the Board on the COVID-19 impacts to the District. He said on March 31, 2020 there was a new County order which required staff to update its COVID-19 Plan. He said there is no need to update the prior resolution that was adopted. He said staff is sanitizing the building multiple times a day and posted a letter on the bulletin boards noting system checks by employees. A letter was issued for essential workers to keep in their car in case they might be pulled over. He said staff is planning for Coronavirus impact to continue through May. Mr. McDonald said he was working from home but will begin working in the office on Monday. Mr. Barnhill is now working in the multi-purpose room so that we all keep our distance from each other. He said Mr. Wilson is still planning for a June opening at the pool. Director Barassi said he thinks it's a good idea to get pool staff lined up.
- 4.b. EMERGENCY TELECOMMUTING POLICY: Mr. McDonald reported the purpose of the Policy is to ensure that essential District functions continue to be performed as an alternative location during the disruption of normal operations. The District will implement this Policy in keeping with the mission of the District and the respective Department. This Policy is an emergency policy and the General Manager has discretion to withdraw the Policy if deemed necessary. He said the attorney said it looks good. This is more for hourly employees but is beneficial for all to use. A motion to adopt Emergency Telecommuting Policy carried unanimously (lb/jm).
- 4.c. DESIGNATION OF APPLICANT'S AGENT: Mr. McDonald said in order to receive funding from FEMA we have to be on record at Cal Office of Emergency Services (OES). We may not be qualified for recovery of Public Assistance (PA) Grants now but there may be some reimbursable funds available down the road. A motion to approve Designation of Applicant's Agent Resolution for Non-State Agencies (Cal OES 130) carried unanimously (lb/jm). Staff will file with the State.
5. ADJOURNMENT: The meeting was adjourned at 1:21 PM.

Respectfully submitted,

Susan Witschi
April 13, 2020

CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: 4/22/20 Fund: 342500 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3425 - PC SANITARY - O&M				
04/22/2020	Valley Operators, LLC	Monthly service and replacement pump	5,649.73	1212
04/22/2020	PG&E	Electricity	306.19	1213
04/22/2020	Specialized Electrical C...	Alarm monitoring Jan-Mar Invoice 1970	285.00	1214
04/22/2020	USBank	Water meter, QB 2020 & soft sub, alarm	229.35	1215
Total FUND 3425 - PC SANITARY - O&M			<u>6,470.27</u>	
TOTAL			<u>6,470.27</u>	

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 4/22/20 Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
04/22/2020	MADISON A. KOZIER	Payroll April 1-15	47.42	8652
04/22/2020	SUSAN G. WITSCHI	Payroll April 1-15	2,019.44	8653
04/22/2020	TREVOR B. DEES	Payroll April 1-15	40.68	8654
04/22/2020	STATE COMPENSATION INS...	Workers Comp	932.82	8655
04/22/2020	LESLIE'S POOL SUPPLIES	Maint supplies and service	698.01	8656
04/22/2020	PG&E	Electricity and gas for pool	1,858.73	8657
04/22/2020	Sierra Chemical Company	Hypochlorite Invoice ...	354.28	8658
04/22/2020	TERRACARE ASSOCIATES	Landscaping services	2,171.00	8659
04/22/2020	UNIVERSAL BUILDING SERVI...	Landscaping	287.80	8660
04/22/2020	U.S. BANK	Various	1,073.75	8661
04/22/2020	TERMINIX	Pest control Invoi...	131.00	8662
Total FUND 3241 - RECREATION			9,614.93	
TOTAL			9,614.93	

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 4/22/20 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
04/22/2020	STATE COMPENSATION INS...	Workers Comp	429.26	6122
04/22/2020	C&H SUGAR CO.	JTP shared OP costs March 2020	51,829.80	6123
04/22/2020	L.R. PAULSELL CONSULTING	Construction Managment	7,880.00	6124
04/22/2020	Specialized Electrical Contract...	Alarm CCTV monitoring EQ tank ...	285.00	6125
04/22/2020	USBank	Various	2,886.42	6126
Total FUND 3426 - CV SANITARY - O&M			63,310.48	
TOTAL			63,310.48	

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 4/6/20 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
04/07/2020	DALE A. McDONALD	Payroll March 2020	4,373.09	6107
04/07/2020	JAMES G. BARNHILL	Payroll March 2020	4,274.13	6108
04/07/2020	UNITED STATES TREASU...	FedTax Payroll Liability	1,524.82	6109
04/07/2020	EMPLOYMENT DEVELOPM...	EDD State Payroll Tax Liability	440.53	6110
04/07/2020	CalPERS Public Employees ...	CalPERS Retir. & 457	4,156.65	6111
04/07/2020	SDRMA	Health Insurance Premium	892.50	6112
04/07/2020	MEYERS NAVE	Hosselkus Chapel Conversations	1,587.60	6113
04/07/2020	AT&T	Phone	175.64	6114
04/07/2020	L.R. PAULSELL CONSULTI...	Sewer Maintenance March 16-23	6,580.00	6115
04/07/2020	ROTO-ROOTER SEWER S...	Sewer Replacement Project N-08-...	16,872.25	6116
04/07/2020	PG&E	Electricity	2,195.81	6117
04/07/2020	C&H SUGAR CO.	WWTP Share Operating Costs Fe...	55,150.32	6118
04/07/2020	EBMUD	Water	321.33	6119
04/07/2020	Regional Government Servic...	Publication/Posting Requirements	96.87	6120
04/07/2020	DOLORES M. MORALES	Reimbursement for supplies and m...	30.95	6121
Total FUND 3426 - CV SANITARY - O&M			<u>98,672.49</u>	
TOTAL			<u><u>98,672.49</u></u>	

C19 MK

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 4/6/20 Fund: 324100 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3241 - RECREATION				
04/07/2020	RONALD D. WILSON	Payroll March 2020	2,494.10	8634
04/07/2020	SUSAN G. WITSCHI	Payroll March 16-31	2,106.04	8635
04/07/2020	TREVOR B. DEES	Payroll March 16-31	115.75	8636
04/07/2020	UNITED STATES TREASU...	FedTax Payroll Liability	1,184.56	8637
04/07/2020	EMPLOYMENT DEVELOP...	EDD State Payroll Tax Liability	162.09	8638
04/07/2020	CalPERS Public Employee...	CalPERS Retir. & 457	1,354.13	8639
04/07/2020	SDRMA	Health Insurance Benefits	1,636.08	8640
04/07/2020	AT&T	Long Distance & Messaging	365.93	8641
04/07/2020	PG&E	Gas & Electric	2,016.60	8642
04/07/2020	TERMINIX	Pest Control - W/O 17044622957	131.00	8643
04/07/2020	EBMUD	Water	1,670.61	8644
04/07/2020	Trinity Warren	Event Cancelled Due to Coronavirus ...	718.00	8645
04/07/2020	Claudia Hernandez	Event Cancelled Due to Coronavirus ...	3,852.00	8646
04/07/2020	Antonio Orozco	Cleaning & Damage Refund	436.00	8647
04/07/2020	Regional Government Servi...	Publication/Posting Requirements	54.68	8648
04/07/2020	Alhambra & Sierra Springs	Water	46.70	8649
04/07/2020	RONALD D. WILSON	Mileage reimbursement March	53.48	8650
04/07/2020	SUSAN G. WITSCHI	Mileage reimbursement Jan-March	59.94	8651
Total FUND 3241 - RECREATION			18,457.69	
TOTAL			18,457.69	

C19 MK

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
 Auditor's Date: 4/6/20 Fund: 342500 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3425 - PC SANITARY - O&M				
04/07/2020	VOID	VOID		1206
04/07/2020	VOID	VOID		1207
04/07/2020	VOID	VOID		1208
04/07/2020	L.R. PAULSELL CONSULTING	High Pressure Pipeline Cleaning	470.00	1209
04/07/2020	Regional Government Services	Publication/Posting Requirements	15.95	1210
04/07/2020	Eurofins Calscience LLC	WWTP Lab Testing	880.00	1211
Total FUND 3425 - PC SANITARY - O&M			<u>1,365.95</u>	
TOTAL			<u><u>1,365.95</u></u>	

C19 MK

RESOLUTION

NO. 19/20-20

A RESOLUTION RE-APPOINTING COMMISSIONERS

WHEREAS, the District Board has by Resolution No. 06/07-02 created the Crockett Recreation Commission and made appointments thereto; and

WHEREAS, the District Board has by Resolution No. 06/07-02 created the Crockett Sanitary Commission and made appointments thereto; and

WHEREAS, the District Board has by Resolution No. 06/07-10 determined that the term of office of a commissioner shall be 24 months.

NOW, THEREFORE, BE IT RESOLVED that Jeff Airoldi and John Valentini are hereby re-appointed to the Crockett Recreation Commission as Commissioners.

BE IT FURTHER RESOLVED that Scott Bartlebaugh, Mary Wais and Jon Wolthuis are hereby re-appointed to the Crockett Sanitary Commission as Commissioners.

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held in Crockett on April 22, 2020 by the following vote:

AYES:

NOES:

ABSENT:

Michael Kirker, President

ATTEST:

Dale McDonald
District Secretary

RESOLUTION

NO. 19/20-21

**RESOLUTION CONFIRMING THAT PUBLICATION OF URGENCY ORDINANCE NO. 20-1
AUTHORIZING ADDITIONAL AUTHORITY OF THE GENERAL MANAGER DURING THE
LOCAL EMERGENCY CAUSED BY THE COVID-19 PANDEMIC
AND WAIVING PROHIBITION OF RECORDING OF MEETINGS**

WHEREAS, the State of California provides that District ordinances, or summaries of such, shall be published once in a newspaper of general circulation within the District, and provides that an Order of the Board of Directors of the District to the effect that the Ordinance has been published shall constitute conclusive evidence that publication has been properly made.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Crockett Community Services District that District Ordinance No. 20-1 which authorized additional authority of the General Manager during the local emergency caused by the COVID-19 pandemic and waiving prohibition of recording of meetings was adopted on March 25, 2020, with the Ordinance to be effective immediately, a summary of which has been properly published on April 6, 2020 in a newspaper of general circulation within Crockett.

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held on April 22, 2020 by the following vote:

AYES:

NOES:

ABSENT:

Michael Kirker, President

ATTEST:

Dale McDonald
District Secretary

Newsletter of the Crockett Community Services District

P.O. Box 578 / 850 Pomona Street, Crockett, CA 94525 Phone (510) 787-2992 Fax (510) 787-2459

DRAFT

OUR DISTRICT

The Crockett Community Services District (CCSD) provides certain municipal services for the unincorporated towns of Crockett and Port Costa including sanitary sewer services, recreation, and maintenance. The Recreation Department offers Crockett and Port Costa residents access to the Crockett Community Center, Swimming Pool, Alexander Park, bocce ball courts and tennis courts. Upcoming events are listed on the pool schedule. Maintenance services include maintenance of Crockett's Memorial Hall (Legion Hall), Crockett's downtown plaza, Crockett's decorative green street lights, and numerous green iron fences on either Pomona St. or Rolph Ave.

OUR DISTRICT BOARD

The 2020 Board of Directors of the Crockett Community Services District are:

Michael Kirker, President**John Mackenzie****Luigi Barassi****Emma Sutton**, Vice-President**Kent Peterson**

Your governing officials receive no compensation for their service. Our District Board holds its regular meetings on the fourth Wednesday of each month. The meetings are held at the Crockett Community Center at 7 PM.

Commissioners and Committee appointees are dedicated volunteers who receive no compensation. They have been appointed to assist the District Board by recommending operational policy and overseeing staff activities. The Commissions provide an opportunity for residents to interact with our local government on issues that concern the public.

Please visit our website at www.town.crockett.ca.us for a calendar of meeting dates and more information about our District.

BOARD ELECTIONS

The District will have 2 Board seats up for election on November 3. For those interested in running for a seat, the Contra Costa Elections Division will be your point of contact for those who have ever considered running for elected office. The filing period is July 13 through August 7 and paperwork will be available at the Contra Costa Elections Division in Martinez. The Candidates must be a U.S. Citizen, be a registered voter of the District at the time the Declaration of Candidacy is issued, and not have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes. The term of office is 4 years. You may call us at (510) 787-2992 for more information on running for election. Board members of the District are not paid.

PRESIDENT'S MESSAGE

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque eu eleifend massa, et molestie nisl. Duis id volutpat nisl. Proin faucibus tellus eu nulla ornare, non malesuada nisi fringilla. In quam lorem, vestibulum sed semper non, pharetra in tortor. Morbi urna enim, venenatis a nibh vel, imperdiet pretium est. Nulla non tortor ut tellus finibus placerat. Curabitur eget facilis libero. Vestibulum mi odio, ornare non risus vel, placerat rhoncus est.

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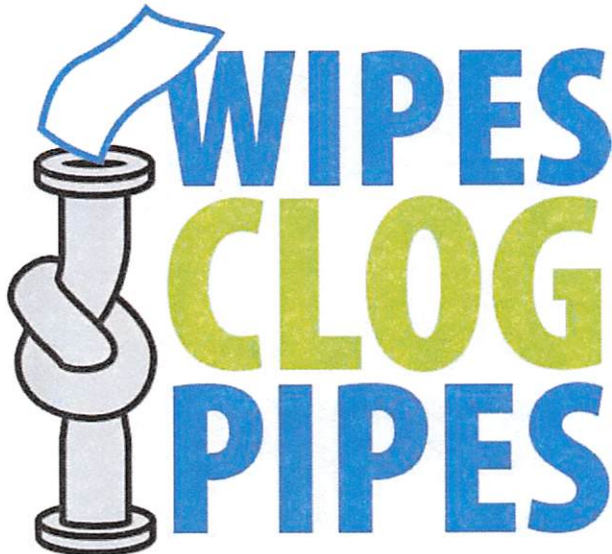
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President's Message Continued on back PAGE...

NO WIPES DOWN THE PIPES

PROTECT YOUR FAMILY FROM COVID-19

While disinfecting your home and business is an important step in protecting your family from COVID-19, it is crucial to remember that disposable wipes, even those marked "flushable", should **NEVER** go down the drain. Flushing wipes, or anything other than toilet paper, including paper towels and other paper products, could cause blockages to CCSD's collection systems and treatment plant. Flushing wipes may also damage home plumbing systems creating significant costs to property owners.



Anything that contributes to increased sewer spills may also increase the risk of spreading COVID-19. Keep your family and neighbors safe by putting used wipes in the trash and not down the toilet!

TOILETS ARE NOT TRASH CANS

Please don't use your toilet as a trash can. While convenient, you should also never flush:

- Feminine hygiene products
- Condoms
- Dental floss
- Tissues
- Or paper towels.



These and many other items can clog your sewer pipes, causing overflows, damage wastewater treatment plant equipment, and contribute to water pollution.

Flush only human waste and toilet paper.

Put everything else in a real trash can.

DON'T FLUSH DRUGS, CHEMICALS, OR PAINT

Wastewater treatment facilities are not equipped to remove all traces of pharmaceutical chemicals or metals. Do not pour unwanted chemicals such as ammonia or unused paint down the drain. Whatever ends up in your toilet can potentially impact the water environment, so it's important to keep household wastes such as window cleaners, paint thinners, and any products with copper or mercury out of toilets and drains and dispose of them properly. Washing of latex paint brushes etc. is acceptable but oil based paint brushes should be cleaned with cleaning solution and disposed of properly.



Don't flush your drugs! Flushing unwanted medications down a toilet, or pouring them down the drain, is a bad idea. If you flush your drugs, a portion of those contaminants will reach local waters. Scientific studies show the chemicals in many drugs can harm aquatic life. Proper disposal of unwanted medications helps protect your family, your community and the environment.

WE GRAPPLE WITH GLOBS OF GREASE

Please dispose of grease with garbage, not down your drain. When people pour grease down a sink, it cools, solidifies, and sticks to the inside of the pipe. If that happens within your drain, you'll need a plumber. Things get worse when grease from thousands of sinks builds up inside sewers. Those gross globs of grease can grow until they completely clog pipes! Our crews work tirelessly to find and destroy them before they cause overflows.



ELECTRONIC AND UNIVERSAL WASTE DROP OFF

The West County HHW Collection Facility has a Hazardous Waste drop-off center at 101 Pittsburg Avenue in Richmond which will accept e-Waste and dispose of common household hazardous waste that might otherwise harm the environment. Residential drop-off is available Wednesday through Saturday from 9am - 4pm (closed Noon -12:30 pm). Call 1-888-412-9277 for more information. You can also get helpful information from their website at www.recyclenore.com.

At the time of this mailing the District offices are closed due to COVID-19 restrictions, we look forward to the orders being lifted so that we may continue to serve the community and accept small household universal waste. We can accept your old household batteries, compact fluorescent light bulbs (which contain mercury), barometers, thermostats, and neon lighting which are known to contain universal waste such as mercury, lead, and cadmium that are hazardous to human health and the environment. These items cannot be discarded in household trash nor disposed of in landfills. These smaller items can be dropped off at our District office during regular office hours.

Due to changing regulations and reimbursement rates to E-Waste recyclers, it is no longer viable for the District to collect electronic waste such as televisions, VCRs, radios, and other electronic items.

FREE PERSONAL THERMOMETERS!

Mercury is highly toxic. If you drop and break an old-fashioned mercury fever thermometer in the sink, its mercury could go down the drain, get into the wastewater that flows through the sewers to the treatment plant, and ultimately pollute the Carquinez Strait. The treatment process cannot remove all traces of mercury from the wastewater. Never put mercury down your drain!

The sale of mercury fever thermometers was banned in California years ago, but some people still have them at home.

Contact our District office for safe disposal and we'll give you a free digital fever thermometer to take its place!



SEWER INSPECTION REQUIREMENT

The District is in the thirteenth year of its lateral inspection program, requiring property owners to obtain a "Certificate of Compliance" for their sanitary sewer laterals prior to the sale of their property. The program ensures that sanitary sewers are operating properly, are not leaching into the ground, and are not leaking into storm drains that flow to the Bay.

It has been a very successful program; helping to reduce infiltration from patio drains, roof gutters, and from cracks

in broken building lateral sewers. Less rainwater and groundwater that enters our sewer system means lower treatment costs.

