

# CROCKETT COMMUNITY SERVICES DISTRICT

Regular Business Meeting  
AGENDA FOR WEDNESDAY, MAY 22, 2019

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

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1. CALL TO ORDER – ROLL CALL
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:  
*(The Board is prohibited from discussing items not on this agenda. Matters brought up that are not on the agenda may be referred to staff for action or calendared on a future agenda.)*
4. REPORTS FROM COMMISSIONERS:  
*(This item is typically for exchange of information only. No action will be taken at this time.)*
5. PUBLIC HEARING:
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 April 24, 2019.
  - b. Approve payment of District bills.
  - c. Receive Minutes of Commissions and Committees.
  - d. Receive Status Reports on outstanding District and department items.
  - e. Receive letter sent to Contra Costa County LAFCO, comments on Chapter 21 – Crockett CSD MSR.
  - f. Receive letter sent to State Lands Commission in support of the CCRCD and Carquinez Recover the Waterfront.
  - g. Receive Agency Comment letter sent to Department of Conservation Department; County File #LP19-2017 land use application for public park along waterfront.
  - h. Receive draft letter from the Board of Supervisors to State Lands Commission, request to proceed to seek a new commercial tenant for 501 Port Street, Crockett.

9. ADMINISTRATIVE:

- a. Consider consent Items removed from Consent Calendar.
- b. Review and authorize the release of a Request for Proposal (RFP) seeking contractual services for financial audit for fiscal year 2018-19 with option to renew for two additional fiscal years periods, 2019-20 and 2020-21, to be circulated for competitive bidding.
- c. Consider Resolution No. 18/19-18 authorizing the General Manager to renew group short and long-term disability insurance with the Lincoln National Life Insurance Company.
- d. Consider Resolution No. 18/19-19 levying an annual Recreation Special Tax for FY 2019/20 in the amount of \$110.00 on all residential parcels.
- e. Consider Resolution No. 18/19-20 confirming publication of Ordinance No. 19-1 establishing informal bidding procedures under the Uniform Public Construction Cost Accounting Act.
- f. Approve Additional Services Request (ASR) #2 with Holmes Structures in the amount of \$4,000 for Memorial Hall structural engineering design services to provide deep foundation system utilizing drilled, cast-in-place concrete piers with structural drawings, calculations, and specifications sufficient for bidding. Include in approval motion directing staff to develop bid documents for project identified as Seismic Phase 1 MH-1901.

10. BUDGET AND FINANCE:

Consider monthly Summary Worksheets and Investment Reports and staff report on financial matters.

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 – Members Barassi, Bartlebaugh, Burnett, Cusack, Sutton and Wilson
- b. Budget & Finance Committee – Members Mackenzie and Peterson
- c. Ad Hoc Committees:
- d. Inter-agency meetings:

12. FUTURE AGENDA ITEMS:

Public hearing to approve the rate charges and method of collection (June).  
Adopt budget for FY 2019/20 (June).  
Adopt annual appropriations limit (June)  
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.  
Consider Ad Hoc Committee on long range planning.

13. BOARD COMMENTS:

14. ADJOURNMENT to June 26, 2019

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.

# PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525  
Telephone (510) 787-2992  
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TO: Port Costa Sanitary Commission / Board of Directors  
FROM: Dept. Manager James Barnhill *JB*  
SUBJECT: Port Costa Sanitary Department Managers Report for April 2019  
DATE: May 1, 2019

The Port Costa Sanitary Department Managers Report highlights items of interest in April 2019.

## Operation and Maintenance

- No Sanitary Sewer Overflows (SSO's) occurred in April.
- Operators reported they will remove the weeds over the next two weeks.
- Mr. McDonald responded to an intrusion alarm at the WWTP for skateboarders.
- Identified location in relation to sewer main behind 92 Canyon Lake Drive.


## Administrative

- District entered into an Access & Repair agreement with owner at 42 Canyon Lake Drive for lateral replacement. District paid invoice in the amount of \$6,400 to Sewer Works, Inc. To be recovered over three years on tax roll.
- Received request from a District Board Director to tour Port Costa treatment facilities.
- Meeting with property owner on Prospect Ave regarding easement dispute.

# 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: May 9, 2019

The Crockett Sanitary Department Managers Report highlights items of interest that occurred between April 11, 2019 and May 8, 2019.

## Operation and Maintenance

- There was one Category 3 (lowest rating) Sanitary Sewer Overflows (SSO) reported in April due to paper hung up on offset in sewer at the top of 2<sup>nd</sup> Ave., 18 gallons spill at manhole.
- Staff responded to eleven incidents during April with the majority of the calls involving float and pump alarms at the Loring station. Floats were replaced April 23 and there have been no alarms since.
- Graffiti was tagged on the EQ garage, tank, and old control building. Individual was apprehended for trespassing and will be working with the District to paint over the graffiti on the tank later this month.

## Capital Improvements / Projects

- Horizontal Directional Drilling and PVC gravity sewer pipe specifications developed in conjunction with V.W. Housen & Associates, PE.
- Loring sewer repair project near library expanded to full line replacement, major tree roots and unmarked utilities prohibited spot repair; 100' of HDPE installed C-14-01 to C-00-14.

