

# CROCKETT COMMUNITY SERVICES DISTRICT

Regular Business Meeting  
AGENDA FOR WEDNESDAY, JANUARY 22, 2020

TIME: 7:00 PM  
PLACE: 850 Pomona Avenue, Crockett

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1. CALL TO ORDER AND INSTALLATION OF OFFICERS – ROLL CALL
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:  
*(The Board is prohibited from discussing items not on this agenda. Matters brought up that are not on the agenda may be referred to staff for action or calendared on a future agenda.)*
4. REPORTS FROM COMMISSIONERS:  
*(This item is typically for exchange of information only. No action will be taken at this time.)*
5. PUBLIC HEARING: Hearing on cost report and confirmation by order to collect penalty and abatement costs related to Notice of Violation, 2 Crolona Heights, Crockett, APN 354-095-004
6. REPORT OF DISTRICT COUNSEL:
7. 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.
8. CONSENT CALENDAR: Consideration of a motion to approve the following items:  
*(Items are subject to removal from Consent Calendar by request of any Board Member on request for discussion by a member of the public. Items removed from the Consent Calendar will be considered with the Administrative Items.)*
  - a. Approve Minutes of December 18, 2019.
  - b. Approve payment of District bills.
  - c. Receive Minutes of Commissions and Committees.
  - d. Annual report of Sanitary Sewer Overflows that occurred in 2019.
  - e. Receive Status Reports of outstanding items.
9. ADMINISTRATIVE:
  - a. Consider consent Items removed from Consent Calendar.
  - b. Approve Resolution No. 19/20-15 authorizing objection to public sale of a tax defaulted property, APN 354-203-003, real property located at 701 Pomona Street, Crockett, CA.

- c. Standing Committee appointments; Budget & Finance, Personnel.
- d. Reauthorization of Ad-Hoc Committees and appointments; Strategic Planning, Property Acquisition, Memorial Hall.
- e. Discuss and approve Action Plans for 2020.
- f. Receive report and offer letter regarding Hosselkus Chapel property acquisition.

10. **BUDGET AND FINANCE:**

- a. Consider monthly Summary Worksheets and Investment Reports and staff report on financial matters.
- b. Receive mid-year budget report for FY 19/20.
- c. Identify funding source and authorize payment to Clean Harbors Environmental Services, Inc. for completed work at the Port Costa Sanitary Settling/Septic Tank.

11. **REPORTS FROM BOARD MEMBERS:**

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

- a. Personnel Committee
- b. Budget & Finance Committee
- c. Ad Hoc Committees:
- d. Inter-agency meetings:

12. **FUTURE AGENDA ITEMS:**

- Draft Budget FY 20/21 (Feb).
- Consider filling vacancy on Port Costa Sanitary Commission (Feb).
- Introduce Capacity Charge Accessory Dwelling Unit (ADU) Ordinance (Mar).
- Review and adopt ADA compliance plan.
- Adopt purchasing procedures and spending limits.
- Adopt policy for use of private devices and e-accounts.
- Develop policy on proposals for new programs without established funding.

13. **BOARD COMMENTS:**

14. **ADJOURNMENT** to February 26, 2020

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

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

# CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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

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

December 7, 2019

Michel LaPointe and Amanda Mollberg  
2 Crolona Heights Drive  
Crockett, CA 94525

## NOTICE OF PUBLIC HEARINGS

2 Crolona Heights, Crockett, CA 94525  
APN 354-095-004

As the owner of the above referenced property, you have previously been notified by the Crockett Sanitary Department that your property was in violation of District Ordinance No. 18-1. The violation has been corrected with proof of cleanout and backflow prevention device provided to the District on December 3, 2019.

Section 1.14.160 of the District Code allows recovery of costs related to the abatement of the Notice of Violation. Attached is a cost report outlining District costs to date.

Ticor Title Company has requested a demand for payment in full and release of the Notice of Violation. As of today, the demand if full is \$405.30 which includes \$205.30 in abatement charges and a \$200 imposed penalty. The Release of Notice of Violation is expected to be filed with the Contra Costa County Recorder's Office the first week of January 2020. If the title company pays the District before the public hearings no further action is required.

The Crockett Sanitary Commission will will hear a summary of the cost report and imposed penalty and any objections by the responsible party or property owner against whom such costs are being charged at a public hearing to be held at 7:00 PM on January 15, 2020, at the Crockett Community Center, 850 Pomona Avenue, Crockett. The Commission may rescind the penalty orders imposed, and/or make a recommendation on the cost report to the Crockett Community Services District Board.

The Crockett Community Services District Board will hear a summary of the cost report and any objections by the responsible party or property owner against whom such costs are being charged or against whose property an abatement lien or special assessment may be imposed at a public hearing to be held at 7:00 PM on January 22, 2020, at the Crockett Community Center, 850 Pomona Avenue, Crockett.

After considering the cost report and any objections thereto, the District Board may make such modifications to the cost report as it deems appropriate, after which the report may be confirmed by order of the District Board. To avoid any additional abatement costs, payment of the total abatement cost would be due and payable within 30 days of the board order.

Unless paid, the cost or expenses associated with the abatement of a nuisance condition, and any penalties, whether imposed or levied judicially or administratively, may be enforced by adding the cost of correction to any sewer service charge payable by the person violating the ordinance or the owner or tenant of the property upon which the violation occurred.

You are invited to attend both public hearings, the first to be held the at 7:00 PM on January 15, 2020 at the Crockett Community Center, 850 Pomona Avenue, Crockett by the Crockett Sanitary Commission. The second public hearing will be held at 7:00 PM on January 22, 2020 at the Crockett Community Center, 850 Pomona Avenue, Crockett by the District Board.

Please call us at 510-787-2992 with any questions that you might have.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dale McDonald', with a large, stylized flourish extending to the right.

Dale McDonald  
General Manager

# ***COST REPORT***

## **Crockett Community Services District**

for

2 Crolona Heights Drive, Crockett, CA

APN 354-095-004

The Crockett Community Services District is required by Section 1. Chapter 1.14 of the District Code to keep an accounting of the cost of abatement along with any other recoverable costs, and shall render a written report to the District Board showing the cost of removing and/or abating the nuisance condition and describing the work performed.

Date	Action	Time (min)	Payroll Costs	Material Costs
1/31/2019	Notice of Violation	0	\$0.00	\$0.00
3/7/2019	Notice of Public Hearing	0	\$0.00	\$0.00
4/17/2019	Public Hearing	0	\$0.00	\$0.00
5/5/2019	Prepare for recording	12	\$18.53	\$1.00
5/6/2019	Record NOV	10	\$15.44	\$0.00
6/1/2019	Notice of Public Hearing	10	\$15.44	\$3.10
6/19/2019	Public Hearing	0	\$0.00	\$0.00
12/3/2019	Owner corrected defect	3	\$3.54	\$0.00
12/6/2019	Title Co request for release	3	\$4.63	\$0.50
12/7/2019	Calculate charges	20	\$30.88	\$0.25
12/7/2019	Prepare Cost Report	10	\$15.44	\$3.10
12/7/2019	Email letter to Title Co.	5	\$7.72	\$0.00
12/7/2019	Notice of Public Hearing	10	\$15.44	\$3.10
	Rescind NOV	20	\$30.88	\$30.00
	Check for CCCRecorder	0	\$0.00	\$6.30
1/15/2019	Public Hearing - Sanitary	0	\$0.00	\$0.00
1/22/2019	Public Hearing - Board	0	\$0.00	\$0.00

Sub-Total of abatement costs = \$205.30

\$157.95      \$47.35

PENALTIES = \$200.00

TOTAL ABATEMENT COSTS AND PENALTIES = \$405.30

# CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525  
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website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)  
December 7, 2019

*(Transmitted via email)*

Ticor Title Company  
Attn: Cassier Howder, Escrow Assistant to Michelle Westlotorn  
7777 Alvarado Road, Suite 101  
Las Mesa, CA 91942

RE: Refinance 2 Crotona Heights Drive, Crockett, CA Parcel #354-095-004, LaPointe  
Ref. Escrow No: 00654092-014-MW; Notice of Violation Doc No. 2019-0064006-00.

## REQUEST FOR DEMAND AND RELEASE OF RECORDED LIEN

The Crockett Sanitary Department of the Crockett Community Services District (CCSD) received a demand request to release the above recorded lien. The property owner recently corrected the deficiency identified in the Notice of Violation and showed proof to the District on December 3, 2019. The Release of the Notice of Violation will occur the first week in January 2020. No final decision by the CCSD has been made regarding the penalty and accrued abatement charges related to this Notice of Violation as the property owner still has administrative hearing rights. The CCSD has no objection to the owner refinancing the loan.

The District can still pursue recovery of abatement fees from the property owner after the administrative hearing process is complete. Abatement charges accrued to date are \$205.30 and imposed penalty is \$200. The CCSD Board can choose to reduce or eliminate these charges at a future public hearing but this will not occur until January 22, 2020.

Sincerely,




Dale McDonald  
General Manager

# CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525  
Telephone (510) 787-2992  
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TO: Crockett Sanitary Commissioners / Board of Directors  
FROM: General Manager   
SUBJECT: Crockett Sanitary Department Managers Report  
DATE: January 7, 2020

The Crockett Sanitary Department Managers Report highlights items of interest that occurred between December 16, 2019 and January 6, 2020.

## Operation and Maintenance

- There was no Sanitary Sewer Overflows (SSO) reported in December. There was a Category 3 SSO from manhole E-10-02 on Bishop Road reported on January 4. After interviewing residents, it appears to have been surcharging intermittently over the prior two to three days. Shop towels and rags were the cause.
- Staff responded to Crockett Pump Station alarm on January 3 related to low water pressure due to stuck float switch. WCWD informed.

## Capital Improvements / Projects

- Atherton/Cooke Project C-1002 first progress payment in the amount of \$61,122 has been made. Change orders to add another manhole at Pomona and Cooke was authorized due to existing utility conflicts.
- Emergency repairs on sewer V-00-20 to V-00-19 on Pomona between 1<sup>st</sup> and 2<sup>nd</sup> has been marked and construction is to begin on or around January 9.
- Partially collapsed pipe discovered on sewer N-00-41 to N-00-40 in yard of 58 Pomona. Spot repair scheduled for week of January 6.

## Administrative/Financial:

- Transferred \$800K to LAIF investment account.
- Annual report on construction permits and annual report on SSOs for 2019 completed.
- General Manager McDonald spent approximately 23% of his time towards Crockett Sanitary Department operations and 25% on Capital Projects in December. The rest of his time was spent on District business 33%, Recreation and PLC 9%, Maintenance 1%, and Port Costa 9%. He worked a total of 179 hours in December, excluding holidays and leave.
- Assistant Sanitary Department Manager Barnhill spent approximately 33% of his time on Crockett Sanitary Department operations and 8% on capital projects in December. The rest of his time, 59%, was spent on Port Costa issues.

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# CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525  
850 Pomona Street  
Telephone (510) 787-2992  
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e-mail: [manager@town.crockett.ca.us](mailto:manager@town.crockett.ca.us)  
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## MINUTES OF REGULAR MEETING, DECEMBER 18, 2019

1. CALL TO ORDER: The meeting was called to order at 6:40 pm by President Peterson. Present were Board Members Kirker, Mackenzie and Sutton, along with General Manager McDonald. Director Barassi, Recreation Department Manager Wilson, Assistant Sanitary Dept. Manager Barnhill and Assistant Secretary Witschi arrived later. Also present was Sanitary Commissioner Wais.
2. FRAUD PREVENTION PRESENTATION: David Farnsworth, CPA was running late, the fraud prevention presentation will be made once he arrives.
3. AGENDA ORDER: To allow more time for management staff and for the public to arrive Director Peterson directed to start with agenda item 8. Also item 10.d, receive audit, will follow immediately after the fraud presentation.
8. CONSENT CALENDAR: Director Peterson asked that item 8.c be removed from the consent calendar for discussion. The following consent items were approved unanimously (jm/es):
  - a. Approve Minutes of November 20, 2019.
  - b. Approve payment of District bills (warrants Rec.8469-8507; PCSan,1166-1175; CVSan 6013-6031; Maintenance 425).
  - d. Receive annual report on use of Recreation Taxes (Gov. Code Sec. 50075.3).
  - e. Receive annual report on compliance with identity theft regulations (FACTA program).
  - f. Resolution No. 19/20-11 confirming publication of Ord. No. 19-8.
  - g. Approve Payroll Schedule for 2020.
- 9.a. CONSENT ITEM 8.C - MINUTES OF COMMISSIONS AND COMMITTEES: Director Peterson asked if the loan payment due from the Port Costa Sanitary Department to the Crockett Sanitary Department can be delayed without penalty (PCSan Minutes 10/9/19 item 7.b). Mr. McDonald said the interagency agreement does not address penalty payments but interest accrual on the outstanding balance would continue. Director Peterson asked for clarification on a motion to table authorization of the septic tank rehabilitation funds for baffle work (PCSan Minutes 10/9/19 item 7.c). Mr. McDonald said the Port Costa Commission made one motion to table both 7.b., the loan payment of \$47,787 to preserve cash for septic tank cleaning, and 7.c., to use reserves for baffle work, until after additional quotes are received for cleaning the septic tank. He said it was not a tabling of the septic tank cleaning project. A motion to accept the minutes as presented carried unanimously (es/mk).
- 9.b. REDUCING RECREATION COMMISSION SIZE: A motion to approve Resolution No. 19/20-12 reducing the Recreation Commission to five seats carried unanimously (mk/jm).
- 9.c. VIOLATIONS SETTLEMENT - CROCKETT: Mr. McDonald presented the conditional offer from the San Francisco Bay Regional Water Quality Control Board (RWQCB) to settle violations of Crockett's NPDES Permit CA 0005240 C&H Sugar Company Refinery, Joint Use C&H Sugar Company-Crockett Community Services District Philip F. Meads Water Treatment



Plant. Director Kirker said he thought the responsibility for the penalty should rest with C&H Sugar as they are the ones managing the treatment plant; it's their job to deal with it. Mr. McDonald explained that both the District and C&H are listed as permit holders, the violation rests with both. Historically C&H Sugar, as responsible operator of the treatment plant, has paid the penalties which will be invoiced at a future date. The alleged violations called out in the settlement are cyanide and copper and neither can be removed from the wastewater by primary or secondary treatment. A motion to accept the conditional offer of settlement and waiver of right to hearing, along with directing that the assessed liability of \$12,000 be paid to the Regional Monitoring Program (RMP) Supplemental Environmental Project (SEP), carried unanimously (mk/jm).

**2. FRAUD PREVENTION PRESENTATION:** David Farnsworth, CPA, arrived at 6:57 pm.

Director Peterson took a break from the regular meeting to allow setup of equipment. The rest of District staff arrived. Mr. McDonald introduced Mr. Farnsworth, our independent auditor, who then began presentation at 7:05 pm. Director Barassi arrived at 7:10 pm. The presentation ended at 7:35 pm.

**10.d. RECEIVE DISTRICT AUDIT REPORT FOR FISCAL YEAR 2018/2019:** Mr. Farnsworth

presented the draft financial statements for the Crockett Community Services District for the year ending June 30, 2019 as part of the preliminary audit report. It is his professional opinion that the financial statements within the report are correct; there were no material misstatements by the District. Various slides of the financial statement were shared with the Board. There were some minor corrections requested by members of the Board on spelling within the preliminary audit report and Mr. Farnsworth took note and will incorporate into the final audit report. Mr. Farnsworth made a few recommendations in the management letter which included entering credit card charge details in QuickBooks using "Enter credit cards" to track the liability, prepare a yearly inventory of capital asset equipment for depreciation and accounting purposes, and that the District should record the accounting records on the accrual basis of accounting. Director Peterson said the District has chosen to follow the cash basis of accounting and make accrual basis adjustments annually, rather than performing daily accrual based accounting, as that would required a dedicated financial employee that the District is just too small to need. Mr. Farnsworth said that is the Boards decision. He said that auditor adjustment journal entries will be provided to management who will be responsible to enter into the District's accounting program. He did say that some expenses, such as pre-paid expenses like annual subscriptions, must be adjusted and should be tracked separately. A motion to receive the audit report, with minor spelling corrections, and financial statement as presented carried unanimously (mk/jm). Staff will work with the auditor on any material changes and submittal of Special District Financial Transaction Report to the State.

**4. PUBLIC COMMENTS:** Meeting resumed with agenda item 4. Director Kirker left at 8:01 pm and said he will return. No public comments.

**5. REPORTS FROM COMMISSIONERS:** Ms. Wais said the Crockett Sanitary Commission did not meet this month.

**6. PUBLIC HEARING:** None

**7.a. RECREATION DEPT. REPORT:** Mr. Wilson reported flow control valve broke six months ago. He said he has gone through four motor starters in eight years and took two months to get what is needed. The Recreation Commission authorized removal of the pine tree near the

bocce courts and it was removed today. The holiday dinner is on Friday, December 20 at 6 pm.

7.b. MAINTENANCE DEPARTMENT: No report.

7.c. PORT COSTA SANITARY DEPT.: Mr. Barnhill reported no Sanitary Sewer Overflow's (SSO's) in November. Mr. Barnhill reported Dankin Electric wired a new exhaust fan in the chemical room and separated wiring from exhaust fan and lights which was installed to allow the fan to run continuously to avoid moisture buildup and air safety. Work on the septic pumping job is pending. Mr. McDonald said the pumping work is considered maintenance and therefore does not require public bidding as it is required of capital construction projects.

7.d. CROCKETT SANITARY DEPT.: Mr. McDonald presented the Department Managers report that occurred between November 5 through December 15, 2019. He said the Atherton/Cooke Project is on schedule. He said there is a concern by the contractor if he hits rock. Change orders should be low. There is ongoing CCTV inspections and three problems have been identified so far.

7.e. STAFF REPORT ON GOVERNMENTAL MATTERS: None

7.f. STAFF ANNOUNCEMENTS: None

9.d. VIOLATIONS SETTLEMENT – PORT COSTA: Mr. Barnhill presented the conditional offer from the San Francisco Bay Regional Water Quality Control Board (RWQCB) to settle violations of Port Costa's NPDES Permit CA 0037885 Port Costa Wastewater Treatment Plant. Director Sutton was surprised violations went back to 2016. Mr. Barnhill said this is standard practice and that he noticed the RWQCB has been sending quite a few settlement offers out over the last few months. He said the alleged ammonia violation limitations are below our new 2018 permit levels and would not have even been considered a violation if the dilution credit was in place in 2016. A motion to accept the conditional offer of settlement and waiver of right to hearing, along with directing that the assessed liability of \$15,000 to be paid to the Regional Monitoring Program (RMP) supplemental environmental project (SEP), carried unanimously (mk/jm). Staff said there is \$8,000 in the RWQCB violation reserve fund, along with \$7,000 from the contingency reserve that will be used to pay the invoice anticipated to be received in February.

9.e. ELECTION OF OFFICERS: Director Peterson asked that this item be held off until later in the meeting to allow Director Kirker to return and participate.

9.f. RE-APPOINTING COMMISSIONER: A motion to approve Resolution No. 19/20-13 re-appointing Joe Surges to the Port Costa Sanitary Commission for two years carried unanimously (lb/es). Director Barassi asked how someone interested in serving can apply to the recently vacated position. Mr. McDonald said the Port Costa Commission will consider announcing a vacancy at its next meeting and it is expected the Board will consider their recommendation at the February 26 Board meeting.

9.g. SEWER EMERGENCY: Mr. McDonald reported that a collapsing sewer was identified during the annual CCTV inspection program in Crockett and staff has deemed the threat to public health from imminent collapse to be an emergency. Director Peterson said in his experience emergency conditions should be completed in a shorter time period than the 45

days announced in the informal bid request. Mr. McDonald said it is his intent to have the contractor address the imminent collapse condition the first full week of January. The 45-day timeframe was to allow time for the optional pipe bursting aspect of the project to take place if feasible. A motion to approve Resolution No. 19/20-14 finding that a sewer emergency exists at a public sewer, identified as Pomona V-00-20 to V-00-19, and to delegate to the General Manager authority to order any action to repair or replace public sewer without giving formal notice for bids to let contracts, per Public Contract Code Section 22050, passed unanimously (lb/es).