There have been 481 properties issued Certificates of Compliance to date which represents 38% of all properties in Crockett and Port Costa.

More information on this program can be found on our website at <https://www.town.crockett.ca.us/sewer-lateral-compliance-ordinance>. You or your realtor may also contact the District office to find out more information on this important requirement.

SEWER UPGRADES

It has been a busy year with sewer collection system pipes being replaced in Crockett and a critical settling tank cleaning and baffle replacement project being completed in Port Costa.

PRESIDENT'S MESSAGE CONTINUED...

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Pellentesque elementum ipsum venenatis nisl consequat, eu porta massa pulvinar. Integer consequat elit at turpis tempus fringilla. Cras pellentesque tincidunt tellus eu dictum. Mauris vitae mauris mi. Aenean et imperdiet elit. Integer id lacinia est. Proin sit amet egestas nunc. Nunc malesuada ac turpis sit amet dictum. Phasellus ac magna vestibulum, dignissim massa feugiat, euismod sapien. Suspendisse potenti.

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REPORTING SEWER PROBLEMS – CALL OUR 24/7 EMERGENCY LINE (510) 303-2313

If you see what you believe is a sewage spill, whether from a private home or from a public manhole, call! If you are unsure if it is a sewage spill, error on the side of caution and call! We have staff available 24/7 who will be able to investigate to protect our communities of Crockett and Port Costa from unsanitary discharges. Our staff will respond quickly to all inquiries, complaints, or reports of sewer problems and will quickly take care of any blockage in the public sewer. When a sewer backup occurs in your home, it may not be obvious whether the problem is in the building sewer or the public sewer. You may save yourself distress and money by calling us first. There is no charge for this service.

For all other matters concerning sewer service in Crockett or Port Costa, call our District office at (510) 787-2992.

DISTRICT OFFICE

We're located in the Crockett Community Center at 850 Pomona Street. This is the place to come for sewer permits, for plan drawings to be stamped, to get a list of bonded sewer contractors, and for local government information regarding Crockett and Port Costa. You won't always find the office open, since we have few employees and are often working out in the field. It may help you to call ahead for appointments to (510) 787-2992.

Office Hours

Monday - Friday

8:30 am - 5:00 pm

OUR WEBSITE

Visit our website at www.town.crockett.ca.us for the latest information about the District. Meeting dates, agendas, and minutes are available online. Residents and visitors alike will find useful information on our Crockett Community Center, pool, and parks. Sewer programs and information on our wastewater services is also available under the respective Crockett Sanitary Department or Port Costa Sanitary Department pages.

Board of Directors

Luigi Barassi Michael Kirker John Mackenzie Kent Peterson Emma Sutton

General Manager

Dale McDonald - manager@town.crockett.ca.us

Recreation Commission

Jeff Airoidi - Louise Choquette
Tom Cusack - Anne Scheer - John Valentini

Crockett Sanitary Commission

Howard Adams - Scott Bartlebaugh Mark Manzione
Mary Wais - Jon Wolthuis

Port Costa Sanitary Commission

Tom Cusack - Tom List - John Mann
Anne Scheer - Joe Surges - Karen Klaiber (alt)

Memorial Hall Advisory Committee

Bud Burlison - Chuck Dell - Scott Lawton
Kent Peterson - Ron Wilson

Police Liaison Committee

John Angell - Barbara Cardwell - Raina Currington
Sylvia Melero - John Valentini - Mary Wais

EMPLOYMENT AGREEMENT MODIFICATION

The Management Employment Agreement (the "Agreement") entered into by and between Crockett Community Services District ("District") and Ronald Wilson ("Employee") and approved by the District Board on December 18, 2013 is hereby modified as follows. The Agreement modification is contingent upon approval by the District's Board of Directors.

After annual performance evaluation, a one-step salary increase from \$2,899 to \$2,993 per month as recommended by the Personnel Committee, effective April 1, 2020.

SECTION IV – SALARY (a) replaced with:

- (a) During the term of this Agreement, Employee agrees to work an average of 19 hours per week for 52 weeks per year, excluding vacation and sick leave. Employee shall work no more than 1000 hours per year. The monthly salary shall be fixed at \$2,993.

All terms of the employment agreement remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have hereunto affixed their signatures as of the date and year first above written.

Employee – Ron Wilson

Dated: _____

District – Dale McDonald, General Manager

Dated: _____

CROCKETT COMMUNITY SERVICES DISTRICT

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

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BD. MTG: 4-22-20

LATEST FUND REPORT: 4-13-20

CCSD FUND 3240

CCSD FUND 3240

CASH CARRIED FORWARD:
REC DEPT: \$7,526.21

CASH CARRIED FORWARD:
CVSAN DEPT: \$39,824.15

ACTIVITY:

ACTIVITY:

Trns from 160 Supp \$60.69
 PY UNS ACQ HO Appn \$0.01
 UNS Refunds to 11/19 (\$11.52)
 PY UNS SPT to 11/19 (\$0.84)

Trns from 160 Supp \$352.58
 PY UNS ACQ HO Appn \$0.03
 UNS Refunds to 11/19 (\$66.94)
 PY UNS SPT to 11/19 (\$4.88)

CASH BALANCE (Rec): \$7,574.54

CASH BALANCE (CVSan): \$40,104.95

ADV ON TAXES (Rec): \$24,668.65

ADV ON TAXES (CVSan): \$143,316.64

060 Adv beginning bal \$24,579.35
 Corr JV295304 (\$34.11)

060 Adv beginning bal \$142,797.90
 Corr JV295304 (\$198.18)

Ending Balance \$24,545.24

Ending Balance \$142,599.72

160 Supplmt begin bal \$184.10
 No activity (\$60.69)
 Ending Balance \$123.41

160 Supplmt begin bal \$1,069.50
 Trns to cash (\$352.58)
 Ending Balance \$716.92

FUND BALANCE (Rec): \$32,243.19

FUND BALANCE (CVSan): \$183,421.59

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: \$219,223.78

CROCKETT COMMUNITY SERVICES DISTRICT
INVESTMENT REPORT

AS OF MARCH 31, 2020

<u>Beginning invested balance:</u>	<u>3/1/2020</u>	<u>\$ 4,634,554.27</u>
 <u>RECREATION DEPT. OPERATING FUND 3241</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.03% as of 4/15/2020		\$ 343,422.98
Activity: No activity		\$ -
Ending balance:		\$ 343,422.98
 <u>MAINTENANCE DEPT. MEMORIAL HALL FUND 3242</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.03% as of 4/15/2020		\$ 146,683.29 *
Activity: No activity		\$ -
Ending balance:		\$ 146,683.29
 <u>PORT COSTA SANITARY DEPT. OPERATING FUND 3425</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.03% as of 4/15/2020		\$ -
Activity: No activity		\$ -
Ending balance:		\$ -
 <u>CROCKETT SANITARY DEPT. OPERATING FUND 3426</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.03% as of 4/15/2020		\$ 2,841,180.40
Activity: Transfer to cash (3/4)		\$ (300,000.00)
Ending balance:		\$ 2,541,180.40
 <u>CROCKETT SANITARY DEPT. CONSTRUCTION FUND 3427</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.03% as of 4/15/2020		\$ 889,816.65
Activity: No activity		\$ -
Ending balance:		\$ 889,816.65
 <u>CROCKETT SANITARY DEPT. CAPITAL RESERVE FUND 3429</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.03% as of 4/15/2020		\$ 70,450.95
Activity: No activity		\$ -
Ending balance:		\$ 70,450.95
<u>Closing invested balance:</u>	<u>3/31/2020</u>	<u>\$ 3,991,554.27</u>

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


 Dale McDonald, General Manager

Date: 4/15/2020

CROCKETT RECREATION DEPARTMENT

of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525

Telephone (510) 787-2414

Fax (510) 787-3049

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

website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD. MTC 4-22-20

LATEST FUND REPORT: 4-13-20

OPERATING FUND 3241

CASH CARRIED FORWARD: \$84,606.18

INVESTED BALANCE: \$343,422.98

No activity \$0.00

ACTIVITY:

NET INVESTED: \$343,422.98

CHECKS AND PAYMENTS

Warrants 8617-8651 (\$45,000.01)

\$48,022.82 c/d deposits

Wells Fargo CC Fees (\$153.12)

\$295,400.16 avail. funds

 FUND BALANCE: \$505,942.47

*** Below held in cash account ***

DEPOSITS AND CREDITS

Comm Center Rentals \$8,683.00

C/D BEGINNING BALANCE: \$47,022.82

Nutrition / Classes \$520.00

c/d deposit receipts \$2,800.00

Cleaning/Damage Depos \$2,800.00

c/d deposit refunds (\$1,536.00)

Security Services \$0.00

Trnsfr recovery (\$264.00)

Cleaning Services \$480.00

NET C/D ENDING BALANCE: \$48,022.82

Summer Concert grant \$5,000.00

CAP / RESTRICTED BAL: \$4,773.43

Tennis/restroom key \$70.00

Donations \$ -

RTS Co-gen \$36,078.00

No expenses \$ -

CCF Grant archt deck \$8,494.00

NET CAPITAL REPL. BAL: \$4,773.43

Tyco CCTV refund \$1,751.44

POLICE LIAISON BALANCE: \$7,860.75

CCC Elections Dept. \$120.00

Parking revenue \$0.00

Payroll/Expenses \$0.00

NET PLC ENDING BALANCE: \$7,860.75

XMAS LIGHT BEG BALANCE: \$496.57

No activity \$0.00

XMAS LIGHT END BALANCE: \$496.57

CERT ACTIVITY: None \$0.00

CERT Ending Balance: \$0.00

 CASH BALANCE: \$103,449.49

ADV ON TAXES : \$59,070.00

PETTY CASH BALANCE: \$60.00

No activity \$0.00

TAXES held in 3240: \$ 32,243.19

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 Airolodi, Louise Choquette, Tom Cusack, Anne Scheer, John Valentini

CROCKETT COMMUNITY SERVICES DISTRICT

Reconciliation Detail

04/15/20

FUND 3241 - RECREATION, Period Ending 04/13/2020

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							487,099.16
Cleared Transactions							
Checks and Payments - 35 Items							
Check	03/20/2020	8624	CUNHA ENGINEER...	Stairs and wall Pomona Street @ ...	X	-6,750.00	-6,750.00
Check	03/20/2020	8629	Luis Ambriz	Refund for Event Scheduled Marc...	X	-4,688.00	-11,438.00
Check	03/20/2020	8622	U.S. BANK	Various	X	-2,885.49	-14,323.49
Check	03/20/2020	8631	Raphael Hardwood ...	Refinish Hardwood Floors	X	-2,465.20	-16,788.69
Check	03/20/2020	8627	PG&E	Gas & Electric	X	-2,203.42	-18,992.11
Check	03/20/2020	8628	Carlos Campos	Refund for Event Scheduled Marc...	X	-2,149.00	-21,141.11
Paycheck	03/20/2020	8619	SUSAN G. WITSCHI	Payroll March 1-15	X	-1,801.25	-22,942.36
Liability Ch...	03/20/2020	8621	STATE COMPENS...	Workers Comp	X	-919.53	-23,861.89
Paycheck	03/20/2020	8617	DOLORES M. MOR...	Payroll March 1-15	X	-781.11	-24,643.00
Check	03/20/2020	8623	DexYP	YP Contra Costa Central - 3/1/20 - ...	X	-641.50	-25,284.50
Check	03/20/2020	8632	Tina Philavong	Refund for Event Scheduled Marc...	X	-360.00	-25,644.50
Paycheck	03/20/2020	8618	KATELYNN M. CLE...	Payroll March 1-15	X	-243.04	-25,887.54
Check	03/20/2020	8626	Fox Electric	Troubleshoot Comm Center Lighting	X	-240.00	-26,127.54
Check	03/20/2020	8630	Helen Peterson	Refund for Event Scheduled April ...	X	-180.00	-26,307.54
Paycheck	03/20/2020	8620	TREVOR B. DEES	Payroll March 1-15	X	-90.72	-26,398.26
Check	03/20/2020	8625	LINCOLN AQUATICS	Hand Grip	X	-74.87	-26,473.13
Liability Ch...	03/20/2020	8633	LINCOLN FINANCI...	LTD Insurance CCSVD-BL-1564438	X	-69.19	-26,542.32
Check	04/07/2020	8646	Claudia Hernandez	Event Cancelled Due to Coronavir...	X	-3,852.00	-30,394.32
Paycheck	04/07/2020	8634	RONALD D. WILSON	Payroll March 2020	X	-2,494.10	-32,888.42
Paycheck	04/07/2020	8635	SUSAN G. WITSCHI	Payroll March 16-31	X	-2,106.04	-34,994.46
Check	04/07/2020	8642	PG&E	Gas & Electric	X	-2,016.60	-37,011.06
Check	04/07/2020	8644	EBMUD	Water	X	-1,670.61	-38,681.67
Liability Ch...	04/07/2020	8640	SDRMA	Health Insurance Benefits	X	-1,636.08	-40,317.75
Liability Ch...	04/07/2020	8639	CalPERS Public Em...	CalPERS Retir. & 457	X	-1,354.13	-41,671.88
Liability Ch...	04/07/2020	8637	UNITED STATES T...	FedTax Payroll Liability	X	-1,184.56	-42,856.44
Check	04/07/2020	8645	Trinity Warren	Event Cancelled Due to Coronavir...	X	-718.00	-43,574.44
Check	04/07/2020	8647	Antonio Orozco	Cleaning & Damage Refund	X	-436.00	-44,010.44
Check	04/07/2020	8641	AT&T	Long Distance & Messaging	X	-365.93	-44,376.37
Liability Ch...	04/07/2020	8638	EMPLOYMENT DE...	EDD State Payroll Tax Liability	X	-162.09	-44,538.46
Check	04/07/2020	8643	TERMINIX	Pest Control - W/O 17044622957	X	-131.00	-44,669.46
Paycheck	04/07/2020	8636	TREVOR B. DEES	Payroll March 16-31	X	-115.75	-44,785.21
Check	04/07/2020	8651	SUSAN G. WITSCHI	Mileage reimbursement Jan-March	X	-59.94	-44,845.15
Check	04/07/2020	8648	Regional Governme...	Publication/Posting Requirements	X	-54.68	-44,899.83
Check	04/07/2020	8650	RONALD D. WILSON	Mileage reimbursement March	X	-53.48	-44,953.31
Check	04/07/2020	8649	Alhambra & Sierra S...	Water	X	-46.70	-45,000.01
Total Checks and Payments						-45,000.01	-45,000.01
Deposits and Credits - 5 items							
Deposit	03/12/2020			Rentals DP805261	X	5,340.00	5,340.00
Deposit	03/13/2020			C/D & Rental DP805346	X	846.88	6,186.88
Deposit	03/13/2020			RTS & Other CommCenter Depos...	X	55,088.44	61,275.32
Deposit	03/20/2020			Rental DP805691	X	568.00	61,843.32
Deposit	03/31/2020			C/D & Rental DP806130	X	2,000.00	63,843.32
Total Deposits and Credits						63,843.32	63,843.32
Total Cleared Transactions						18,843.31	18,843.31
Cleared Balance						18,843.31	505,942.47
Register Balance as of 04/13/2020						18,843.31	505,942.47
Ending Balance						18,843.31	505,942.47

CROCKETT POLICE LIAISON COMMITTEE

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

FINANCIAL REPORT

AS OF MARCH 31, 2020

Opening balance: 3/1/2020 \$7,967.04

Activity:

Revenue

None

Expenditures

Payroll recovery in March (\$104.49)
Postage (3/6) (\$1.80)

Current balance as of 3/31/20 \$7,860.75

Last Clancy report was recently received for February 2020, no revenue but \$25 Clancy fee imposed. Staff spent approximately 0.5 hours on PLC issues in March.