## Administrative/Financial:

- Access & Repair Agreement offered to prospective buyer of 154 Duperu Drive.
- C&H invoiced final quarterly FY 18/19 sewer use fee.
- Service agreement with ServiceMaster Restore executed.
- General Manager McDonald spent approximately 50% of his time towards Crockett Sanitary Department operations and 6% on Capital Projects in April. The rest of his time was spent on District business 30%, Recreation and PLC 8%, Maintenance 2%, and Port Costa 4%. He worked a total of 164 hours in April, excluding vacation and sick leave.
- Assistant Sanitary Department Manager Barnhill spent approximately 69% of his time on Crockett Sanitary Department operations and 11% of his time on Capital Projects. The rest of his time, 20%, was spent on Port Costa issues.

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# CROCKETT COMMUNITY SERVICES DISTRICT

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## MINUTES OF REGULAR MEETING, APRIL 24, 2019

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by President Peterson. Present were Board Members Barassi and Sutton, along with District Counsel Rachel Hundley, General Manager McDonald, Recreation Department Manager Wilson, Assistant Sanitary Dept. Manager Barnhill, and Assistant Secretary Witschi. Also present were Sanitary Commissioners Bartlebaugh and Wais. Directors Kirker and Mackenzie were absent.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. REPORTS FROM COMMISSIONERS: None
- 5.a. PUBLIC HEARING - CUPCCAA: Mr. McDonald reported this ordinance is to establish informal bidding procedures. He said Ordinance 19-1 has been published in the West County Times and resolution electing to be subject to alternative bidding and Uniform Public Construction Cost Accounting Act procedures has been sent to the State Controller's Office. Director Peterson opened the hearing for public comments. Having heard all who wished to speak on this subject, Director Peterson closed the hearing. Director Peterson said on the first page of the ordinance the last item under number 2 he would like the District Board to approve the contracts rather than the General Manager. Director Sutton asked if there a ceiling amount the commission can approve. Mr. McDonald said the ceiling amount is approved during the budget process. A motion to establish informal bidding procedures under the California Uniform Public Construction Cost Accounting Act (CUPCCAA) and the adoption of Ordinance No. 19-1 to be added to Crockett Community Services District Code, as amended, carried unanimously (es/lb).
- 5.b. PUBLIC HEARING - MSR: Mr. McDonald presented the Contra Costa Local Agency Formation Commission (LAFCO) Draft Municipal Service Review (MSR) update that has been released for review. Mr. McDonald said the update contains no boundary changes or suggested changes in services we provide. Director Peterson opened the hearing for public comments. Director Sutton asked about unfunded pension obligations on page 21-18. Mr. McDonald said State government has been requiring local governments to be more transparent. The unfunded pension obligation is primarily due to CalPERS actuarial assumptions on investments not being met. The District receives a bill on its share of unfunded pension liability annually and it is included in the budget as a payroll expense. Having heard all who wished to speak on this subject, Director Peterson closed the hearing. Director Peterson asked about statement "The CSD's reserve goal is unknown." Mr. McDonald said this section was specifically discussing Port Costa and not the entire District. Director Peterson said CSD does not provide solid waste services. He also said there are properties off Vista Del Rio that are on septic tank but may be extended to public sewers someday. Mr. McDonald said he will submit a comment letter to LAFCO to ask for these items to be clarified in the final MSR.

**6. REPORT OF DISTRICT COUNSEL:** District Counsel Rachel Hundley introduced herself and gave a brief overview of her work history and said she is excited to be here.

**7.a. RECREATION DEPT. REPORT:** The Board had received the Minutes of March 4 and March 25. Mr. Wilson reported he received a call from the detective working on the pool break in. The detective said the District Attorney has filed commercial burglary charges. Mr. Wilson reported this is the third summer we have met our lifeguard requirements and we are fully staffed. There is a public meeting on Wild Fires at the Community Center on Thursday, April 25 from 6:00 – 8:30 pm.

**7.b. MAINTENANCE DEPARTMENT:** Mr. McDonald reported he gave authority to Kent Peterson to reach out to Caltrans for the outstanding Bridgehead related projects in part to limit staff expenses. Commissioner Bartlebaugh said he did volunteer work at the Bridgehead, as part of Crockett Public Services, on Tuesday, April 23 from 8:00 am – 2:00 pm.

**7.c. PORT COSTA SANITARY DEPT.:** The Board had received the Minutes of March 13 and March 26. Mr. Barnhill reported there were no Sanitary Sewer Overflows (SSO's) in March. He said H&R Plumbing repaired manhole P-00-00A, concrete structure and steel ring/lid were failing. Chemical tanks and secondary containment were installed at the Wastewater Treatment Plant (WWTP). The installation of secondary containment for the tote at the septic tank and the tanks at the WWTP were reported to the Regional Water Quality Control Board via email. The tentative draft of the second Nutrient Discharge Permit has been received. Director Peterson asked Mr. Barnhill for clarification on what the two Biochemical Oxygen Demand (BOD) exceedences that occurred in January were. Mr. Barnhill said the operator's have not identified any specific cause. He said during the BOD exceedences timeframe there was high flow and cold weather.