**9.e. ELECTION OF OFFICERS:** Director Kirker arrived at 8:33 pm. Director Peterson asked for nominations for President and Vice-President. Director Barassi nominated Director Kirker as President and Director Sutton as Vice-President and motion passed unanimously (lb/jm).

**10.a. FINANCIAL REPORT:** The monthly statements of District finances and reports on investments were examined by the Board. Mr. McDonald reported property tax revenue was up 6.29% from last year. He updated the Tax Rate Area (TRA) worksheet and allocated the property tax between departments according to board policy. .

**10.b. PAY SCHEDULE OF WAGES:** Mr. McDonald presented the revised pay scale of wages suggested to meet minimum wage increase requirement of January 1, 2020. A motion to approve Salary Schedule of Wages as presented, to be effective January 1, 2020, carried unanimously (lb/es).

**10.c. HOSELKUS CHAPEL PROPERTY:** Mr. McDonald handed out a Needs Analysis on the potential acquisition of the Hosselkus Chapel for District benefit. Director Barassi said having the building house a Community Police Officer could be considered a benefit. Director Peterson said the property could house an emergency generator that can be made available for the Community Center across the street.

**11. CLOSED SESSION – REAL ESTATE NEGOTIATIONS:** The Board went into closed session at 8:48 pm, pursuant to Government Code Section 54956.8, to meet with negotiator (General Manager McDonald) concerning the purchase of Hosselkus Chapel property. Remaining staff and public left the meeting.

**12. OPEN SESSION:** The Board resumed in open session at 9:43 pm. Director Peterson announced that the Board has directed staff to offer \$725,000 to Carriage Services by sending letter of intent to purchase Hosselkus Chapel, 1 Rolph Park Drive, APN 354-203-002.

**13.a. PERSONNEL COMMITTEE REPORT:** None

**13.b. BUDGET & FINANCE COMMITTEE REPORT:** None

**13.c. AD HOC COMMITTEE REPORTS:** None

**13.d. INTER-AGENCY MEETINGS:** None

14. FUTURE AGENDA ITEMS:

- Introduce Capacity Charge Accessory Dwelling Unit (ADU) Ordinance (Feb.)
- 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: None

16. ADJOURNMENT: The meeting was adjourned in memory of David Botta and Rene Beauchemin, Commissioners of the District who recently passed, at 9:45 pm until January 22, 2020.

Respectfully submitted,



Susan Witschi and Dale McDonald  
January 13, 2020

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**  
Auditor's Date: 1/16/20 Fund: 324100 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
<b>FUND 3241 - RECREATION</b>				
01/16/2020	STATE COMPENSATION IN...	Workers Comp	944.53	8543
01/16/2020	MEYERS NAVE	General advice Dec 2019	264.38	8544
01/16/2020	U.S. BANK	Various: Xmas, motor starter, ja...	3,295.89	8545
01/16/2020	Grease Trap Cleaners, LLC	Grease Trap Cleaning	200.00	8546
01/16/2020	Construct Your Image	Uniforms	113.60	8547
01/16/2020	UNIVERSAL BUILDING SER...	Janitorial Services	560.40	8548
01/16/2020	GBS LINENS	Dry Cleaning	127.84	8549
01/16/2020	PG&E	Gas & Electric	281.08	8550
01/16/2020	LESLIE'S POOL SUPPLIES	Pool Chemical Supplies	458.79	8551
01/16/2020	DexYP	Advertising Vallejo-Benicia	212.61	8552
01/16/2020	Quilters of Crockett	Quilters fundraiser pass thru, C...	2,064.89	8553
01/16/2020	DOLORES M. MORALES	Payroll January 1-15	870.20	8554
01/16/2020	KATELYNN M. CLEMONS	Payroll January 1-15	365.41	8555
01/16/2020	SUSAN G. WITSCHI	Payroll January 1-15	1,921.45	8556
01/16/2020	TREVOR B. DEES	Payroll January 1-15	78.21	8557
Total FUND 3241 - RECREATION			11,759.28	
<b>TOTAL</b>			<b>11,759.28</b>	

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**  
Auditor's Date: 1/16/20 Fund: 342600 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
<b>FUND 3426 - CV SANITARY - O&amp;M</b>				
01/16/2020	MADISON A. KOZIER	Payroll Jan -15	79.05	6051
01/16/2020	STATE COMPENSATION I...	Workers Comp	417.55	6052
01/16/2020	MEYERS NAVE	General advice Dec 2019	811.86	6053
01/16/2020	CITY NATIONAL BANK	Loan Agreement #06-045-AF bi-annua...	27,651.07	6054
01/16/2020	U.S. BANK	Various	1,364.99	6055
Total FUND 3426 - CV SANITARY - O&M			<u>30,324.52</u>	
<b>TOTAL</b>			<b><u><u>30,324.52</u></u></b>	

**CROCKETT COMMUNITY SERVICES DISTRICT**

**Crockett Community Services District**

Auditor's Date: 1/16/22 Fund: 342500 Account : 0830

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<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
<b>FUND 3425 - PC SANITARY - O&amp;M</b>				
01/16/2020	MEYERS NAVE	General advice Dec 2019	1,450.96	1184
01/16/2020	U.S. BANK	Lab test, alarm monitoring, various office	451.55	1185
01/16/2020	Lutz Construction Services	Baffle replacement - 50% of contract for co...	10,000.00	1186
01/16/2020	Valley Operators, LLC	WWTP monthly, misc supplies, exhaust fan	5,847.60	1187
Total FUND 3425 - PC SANITARY - O&M			<u>17,750.11</u>	
<b>TOTAL</b>			<u><u>17,750.11</u></u>	

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**  
Auditor's Date: 1/7/20 Fund: 342600 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
<b>FUND 3426 - CV SANITARY - O&amp;M</b>				
01/07/2020	DALE A. McDONALD	Payroll December 2019	4,373.10	6032
01/07/2020	JAMES G. BARNHILL	Payroll December 2019	4,430.39	6033
01/07/2020	MADISON A. KOZIER	Payroll December 16-31 2019	167.48	6034
01/07/2020	UNITED STATES TREASURY...	FedTax Payroll Liability	1,508.38	6035
01/07/2020	EMPLOYMENT DEVELOPME...	State Tax Payroll Liability	443.96	6036
01/07/2020	CalPERS Public Employees R...	CalPERS Retirement and 457 Lia...	4,156.65	6037
01/07/2020	LINCOLN FINANCIAL GROUP	LTD Insurance	120.12	6038
01/07/2020	CSRMA	Liability Insurance Term 1/1/20-1...	32,813.53	6039
01/07/2020	David Farnsworth cpa	Financial Audit FY 2019 Final Inv...	3,135.17	6040
01/07/2020	MEYERS NAVE	Attorney general legal advice	56.21	6041
01/07/2020	Streamline	Web hosting 6 months - invoice 1...	746.40	6042
01/07/2020	AT&T (Phone)	Telephone service	193.98	6043
01/07/2020	CALIFORNIA SPECIAL DISTR...	Registration fee Climate Adaptati...	40.00	6044
01/07/2020	ECAST Engineering Inc.	Atherton Cooke Sewer Project C-...	61,122.46	6045
01/07/2020	L.R. PAULSELL CONSULTING	CM Project Mgmt & Hydro Cleaning	22,145.00	6046
01/07/2020	PG&E	Electricity	2,349.90	6047
01/07/2020	WEST COUNTY WASTEWAT...	PS O&M & CSO Contract service...	4,556.25	6048
01/07/2020	DOLORES M. MORALES	Recoverable expenses Dec 2019	427.85	6049
01/07/2020	SDRMA	Health Coverage Jan-Feb 2020 - ...	1,785.00	6050
Total FUND 3426 - CV SANITARY - O&M			<u>144,571.83</u>	
<b>TOTAL</b>			<u><u>144,571.83</u></u>	





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

Auditor's Date: 1/7/20 Fund: 324100 Account : 0830

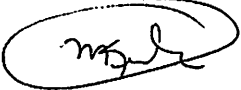
<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
<b>FUND 3241 - RECREATION</b>				
01/07/2020	VOID	**** VOID ****		8508
01/07/2020	VOID	**** VOID ****		8509
01/07/2020	VOID	**** VOID ****		8510
01/07/2020	VOID	**** VOID ****		8511
01/07/2020	VOID	**** VOID ****		8512
01/07/2020	RONALD D. WILSON	Payroll Dec 2019	2,494.09	8513
01/07/2020	—	***** VOID *****		8514
01/07/2020	KATELYNN M. CLEMONS	Payroll Dec 16-31, 2019	140.46	8515
01/07/2020	—	***** VOID *****		8516
01/07/2020	TREVOR B. DEES	Payroll Dec 16-31, 2019	133.29	8517
01/07/2020	DOLORES M. MORALES	Payroll Dec 16-31, 2019	632.92	8518
01/07/2020	SUSAN G. WITSCHI	Payroll Dec 16-31, 2019	2,060.99	8519
01/07/2020	UNITED STATES TREASUR...	Fed Tax Payroll Liability	1,303.26	8520
01/07/2020	EMPLOYMENT DEVELOPME...	State Tax Payroll Liability	104.29	8521
01/07/2020	CalPERS Public Employees R...	CalPERS Retirement and 457 Li...	1,654.64	8522
01/07/2020	LINCOLN FINANCIAL GROUP	LTD Insurance	69.19	8523
01/07/2020	CSRMA	Liability Insurance Term 1/1/20-1...	16,433.53	8524
01/07/2020	David Farnsworth cpa	Financial Audit FY 2019 Final Inv...	1,346.98	8525
01/07/2020	MEYERS NAVE	Attorney general legal advice	31.73	8526
01/07/2020	Streamline	Web hosting 6 months - invoice ...	341.76	8527
01/07/2020	A Plus Tree Service	Removal of tree on hillside - Invoi...	2,750.00	8528
01/07/2020	Alhambra & Sierra Springs	Water for offices	37.61	8529
01/07/2020	AT&T	Telephone services center and p...	368.87	8530
01/07/2020	Delta One Security, Inc.	Security guards invoice 4184	324.00	8531
01/07/2020	Don Barton	Hook up new icemaker - invoice ...	70.00	8532
01/07/2020	Edgeworth Integration LLC	Security Video Monitoring and m...	4,980.00	8533
01/07/2020	PG&E	Gas & Electricity	1,710.21	8534
01/07/2020	TERMINIX	Pest control Invoice 529892	131.00	8535
01/07/2020	TERRACARE ASSOCIATES	Landscaping services	2,171.00	8536
01/07/2020	UNIVERSAL BUILDING SER...	Janitorial services	1,558.80	8537
01/07/2020	RONALD D. WILSON	Mileage reimbursement Dec 2019	109.04	8538
01/07/2020	SUSAN G. WITSCHI	Mileage reimbursement Oct-Dec 2...	60.90	8539
01/07/2020	Javier Rivas	Cleaning and damage deposit ref...	700.00	8540
01/07/2020	Allyson Davis	Cleaning and damage deposit ref...	700.00	8541
01/07/2020	SDRMA	Health Benefits Jan-Feb 2020 In...	3,272.16	8542
Total FUND 3241 - RECREATION			45,690.72	
<b>TOTAL</b>			<b>45,690.72</b>	

**CROCKETT COMMUNITY SERVICES DISTRICT**

**Crockett Community Services District**

Auditor's Date: 1/7/20 Fund: 342500 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
<b>FUND 3425 - PC SANITARY - O&amp;M</b>				
01/07/2020	CSRMA	Liability Insurance TEm 1/1/20-12/31/20	4,282.36	1176
01/07/2020	David Farnsworth cpa	Financial Audit FY 2019 Final Invoice IN...	346.35	1177
01/07/2020	MEYERS NAVE	Attorney general legal advice	74.06	1178
01/07/2020	Streamline	Web hosting 6 months	111.84	1179
01/07/2020	Eurofins Calscience LLC	Lab testing Invoice 5700014226	550.00	1180
01/07/2020	Larry Walker Associates	Advise on wwtp and septic tank ...	62.50	1181
01/07/2020	L.R. PAULSELL CONSULTI...	High pressure cleaning Nov 5 ...	1,725.00	1182
01/07/2020	PG&E	Electricity	287.05	1183
Total FUND 3425 - PC SANITARY - O&M			7,439.16	
<b>TOTAL</b>			<b>7,439.16</b>	



**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**  
 Auditor's Date: 1/7/20 Fund: 324200 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
<b>FUND 3242 - MAINTENANCE</b>				
01/07/2020	David Farnsworth cpa	Financial Audit FY 2019 Final Invo...	36.00	426
Total FUND 3242 - MAINTENANCE			<u>36.00</u>	
<b>TOTAL</b>			<u><u>36.00</u></u>	

# CROCKETT RECREATION COMMISSION

of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525  
Telephone (510) 787-2414  
Fax (510) 787-3049  
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website: www.town.crockett.ca.us

## MINUTES OF REGULAR MEETING, DECEMBER 2, 2019

1. CALL TO ORDER: The meeting was called to order at 6:02 PM by Chairperson Cusack. Present were Commissioners Airoldi, Choquette, Scheer and Valentini, along with Department Manager Wilson. A moment of silence for David Botta, who has served for 43 years as a Commissioner on the P-1 Committee from 1976 to present and as the Recreation Commission.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: Commissioner Choquette was thrilled to see an elderly man playing his guitar on the steps of the Veterans Memorial Hall.
4. CONSENT CALENDAR: The following consent item was approved by consensus.
  - a. Receive Report from Facilities Manager.
- 5.a. SEASONAL REPORT ON AQUATICS CENTER: Mr. Wilson stated that attendance and admissions revenue was up compared to 2018. The snack bar profit was over \$4K but pool rentals were down about \$600.00 compared to 2018. We had an operation deficit of \$21,844.00. This was due to the following: (1) Minimum wage went up; (2) Utilities – water, gas and electric; and (3) Maintenance - One of the pumps had to be replaced. The John Swett High School was reimbursed for the days they did not use the pool. In the last few years we had to replace three motor starters. No one has an answer why they don't last. The break down causes the heaters to fail.
- 5.b. CONSIDER INCREASE IN RENTAL FEES: No report.
- 6.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. No further report.
- 6.b. ANNUAL USE OF RECREATION TAXES: Mr. Wilson presented the 2019 Annual Report on the Use of Recreation Taxes to the Commission for their review and comment. The report will be submitted to the District Board later this month as required by law. No comments received.
- 7.a. DISTRICT BOARD ACTIONS: No actions taken related to the Recreation Department.
- 7.b. ELECTION OF OFFICERS: A motion to have Tom Cusack remain as Chairperson and Jeff Airoldi as Vice-Chairperson carried by consensus.
- 7.c. MEETING SCHEDULE FOR 2020: The meeting schedule for 2020 was approved by consensus.
8. REPORT OF DEPT. MANAGER: Mr. Wilson reported that the tree celebration was a big success. It was a lot of fun even though it was raining. The decorated tree has more lights and the children visited with Santa and each youngster had pictures taken and received a gift.

Commissioner Choquette thanked Mr. Wilson for the Firemen's Appreciation night. We should be very gratified to these firefighters for their outstanding service to the community.

9. COMMISSIONERS: Commissioner Scheer said the Port Costa Talent show will be held on June 20, 2020. Port Costa is looking for local talent from Crockett and Port Costa.

10. FUTURE AGENDA ITEMS:  
Mid-year Budget Report (Jan).

11. COMMISSIONER COMMENTS: No reports.

12. ADJOURNMENT: The meeting was adjourned at 6:45 PM until January 6, 2020.

Respectfully submitted,

John Valentini  
December 13, 2019

# CROCKETT POLICE LIAISON COMMITTEE

of the Crockett Community Services District

P.O. Box 578 – Crockett, CA 94525

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Fax (510) 787-2459

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

## MINUTES OF REGULAR MEETING, DECEMBER 2, 2019

1. CALL TO ORDER: John Angell held a moment of silence in remembrance of David Botta, Committee Member, who recently passed away. Mr. Angell acknowledged David's years of service to the community. The meeting was called to order at 7:03 pm by Chairperson Angell. Present were Committee members Cardwell, Currington, Melero, Valentini and Wais.
2. AGENDA ORDER: No requests for items out of order.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: The Community mentioned sincere thanks for our First Responders and the Sheriff's Department during the recent fires. They were greatly appreciated by all present with a round of applause. The December Crockett Signal issue is now on sale. It includes a lead article by Supervisor Federal Glover.
- 4.a. REPORT FROM DEPUTY: Deputy Spangler reported that thefts will probably increase during November/December. The Dead Fish is frustrated with auto burglaries and working closely with the Sheriff's Office. Deputy Spangler reported that two rare residential burglaries took place in November, one on Kendall and the other in the Teeney Terrace area. She reminded the attendees to call the other non-emergency number for any suspicious non-emergency activity. Even though the tree lighting ceremony took place in December, Deputy Spangler mentioned how much she enjoyed it along with other community activities. She reported she will be leaving her current position in January. No replacement has been named. She will attend January's meeting as her last meeting. She reported there are about eight transients living on the hill near the Dead Fish. She doesn't think these transients are responsible for auto burglaries at the Dead Fish. The waterfront has been pretty quiet due to the large PG&E presence and the Dead Fish security guard.
- 4.b. REPORT FROM CHP ON TRAFFIC ISSUES: Officer Wilkenfeld reported he towed six cars in Crockett in November. Most had expired tags that were years old. He gave the attendees his email address ([swilkenfeld@chp.ca.gov](mailto:swilkenfeld@chp.ca.gov)) to please email him any abandoned vehicles with a photo if available and address. He will tag the vehicle and then monitor it.
- 4.c. NEIGHBORHOOD WATCH: No report. Apparently a new group is being formed in the Kendall neighborhood.
- 5.a. ELECTION OF OFFICERS: John Angell was elected as Chairperson (mw/bc). Mary Wais was elected as Vice Chairperson (sm/jv). Barbara Cardwell was elected as Secretary (mw/jv).
- 5.b. APPROVE MEETING SCHEDULE FOR 2020: A motion to approve meeting schedule for 2020 carried unanimously (mw/bc).
6. REPORTS FROM COMMITTEE MEMBERS: None

7. CONSENT CALENDAR: The consent item was approved unanimously (mw/jv):  
a. Approve Financial Report.

8. FUTURE AGENDA ITEM:  
Safe refuge bulb outs at Merchant and Pomona.

9. ADJOURNMENT: A moment of silence was held in memory of David Botta. The meeting was adjourned at 7:42 pm until January 6, 2020.

Respectfully submitted,  
Barbara Cardwell

# PORT COSTA SANITARY COMMISSION

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of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525  
Telephone (510) 787-2992  
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## MINUTES OF REGULAR MEETING, DECEMBER 3, 2019

1. CALL TO ORDER: The Joint Business meeting with the Port Costa Sanitary Commission and the Crockett Community Services District Board was unable to be called due to lack of quorum of the Board of Directors. The meeting was therefore held as the regular Port Costa Sanitary Commission meeting. The meeting was called to order at 4:02 PM by Chairperson Surges. Present were Commissioners Scheer, Mann, and Cusack, along with Dept. Manager Barnhill and General Manager Mr. McDonald. Mr. Cusack was absent excused. Mr. Barassi and Mr. Kirker were also in attendance as members of the public. The group was informed that Commissioner Beauchemin recently passed away.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None.
4. PUBLIC HEARING: None.
- 5.a. DISTRICT BOARD ACTIONS: Mr. McDonald reported that the District Board passed six Ordinances to Codify the District Code.
- 5.b. SELF-MONITORING REPORT: The Commission received the cover letters for September and October 2019 electronic Self-Monitoring Reports (eSMR). The reports were certified and submitted through the California Integrated Water Quality System (CIWQS). The pH exceedances that occurred from August 30 through September 3 initiated accelerated monitoring and an operator began testing the pH once per day period on September 4 and September 5 test result showed a pH of 6.0 was reached.
- 5.c. MEETING SCHEDULE FOR 2020: The meeting schedule for 2020 as presented was approved unanimously (jm/tc).
- 5.d. CONDITIONAL OFFER TO SETTLE VIOLATIONS: The Commission received a copy of the Conditional Offer to Settle Violations of the NPDS permit CA0037885 for the Port Costa Wastewater Treatment Plant in the amount of \$15,000. The consensus of the commission was to recommend to the Board that they accept the offer of conditional resolution and waiver of right to hearing, choosing the option to pay the full \$15,000 of assessed liability to the SEP fund.
6. FINANCIAL REPORT: The Commission received the monthly Summary Worksheet. Mr. McDonald reported it is anticipated that all investment funds will be transferred to cash to be used for the septic tank cleaning project.
- 7.a. PUBLIC SAFETY POWER SHUTOFF (PSPS) EVENT REPORT: Mr. Barnhill said the Port Costa operations ran smoothly during the PSPS event of October 25-October 28. The backup generator was filled with diesel fuel by Valley Operators and two five gallon diesel cans are in the lower storeroom. Valley Operators spent approximately 3 1/2 hours of extra time during the PSPS event which will show on next month's billing. Mr. Barassi said he noticed during the

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



wind event that branches of a tree were hitting the power line which supplies the wastewater treatment plant, near the new pole. He suggested that the limbs be trimmed.

