

CROCKETT SANITARY COMMISSION

Regular Business Meeting
AGENDA FOR WEDNESDAY, JANUARY 13, 2021

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 teleconference using Zoom.
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner described below. See end of agenda for information on How to Submit Public Comments.

Agenda packet can be accessed at <https://www.town.crockett.ca.us/2021-1-13-crockett-sanitary-commission-meeting>.

HOW TO OBSERVE THE MEETING:

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

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

More phone numbers can be found on Zoom's website at <https://zoom.us/j/89413121632>.

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

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

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

1. CALL TO ORDER – ROLL CALL
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:
(The Commission is prohibited from discussing items not on this agenda. Matters brought up that are not on the agenda may be referred to staff for action or calendared for a future date.)
4. PUBLIC HEARING:
5. CONSENT CALENDAR: Consideration of a motion to approve the following item:
(Items are subject to removal from Consent Calendar by request of any Commissioner on request for discussion by a member of the public. Items removed from the Consent Calendar will be considered with the Administrative Items.)
 - a. Approve Minutes of December 9, 2020
 - b. Receive annual report on construction permitting for CY 2020.

c. Annual Sanitary Sewer Overflow (SSO) report on Crockett collection system.

6. ADMINISTRATIVE:

- a. Consider report on actions taken by the District Board.
- b. Consider Announcement of Vacancy on the Commission and flexibility on day of the meeting.
- c. Update on facts of the new office building.
- d. Consider Ad Hoc Committee on Sanitary Commission and/or District Board for new office building.

7. WASTEWATER:

- a. Status report on recent Enforcement Actions.
- b. Receive Status Report on outstanding items and adopt Action Plan for 2021.'
- c. Update on water use and Sewer Use Charge adjustment for 627 Second Avenue.

8. BUDGET AND FINANCE:

Consider monthly Summary Worksheet and staff report on financial matters.

9. REPORT OF DEPARTMENT MANAGER: *(These items are typically for exchange of information only. No action will be taken at this time.)*

- a. Operations, maintenance and capital improvements.
- b. Governmental matters.
- c. Announcements and discussion.

10. REPORTS FROM COMMISSIONERS: *(These items are typically for exchange of information only. No action will be taken at this time.)*

- a. Wastewater Committee – Members Manzione and Wais
- b. Budget & Finance Committee – Members Wolthuis and Adams
- c. Inter-agency meetings:

11. FUTURE AGENDA ITEMS:

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

12. COMMENTS FROM COMMISSIONERS:

13. ADJOURNMENT to February 17, 2021.

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, DECEMBER 9, 2020

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Manzione. Present were Commissioners Adams, Wais and Wolthuis, along with Asst. Dept. Manager Barnhill, District Engineer Murdock, and Administrative Services Manager Gunkelman. Also present were Directors Bartlebaugh and Kirker.
2. AGENDA ORDER: Director Kirker asked that item 6.a. be moved up after item 3.
3. PUBLIC COMMENTS: Mark Manzione said Scott Bartlebaugh has been appointed to the District Board as Director and due to the rules he has offered his resignation to the Crockett Sanitary Commission.
- 6.a. DISTRICT BOARD ACTIONS: Director Kirker reported on the actions taken by the District Board in November. He said Mr. Bartlebaugh emailed the Reorganization Chart to the Sanitary Commission today and said it should of been called the Responsibility Reorganization Chart because it focused more on the responsibilities of the District. He said the District hired Gaunt Murdock as the Sanitary District Engineer. He is a very hands on type of person that wants to be involved. The consensus of the Board is to do more in-house and spend less on consultants, such as capital projects. Director Kirker said we are looking to rearrange some things so we can accomplish more. Mr. Bartlebaugh said all of the positions that were posted have not been filled yet so you still do not have final costs. Once all positions have been filled you could project the costs and the sanitary commission would be interested in what the new costs are compared to what they had been. Director Kirker said Director Peterson did the cost analysis. He said Vaughn Gunkelman did not have the experience for the Administrative Services Manager position so he was hired at a lower rate. The new hires are on probation for six months and their salary will be negotiated after the probationary period. Gaunt Murdock introduced himself to the commission. Commissioner Manzione thanked Mr. Bartlebaugh for his service on the Sanitary Commission.
4. PUBLIC HEARING: None
5. CONSENT CALENDAR: The consent items were approved unanimously (jw/mw):
 - a. Approve Minutes of October 21, 2020 and November 10, 2020.
 - b. Consider Status Report on outstanding issues.
- 6.b. APPOINT NEW VICE-CHAIR: A motion to appoint Mary Wais as Vice-Chair to the Crockett Sanitary Commission carried unanimously (mm/ha).
- 6.c. COMMITTEE APPOINTMENTS: Commissioner Manzione appointed Commissioners Adams and Wolthuis to the Budget & Finance Committee and Commissioners Manzione and Wais to the Wastewater Committee.