**7.d. CROCKETT SANITARY DEPT.:** The Board had received the Minutes of March 20. Mr. McDonald reported West County Wastewater District (WCWD) treatment plant has a new acting supervisor who also oversees our Crockett pump station. Staff is bringing him up to speed on outstanding maintenance projects at the pump station. Mr. McDonald said that reports from C&H and WCWD are not handed out to the Board, only the Sanitary Commission, and that those details are in the Sanitary Commission packet if the Board is interested in additional details. The Board is okay with staff continuing this practice. The service agreement with ServiceMaster Restore has been executed to give staff resources if needed for sewer spill cleanups.

**7.e. STAFF REPORT ON GOVERNMENTAL MATTERS:** Mr. McDonald reported AB 1672 which generally regulates the disposal, management and recycling of solid waste is moving through the legislature. This bill would, on or after January 1, 2021, prohibit a covered entity, as defined, from labeling a covered product as safe to flush, safe for sewer systems, or safe for septic systems, unless the product is a flushable wipe that meets certain performance standards. The bill would require nonflushable products to be labeled clearly and conspicuously to communicate that they should not be flushed.

**7.f. STAFF ANNOUNCEMENTS:** Mr. McDonald reported he attended the Bay Area Clean Water Agency (BACWA) hosted Manager's Roundtable meeting on April 5 in Oakland. He said iBank, an Infrastructure State Revolving Fund (SRF) Program provides financing to public agencies and could serve as a source of revenue as the Federal government shrinks funding to States for their own SRF programs. He said he also attended the Heat Illness Prevention

Training on April 23 and said changes to the District's Illness and Prevention Training program will be required.

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

- b. Approve payment of District bills (warrants Rec. 7966-7982; PCSan, 1090-1098; CVSan 5838-5855).
- c. Receive Minutes of Commissions and Committees.

**9.a. CONSENT ITEM REMOVED:** Item 8.a. Minutes of March 27, 2019. Director Barassi said under item 7.b. Maintenance Department – It says, "Mr. Barassi says he does not see the need for the committee because we are now approaching the construction aspect of the Memorial Hall rehabilitation and believes this should be handled at a staff level." What it should say is "let's discuss why we have this committee." A motion to approve the Minutes of March 27, 2019, as amended, carried unanimously (lb/es).

**9.b. INSURANCE REPORT:** Mr. McDonald reported the Crockett Community Services District (CSD) is insured through the California Sanitary Risk Management Authority (CSRMA) care of Alliant Insurance Services, Inc. The District has both property insurance and commercial package policies. The Recreation Budget & Finance Committee raised a few concerns including limits of excess liability. There was concern by the Recreation Commission that the total liability limit of \$5M would not be enough to cover someone who gets severely injured requiring life-long care. The carrier underwriter can increase the Excess Liability coverage to \$9 giving CSD a total of \$10M in liability coverage for an additional \$2,500 annually. Director Sutton said an additional \$2,500 annually is not that much to pay for an additional \$5M in coverage annually. A motion to approve General Liability Insurance report and increase Excess Liability coverage from \$4M to \$9M as supported by the Recreation, Port Costa, and Commissions carried unanimously (es/lb). Mr. McDonald will bring the question on allocation of property insurance premium to the District, Budget & Finance Committee and invite a representative from each Commission to contribute to the discussion.

**9.c. REGIONAL GOVERNMENT SERVICES AUTHORITY (RGS):** Mr. McDonald presented an Agreement for Management and Administrative Services between CCSD and RGS. He said RGS will be able to provide training to all employees on sexual harassment in the workplace along with other Human Resources (HR) and administrative support. Mr. McDonald reported the agreement has been reviewed by District Counsel. Director Sutton said she has concerns about using them for more services than needed. Director Peterson said he thinks the Board members should attend training also. A motion to approve entering into agreement with Regional Government Services Authority (RGS) to provide administrative and HR assistance to the District as needed carried unanimously (lb/es).

**10.a. FINANCIAL REPORT:** The monthly statements of District finances and reports on investments were examined by the Board. Mr. McDonald reported County property tax conversion in Fund 3240 occurred on April 15. The current Local Agency Investment Fund interest rate is 2.55%.

**10.b. PRELIMINARY BUDGET AND SETTING DATE FOR PUBLIC HEARING:** Mr. McDonald reported there are very few changes from the prior reviewed draft budget. He said the LED lighting capital improvement project in the auditorium is not going to be pursued. The format

of the Maintenance Department of the budget layout has been changed and now includes an overview summary page and separate budget pages for the Memorial Hall, Bridgehead/Landscaping and Plaza/Street Light/Fence cost centers. Director Peterson called for a public hearing to consider adoption of the budget for FY 2019/2020 to be held on June 26. Director Barassi said he will be on vacation and will miss the meeting.

10.c. SEWER USE CHARGE: Mr. McDonald reported that based on budget review he does not see a need to undertake a Sewer Use Charge (SUC) Study Report for Crockett or Port Costa. This recommendation has been shared with Port Costa and Crockett Sanitary Commissions. A motion to hold off SUC rate increases for the towns of Port Costa and Crockett for FY 2018/19 as recommended by the Port Costa and the Crockett Sanitary Commissions, confirming suspension of SUC study report operation for FY 2018/19, and confirming requirements of Prop. 218 do not apply as no rate increase will be imposed carried unanimously (lb/es).