**7.b. CCTV INSPECTION PROJECT:** Mr. Barnhill presented an agreement from L.R. Paulsell Consulting for Project #19-TV-PC in the amount not to exceed \$9,890 dollars for approximately 43 hours of work to clean and televise the majority of the gravity sewers in Port Costa. A map showing the tentative gravity sewers to be inspected was shared with the Commission. There was discussion on prior CCTV work done on some sections in Port Costa and the need for re-inspection using a standard PACP that will import into the Districts Asset Management System ICOM for study. The data collected will be used to help identify priorities for collection system repair and maintenance. Ms. Scheer believes preventative maintenance is important. Mr. Kirker took offense that it was implied that maintenance was put off in the past, he said more pipe had been replaced when he was the port Costa Department manager then in the prior 20 to 30 years. He believes work should be done efficiently, determining where funds are spent should be considered more than a wide blanket path of inspections for some lines that have previous televised work. Mr. Barassi prefers to wait on spending any money until after we determine the requirements of the septic tank cleaning and any rehabilitation and then revisit the CCTV project. He said there still should be inflow and infiltration in March due to the rains inspection being done then still would have value. Mr. Barnhill said the system is completely unknown and that other older videos are not included in our asset management system. Mr. Mann asked if Mr. Barnhill has seen the old videos and questioned if they should just be dismissed because they could have value. Mr. Barnhill said he's been focusing his energies on the treatment plant and was hoping the televised inspection program will give him data to begin examining the collection system. Chairperson Surges continued the item to allow staff to pinpoint lines and present a scope of work with fewer inspections, then bring options back to the Port Costa Commission in January or February.

**7.c. AUTHORIZE SEPTIC TANK CLEANING BY CLEAN HARBORS:** Mr. Barnhill presented Clean Harbors proposal to clean the Port Costa septic tank. The proposal includes cleaning, pump rental, odor control, and disposal of materials. The total cost of the estimated quote was \$117,657.82, based on 10 days of work. Mr. Mann asked about the experience clean harbors has with cleaning septic tanks. Mr. Barnhill said they are a large company with many resources behind them. Ms. Scheer asked if staff had an opinion on whether they prefer Ponder or Clean Harbor. Mr. Barnhill said he is indifferent to the choice of contractor as both seem qualified. He said that baffle work is not included with the Clean Harbor proposal where Ponder was including the baffle repair. Mr. Mann said having the bypass allow staff to coordinate with the engineer and coordinate repair of the baffle knowing that we won't be pressed with time if something comes up during the cleaning. Mr. Barnhill reminded the Commission that if there were delays and extra rentals days for tank rental required it will add to the cost of the project. A motion to accept the proposal by Clean Harbors and enter into agreement to perform the septic tank cleaning carried unanimously (as/tc). Mr. McDonald said that the issue of additional funding required to complete the project will go before the board in January or February before final payment of the project can be made.

**7.d. AUTHORIZE EXECUTION OF REVISED HYDROSCIENCE ENGINEERS CONTRACT:** Hydro science has added structural engineer field design of baffle replacement to their previously approved engineering quote. The revised quote includes an additional \$2,085 bringing the total engineer agreement to \$36,885. Mr. Barnhill said that he has a lead on a contractor, Pacific infrastructures (PAC), who may be able to perform the baffle repair work. He said once work on the septic tank begins, the jobsite will be considered closed as there are risks to the public. The jobsite access will be restricted to the contractors, engineers, and staff working on the project, there were no objections or comments. A motion to authorize execution of revised contract carried unanimously (jm/tc).

**8.a. STAFF REPORT ON OPERATIONS:** Mr. Barnhill Reported that Melton has paid their out of area sewer use charge. Telstar certified the HydroRanger meter, the BACWA report has been submitted on time, and that CD & Power load bank tested the backup diesel generator just before the PSPS event in later October. He has asked for an update from Valley operators on pump room ventilation.

**8.b. STAFF REPORT ON GOVERNMENTAL MATTERS:** None

**8.c. STAFF ANNOUNCEMENTS:** Mr. Barnhill said that the District received a request for public comment for approval of construction plans for the house that burned, 58 Canyon Lake Drive. The plans show an expanded footprint, the existing footprint which is over the public sewer will remain. Unless there is an objection, staff will follow previous method of requiring an encroachment permit be pulled by the property owner and will require them to install a new sewer with sewer structures on both sides of the house. Mr. Kirker suggested having interior plumbing come out the side of the house and drop into the public sewer there so as to avoid backups into the house in the future.

**9.a. BUDGET & FINANCE COMMITTEE REPORT:** None

**9.b. INTER-AGENCY MEETINGS:** None.

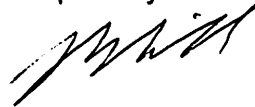
**10. CONSENT CALENDAR:** The consent item was approved unanimously (tc/jm):  
a. Approve Minutes of October 9, 2019

**11. FUTURE AGENDA ITEMS:** Consider vacancy on Port Costa Commission (Jan).

**12. COMMISSIONER COMMENTS:** None

**13. ADJOURNMENT:** The meeting was adjourned in honor of Rene Beauchemin at 5:20 PM until January 8, 2020.

Respectfully submitted,



James Barnhill  
January 3, 2020

# CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525  
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## MINUTES OF REGULAR MEETING, NOVEMBER 13, 2019

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Wais. Present were Commissioners Bartlebaugh and Manzione along with General Manager McDonald. Commissioner Adams and Wolthuis were absent.
2. AGENDA ORDER: There were no requests to change the agenda order.
3. PUBLIC COMMENTS: None
3. PUBLIC HEARING: None
5. CONSENT CALENDAR: The consent item Minutes of October 16, 2019 were approved unanimously (mm/sb).
6. REPORT OF CONSULTING ENGINEER: None.
- 7.a. ENFORCEMENT ACTIONS: The Commission received the report on recent enforcement actions. Mr. McDonald said staff has been busy with other projects and has postponed enforcement for all but critical items. He said he plans to restart enforcement after the holidays. Mr. Manzione said that it is important to communicate with property owners who have enforcement action pending at least once every 12 months. He expressed his concern if we delay too long in addressing. Mr. McDonald said there are some backlogged enforcement action items that go back years but those with issues that can threaten health and property are being addressed. He will address all property issues in early 2020.
- 7.b. ANNUAL SEWER INSPECTION: Mr. McDonald presented an agreement with L.R. Paulsell to perform the annual 2019 closed-circuit televised (CCTV) sewer inspection project. He said the unit price per foot is higher this year but proposal is under budget. Mr. Bartlebaugh asked if the department goes out for competitive bid for this type of work. Mr. McDonald said he has gone out to competitive bid a few times in his tenure but L.R. Paulsell's bids at that time came in well under other contractors. Because of past experiences he did not go out to competitive bid this year. The PACP standard required by our agency management software limits us to the larger CCTV contractors as well. A motion to approve agreement with L.R. Paulsell to clean and televise 12,009 lineal feet of sewers for \$21,616 carried unanimously (mm/sb).
8. FINANCIAL REPORT: The monthly statements of Department finances and reports through October 11 were examined by the Commission. Mr. Manzione asked about the State Water Resources Control Board payment. Mr. McDonald said it is an annual payment for one of two State Revolving Fund Loans that are outstanding.
- 9.a. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in October. He said the Board introduced Ordinance 19-8 that will repeal and replace the District Code and approved resolution offering health benefits to full-time staff. He said

the Board continues to support investigating the acquisition of the Hosselkus Chapel but no decision has been made.

**9.b. MEETING SCHEDULE FOR 2020:** Mr. McDonald presented a draft meeting schedule and said the meeting date for November has to be determined as the regular date lands on Veterans Day, a District holiday. He also said that dates can be removed from the schedule if commissioners are unavailable in late summer months. The Commission chose to hold the November meeting on Tuesday November 10 and leave the rest of the schedule as proposed.

**9.c. APPOINT OFFICERS FOR 2020:** A motion to recommend Scott Bartlebaugh as chairperson was made by Mr. Manzione. A motion to recommend Mark Manzione as vice-chair was made by Mr. Bartlebaugh. The slate of officers was accepted and carried unanimously.

**10.a. STAFF REPORT ON OPERATIONS:** Mr. McDonald presented the Manager's Report for items of significance that occurred between October 15 and November 4 along with the Crockett Sanitary Department Monthly Maintenance Summary for October. The West County Wastewater District Monthly Report for October was also provided. The ASR-C&H Operations & Maintenance Report has not been received; staff is still waiting for report from new interim-plant manager Kulwinder Singh. Mr. McDonald said that Ms. Dolores Morales has been appointed as the Sanitary Administrative Assistant and Field Assistant, a part time position, in addition to her primary responsibilities as Recreation Event Supervisor. Mr. McDonald said Ms. Morales will work about 10 hours per week in the office and the field. Having her available to assist the department already proved valuable during the recent PG&E PSPS event as the Loring Pump Station required manual intervention every 3-4 hours over a 72 hour period to start a generator and pump down the wet-well. While the emergency evacuation the next day limited her role, the training she received the day before the PSPS event will allow her to be an emergency resource for future events. He said the Sanitary Sewer Overflow (SSO) event on Bishop was only 278 gallons but it entered an unmarked storm drain about 5' from the manhole where the discharge occurred. Staff will be following up with the Contra Costa County Flood Control District to get the latest storm drain maps. Mr. McDonald said the Atherton-Cooke Sewer Replacement Project is scheduled to begin construction the week of November 18.

**10.b. STAFF REPORT ON GOVERNMENTAL MATTERS:** Mr. McDonald gave a summary of bills reported at the Managers Roundtable held October 25. He reported California Senate Bill, SB-13, on Accessory Dwelling Units (ADU) passed and was signed by the Governor and that SB 69, the Ocean Resiliency Act, is dead. He spoke on regulatory focus on microplastics and evidence is showing that the majority of the pollution to the ocean is coming from storm drains and not wastewater.

**10.c. STAFF ANNOUNCEMENTS:** Mr. McDonald said the San Francisco Bay Conservation and Development Commission (BCDC) issued a permit to Lind Marine to remove three sunken boats and 40 wooden piles from the former Crockett Marina. Work may start as soon as the week of November 18, 2019. Staff attended the Sewer and Stormwater Summit 2019 on October 17 with sessions covering Operations & Maintenance, compliance, engineering, and management. Mr. McDonald said he and Director Peterson attended CSDA's Special District Climate Adaptation Roundtable on November 6. Of interest was the pursuit of using horizontal levees to mitigate rising tides while using the reclaimed wastewater to irrigate the marsh vegetation which also helps to remove contaminants not removed during wastewater

treatment. There is movement towards using nature as infrastructure for climate resilience; regulations and funding for wastewater projects require consideration of climate adaptation.

11.a. WASTEWATER COMMITTEE REPORT: None

11.b. BUDGET & FINANCE COMMITTEE REPORT: None

11.c. AD HOC COMMITTEES REPORT: None

11.d. INTER-AGENCY MEETINGS: None

12. FUTURE AGENDA ITEMS:

Comment on draft of Capacity Charge Accessory Dwelling Unit (ADU) Ordinance.  
Consider recommended enforcement actions.  
Recommend award of additional construction contract(s).  
Recommend payment for sewer project(s).

13. COMMISSIONER COMMENTS: Mr. Manzione asked if the staff had problem getting information it needs and communicating during the PG&E power shutoff event. He said that maybe two-way radios, similar to what the fire department uses, would be beneficial for our sewer emergency first responders.

14. ADJOURNMENT: The meeting was adjourned at 8:17 PM until January 15, 2020. The regularly scheduled meeting of December 11, 2019 will be cancelled.

Respectfully submitted,



Dale McDonald  
November 18, 2019

# CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525

850 Pomona Street

Telephone (510) 787-2992

Fax (510) 787-2459

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

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

TO: Sanitary Commissioners / Board of Directors

FROM: General Manager *DM*

SUBJECT: Annual Report of Sanitary Sewer System Overflows for Calendar Year 2019

DATE: January 6, 2020

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 2019. The District operates two separate collection systems in 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 three (3) SSOs for the reporting period; one force main failure in Crockett and two gravity sewer overflows in Crockett. There were no SSOs in Port Costa. All SSOs were associated with dry weather conditions. None of the two spill was contained nor returned to the sewer system. No SSO reached the waters of the State. Details of the SSOs are shown below.

	Volume (gallons)	Event Type	Cause
Crockett Loring, pump station. Float switch failed.	36	Cat 3	Infrastructure Failure
Crockett C-00-35 sewer Back-up from man hole	18	Cat 3	Paper blockage
Crockett E-08-02 sewer Backup from man hole	278	Cat 1	Debris hung up on offset

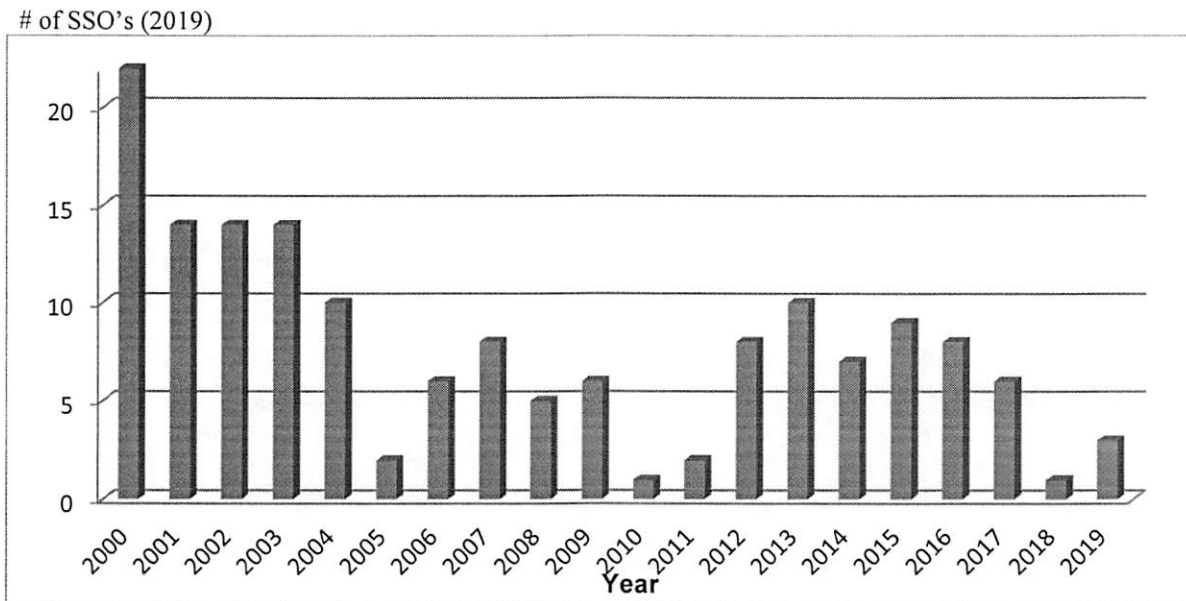
## Location of SSOs

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 three unrelated sanitary sewer locations.

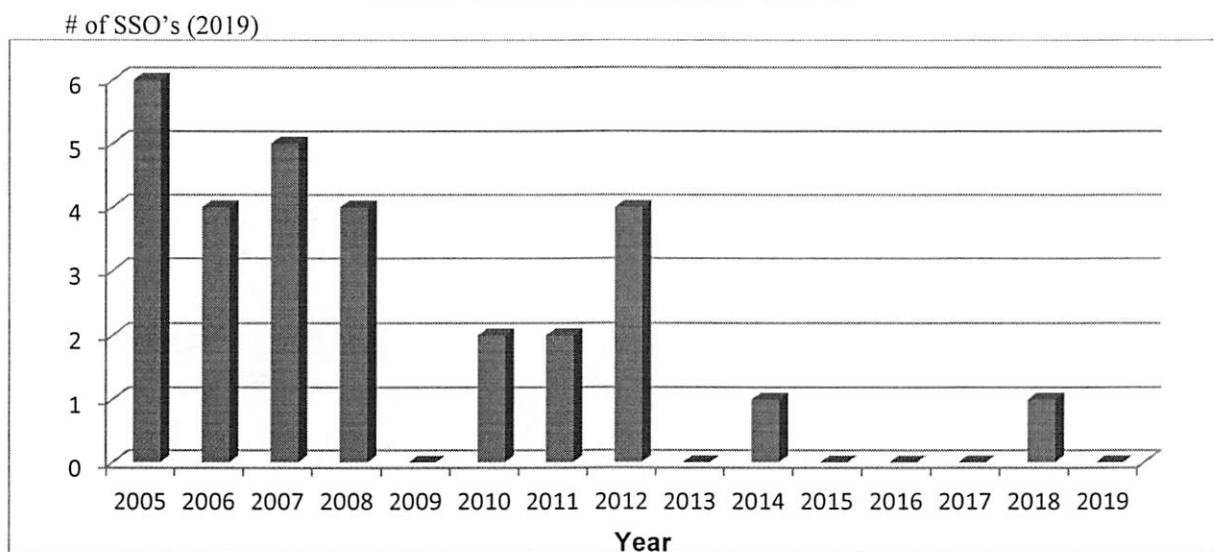
## SSO Trends

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 only 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 August 2016 and was audited mid-2018. 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 well.

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 review the report and form recommendations as needed.

\*\*\*\*\*



# CSD STATUS REPORT

# JANUARY

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
Ongoing		<b>Financial Accounting &amp; Budget</b>	mid year FY 19/20 report	Draft FY 20/21 budget
7/17	C-25	<b>Dog Park at Bridgehead - Resolution No. 17/18-09</b> supporting development and to determine feasibility.	Awaiting Caltrans final lease	Review lease and develop Memorandum of Understanding (MOU)
5/17	C-24	<b>Personal Accounts and Devices -</b> complying with recent public records act decision regarding emails and text messages.	All Directors, Commissioners, and staff following law by saving District records.	Develop formal policy and/or procedures and adopt by Resolution.
1/16	C-23	<b>Social Media -</b> Facebook, Twitter, and web page. Used only to post information about District events, no debate online. Direction by Board to consolidate to one Facebook page.	ON HOLD	Board directed to limit to District posts.
12/14	C-21	<b>Emergency Operations Center (EOC) -</b> Crockett Community Center to serve as EOC for the District per Resolution No. 14/15-10. Staff directed to attend SEMS training.	BACKLOGGED	Support EOC at Loring Fire Station, center to serve as public meeting place, draft resolution.
3/14	C-20	<b>Safety &amp; Wellness Program -</b> program for employees adopted by Resolution No. 13/14-17 but implementation postponed until funding can be identified.	Identify Funding	Discuss at B&F Committee
10/12	C-12	<b>Revise internal chart of accounts -</b> recommended by auditor. Move to class based accounting and simplification of chart of accounts recommended.	Planned for FY 20/21	Consult CPA
1/11	C-17	<b>Sewer map -</b> update printed map of sewers and adopt resolution to define our responsibility.	iCOMM to draft.	Create new PDF map.
8/06	C-1.5	<b>WCWD Service Agreement -</b> current agreement is from 1990, new agreement would better define the scope of services and needs of our District.	ON HOLD	Develop needs - CVS San Wastewater Comm.