District Finance Officer

//admin/districtsecretary/plc/financialreport

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.:	4/22/20	LATEST FUND REPORT:	4/13/20

OPERATING FUND 3425			

CASH CARRIED FORWARD:	\$67,861.19	ACCRUED DEBT:	
ACTIVITY:			
CHECKS (1203-1211)	(\$8,197.78)	PYs due CVSan Dept.	\$24,233.49
		Loan#2 due CVSan	\$277,963.36

CASH BALANCE:	\$59,663.41	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:	\$0.00		
No activity	\$0.00		
Ending Balance	\$0.00		

FUND BALANCE:	\$191,889.81	\\san\pc\bud&fin\wrksht	

04/15/20

Reconciliation Detail

FUND 3425 - PC SANITARY - O&M, Period Ending 04/13/2020

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							200,087.59
Cleared Transactions							
Checks and Payments - 6 items							
Check	03/20/2020	1203	Valley Operators, LLC	Monthly service Invoice 1228	X	-4,400.00	-4,400.00
Check	03/20/2020	1205	HydroScience Engin...	Project 466-001 Port Costa...	X	-2,325.00	-6,725.00
Check	03/20/2020	1204	U.S. BANK	Alarm cell, Office subscrip...	X	-106.83	-6,831.83
Check	04/07/2020	1211	Eurofins Calscience ...	WWTP Lab Testing	X	-880.00	-7,711.83
Check	04/07/2020	1209	L.R. PAULSELL CO...	High Pressure Pipeline Cle...	X	-470.00	-8,181.83
Check	04/07/2020	1210	Regional Governme...	Publication/Posting Requir...	X	-15.95	-8,197.78
Total Checks and Payments						-8,197.78	-8,197.78
Deposits and Credits - 3 items							
Check	04/07/2020	1207	VOID	VOID	X	0.00	0.00
Check	04/07/2020	1208	VOID	VOID	X	0.00	0.00
Check	04/07/2020	1206	VOID	VOID	X	0.00	0.00
Total Deposits and Credits						0.00	0.00
Total Cleared Transactions						-8,197.78	-8,197.78
Cleared Balance						-8,197.78	191,889.81
Register Balance as of 04/13/2020						-8,197.78	191,889.81
Ending Balance						-8,197.78	191,889.81

Commissioners: Tom Cusack, Tom List, John Mann, Anne Scheer, Joe Surges, Karen Klaiber (alt)

CROCKETT MAINTENANCE DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BD. MTG:	4/22/20	LATEST FUND REPORT:	4/13/20
-----		-----	
OPERATING FUND 3242		BALANCES BY CLASS	
-----		-----	
CASH CARRIED FORWARD:	\$48,900.05	MEMORIAL HALL	
ACTIVITY:		Walk Honor & P66	\$243,500.00
CHECKS and PAYMENTS		Archt. Phase1	(\$15,427.99)
Warrants (none)	\$0.00	Engnr. Phase1	(\$33,934.00)
		Other CapX	(\$4,605.65)
		WofH P66 Balance	\$189,532.36
		Other MH O&M Bal.	\$4,844.16
DEPOSITS		BRIDGEHEAD	\$952.53
No activity	\$0.00	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

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG: 4-22-20

OPERATING FUND 3426

CASH CARRIED FORWARD: \$186,480.95

ACTIVITY:

Warrants (6101-6121) (\$289,286.11)

Trns from investments \$300,000.00

Permit fees \$42,968.00

Permit fees \$30.00

CASH BALANCE: \$240,192.84

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: \$2,841,180.40

Transfer to cash (\$300,000.00)

Ending Balance: \$2,541,180.40

FUND 3426 BALANCE: \$3,320,716.78

TAXES held in 3240: \$183,421.59

CO.charges in 3240: \$0.00

ACCURED DEBT OWED TO CVAN:

PCSAN DEPT. \$302,196.85

MAINT DEPT. \$0.00

LATEST FUND REPORT: 4-13-20

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

9:11 AM

CROCKETT COMMUNITY SERVICES DISTRICT

04/15/20

Reconciliation Detail

FUND 3426 - CV SANITARY - O&M, Period Ending 04/13/2020

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							3,567,004.89
Cleared Transactions							
Checks and Payments - 21 items							
Check	03/20/2020	6105	ECAST Engineering...	Atherton Cooke Sewer Project C...	X	-157,598.10	-157,598.10
Check	03/20/2020	6103	El Sobrante Sewer	Sewer Proj C-1008 - 148-172 Alex...	X	-18,000.00	-175,598.10
Check	03/20/2020	6104	WEST COUNTY W...	Contract Servies Nov. 2019, Jan, ...	X	-13,666.44	-189,264.54
Check	03/20/2020	6102	U.S. BANK	Survey, internet, soft sub, office, ...	X	-786.41	-190,050.95
Liability C...	03/20/2020	6101	STATE COMPENS...	Workers Comp	X	-442.55	-190,493.50
Liability C...	03/20/2020	6106	LINCOLN FINANCI...	LTD Insurance CCSVD-BL-15644...	X	-120.12	-190,613.62
Check	04/07/2020	6118	C&H SUGAR CO.	WWTP Share Operating Costs Fe...	X	-55,150.32	-245,763.94
Check	04/07/2020	6116	ROTO-ROOTER SE...	Sewer Replacement Project N-08-...	X	-16,872.25	-262,636.19
Check	04/07/2020	6115	L.R. PAULSELL CO...	Sewer Maintenance March 16-23	X	-6,580.00	-269,216.19
Paycheck	04/07/2020	6107	DALE A. McDONALD	Payroll March 2020	X	-4,373.09	-273,589.28
Paycheck	04/07/2020	6108	JAMES G. BARNHILL	Payroll March 2020	X	-4,274.13	-277,863.41
Liability C...	04/07/2020	6111	CalPERS Public Em...	CalPERS Retir. & 457	X	-4,156.65	-282,020.06
Check	04/07/2020	6117	PG&E	Electricity	X	-2,195.81	-284,215.87
Check	04/07/2020	6113	MEYERS NAVE	Hosselkus Chapel Conversations	X	-1,587.60	-285,803.47
Liability C...	04/07/2020	6109	UNITED STATES T...	FedTax Payroll Liability	X	-1,524.82	-287,328.29
Liability C...	04/07/2020	6112	SDRMA	Health Insurance Premium	X	-892.50	-288,220.79
Liability C...	04/07/2020	6110	EMPLOYMENT DE...	EDD State Payroll Tax Liability	X	-440.53	-288,661.32
Check	04/07/2020	6119	EBMUD	Water	X	-321.33	-288,982.65
Check	04/07/2020	6114	AT&T	Phone	X	-175.64	-289,158.29
Check	04/07/2020	6120	Regional Governme...	Publication/Posting Requirements	X	-96.87	-289,255.16
Check	04/07/2020	6121	DOLORES M. MOR...	Reimbursement for supplies and ...	X	-30.95	-289,286.11
Total Checks and Payments						-289,286.11	-289,286.11
Deposits and Credits - 2 items							
Deposit	03/13/2020			RTS DP805390	X	42,968.00	42,968.00
Deposit	03/17/2020			Permit DP805497	X	30.00	42,998.00
Total Deposits and Credits						42,998.00	42,998.00
Total Cleared Transactions						-246,288.11	-246,288.11
Cleared Balance						-246,288.11	3,320,716.78
Register Balance as of 04/13/2020						-246,288.11	3,320,716.78
Ending Balance						-246,288.11	3,320,716.78

LOAN AGREEMENT

This Inter-Department Loan Agreement ("**Agreement**") is entered into effective as of _____ ("**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, 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, the Port Costa Sanitary Commission approved project to decant and clean the Port Costa wastewater settling tank and perform necessary baffle repairs ran over budget, depleting the operating reserves of PCSAN; and

WHEREAS, PCSAN would run out of operating funds if it were to pay the outstanding balance due Clean Harbors Environmental Services, Inc in the amount of \$209,323; and

WHEREAS, PCSAN would like to take borrow funds from CVSAN's rate stabilization funds to protect the community of Port Costa from having to resort to extreme measures; including but not limited to reduction of service and implementing substantial increases to the sewer use charges collected on the tax roll; 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 available in the private market; 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. CVSAN transfer the amount of \$150,000 from their rate stabilization reserves, kept in Fund 3426, to PCSAN's Operating Fund #3425.
2. PCSAN will pay CVSAN over 10-years, based on the amortization schedule below, plus an interest amount equivalent to 1.5% more than the interests the District receives on its LAIF accounts for the quarter ending June 30 on the balance, by December 31 of each year with interest only payments beginning on December 31, 2020, and principal and interest payments beginning December 31, 2023. Interest is only an estimate in amortization schedule below.
3. PCSAN agrees to pay the loan in full no later than December 31, 2029.

4. PCSAN agrees that if an annual payment is late or missed, that interest on the balance will continue to accrue and that it will increase its sewer use charge assessed on the property tax roll to cover the shortfall of the amount not paid, plus interest, the following year.
5. PCSAN can choose to prepay either the partial or full loan balance at any time without penalty.
6. 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.

Installment Loan Amortization Schedule - \$150,000				
Date	Payment	Interest *	Principal	Balance
31-Dec-20	\$5,400	\$5,400	\$0	\$150,000
31-Dec-21	\$5,400	\$5,400	\$0	\$150,000
31-Dec-22	\$5,400	\$5,400	\$0	\$150,000
31-Dec-23	\$26,829	\$5,400	\$21,429	\$128,571
31-Dec-24	\$26,058	\$4,629	\$21,429	\$107,142
31-Dec-25	\$25,286	\$3,857	\$21,429	\$85,713
31-Dec-26	\$24,515	\$3,086	\$21,429	\$64,284
31-Dec-27	\$23,743	\$2,314	\$21,429	\$42,855
31-Dec-28	\$22,972	\$1,543	\$21,429	\$21,426
31-Dec-29	\$22,197	\$771	\$21,426	\$0
TOTAL	\$187,800	\$37,800	\$150,000	

* Interest amount is estimate, based on 1.5% above LAIF calculated annually.

Dated: _____, 2020

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

Adopted by the CROCKETT COMMUNITY SERVICES DISTRICT BOARD on _____.

Board President: _____

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

TO: Port Costa Sanitary Commission / Board of Directors
FROM: James Barnhill, Sanitary Department Manager JB
SUBJECT: Invoices Received for Septic Tank Maintenance Project
DATE: April 16, 2020

This report summarizes general items and their corresponding charges submitted by Clean Harbors. The simple scope of work is the removal of all solids, liquids, and debris. Cleaning to allow engineering inspection and replacement of baffles, if needed.

Clean Harbors	Estimate	Invoiced	Over/under	Estimate
Task 1: Tank, pump and container rental.....	\$8,361.60	\$24,468.47	+	\$16,106.87
Task 2: Mob-demobilization tanks/containers.....	\$3,723.20	\$45,689.09	+	\$41,965.79
Task 3: Cleaning of septic tank.....	\$83,511.80	\$74,098.36	-	\$9,413.44
Task 4: Odor control.....	\$1,235.00	\$0	-	\$1,235.00
Task 5: Transport and disposal (waste).....	\$18,396.00	\$51,957.74	+	\$33,561.74
Analytical.....	\$N/A	\$1,115.51	+	\$1,115.51
Additional manpower.....	\$N/A	\$10,900.62	+	\$10,900.62
Subtotal.....	\$115,227.70	\$208,229.79	+	\$93,002.09
Taxes.....	\$2,430.22	\$1,093.33	-	\$1,336.89
	\$117,657.82	\$209,323.12	+	\$91,665.30

Unbilled services to restore WWTP wells, lines, pumps, and sand filter beds..... \$13,880.82

Unbilled transportation of clarified wastewater to Crockett collection system.....\$28,492.49

Clean Harbors Environmental Services, Inc. proposal was, in short, to collect and decant sludge waste and to return decant to Port Costa WWTP for onsite treatment. To transport dewatered sludge for disposal offsite. To thoroughly clean tank for structural inspection and maintenance purposes.

Event Dateline:

- 1/2/20 - Staging of two 20k gal weir tanks, one 20k gal frac tank, pumps, hoses, and ventilation
- 1/6/20 - Commenced pumping. Debris, rags, wipes blocked waste pumps delaying progress
- 1/7/20 - Vacuum truck (Guzzler) and two 5k gal vac boxes deployed to replace waste pumps
- 1/8/20 - Three additional 5k gal vac boxes plus two frac tanks needed for capacity due to slower than expected decanting.
- 1/10/20 - Found sludge contamination at WWTP – Notified Clean Harbors and Valley Operators that WWTP is non-operational. RWQCB notified of the full shutdown. Transport of decant to Crockett for treatment to allow sludge time to settle to reduce loads to Potrero Hills Landfill in Suisun.
- 1/13/20 - Clean Harbors found that one baffle wall was broken and no longer attached to the tank. The other baffle wall was still intact and in its proper position. Inspection of the broken baffle found that it was constructed with redwood and nails. Nailed lumber had separated which likely caused the total failure. The one remaining intact baffle wall could not be relied upon and it was decided to demolish it when construction begins.
- 1/14/20 - Clean Harbors transferred equipment across UPRR tracks and through the sewer collection system in order to begin cleanup of the WWTP contamination. Engineers entered the septic tank to perform inspections.
- 1/16/20 - Commenced baffle construction
- 1/18/20 - Completed baffle construction. WWTP wells, pumps, pipes and sand filter bed #1 cleaned and ready to receive clarified water. Town flow restored to septic tank. Weir, frac, and vacuum tanks remained onsite to decant in order to reduce loads of sludge waste to offsite disposal. Decanted water was transported to Crockett during this time.
- 2/10/20 - Weir tanks demobilized

Going forward, Port Costa needs to avoid deferring maintenance and neglecting its assets. It is recommended to apply more aggressive inspection and maintenance to help avoid structural failures and fouling of its assets in the future. Companies such as Clean Harbors may be key to upcoming maintenance due to their marine capabilities such as the need for removal and replacement of filtrate in the sand filter beds, which may require waterfront approach to the WWTP due to the lack of rail crossing.

Commissioners: Tom Cusack, Tom List, John Mann, Anne Scheer, Joe Surges, Karen Klaiber (alt)

l.c.



42 Longwater Drive
 P.O. Box 9149
 Norwell, MA 02061-9149

INVOICE
 Invoice No 1003217325
 Revision 1 of 1003214549

REMIT TO:

CLHB Industrial Services Inc
 PO Box 3442
 Boston, MA 02241-3442

OFFICE:

Clean Harbors Industrial Services Inc.
 4101 Industrial Way
 Benicia, CA 94510
 (707) 747-6699

If you have any questions regarding this invoice, please contact your customer service representative at the telephone number listed above

James Barnhill
 Port Costa Sanitary Dept
 Crockett Community Services District
 Attn: Port Costa Sanitation P.O. Box 578 Crockett, CA 94525
 Crockett, CA 94525 - 0000

JOB SITE/GENERATOR:
 Port Costa Sanitary Dept
 850 Pomona Street
 Crockett, CA 94525 - 0000

EIN: 52-2339707

Job Description: Clean Septic Tank

**** Payable in USD funds ****

Last Service Date	Invoice No	Customer	Branch	Sales Order	Purchase Order	Terms
28 Jan 2020	1003217325	PO24063	3M	1906720180	PC 2020	Net 15 Days

Last Service Date	Task	Task Type	Description	Total
28 Jan 2020	1906720180-001	GENERAL	Analytical 1/28	\$368.58
09 Jan 2020	1906720180-002	GENERAL	Analytical 1/9	\$694.03
14 Feb 2020	1906720180-003	GENERAL	Cleaning of Septic Tank	\$74,151.26
24 Feb 2020	1906720180-005	DISPOSAL	Trans and Disposal	\$48,164.55
18 Jan 2020	1906720180-006	GENERAL	Additional Manpower Per Day	\$10,900.62
29 Feb 2020	1906720180-012	GENERAL	Set Up, Storage Tank Cleaning and Breakdown	\$37,227.52
21 Feb 2020	1906720180-013	GENERAL	Vacuum Box Rental CH	\$520.00
28 Feb 2020	1906720180-014	DISPOSAL	Trans and Disposal Solids	\$3,793.19

SUBTOTAL \$175,819.75

TAX \$42.92

PLEASE PAY THIS AMOUNT → INVOICE TOTAL \$175,862.67

REMIT PAYMENT BY → DUE DATE 25 Mar 2020

Interest will be charged at a rate of 1.5% per month for all past due amounts.



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INVOICE
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TASK 1906720180-001 - Analytical 1/28

Manifest Info	Item ID	Description	Manifest Qty	Manifest UOM	Billing Qty	Billing UOM	Unit Price	Amount
06 Jan 2020								
	CAM17WW	CALIFORNIA ASSESSMENT MANUAL, VARIOUS TEST METHODS WW	1.500	EA	141.4500			\$212.18
28 Jan 2020								
	TCLPEXTRAC	SOIL/OTHER TCLP EXTRACTION, SW 1311	1.000	EA	64.4000			\$64.40
	CAM17METAL	SW6020(COPPER,ZINC)	2.000	EA	46.0000			\$92.00
SUBTOTAL								\$368.58
TAX								\$0.00
TASK TOTAL								\$368.58

TASK 1906720180-002 - Analytical 1/9

Manifest Info	Item ID	Description	Manifest Qty	Manifest UOM	Billing Qty	Billing UOM	Unit Price	Amount
09 Jan 2020								
	CYANIDEAME	GROUNDWATER CYANIDE, AMENABLE EPA 335.1/9010	2.000	EA	67.2750			\$134.55
	SULFIDESO	SOIL/OTHER SULFIDE, EPA 376.2/9030B/9034	5.000	EA	28.9800			\$144.90
	PESTICIDES	SOIL/OTHER PESTICIDES, ORGANOPHOSPHORUS, EPA 8141A	1.500	EA	159.8500			\$239.78
	TO14SIM	VOC, SIM, METHOD 8260C AND 8270C	1.500	EA	115.0000			\$172.50
	SAMPDISP	SAMPLE HANDLING & DISPOSAL FEE	1.000	EA	2.3000			\$2.30
SUBTOTAL								\$694.03
TAX								\$0.00
TASK TOTAL								\$694.03

TASK 1906720180-003 - Cleaning of Septic Tank

Manifest Info	Item ID	Description	Manifest Qty	Manifest UOM	Billing Qty	Billing UOM	Unit Price	Amount
06 Jan 2020								
	TKPU	Pickup/Van/Car/Crew Cab	1.000	DAY	185.0000			\$185.00
	ENTRY	Confined Space Entry Gear (Retrieval & Rescue Equip)	1.000	DAY	285.0000			\$285.00
	AIR2MAN	2 Man Breathing System	1.000	DAY	502.0000			\$502.00
	PPED1	Modified Level D (Tyvec, Gloves and Boots)	6.000	EA	30.0000			\$180.00
	PM	Project Manager	8.000	HR	85.0000			\$680.00
	SUP	Supervisor	8.000	HR	70.2600			\$562.08
	SUPOT	Supervisor, Overtime	1.000	HR	84.5500			\$84.55
	EO	Equipment Operator	8.000	HR	77.1500			\$617.20
	EOOT	Equipment Operator, Overtime	1.000	HR	89.4500			\$89.45
	FT	Field Technician	8.000	HR	70.2600			\$562.08
	FTOT	Field Technician Overtime	1.000	HR	84.5500			\$84.55
	FT	Field Technician	8.000	HR	70.2600			\$562.08
	FTOT	Field Technician Overtime	1.000	HR	84.5500			\$84.55
	FT	Field Technician	8.000	HR	70.2600			\$562.08

INVOICE

Invoice No 1003217325

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FTOT	Field Technician Overtime	1.000	HR	84.5500	\$84.55
FT	Field Technician	8.000	HR	70.2600	\$562.08
FTOT	Field Technician Overtime	1.000	HR	84.5500	\$84.55



42 Longwater Drive
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INVOICE
Invoice No 1003217325
Revision 1 of 1003214549