10.d. OVERRULING OBJECTIONS TO THE METHOD OF COLLECTION - CROCKETT: A question was raised asking if a public hearing is required. This item has been tabled to a future agenda to allow staff to research with counsel and bring back to the Board.

10.e. OVERRULING OBJECTIONS TO THE METHOD OF COLLECTION – PORT COSTA:  
Continued to a future agenda.

10.f. REALLOCATING FUNDS: Mr. McDonald reported the Recreation Department's unrestricted operations and maintenance fund has been growing steadily over the last few years as the annual contingency reserves in the budget have not been spent. He said multiple capital projects have been identified over the next five years that should be undertaken. A motion to approve Resolution No. 18/19-15 reallocating \$250K from the Recreation operating fund to the Recreation capital improvement fund carried unanimously (lb/es).

10.g. FISCAL SPONSORSHIP: Mr. McDonald reported the District accepts requests to act as fiscal sponsor for Crockett Community Foundation (CCF) grant applicants who are not tax-exempt charities. Up until now no formal policy exists on getting Board approval and requests have been considered on a case by case basis. It would be helpful to have a policy that will guide staff. He said this policy presented entails receiving charitable grants from CCF, managing and dispensing that money responsibly, and ensuring that all requirements of grant agreements are met by the grant applicant, including all required grant reports and final accounting for grant projects to the satisfaction of CCF. Director Barassi said he believes staff time should be reimbursed by the applicant. Mr. McDonald said he will include that requirement to the policy. A motion to approve Resolution No. 18/19-18 establishing a policy on fiscal sponsorship for Crockett Community Foundation Grant applicants who are not tax-exempt charities, as amended, carried unanimously (es/lb).

11.a. PERSONNEL COMMITTEE REPORT: None

11.b. BUDGET & FINANCE COMMITTEE REPORT: None

11.c. AD HOC COMMITTEE REPORTS: None

11.d. INTER-AGENCY MEETINGS: None



11. FUTURE AGENDA ITEMS:

- Consider annual Recreation Special Tax for FY 2019/20 (May).
- Resolution Demanding Preservation of Historic Building and Access to Waterfront (May).
- Adopt budget for FY 2019/20 (June).
- 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.

12. BOARD COMMENTS: Director Barassi said he doesn't support capacity charges when Accessory Dwelling Units are created. He also said that, for Port Costa, most of the town's sewers and homes were developed prior to mapping and subdivision of the town. He said the District should proceed with caution on action against Port Costa property owners who have sewer lines under building structures without the District having clear legal descriptions. We should not rely on prescriptive rights alone.

13. ADJOURNMENT: The meeting was adjourned at 9:10 PM until May 22, 2019.

Respectfully submitted,



Susan Witschi  
April 30, 2019

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**  
Auditor's Date: 5/17/19 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3426 - CV SANITARY - O&amp;M</b>				
05/17/2019	STATE COMPENSATION IN...	Workers Comp	415.79	5866
05/17/2019	BAY AREA NEWS GROUP	Publ. 19-1 public hearing ...	236.00	5867
05/17/2019	MEYERS NAVE	Attorney general advice April 2019 ...	734.54	5868
05/17/2019	Aqua Natural Solutions	Microbe Lift solution - invoice 4579	378.33	5869
05/17/2019	L.R. PAULSELL CONSULTI...	Loring sewer project and hydro clea...	46,095.42	5870
05/17/2019	WEST COUNTY RESOURC...	HHW disposal fee - l...	85.00	5871
05/17/2019	U.S. BANK	Various	1,588.51	5872
Total FUND 3426 - CV SANITARY - O&M			49,533.59	
<b>TOTAL</b>			<b>49,533.59</b>	

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**  
Auditor's Date: 5/17/19 Fund: 324100 Account: 0830

Date	Name	Memo	Credit	Num
<b>FUND 3241 - RECREATION</b>				
05/17/2019	STATE COMPENSATION INS...	Workers Comp	783.71	8006
05/17/2019	BAY AREA NEWS GROUP	Publish Ord 19-1 hearing notice Statement 1...	137.30	8007
05/17/2019	MEYERS NAVE	General attorney advice April 2019 invoice 2...	389.64	8008
05/17/2019	ASCAP	Music program permit annual 1/1-18 to 12/31...	230.00	8009
05/17/2019	G & C Refrigeration Inc.	Turbo-air glass door repair - Invoice 3323	290.73	8010
05/17/2019	Delta One Security, Inc.	Security - invoice 3780	213.84	8011
05/17/2019	TERRACARE ASSOCIATES	Landscaping services	2,171.00	8012
05/17/2019	PG&E	Gas & Electricity	1,517.74	8013
05/17/2019	UNIVERSAL BUILDING SER...	Janitorial service April 2019	1,271.00	8014
05/17/2019	HARIKESH SHRI-SHASHITH...	Reimburse LG cert & non-cashed paycheck	306.75	8015
05/17/2019	Yessenia Escamilla	Cleaning and damage deposit refund	655.00	8016
05/17/2019	Christian Mercado	Cleaning and damage deposit refund	700.00	8017
05/17/2019	Resource Conservation District	Cleaning and damage deposit refund	550.00	8018
05/17/2019	Jaime Reyes	Cleaning and damage deposit refund	700.00	8019
05/17/2019	Sierra Chemical Company	Pool chemicals - invoice 122026 from 1/1/19	491.67	8020
05/17/2019	NorCal Lifeguard Training	Lifeguard classes - Invoice 14	2,875.00	8021
05/17/2019	Don Barton	Replace toilet girls bathroom - invoice 324335	125.00	8022
05/17/2019	HARLEY W. MANDICINO	Paycheck May 1-15	315.47	8023
05/17/2019	TREVOR B. DEES	Paycheck May 1-15	199.92	8024
05/17/2019	KARA D. BROWN	Paycheck May 1-15	94.19	8025
05/17/2019	DOLORES M. MORALES	Paycheck May 1-15	626.66	8026
05/17/2019	KATELYNN M. CLEMONS	Paycheck May 1-15	542.93	8027
05/17/2019	SUSAN G. WITSCHI	Paycheck May 1-15	1,741.47	8028
05/17/2019	U.S. BANK	Merchant fridge & various	5,655.67	8029
Total FUND 3241 - RECREATION			<u>22,584.69</u>	
TOTAL			<u><u>22,584.69</u></u>	