# PERSONNEL STATUS REPORT

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
4/14	P-1	<b>Review Job Descriptions</b> - update as needed, compare to WC Comp Codes.	With Personnel Committee	Board adopt any proposed changes
11/16	P-2	<b>Injury &amp; Illness Prevention Plan</b> - review, update, and develop additional training material as needed.	BACKLOGGED	Draft revisions then to Personnel then Board for approval by Resolution
11/16	P-3	<b>Floater Holidays</b> - written definition and guideline on use of floating holidays.	BACKLOGGED	Provide to Personnel Committee
06/17	P-5	<b>Harassment Training</b> - class for all employees, directors, and commissioners. AB 1661 / SB 1343	RGS trained	Finish training by May 2020
06/17	P-6	<b>Non-Employee Conduct</b> - develop simple policy that staff can follow on how to escalate complaints against Commissioners and/or volunteers.	Policy to include interview with at least two people	To Personnel Committee
08/17	P-7	<b>Outsource Administrative Tasks</b> - gather costs of outsourcing certain tasks.	D. Morales assisting CVSan	Further develop roll
11/17	P-8	<b>Merit Policy</b> - revisit and consider removal of "pay raises" and "wage increase" from existing policy.	To be updated with Personnel & Policy Procedures Manual	To Personnel Committee for review
11/17	P-9	<b>No Tip Policy</b> - research and develop.	Reconsider	To Personnel Committee
12/17	P-10	<b>Hiring Procedures</b> - consolidate and train staff	Summarize written procedures	To Personnel Committee for feedback

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

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# MAINT. DEPT. STATUS REPORT      JANUARY

<u>DATE</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
Ongoing	Plaza maint. thru CIA	on schedule	continue per MOU
Ongoing	Veterans Memorial Hall Seismic Retrofit	Engineer review of concrete pier	Memorial hall to meet
Ongoing	Veterans Memorial Fundraising		
Ongoing	Hillside Maintenance	Fire on hillside	Perform dead tree removal
Ongoing	Bridgehead maintenance	Limited maintenance	Identify resources, plan of action
9/18	M-11    GeoTechnical Engineering Alternative Push Pier Design for Memorial Hall	Received drawings and calculations	Determine if alternate seismic work is feasible
8/17	M-12    Investigate acquisition of corner bridgeview lot	Not declared excess	Not pursuing
7/17	M-9    Dog park at Bridgehead	Waiting on Caltrans lease	Draft MOU or sub-lease with Dog Park group
6/10	M-8    Barrier at storm drain	BACKLOGGED	
1/09	M-5    Hazmat signs	in progress	
8/07	M-3    Caltrans property - Bridgehead	permit rec'd 3/12	Waiting on Caltrans for new encroachment permit
1/07	M-2    Roof access prevention	BACKLOGGED	

# REC. DEPT. STATUS REPORT

# JANUARY

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
Ongoing		<b>Facility maintenance</b> - Community Center, pool, and park.	All safety issued corrected	
Ongoing		<b>Financial accounting &amp; budget</b>	Mid 19/20 review	Draft FY 20/21 Budget
Ongoing		<b>Prop 68 Park &amp; Water Bond</b>	Filed notice of interest	Identify project(s), provide to State

## FINANCIAL MATTERS

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

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

## CAPITAL IMPROVEMENTS

3/14	C-1	<b>West side covered deck Project</b>	pending	Identify funding. Downsize project or do in phases.
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## ADMINISTRATIVE MATTERS

10/17	A-30	<b>Add More Classes and Activities</b> - at the Community Center	future item to Commission	Ad Hoc to identify costs and resources to implement.
6/16	A-29	<b>Review Policy and Rules on Banners</b> - for banners on fence at Rolph and Pomona.	NOT PURSING	Remove from Status Report
5/12	A-24	<b>Revise rules on Loitering Policy</b>	NOT PURSUING	Remove from Status Report
3/12	A-23	<b>Sign - no students during school hours</b>	NOT PURSUING	Submit to Commission
9/10	A-21	<b>Signs - no skateboards or bikes</b>	Sec. 7.12.090 prohibits	add to signage for park rules
11/08	A-20	<b>Rec Policies &amp; Procedures Manual</b> - both the community center and aquatics center.	BACKLOGGED	

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

# PC SAN. DEPT. STATUS REPORT

JANUARY

DATE   REF.   TASK   STATUS   NEXT STEP

## ADMINISTRATIVE MATTERS

4/15	A-4	Sludge disposal procedure document	review with operators	
Ongoing		Review/revise O&M manual	Reviewed	
Ongoing		Revise sewer system management plan		next audit June 2020
Ongoing		System rehabilitation program	update 5-year plan	Continue video inspection
Ongoing		Property database	Current thru 8/2017	Inventory District property
Ongoing		Financial accounting & budget	Monitoring expenses	

## ENGINEERING MATTERS

1/13	E-3	Install high water alarm in sump	Valley to aquire/install float switch	Telstar to tie into PLC
6/08	E-7	#4 filter condition	On hold	Excavate content of filler bed #4
3/16		Railroad crossing	On hold	will approach this if equipment access to WWTP is needed for emergency or maintenance
1/17		Install backup Watson Marlo chem pump	Pending apprvl to send to manufacturer	Valley send to diagnose/repair
6/17		Constant Level Gate	Pending assessment	
5/18		Upgrade PLC	contact vendor for estimate	
6/18		P-03-09 + P-03-05 easement	sent letters to properties	
6/19		Separate vent fan from light switch	completed by Daykin Electric 12/19	remove from list
		Replace Chemical pump room exhaust	fan replaced by Daykin Electric 12/19	remove from list

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
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**MAINTENANCE MATTERS**

8/17		Repair/replace #3 dosing siphon in dosing structure	Pending	
8/17		Remove sludge from septic tank chamber #4	pump Chamber #4 as needed per Valley	ongoing
		Install signage at WWTP	Commission volunteered	Pending
2/17		Replace P-00-01 MH cover	Pending purchase/install - LRP	Pending
2/17		Remove shrubbery	Commission volunteered	Pending
		Transplant sand into filter bed #3	suspended	
7/16		Remove sludge - WWTP Basin/wetwell	3" single diaphragm pump + dewatering bag	schedule work
3/16		Septic tank: Remove all sludge Assess and repair/replace baffles	Scheduled 1/6/20	pending baffle rebuild bid
10/16		Annual load bank/fluid svc on genset	completed Oct 2019	Next due- Oct 2020
1/13	M-1	Raise manhole elevations	Received quotes (on hold)	Raise manholes (on hold)
7/12	M-3	Clean/paint plumbing	Mitigate rust, assess condition / paint	Budget work
7/12	M-4	Repair eroded wet well stopper valve	Define scope of work	Receive add'l quotes for work
7/12	M-5	Reset siphon valve #3	Drain north side/buy parts/ gate valve open	Drain/close valve/ reset valve height
10/19		Remove tree branches power line		

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

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# CV SAN. DEPT. STATUS REPORT

# JANUARY

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
Ongoing		Flow data analysis	installed iTrack meters	provide to engineer
Ongoing		Sewer database & repair records	current thru 6/13	Add to ICOM3 CMMS
Ongoing		Financial accounting & budget	mid year FY 19/20	Draft FY 20/21 budget
Ongoing		JTP cost allocation adjustment	allocation complete	
Ongoing		C&H diversion analysis	current thru 5/19	
Ongoing		Creek pollution monitoring	BACKLOGGED	
Ongoing		Manhole maintenance	brush & debris cleared	Review Summer 2020

## **FINANCIAL MATTERS**

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

## **ENGINEERING MATTERS**

5/18	E-27	Flyght SCADA with MCC	engineer investigating	develop project docs
12/12	E-26	Protect pump station from floods	POSTPONED	remove bricks by March 2020
5/12	E-25	6" sewer behind Third/Wanda	BACKLOGGED	install access point
10/10	E-24	Loring pump station alt. power backup	WCWD Power	install generator
7/07	E-21	Mercury TMDL	BACKLOGGED	review / research
4/07	E-20	Pool discharge permitting	BACKLOGGED	create permit
3/05	E-10	EQ tank rehabilitation	cleaned 9/14	engineers study required
6/04	E-9.5	Sewer replacement schedule	2% per year	Wastewater to review 2020
8/02	E-5	I&I study	BACKLOGGED	to engineer
10/01	E-4	Easement agreement (405 Alhambra)	BACKLOGGED	hire surveyor
8/01	E-3	Edwards Creek tunnel project	COMPLETED	record grant of easement

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
-------------	-------------	-------------	---------------	------------------

**ADMINISTRATIVE MATTERS**

1/18	A-32	Easement Protection Program	as discovered	revisit enforcement priority
6/17	A-31	Access & Repair Agreement Program	BACKLOGGED	develop formal program
4/17	A-30	Abandon sewer easement 550 Alhambra	Attorney for language	record abandonment
9/12	A-28	Capacity charge payment plan	under review	revise fee ordinance
3/12	A-27	Common lateral ordinance	DELAYED	review ordinance
2/10	A-26	Capacity charge ordinance	under review	revise by ordinance
11/09	A-25	Double permit fees for no permit	drafted	adopt ordinance
3/08	N-11	Penalties for lateral SSO negligence	WW Cmte review	develop fines
4/07	A-20.5	Lateral replacement	on hold	
11/06	A-19	Safety training requirements	identify	annual training
3/04	A-16	C&H access requirements	BACKLOGGED	abandon sewers
8/03	A-15.9	Grease trap inspection control program	specs updated	develop procedures
8/03	A-15.8	Grease trap maintenance	BACKLOGGED	require specified maint.
8/03	A-15.7	Grease traps	BACKLOGGED	notify commercial kitchens
3/03	A-15	N-00-29 sewer easement	Docs updated	parties to sign
3/02	A-14	Encroachment permit (9 Crolona Hgts)	BACKLOGGED	send agreement
2/01	A-11	Sewer main acceptance records	BACKLOGGED	disavow by resolution
2/99	A-8	West County contract review	on hold	continue with existing
5/98	A-4	Emergency binder	revision underway	complete revision



**RESOLUTION**

**NO. 19/20-15**

**A RESOLUTION OF THE CROCKETT COMMUNITY SERVICES DISTRICT  
AUTHORIZING OBJECTION TO PUBLIC SALE OF A TAX-DEFAULTED PARCEL**

**WHEREAS**, the Crockett Community Services District ("District") is a public agency of the State of California formed in 2006 through the reorganization of three agencies: Crockett-Valona Sanitary District, County Sanitation District No. 5 (Port Costa), and County Service Area P-1. The District serves two separate and distinct communities – Crockett and Port Costa; and

**WHEREAS**, the District's mission is to provide high quality recreation facilities and reliable sanitary sewer service for the towns of Crockett and Port Costa, to protect and maintain public assets in good and useful condition, and to responsibly address the evolving needs of its communities; and

**WHEREAS**, acquisition of property within the boundaries of the District would further the District's mission to address the evolving needs of its communities. Acquired property would be used for public purposes, such as District and sanitary department offices, meeting space for recreation services offered to residents, as well as hosting community events; and

**WHEREAS**, Assessor's Parcel Number 354-203-003-0, real property located at 701 Pomona Street, as described in Exhibit A hereto and incorporated herein by reference, is located within District's boundaries; and

**NOW, THEREFORE, BE IT RESOLVED** in regular session of the Board of the Crockett Community Services District that the District hereby objects to the public sale of the parcel identified in Exhibit A, pursuant to Revenue and Taxation Code 3695 and 3695.4; and

**BE IT FURTHER RESOLVED**, the Board hereby authorizes the General Manager to execute a Chapter 8 purchase agreement with Contra Costa County in an amount not to exceed \$15,100 plus 10% administration fee, and costs of giving notice, and any and all other documents that may be necessary to effect the acquisition of this property.

**THE FOREGOING RESOLUTION** passed by the Crockett Community Services District this 22nd day of January, 2020 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

---

Michael Kirker, President

**ATTEST:**

---

Dale McDonald  
District Secretary

# CROCKETT COMMUNITY SERVICES DISTRICT

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P.O. Box 578 - Crockett, CA 94525  
850 Pomona Street  
Telephone (510) 787-2992  
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website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

January 27, 2020

Russell V. Watts  
Treasurer-Tax Collector  
Contra Costa County  
P.O. Box 631  
Martinez, CA 94553-0063

DRAFT

Re: Letter of Objection to the Sale of Tax-Defaulted Parcel  
APN 354-203-003-0, 0.39 acres at 701 Pomona Street, Crockett CA 94525

Dear Mr. Watts:

This letter is in response to your letter dated December 11, 2019, which advised the Crockett Community Services District (CCSD) that certain tax-defaulted properties were to be offered by Public Auction on February 22 through February 25, 2020.

The CCSD is a public agency of the state of California and was formed in 2006 through the reorganization of three agencies: Crockett-Valona Sanitary District, County Sanitation District No. 5 (Port Costa), and County Service Area P-1. CCSD serves two separate and distinct communities – Crockett and Port Costa – and is authorized to provide certain services, including wastewater collection, treatment, and disposal; public recreation; street lighting; landscape maintenance; graffiti abatement; construction; and library buildings.

Acquisition of the above-referenced parcel in fee would further CCSD's mission to address the evolving needs of its communities. Acquired property would be used for public purposes, such as District and sanitary department offices, meeting space for recreation services offered to residents, as well as hosting community events.

CCSD hereby objects to the sale of the above-referenced property, pursuant to Revenue and Taxation Code 3695 and 3695.4. A certified copy of Resolution No. 19/20-XX, adopted by the CCSD Board on January 22, 2020 is enclosed. The Resolution authorizes me, as General Manager, to execute a Chapter 8 agreement to purchase the property for the minimum bid price. It is hereby requested that the County prepare a Chapter 8 agreement for CCSD's purchase of the above-referenced parcel.

Please let me know if you have any questions or if you need further information from me.  
Respectfully,

Dale McDonald  
General Manager

---

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

# Crockett Community Services District

## ACTION PLAN 2020

GUIDING DOCUMENT FOR STAFF

***\*\*DRAFT \*\****  
*District Board Meeting*  
*on*  
*January 22, 2020*

# District Office ACTION PLAN 2020

## 2020 TOP PRIORITY ACTIONS

- |    |  |        |
|----|--|--------|
| 1. | Ordinance on Capacity Charge and Accessory Dwelling Units, Amends Title 5 and 6 of District Code                           | SPRING |
| 2. | Property acquisition for District Office   | SPRING |
| 3. | Develop architectural plans for District Office  | SUMMER |
| 4. | Draft and publish polices and statements for Reserve Funds use for all departments   | WINTER |
| 5. | Long-Range Financial Planning  | WINTER |
| 6. | Plan for climate change impact w/ public engagement<br><i>(Strategic Planning - Leverage regional and state resources)</i> | FUTURE |

# Crockett Recreation Department ACTION PLAN 2020

## 2020 TOP PRIORITY ACTIONS

- |    |   |             |
|----|---|-------------|
| 1. | Update rules signage in Alexander Park              | SPRING      |
| 2. | Replace Pool Building Doors                         | SPRING      |
| 3. | Venue Management Software Program                   | SUMMER      |
| 4. | Pomona Steps / Retaining wall along Pomona          | SUMMER/FALL |
| 5. | Update ADA Compliance Plan                          | FALL        |
| 6. | Obtain funding for Deck Project at Community Center | WINTER      |

# Port Costa Sanitary Department ACTION PLAN 2020

## 2020 TOP PRIORITY ACTIONS

- |    |   |        |
|----|---|--------|
| 1. | Remove branches from power lines serving the WWTP     | WINTER |
| 2. | Plan inspection of filter bed #1 gunite               | WINTER |
| 3. | CCTV collection system                                | SPRING |
| 4. | Analyze Engineering results of septic tank inspection | SUMMER |
| 5. | Emergency Generator (Annual Service/Fuel Treatment)   | FALL   |

# Maintenance Department ACTION PLAN 2020

## 2020 TOP PRIORITY ACTIONS

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

# Crockett Sanitary Department ACTION PLAN 2020

## 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<br><i>(Current agreement ends June 30, 2021)</i>                      | WINTER  |
| 8. | Begin planning for Joint Use Agreement re-negotiation<br><i>(Agreement with C&amp;H expires July 31, 2024)</i> | WINTER  |





January 6, 2020

Crockett Community Services District  
Attn: Dale McDonald, General Manager  
P.O. Box 578  
Crockett, CA 94525

Re: Letter of Interest to Purchase Fee Interest in APN 354-203-002-2  
Property Located at One Rolph Park Drive, Crockett CA (Hosselkus Chapel)

Dear Mr. McDonald,

Please see attached Carriage Services, Inc.'s ("Carriage") signed copy of your letter dated January 03, 2020, accepting Crockett Community Services District's ("CCSD") offer and terms to acquire the above-described real property at One Rolph Park Drive in Crockett, CA (the "Property") (collectively, the "Offer Letter").

As indicated by our signature of the Offer Letter, we have reviewed the terms of Offer Letter and accept CCSD's offer to purchase the Property interest in fee simple absolute for Seven Hundred and Twenty-Five Thousand Dollars (\$725,000), subject to certain terms and conditions, which the parties would not be bound unless and until a definitive Purchase and Sale Agreement has been approved, executed and delivered by both parties. We further understand that the signed Offer Letter nor this letter does not contain all the essential terms that the parties expect will be part of such Purchase and Sale Agreement, which will remain subject to final approval by the CCSD Board of Directors and Carriage's Management.

Accordingly, we are prepared to begin final negotiations of all the terms and conditions, including beginning work on any necessary due diligence that CCSD may require to complete the transaction. You can direct any future correspondence to me or to our legal counsel, [sam.mazzu@carriageservices.com](mailto:sam.mazzu@carriageservices.com).

On behalf of our team, we look forward to working with you on this transaction. Many thanks.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul Elliott", is written over a faint, larger version of the same signature.

Paul Elliott,  
Senior Vice President &  
Regional Partner,  
Carriage Services, Inc.

# CROCKETT COMMUNITY SERVICES DISTRICT

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

January 03, 2020

Paul Elliott, Regional Partner  
Carriage Services, Inc.  
3040 Post Oak Blvd., Suite 300  
Houston, TX 77056

Re: Letter of Interest to Purchase Fee Interest in APN 354-203-002-2  
Property located at One Rolph Park Drive, Crockett CA (Hosselkus Chapel)

Dear Mr. Elliott:

On September 16, 2019, Crockett Community Services District (CCSD) and Carriage Services, Inc. entered into an Exclusive Negotiation Agreement for the purpose of the parties discussing the potential sale of the above-described real property at One Rolph Park Drive in Crockett (Hosselkus Chapel) to the CCSD, subject to Crockett CSD's due diligence review and the parties coming to a mutually acceptable purchase agreement during the Negotiation Period.

As you know, CCSD retained a professional appraiser to appraise the fair market value of your fee interest in the above-described real property in Crockett. The CCSD is interested in acquiring the property for public recreation purposes and to serve as the District offices. As General Manager, I am authorized to negotiate the acquisition of the property, subject to final approval by the Board.

In addition to an appraisal, the CCSD commissioned a Commercial Property Inspection report, prepared by a professional inspection company. The inspection evaluated the exterior and interior of the building, roof, plumbing, kitchen and appliances, foundation and support systems, heating and cooling, and electrical systems. The inspection report was considered by the Board when formulating the purchase price offered herein.

Pursuant to the above, and the authority granted me by the Board, the Crockett Community Services District hereby offers to purchase the interest in fee simple absolute in the above-described property for Seven Hundred and Twenty Five Thousand Dollars (\$725,000), subject to certain terms and conditions, including, but not necessarily limited to, the following:

1. Review and approval by the Crockett Community Services District of a preliminary title report;
2. Contingent upon results of Asbestos/Lead-Hazardous Materials/Termite reports;

3. An escrow to be opened at a mutually agreeable escrow holder; and
4. Each party equally sharing all eligible, incidental expenses associated with the escrow, including usual escrow and title insurance.

This Letter of Interest is not intended to constitute a binding contract between the parties. The parties will not be bound unless and until a definitive Purchase and Sale Agreement has been approved, executed and delivered by both parties. It is understood and agreed that this Letter of Interest does not contain all the essential terms that the parties expect will be part of a Purchase and Sale Agreement, which will be subject to final approval by the CCSD Board of Directors.