TASK 1906720180-003 - Cleaning of Septic Tank

Manifest Info	Item ID	Description	Manifest Qty	Manifest UOM	Billing Qty	Billing UOM	Unit Price	Amount
	FT	Field Technician			8.000	HR	70.2600	\$562.08
	FTOT	Field Technician Overtime			1.000	HR	84.5500	\$84.55
	HTMISC	Misc. Handtools			1.000	DAY	65.0000	\$65.00
	RAGS	Rags, 50 lb / 23 kg			1.000	BOX	61.0000	\$61.00
	AIR185	AIR COMPRESSOR, 185 CFM			1.000	DAY	262.0000	\$262.00
07 Jan 2020								
	TKPU	Pickup/Van/Car/Crew Cab			1.000	DAY	185.0000	\$185.00
	TKPU	Pickup/Van/Car/Crew Cab			1.000	DAY	185.0000	\$185.00
	AIR2MAN	2 Man Breathing System			1.000	DAY	502.0000	\$502.00
	ENTRY	Confined Space Entry Gear (Retrieval & Rescue Equip)			1.000	DAY	285.0000	\$285.00
	PPED1	Modified Level D (Tyvec, Gloves and Boots)			7.000	EA	30.0000	\$210.00
	TRACTROLSJ	Rolloff Straightjob			4.000	HR	68.0000	No Charge
	VACGUZZLER	Wet/Dry High Powered Vacuum Truck/Guzzler			10.000	HR	129.0000	\$1,290.00
	SUP	Supervisor			8.000	HR	70.2600	\$562.08
	SUPOT	Supervisor, Overtime			2.500	HR	84.5500	\$211.38
	SUP	Supervisor			8.000	HR	70.2600	\$562.08
	SUPOT	Supervisor, Overtime			2.500	HR	84.5500	\$211.38
	EO	Equipment Operator			8.000	HR	77.1500	\$617.20
	EOOT	Equipment Operator, Overtime			2.500	HR	89.4500	\$223.63
	FT	Field Technician			8.000	HR	70.2600	\$562.08
	FTOT	Field Technician Overtime			2.500	HR	84.5500	\$211.38
	FT	Field Technician			8.000	HR	70.2600	\$562.08
	FTOT	Field Technician Overtime			2.500	HR	84.5500	\$211.38
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	FT	Field Technician			8.000	HR	70.2600	\$562.08
	FTOT	Field Technician Overtime			2.500	HR	84.5500	\$211.38
	HTMISC	Misc. Handtools			1.000	DAY	65.0000	\$65.00
	HOSEFLEX6	Hose - Flex ADS, 6 in X 100 ft Roll			1.000	ROL	350.0000	\$350.00
08 Jan 2020								
	VACGUZZLER	Wet/Dry High Powered Vacuum Truck/Guzzler			10.000	HR	129.0000	\$1,290.00
	COMP	Air Compressor 175-185 CFM			1.000	DAY	262.0000	\$262.00
	HOSEOIL3	Hose - Suction, 3 in X 25 ft			4.000	DAY	42.0000	\$168.00
	PPED1	Modified Level D (Tyvec, Gloves and Boots)			7.000	EA	30.0000	\$210.00
	PUMPDD2	Pump - Double Diaphragm, 2 in			2.000	DAY	137.0000	\$274.00
	TKPU	Pickup/Van/Car/Crew Cab			1.000	DAY	185.0000	\$185.00
	TKPU	Pickup/Van/Car/Crew Cab			1.000	DAY	185.0000	\$185.00
	SUP	Supervisor			8.000	HR	70.2600	\$562.08
	SUPOT	Supervisor, Overtime			2.500	HR	84.5500	\$211.38
	SUP	Supervisor			8.000	HR	70.2600	\$562.08
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	EO	Equipment Operator			8.000	HR	77.1500	\$617.20
	EOOT	Equipment Operator, Overtime			2.500	HR	89.4500	\$223.63
	FT	Field Technician			8.000	HR	70.2600	\$562.08
	FTOT	Field Technician Overtime			2.500	HR	84.5500	\$211.38
	FT	Field Technician			8.000	HR	70.2600	\$562.08



42 Longwater Drive
 P.O. Box 9149
 Norwell, MA 02061-9149

INVOICE
 Invoice No 1003217325
 Revision 1 of 1003214549

TASK 1906720180-003 - Cleaning of Septic Tank

Manifest Info	Item ID	Description	Manifest Qty	Manifest UOM	Billing Qty	Billing UOM	Unit Price	Amount
	FTOT	Field Technician Overtime			2.500	HR	84.5500	\$211.38
	FT	Field Technician			8.000	HR	70.2600	\$562.08
	FTOT	Field Technician Overtime			2.500	HR	84.5500	\$211.38
	FT	Field Technician			8.000	HR	70.2600	\$562.08
	FTOT	Field Technician Overtime			2.500	HR	84.5500	\$211.38
	FT	Field Technician			8.000	HR	70.2600	\$562.08
	FTOT	Field Technician Overtime			2.500	HR	84.5500	\$211.38
	FT	Field Technician			2.000	HR	70.2600	\$140.52
	HTMISC	Misc. Handtools			1.000	DAY	65.0000	\$65.00
	HOSEFLEX6	Hose - Flex ADS, 6 in X 100 ft Roll			1.000	ROL	350.0000	\$350.00

09 Jan 2020

	TKPU	Pickup/Van/Car/Crew Cab			1.000	DAY	185.0000	\$185.00
	TKPU	Pickup/Van/Car/Crew Cab			1.000	DAY	185.0000	\$185.00
	COMP	Air Compressor 175-185 CFM			1.000	DAY	262.0000	\$262.00
	HOSEOIL3	Hose - Suction, 3 in X 25 ft			4.000	DAY	42.0000	\$168.00
	PPED1	Modified Level D (Tyvec, Gloves and Boots)			7.000	EA	30.0000	\$210.00
	PUMPDD2	Pump - Double Diaphragm, 2 in			1.000	DAY	137.0000	\$137.00
	VACGUZZLER	Wet/Dry High Powered Vacuum Truck/Guzzler			10.500	HR	129.0000	\$1,354.50
	SUP	Supervisor			8.000	HR	70.2600	\$562.08
	SUPOT	Supervisor, Overtime			2.500	HR	84.5500	\$211.38
	SUP	Supervisor			8.000	HR	70.2600	\$562.08
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	FTOT	Field Technician Overtime			2.500	HR	84.5500	\$211.38
	FT	Field Technician			8.000	HR	70.2600	\$562.08
	FTOT	Field Technician Overtime			2.500	HR	84.5500	\$211.38
	HTMISC	Misc. Handtools			1.000	DAY	65.0000	\$65.00
	HOSEFLEX6	Hose - Flex ADS, 6 in X 100 ft Roll			1.000	ROL	350.0000	\$350.00

10 Jan 2020

	COMP	Air Compressor 175-185 CFM			1.000	DAY	262.0000	\$262.00
	HOSEOIL3	Hose - Suction, 3 in X 25 ft			4.000	DAY	42.0000	\$168.00
	TKPU	Pickup/Van/Car/Crew Cab			1.000	DAY	185.0000	\$185.00
	TKPU	Pickup/Van/Car/Crew Cab			1.000	DAY	185.0000	\$185.00
	SUP	Supervisor			8.000	HR	70.2600	\$562.08
	SUPOT	Supervisor, Overtime			2.500	HR	84.5500	\$211.38
	FT	Field Technician			8.000	HR	70.2600	\$562.08
	FTOT	Field Technician Overtime			2.500	HR	84.5500	\$211.38
	EO	Equipment Operator			7.000	HR	77.1500	\$540.05
	FT	Field Technician			8.000	HR	70.2600	\$562.08
	FTOT	Field Technician Overtime			2.500	HR	84.5500	\$211.38
	FT	Field Technician			8.000	HR	70.2600	\$562.08
	FTOT	Field Technician Overtime			2.500	HR	84.5500	\$211.38
	FT	Field Technician			8.000	HR	70.2600	\$562.08
	FTOT	Field Technician Overtime			2.500	HR	84.5500	\$211.38
	FT	Field Technician			8.000	HR	70.2600	\$562.08



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INVOICE
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 Revision 1 of 1003214549

TASK 1906720180-003 - Cleaning of Septic Tank

Manifest Info	Item ID	Description	Manifest Qty	Manifest UOM	Billing Qty	Billing UOM	Unit Price	Amount
	FTOT	Field Technician Overtime			2.500	HR	84.5500	\$211.38
	FT	Field Technician			8.000	HR	70.2600	\$562.08
	FTOT	Field Technician Overtime			2.500	HR	84.5500	\$211.38
	EO	Equipment Operator			8.000	HR	77.1500	\$617.20
	EOOT	Equipment Operator, Overtime			2.500	HR	89.4500	\$223.63
11 Jan 2020								
	TKPU	Pickup/Van/Car/Crew Cab			1.000	DAY	185.0000	\$185.00
	PPED1	Modified Level D (Tyvec, Gloves and Boots)			2.000	EA	30.0000	\$60.00
	PUMPDD2	Pump - Double Diaphragm, 2 in			2.000	DAY	137.0000	\$274.00
	EO	Equipment Operator			8.000	HR	77.1500	\$617.20
	EOOT	Equipment Operator, Overtime			2.500	HR	89.4500	\$223.63
	FT	Field Technician			8.000	HR	70.2600	\$562.08
	FTOT	Field Technician Overtime			2.500	HR	84.5500	\$211.38
	FT	Field Technician			8.000	HR	70.2600	\$562.08
	FTOT	Field Technician Overtime			2.500	HR	84.5500	\$211.38
	HTMISC	Misc. Handtools			1.000	DAY	65.0000	\$65.00
12 Jan 2020								
	HOSEOIL3	Hose - Suction, 3 in X 25 ft			4.000	DAY	42.0000	\$168.00
	PPED1	Modified Level D (Tyvec, Gloves and Boots)			3.000	EA	30.0000	\$90.00
	PUMPDD2	Pump - Double Diaphragm, 2 in			2.000	DAY	137.0000	\$274.00
	TKPU	Pickup/Van/Car/Crew Cab			1.000	DAY	185.0000	\$185.00
	PM	Supervisor			8.500	HR	70.2600	\$597.21
	FT	Field Technician			8.000	HR	70.2600	\$562.08
	FTOT	Field Technician Overtime			0.500	HR	84.5500	\$42.28
	FT	Field Technician			8.000	HR	70.2600	\$562.08
	FTOT	Field Technician Overtime			0.500	HR	84.5500	\$42.28
	HTMISC	Misc. Handtools			1.000	DAY	65.0000	\$65.00
13 Jan 2020								
	TKPU	Pickup/Van/Car/Crew Cab			1.000	DAY	185.0000	\$185.00
	TKPU	Pickup/Van/Car/Crew Cab			1.000	DAY	185.0000	\$185.00
	VACGUZZLER	Wet/Dry High Powered Vacuum Truck/Guzzler			10.000	HR	129.0000	\$1,290.00
	COMP	Air Compressor 175-185 CFM			1.000	DAY	262.0000	\$262.00
	ENTRY	Confined Space Entry Gear (Retrieval & Rescue Equip)			1.000	DAY	285.0000	\$285.00
	HOSEOIL3	Hose - Suction, 3 in X 25 ft			4.000	DAY	42.0000	\$168.00
	PPEC2	Level C w/CPF1,2 or Polytyvec/Changeout			7.000	EA	60.0000	\$420.00
	PPED1	Modified Level D (Tyvec, Gloves and Boots)			7.000	EA	30.0000	\$210.00
	PUMPDD2	Pump - Double Diaphragm, 2 in			2.000	DAY	137.0000	\$274.00
	SUP	Supervisor			8.000	HR	70.2600	\$562.08
	SUPOT	Supervisor, Overtime			2.500	HR	84.5500	\$211.38
	EO	Equipment Operator			8.000	HR	77.1500	\$617.20
	EOOT	Equipment Operator, Overtime			2.500	HR	89.4500	\$223.63
	FT	Field Technician			8.000	HR	70.2600	\$562.08
	FTOT	Field Technician Overtime			2.500	HR	84.5500	\$211.38
	FT	Field Technician			8.000	HR	70.2600	\$562.08
	FTOT	Field Technician Overtime			2.500	HR	84.5500	\$211.38
	FT	Field Technician			8.000	HR	70.2600	\$562.08



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TASK 1906720180-003 - Cleaning of Septic Tank

Manifest	Item ID	Description	Manifest Qty	Manifest UOM	Billing Qty	Billing UOM	Unit Price	Amount
	FTOT	Field Technician Overtime			2.500	HR	84.5500	\$211.38
	FT	Field Technician			8.000	HR	70.2600	\$562.08
	FTOT	Field Technician Overtime			2.500	HR	84.5500	\$211.38
	EO	Equipment Operator			8.000	HR	77.1500	\$617.20
	EOOT	Equipment Operator, Overtime			3.500	HR	89.4500	\$313.08
	HTMISC	Misc. Handtools			1.000	DAY	65.0000	\$65.00
	RAGS	Rags, 50 lb / 23 kg			1.000	BOX	61.0000	\$61.00

14 Jan 2020

	COMP	Air Compressor 175-185 CFM			1.000	DAY	262.0000	\$262.00
	ENTRY	Confined Space Entry Gear (Retrieval & Rescue Equip)			1.000	DAY	285.0000	\$285.00
	HOSEOIL3	Hose - Suction, 3 in X 25 ft			4.000	DAY	42.0000	\$168.00
	PPED1	Modified Level D (Tyvec, Gloves and Boots)			7.000	EA	30.0000	\$210.00
	PUMPDD2	Pump - Double Diaphragm, 2 in			2.000	DAY	137.0000	\$274.00
	TKPU	Pickup/Van/Car/Crew Cab			1.000	DAY	185.0000	\$185.00
	TKPU	Pickup/Van/Car/Crew Cab			1.000	DAY	185.0000	\$185.00
	PM	Project Manager			8.000	HR	85.0000	\$680.00
	SUP	Supervisor			8.000	HR	70.2600	\$562.08
	SUPOT	Supervisor, Overtime			2.500	HR	84.5500	\$211.38
	EO	Equipment Operator			8.000	HR	77.1500	\$617.20
	EOOT	Equipment Operator, Overtime			2.500	HR	89.4500	\$223.63
	FT	Field Technician			8.000	HR	70.2600	\$562.08
	FTOT	Field Technician Overtime			2.500	HR	84.5500	\$211.38
	FT	Field Technician			8.000	HR	70.2600	\$562.08
	FTOT	Field Technician Overtime			2.500	HR	84.5500	\$211.38
	FT	Field Technician			8.000	HR	70.2600	\$562.08
	FTOT	Field Technician Overtime			2.500	HR	84.5500	\$211.38
	FT	Field Technician			8.000	HR	70.2600	\$562.08
	FTOT	Field Technician Overtime			2.500	HR	84.5500	\$211.38
	EO	Equipment Operator			8.000	HR	77.1500	\$617.20
	EOOT	Equipment Operator, Overtime			3.500	HR	89.4500	\$313.08
	HTMISC	Misc. Handtools			1.000	DAY	65.0000	\$65.00

15 Jan 2020

	TKPU	Pickup/Van/Car/Crew Cab			1.000	DAY	185.0000	\$185.00
	TKPU	Pickup/Van/Car/Crew Cab			1.000	DAY	185.0000	\$185.00
	TKPU	Pickup/Van/Car/Crew Cab			1.000	DAY	185.0000	\$185.00
	COMP	Air Compressor 175-185 CFM			1.000	DAY	262.0000	\$262.00
	ENTRY	Confined Space Entry Gear (Retrieval & Rescue Equip)			1.000	DAY	285.0000	\$285.00
	HOSEOIL3	Hose - Suction, 3 in X 25 ft			4.000	DAY	42.0000	\$168.00
	PPED1	Modified Level D (Tyvec, Gloves and Boots)			7.000	EA	30.0000	\$210.00
	PUMPDD2	Pump - Double Diaphragm, 2 in			2.000	DAY	137.0000	\$274.00
	PM	Project Manager			8.000	HR	85.0000	\$680.00
	SUP	Supervisor			8.000	HR	70.2600	\$562.08
	SUPOT	Supervisor, Overtime			3.500	HR	84.5500	\$295.93
	EO	Equipment Operator			8.000	HR	77.1500	\$617.20
	EOOT	Equipment Operator, Overtime			3.500	HR	89.4500	\$313.08
	FT	Field Technician			8.000	HR	70.2600	\$562.08
	FTOT	Field Technician Overtime			2.500	HR	84.5500	\$211.38
	FT	Field Technician			8.000	HR	70.2600	\$562.08
	FTOT	Field Technician Overtime			2.500	HR	84.5500	\$211.38



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TASK 1906720180-003 - Cleaning of Septic Tank

Manifest Info	Item ID	Description	Manifest Qty	Manifest UOM	Billing Qty	Billing UOM	Unit Price	Amount
	FT	Field Technician			8.000	HR	70.2600	\$562.08
	FTOT	Field Technician Overtime			2.500	HR	84.5500	\$211.38
	EO	Equipment Operator			8.000	HR	77.1500	\$617.20
	EOOT	Equipment Operator, Overtime			2.500	HR	89.4500	\$223.63
	FT	Field Technician			8.000	HR	70.2600	\$562.08
	FTOT	Field Technician Overtime			3.500	HR	84.5500	\$295.93
16 Jan 2020								
	8280CLEANU	ASTM D2216-92 (Percent Solids)			2.000	EA	26.4500	\$52.90
							SUBTOTAL	\$74,151.26
							TAX	\$0.00
							TASK TOTAL	\$74,151.26

TASK 1906720180-005 - Trans and Disposal

Manifest Info	Item ID	Description	Manifest Qty	Manifest UOM	Billing Qty	Billing UOM	Unit Price	Amount
17 Jan 2020								
	SODATANKWATANK	WASHING SERVICES			1.000	EA	300.0000	\$300.00
22 Jan 2020								
NONHAZ12220 1	DISPSL / CNOS	Septic Tank Cleanout Suldge PHLF-20-031	10	TON	9.420	TON	162.0000	\$1,526.04
	FEE-DISP	California Non-Hazardous Waste Landfill Fee			9.420	T	1.4000	\$13.19
NONHAZ12220	TRAN	TRANSPORTATION			1.000	EA	636.0000	\$636.00
NONHAZ122202 1	DISPSL / CNOS	Septic Tank Cleanout Suldge PHLF-20-031	12	TON	12.330	TON	162.0000	\$1,997.46



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TASK 1906720180-005 - Trans and Disposal