6.d. ANNOUNCEMENT OF VACANCY: This item was continued to next month.

7.a. ENFORCEMENT ACTIONS: Mr. Barnhill reported eight properties are no longer in violation of the District's building lateral sewer inspection requirement and received a Certificate of Compliance.

7.b. WATER USE ADJUSTMENT: Mr. Barnhill reported Mr. Barnhill reported the sewer use charge (SUC) that was entered this year for 625 Second Avenue (Toot's Tavern) was \$7,782 based on water use. He said the owner provided proof that EBMUD's water lateral was broken on the property sidewalk. The owner provided documentation that EBMUD lowered the meter use. Mr. Barnhill said he made an adjustment based on the meter. He adjusted the bill from \$7,782 to \$5,111. The owner will still have to pay their property tax bill on time otherwise they will be delinquent. Once staff has seen proof of payment staff would need to cut a check back to the owner. The owner was concerned that the \$5,111 was still higher than expected. Mr. Barnhill reported that over the past five years on average the SUC has been \$3,811. Director Kirker said he spoke with the owner and the neighbor. He said it does look like there has been a repair done to the sidewalk. He said we need to keep an eye on both payments that have been made by the owner on the tax roll before giving them a rebate. Commissioner Manzione would like to have an agenda item in January for any further discussion on the SUC for 625 Second Avenue.

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

9.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported two sanitary sewer overflows in November. On November 4, a five-gallon spill occurred at the South end of Second Avenue that was reported to the Commission at the November 10 meeting. On November 27, a 25-gallon spill was reported near the address of 1435 Pomona.

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

9.c. STAFF ANNOUNCEMENTS: None

10.a. WASTEWATER COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. INTER-AGENCY MEETINGS: None

11. FUTURE AGENDA ITEMS:

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

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 8:12 PM until January 13, 2021.

Respectfully submitted,

Susan Witschi

Susan Witschi
December 28, 2020

CROCKETT SANITARY DEPARTMENT

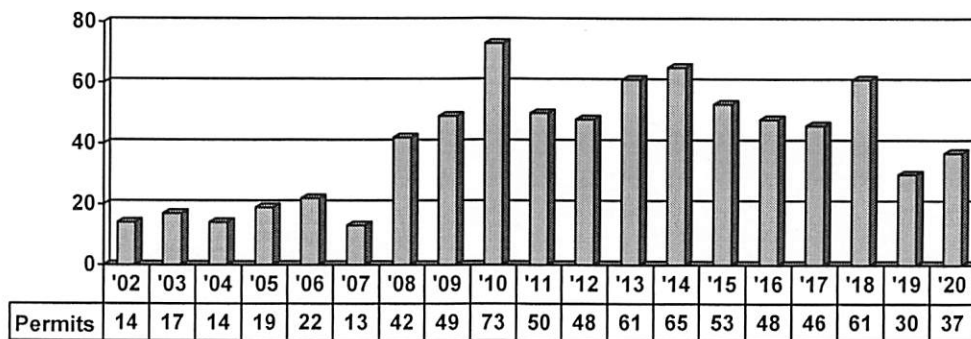
of the Crockett Community Services District

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TO: Crockett Sanitary Commission
FROM: Gaunt Murdock
SUBJECT: Annual Report on Construction Permitting
DATE: January 13, 2021

The District has issued 37 construction permits between January 1, 2020 and December 31, 2020 consisting of 29 full line replacements, 7 repair permits, and 1 new connection. There were 32 permits for Crockett and 5 permits for Port Costa. Presenting the annual report by calendar year assists in reporting requirements by Regional and State agencies.

Over the last 10 years, permits have averaged 50 per year. The majority of permits have been issued after defects were identified as part of the Lateral Inspection Program which began in 2007. As lateral inspection is required for home sale the number of permits varies in response to the number of home sales; we expect this trend to continue.