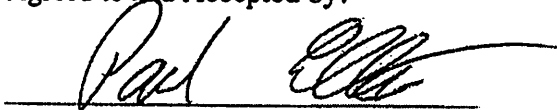
I am prepared to negotiate all terms and conditions of acquisition with you and would propose to do so within thirty days following your receipt of this Letter of Interest. Once we agree on the initial terms of this purchase, the District will prepare a Purchase Agreement for your review. Please contact me at your earliest convenience to discuss the purchase.

Very truly yours,



Dale McDonald  
General Manager,  
Crockett Community Services District  
3458134.1

Agreed to and Accepted by:



by: Paul Elliott  
Senior Vice President & Regional Partner,  
Carriage Services, Inc.

# CROCKETT COMMUNITY SERVICES DISTRICT

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

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BD. MTG: 1-22-20

LATEST FUND REPORT: 1-13-20

CCSD FUND 3240

CCSD FUND 3240

CASH CARRIED FORWARD:  
REC DEPT: \$10,266.01

CASH CARRIED FORWARD:  
CVSAN DEPT: \$47,832.08

ACTIVITY:

ACTIVITY:

Prop Tax cash conv	\$28,908.86
Unitary 1% cash conv	\$648.11
ROW 1% cash conv	\$2.71
RAIL 1% cash conv	\$9.52
Transfer to REC 3241	(\$32,000.00)

Prop Tax cash conv	\$167,950.91
Unitary 1% cash conv	\$3,765.31
ROW 1% cash conv	\$15.73
RAIL 1% cash conv	\$55.32
Transfer to CV 3426	(\$178,000.00)

CASH BALANCE (Rec): \$7,835.21

CASH BALANCE (CVSan): \$41,619.35

ADV ON TAXES (Rec): \$24,763.44

ADV ON TAXES (CVSan): \$143,867.41

060 Adv beginning bal	\$54,143.32
Prop Tax to cash	(\$28,908.86)
Unitary 1% to cash	(\$648.11)
ROW 1% to cash	(\$2.71)
RAIL 1% to cash	(\$9.52)
Correcton Appor	\$5.23

060 Adv beginning bal	\$314,554.81
Prop Tax to cash	(\$167,950.91)
Unitary 1% to cash	(\$3,765.31)
ROW 1% to cash	(\$15.73)
RAIL 1% to cash	(\$55.32)
Correcton Appor	\$30.36

Ending Balance \$24,579.35

Ending Balance \$142,797.90

160 Supplmt begin bal	\$215.45
Adjustment 12/23	(\$31.35)
Ending Balance	\$184.10

160 Supplmt begin bal	\$1,251.66
Adjustment 12/23	(\$182.16)
Ending Balance	\$1,069.50

FUND BALANCE (Rec): \$32,598.65

FUND BALANCE (CVSan): \$185,486.76

PROPERTY TAXES (MAINT ALLOC):

Beginning Bal.	\$7,059.00
Trns cash to 3242	(\$3,500.00)
Ending Balance	\$3,559.00

TOTAL BALANCE: \$221,644.41

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CROCKETT COMMUNITY SERVICES DISTRICT  
**INVESTMENT REPORT**

AS OF DECEMBER 31, 2019

<u>Beginning invested balance:</u>	<u>12/1/2019</u>	<u>\$ 3,946,414.04</u>
 <u>RECREATION DEPT. OPERATING FUND 3241</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.45% as of 9/30/2019		\$ 326,433.77
Activity: Trns to investments (12/18)		\$ 75,000.00
Ending balance:		\$ 401,433.77
 <u>MAINTENANCE DEPT. OPERATING FUND 3242</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.45% as of 9/30/2019		\$ 145,845.47 *
Activity: No activity		\$ -
Ending balance:		\$ 145,845.47
 <u>PORT COSTA SANITARY DEPT. OPERATING FUND 3425</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.45% as of 9/30/2019		\$ 42,120.48
Activity: Trns to investments (12/18)		\$ 140,000.00
Ending balance:		\$ 182,120.48
 <u>CROCKETT SANITARY DEPT. OPERATING FUND 3426</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.45% as of 9/30/2019		\$ 2,477,231.67
Activity: Trns to investments (12/18)		\$ 800,000.00
Ending balance:		\$ 3,277,231.67
 <u>CROCKETT SANITARY DEPT. CONSTRUCTION FUND 3427</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.45% as of 9/30/2019		\$ 884,734.10
Activity: No activity		\$ -
Ending balance:		\$ 884,734.10
 <u>CROCKETT SANITARY DEPT. CAPITAL RESERVE FUND 3429</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.45% as of 9/30/2019		\$ 70,048.55
Activity: No activity		\$ -
Ending balance:		\$ 70,048.55
<u>Closing invested balance:</u>	<u>12/31/2019</u>	<u>\$ 4,961,414.04</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: 1/16/2020

# 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 1-22-20

LATEST FUND REPORT: 1-13-20

-----  
OPERATING FUND 3241  
 -----

CASH CARRIED FORWARD: \$35,072.36

ACTIVITY:

CHECKS AND PAYMENTS

Warrants (8493-8542) (\$57,935.68)  
 Wells Fargo CC Fees (\$110.87)  
 Payroll recovery (\$1,310.03)  
 Deposit slips (\$60.28)  
 Trns to investments (\$75,000.00)

DEPOSITS AND CREDITS

Comm Center Rentals \$8,293.00  
 Nutrition / Classes \$400.00  
 Cleaning/Damage Depo: \$700.00  
 Security Services \$808.00  
 Cleaning Services \$240.00  
 Other recovery \$344.42  
 Trns frm Adv on Taxes: \$77,110.00  
 Trns frm CSD 3240 \$32,000.00  
 Payroll recovery \$728.22  
 Trns frm investments \$40,000.00

-----  
 CASH BALANCE: \$61,279.14  
 -----

ADV ON TAXES : \$136,180.00  
 Cash conversion (\$77,110.00)

NET ADV ON TAXES: \$59,070.00  
 -----

\\rec\bud&fin\wrksht.xls

-----  
 INVESTED BALANCE: \$326,433.77  
 Trns from cash \$75,000.00  
 Trns to cash (\$40,000.00)  
 NET INVESTED: \$361,433.77

\$39,762.82 c/d deposits  
 \$321,670.95 avail. funds  
 -----

FUND BALANCE: \$481,782.91  
 -----

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

C/D BEGINNING BALANCE: \$42,562.82  
 c/d deposit receipts \$700.00  
 c/d deposit refunds (\$3,500.00)  
 Trnsfr recovery \$0.00  
 NET C/D ENDING BALANCE: \$39,762.82  
 -----

CAP / RESTRICTED BAL: \$392.59  
 Donations (none) \$ -  
 Corrections/Adjstms. \$ 4,064.26  
 NET CAPITAL REPL. BAL: \$4,456.85  
 -----

POLICE LIAISON BALANCE: \$8,237.49  
 Parking revenue \$0.00  
 Payroll/Expenses (\$92.25)  
 NET PLC ENDING BALANCE: \$8,145.24  
 -----

XMAS LIGHT BEG BALANCE: \$496.57  
 Light Bulbs \$0.00  
 XMAS LIGHT END BALANCE: \$496.57  
 CERT ACTIVITY: None \$0.00  
 CERT Ending Balance: \$0.00  
 -----

PETTY CASH BALANCE: \$60.00  
 TAXES held in 3240: \$ 32,598.65  
 CO.charges in 3240: \$ -  
 -----

ACCRUED CREDIT: \$ 8,000.00

PY due from MAINT Dept.

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Reconciliation Detail**  
**FUND 3241 - RECREATION, Period Ending 01/13/2020**

01/16/20

Type	Date	Num	Name	Memo	Clr	Amount	Balance
<b>Beginning Balance</b>							497,686.13
<b>Cleared Transactions</b>							
<b>Checks and Payments - 45 items</b>							
Check	12/20/2019	8507	USBank	Various office and maintenance	X	-2,373.54	-2,373.54
Paycheck	12/20/2019	8495	SUSAN G. WITSCHI	Paycheck December 1-15	X	-1,848.15	-4,221.69
Check	12/20/2019	8503	UNIVERSAL BUILDI...	Janitorial services	X	-1,644.40	-5,866.09
Check	12/20/2019	8502	TERRACARE ASSO...	Landscaping services	X	-1,212.00	-7,078.09
Liability ...	12/20/2019	8497	STATE COMPENSA...	Workers Comp	X	-953.90	-8,031.99
Paycheck	12/20/2019	8493	DOLORES M. MORA...	Paycheck December 1-15	X	-784.97	-8,816.96
Check	12/20/2019	8504	Octavia Miller	Cleaning and damage deposit refu...	X	-700.00	-9,516.96
Check	12/20/2019	8505	Cristina Gonzalez	Cleaning and damage deposit refu...	X	-700.00	-10,216.96
Check	12/20/2019	8506	Darlene Scott	Cleaning and damage deposit refu...	X	-700.00	-10,916.96
Paycheck	12/20/2019	8494	KATELYNN M. CLEM...	Paycheck December 1-15	X	-599.32	-11,516.28
Check	12/20/2019	8500	PG&E	Gas & Electricity	X	-251.38	-11,767.66
Check	12/20/2019	8501	Planchon Roofing, Inc.	Roof repairs at Comm Center - Inv...	X	-250.00	-12,017.66
Check	12/20/2019	8498	BAY AREA NEWS G...	Legal notices Ord 19-8 - AC 2005...	X	-135.13	-12,152.79
Paycheck	12/20/2019	8496	TREVOR B. DEES	Paycheck December 1-15	X	-63.75	-12,216.54
Check	12/20/2019	8499	Alhambra & Sierra Sp...	Water for staff	X	-28.42	-12,244.96
Check	12/30/2019		CONTRA COSTA CO...	Bank of the West Deposit Slips	X	-60.28	-12,305.24
Check	01/07/2020	8524	CSRMA	Liability Insurance Term 1/1/20-12...	X	-16,433.53	-28,738.77
Check	01/07/2020	8533	Edgeworth Integration...	Security Video Monitoring and mai...	X	-4,980.00	-33,718.77
Check	01/07/2020	8542	SDRMA	Health Benefits Jan-Feb 2020 Inv...	X	-3,272.16	-36,990.93
Check	01/07/2020	8528	A Plus Tree Service	Removal of tree on hillside - Invoic...	X	-2,750.00	-39,740.93
Paycheck	01/07/2020	8513	RONALD D. WILSON	Payroll Dec 2019	X	-2,494.09	-42,235.02
Check	01/07/2020	8536	TERRACARE ASSO...	Landscaping services	X	-2,171.00	-44,406.02
Paycheck	01/07/2020	8519	SUSAN G. WITSCHI	Payroll Dec 16-31, 2019	X	-2,060.99	-46,467.01
Check	01/07/2020	8534	PG&E	Gas & Electricity	X	-1,710.21	-48,177.22
Liability ...	01/07/2020	8522	CalPERS Public Emp...	CalPERS Retirement and 457 Lia...	X	-1,654.64	-49,831.86
Check	01/07/2020	8537	UNIVERSAL BUILDI...	Janitorial services	X	-1,558.80	-51,390.66
Check	01/07/2020	8525	David Farnsworth, CPA	Financial Audit FY 2019 Final Invo...	X	-1,346.98	-52,737.64
Liability ...	01/07/2020	8520	UNITED STATES TR...	Fed Tax Payroll Liability	X	-1,303.26	-54,040.90
Check	01/07/2020	8541	Allyson Davis	Cleaning and damage deposit refu...	X	-700.00	-54,740.90
Check	01/07/2020	8540	Javier Rivas	Cleaning and damage deposit refu...	X	-700.00	-55,440.90
Paycheck	01/07/2020	8518	DOLORES M. MORA...	Payroll Dec 16-31, 2019	X	-632.92	-56,073.82
Check	01/07/2020	8530	AT&T	Telephone services center and pool	X	-368.87	-56,442.69
Check	01/07/2020	8527	Streamline	Web hosting 6 months	X	-341.76	-56,784.45
Check	01/07/2020	8531	Delta One Security, Inc.	Security guards invoice 4184	X	-324.00	-57,108.45
Paycheck	01/07/2020	8515	KATELYNN M. CLEM...	Payroll Dec 16-31, 2019	X	-140.46	-57,248.91
Paycheck	01/07/2020	8517	TREVOR B. DEES	Payroll Dec 16-31, 2019	X	-133.29	-57,382.20
Check	01/07/2020	8535	TERMINIX	Pest control Invoice 529892	X	-131.00	-57,513.20
Check	01/07/2020	8538	RONALD D. WILSON	Mileage reimbursement Dec 2019	X	-109.04	-57,622.24
Liability ...	01/07/2020	8521	EMPLOYMENT DEV...	State Tax Payroll Liability	X	-104.29	-57,726.53
Check	01/07/2020	8532	Don Barton	Hook up new icemaker - invoice 1...	X	-70.00	-57,796.53
Check	01/07/2020	8523	LINCOLN FINANCI...	LTD Insurance	X	-69.19	-57,865.72
Check	01/07/2020	8539	SUSAN G. WITSCHI	Mileage reimbursement Oct-Dec 20...	X	-60.90	-57,926.62
Check	01/07/2020	8529	Alhambra & Sierra Sp...	Water for offices	X	-37.61	-57,964.23
Check	01/07/2020	8526	MEYERS NAVE	Attorney general legal advice	X	-31.73	-57,995.96
Transfer	01/10/2020			Payroll and misc recovery Dec 2019	X	-1,310.03	-59,305.99
<b>Total Checks and Payments</b>						<b>-59,305.99</b>	<b>-59,305.99</b>
<b>Deposits and Credits - 21 Items</b>							
Deposit	12/12/2019			Rent / CD / Security - cc	X	2,578.00	2,578.00
Deposit	12/13/2019			Booking & Wells Fargo Fees - cc	X	89.13	2,667.13
Deposit	12/13/2019			Comm Ctr Deposit #1010	X	3,063.00	5,730.13
Transfer	12/20/2019			Payroll recovery Dec 1-15 PCSan ...	X	25.60	5,755.73
Deposit	12/20/2019			Comm Ctr Deposit #1011	X	640.00	6,395.73
Transfer	12/20/2019			Payroll recovery Dec 1-15 CVSan ...	X	655.05	7,050.78
Transfer	12/20/2019			Prop tax transfer to REC	X	32,000.00	39,050.78
Deposit	12/23/2019			Cost Recovery - cc	X	193.05	39,243.83
Deposit	01/03/2020			Rent & Bundle - cc	X	680.00	39,923.83
Deposit	01/03/2020			Rent - cc	X	720.00	40,643.83
Deposit	01/03/2020			Comm Ctr Deposit #1012	X	1,111.37	41,755.20
Check	01/07/2020	8512	VOID	**** VOID ****	X	0.00	41,755.20
Paycheck	01/07/2020	8514	DOLORES M. MORA...	**** VOID ****	X	0.00	41,755.20
Check	01/07/2020	8511	VOID	**** VOID ****	X	0.00	41,755.20
Check	01/07/2020	8508	VOID	**** VOID ****	X	0.00	41,755.20
Check	01/07/2020	8509	VOID	**** VOID ****	X	0.00	41,755.20

7:41 AM

01/16/20

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Reconciliation Detail**  
**FUND 3241 - RECREATION, Period Ending 01/13/2020**

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Paycheck	01/07/2020	8516	SUSAN G. WITSCHI	***** VOID *****	X	0.00	41,755.20
Check	01/07/2020	8510	VOID	***** VOID *****	X	0.00	41,755.20
Deposit	01/07/2020			Rentals DP801011	X	350.00	42,105.20
Transfer	01/10/2020			Payroll recovery Dec 16-31 2019	X	47.57	42,152.77
Deposit	01/10/2020			Rentals DP801269	X	1,250.00	43,402.77
Total Deposits and Credits						43,402.77	43,402.77
Total Cleared Transactions						-15,903.22	-15,903.22
Cleared Balance						-15,903.22	481,782.91
Register Balance as of 01/13/2020						-15,903.22	481,782.91
Ending Balance						-15,903.22	481,782.91



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

## FINANCIAL REPORT

AS OF DECEMBER 31, 2019

Opening balance: 12/1/2019 \$8,237.49

Activity:

Revenue

November	<i>Clancy pending</i>	-
----------	-----------------------	---

Expenditures

Payroll recovery in December	(\$33.54)
Postage (12/5)	(\$3.00)

Current balance as of 12/31/19 \$8,200.95

Last Clancy report was from October 2019. Costs exceeded revenue and a negative balance of (\$22.86) was imposed against account. Staff spent approximately 2.0 hours on PLC issues in December.



District Finance Officer

//admin/districtsecretary/plc/financialreport

# CROCKETT MAINTENANCE DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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

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

## MONTHLY SUMMARY WORKSHEET

PREPARED FOR BD. MTG:	1/22/20	LATEST FUND REPORT:	1/13/20
OPERATING FUND 3242		BALANCES BY CLASS	
CASH CARRIED FORWARD:	\$45,588.37	MEMORIAL HALL	
ACTIVITY:		Walk Honor & P66	\$243,500.00
CHECKS and PAYMENTS		Archt. Phase1	(\$15,427.99)
Warrants (425-426)	(\$214.63)	Engnr. Phase1	(\$33,934.00)
Payroll recovery	(57.50)	Other CapX	(\$4,605.65)
DEPOSITS		WofH P66 Balance	\$189,532.36
Prop Tax trns 3240	\$3,500.00	Other MH O&M Bal.	\$4,129.43
Dontation to MemHall	\$100.00	BRIDGEHEAD	\$1,038.03
		PLAZA/FENCES/LIGHTS	(\$590.76)
		DOGPARK COST CENTER	\$652.65
CASH BALANCE:	\$48,916.24	ACCRUED DEBT:	
INVESTED BEG. BALANCE:	\$145,845.47	PY due REC Dept.	\$8,000.00
No activity	\$0.00	PCADVISORY due MH	\$1,170.20
INVESTED END. BALANCE:	\$145,845.47		
FUND BALANCE:	\$194,761.71	TAXES held in 3240	\$3,559.00

01/15/20

## Reconciliation Detail

FUND 3242 - MAINTENANCE, Period Ending 01/13/2020

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							191,433.84
Cleared Transactions							
Checks and Payments - 3 Items							
Check	12/20/2019	425	KENT PETERSON	Gas, vbelts, w...	X	-178.63	-178.63
Check	01/07/2020	426	David Farnsworth, C...	Financial Audi...	X	-36.00	-214.63
Transfer	01/10/2020			Payroll reocve...	X	-57.50	-272.13
Total Checks and Payments						-272.13	-272.13
Deposits and Credits - 2 Items							
Transfer	12/20/2019			Property tax tr...	X	3,500.00	3,500.00
Deposit	01/03/2020			Donation	X	100.00	3,600.00
Total Deposits and Credits						3,600.00	3,600.00
Total Cleared Transactions						3,327.87	3,327.87
Cleared Balance						3,327.87	194,761.71
Register Balance as of 01/13/2020						3,327.87	194,761.71
Ending Balance						3,327.87	194,761.71

# 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.:	1/22/20	LATEST FUND REPORT:	1/13/20
<b>OPERATING FUND 3425</b>			
CASH CARRIED FORWARD:	\$17,636.51	ACCRUED DEBT:	
ACTIVITY:			
CHECKS (1171-1183)	(\$15,337.28)	PYs due CVSan Dept.	\$24,233.49
Payroll recovery	(\$5,091.14)	Loan#2 due CVSan	\$277,963.36
Trns SUC from AdvTax	140,626.40		
Trns to cash	(\$120,000.00)		
CASH BALANCE:	\$17,834.49	ACCRUED DEBT:	\$302,196.85
ADV ON SUC BEG. BALANCE:	\$272,852.80		
Trns SUC to cash	(\$140,626.40)		
Ending Balance	\$132,226.40		
INVESTED BEGIN. BALANCE:	\$42,120.48		
Trns from cash	\$120,000.00		
Ending Balance	\$162,120.48		
FUND BALANCE:	\$312,181.37	\\san\pc\bud&fin\wrksht	