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

Auditor's Date: 5/17/19 Fund: 342500 Account: 0830

Date	Name	Memo	Credit	Num
<b>FUND 3425 - PC SANITARY - O&amp;M</b>				
05/17/2019	Valley Operators, LLC	Contract monthly svcs WWTP	4,000.00	1101
05/17/2019	BAY AREA NEWS GROUP	Publ.Ord 19-1 Hearing St...	26.30	1102
05/17/2019	MEYERS NAVE	Attorney general advice April 2019 invo...	74.62	1103
05/17/2019	U.S. BANK	Eurofin lab, alarm, office supplies	869.79	1104
Total FUND 3425 - PC SANITARY - O&M			<u>4,970.71</u>	
<b>TOTAL</b>			<u>4,970.71</u>	

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**  
Auditor's Date: 5/17/19 Fund: 324200 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3242 - MAINTENANCE</b>				
05/17/2019	U.S. BANK	WoH flyer & assoc. postage	474.95	417
05/17/2019	RONALD D. WILSON	Reimburse WWI Armistice photo books	77.44	418
Total FUND 3242 - MAINTENANCE			552.39	
<b>TOTAL</b>			<b>552.39</b>	

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**  
Auditor's Date: 5/6/19 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3426 - CV SANITARY - O&amp;M</b>				
05/06/2019	DALE A. McDONALD	Payroll April 2019	3,777.45	5856
05/06/2019	JAMES G. BARNHILL	Payroll April 2019	4,295.24	5857
05/06/2019	UNITED STATES TREASU...	Fed Payroll Tax Liability	1,228.48	5858
05/06/2019	EMPLOYMENT DEVELOP...	State Tax Liability	320.07	5859
05/06/2019	CalPERS Public Employees ...	CalPERS Retir., 457, unfunded li...	4,237.61	5860
05/06/2019	LINCOLN FINANCIAL GRO...	LTD Insurance 5/1 to 5/31 cover...	120.12	5861
05/06/2019	AT&T (Phone)	Office phone and fax	130.45	5862
05/06/2019	L.R. PAULSELL CONSULTI...	Emergency hydro SSO #19-2	230.00	5863
05/06/2019	PG&E	Electricity	2,524.52	5864
05/06/2019	WEST COUNTY WASTEWE...	Contract services March	3,892.89	5865
Total FUND 3426 - CV SANITARY - O&M			20,756.83	
<b>TOTAL</b>			<u>20,756.83</u>	

*Kent Peterson*

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

Auditor's Date: 5/6/19 Fund: 324100 Account: 0830

Date	Name	Memo	Credit	Num
<b>FUND 3241 - RECREATION</b>				
05/06/2019	RONALD D. WILSON	Payroll April 2019	2,402.93	7983
05/06/2019	KATELYNN M. CLEMONS	Payroll April 16-30	311.69	7984
05/06/2019	SUSAN G. WITSCHI	Payroll April 16-30	1,694.86	7985
05/06/2019	DOLORES M. MORALES	Payroll April 16-30	600.69	7986
05/06/2019	HARLEY W. MANDICINO	Payroll April 16-30	42.94	7987
05/06/2019	TREVOR B. DEES	Payroll April 16-30	105.93	7988
05/06/2019	UNITED STATES TREASURY (...)	Fed Payroll Tax Liability	1,081.98	7989
05/06/2019	EMPLOYMENT DEVELOPMEN...	State Payroll Tax Liability	108.52	7990
05/06/2019	CalPERS Public Employees Ret...	CalPERS Retirement, 457, unfunded liabil...	1,544.57	7991
05/06/2019	LINCOLN FINANCIAL GROUP	LTD Insurance 5/1 to 5/31	69.29	7992
05/06/2019	Alhambra & Sierra Springs	Water for office	9.76	7993
05/06/2019	ARMOR LOCKSMITH SERVICES	Repair trilogy locks - invoice 53132	240.00	7994
05/06/2019	AT&T (Phone)	Telephone for center and pool	324.23	7995
05/06/2019	Construct Your Image	Uniforms - invoice 1442	1,109.56	7996
05/06/2019	JetMulch	Playground wood fiber installed - invoice ...	4,124.59	7997
05/06/2019	Sierra Chemical Company	Pool chemicals	908.73	7998
05/06/2019	LESLIE'S POOL SUPPLIES	Pool chemicals invoice 137-01-018989	105.87	7999
05/06/2019	LINCOLN AQUATICS	Diving board - invoice D8634959	4,573.81	8000
05/06/2019	PG&E	Gas & electricity center and pool	2,200.97	8001
05/06/2019	RONALD D. WILSON	Reimbursement mileage and stolen drill	239.40	8002
05/06/2019	DOLORES M. MORALES	Reimbursement for mileage April 2019	47.56	8003
05/06/2019	Henrietta Farias	Refund of cleaning damage deposit balan...	270.00	8004
05/06/2019	Melanie Davila	Cleaning and damage deposit refund	700.00	8005
Total FUND 3241 - RECREATION			<u>22,817.88</u>	
<b>TOTAL</b>			<u><b>22,817.88</b></u>	