The average time spent on permits for a lateral repair is normally less than 45 minutes. The average time spent on full line replacements is normally less than 1.5 hours. The current fee schedule, revised by Ordinance No. 09-5 in December 16, 2009, is \$30.00 for a lateral repair and \$60.00 for a full line replacement.

STAFF RECOMMENDATIONS:

Previous annual reports mention consideration of increase in permit fees, however no action has been taken. We suggest permit fees increase to more closely reflect the cost of inspections and general inflationary pressure.

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TO: Sanitary Commissioners / Board of Directors

FROM: James Barnhill

SUBJECT: Annual Report of Sanitary Sewer System Overflows for Calendar Year 2020

DATE: January 13, 2021

The purpose of this memo is to provide a summary of the Sanitary Sewer System Overflows (SSOs) that occurred in sanitary sewer systems of the Crockett Community Services District (District) during Calendar Year 2020. The District operates two separate collection systems serving the towns of Crockett and Port Costa.

On October 3, 2012, the San Francisco Bay Regional Water Quality Control Board (RWQCB) issued a letter discontinuing the requirement to submit annual SSO reports to the RWQCB. Staff continued to update its respective Commissions and the District Board on SSO's that occurred from its collection system and report SSOs through the State's California Integrated Water Quality System (CIWQS).

This report does not include SSOs that occurred from private sewer service laterals within the Crockett Community Services District jurisdiction that were caused by conditions in privately-owned laterals or on private property. The property owners are responsible for the condition and the operation of those sewer service laterals.

Number and Size of SSOs

There was a total of six (6) SSOs for the reporting period; All SSO's were gravity sewer overflows in Crockett. There were no SSOs in Port Costa. All SSOs were associated with dry weather conditions. Details of the SSOs are shown below.

	Volume (gallons)	Event Type	Cause
Crockett - back-up in MH E-10-02	940	Cat 3	Debris, rags
Crockett - back-up in MH E-03-14	450	Cat 1	Debris, flushable wipes
Crockett - back-up in MH C-00-27	180	Cat 1	Construction bypass failed
Crockett - back-up in MH W-00-10	50	Cat 3	Roots, debris
Crockett - back-up in MH C-00-35	5	Cat 3	Pipe I.D. reduction + FOG
Crockett - back-up in MH V-21-07	25	Cat 3	Debris, food

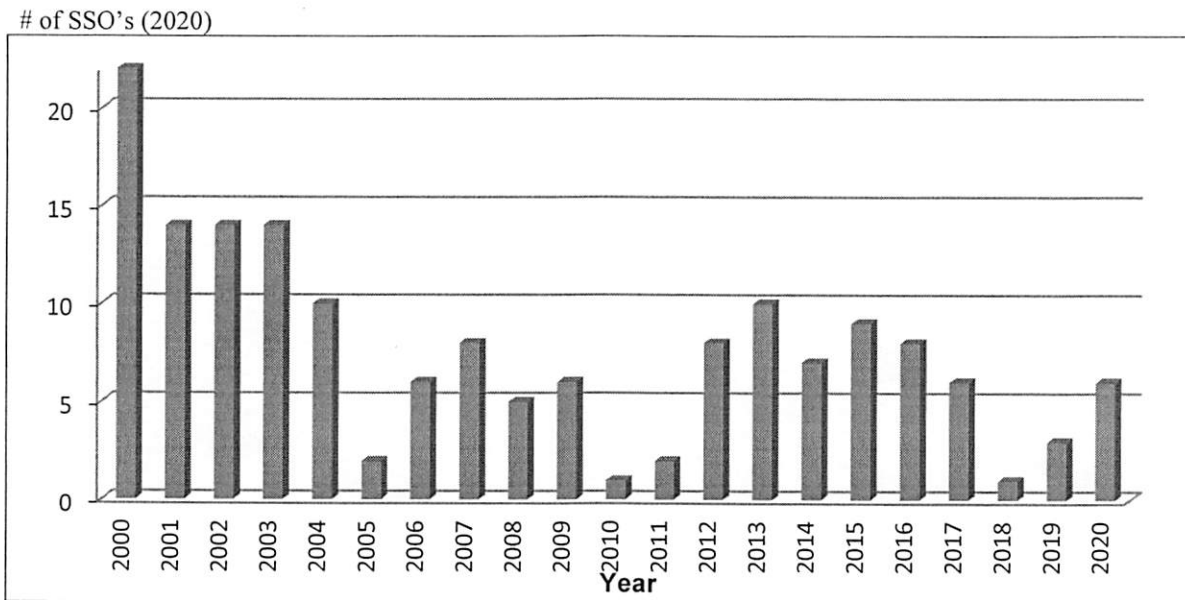
Location of SSOs

Crockett and Port Costa are small towns in Contra Costa County located along the Carquinez Strait. There is no predominant location where SSOs tend to occur. During this time period the SSO incidents occurred in six unrelated sanitary sewer locations.