01/15/20

## Reconciliation Detail

FUND 3425 - PC SANITARY - O&M, Period Ending 01/13/2020

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							332,609.79
Cleared Transactions							
Checks and Payments - 16 Items							
Check	12/20/2019	1171	Valley Operators, LLC	November service, PSPS ...	X	-4,708.32	-4,708.32
Check	12/20/2019	1174	Daykin Electric	Pump and chem room exh...	X	-2,295.00	-7,003.32
Check	12/20/2019	1172	Sierra Chemical Co...	Sodium Metabisulfite Invoi...	X	-763.16	-7,766.48
Check	12/20/2019	1175	U.S. BANK	Software subscription, shar...	X	-92.19	-7,858.67
Check	12/20/2019	1173	BAY AREA NEWS ...	Legal notices Ord 19-8	X	-39.45	-7,898.12
Transfer	12/20/2019			Payroll recovery Dec 1-15 ...	X	-25.60	-7,923.72
Check	01/07/2020	1176	CSRMA	Liability Insurance 1/1/20-...	X	-4,282.36	-12,206.08
Check	01/07/2020	1182	L.R. PAULSELL CO...	High pressure cleaning No...	X	-1,725.00	-13,931.08
Check	01/07/2020	1180	Eurofins Calscience ...	Lab testing Invoice 57000...	X	-550.00	-14,481.08
Check	01/07/2020	1177	David Farnsworth, C...	Financial Audit FY 2019 Fi...	X	-346.35	-14,827.43
Check	01/07/2020	1183	PG&E	Electricity	X	-287.05	-15,114.48
Check	01/07/2020	1179	Streamline	Web hosting 6 months	X	-111.84	-15,226.32
Check	01/07/2020	1178	MEYERS NAVE	Attorney general legal advi...	X	-74.06	-15,300.38
Check	01/07/2020	1181	Larry Walker Associ...	Advise on WWTP and sep...	X	-62.50	-15,362.88
Transfer	01/10/2020			Payroll and misc recovery ...	X	-5,017.97	-20,380.85
Transfer	01/10/2020			Payroll recovery Dec 16-3...	X	-47.57	-20,428.42
Total Checks and Payments						-20,428.42	-20,428.42
Total Cleared Transactions						-20,428.42	-20,428.42
Cleared Balance						-20,428.42	312,181.37
Register Balance as of 01/13/2020						-20,428.42	312,181.37
Ending Balance						-20,428.42	312,181.37

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

# CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

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## MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG: 1-22-20

LATEST FUND REPORT: 1-13-20

### OPERATING FUND 3426

### CONSTRUCTION FUND 3427

CASH CARRIED FORWARD: \$183,288.03

CASH CARRIED FORWARD \$40,092.31

#### ACTIVITY:

#### ACTIVITY:

Warrants (6024-6050) (\$204,150.05)  
Investment transfers (\$650,000.00)  
CapJTP rsrv & conn fee (\$34,425.00)  
SUC trns from AdvTax \$747,124.65  
Prop tax from CSD 3240 \$178,000.00  
Permits and Bond \$150.00  
Payroll recovery \$5,730.45  
C&H SUC payments \$143,225.20  
Post Office SUC & fees \$642.44

Trns from fund 3426 \$34,425.00

CASH BALANCE: \$369,585.72

CASH BALANCE: \$74,517.31

INVESTED BEGIN BAL.: \$884,734.10

No activity \$0.00

INVESTED BALANCE: \$884,734.10

FUND 3427 BALANCE: \$959,251.41

#### ADV ON TAXES:

060 Prop tax Beginning \$1,282,350.30  
SUC cash conversic (\$747,124.65)

Ending Balance \$535,225.65

160 Adv Supp Prop tax \$0.00

Supp adjustment \$4,117.89

Ending Balance \$4,117.89

### CAPITAL RESERVE FUND 3429

CASH CARRIED FORWARD \$269.00

#### ACTIVITY:

No activity \$0.00

CASH BALANCE: \$269.00

INVESTED BEGIN BAL.: \$70,048.55

No activity \$0.00

INVESTED BALANCE: \$70,048.55

FUND 3429 BALANCE: \$70,317.55

INVESTED BEG. BALANCE: \$2,477,231.67

Trs from cash 12/20 \$800,000.00

Trs to cash 1/8/20 (\$150,000.00)

Ending Balance: \$3,127,231.67

FUND 3426 BALANCE: \$4,036,160.93

TAXES held in 3240: \$185,486.76

CO.charges in 3240: \$0.00

#### ACCURED DEBT OWED TO CVAN:

#### CONTRACTOR BONDS ON FILE:

PCSAN DEPT. \$302,196.85

MAINT DEPT. \$0.00

27 contractors \$27,500.00


**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Reconciliation Detail**  
**FUND 3426 - CV SANITARY - O&M, Period Ending 01/13/2020**

Type	Date	Num	Name	Memo	Clr	Amount	Balance
<b>Beginning Balance</b>							3,942,870.00
<b>Cleared Transactions</b>							
<b>Checks and Payments - 27 items</b>							
Transfer	12/16/2019			JTP Cap Const Reserve and ...	X	-34,425.00	-34,425.00
Check	12/20/2019	6029	C&H SUGAR CO.	Shared JTP Op Costs Novem...	X	-50,754.50	-85,179.50
Check	12/20/2019	6028	Grundfos CBS Inc.	GRM Install at Loring PS - Inv...	X	-6,570.87	-91,750.37
Check	12/20/2019	6030	U.S. BANK	Intuit payroll, software sub, off...	X	-1,583.75	-93,334.12
Transfer	12/20/2019			Payroll recovery Dec 1-15 CV...	X	-655.05	-93,989.17
Liability Ch...	12/20/2019	6025	STATE COMPENSA...	Workers Comp	X	-408.18	-94,397.35
Check	12/20/2019	6026	BAY AREA NEWS G...	Legal notices Ord 19-8 AC 20...	X	-239.42	-94,636.77
Check	12/20/2019	6027	Crockett Award & Tro...	Walnut gavel Invoice 13025	X	-21.50	-94,658.27
Check	01/07/2020	6045	ECAST Engineering I...	Atherton Cooke Sewer Projec...	X	-61,122.46	-155,780.73
Check	01/07/2020	6039	CSRMA	Liability Insurance Term 1/1/2...	X	-32,813.53	-188,594.26
Check	01/07/2020	6046	L.R. PAULSELL CON...	CM Project Mgmt & Hydro Cl...	X	-22,145.00	-210,739.26
Check	01/07/2020	6048	WEST COUNTY WA...	PS O&M & CSO Contract ser...	X	-4,556.25	-215,295.51
Paycheck	01/07/2020	6033	JAMES G. BARNHILL	Payroll December 2019	X	-4,430.39	-219,725.90
Paycheck	01/07/2020	6032	DALE A. McDONALD	Payroll December 2019	X	-4,373.10	-224,099.00
Liability Ch...	01/07/2020	6037	CalPERS Public Emp...	CalPERS Retirement and 457...	X	-4,156.65	-228,255.65
Check	01/07/2020	6040	David Farnsworth, CPA	Financial Audit FY 2019 Final...	X	-3,135.17	-231,390.82
Check	01/07/2020	6047	PG&E	Electricity	X	-2,349.90	-233,740.72
Check	01/07/2020	6050	SDRMA	Health Coverage Jan-Feb 20...	X	-1,785.00	-235,525.72
Liability Ch...	01/07/2020	6035	UNITED STATES TR...	FedTax Payroll Liability	X	-1,508.38	-237,034.10
Check	01/07/2020	6042	Streamline	Web hosting 6 months - invoi...	X	-746.40	-237,780.50
Liability Ch...	01/07/2020	6036	EMPLOYMENT DEV...	State Tax Payroll Liability	X	-443.96	-238,224.46
Check	01/07/2020	6049	DOLORES M. MORA...	Recoverable expenses Dec 2...	X	-427.85	-238,652.31
Check	01/07/2020	6043	AT&T (Phone)	Telephone service	X	-193.98	-238,846.29
Paycheck	01/07/2020	6034	MADISON A. KOZIER	Payroll December 16-31 2019	X	-167.48	-239,013.77
Check	01/07/2020	6038	LINCOLN FINANCIA...	LTD Insurance	X	-120.12	-239,133.89
Check	01/07/2020	6041	MEYERS NAVE	Attorney general legal advice	X	-56.21	-239,190.10
Check	01/07/2020	6044	CALIFORNIA SPECI...	Registration fee Climate Adap...	X	-40.00	-239,230.10
<b>Total Checks and Payments</b>						<b>-239,230.10</b>	<b>-239,230.10</b>
<b>Deposits and Credits - 10 items</b>							
Deposit	12/13/2019			Permits 19-29, 19-30, 19-31	X	150.00	150.00
Deposit	12/16/2019			C&H SUC	X	95,483.47	95,633.47
Deposit	12/19/2019			C&H SUC	X	47,741.73	143,375.20
Check	12/20/2019	6031	VOID	**** VOID ****	X	0.00	143,375.20
Deposit	12/20/2019			Post Office SUC - cc	X	642.44	144,017.64
Transfer	12/20/2019			Property tax transfer to CVSa...	X	178,000.00	322,017.64
Deposit	12/23/2019		CONTRA COSTA CO...	0160 Supp Tax adjust	X	4,117.89	326,135.53
Transfer	01/10/2020			Payroll reocvery Dec 2019	X	57.50	326,193.03
Transfer	01/10/2020			Payroll and misc recovery De...	X	1,310.03	327,503.06
Transfer	01/10/2020			Payroll and misc recovery De...	X	5,017.97	332,521.03
<b>Total Deposits and Credits</b>						<b>332,521.03</b>	<b>332,521.03</b>
<b>Total Cleared Transactions</b>						<b>93,290.93</b>	<b>93,290.93</b>
<b>Cleared Balance</b>						<b>93,290.93</b>	<b>4,036,160.93</b>
<b>Register Balance as of 01/13/2020</b>						<b>93,290.93</b>	<b>4,036,160.93</b>
<b>Ending Balance</b>						<b>93,290.93</b>	<b>4,036,160.93</b>

# CROCKETT COMMUNITY SERVICES DISTRICT

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P.O. Box 578 - Crockett, CA 94525  
850 Pomona Street  
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website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

TO: Directors and Commissioners  
FROM: General Manager   
SUBJECT: Proposed Budget Schedule  
DATE: January 6, 2020

## PROPOSED FY 2020/21 BUDGET SCHEDULE

JANUARY	Staff prepares draft budget schedule.
JANUARY	Order envelopes for mailing of hearing notice. Order water use data from EBMUD & CCWD.
JANUARY 6,8,15	Staff presents mid-year budget reports. Appoint 3 Budget & Finance Committees.
JANUARY	Staff calculates water consumption and "increase" in sewer use charges, if needed.
JANUARY	Staff prepares 3 draft operating budgets.
FEBRUARY 3-21	Committees meet to develop preliminary budgets.
MARCH 2,11,18	Staff presents 8-month budget reports and preliminary budgets.
APRIL 1-17	Committees meet to revise preliminary budget and instruct staff on sewer service charge. Staff prepares newsletter, if needed.
APRIL 6,8,15	Committees report recommendations to Commissions and Board.
APRIL 22	Board sets June 24 date for public hearings on proposed budget, on rate increases, and on method of collection.
APRIL 22	Board instructs staff on wording notice of proposal to raise fees by specified amounts. Board approves newsletter.

APRIL 23	Staff updates database with changes in ownership and makes copies of notice & newsletters for mass mailing.
MAY 4	Recreation Commission recommends recreation tax rate.
MAY 11	DEADLINE TO NOTIFY ALL PROPERTY OWNERS BY MAIL NO LESS THAN 45 DAYS BEFORE HEARING. (Prop. 218 and District Code Sec. 6.24.035)
MAY 27	Resolution setting recreation tax.
MAY 29	Staff completes draft Sewer Use Charge Study Reports. (H&S Code Sec. 5473 and District Code Sec. 6.24.160.B)
Before JUNE 1	Staff prints out sewer use charges. (District Code Sec. 6.24.160.B)
MAY 29	Deadline for 2 hearing notices emailed to West County Times for publication to run Wed 6/4 & Sat 6/13. (Prop. 218 and H&S Code Sec. 5473.1, Gov't Code Sec. 61110(d) of CSD law, and District Code Sec. 6.24.160.C)
JUNE 1-12	Committees may meet again to develop final budget proposal.
JUNE 3,10	Distribute final Sewer Use Charge Study Reports to San. Comm.
JUNE 1,10,17	Commissions adopt 3 budget proposals and approve SUC Study Reports and rate ordinances.
JUNE 12	Computer run of sewer service charges and Sewer Use Charge Study must be available to public at least 10 days prior to hearing. [Gov't Code Sec. 66016(a)]
JUNE 24	Present final budget proposal to Board.
JUNE 24	Public hearing on Sewer Use Charge Study Reports and committee recommendations for sewer service charges. (Prop. 218 and H&S Code Sec. 5473.1 & Dist. Code Sec. 6.24.160.F) Public hearing on method of collection. (H&S Code Sec. 5473.2) Public hearing on budget (Gov't Code Sec. 61110) Resolution overruling objections to method of collection and adopting Secretary's Report. (H&S Code Sec. 5473.3) Ordinances setting sewer service charges and setting method of collection. Resolution adopting budget. Adopt revised budget for <u>current year</u> if needed.
JUNE 25	Publish Ordinance in West County Times and post publicly.

JULY  
Receive new tax roll.  
Final computer run sewer service charges.

JULY 8  
Authorize PCSan capital projects.

JULY 15  
Authorize CVSan capital projects.

AUGUST 7  
Deadline to submit rec. tax and sewer service charges  
to County. (H&S Code Sec. 5473.4)

AUGUST  
Receive 3 County print outs for review and correction.


C:\mydocs\admin\bud&fin\Schedule.budget.2020.doc



# CROCKETT COMMUNITY SERVICES DISTRICT

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

TO: Board of Directors  
FROM: General Manager   
SUBJECT: Mid-Year Budget Report for FY 19/20  
DATE: January 15, 2020

The Crockett Community Services District 6-month budget reports for each of the respective departments have been presented to the Commissions with the exception of the Maintenance Department which is to be reviewed by the Board. All reports are being presented to the Board for review and to allow the Board to comment or question staff.

Each report is broken out by department and includes a written mid-year budget summary report along with a profit and loss statement as of December 31, 2019. The District's fiscal year is July 1 through June 30.

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

## STAFF RECOMMENDATION:

Staff recommends the District Board receive the 6-month budget report.

## NEXT STEPS:

The respective commissions will be working with staff to develop their draft FY 20/21 budgets in February for presentation to the District Board. The District's Budget & Finance Committee will meet to discuss the recommendations and form their own recommendations to the Board.

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# CROCKETT RECREATION DEPARTMENT

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

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

TO: Commissioners  
FROM: General Manager   
SUBJECT: Mid-Year Budget Report for General Fund 3241  
DATE: December 31, 2019

The mid-year Recreation Budget Report includes a summary 6-month profit and loss statements for each of the Recreation Department's cost centers. The adopted FY 19/20 budget included revenue of \$733,253 and expenses of \$825,193 which includes a Capital Project Allocation of \$200,000. A budget deficit for the District is not forecast and there is no need to adopt a revised District budget at this time. It is important to review the 6-month budget report and adjust accordingly to keep the Recreation budget in check. The 6-month budget report is the first step in developing an initial draft budget for FY 20/21.

## COMMUNITY CENTER:

As of December 31, operating revenue for the Community Center cost center of \$102,576 is \$17,574 lower than anticipated (85% of target) primarily due to lower than anticipated rentals. Saturdays remain booked a year out but there haven't been as many Friday and Sunday rentals booked as anticipated. Total operating expenses of \$128,889 is over budget by \$19,519 primarily due to an increase in payroll expenses and an increase in deposit refunds this year.

## AQUATICS:

Operating revenue is right on target. There is no concern with the aquatics center budget for the remainder of FY 19/20. Capital Replacement expenses of \$15,500 for new pool cover winder and pool covers will not be spent in FY 19/20, instead these costs will be pushed back to FY 20/21. Water expense was higher due to irrigation leaks which have been fixed. Payroll costs include State mandated minimum wage increases that took effect January 1, 2019, another \$1 per hour increase will take effect on January 1, 2020. Payroll is currently \$4,432 over budget. The capital improvement restroom renovation project, budgeted at \$75K, will not be pursued in 2020.

## PARK:

This cost center is anticipated to be right at budget throughout the remainder of the year. Payroll expenses are higher than budgeted as the Park Maintenance employee positions are filled by two part-time positions. One position is vacant, but the plan is to fill this position in the coming months. Instead of performing \$10K in park capital improvements the budgeted funding will be used to repair the pool deck. No revision to the park budget for FY 19/20 is needed.

### POLICE LIAISON:

Parking fine revenue is the only source of income for the Police Liaison cost center. All staff time spend on Police Liaison Committee (PLC) issues are recovered and are listed as an expense on the budget report. Income is lower as the Sheriff Department has written less parking tickets as compared to last year. However, expenses are also substantially lower as staff has spent less time attending PLC meetings to there is no concern of a budget deficit with this cost center. No changes are proposed for the Police Liaison fund budget allocation.

### ADMINISTRATIVE:

Recreation property tax revenue is the primary source of income supporting the administrative costs of the District office. O&M expenses through December 31 were \$40,547, excluding non-operating expenses related to pass-thru inter-department transfers. A budget deficit is forecast for the administrative cost center primarily due to professional services costs for shared District expenses. Staff will continue to control unnecessary costs for the remainder of the year and continue to shift the administrative burden from the General Manager to less expensive hourly employees.

### SUMMARY:

It appears the Recreation Department is in a good financial position for the remainder of FY 19/20 but increasing expenses should be monitored. The combined expenses for all cost centers are over budget by \$18,255 (8.9%) but are within the 10% contingency reserve set aside in the budget. Professional services expenses have increased and are 43% over budget. Payroll expenses are 15% over budget. Payroll costs can be controlled by having key Recreation staff allocate more of their time towards other District business such as working on Crockett Sanitary Department tasks. Barring any large unforeseen projects or operating expenses staff does not foresee a deficit. Inflationary pressures affect our maintenance vendors which in turn will increase our operations and maintenance costs in the coming years. The current FY 19/20 Recreation budget can be revised prior to June 30, 2020 if needed.

### STAFF RECOMMENDATION:

Staff recommends the Recreation Commission receive the 6-month budget report.

The Recreation Commission's Budget & Finance Committee should meet to develop the FY 20/21 draft budget and form recommendations accordingly. Current Capital Projects list should be reviewed and 5-year Capital Projects list updated.