Manifest Info	Item ID	Description	Manifest Qty	Manifest UOM	Billing Qty	Billing UOM	Unit Price	Amount
	FEE-DISP	California Non-Hazardous Waste Landfill Fee	12.330		T	1.4000		\$17.26
NONHAZ122202	TRAN	TRANSPORTATION			1.000	EA	636.0000	\$636.00
23 Jan 2020								
NONHAZ23201	DISPSL / CNOS	Septic Tank Cleanout Suldge PHLF-20-031	12	TON	18.210	TON	162.0000	\$2,950.02
	FEE-DISP	California Non-Hazardous Waste Landfill Fee			12.000	T	1.4000	\$16.80
NONHAZ2320	TRAN	TRANSPORTATION			1.000	EA	636.0000	\$636.00
NONHAZ232021	DISPSL / CNOS	Septic Tank Cleanout Suldge PHLF-20-031	12	TON	11.000	TON	162.0000	\$1,782.00
	FEE-DISP	California Non-Hazardous Waste Landfill Fee			12.000	T	1.4000	\$16.80
NONHAZ23202	TRAN	TRANSPORTATION			1.000	EA	636.0000	\$636.00
24 Jan 2020								
NONHAZ124201	DISPSL / CNOS	Septic Tank Cleanout Suldge PHLF-20-031	10	TON	9.600	TON	162.0000	\$1,555.20
	FEE-DISP	California Non-Hazardous Waste Landfill Fee			9.600	T	1.4000	\$13.44
NONHAZ12420	TRAN	TRANSPORTATION			1.000	EA	636.0000	\$636.00
03 Feb 2020								
NONHAZ232031	DISPSL / CNOS	Septic Tank Cleanout Suldge PHLF-20-031	18	TON	18.210	TON	162.0000	\$2,950.02
	FEE-DISP	California Non-Hazardous Waste Landfill Fee			18.000	T	1.4000	\$25.20
NONHAZ23203	TRAN	TRANSPORTATION			1.000	EA	636.0000	\$636.00
04 Feb 2020								
NONHAZ24201	DISPSL / CNOS	Septic Tank Cleanout Suldge PHLF-20-031	16	TON	16.510	TON	162.0000	\$2,674.62
	FEE-DISP	California Non-Hazardous Waste Landfill Fee			15.000	T	1.4000	\$21.00
NONHAZ2420	TRAN	TRANSPORTATION			1.000	EA	636.0000	\$636.00
NONHAZ242021	DISPSL / CNOS	Septic Tank Cleanout Suldge PHLF-20-031	11	TON	10.740	TON	162.0000	\$1,739.88
	FEE-DISP	California Non-Hazardous Waste Landfill Fee			11.000	T	1.4000	\$15.40
NONHAZ24202	TRAN	TRANSPORTATION			1.000	EA	636.0000	\$636.00
05 Feb 2020								
NONHAZ25201	DISPSL / CNOS	Septic Tank Cleanout Suldge PHLF-20-031	9	TON	9.540	TON	162.0000	\$1,545.48
	FEE-DISP	California Non-Hazardous Waste Landfill Fee			9.540	T	1.4000	\$13.36
NONHAZ2520	TRAN	TRANSPORTATION			1.000	EA	636.0000	\$636.00



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Manifest Info	Item ID	Description	Manifest Qty	Manifest UOM	Billing Qty	Billing UOM	Unit Price	Amount
NONHAZ25202 1	DISPSL / CNOS	Septic Tank Cleanout Suldge PHLF-20-031	13	TON	12.670	TON	162.0000	\$2,052.54
	FEE-DISP	California Non-Hazardous Waste Landfill Fee			12.670	T	1.4000	\$17.74
NONHAZ25202	TRAN	TRANSPORTATION			1.000	EA	636.0000	\$636.00
06 Feb 2020								
NONHAZ2620 1	DISPSL / CNOS	Septic Tank Cleanout Suldge PHLF-20-031	11	TON	11.280	TON	162.0000	\$1,827.36
	FEE-DISP	California Non-Hazardous Waste Landfill Fee			11.000	T	1.4000	\$15.40
NONHAZ2620	TRAN	TRANSPORTATION			1.000	EA	636.0000	\$636.00
07 Feb 2020								
NONHAZ2720 1	DISPSL / CNOS	Septic Tank Cleanout Suldge PHLF-20-031	13	TON	13.140	TON	162.0000	\$2,128.68
	FEE-DISP	California Non-Hazardous Waste Landfill Fee			13.000	T	1.4000	\$18.20
NONHAZ2720	TRAN	TRANSPORTATION			1.000	EA	636.0000	\$636.00
13 Feb 2020								
		SODATANKWATANK WASHING SERVICES			1.000	EA	431.2500	\$431.25
17 Feb 2020								
NONHAZ21720 1	DISPSL / CNOS	Septic Tank Cleanout Suldge PHLF-20-031	13	TON	13.190	TON	162.0000	\$2,136.78
	FEE-DISP	California Non-Hazardous Waste Landfill Fee			13.140	T	1.4000	\$18.40
NONHAZ21720	TRAN	TRANSPORTATION			1.000	EA	636.0000	\$636.00
NONHAZ217202 1	DISPSL / CNOS	Septic Tank Cleanout Suldge PHLF-20-031	10	TON	9.760	TON	162.0000	\$1,581.12
	FEE-DISP	California Non-Hazardous Waste Landfill Fee			10.000	T	1.4000	\$14.00
NONHAZ217202	TRAN	TRANSPORTATION			1.000	EA	636.0000	\$636.00
18 Feb 2020								
NONHAZ21820 1	DISPSL / CNOS	Septic Tank Cleanout Suldge PHLF-20-031	15	TON	14.430	TON	162.0000	\$2,337.66
	FEE-DISP	California Non-Hazardous Waste Landfill Fee			15.000	T	1.4000	\$21.00
NONHAZ21820	TRAN	TRANSPORTATION			1.000	EA	636.0000	\$636.00
19 Feb 2020								
NONHAZ221920 1	DISPSL / CNOS	Septic Tank Cleanout Suldge PHLF-20-031	10	TON	10.000	TON	162.0000	\$1,620.00
	FEE-DISP	California Non-Hazardous Waste Landfill Fee			10.000	T	1.4000	\$14.00
NONHAZ221920	TRAN	TRANSPORTATION			1.000	EA	636.0000	\$636.00
20 Feb 2020								



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Manifest Info	Item ID	Description	Manifest Qty	Manifest UOM	Billing Qty	Billing UOM	Unit Price	Amount
		SODATANKWATANK WASHING SERVICES			1.000	EA	431.2500	\$431.25
NONHAZ22020 1	DISPSL / CNOS	Septic Tank Cleanout Sulfide PHLF-20-031	9	TON	8.520	TON	162.0000	\$1,380.24
	FEE-DISP	California Non-Hazardous Waste Landfill Fee			9.000	T	1.4000	\$12.60
NONHAZ22020	TRAN	TRANSPORTATION			1.000	EA	636.0000	\$636.00
24 Feb 2020								
	HANDLINGFE	Handling/Service Fee			1.000	EA	175.0000	\$175.00
	CARRAA	California Road Repair and Accountability Act			10,812.000	EA	0.0500	\$540.60
	FEE	Recovery Fee			10,812.000	EA	0.1300	\$1,405.56
SUBTOTAL								\$48,164.55
TAX								\$0.00
TASK TOTAL								\$48,164.55

TASK 1906720180-006 - Additional Manpower Per Day

Item ID	Description	Qty	Units	Unit Price	Amount
16 Jan 2020					
FOR WIER CONSTRUCTION – WITH NIGHT SHIFT BYPASS PUMPING		1.000	Day	3,633.5400	\$3,633.54
17 Jan 2020					
		1.000	Day	3,633.5400	\$3,633.54
18 Jan 2020					
		1.000	Day	3,633.5400	\$3,633.54
SUBTOTAL					\$10,900.62
TAX					\$0.00
TASK TOTAL					\$10,900.62

TASK 1906720180-012 - Set Up, Storage Tank Cleaning and Breakdown

Manifest Info	Item ID	Description	Manifest Qty	Manifest UOM	Billing Qty	Billing UOM	Unit Price	Amount
02 Jan 2020								
	TKPU	Pickup/Van/Car/Crew Cab			1.000	DAY	145.0000	\$145.00
	SUP	Supervisor			6.000	HR	70.2600	\$421.56
	EO	Equipment Operator			4.000	HR	77.1500	\$308.60
03 Jan 2020								
	TKPU	Pickup/Van/Car/Crew Cab			1.000	DAY	145.0000	\$145.00
	TKPU	Pickup/Van/Car/Crew Cab			1.000	DAY	145.0000	\$145.00
	SUP	Supervisor			8.000	HR	70.2600	\$562.08
	FT	Field Technician			8.000	HR	70.2600	\$562.08
	EO	Equipment Operator			8.000	HR	77.1500	\$617.20
	HTMISC	Misc. Handtools			1.000	DAY	34.0000	\$34.00
08 Jan 2020								
	EO	Equipment Operator			4.000	HR	77.1500	\$308.60
09 Jan 2020								



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TASK 1906720180-012 - Set Up, Storage Tank Cleaning and Breakdown

Manifest Info	Item ID	Description	Manifest Qty	Manifest UOM	Billing Qty	Billing UOM	Unit Price	Amount
	EO	Equipment Operator			8.000	HR	77.1500	\$617.20
	EOOT	Equipment Operator, Overtime			0.500	HR	89.4500	\$44.73
10 Jan 2020								
	EOOT	Equipment Operator, Overtime			0.500	HR	89.4500	\$44.73
	EO	Equipment Operator			8.000	HR	77.1500	\$617.20
13 Jan 2020								
	EO	Equipment Operator			8.000	HR	77.1500	\$617.20
	EOOT	Equipment Operator, Overtime			0.500	HR	89.4500	\$44.73
20 Jan 2020								
	TKPU	Pickup/Van/Car/Crew Cab			1.000	DAY	145.0000	\$145.00
	PPED1	Modified Level D (Tyvec, Gloves and Boots)			4.000	EA	22.0000	\$88.00
	SUP	Supervisor			8.000	HR	70.2600	\$562.08
	SUPOT	Supervisor, Overtime			1.500	HR	84.5500	\$126.83
	FT	Field Technician			8.000	HR	70.2600	\$562.08
	FTOT	Field Technician Overtime			1.500	HR	84.5500	\$126.83
	EO	Equipment Operator			8.000	HR	77.1500	\$617.20
	EOOT	Equipment Operator, Overtime			1.500	HR	89.4500	\$134.18
	FT	Field Technician			8.000	HR	70.2600	\$562.08
	FTOT	Field Technician Overtime			1.500	HR	84.5500	\$126.83
21 Jan 2020								
	PPED1	Modified Level D (Tyvec, Gloves and Boots)			2.000	EA	22.0000	\$44.00
	TKPU	Pickup/Van/Car/Crew Cab			1.000	DAY	145.0000	\$145.00
	SUP	Supervisor			8.000	HR	70.2600	\$562.08
	SUPOT	Supervisor, Overtime			1.500	HR	84.5500	\$126.83
	EO	Equipment Operator			8.000	HR	77.1500	\$617.20
	EOOT	Equipment Operator, Overtime			1.500	HR	89.4500	\$134.18
	EO	Equipment Operator			8.000	HR	77.1500	\$617.20
	EOOT	Equipment Operator, Overtime			4.000	HR	89.4500	\$357.80
22 Jan 2020								
	TKPU	Pickup/Van/Car/Crew Cab			1.000	DAY	145.0000	\$145.00
	WASHER10	1000psi Pressure Washer			1.000	DAY	200.0000	\$200.00
	PPED1	Modified Level D (Tyvec, Gloves and Boots)			3.000	EA	22.0000	\$66.00
	PPED1	Modified Level D (Tyvec, Gloves and Boots)			1.000	EA	22.0000	\$22.00
	SUP	Supervisor			8.000	HR	70.2600	\$562.08
	SUPOT	Supervisor, Overtime			3.000	HR	84.5500	\$253.65
	EO	Equipment Operator			8.000	HR	77.1500	\$617.20
	EOOT	Equipment Operator, Overtime			1.500	HR	89.4500	\$134.18
	FT	Field Technician			8.000	HR	70.2600	\$562.08
	FTOT	Field Technician Overtime			1.500	HR	84.5500	\$126.83
	HTMISC	Misc. Handtools			1.000	DAY	34.0000	\$34.00
23 Jan 2020								
	PPED1	Modified Level D (Tyvec, Gloves and Boots)			3.000	EA	22.0000	\$66.00



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TASK 1906720180-012 - Set Up, Storage Tank Cleaning and Breakdown

Manifest Info	Item ID	Description	Manifest Qty	Manifest UOM	Billing Qty	Billing UOM	Unit Price	Amount
	PPED1	Modified Level D (Tyvec, Gloves and Boots)			1.000	EA	22.0000	\$22.00
	TKPU	Pickup/Van/Car/Crew Cab			1.000	DAY	145.0000	\$145.00
	SUP	Supervisor			8.000	HR	70.2600	\$562.08
	SUPOT	Supervisor, Overtime			1.500	HR	84.5500	\$126.83
	EO	Equipment Operator			8.000	HR	77.1500	\$617.20
	EOOT	Equipment Operator, Overtime			1.500	HR	89.4500	\$134.18
	FT	Field Technician			8.000	HR	70.2600	\$562.08
	FTOT	Field Technician Overtime			1.500	HR	84.5500	\$126.83
24 Jan 2020								
	TKPU	Pickup/Van/Car/Crew Cab			1.000	DAY	145.0000	\$145.00
	PPED1	Modified Level D (Tyvec, Gloves and Boots)			2.000	EA	22.0000	\$44.00
	PPED1	Modified Level D (Tyvec, Gloves and Boots)			1.000	EA	22.0000	\$22.00
	SUP	Supervisor			7.500	HR	70.2600	\$526.95
	FT	Field Technician			7.500	HR	70.2600	\$526.95
25 Jan 2020								
	TRACTROLSJ	Rolloff Straightjob			10.000	HR	68.0000	No Charge
	PPED1	Modified Level D (Tyvec, Gloves and Boots)			3.000	EA	22.0000	\$66.00
	TKPU	Pickup/Van/Car/Crew Cab			1.000	DAY	145.0000	\$145.00
	SUPOT	Supervisor, Overtime			9.500	HR	84.5500	\$803.23
	FTOT	Field Technician Overtime			9.500	HR	84.5500	\$803.23
	EOOT	Equipment Operator, Overtime			9.500	HR	89.4500	\$849.78
29 Jan 2020								
	TKPU	Pickup/Van/Car/Crew Cab			1.000	DAY	145.0000	\$145.00
	PPED1	Modified Level D (Tyvec, Gloves and Boots)			2.000	EA	22.0000	\$44.00
	SUP	Supervisor			8.000	HR	70.2600	\$562.08
	SUPOT	Supervisor, Overtime			1.500	HR	84.5500	\$126.83
	EO	Equipment Operator			8.000	HR	77.1500	\$617.20
	EOOT	Equipment Operator, Overtime			1.500	HR	89.4500	\$134.18
30 Jan 2020								
	PPED1	Modified Level D (Tyvec, Gloves and Boots)			2.000	EA	22.0000	\$44.00
	TKPU	Pickup/Van/Car/Crew Cab			1.000	DAY	145.0000	\$145.00
	SUP	Supervisor			8.000	HR	70.2600	\$562.08
	SUPOT	Supervisor, Overtime			1.500	HR	84.5500	\$126.83
	EO	Equipment Operator			8.000	HR	77.1500	\$617.20
	EOOT	Equipment Operator, Overtime			1.500	HR	89.4500	\$134.18
	HTMISC	Misc. Handtools			1.000	DAY	34.0000	\$34.00
31 Jan 2020								
	TKPU	Pickup/Van/Car/Crew Cab			1.000	DAY	145.0000	\$145.00
	PPED1	Modified Level D (Tyvec, Gloves and Boots)			2.000	EA	22.0000	\$44.00
	SUP	Supervisor			8.000	HR	70.2600	\$562.08
	SUPOT	Supervisor, Overtime			1.500	HR	84.5500	\$126.83
	EO	Equipment Operator			8.000	HR	77.1500	\$617.20



42 Longwater Drive
 P.O. Box 9149
 Norwell, MA 02061-9149

INVOICE
 Invoice No 1003217325
 Revision 1 of 1003214549

TASK 1906720180-012 - Set Up, Storage Tank Cleaning and Breakdown

Manifest Info	Item ID	Description	Manifest Qty	Manifest UOM	Billing Qty	Billing UOM	Unit Price	Amount
	EOOT	Equipment Operator, Overtime			1.500	HR	89.4500	\$134.18
01 Feb 2020								
	PPED1	Modified Level D (Tyvec, Gloves and Boots)			3.000	EA	22.0000	\$66.00
	TKPU	Pickup/Van/Car/Crew Cab			1.000	DAY	145.0000	\$145.00
	WASHER10	1000psi Pressure Washer			1.000	DAY	200.0000	\$200.00
	SUP	Supervisor			8.000	HR	70.2600	\$562.08
	SUPOT	Supervisor, Overtime			1.500	HR	84.5500	\$126.83
	EO	Equipment Operator			8.000	HR	77.1500	\$617.20
	EOOT	Equipment Operator, Overtime			1.500	HR	89.4500	\$134.18
	FT	Field Technician			8.000	HR	70.2600	\$562.08
	FTOT	Field Technician Overtime			1.500	HR	84.5500	\$126.83
04 Feb 2020								
	TKPU	Pickup/Van/Car/Crew Cab			0.500	DAY	145.0000	\$145.00
	PPED1	Modified Level D (Tyvec, Gloves and Boots)			1.000	EA	22.0000	\$22.00
	EO	Equipment Operator			3.500	HR	77.1500	\$270.03
05 Feb 2020								
	TKPU	Pickup/Van/Car/Crew Cab			1.000	DAY	145.0000	\$145.00
	PPED1	Modified Level D (Tyvec, Gloves and Boots)			1.000	EA	22.0000	\$22.00
	EO	Equipment Operator			8.000	HR	77.1500	\$617.20
	EOOT	Equipment Operator, Overtime			1.500	HR	89.4500	\$134.18
06 Feb 2020								
	TKPU	Pickup/Van/Car/Crew Cab			1.000	DAY	145.0000	\$145.00
	WASHER10	1000psi Pressure Washer			1.000	DAY	200.0000	\$200.00
	PPED1	Modified Level D (Tyvec, Gloves and Boots)			2.000	EA	22.0000	\$44.00
	EO	Equipment Operator			1.500	HR	77.1500	\$115.73
	FT	Field Technician			7.500	HR	70.2600	\$526.95
17 Feb 2020								
	TKPU	Pickup/Van/Car/Crew Cab			1.000	DAY	145.0000	\$145.00
	PPED1	Modified Level D (Tyvec, Gloves and Boots)			1.000	EA	22.0000	\$22.00
	SUP	Supervisor			7.500	HR	70.2600	\$526.95
	EO	Equipment Operator			5.750	HR	77.1500	\$443.61
	FT	Field Technician			5.500	HR	70.2600	\$386.43
	FT	Field Technician			5.500	HR	70.2600	\$386.43
18 Feb 2020								
	EO	Equipment Operator			3.000	HR	77.1500	\$231.45
	FT	Field Technician			3.000	HR	70.2600	\$210.78
19 Feb 2020								
	PPED1	Modified Level D (Tyvec, Gloves and Boots)			3.000	EA	22.0000	\$66.00
	FT	Field Technician			6.000	HR	70.2600	\$421.56
	FT	Field Technician			3.000	HR	70.2600	\$210.78