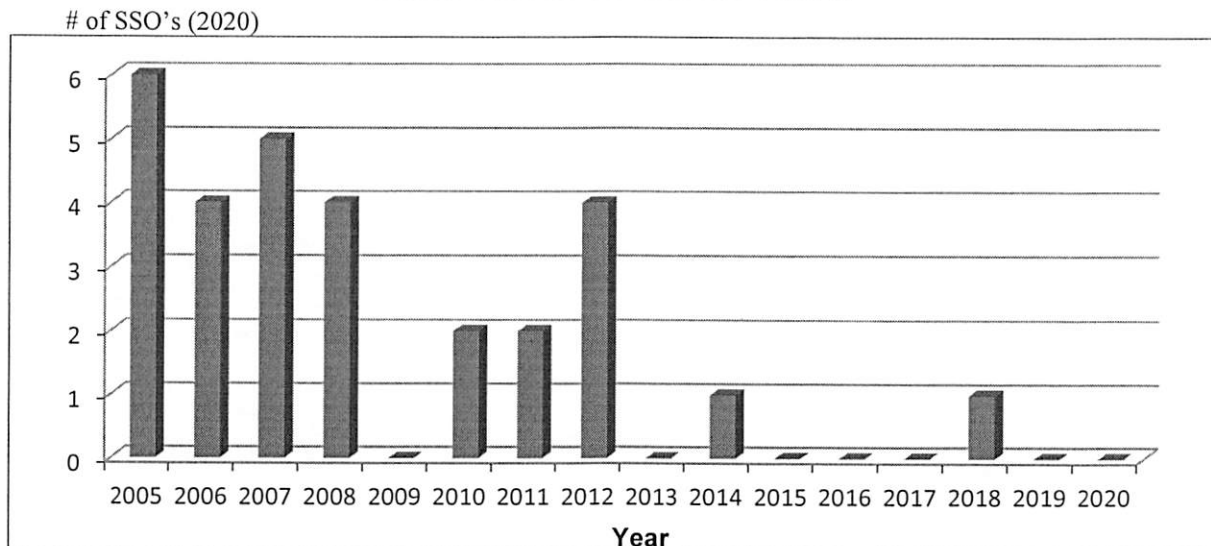
SSO Trends

The following charts will compare data for the current reporting period with previous reporting periods for the Crockett and Port Costa Sanitary Departments.

CROCKETT SANITARY DEPT.



PORT COSTA SANITARY DEPT.



Jurisdiction over the Port Costa collection system passed to Crockett CSD in May, 2008, and this summary report includes records from the former permit holder, Contra Costa County Sanitation District #5 without being able to verify their accuracy and completeness regarding SSOs that have occurred before that transition of authority.

Summary

The District's Sewer System Management Plan (SSMP) includes a District goal to minimize the frequency and duration of SSOs, including implementing regular, proactive maintenance of the system to remove issues that may cause sewer backups or SSOs. The District's SSMP was last updated February 2020. The next scheduled bi-annual audit is to be completed by March 1, 2022. Staff continues to use data collected from SSOs to revise maintenance cleaning schedules and to update sewer repair priorities. Both the Crockett Sanitary Department and Port Costa Sanitary Department are managing their respective collection system.

The Federal Clean Water Act largely prohibits any discharge of pollutants from a point source to the waters of the United States except as authorized under an NPDES permit. The State Regional Water Quality Control Board (SRWQB) enforces the Statewide General Waste Discharge Requirements (WDR) as authorized by California Water Code sections 13263, 13050, and others. In 2017, the RWQCB questioned staff on the high number of SSOs in the Crockett collection system compared to State average. No formal action has been requested of the District but enforcement action related to the number and volume of SSOs remains a possibility.

The Crockett Sanitary Commission, Port Costa Sanitary Commission, and District Board should form recommendations as needed.