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**REC - CommCenter Budget Report**  
July through December 2019

	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>4000 · OPERATING REVENUE</b>				
Total 4180 · COST RECOVERY (OP)	2,996.89	1,500.00	1,496.89	199.79%
4200 · Community Center Rentals	65,861.00	77,499.98	-11,638.98	84.98%
4201 · Center rents - senior nutrition & classes	3,400.00	3,000.00	400.00	116.67%
4203 · Center - clean/damage DEPOSITS	16,200.00	18,999.98	-2,799.98	85.26%
4750 · Security services	4,215.00	4,479.98	-264.98	94.09%
4780 · Cleaning services	2,256.00	2,000.02	255.98	112.8%
4885 · Donations (operations)	0.00	1,800.00	-1,800.00	0.0%
Total 4886 · Donations (restricted)	543.19	600.00	-56.81	90.53%
<b>Total 4000 · OPERATING REVENUE</b>	<b>95,472.08</b>	<b>109,879.96</b>	<b>-14,407.88</b>	<b>86.89%</b>
<b>4800 · NON-OPERATING REVENUE</b>				
4801 · Property Tax transfer from 3240	2,000.00	3,600.00	-1,600.00	55.56%
4802 · Recreation Tax	1,085.00	1,195.00	-110.00	90.8%
4803 · Investment interest	3,558.66	3,100.00	458.66	114.8%
4850 · Cost Recovery Non-Op	460.25	375.00	85.25	122.73%
4899 · Other Non-Operating Income	0.00	999.98	-999.98	0.0%
<b>Total 4800 · NON-OPERATING REVENUE</b>	<b>7,103.91</b>	<b>9,269.98</b>	<b>-2,166.07</b>	<b>76.63%</b>
<b>Total Income</b>	<b>102,575.99</b>	<b>120,149.94</b>	<b>-17,573.95</b>	<b>85.37%</b>
<b>Gross Revenue</b>	<b>102,575.99</b>	<b>120,149.94</b>	<b>-17,573.95</b>	<b>85.37%</b>
<b>Expense</b>				
5060 · TELEPHONE / INTERNET	1,806.25	1,406.02	400.23	128.47%
5070 · SOFTWARE SUBSCRIPTIONS	0.00	125.02	-125.02	0.0%
5101 · Property insurance	1,401.52	1,447.00	-45.48	96.86%
5102 · Liability insurance	418.00	0.00	418.00	100.0%
<b>Total 5130 · MAINTENANCE</b>	<b>25,588.43</b>	<b>24,382.94</b>	<b>1,205.49</b>	<b>104.94%</b>
5150 · MEMBERSHIPS	413.82	125.00	288.82	331.06%
<b>Total 5160 · PROGRAM SUPPLIES</b>	<b>963.80</b>	<b>800.00</b>	<b>163.80</b>	<b>120.48%</b>
<b>Total 5165 · OTHER OPERATING (incl. deposit refunds)</b>	<b>28,924.36</b>	<b>21,749.98</b>	<b>7,174.38</b>	<b>132.99%</b>
<b>Total 5170 · OFFICE</b>	<b>2,086.28</b>	<b>1,606.02</b>	<b>480.26</b>	<b>129.9%</b>
5183 · Security guards	5,168.52	4,847.02	321.50	106.63%
5186 · Consultants	263.74	500.00	-236.26	52.75%
5191 · Advertising	0.00	50.00	-50.00	0.0%
<b>5230 · TRAINING &amp; CERTIFICATION</b>	<b>752.39</b>	<b>500.00</b>	<b>252.39</b>	<b>150.48%</b>
<b>5250 · VEHICLE/TRAVEL REIMBURSEMENT</b>	<b>261.58</b>	<b>450.00</b>	<b>-188.42</b>	<b>58.13%</b>
5261 · Electricity	7,233.83	6,899.40	334.43	104.85%
5262 · Natural gas	765.75	1,020.37	-254.62	75.05%
5263 · Water	1,614.39	1,387.99	226.40	116.31%
<b>5340 · COUNTY &amp; STATE CHARGES</b>	<b>129.14</b>	<b>60.00</b>	<b>69.14</b>	<b>215.23%</b>
<b>Total 6560 · PAYROLL EXPENSES ***</b>	<b>51,096.83</b>	<b>40,012.83</b>	<b>11,084.00</b>	<b>127.7%</b>
<b>Total Expense</b>	<b>128,888.63</b>	<b>109,369.59</b>	<b>19,519.04</b>	<b>117.85%</b>
<b>Net Ordinary Income</b>	<b>-26,312.64</b>	<b>10,780.35</b>	<b>-37,092.99</b>	<b>-244.08%</b>
<b>Net Income</b>	<b>-26,312.64</b>	<b>10,780.35</b>	<b>-37,092.99</b>	<b>-244.08%</b>

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**REC - Aquatics Budget Report**  
 July through December 2019

	<b>Jul - Dec 19</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Income</b>				
<b>Total 4000 · OPERATING REVENUE</b>	33,892.73	33,458.02	434.71	101.3%
<b>4802 · Recreation Tax</b>	74,099.00	74,209.00	-110.00	99.85%
<b>4803 · Investment interest</b>	1,779.34	1,660.00	119.34	107.19%
<b>4850 · Cost Recovery Non-Op</b>	0.00	500.00	-500.00	0.0%
<b>Total Income</b>	109,771.07	109,827.02	-55.95	99.95%
<b>Gross Revenue</b>	109,771.07	109,827.02	-55.95	99.95%
<b>Expense</b>				
<b>5050 · UNIFORMS</b>	710.12	800.00	-89.88	88.77%
<b>5060 · TELEPHONE / INTERNET</b>	730.21	900.00	-169.79	81.13%
<b>5070 · SOFTWARE SUBSCRIPTIONS</b>	0.00	399.98	-399.98	0.0%
<b>5100 · INSURANCE</b>				
<b>5101 · Property insurance</b>	573.60	344.00	229.60	166.74%
<b>5102 · Liability insurance</b>	418.00	0.00	418.00	100.0%
<b>Total 5100 · INSURANCE</b>	991.60	344.00	647.60	288.26%
<b>Total 5130 · MAINTENANCE</b>	10,596.80	10,692.48	-95.68	99.11%
<b>5150 · MEMBERSHIPS</b>	0.00	120.00	-120.00	0.0%
<b>Total 5160 · PROGRAM SUPPLIES</b>	540.00	1,080.00	-540.00	50.0%
<b>5165 · OTHER OPERATING</b>				
<b>5165.5 · Capital Replacements</b>	0.00	12,500.00	-12,500.00	0.0%
<b>5165.9 · Recoverable costs</b>	2,305.81	221.48	2,084.33	1,041.09%
<b>5165.9e · Other Operating Costs</b>	5.00	600.00	-595.00	0.83%
<b>Total 5165 · OTHER OPERATING</b>	2,310.81	13,321.48	-11,010.67	17.35%
<b>Total 5170 · OFFICE</b>	1,141.25	1,271.00	-129.75	89.79%
<b>5191 · Advertising</b>	0.00	100.00	-100.00	0.0%
<b>5230 · TRAINING &amp; CERTIFICATION</b>				
<b>5241 · Food concession supplies</b>	5,349.19	4,793.00	556.19	111.6%
<b>5242 · Promotional goods</b>	76.66	100.00	-23.34	76.66%
<b>5250 · VEHICLE/TRAVEL REIMBURSEMENT</b>				
<b>5260 · UTILITIES</b>				
<b>5261 · Electricity</b>	11,814.46	8,327.00	3,487.46	141.88%
<b>5262 · Natural gas</b>	2,058.77	3,256.00	-1,197.23	63.23%
<b>5263 · Water</b>	4,736.73	1,804.00	2,932.73	262.57%
<b>5340 · COUNTY &amp; STATE CHARGES</b>	30.14	0.00	30.14	100.0%
<b>5400 · NON-OPERATING EXPENSES</b>	210.00	0.00	210.00	100.0%
<b>Total 6560 · PAYROLL EXPENSES ***</b>	50,299.75	45,868.00	4,431.75	109.66%
<b>Total Expense</b>	92,769.25	95,796.94	-3,027.69	96.84%
<b>Net Ordinary Income</b>	17,001.82	14,030.08	2,971.74	121.18%
<b>Net Income</b>	17,001.82	14,030.08	2,971.74	121.18%

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**CROCKETT COMMUNITY SERVICES DISTRICT**  
**REC - Park Budget Report**  
July through December 2019

	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
Total 4000 · OPERATING REVENUE	304.00	475.00	-171.00	64.0%
4802 · Recreation Tax	36,768.00	36,878.00	-110.00	99.7%
4899 · Other Non-Operating Income	91.61	0.00	91.61	100.0%
<b>Total Income</b>	<b>37,163.61</b>	<b>37,353.00</b>	<b>-189.39</b>	<b>99.49%</b>
<b>Gross Revenue</b>	<b>37,163.61</b>	<b>37,353.00</b>	<b>-189.39</b>	<b>99.49%</b>
<b>Expense</b>				
<b>5100 · INSURANCE</b>				
5101 · Property insurance	112.00	115.00	-3.00	97.39%
5102 · Liability Insurance	417.00	0.00	417.00	100.0%
<b>Total 5100 · INSURANCE</b>	<b>529.00</b>	<b>115.00</b>	<b>414.00</b>	<b>460.0%</b>
<b>Total 5130 · MAINTENANCE</b>				
5160.9 · Other programs	172.50	0.00	172.50	100.0%
5165.5 · Capital Replacements	7,665.35	9,700.00	-2,034.65	79.02%
5165.9 · Recoverable costs	0.00	99.98	-99.98	0.0%
<b>5250 · VEHICLE/TRAVEL REIMBURSEMENT</b>				
5263 · Water	6,768.32	3,027.00	3,741.32	223.6%
<b>Total 6560 · PAYROLL EXPENSES ***</b>	<b>6,824.93</b>	<b>4,688.02</b>	<b>2,136.91</b>	<b>145.58%</b>
<b>Total Expense</b>	<b>32,142.41</b>	<b>31,505.98</b>	<b>636.43</b>	<b>102.02%</b>
<b>Net Ordinary Income</b>	<b>5,021.20</b>	<b>5,847.02</b>	<b>-825.82</b>	<b>85.88%</b>
<b>Net Income</b>	<b>5,021.20</b>	<b>5,847.02</b>	<b>-825.82</b>	<b>85.88%</b>

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**CROCKETT COMMUNITY SERVICES DISTRICT**  
**REC - Police Liaison Budget Report**  
July through December 2019

	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
4882 · Parking fines	349.47	904.50	-555.03	38.64%
<b>Total Income</b>	<b>349.47</b>	<b>904.50</b>	<b>-555.03</b>	<b>38.64%</b>
<b>Gross Revenue</b>	<b>349.47</b>	<b>904.50</b>	<b>-555.03</b>	<b>38.64%</b>
<b>Expense</b>				
<b>Total 5165 · OTHER OPERATING</b>	<b>102.31</b>	<b>75.00</b>	<b>27.31</b>	<b>136.41%</b>
<b>Total 5170 · OFFICE</b>	<b>5.05</b>	<b>75.00</b>	<b>-69.95</b>	<b>6.73%</b>
<b>Total 6560 · PAYROLL EXPENSES ***</b>	<b>267.02</b>	<b>1,080.00</b>	<b>-812.98</b>	<b>24.72%</b>
<b>Total Expense</b>	<b>374.38</b>	<b>1,230.00</b>	<b>-855.62</b>	<b>30.44%</b>
<b>Net Ordinary Income</b>	<b>-24.91</b>	<b>-325.50</b>	<b>300.59</b>	<b>7.65%</b>
<b>Net Income</b>	<b>-24.91</b>	<b>-325.50</b>	<b>300.59</b>	<b>7.65%</b>

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**REC - Admin Budget Report**  
 July through December 2019

	<b>Jul - Dec 19</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Income</b>				
<b>Total 4180 · COST RECOVERY (OP)</b>	<b>116.45</b>	<b>37.50</b>	<b>78.95</b>	<b>310.53%</b>
<b>4801 · Property Tax transfer from 3240</b>	<b>30,000.00</b>	<b>30,000.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>4802 · Recreation Tax</b>	<b>24,228.00</b>	<b>24,338.00</b>	<b>-110.00</b>	<b>99.55%</b>
<b>4899 · Other Non-Operating Income</b>	<b>1,025.00</b>	<b>0.00</b>	<b>1,025.00</b>	<b>100.0%</b>
<b>Total Income</b>	<b>55,369.45</b>	<b>54,375.50</b>	<b>993.95</b>	<b>101.83%</b>
<b>Gross Reveue</b>	<b>55,369.45</b>	<b>54,375.50</b>	<b>993.95</b>	<b>101.83%</b>
<b>Expense</b>				
<b>5070 · SOFTWARE SUBSCRIPTIONS</b>	<b>358.75</b>	<b>249.98</b>	<b>108.77</b>	<b>143.51%</b>
<b>Total 5165 · OTHER OPERATING</b>	<b>485.69</b>	<b>350.02</b>	<b>135.67</b>	<b>138.76%</b>
<b>Total 5170 · OFFICE</b>	<b>69.67</b>	<b>525.00</b>	<b>-455.33</b>	<b>13.27%</b>
<b>5180 · PROF. SVCS.</b>				
<b>5181 · Attorney</b>	<b>3,357.44</b>	<b>1,449.98</b>	<b>1,907.46</b>	<b>231.55%</b>
<b>5182 · Auditor</b>	<b>1,364.75</b>	<b>450.00</b>	<b>914.75</b>	<b>303.28%</b>
<b>5186 · Consultants</b>	<b>572.88</b>	<b>250.00</b>	<b>322.88</b>	<b>229.15%</b>
<b>Total 5180 · PROF. SVCS.</b>	<b>5,295.07</b>	<b>2,149.98</b>	<b>3,145.09</b>	<b>246.29%</b>
<b>5190 · PRINT/PUBLISH/LEGAL NOTICES</b>	<b>433.38</b>	<b>125.00</b>	<b>308.38</b>	<b>346.7%</b>
<b>5230 · TRAINING &amp; CERTIFICATION</b>	<b>0.00</b>	<b>60.00</b>	<b>-60.00</b>	<b>0.0%</b>
<b>5250 · VEHICLE/TRAVEL REIMBURSEMENT</b>	<b>82.32</b>	<b>240.00</b>	<b>-157.68</b>	<b>34.3%</b>
<b>5340 · COUNTY &amp; STATE CHARGES</b>	<b>2,030.22</b>	<b>1,860.00</b>	<b>170.22</b>	<b>109.15%</b>
<b>5400 · NON-OPERATING EXPENSES</b>	<b>1,025.00</b>	<b>0.00</b>	<b>1,025.00</b>	<b>100.0%</b>
<b>Total 6560 · PAYROLL EXPENSES ***</b>	<b>31,792.80</b>	<b>30,377.48</b>	<b>1,415.32</b>	<b>104.66%</b>
<b>Total Expense</b>	<b>41,572.90</b>	<b>35,937.46</b>	<b>5,635.44</b>	<b>115.68%</b>
<b>Net Ordinary Income</b>	<b>13,796.55</b>	<b>18,438.04</b>	<b>-4,641.49</b>	<b>74.83%</b>
<b>Net Income</b>	<b>13,796.55</b>	<b>18,438.04</b>	<b>-4,641.49</b>	<b>74.83%</b>

# CROCKETT MAINTENANCE DEPARTMENT

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of the Crockett Community Services District

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TO: Board of Directors

FROM: General Manager 

SUBJECT: Mid-Year Budget Report for General Fund 3424

DATE: January 6, 2020

The mid-year Maintenance Department Budget Report includes a summary 6-month budget profit and loss statement broken down between the Memorial Hall, Bridgehead/Dogpark, and Plaza/Streetlight/Fence cost centers. The Maintenance Department Fund balance is \$194,755 as of December 31, 2019. The Monthly Summary Worksheet, provided previously, breaks down the balance by class.

## MEMORIAL HALL

- The Memorial Hall cost center expenses are under budget by \$4,767 but net income is only \$653 in part because the Walk of Honor fundraiser generated \$22,000 where \$25,000 was anticipated. Payroll costs are under budget as there has been little activity on the Memorial Hall seismic retrofit. If the seismic retrofit project occurs before June 2020, payroll costs and engineering expenses will increase, and the Memorial Hall cost center will end the year with a deficit.

## BRIDGEHEAD / DOGPARK

- There have been no donations for bridgehead maintenance in FY 19/20 with the exceptions of restricted donations for the Crockett Dog Park project. Maintenance costs are for incidental supplies such as gas, weed eater line, etc. Staff costs remain well under budget. Volunteers continue to perform maintenance through Crockett Public Services and the Crockett Improvement Association.

## PLAZA / FENCE / STREETLIGHTS

- Property insurance for the plaza remains the largest expense for this cost center. The Plaza/Fence/Streetlight cost center has a negative balance of \$590 as of December 31, 2019. It is expected that the negative balance will continue to grow slightly through the remainder of the fiscal year unless donations are made to offset incidental expenses.

## SUMMARY

The reallocation of property tax funding implemented earlier this year has put the Maintenance department on a better financial footing. Workers Comp premium for volunteer labor is pending. Increasing maintenance services would require additional funding. Long term funding of the Maintenance Department continues to be a concern as volunteers and donations shrink.

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**CROCKETT COMMUNITY SERVICES DISTRICT**  
**MAINT Mem Hall Budget Report**  
July through December 2019

	<b>Jul - Dec 19</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Income</b>				
4901 · Donations / Fundrasers (op)	200.00	600.00	-400.00	33.33%
4902 · Donations (restricted)	0.00	1,000.00	-1,000.00	0.0%
4953 · Property tax from 3240	2,670.00	2,699.50	-29.50	98.91%
4960 · Investment Interest (non-op)	1,835.93	1,515.00	320.93	121.18%
4980 · Cost Recovery	0.00	5.00	-5.00	0.0%
4992 · Walk of Honor fundraiser	22,000.00	25,000.00	-3,000.00	88.0%
4998 · Other Non-Operating	20,000.00	20,000.00	0.00	100.0%
<b>Total Income</b>	<b>46,705.93</b>	<b>50,819.50</b>	<b>-4,113.57</b>	<b>91.91%</b>
<b>Expense</b>				
5101m · Property Ins. Maint.	1.65	7.00	-5.35	23.57%
5130m · MAINTENANCE	0.00	150.00	-150.00	0.0%
5160m · PROGRAMS	0.00	1,000.00	-1,000.00	0.0%
5165.1 · County Charges	63.00	5.00	58.00	1,260.0%
5165.8m · Capital Replacement (O&M)	0.00	250.00	-250.00	0.0%
5170.1m · Postage	0.00	2.00	-2.00	0.0%
5170.2m · Supplies	0.00	19.00	-19.00	0.0%
56a · Auditor	36.00	30.00	6.00	120.0%
.56e · Engineer (Memorial Hall) Non-op	2,705.00	4,940.00	-2,235.00	54.76%
5260.2 · Water	0.00	150.00	-150.00	0.0%
5260.3 · Electricity	0.00	90.00	-90.00	0.0%
5290m · NON-OPERATING EXPENSES	20,000.00	20,000.00	0.00	100.0%
6560 · PAYROLL EXPENSES	478.96	1,408.58	-929.62	34.0%
<b>Total Expense</b>	<b>23,284.61</b>	<b>28,051.58</b>	<b>-4,766.97</b>	<b>83.01%</b>
<b>Net Income</b>	<b>23,421.32</b>	<b>22,767.92</b>	<b>653.40</b>	<b>102.87%</b>

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**CROCKETT COMMUNITY SERVICES DISTRICT  
MAINT Budget Report - Bridge/Dog Park  
July through December 2019**

	<b>Jul - Dec 19</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Income</b>				
4901 · Donations / Fundrasers (op)	220.00	100.00	120.00	220.0%
4902 · Donations (restricted)	6,521.50	500.00	6,021.50	1,304.3%
4953 · Property tax from 3240	406.00	406.00	0.00	100.0%
4980 · Cost Recovery	0.00	20.00	-20.00	0.0%
<b>Total Income</b>	<b>7,147.50</b>	<b>1,026.00</b>	<b>6,121.50</b>	<b>696.64%</b>
<b>Expense</b>				
5130m · MAINTENANCE	178.63	125.02	53.61	142.88%
5165.7m · Refund (dog park restricted donation)	1,000.00			
.56m · Attorney (District)	0.00	105.00	-105.00	0.0%
5290m · NON-OP (Dog Park passthru)	5,000.00			
6560 · PAYROLL EXPENSES ***	97.73	475.02	-377.29	20.57%
<b>Total Expense</b>	<b>6,276.36</b>	<b>705.04</b>	<b>5,571.32</b>	<b>890.21%</b>
<b>Net Income</b>	<b>871.14</b>	<b>320.96</b>	<b>550.18</b>	<b>271.42%</b>

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**CROCKETT COMMUNITY SERVICES DISTRICT  
MAINT PlazaStreet Budget Report  
July through December 2019**


	<b>Jul - Dec 19</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Income</b>				
4901 · Donatons / Fundrasers (op)	0.00	100.00	-100.00	0.0%
4953 · Property tax from 3240	424.00	424.00	0.00	100.0%
<b>Total Income</b>	<b>424.00</b>	<b>524.00</b>	<b>-100.00</b>	<b>80.92%</b>
<b>Expense</b>				
5101m · Property Ins. Maint.	527.00	528.00	-1.00	99.81%
6560 · PAYROLL EXPENSES	13.31	141.98	-128.67	9.38%
<b>Total Expense</b>	<b>540.31</b>	<b>669.98</b>	<b>-129.67</b>	<b>80.65%</b>
<b>Net Income</b>	<b>-116.31</b>	<b>-145.98</b>	<b>29.67</b>	<b>79.68%</b>

# PORT COSTA SANITARY DEPARTMENT

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of the Crockett Community Services District

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TO: Commissioners  
FROM: General Manager   
SUBJECT: Mid-Year Budget Report for General Fund 3425  
DATE: January 3, 2020

The mid-year Port Costa Budget Report includes a summary 6-month budget report profit and loss statement for fund 3425 of the Port Costa Sanitary Department. The adopted Fiscal Year 2019/20 budget included revenue of \$277,594, Operating & Maintenance (O&M) expenses of \$189,913, Operating Reserves (including contingency) of \$53,991, and capital outlay allocation of \$68,000. The Port Costa Sanitary Department will have a deficit by fiscal year end and will need to adopt a revised budget. It is important to review the 6-month budget report and provide direction to staff accordingly.