*Kent Peterson*

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**  
 Auditor's Date: 5/6/19 Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3425 - PC SANITARY - O&amp;M</b>				
05/06/2019	Sewer Works	Recoverable for 42 Canyon Lake Drive ...	6,400.00	1099
05/06/2019	PG&E	Electricity WWTP	300.97	1100
Total FUND 3425 - PC SANITARY - O&M			6,700.97	
<b>TOTAL</b>			<b>6,700.97</b>	

*Kent Peterson*



## CROCKETT COMMUNITY SERVICES DISTRICT US Bank Transaction Journal

Date	Num	Memo	Account	Class	Debit	Credit
05/17/2019	5872	Various	FUND 3426 - CV SANITARY - O&M			1,588.51
		Mini-Moos for Disitric office	40.2 · Supplies	CVSAN	9.99	
		Sledge hammer, mag hook, various Home Depc	70.3 · Hardware	CVSAN	39.22	
		Parking Oakland mgr meeting	414.95 · OTHER ADMIN	CVSAN	7.00	
		Project drawing printing from Staples	95.2 · Other Operating Costs	CVSAN	7.04	
		Project drawing printing from Staples	95.2 · Other Operating Costs	CVSAN	28.67	
		Out of office sign for District office	40.2 · Supplies	CVSAN	4.71	
		Tables 4G LTE monthly service	90.5 · Internet	CVSAN	43.24	
		Emergency cell phone service	90.4 · Cell phone	CVSAN	37.26	
		parking Oakland HIPP training	95.9 · Training and Conferences	CVSAN	16.00	
		Google monthly service	90.5 · Internet	CVSAN	20.83	
		CSDA leadership training for Emma - will be rei	95.5 · Recoverable expenses	CVSAN	900.00	
		Nitrile gloves and usb mouse	40.2 · Supplies	CVSAN	55.87	
		sodas for office	40.2 · Supplies	CVSAN	35.83	
		postage for agenda	40.1 · Postal	CVSAN	8.00	
		Share of toner cartridges	40.2 · Supplies	CVSAN	220.74	
		water for office	40.2 · Supplies	CVSAN	6.24	
		paper	40.2 · Supplies	CVSAN	55.13	
		AT&T internet	90.5 · Internet	CVSAN	55.00	
		postage for ServiceMaster agreement mailing	40.1 · Postal	CVSAN	1.90	
		paper and other office supplies	40.2 · Supplies	CVSAN	34.09	
		postage for RGS agreement mailing	40.1 · Postal	CVSAN	1.75	
					1,588.51	1,588.51
					1,588.51	1,588.51
05/17/2019	1104	Eurofin lab, alarm, office supplies	FUND 3425 - PC SANITARY - O&M			869.79
		Eurofin lab testing invoice 1433817	56.7pc · Lab testing	PCSAN	795.00	
		alarm phone	91.6pc · Phone Alarm System	PCSAN	37.26	
		toner cartridge	41.2pc · Supplies	PCSAN	30.04	
		paper	41.2pc · Supplies	PCSAN	7.49	
					869.79	869.79
					869.79	869.79
05/17/2019	417	WoH flyer & assoc. postage	FUND 3242 - MAINTENANCE			474.95
		Postage for WoH direct mailing	5160m · PROGRAMS	MAINT:Memo	345.20	
		Postage for WoH direct mailing	5160m · PROGRAMS	MAINT:Memo	22.63	
		Cardstock paper for WoH flyers	5160m · PROGRAMS	MAINT:Memo	107.12	
					474.95	474.95
					474.95	474.95
Date	Num	Memo	Account	Class	Debit	Credit
05/17/2019	8029	Merchant fridge & various	FUND 3241 - RECREATION			5,655.67
		Pool keys	5146 · Pool maint. supplies	REC:Pool	10.87	
		Lifepack express charge	5131 · Building maint. supplies	REC:CommC	122.75	
		Harbor Freight rubber tire	5133 · Bldg. repair supplies & hdwe	REC:Pool	34.76	