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ANNOUNCEMENT OF VACANCY

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

The District is now taking applications for a vacancy on the Crockett Sanitary Commission. Applicants must be residents of Crockett. Anyone interested should apply by written letter, clearly identifying the applicant by name, street address and Crockett phone number. Applications must contain a statement of interest and qualifications. The deadline to submit applications to the Crockett Community Services District, PO Box 578, Crockett, CA 94525 is January 6, 2021.

The Sanitary Commission will interview applicants on January 13, 2021 and make a recommendation to the Board. An appointment to the Commission will be made later by the District Board of Directors. The term of office is 24 months. Please call Crockett Community Services District at 787-2992 for more information.

December 10, 2020

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

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

6.b.

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TO: Crockett Sanitary Commission
FROM: James Barnhill *jb*
SUBJECT: Status Report on Recent Enforcement Actions
DATE: January 13, 2021

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

1. 715 ALHAMBRA ST– Certificate issued following review of lateral TV.
2. 475 ALHAMBRA ST– Certificate issued following new permit/repair. No longer in Violation
3. 540 ALHAMBRA ST– Certificate issued following new permit/repair. No longer in Violation
4. 918 THIRD AVE– Certificate issued following new permit and repair.
5. 303 VIRGINIA ST– Certificate issued following permitted repair.

Properties with Permit, pending repair:

1. 1648 FRANCIS ST– Permit #20-31 issued 11/30/20.
2. 653 ALHAMBRA ST– Permit #20-34 issued 12/18/20.
3. 653 EDWARDS ST– Permit #21-1 issued 1/6/21.
4. 304 EDWARDS ST– Permit #20-37 issued 12/30/20.

Properties with Permit, pending installation:

1. 420 WINSLOW ST – Permit #17-30 issued 7/26/17. New construction
2. 1952 VISTA DEL RIO – Permit #20-3 issued 1/27/20 plus. New construction

Properties pending Permit:

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

CROCKETT SAN. DEPT. STATUS REPORT

JAN

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

FINANCIAL MATTERS

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

ENGINEERING MATTERS

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

ADMINISTRATIVE MATTERS

1/18	A-32	Easement Protection Program	BACKLOGGED	revisit enforcement priority	GM / Board
6/17	A-31	Access & Repair Agreement Program	BACKLOGGED	develop formal program	GM / Board
4/17	A-30	Abandon sewer easement 550 Alhambra	Attorney for language	record abandonment	GM
10/15	A-29	Order protection of easement 515 Winslow	BACKLOGGED	draft letter and request payment of abatement costs	GM
8/15	A-33	Enforcement Procedures - rewrite	BACKLOGGED	Draft and legal review	GM / Legal
9/14	A-34	Grant Easement Transfer 330 Alhambra	BACKLOGGED	draft and record	GM
9/12	A-28	Capacity charge payment plan	POSTPONED	revise fee ordinance	GM / Legal
3/12	A-27	Common lateral ordinance	DELAYED	review ordinance	GM / Legal
2/10	A-26	Capacity charge ordinance	POSTPONED	revise by ordinance	GM / Legal
11/09	A-25	Double permit fees for no permit	drafted	adopt ordinance	GM / Legal
3/08	N-11	Penalties for lateral SSO negligence	BACKLOGGED	develop fines	GM / Board
4/07	A-20.5	Lateral replacement	ON HOLD		GM / Board
11/06	A-19	Safety training requirements	Identify	annual training	JB
3/04	A-16	C&H access requirements	BACKLOGGED	abandon sewers	GM / Legal

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>	<u>RESPONSIBLE</u>
8/03	A-15.9	Grease trap inspection control program	BACKLOGGED	develop procedures	JB
8/03	A-15.7	Grease traps/FOG	BACKLOGGED	notify commercial kitchens	JB
3/03	A-15	N-00-29 sewer easement	Docs updated	parties to sign	GM / Prop. Owner
3/02	A-14	Encroachment permit (9 Crolona Hgts)	BACKLOGGED	send agreement	JB
2/01	A-11	Sewer main acceptance records	BACKLOGGED	disavow by resolution	GM / Legal
2/99	A-8	West County contract review	ON HOLD	continue with existing	GM / Comm.
5/98	A-4	Emergency binder	BACKLOGGED	Update and revise	GM
6/20	A-33	Letter to railroad re crossing	BACKLOGGED	Protect access to outfall	GM / Legal
1/20	A-34	Outfall lease SLC #25959	Incomplete	Address outstanding items	GM