## HIGHLIGHTS

- Professional engineer's wet-well study (#4155.55) at manhole P-00-01 location will not be pursued. Instead the budgeted \$1,000 will be used to replace the manhole lid for safety reasons.
- Two Capital Replacements projects at the treatment plant (#416.96.1), pump room fan and light electrical separation project and chemical pump room fan replacement project, have been completed at a cost of \$2,295 out of the total yearly \$3,000 line item budget.
- Treatment plant permit fees (#416.96.2) is over budget. There was an unexpected increase of the SWRQB permit fee from \$2,388 last year to \$3,936 this year. In addition, BACWA nutrient related fees are now correctly allocated as permit fees, separating them from the BACWA membership fee this year. Memberships (#417.36) is therefore under budget as only the BACWA membership fee is included.
- Software subscription (#417.70) includes Port Costa's share of RedZone ICOM asset management system as an Operation & Maintenance (O&M) expense, which added \$820 to this budget line item. Prior years this was treated as a capital expense.
- Septic tank cleaning and baffle repair maintenance project will cost well above budgeted funding of \$43,000 under Other Operating (#416.96). The Commission has discussed using operating reserves to pay for cleaning, baffle replacement, and any other related overruns but even if all reserves are used this is anticipated to provide only \$72,000 in additional funding. The reserves, if used, would have to be built back up quickly.

- Regional Water Quality Control Board (RWQCB) violation settlement of \$15,000 is expected to be paid in March and will exceed the \$8,000 in the department's RWQCB operating reserve. The additional amount due, \$7,000, will come directly from the contingency reserve, reducing its balance and leaving just under \$12,000 for all other operational expenses for the year.
- Inter-department loan principal \$36,474 and interest \$11,313 due October 2019 remains unpaid. Holding the funds until after the septic tank cleaning project is complete is prudent in case additional cash is needed for the project. Payment of outstanding principal and interest due should be considered in March 2020.
- Payroll costs are 8% over budget as of December 31, 2019. This is within the budgeted 10% contingency window. Management expects the payroll costs to increase substantially over the next two months as payroll recovery is made for staff time spent working on the septic cleaning project and next year's budget.

### CAPITAL PROJECTS

The capital budget includes \$20,000 for capital sewer projects; \$10,000 for CCTV inspection and \$10,000 for a yet unidentified emergency sewer project. The treatment plant capital budget includes \$48,000 which includes \$36,885 for the septic tank engineering assessment. Inter-department loan interest is no longer tracked as a capital expense per Accounting Standards set by the State Controller's Office.

### SUMMARY

The attached budget report shows the Port Costa Sanitary Department is effectively managing its discretionary expenses best they can. Non-discretionary costs such as chemicals, lab testing, and electricity are rising and are beyond staff control. The Port Costa Sanitary Commission must plan for sewer use charge increases to cover budget shortfall for this year and next, increasing O&M expenses, and rising payroll costs. Additional funding sources for the septic tank cleaning project must still be identified prior to payment of bills in February.

Once the septic tank engineering study is complete the information will help guide staff and the Commission on the best way forward for the Port Costa Sanitary Department.

### STAFF RECOMMENDATION:

Staff recommends the Port Costa Sanitary Commission receive the 6-month budget report.

The Port Costa Sanitary Commission's Budget & Finance Committee should meet to discuss revising the FY 19/20 budget and form recommendations on development of the FY 20/21 budget accordingly. Increased operations and maintenance expenses in the coming years should be planned for. Capital Projects list should be reviewed and updated. Additional revenue or sources of funding needs to be identified to address future department needs.

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**CROCKETT COMMUNITY SERVICES DISTRICT**  
**PCSAN Budget Report**  
July through December 2019


	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
301.00 · SEWER USE CHARGES	272,528.00	272,528.00	0.00	100.0%
302.00 · PERMIT AND INSPECTION FEES	0.00	60.00	-60.00	0.0%
311.00 · INTEREST	1,181.17	741.50	439.67	159.3%
318.00 · COST RECOVERY	3,512.31	3,403.00	109.31	103.21%
<b>Total Income</b>	<b>277,221.48</b>	<b>276,732.50</b>	<b>488.98</b>	<b>100.18%</b>
<b>Expense</b>				
<b>415 · SEWAGE COLLECTION</b>				
415.55 · PROF. SVCS. (Coll.)	0.00	1,000.00	-1,000.00	0.0%
415.701 · Sewers - preventive maint.	2,070.00	3,800.02	-1,730.02	54.47%
96.2c · Permits & Fees (Coll.)	2,625.00	2,331.00	294.00	112.61%
<b>Total 415 · SEWAGE COLLECTION</b>	<b>4,695.00</b>	<b>7,131.02</b>	<b>-2,436.02</b>	<b>65.84%</b>
<b>416 · SEWAGE TREATMENT</b>				
416.25 · GASOLINE, OIL, FUEL	265.85	50.00	215.85	531.7%
416.31 · INSURANCE - Property	1,207.09	1,217.00	-9.91	99.19%
51.1.1p · Treatment incidental & Emergency	280.00	1,100.00	-820.00	25.46%
51.1pc · Treatment Plant Operators	24,800.00	24,800.00	0.00	100.0%
51.2pc · Chemicals	1,987.41	1,100.00	887.41	180.67%
51.3pc · Hardware, Supplies, & Misc	28.32	399.98	-371.66	7.08%
56.3pc · Technician	2,000.00	3,850.00	-1,850.00	51.95%
56.7pc · Lab testing	5,377.00	4,722.00	655.00	113.87%
91.1pc · Electricity	1,723.33	1,536.98	186.35	112.12%
91.6pc · Phone Alarm System	149.76	218.00	-68.24	68.7%
96.3 · Alarm monitoring	570.00	570.00	0.00	100.0%
96.1 · Capital Replacements (Treat.)	2,295.00	2,000.00	295.00	114.75%
96.2 · Permits & Fees (Treat.)	6,377.00	3,990.00	2,387.00	159.83%
416.96 · OTHER OPERATING (Treat) - Other	0.00	43,000.00	-43,000.00	0.0%
<b>Total 416 · SEWAGE TREATMENT</b>	<b>47,060.76</b>	<b>88,553.96</b>	<b>-41,493.20</b>	<b>53.14%</b>
<b>417 · ADMIN / GENERAL</b>				
417.36 · MEMBERSHIPS	1,675.00	2,480.00	-805.00	67.54%
41.1pc & 41.2pc · Postal & Supplies	33.67	114.00	-80.33	29.54%
56.4pc · Attorney	1,179.42	1,400.02	-220.60	84.24%
56.5pc · Auditor	348.52	350.00	-1.48	99.58%
56.6pc · Consultant (Admin & Finance)	217.99			
417.61 · PRINTING/PUBLISHING	130.00	1,292.00	-1,162.00	10.06%
417.70 · SOFTWARE SUBSCRIPTIONS	998.07	174.98	823.09	570.39%
417.80 · VEHICLE / TRAVEL REIMBURSEMENT	99.00	50.02	48.98	197.92%
96.3pc · County & State Charges	910.17	616.00	294.17	147.76%
417.96 · OTHER ADMIN. - Other	250.27	99.98	150.29	250.32%
<b>Total 417 · ADMIN / GENERAL</b>	<b>5,842.11</b>	<b>6,577.00</b>	<b>-734.89</b>	<b>88.83%</b>
416.212 · LOAN PRINCIPAL (NON-OP)	0.00	36,474.00	-36,474.00	0.0%
419.1 · LOAN INTEREST (NON-OP)	0.00	12,692.00	-12,692.00	0.0%
<b>Total 6560 · PAYROLL EXPENSES ***</b>	<b>11,517.06</b>	<b>10,664.54</b>	<b>852.52</b>	<b>107.99%</b>
<b>Total Expense</b>	<b>69,114.93</b>	<b>167,392.50</b>	<b>-98,277.57</b>	<b>41.29%</b>

# CROCKETT SANITARY DEPARTMENT

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of the Crockett Community Services District

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TO: Commissioners  
FROM: General Manager   
SUBJECT: Mid-Year Budget Report for General Fund 3426  
DATE: January 6, 2020

The mid-year Crockett Sanitary Budget Report includes a summary 6-month budget report of the Crockett Sanitary Department Operating Fund 3426, Construction Fund 3427, and Capital Reserve Fund 3429. The adopted Fiscal Year (FY) 19/20 budget included total revenue of \$2,163,015, Operating & Maintenance (O&M) expenses of \$1,320,975, capital outlay allocation of \$1,353,790, and a contingency reserve of \$132,088. While a budget deficit for the Crockett Sanitary Department is not forecast it is important to review the 6-month budget report.

The initial draft budget for FY 20/21 will be developed next month with help from the Budget & Finance Committee. Staff has requested information from West County Wastewater District (WCWD) and C&H Sugar on their capital replacement and capital improvement projects at the Crockett Pump Station and Joint Treatment Plant for the remainder of this FY and for FY 20/21.

## HIGHLIGHTS:

- Sewer Use Charge (SUC) fee from C&H (#301.3) is over budget by \$47,472 because they double-paid their second quarterly SUC installment, in effect pre-paying their March 2020 quarterly installment.
- Port Costa Interfund Loan (#325.9) remains outstanding and they have been requested to consider full payment in March 2020.
- Auto-dialer alarm (#90.6) account tracks expenses related to the new Loring Pump Station cell alarm and telephone land line auto-dialer costs at the Main Crockett Pump Station.
- Repair of the sewer damaged near the JSHS bleachers was completed at a cost of \$6,900. JSHS paid for the work and this is reflected in Cost Recovery Income (#318) and Other Operating Costs (#95.2) which is why both have higher budget line items.
- Joint Treatment Plant (JTP) O&M costs (#411.50) remains the largest expense faced by the Crockett Sanitary Department. JTP costs are currently \$29,259 under budget. JTP Capital Replacement costs (#411.95) are also under budget as only a chlorine sampling pump was replaced to date. Historically C&H completes most of their capital replacement projects in the spring and summer.

- Fixed costs related to the Hosselkus Chapel acquisition are being paid by the Crockett Sanitary Department. Time spent by staff has been tracked as District expense and is split based on approved CSD allocation factors. Appraisal (#55.8) and consulting (#55.7) costs related to the acquisition will be partially recovered from other departments after the Board determines the allocation splits.
- Payroll O&M expenses of \$73,322 are slightly over budget due to the Assistant Sanitary Department Manager spending more of his time on Crockett Sanitary Department issues through November 2019. He has begun spending more of his time on Port Costa issues and this is expected to continue for at least a few months, resulting in payroll expenses for Crockett being lower which will result in meeting budget targets by year end.

**CAPITAL PROJECTS:**

Capital expenditures in the amount of \$47,528 have been spent through December 31, 2019, most of it on engineering costs related to capital projects that are currently under way or pending construction. Capital improvements completed at the JTP, the District's share being \$8,819, include replacement of a refrigerated sampler and meter pump. Enough capital funding exists to complete multiple capital sewer construction projects that will occur in the coming months. Any unspent capital outlay will roll forward to FY 20/21.

**SUMMARY:**

The attached budget report shows the Crockett Sanitary Department is managing its expenses well. Construction projects and related costs over the next 6 months will use approximately \$700,000 of the capital outlay allocation of \$1,353,790. The remaining outlay will be used for the Crockett Pump Station Motor Control Center (MCC) capital project. It does not appear the contingency reserve of \$132,088 will need to be used in FY 19/20. The unspent contingency and rate stabilization reserves will roll forward to next fiscal year on June 30, 2020.

**STAFF RECOMMENDATION:**

Staff recommends the Crockett Sanitary Commission receive the 6-month budget report.

The Crockett Sanitary Commission's Budget & Finance Committee should meet to discuss the FY 20/21 draft budget and form recommendations accordingly. Increased operations, maintenance, and capital expenses should be planned for in the coming years. Early indication is that there will be a need for a Sewer Use Charge increase in FY 20/21.

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**CROCKETT COMMUNITY SERVICES DISTRICT**  
**CVSAN Budget Report**  
July through December 2019

	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
<b>3426i · FUND 3426 CVSAN. Income***</b>				
301.1 · SEWER USE CHARGES - CY	1,329,081.44	1,328,293.00	788.44	100.06%
301.3 · SEWER USE CHARGES - C&H	143,225.20	95,483.47	47,741.73	150.0%
302 · PERMIT FEES	1,469.00	1,560.00	-91.00	94.17%
303 · CAPACITY CHARGES	2,425.00	2,425.00	0.00	100.0%
307 · PENALTIES FINES COLLECTED	0.00	500.00	-500.00	0.0%
318 · COST RECOVERY	6,980.16	877.82	6,102.34	795.17%
311 · INTEREST	37,035.63	36,764.81	270.82	100.74%
314 · PROPERTY TAXES trnsfr from 3240	173,882.11	173,882.11	0.00	100.0%
316 · ACCESS REPAIR PAYMENTS	7,662.84	7,682.00	-19.16	99.75%
320 · OTHER NON-OP INCOME	910.00	0.00	910.00	100.0%
325.8 · CONTRACTOR BONDS	1,000.00	2,000.00	-1,000.00	50.0%
325.9 · INTERFUND LOAN PAYMENT PCSAN	0.00	36,474.00	-36,474.00	0.0%
<b>Total 3426i · FUND 3426 CVSAN. Income***</b>	<b>1,703,671.38</b>	<b>1,688,913.21</b>	<b>14,758.17</b>	<b>100.87%</b>
<b>3426e · FUND 3426 CVSAN. Expense</b>				
<b>410 · COLLECTION SYSTEM *****</b>				
410.211 · LOAN PRINCIPAL	58,841.85	58,841.45	0.40	100.0%
410.25 · GAS, FUEL, OIL (DIST. VEHICLE)	524.83	500.02	24.81	104.96%
410.30 · INSURANCE	1,911.14	1,829.80	81.34	104.45%
410.50 · WEST COUNTY O&M (PS)	17,180.49	20,332.50	-3,152.01	84.5%
55.2 · Engineer	847.50	2,300.00	-1,452.50	36.85%
55.3 · Technician	1,650.00	2,900.00	-1,250.00	56.9%
410.65 · RENT/LEASE EASEMENTS	2,484.70	2,500.00	-15.30	99.39%
410.70 · MAINTENANCE	47,797.13	43,760.98	4,036.15	109.22%
90.6 · Autodialer alarm	1,381.38	0.00	1,381.38	100.0%
90.1 · Electricity	15,595.16	15,507.98	87.18	100.56%
90.2 · Water	514.04	567.00	-52.96	90.66%
95.1 · Capital Replacements (PS)	0.00	5,500.00	-5,500.00	0.0%
95.2 · Other Operating Costs	9,570.00	2,115.00	7,455.00	452.48%
95.2.5 · HHW collection/disposal	0.00	140.00	-140.00	0.0%
<b>Total 410 · COLLECTION SYSTEM *****</b>	<b>158,298.22</b>	<b>156,794.73</b>	<b>1,503.49</b>	<b>100.96%</b>
<b>411 · TREATMENT PLANT</b>				
411.50 · C&H - JTP O&M	330,802.29	360,061.50	-29,259.21	91.87%
411.95 · CAPITAL REPLACEMENT (Treat)	3,751.00	8,425.00	-4,674.00	44.52%
411.98 · CAP RESERVE Trnsf to 3427	32,000.00	32,000.00	0.00	100.0%
411.99 · CAPACITY CHARGE Trnsfr to 3427	2,425.00	2,425.00	0.00	100.0%
<b>Total 411 · TREATMENT PLANT</b>	<b>368,978.29</b>	<b>402,911.50</b>	<b>-33,933.21</b>	<b>91.58%</b>
<b>414 · ADMINISTRATIVE</b>				
414.35 · MEMBERSHIPS	4,650.43	4,700.00	-49.57	98.95%
414.40 · OFFICE Postal, Supplies, Misc.	1,939.80	2,108.54	-168.74	92.0%
55.8 · Appraisor	4,000.00	0.00	4,000.00	100.0%
55.7 · Consultants	2,447.86	300.00	2,147.86	815.95%
55.4 · Attorney	7,351.24	3,125.02	4,226.22	235.24%



**CROCKETT COMMUNITY SERVICES DISTRICT  
CVSAN Budget Report  
July through December 2019**

	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
55.5 · Auditor	3,135.17	2,250.00	885.17	139.34%
55.6 · Engineer	6,732.75	6,000.00	732.75	112.21%
414.60 · PRINTING/PUBLISHING	1,072.83	900.00	172.83	119.2%
414.80 · VEHICLE / TRAVEL REIMBURSEMENT	237.54	399.98	-162.44	59.39%
414.90 · TELEPHONE / INTERNET / CELL SERVICES	1,753.25	1,749.98	3.27	100.19%
414.94 · SOFTWARE SUBSCRIPTIONS	12,903.94	13,860.00	-956.06	93.1%
95.3 · County & State Charges	5,628.22	5,220.00	408.22	107.82%
95.4 · Refunds	0.00	500.00	-500.00	0.0%
95.5 · Recoverable expenses	12,652.02	7,200.00	5,452.02	175.72%
95.5r · Recoverable (Rec.)	11.37	50.02	-38.65	22.73%
95.5p · Recoverable (PCSan)	88.15	39.98	48.17	220.49%
95.5m · Recoverable (Maint.)	0.00	9.98	-9.98	0.0%
95.8 · Other Misc. Admin.	223.76	249.98	-26.22	89.51%
95.9 · Training and Conferences	1,376.48	1,000.00	376.48	137.65%
<b>Total 414 · ADMINISTRATIVE</b>	<b>66,204.81</b>	<b>49,663.48</b>	<b>16,541.33</b>	<b>133.31%</b>
423.1 · LOAN INTEREST (Non-op)	12,596.52	12,596.48	0.04	100.0%
423 · OTHER NON-OP EXPENSES - Bonds	1,000.00	1,000.00	0.00	100.0%
6560 · PAYROLL EXPENSES	73,322.49	68,344.54	4,977.95	107.28%
<b>Total 3426e · FUND 3426 CVSAN. Expense</b>	<b>680,400.33</b>	<b>691,310.73</b>	<b>-10,910.40</b>	<b>98.42%</b>
<b>Net Ordinary Income Fund 3426</b>	<b>1,023,271.05</b>	<b>997,602.48</b>	<b>25,668.57</b>	<b>102.57%</b>
3427i · FUND 3427 CVSAN. Income***				
303x · FUND 3427 Trns capacity charges	2,425.00	2,425.00	0.00	100.0%
304x · FUND 3427 Trns for Reserve	32,000.00	32,000.00	0.00	100.0%
311x · FUND 3427 LAIF Interest (Non-op)	10,999.57	9,691.17	1,308.40	113.5%
<b>Total 3427i · FUND 3427 CVSAN. Income***</b>	<b>45,424.57</b>	<b>44,116.17</b>	<b>1,308.40</b>	<b>102.97%</b>
3427e · FUND 3427 SAN. Expense***				
414.95x · FUND 3427 service charges	38.00	51.00	-13.00	74.51%
<b>Total 3427e · FUND 3427 SAN. Expense***</b>	<b>38.00</b>	<b>51.00</b>	<b>-13.00</b>	<b>74.51%</b>
<b>Net Other Income Fund 3427</b>	<b>45,386.57</b>	<b>44,065.17</b>	<b>1,321.40</b>	<b>103.0%</b>
3429i · FUND 3429 CVSAN. Income***				
311y · FUND 3429 LAIF Interest (Non-op)	870.89	843.70	27.19	103.22%
<b>Total 3429i · FUND 3429 CVSAN. Income***</b>	<b>870.89</b>	<b>843.70</b>	<b>27.19</b>	<b>103.22%</b>
3429e · FUND 3429 SAN. Expense***				
414.95y · FUND 3429 service charges	4.00	4.00	0.00	100.0%
<b>Total 3429e · FUND 3429 SAN. Expense***</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Net Other Income Fund 3429</b>	<b>866.89</b>	<b>839.70</b>	<b>27.19</b>	<b>103.24%</b>