**CROCKETT COMMUNITY SERVICES DISTRICT  
US Bank Transaction Journal**

Blade for Diving Board installation	5165.9e · Other Operating Costs	REC:Pool	21.72	
Insect spray and other Home Depot	5146 · Pool maint. supplies	REC:Pool	51.03	
taping knives and flex straws	5140 · Landscape supplies	REC:Park	14.68	
Refrig. Merchant glass door	5165.5 · Capital Replacements	REC:Pool	2,381.51	
Glass rack hex shape	5131 · Building maint. supplies	REC:CommC	75.36	
Parking charge	5165.9e · Other Operating Costs	REC:CommC	2.25	
texture blocks and LED bulbs	5131 · Building maint. supplies	REC:CommC	134.21	
Mulch	5140 · Landscape supplies	REC:Park	36.69	
Hose repair	5146 · Pool maint. supplies	REC:Pool	26.58	
shelf liner	5146 · Pool maint. supplies	REC:Pool	9.24	
parking	5165.9e · Other Operating Costs	REC:CommC	6.00	
ADA toilet for girls restroom at pool	5165.5 · Capital Replacements	REC:Pool	483.85	
shelves for pool office	5133 · Bldg. repair supplies & hdwe	REC:Pool	40.99	
pool storage shelving	5165.5 · Capital Replacements	REC:Pool	174.19	
new locks	5133 · Bldg. repair supplies & hdwe	REC:Park	95.57	
Humanity scheduling app annual subscription	5070 · SOFTWARE SUBSCRIPTIO	REC:Pool	768.00	
Open/Close sign for office	5173 · Furnishings& Equipment	REC:CommC	5.95	
Tablet 4G LTE service	5060 · TELEPHONE / INTERNET	REC:Pool	13.24	
Credit for return of patio chair leg protectors	5146 · Pool maint. supplies	REC:Pool		112.32
Soap dispenser	5136 · Janitorial services	REC:Park	26.89	
gloves, wipes, squeegee	5135 · Janitorial supplies	REC:CommC	92.26	
soap dispensers	5146 · Pool maint. supplies	REC:Pool	92.60	
candy for office	5172 · Supplies	REC:CommC	5.78	
paper towels and trash bags	5135 · Janitorial supplies	REC:CommC	249.87	
batteries	5131 · Building maint. supplies	REC:CommC	41.20	
soap dispenser	5135 · Janitorial supplies	REC:Park	26.89	
various office supplies	5172 · Supplies	REC:CommC	23.33	
Patio furniture insert cups for pool chairs	5146 · Pool maint. supplies	REC:Pool	214.80	
Shop Vac bag .	5146 · Pool maint. supplies	REC:Pool	44.98	
Moisterizing oil and fiber broom	5136 · Janitorial services	REC:CommC	48.27	
Share of printer toner	5172 · Supplies	REC:Admin	57.73	
paper	5172 · Supplies	REC:Admin	14.42	
extender for glass racks	5131 · Building maint. supplies	REC:CommC	35.38	
AT&T internet	5060 · TELEPHONE / INTERNET	REC:Pool	55.00	
paper and other office supplies	5172 · Supplies	REC:Pool	56.32	
surface wipes and painters tape	5135 · Janitorial supplies	REC:CommC	51.93	
water and sodas for office	5172 · Supplies	REC:CommC	30.78	
broom and dustpan set	5146 · Pool maint. supplies	REC:Pool	23.97	
mop pads	5136 · Janitorial services	REC:CommC	16.59	
lobby dustpan	5135 · Janitorial supplies	REC:CommC	13.14	
tape dispenser	5172 · Supplies	REC:Admin	13.96	
postage for agenda packets	5171 · Postal	REC:Admin	3.35	
Costco Richmond 4/6 - get receipt	5170 · OFFICE	REC:CommC	19.11	
			<u>5,767.99</u>	<u>5,767.99</u>
			<u>5,767.99</u>	<u>5,767.99</u>

# CROCKETT RECREATION COMMISSION

of the Crockett Community Services District

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## MINUTES OF REGULAR MEETING, APRIL 1, 2019

1. CALL TO ORDER: The meeting was called to order at 6:04 PM by Vice-Chair Airoidi. Present were Commissioners Botta, Choquette, Scheer and Valentini, along with General Manager McDonald, Department Manager Wilson and Facilities Manager/Asst. Secretary Witschi. Commissioners Cusack and Eskildsen were absent.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. CONSENT CALENDAR: The following consent items were approved unanimously (jv/db):
  - a. Approve Minutes of March 4, 2019.
  - b. Receive Report from Facilities Manager.
  - c. Receive Budget & Finance Committee Minutes FY 19/20.
5. RECREATION: None
- 6.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. McDonald reported a cash balance of \$58K and a fund balance of \$509K.
- 6.b. 9-MONTH BUDGET REPORT: Mr. McDonald reported the budget has been reviewed by the Budget & Finance Committee. He said there are only minor changes from the prior draft budget; adding of the web climbing net in the park as a capital project, correcting the formula in the park detail in one cell, and adjustments based on the latest expenditures. The budget proposes drawing down existing funds for capital projects.
- 6.c. AUTHORIZE TRANSFER FOR FUTURE CAPITAL PROJECTS: Mr. McDonald reported the need to reallocate funds to pay for multiple capital projects identified over the next five years. A motion to recommend transfer of \$250K from Recreation General O&M Fund to Recreation Capital Fund for current and future capital projects carried unanimously (lc/jv).
- 7.a. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in March. He said the Board elected to participate in the California Uniform Public Construction Cost Accounting Act. The Board confirmed support for a Dog Park. Mary Wais said the District will act as the fiscal sponsor for the Crockett Community Foundation grant offered to the Dog Park Committee.
- 7.b. ASSETS PROPERTY AND INSURANCE REPORT: Mr. McDonald provided the property and general liability insurance reports requested by the Recreation Budget & Finance Committee. A question was raised on whether liability insurance could be broken down by cost centers; such as the pool, park and community center. Mr. McDonald said billing is not broken out at that level and that it is up to the District's Budget & Finance Committee to recommend rate allocation splits as part of the annual budget process. Mr. Valentini supports