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Crockett Sanitary Department ACTION PLAN 2021

TOP PRIORITY ACTIONS

- | | | |
|----|---|---------|
| 1. | Capital Sewer Collection System Replacements | ONGOING |
| 2. | Safety Training for Injury & Illness Prevention | SPRING |
| 3. | MCC Panel Upgrade at Pump Station | SUMMER |
| 4. | Update Emergency Binder and Response Plans | SUMMER |
| 5. | Sewer Use Charge Rate Study | FALL |
| 6. | Update Operations Manual | FALL |
| 7. | Plan for New C&H Sewer Service Agreement
<i>(Current Agreement Ends June 30, 2021)</i> | WINTER |
| 8. | Begin Planning for Joint Use Agreement Renegotiation
<i>(Agreement with C&H Expires July 31, 2024)</i> | WINTER |

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MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTC 12/16/20 LATEST FUND REPORT: 12-11-20

OPERATING FUND 3426		CONSTRUCTION FUND 3427	
CASH CARRIED FORWARD:	\$372,267.19	CASH CARRIED FORWAF	\$60,029.28
ACTIVITY:		ACTIVITY:	
Warrants (6282-6304)	(\$69,664.86)	Invest Scvs	\$0.00
Payroll recov to REC	\$0.00		
Invest Svcs 1st Qtr	\$0.00		
Permits 20-28, 20-30, 20-31, 20-32	\$180.00	CASH BALANCE:	\$60,029.28
Wells Fargo Fees	(\$5.63)	INVESTED BEGIN BAL.	\$899,464.02
Ckt Cogen SUC	\$11,474.00	Invest Interest	\$0.00
Trnsf From Fund 3425	\$93,563.29		
		INVESTED BALANCE:	\$899,464.02
CASH BALANCE:	\$407,813.99	FUND 3427 BALANCE:	\$959,493.30
ADV ON TAXES:	\$1,360,112.02		
060 Prop tax Beginnir	\$0.00		
No activity			
Ending Balance	\$1,360,112.02		
		CAPITAL RESERVE FUND 3429	
160 Adv Supp Prop tax	\$0.00	CASH CARRIED FORWAF	\$262.00
No activity	\$0.00	ACTIVITY:	
Ending Balance	\$0.00	Invest Scvs	\$0.00
INVESTED BEG. BALANCE:	\$2,171,907.12	CASH BALANCE:	\$262.00
Invest Interest	\$0.00	INVESTED BEGIN BAL.	\$71,214.78
		Invest Interest	\$0.00
Ending Balance:	\$2,171,907.12	INVESTED BALANCE:	\$71,214.78
FUND 3426 BALANCE:	\$2,579,721.11	FUND 3429 BALANCE:	\$71,476.78
TAXES held in 3240:	\$361,223.07		
CO.charges in 3240:	\$0.00		
ACCURED DEBT OWED TO CVAN:		CONTRACTOR BONDS ON FILE:	
PCSAN DEPT.	\$378,219.98	32 contractors	\$31,500.00
MAINT DEPT.	\$0.00		

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

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TO: Commissioners / Board of Directors
FROM: Sanitary Department Manager
SUBJECT: Crockett Sanitary Department Managers Report
DATE: January 13, 2021

The Crockett Sanitary Department Managers Report highlights items of interest that occurred between December 4, 2020 January 7, 2021. The District offices remains closed to the public due to Coronavirus (COVID-19) orders. Social distancing and other safe practices recommended by the CDC and County Health Officer are being followed.

Operation and Maintenance

- There were no Sanitary Sewer Overflows (SSO) in December.
- There were two incidents regarding flowing water in December. On December 22, Cogen staff reported seeing water spouting on the North (water) side of the UPRR tracks near the dock house. On December 29, water was seen flowing down Cooke Ave gutter. The source was a blocked storm drain on Atherton Ave.
- There were no reported issues at Crockett Main Pump Station.
- There were no reported issues at Loring Pump Station.

Capital Improvements / Projects

- No projects were performed during December. Staff is analyzing footage captured during 2020 CCTV project. Certain priority defects have been noted, plans for repairs will follow.

Administrative/Financial:

- Barnhill spent 78% of his time towards Crockett Sanitary Department operations. The rest of his time, 22%, was spent on Port Costa business. He worked a total of 105 hours in December. (total hours include Holiday/Vac/Sick)