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INVOICE
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TASK 1906720180-012 - Set Up, Storage Tank Cleaning and Breakdown

Manifest Info	Item ID	Description	Manifest Qty	Manifest UOM	Billing Qty	Billing UOM	Unit Price	Amount
20 Feb 2020								
	PPED1	Modified Level D (Tyvec, Gloves and Boots)			3.000	EA	22.0000	\$66.00
	TKPU	Pickup/Van/Car/Crew Cab			1.000	DAY	145.0000	\$145.00
	SUP	Supervisor			8.000	HR	70.2600	\$562.08
	SUPOT	Supervisor, Overtime			1.500	HR	84.5500	\$126.83
	FT	Field Technician			8.000	HR	70.2600	\$562.08
	FTOT	Field Technician Overtime			1.500	HR	84.5500	\$126.83
21 Feb 2020								
	TRACTROLSJ	Rolloff Straightjob			8.000	HR	68.0000	No Charge
	EO	Equipment Operator			8.000	HR	77.1500	\$617.20
29 Feb 2020								
	TKPU	Pickup/Van/Car/Crew Cab			1.000	DAY	145.0000	\$145.00
	SUP	Supervisor			7.500	HR	70.2600	\$526.95
	FT	Field Technician			7.500	HR	70.2600	\$526.95
	EO	Equipment Operator			7.500	HR	77.1500	\$578.63
	FEE	Recovery Fee			3,355.000	EA	0.1300	\$436.15
							SUBTOTAL	\$37,227.52
							TAX	\$0.00
							TASK TOTAL	\$37,227.52

TASK 1906720180-013 - Vacuum Box Rental CH

Manifest Info	Item ID	Description	Manifest Qty	Manifest UOM	Billing Qty	Billing UOM	Unit Price	Amount
25 Jan 2020								
	VACBOX	Container Rental: #CHVB0929 01/09/2020 - 01/25/2020			10.000	DAY	13.0000 T	\$130.00
	VACBOX	Container Rental: #CHVB0944 01/10/2020 - 01/25/2020			10.000	DAY	13.0000 T	\$130.00
21 Feb 2020								
	VACBOX	Container Rental: #CHVB0957 01/09/2020 - 02/21/2020			10.000	DAY	13.0000 T	\$130.00
	VACBOX	Container Rental: #CHVB0934 01/10/2020 - 02/21/2020			10.000	DAY	13.0000 T	\$130.00
							SUBTOTAL	\$520.00
							TAX	\$42.92
							TASK TOTAL	\$562.92

TASK 1906720180-014 - Trans and Disposal Solids

Manifest Info	Item ID	Description	Manifest Qty	Manifest UOM	Billing Qty	Billing UOM	Unit Price	Amount
27 Feb 2020								
NON0079842 1	DISPSL / CNO	Septic Solids PHLF-20-092	11	TON	10.690	TON	142.2500	\$1,520.65



INVOICE
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42 Longwater Drive
P.O. Box 9149
Norwell, MA 02061-9149

FEE-DISP California Non-Hazardous Waste
Landfill Fee

NON0079842 TRAN TRANSPORTATION

10.690 T 1.4000 \$14.97

1.000 EA 636.0000 \$636.00

TASK 1906720180-012 - Set Up, Storage Tank Cleaning and Breakdown



42 Longwater Drive
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INVOICE
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TASK 1906720180-014 - Trans and Disposal Solids

Manifest Info	Item ID	Description	Manifest Qty	Manifest UOM	Billing Qty	Billing UOM	Unit Price	Amount
28 Feb 2020								
NONHAZ22820 1	DISPSL / CNO	Septic Solids PHLF-20-092	5	TON	1.000	MIN	750.0000	\$750.00
	FEE-DISP	California Non-Hazardous Waste Landfill Fee			4.720	T	1.4000	\$6.61
NONHAZ22820	TRAN	TRANSPORTATION			1.000	EA	636.0000	\$636.00
	CARRAA	California Road Repair and Accountability Act			1,272.000	EA	0.0500	\$63.60
	FEE	Recovery Fee			1,272.000	EA	0.1300	\$165.36
							SUBTOTAL	\$3,793.19
							TAX	\$0.00
							TASK TOTAL	\$3,793.19

T indicates SALES TAXABLE ITEM

Invoice Date: 10 Mar 2020



42 Longwater Drive
P.O. Box 9149
Norwell, MA 02061-9149

INVOICE

Invoice No 1003224148

REMIT TO:

Clean Harbors Industrial Services, Inc.
PO Box 734867
Dallas, TX 75373-4867

OFFICE:

Clean Harbors Industrial Services Inc.
4101 Industrial Way
Benicia, CA 94510
(707) 747-6699

MDG2020 00000016 01



James Barnhill
Port Costa Sanitary Dept
Crockett Community Services District
Attn: Port Costa Sanitation P.O. Box 578 Crockett, CA 94525
Crockett, CA 94525 - 0000

If you have any questions regarding this invoice, please contact your customer service representative at the telephone number listed above

JOB SITE/GENERATOR:
Port Costa Sanitary Dept
850 Pomona Street
Crockett, CA 94525 - 0000

EIN: 52-2339707

Job Description: Clean Septic Tank

**** Payable in USD funds ****

Last Service Date	Invoice No	Customer	Branch	Sales Order	Purchase Order	Terms
13 Feb 2020	1003224148	PO24063	3M	1906720180	PC 2020	Net 15 Days

Last Service Date	Task	Task Type	Description	Total
21 Feb 2020	1906720180-012	GENERAL	Set Up, Storage Tank Cleaning and Breakdown	\$8,461.57
13 Jan 2020	1906720180-013	GENERAL	Vacuum Box Rental CH	\$23,948.47

SUBTOTAL \$32,410.04

TAX \$1,050.41

PLEASE PAY THIS AMOUNT → INVOICE TOTAL \$33,460.45

REMIT PAYMENT BY → DUE DATE 01 Apr 2020

PLEASE NOTE: YOUR PAYMENT REMIT TO ADDRESS HAS CHANGED.
For electronic payments via ACH/Wire please see updated banking information in separate cover included with this invoice.

FUND <u>PGSAN</u>
ACCOUNT _____
APPROVED _____

Interest will be charged at a rate of 1.5% per month for all past due amounts.



INVOICE
Invoice No 1003224148

42 Longwater Drive
P.O. Box 9149
Norwell, MA 02061-9149

TASK 1906720180-012 - Set Up, Storage Tank Cleaning and Breakdown

Manifest Info	Item ID	Description	Manifest Qty	Manifest UOM	Billing Qty	Billing UOM	Unit Price	Amount
21 Feb 2020								
	VACBOX	VACBOX 25 YARD			2.000	MO	956.8000 T	\$1,913.60
	VACBOX	VACBOX 25 YARD			2.000	MO	956.8000 T	\$1,913.60
	TANKRENTAL	TANK RENTAL			2.000	DAY	192.8205 T	\$385.64
	LABOR	GENERAL LABORER, JOB RELATED			1.000	EA	2,269.8125	\$2,269.81
	HOSEFITTING	HOSE FITTINGS, ADAPTERS, REDUCERS, TEES, CAM.			1.000	WK	1,978.9200	\$1,978.92
SUBTOTAL								\$8,461.57
TAX								\$347.56
TASK TOTAL								\$8,809.13

TASK 1906720180-013 - Vacuum Box Rental CH

Manifest Info	Item ID	Description	Manifest Qty	Manifest UOM	Billing Qty	Billing UOM	Unit Price	Amount
07 Jan 2020								
	FILTMISC	BOX FILTERS			1,967.000	EA	1.1500	\$2,262.05
	FITTINGS	HOSE FITTINGS, HOSES & PIPES			4,578.000	EA	1.1500	\$5,264.70
	LABOR	GENERAL LABORER, JOB RELATED			1.000	EA	3,709.6355	\$3,709.64
	MOBE-RENTA	DELIVERY, MOBE, MOBILIZATION OF RENTAL EQUIPMENT			1.000	HR	3,466.0080 T	\$3,466.01
	TANKRENTAL	TANK RENTAL			20.000	DAY	192.8205 T	\$3,856.41
	COUPLERS	COUPLERS, ADAPTERS & REDUCERS			18.000	DAY	225.4000	\$4,057.20
	AFTERHRFEE	AIR QUALITY FEE			1.000	EA	135.4585	\$135.46
13 Jan 2020								
	VACDEWATER	Container Rental: #CHDH20078 01/07/2020 - 01/13/2020			7.000	DAY	171.0000 T	\$1,197.00
SUBTOTAL								\$23,948.47
TAX								\$702.85
TASK TOTAL								\$24,651.32

T indicates SALES TAXABLE ITEM

Invoice Date: 17 Mar 2020

REPORT TO THE CROCKETT SANITARY COMMISSION
AND THE BOARD OF DIRECTORS,
CROCKETT COMMUNITY SERVICES DISTRICT

FROM: The General Manager
SUBJECT: CROCKETT Sewer Use Charge Study, FY 2020/2021

INTRODUCTION

The results of a review of the current operating and maintenance costs and capital costs of the Crockett Sanitary Department of the Crockett Community Services District are summarized in this report. The costs expected to be incurred through the next fiscal year (July 1, 2020 through June 30, 2021) are predicted in order to provide a basis for determining a rate structure for sewer use charges for the coming year.

DISTRICT REORGANIZATION

The Crockett Community Services District was formed in July, 2006, merging the functions of the Crockett-Valona Sanitary District with the functions of two recreation organizations and Port Costa's sanitary sewer agency. This Sewer Use Charge Study Report, however, is concerned only with sewer service provided in the town of Crockett.

BACKGROUND

From the revenue collected, the Crockett Sanitary Dept. must pay for operating and maintenance expenses and capital replacements (O&M&R), plus capital improvements and long-term debt service.

At one time, the major source of income for O&M&R expenses was from property taxes. Since the passage of Proposition 13, however, only a portion of property taxes has been available for O&M&R expenses. In FY 1992/93, the State further reduced the share of property taxes dedicated to special districts, and the State took more tax money away in FY 2004/05, 2005/06, and 2009/10. The major part of O&M&R expenses is now covered by charges for sewer service.

This review will determine the amount of money needed for operating, maintaining and improving the Department's sewerage facilities during FY 2020/21 and the available sources and amounts of revenue.

CURRENT COSTS

A review of the Department's revenue and expenditures during FY 2019/20 reveals the revenue and expenses (partially predicted) shown in TABLE 1.

TABLE 1

PROJECTED DISTRICT BUDGET DETAIL, FY 2019/2020

REVENUE

Sewer Use Charges	\$1,520,030
Property Taxes	305,920
Loan Repayments	0
Grants	42,968
Permit & Misc. Fees	13,265
Interest	70,077
Capacity Charges	4,850
Cost Recovery & Trans. 3427	+ 24,972
TOTAL REVENUE	\$1,982,082

EXPENSES

Sewage Treatment	\$ 589,141
Sewage Collection	300,762
Administration/General (Excluding Recoverable)	221,878
Capital Budget Allocation (Partially Retained)	764,572
Construction Fund 3427	4,850
Non-Operation Expenses	22,544
Recoverable Costs/Other Misc.	+ 14,801
TOTAL EXPENDITURES	\$ 1,918,548

BUDGET EXCESS	\$ 63,534
PY Net O&M&R Surplus	+ 2,023,036
CURRENT YEAR NET O&M&R SURPLUS	\$ 2,086,570

FUTURE OPERATING REQUIREMENTS

The Department is currently in the 42nd year of a federally mandated wastewater treatment program with all of its facilities in operation. The initial cost of this program was covered by federal and state grants and by a bond issue passed in 1977. This analysis is concerned only with the costs of operating and maintaining sewerage facilities in Crockett for the fiscal year 2020/21.

State, regional and county regulatory agencies imposed many new requirements on sanitary agencies through the 1990's to the present. These changes have resulted in significant increases in operating costs.

To meet new requirements of the Regional Water Quality Control Board that were added to our discharge permit in 2000, capital improvements were made for dechlorination and for control of coliform regrowth. Operating costs have increased for such things as lab testing and electricity. The Department was also required to implement a Pollution Prevention Plan to attempt source control of pollutants. The NPDES discharge permit issued in 2007 imposed additional new requirements, some of which will be very costly and difficult to address. An additional clarifier may have to be built to reduce suspended solids in the effluent. At the same time, the State Water Resources Control Board has adopted new regulations designed to force an end to sanitary sewer overflows (SSO) throughout the state, and the costs for achieving such system reliability will be enormous. Costs to achieve a significant reduction in settleable solids are still unknown. A new NPDES discharge permit was issued in 2018 with similar requirements as the prior 2012 permit.

In June 2012, an independent comprehensive sewer rate study was completed by Bartle Wells Associates (BWA) for the Crockett Sanitary Department. It included a financial review and 10-year capital improvement plan. BWA recommended that the District continue to build fund reserves up to a level of \$2.5 million over the next 10 years. Including 10-year expense projections BWA recommended raising rates 7% each year for the first three years and 6% in FY 16/17 through FY 21/22 in order to fund the District's projected costs of service including operating and capital needs. The Crockett Sanitary Commission considered the recommendations and decided to implement lower rate increases in the neighborhood of 4% to 6% annually over a longer period to build up reserves. Staff evaluates the reserve annually and calculates what amount needs to be allocated to the rate stabilization reserve.

In 2013, the SWRCB authorized Order No. WQ2013-0058-EXEC, Amending Monitoring and Reporting for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (Amended MRP) requiring a rewrite of the District's Sewer System Management Plan (SSMP). SSO Emergency Response Plans were also developed. The costs associated with eliminating SSOs will only continue to rise as the District implements new regulations.

A review of current and forecasted operating requirements indicates that next year's operating budget should include at least the following items, as shown in TABLE 2:

1. Sewage Treatment:

The treatment plant is a facility owned jointly by the District and C&H Sugar Company, and is operated and maintained by C&H through contract with InfraMark. The District's share of the O&M&R costs for the next fiscal year is budgeted at **\$720,154**. This includes **\$11,893** in capital replacement projects.

The annual reconciliation of the District's share of treatment costs for FY 2019/20 is pending. The District anticipates only a slight adjustment to the allocation factors in favor of the District. Late spring storm events in 2020 will result in higher chemical costs but billing is not expected to occur until June 2020 and will not affect this year's allocation factor adjustment.

2. Sewage Collection:

The pump station and wet weather facilities (EQ tank) are owned and operated by the District. However, the actual O&M&R is performed by the West County Wastewater District under contract, along with some sewer maintenance. To meet new regulatory challenges, the District adopted a comprehensive sewer rehabilitation program in 1999. It combines an expanded preventive maintenance program, a flex 10-year/5-year sewer inspection cycle, a flow-metering program and sewer repair/replacement program. Consequently, sewer inspection and flow metering costs, including personnel costs, have been removed from this O&M&R cost center starting FY 1998/99 and charged to capital improvements. The sewer inspection program was modified in FY 2016/17 to include any lines with defects to be inspected on a 5-year cycle.

The cost for West County maintenance services is estimated at **\$38,243** for the coming year. To improve cost-effectiveness, other service providers are now playing the primary role in maintaining the sewer system. The budget provides **\$97,878** for such maintenance and repairs. Additionally, the budget provides **\$34,000** for capital replacement projects. Electricity, professional services, insurance, leases, loan principal and other costs of sewage collection are expected to reach **\$166,472**.

3. Administration/General Expenses:

Wages paid by the Department are principally for the Crockett Sanitary Department Manager (who is also the General Manager and District Secretary) and the Asst. Dept. Manager. Sanitary Commissioners are not paid for meeting attendance. The Dept. Manager is now in his eleventh year of employment.

Administrative (O&M) salary, professional services, office costs and miscellaneous expenses such as telephone, membership dues, printing, vehicle, etc. are expected to cost **\$361,756**.

TABLE 2

PROJECTED DISTRICT BUDGET DETAIL, FY 2020/21

<u>REVENUE</u>	(Excluding Current Year SUC)	
	Property Taxes	\$ 310,887
	Loans Repayments	89,725
	Grants	25,977
	Permit, Misc. Fees, and Other	22,221
	Interest	29,874
	Capacity Charges	7,275
	Cost Recovery	2,000
	Fund Transfer from 3427	<u>106,387</u>
	TOTAL REVENUE	\$ 594,346
 <u>EXPENSES</u>		
	CY Sewage Treatment	\$ 720,154
	Sewage Collection	336,593
	Administration/General	352,756
	Capital Budget Allocation	700,326
	Recoverable Costs	9,000
	O&M Contingencies	141,850
	To Rate Stabilization Reserve	0
	Non-Operating Expense	20,563
	To Capital Reserve 3427	<u>+ 7,275</u>
	TOTAL EXPENDITURES	\$2,288,517
	APPARENT DEFICIT	\$1,694,171

4. Capital Improvements Budget:

The District maintains records that divide General Fund 3426 into an operating account and a capital account. Money that is budgeted for capital projects is rolled-over when spending is delayed. Capital expenditures may therefore exceed the budget appropriation for FY 2020/21.

During 2002 and 2003, the District received three State loans for large sewer projects and established a new, separate capital reserve fund for these monies. These projects have been completed and closed out. During 2007 the District received a bank loan for two more large sewer projects also completed. Annual interest charges, billed as non-operating expense, now total **\$17,563**.

No additional long-term debt payments are anticipated in FY 2020/21.

C&H has advised the District to expect new projects at the treatment plant, for which **\$106,387** has been allocated. Additionally, the Sanitary Commission intends that \$32,000 be set aside annually toward payment for a third clarifier or other large capital projects such as diffuser membranes needed to meet new limits on settleable solids or other required regulatory improvements at the treatment plant. FY 20/21 will be the fourteenth year of building these reserves, amounting to \$416,000 at end of year kept in Construction Fund 3427.

Capital improvements at the pump station to prevent wet weather flooding have been successful. New projects at the pump station including the MCC panel Phase 1 replacement are planned for the coming year, for which **\$153,300** has been allocated.

The sewer system is at such an age that all repairs and replacements can be considered capital improvements. A new system rehabilitation program was initiated during FY 98/99, which included installing two flow meters, increasing CCTV inspection of sewers, and completing an unprecedented number of sewer projects. A mandated Sanitary Sewer Management Program has been implemented during FY 08/09 and is expected to cost **\$23,000** in the coming year. A 5-year round of smoke testing of public sewers which began in 2013 was completed in 2017.

Capital Equipment costs in the amount of **\$2,000** has been identified for FY 2020/21.

District staff has estimated the cost for identified sewer projects in the neighborhood of **\$17,800,000**. More projects will be identified each year under the system rehabilitation program and as may result from sewer overflows. To proceed aggressively, **\$243,860** is newly allocated for sewer rehabilitation in this budget. An additional **\$95,000** is newly allocated for emergency and unidentified projects. TABLE 6 shows a program of actions recommended to improve the sewer system during FY 2020/21.

5. Recoverable Costs:

The District has aggressively pursued recovery of costs whenever possible. This budget provides for **\$8,000** in costs that may be recoverable, such as abatement costs.

6. Contingencies:

Wastewater agencies normally keep an operating reserve of between 10% and 50% of annual revenue requirements. Most agencies operate in the 20% to 40% range. Past events such as El Nino '98 have proven the necessity of a contingency fund, and the District has strived to maintain a contingency fund between 10% and 15%.

This budget provides **\$141,850** for operating contingencies at 10% of operating budget next year.

7. Port Costa Interagency Loans:

The Crockett Sanitary Department entered into a loan agreement with the Port Costa Sanitary Department in September 2013 to pay off the remaining balance of a loan owed to Contra Costa County for treatment plant upgrades. Port Costa Sanitary has agreed to repay the loan in five years with the first annual payment made in October 2014. The interest rate on this loan is 1% over what the District receives on its investments from the Local Agency Investment Fund (LAIF). A second inter-agency loan agreement to payoff the remaining balance of a West America loan for treatment plant upgrades was completed in March 2016. The interest rate for this loan is 1.5% over what the District receives on its investments from LAIF. Amortized payments through October 2025 will be paid to the Crockett Sanitary Department annually. The accrued debt balance as of July 1, 2020 is **\$302,695** and is considered an asset, an investment of the Crockett Sanitary Department.

8. Construction Fund 3427:

The Department maintains prudent but modest capital reserves intended to meet short-term emergency requirements and for long-term planned capital projects at the treatment plant. Fund 3427 was created when the District received grants in 1977 for Projects C-06-1412-11 (JTP) and C-06-1412-12 (Pump Station, EQ tank & sewers). The fund derives revenue principally from investment interest and capacity fees. Capacity fee funds must be used for treatment plant improvements and reported as development impact fees as required by California AB 1600. There are no longer any ongoing grant requirements to maintain or build Fund 3427 for asset replacement.

The District recognizes the need to continually add to reserves as the infrastructure ages. Due to ever-increasing capital collection system costs the Department has been largely unable to make substantial payments into the Construction Fund other than transfers for the clarifier and/or diffuser membrane reserves.

TABLE 4 provides a look at Construction Fund 3427.

9. Capital Reserve Fund 3429:

Fund 3429 was created in 2001 to receive \$675,356 in State Revolving Fund (SRF) loans for collection system Projects C-06-4675-110,120,130. Loan conditions require the District to have, maintain and build Fund 3429 dedicated for "expansion, major repair or replacement of wastewater treatment facilities" for projects that were paid for by SRF loans. Fund deposits must build this fund at a minimum rate of 0.5% of the SRF loan amount each year for 10 years following the completion of projects in FY 03/04. A report on Fund activity must be submitted to SWRCB every 5 years for the 20-year life of the loan contracts.

An additional loan of \$700,000 was obtained in 2006 through the Municipal Finance Corporation. All work has been completed on the projects financed by this loan.

Because it is not cost-effective to make Fund 3429 into a checking account, the project expenses and debt service are being paid through transfers to Fund 3426, instead. Loan repayment began in 2002. This budget adds \$8 to Fund 3429 for investment fee charges.

TABLE 5 provides a look at Capital Reserve Fund 3429.

SUMMARY

This budget of \$2,288,517 for FY 2020/21 is 22% higher than the FY 2019/20 budget primarily due to large capital projects planned to the sewer collection system and at the main pump station. Prior year actual O&M&R expenditures for FY 2019/20 are predicted to be \$1,896,004.

PROJECTED REVENUE

The preceding review of next year's budget requirements indicates that \$2,288,517 will be needed. Sources of this needed revenue include property tax receipts, projected at \$310,867.

Decreasing revenue also comes from return-to-source funds from the Crockett Co-generation plant as granted by the Crockett Community Foundation. The budget anticipates \$25,977 in the coming year, but these funds may also be at risk from County budget problems or tax adjustments granted the co-gen plant.

The preceding expense and revenue information is summarized in TABLE 2. As can be seen from TABLE 2 there is an apparent deficit of \$1,694,171. A deficit is an annual occurrence and can be covered by a Sewer Use Charge, as described below.

PROPOSED SEWER USE CHARGE RATE

The sewer services currently provided by the Crockett Sanitary Department have been determined through a comprehensive study of properties undertaken in 1992, with continuous update. In addition to the C&H refinery properties, the Department currently serves 924 single-family dwellings and 647 apartments, plus 29 non-residential and 34 mixed-use properties (containing another 8 single-family dwellings and 85 apartments), and 2 industrial properties.

In 1993, the Department instituted a new structure for sewer service charges modeled after the Stege Sanitary District Ordinance. Water consumption data has been analyzed annually to determine an equitable fee structure for properties in Crockett.

To calculate average use of the sewer system by residential units, water use for irrigation must be factored out. To do this, EBMUD data from the wet-weather months of November, December, January and February is used. As a result of the latest analysis, each (considered one discharge unit) is now assumed to contribute 6701 cubic feet per year to the sewer system. This becomes the Department's standard for water consumption per discharge unit in Crockett. Each apartment is now assumed to contribute 5443 cubic feet per year to the sewer system, equivalent to 0.81 discharge unit. Single-family and apartment water use is down from last year. Water averages over the last six years were used to calculate the use factor to minimize rate fluctuations.

Non-residential uses are charged an equitable share based on water consumption during a previous 12 month period, with a minimum charge set equal to the charge for one apartment. Mixed-use properties are similarly charged, with a minimum set by the charge for each dwelling on the property.

The sewer services provided by the District are tabulated in TABLE 3. The second column in TABLE 3 indicates the relative flow rating ("use factor") of the various types of users. The last column is the product of the number of units and the use factor. The last column total gives **1,980** discharge units.

TABLE 3

INVENTORY OF EXISTING CONNECTIONS - MARCH, 2020

<u>EQUIVALENT TYPE OF OCCUPANCY/USE</u>	<u>NUMBER OF UNITS</u>	<u>USE FACTOR PER UNIT</u>	<u>UNITS</u>
Single-Family Dwelling		1.00	924
Apartment	647	0.81	524
Non-Residential Property	29	Varies	118
Mixed-Use Property	34	Varies	175
Industrial Property	2	Varies	<u>239</u>
		Discharge Units	1,980

In order to provide sufficient revenue for the O&M&R and capital budget, sewer use charges would be determined as follows:

$$\frac{\text{OPERATING DEFICIT } \$1,694,171}{\text{NO. DISCHARGE UNITS } 1,980} = \$856/\text{UNIT}$$

The use factor per unit for apartment decreased from 0.82 to 0.81.

By this method, the calculated annual sewer use charge per single family residence should be \$856. The calculated annual sewer use charge per apartment should be \$665.

Historically, apartment (APT) sewer use charges are increased no greater than the dollar amount increase recommended for single-family residence (SFR). However, over time SFR water use decreased faster than the APT user class resulting in SFR user class subsidizing the APT class. APT user class has had larger percentage increases in sewer use charges over the last few years to address this disparity.

The charges for other properties would vary with water consumption in proportion to the District standard for residential uses.

Excess operating revenue will roll over for contingency funds and/or remain in a rate stabilization reserve that exists to smooth out fluctuations in rates. Some of this revenue could be allocated to capital improvements and debt service.

TABLE 4
CONSTRUCTION FUND 3427, BUDGET DETAIL

	<u>Estimated FY 19/20</u>	<u>Projected FY 20/21</u>
Opening Balance	\$ 913,865	\$954,930
Estimated Interest	21,165	10,582
Estimated Capacity Charges	4,850	7,275
Estimated Misc. Fees	0	0
Estimated Capital Expenses	(16,862)	(106,387)
Estimated Investment Fees	(87)	(60)
Interfund Transfers	<u>32,000</u>	<u>32,000</u>
ESTIMATED BALANCE	\$ 954,931	\$898,340

The Sanitary Commission believes that it maintains a prudent level of capital reserves to respond to unanticipated situations and emergencies.

TABLE 5
CAPITAL RESERVE FUND 3429, BUDGET DETAIL

	<u>Projected FY 19/20</u>	<u>Projected FY 20/21</u>
Opening Balance	\$ 69,450	\$ 71,118
State Loans	0	0
Interfund Transfers	0	0
Interest	1,676	1,591
Cost Recovery	0	0
Investment Fees	<u>(8)</u>	<u>(8)</u>
ESTIMATED BALANCE	\$ 71,118	\$ 72,701

Capital Reserve Fund 3429 was created to receive \$675,356 in State loan funding for the High School Sewer Project, Interceptor Sewer Project and the Shoreline Sewer Project. By law, this fund must be maintained to help pay for future expansion, improvements and rehabilitation to the improvements.

The District was required to deposit sufficient funds to build up the Capital Reserve Fund at a minimum annual rate of 1/2% of the loan amount for a total of ten years following completion of projects in FY 03/04. The required balance schedule was:

FY 04/05	\$ 3,377	FY 07/08	\$13,508	FY 10/11	\$23,639
FY 05/06	\$ 6,754	FY 08/09	\$16,885	FY 11/12	\$27,016
FY 06/07	\$10,131	FY 09/10	\$20,262	FY 12/13	\$30,393

The District is no longer required to make deposits to build the Capital Reserve Fund. The minimum balance at the end of FY 2014/15 was \$40,523. The balance at the end of FY 2020/21 is estimated to be \$72,701. No funds were expended in FY 2019/20. The District must replace any amounts expended by depositing at a minimum annual rate of 10% of the expended amount.

The District must submit a report on reserve fund activities and status following years 5, 10, 15 & 20 in the life of the loan contract.

RECOMMENDATION

The Department's financial outlook has improved with the development of a five-year revenue program in 2001. This was subsequently expanded to a ten-year revenue plan. It provides sufficient funds for repayment of loans as well as O&M&R expenses and capital improvements. The Commission has every reason to believe that its finances are in order and that it remains capable of serving the Crockett community into the future.

Growth of the rate stabilization reserve to meet Bartle Wells Associates recommended goal of \$2.5M in reserves by 2022 is ahead of schedule. It is forecast to reach \$2,257,948 on June 30, 2020. As such, staff recommends utilizing a portion of the rate stabilization reserve, in the amount of \$72,550, to lower the calculated annual sewer use charge per single family residence from \$856 to \$819 and to lower the calculated apartment rate from \$665 to \$659.

The General Manager, Asst. Department Manager, and Asst. District Secretary are the only salaried positions charged to the Sanitary Department. Occasionally temporary or seasonal employees are used. All O&M&R services are contracted out to others regularly engaged in this type of work. This is believed to be the most economical way of competing this work.

As noted above, the Sanitary Commission believes that it maintains a prudent level of capital reserves. Five large sewer projects financed by loans have been completed. Capital improvements of the collection system will continue to need funding to reduce the approximately \$17,800,000 in identified capital improvements.


The District is under pressure from regulatory agencies to construct capital improvements at the treatment plant and to rehabilitate the collection system so that sewer overflows never occur. Loans for five large sewer projects must be repaid over a 20-year period. For the time being, it appears that these requirements can be met with a steady increase in sewer use charges and drawing from the rate stabilization reserve.

It is therefore recommended that this Sewer Use Charge Study Report be accepted by the Board of Directors and that sewer use charges be raised to \$819 per single-family residence (SFR) and to raise the sewer use charge to \$659 for APT and non-residential accounts for FY 2020/21 as a source of revenue to balance the budget based on the calculated "equivalent discharge unit".

TABLE 8 sets forth the actual sewer use charge anticipated for each property served by the District.

Revenue raised through this sewer use charge would be **\$1,621,745**. The direct billed sewer use charge for C&H properties will increase 3% in FY 20/21 to **\$198,224**.

Respectfully submitted,



Dale McDonald
General Manager

April 13, 2020

To **Crockett** Customers of the Crockett Community Services District:

**PROPOSED INCREASE IN SEWER USE CHARGE EFFECTIVE
JULY 1, 2020, AND NOTICE OF PUBLIC HEARING ON THE MATTER**

The Crockett Community Services District provides sewage collection, treatment and disposal services to properties in **Crockett**. Property owners are charged annually for these services on their property tax bills.

The District proposes a Sewer Use Charge (SUC) increase effective July 1, 2020. The SUC increase is necessary to fund the current and anticipated costs of the operations and maintenance functions and capital improvements of the District for the 2020/21 fiscal year (including new federal, state and regional water quality requirements) and to provide for the repayment of loans. Following are the proposed charges:

PRESENT ANNUAL SEWER USE CHARGE	USER CLASSIFICATION	PROPOSED ANNUAL SEWER USE CHARGE
\$789 per year per SFR*	Single Family Residence (SFR)	\$819 per year per SFR*
\$624 per year per APT*	Apartment (APT)	\$659 per year per APT*
\$624 plus \$12.45 per 100 cubic feet of water consumption in excess of 5927 cubic feet per year	Non-residential Accounts	\$659 plus \$12.72 per 100 cubic feet of water consumption in excess of 5443 cubic feet per year
\$624 plus \$12.45 per 100 cubic feet of water consumption in excess of 5927 cubic feet per year (min. \$624 per APT) (min. \$789 per SFR)	Mixed-use Accounts	\$659 plus \$12.72 per 100 cubic feet of water consumption in excess of 5443 cubic feet per year (min. \$659 per APT) (min. \$819 per SFR)

*Based on average discharge of sewage per unit of the user classification.

A public hearing on the matter will be held on Wednesday, June 24, 2020 at 7:00 PM at the Crockett Community Center, 850 Pomona Street, Crockett CA. The Crockett Community Services District phone number is (510) 787-2992.

REPORT TO THE PORT COSTA SANITARY COMMISSION
AND THE BOARD OF DIRECTORS,
CROCKETT COMMUNITY SERVICES DISTRICT

FROM: Department Manager

SUBJECT: PORT COSTA Sewer Use Charge Study, FY 2020/2021

INTRODUCTION

The results of a review of the current operating and maintenance costs and capital costs of the Port Costa Sanitary Department of the Crockett Community Services District are summarized in this report. The costs expected to be incurred through the next fiscal year (July 1, 2020 through June 30, 2021) are predicted in order to provide a basis for determining a rate structure for sewer use charges for the coming year.

DISTRICT REORGANIZATION

The Crockett Community Services District was formed in July, 2006, merging the functions of the Crockett-Valona Sanitary District with the functions of two recreation organizations and Port Costa's sanitary sewer agency. Responsibility for the latter did not transfer to Crockett CSD until May, 2008, however.

This Sewer Use Charge Study Report is concerned only with sewer service to be provided in the town of Port Costa.

BACKGROUND

The small town of Port Costa has a population of 190 people as of the 2010 census. Within the District's boundaries there are 113 properties, of which 85 are receiving sewer service. There is an additional property outside of the District boundaries that is also being served by the Port Costa Sanitary Department. The average daily dry weather flow rate is less than 15,000 gallons. The primary source of revenue received by the Department is from sewer service charges. No property taxes are available to fund operations of the sewage treatment plant and collection system.

From the revenue collected, Port Costa Sanitary Dept. must pay for operating and maintenance expenses and capital replacements (O&M&R), plus capital improvements and long-term debt service.

This review will determine the amount of money needed for operating, maintaining and improving the Department's sewerage facilities during FY 2020/21 and the available sources and amounts of revenue.

Sewer Use Charge Study
 FY 2020/21

CURRENT COSTS

A review of revenue and expenditures during FY 2019/20 reveals the revenue and expenses (partially predicted) shown in TABLE 1.

TABLE 1

PROJECTED DISTRICT, FY 2019/2020

REVENUE

Sewer Use Charges	\$ 272,528
Annexation Charge	0
Grants	0
Interest	\$1,575
Permit Fees	\$60
Cost Recovery/Non-Operating	\$3,712
TOTAL REVENUE	\$277,875

<u>EXPENSES</u>	
Sewage Treatment	\$ 336,738
Sewage Collection	17,069
Administration/General	44,241
Recoverables	0
Insurance	0
County Charges	0
Capital Projects	38,061
Operating Reserve	0
Debt Service (Principle & Interest)	0

TOTAL EXPENDITURES \$436,109

CY NET O&M&R \$ -158,234

PY Operating Reserve carried forward \$ 116,221

FUTURE OPERATING REQUIREMENTS

This analysis is concerned only with the costs of operating and maintaining sewerage facilities in Port Costa for the fiscal year 2020/21.

State, regional and county regulatory agencies imposed many new requirements on sanitary agencies through the 1990's to the present. A five-year discharge permit was issued to Port Costa by the RWQCB effective December 1, 2014, which further expanded these requirements. Violations of wastewater permit limits in 2003 resulted in mandatory upgrades of the Port Costa sewage treatment plant. These upgrades were completed by the end of 2007 at the cost of about \$1,000,000 by Contra Costa County. The Regional Water Quality Control Board (RWQCB) certified the upgrade. Plant operations have been carried out by contract operators since the district took ownership. The current contract is with Valley Operators LLC.

The District took control over the Port Costa facilities in 2008 from Contra Costa County. Contra Costa County left no inventory of the system, no inspection data, no repair records, no condition assessment, and has admitted to performing no preventive maintenance on the system. The District must therefore anticipate significant costs to bring the collection system up to current standards of reliability within as short a timeframe as possible. The District finds that such expenditures must be postponed because Port Costa cannot support such costs through sewer service charges.

A review of current and forecasted operating requirements indicates that next year's operating budget should include at least the following items, as shown in TABLE 2:

1. Sewage Treatment:

The treatment plant is a facility operated and maintained by Valley Operators. The Department has reduced chemical costs by changing suppliers and streamlining the distribution. Pre-treatment occurs at an 86,000 gallon septic tank. Septic tank cleaning has been limited this year due to budgetary constraints. The costs associated with treatment for the next fiscal year are budgeted at **\$106,887** excluding Loan principle.

2. Sewage Collection:

The collection system consists of approximately 7,108 LF of 4" to 10" sewer piping. There are no lift stations. Maintenance will be performed by outside contractors. The Port Costa Sanitary Department has benefited from the inclusion, with the Crockett Sanitary Department, into the Crockett Community Service's District's Sanitary Sewer Management Plan (SSMP). Bi-annual audits of the SSMP are performed by the District.

The cost for the collection system operations, maintenance, and repairs are estimated at **\$19,131** for the coming year. The collection system should have few other costs during FY 2020/21 absent emergency unforeseen cleaning or repair.

3. Administration/General expenses:

Wages are paid by the Department only for the General Manager, Department Manager and Assistant District Secretary. Personnel costs are divided between O&M&R and capital projects, as appropriate. Sanitary Commissioners are not paid for meeting attendance.

Administrative (O&M) salary, professional services, office costs and miscellaneous expenses such as membership dues, printing, vehicle, etc. are budgeted at **\$40,337**.

4. Capital improvements budget:

The District maintains records that divide General Fund 3425 into an operating account and a capital account. Money that is budgeted for capital projects will be rolled-over when spending is delayed. Capital expenditures may therefore exceed the budget appropriation for a given year.

As a result of the 2007 plant upgrade project, the District inherited the enormous debt burden of \$1,035,000 from the County. This budget includes **\$126,022** for debt service.

No additional long-term debt is anticipated in FY 2020/21. The Department was able to refinance one of the existing loans in 2014 and the second loan in 2015. This reduced the interest rate on all debts burdening Port Costa. A third inter-department loan is anticipated in May 2020 and is included in the debt service due next year.

5. Contingencies:

Wastewater agencies normally keep an operating reserve of between 10% and 50% of annual revenue requirements. Most agencies operate in the 20% to 40% range. Events such as El Nino '98 and storm events in the winter of 2016/17 have proven the necessity of a contingency fund.

Unfortunately, the Port Costa facilities were inherited with no operating reserves. On the contrary, this budget acknowledges a pre-existing debt of **\$24,233** to the Crockett Sanitary Dept, of which nothing can be paid this year. The budget can therefore provide only **\$17,551 (10%)** for operating contingencies. Only \$4,000 could be contributed to the WWTP Capital Reserve, \$8,000 for the septic tank

Sewer Use Charge Study
 FY 2020/21

reserve, \$3,000 for RWQCB operating reserves and \$10,000 toward the discharge permit reserve in 2020/2021.

TABLE 2

PROJECTED DISTRICT BUDGET DETAIL, FY 2020/21

REVENUE (Excluding sewer use charges)

Carry-over unallocated cash	\$ 57,987
Prior Year Contingency Surplus	0
Tank Cleaning/Rehabilitation Reserve	0
Discharge Permit Reserve	0
WWTP Reserve	0
RWQCB Operating Reserve	0
Loans/Grants	0
Permit Fees	180
Capacity Charges/Annexation Charges	0
Annexation Interest	314
Cost Recovery	<u>2,783</u>
TOTAL REVENUE	\$ 61,264

EXPENSES

Sewage Collection	\$ 19,131
Sewage Treatment	106,687
Administration/General	40,337
Capital Replacement Projects	26,500
O&M Contingencies	17,551
Septic Tank Rehabilitation/Cleaning Reserve	8,000
WWTP Reserve	4,000
Discharge Permit Reserve	10,000
RWQCB Operating Reserve	3,000
Rate Stabilization Reserve	0
Debt service	<u>126,022</u>
TOTAL EXPENDITURES	\$361,428
APPARENT DEFICIT	\$300,164

Sewer Use Charge Study
FY 2020/21

SUMMARY

This budget of **\$361,428** for FY 2020/21 is about equal to what was originally budgeted in FY 2019/20. However, it is anticipated that actual expenditures will exceed the budget for FY 2019/20 by \$70,831 and the operating reserves will be depleted by June 30, 2020. A revised budget for FY 2019/20 will be required. To rebuild the operating reserves and cover ongoing operating expenses a larger than normal sewer use charge increase, the only significant source of revenue for the department, will be required.

PROJECTED REVENUE

The preceding review of next year's budget requirements indicates that **\$361,428** will be needed. Sources of this needed revenue are primarily sewer service charges.

The preceding expense and revenue information is summarized in TABLE 2. As can be seen from TABLE 2 there is an apparent deficit of **\$300,164**. A deficit is an annual occurrence and can be covered by a Sewer Use Charge, as described below.

PROPOSED SEWER USE CHARGE RATE

The sewer services to be provided by the Port Costa Sanitary Department have been determined to include 76 single family dwellings and 15 apartments, plus 3 non-residential and 3 mixed-use properties (containing another 22 apartments).

Since 1964, the County has charged Port Costa properties for sewer service based on a schedule of multipliers. The categories "single-family residence" and "apartment" have always been charged the same rate. In a 2008 rate analysis conducted by a County consultant, that methodology was labeled inequitable. Unfortunately, that study proposed an alternate methodology that is ludicrous when applied to a tiny community struggling to survive. Secondly, the alternate methodology is inconsistent with that used by the Crockett Sanitary Dept, which would make no sense. In the interest of equitable rates, Crockett adopted a methodology in 1992 based on the actual wastewater flow from each property or category. The smaller the town, the more important this methodology becomes. The Crockett methodology is now being used in Port Costa.

To calculate average use of the sewer system by residential units, water use for irrigation must be factored out. To do this, data from only the wet-weather months of December, January and February is used, using **69** single-family residences as the mean. As a result of the latest analysis, each single-family residential building (considered one discharge unit) is now assumed to contribute **5852** cubic feet per year to the sewer system. This becomes the Department's standard for water consumption per discharge unit in Port Costa. Each apartment is also assumed to contribute **5852**

Sewer Use Charge Study
 FY 2020/21

cubic feet per year to the sewer system, equivalent to 1.0 discharge unit. Water averages over the last six years were used to calculate the use factor.

Non-residential uses are charged an equitable share based on water consumption during a previous 12 month period, with a minimum charge set equal to the charge for one apartment. Mixed use properties are similarly charged, with a minimum set by the charge for each dwelling on the property.

The sewer services provided by the District are tabulated in TABLE 3. The second column in TABLE 3 indicates the relative flow rating ("use factor") of the various types of users. The last column is the product of the number of units and the use factor. The total of the last column gives 133.70 discharge units.

TABLE 3
INVENTORY OF EXISTING CONNECTIONS - AUGUST 2019

<u>EQUIVALENT TYPE OF OCCUPANCY/USE</u>	<u>NUMBER OF UNITS</u>	<u>USE FACTOR</u>	
		<u>PER UNIT</u>	<u>UNITS</u>
Single family dwelling	76	1.00	76.00
Apartment	15	1.00	15.00
Non-residential property	3	varies	4.91
Mixed-use property	3	varies	<u>37.79</u>
	Discharge Units		133.70

In order to provide barely sufficient revenue for the O&M&R and capital budget, sewer use charges would be determined as follows:

OPERATING DEFICIT	\$300,164		
	-----	=	\$2,245/UNIT
NO. DISCHARGE UNITS	133.70		

By this method, the recommended annual sewer use charge per single family residence is \$2,245. The recommended annual sewer use charge per apartment is also \$2,245.

The charges for other properties would vary with water consumption in proportion to the District standard for residential uses. The recommended charge is \$2,245 plus \$38.36 per 100 cubic feet of water consumption in excess of 5852 cubic feet per year.

The budgets going forward intend to build a Port Costa septic tank heavy cleaning reserve of \$50,000, to be built up over 5 years, so that the septic tank may be cleaned as the need arises. A NPDES discharge permit is due every five years and it is prudent to develop a reserve of \$40,000 to pay for permit reissuance application process. It is also prudent to keep a reserve for potential fines by the Regional Water Quality Control Board (RWQCB). Excess operating revenue (if any) will roll over for contingency funds and/or remain in a rate stabilization reserve that exists to smooth out fluctuations in rates. Such excess revenue could also be allocated to sewer repairs, capital improvements or debt service, if required.

The Port Costa Sanitary Commission recognizes that it does not maintain a prudent level of capital reserves to respond to unanticipated situations and emergencies. Nor does this budget contain an adequate contingency fund, nor provide adequately for collection system maintenance, or repay outstanding debt to the Crockett Sanitary Department. The heavy burden of high service charges on Port Costa properties is a source of deep frustration and anxiety for everyone, and it prevents the Commission from achieving its goal of a prudent budget. It will take years to achieve financial stability, and this budget should be seen as only an initial step.

RECOMMENDATION

The Department's financial outlook will improve slowly as the District continues to provide sewer service in Port Costa. With the development of a ten-year revenue program, the Department can chart a course toward financial stability. Eventually, the Port Costa Sanitary Commission will have every reason to believe that its finances are in order and that it remains capable of serving the Port Costa community into the future.

The General Manager, Department Manager and Assistant District Secretary are the only salaried positions in the Sanitary Department. All O&M&R services are contracted out to others regularly engaged in this type of work. This is believed to be the most economical way of getting this work done.

The District is under pressure from regulatory agencies to rehabilitate the collection system so that sewer overflows never occur. The Department does not know at this time how much must be spent on rehabilitation within even the next five years. In the initial years of transition from County management, the Port Costa Sanitary Dept. has spent very little on system rehabilitation. It appears that regular increases in sewer use charges will be required annually just to fund operating costs and debt service.


Sewer Use Charge Study
FY 2020/21

It is therefore recommended that this Sewer Use Charge Study Report be accepted by the Board of Directors and that sewer use charges are raised to \$2,245 per single family residence and equivalent unit for FY 2020/21 as a source of revenue to balance the budget.

TABLE 4 sets forth the actual sewer use charge anticipated for each property served by the District.

Revenue raised through this sewer use charge would be **\$300,165**. There will be a net increase of 13.79% equal to \$272 annually on residential user fees for the fiscal year.

Respectfully submitted,



James Barnhill
Port Costa Department Manager

April 14, 2020

c: : \PortCosta\Bud&Fin\budget20-21\pcsan_sucrpt20

TABLE 4

RECOMMENDED SEWER SERVICE CHARGES FOR THE TAX ROLL

A	Parcel No.	Levy Code	Fund	Revenue	Levy Amount
A	368132002	GB	3425	9796	2,245.00
A	368132003	GB	3425	9796	2,245.00
A	368132004	GB	3425	9796	2,245.00
A	368132005	GB	3425	9796	2,245.00
A	368132007	GB	3425	9796	2,245.00
A	368132012	GB	3425	9796	2,245.00
A	368132013	GB	3425	9796	2,245.00
A	368132014	GB	3425	9796	2,245.00
A	368132015	GB	3425	9796	2,245.00
A	368132016	GB	3425	9796	2,245.00
A	368132017	GB	3425	9796	2,245.00
A	368132020	GB	3425	9796	2,245.00
A	368132022	GB	3425	9796	2,245.00
A	368132023	GB	3425	9796	2,245.00
A	368132024	GB	3425	9796	2,245.00
A	368132025	GB	3425	9796	2,245.00
A	368132026	GB	3425	9796	2,245.00
A	368133003	GB	3425	9796	2,245.00
A	368133007	GB	3425	9796	2,245.00
A	368133010	GB	3425	9796	2,245.00
A	368133012	GB	3425	9796	2,245.00
A	368134003	GB	3425	9796	4,490.00
A	368134004	GB	3425	9796	4,490.00
A	368134011	GB	3425	9796	2,245.00
A	368134012	GB	3425	9796	4,490.00
A	368135004	GB	3425	9796	2,245.00
A	368135005	GB	3425	9796	2,245.00
A	368135008	GB	3425	9796	2,245.00
A	368135009	GB	3425	9796	2,245.00
A	368135012	GB	3425	9796	2,245.00
A	368135013	GB	3425	9796	2,245.00
A	368135014	GB	3425	9796	2,245.00
A	368141003	GB	3425	9796	2,245.00
A	368141004	GB	3425	9796	4,490.00
A	368141005	GB	3425	9796	2,245.00
A	368141009	GB	3425	9796	2,245.00
A	368142006	GB	3425	9796	2,245.00
A	368142007	GB	3425	9796	2,245.00
A	368142008	GB	3425	9796	2,245.00
A	368143001	GB	3425	9796	4,490.00
A	368143003	GB	3425	9796	2,245.00
A	368143004	GB	3425	9796	2,245.00

Sewer Use Charge Study
 FY 2020/21

A	368143005	GB	3425	9796	2,245.00
A	368143006	GB	3425	9796	2,245.00
A	368143007	GB	3425	9796	2,245.00
A	368144003	GB	3425	9796	2,245.00
A	368144004	GB	3425	9796	4,490.00
A	368144012	GB	3425	9796	4,490.00
A	368145001	GB	3425	9796	2,245.00
A	368145002	GB	3425	9796	2,245.00
A	368145003	GB	3425	9796	2,245.00
A	368145006	GB	3425	9796	2,245.00
A	368145007	GB	3425	9796	2,245.00
A	368145008	GB	3425	9796	2,245.00
A	368145009	GB	3425	9796	2,245.00
A	368145010	GB	3425	9796	2,245.00
A	368145014	GB	3425	9796	2,245.00
A	368145015	GB	3425	9796	2,245.00
A	368145019	GB	3425	9796	5,140.00
A	368145024	GB	3425	9796	2,245.00
A	368145025	GB	3425	9796	2,245.00
A	368145027	GB	3425	9796	35,023.00
A	368146001	GB	3425	9796	3,644.00
A	368146002	GB	3425	9796	2,245.00
A	368146003	GB	3425	9796	2,245.00
A	368146007	GB	3425	9796	2,245.00
A	368146010	GB	3425	9796	2,245.00
A	368146014	GB	3425	9796	2,245.00
A	368146017	GB	3425	9796	2,245.00
A	368146021	GB	3425	9796	2,245.00
A	368146022	GB	3425	9796	2,245.00
A	368146023	GB	3425	9796	2,245.00
A	368146024	GB	3425	9796	2,245.00
A	368146025	GB	3425	9796	2,245.00
A	368147004	GB	3425	9796	15,715.00
A	368147005	GB	3425	9796	11,225.00
A	368147006	GB	3425	9796	34,102.00
A	368148002	GB	3425	9796	2,245.00
A	368148003	GB	3425	9796	2,245.00
A	368148004	GB	3425	9796	2,245.00
A	368148005	GB	3425	9796	2,245.00
A	368148013	GB	3425	9796	2,245.00
A	368148014	GB	3425	9796	2,245.00
A	368148015	GB	3425	9796	2,245.00
A	368148018	GB	3425	9796	2,245.00

Assesment on Tax Roll 297,919.00

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To **Port Costa** Customers of the Crockett Community Services District:
 (Please forward this notice to the ratepayer and property owner)

**PROPOSED INCREASE IN SEWER USE CHARGE EFFECTIVE
 JULY 1, 2020, AND NOTICE OF PUBLIC HEARING ON THE MATTER**

The Crockett Community Services District provides sewage collection, treatment and disposal services to properties in **Port Costa**. Property owners are charged annually for these services on their property tax bills.

As recommended by the Port Costa Sanitary Commission, the District proposes a Sewer Use Charge (SUC) increase effective July 1, 2020. The SUC increase is necessary to fund the current and anticipated costs of the operations and maintenance functions and capital improvements of the District for the 2020/21 fiscal year (including new federal, state and regional water quality requirements) and to provide for the repayment of loans. Following are the proposed charges:

PRESENT ANNUAL SEWER USE CHARGE	USER CLASSIFICATION	PROPOSED ANNUAL SEWER USE CHARGE
\$1,973 per year per SFR*	Single Family Residence (SFR)	\$2,245 per year per SFR*
\$1,973 per year per APT	Apartment (APT)	\$2,245 per year per APT
\$1,973 plus \$33.44 per 100 cubic feet of water consumption in excess of 5901 cubic feet per year	Hotel and Non-residential Accounts	\$2,245 plus \$38.36 per 100 cubic feet of water consumption in excess of 5852 cubic feet per year
\$1,973 plus \$33.44 per 100 cubic feet of water consumption in excess of 5901 cubic feet per year (min. \$1,973 per APT)	Mixed-use Accounts	\$2,245 plus \$38.36 per 100 cubic feet of water consumption in excess of 5852 cubic feet per year (min. \$2,245 per APT)

*Based on average discharge of sewage per unit of the user classification.

A public hearing on the matter will be held on Wednesday, June 24, 2020 at 7:00 PM at the Crockett Community Center, 850 Pomona Street, Crockett, CA. The Crockett Community Services District phone number is (510) 787-2992.