increasing the excess liability to \$9M. A motion to recommend increasing the excess liability to \$9M giving the District a total of \$10M in liability coverage carried unanimously (jv/lc). Mr. McDonald will share recommendations with other commissions and submit combined report to the District Board.

8. REPORT OF DEPT. MANAGER: Mr. Wilson updated the Commission on the pool break-in. He said the Crockett Swim Team (CST) got involved and was able to identify the person who broke into the pool grounds and the swim team shed. That person dropped the majority of the items off near the wading pool area by placing them over the fence. Mr. Wilson said that the CST had no authority to decide not to press charges and the District is still moving forward with the Sheriff's Department to press charges. Mr. Wilson said the circulation pump went out at the pool causing the pool to be closed down for two weeks. The John Swett High School (JSHS) Swim Team will get a portion of their pool rental refunded. Mr. Wilson said he replaced the LED bulbs and dimmer switches in the auditorium. The Crockett Swim Team started using the pool today. A grant was turned in to resurface the tennis courts. He attended the John Swett High School job fair on March 19 and received four applications. The diving board is eight years old and needs to be replaced.

9. COMMISSIONERS: None

10. FUTURE AGENDA ITEM:

Consider termination of waterfront lease and impact  
on waterfront access and recreation, form recommendations.

11. COMMISSIONER COMMENTS: None

12. ADJOURNMENT: The meeting was adjourned at 6:40 PM until May 6, 2019.

Respectfully submitted,



Susan Witschi  
April 16, 2019

# CROCKETT POLICE LIAISON COMMITTEE

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of the Crockett Community Services District

P.O. Box 578 – Crockett, CA 94525  
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## MINUTES OF REGULAR MEETING, APRIL 1, 2019

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Angell. Present were Committee members Botta, Cardwell, Currington, Melero, Valentini and Wais. Mr. Angell introduced Raina Currington as the newest member to the Committee.
2. AGENDA ORDER: No requests for items out of order.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: The Crockett Signal is available for purchase. April 20 is Earth Day and all are invited to CREEC Greenhouse and Port Costa. Double parking at the high school was addressed. There will be a Parent Advisory Council meeting at Rodeo Hills on April 4 at 6:30 pm.
- 4.a. REPORT FROM DEPUTY: Deputy Spangler reported that the Nantucket remains closed with a locked gate into the parking lot. She mentioned that the Nantucket was broken into from underneath the building. Destruction inside with holes in the walls. They have boarded it back up and secured the flooring. She is aware that some homeless have moved into the parking area at 6th and Ceres and Vistapoint. Reminder that being homeless is not a crime. She recognizes that the town people are upset and they are doing their best to monitor the area.
- 4.b. REPORT FROM CHP ON TRAFFIC ISSUES: Officer Wilkenfeld reported the Senior Driver presentation was a success with several attendees. He is continuing to monitor school dropoffs and will no longer be giving warnings. He will ticket offenders. Three to four cars are being towed weekly for violations. He will issue a warning and if not corrected he will have vehicles towed. There were 2 DUI arrests last month.
- 4.c. NEIGHBORHOOD WATCH: No official reports from group monitors. Citizens mentioned people hanging around Kendall Avenue between 3:00-4:00 am. No further report.
- 5.a. ROAD AND SIDEWALK IMPROVEMENTS AND SAFETY: Representative Mark de la O was in attendance. He will look into the installation of a street light at Winslow and Carquinez Scenic Drive. He does not foresee any problems why this cannot be done. Painting the curbs red on each side of the elevated crosswalk on Pomona should also not be a problem and he will look into it. There cannot be bright flag holders installed on any signage as this is in violation of county laws. He will contact the County Planning Department to see if flashing light poles can be installed at the elevated crosswalk. Also brought to his attention was the uneven sidewalk and cracked sidewalk across from the bocce courts, unsafe stairs by the Deli and tree stumps creating an unsafe sidewalk across from the bocce courts near C & H.
- 5.b. AD HOC ILLEGAL SIDESHOWS COMMITTEE: No report.

**6. REPORTS FROM COMMITTEE MEMBERS:** John Angell reported that all classrooms now have classroom trauma kits. Training will continue for teachers and also some students will be trained. He also reported that since the last meeting there are six more homeless students in our district.

**7. CONSENT CALENDAR:** The consent items were approved unanimously (mw/sm):  
a. Approve Minutes of March 4, 2019  
b. Approve Financial Report.

**8. FUTURE AGENDA ITEMS:**  
Consider zoning issues.  
Consider survey to identify community priorities.

**9. ADJOURNMENT:** The meeting was adjourned at 8:08 pm until May 6, 2019.

Respectfully submitted,

Barbara Cardwell

# PORT COSTA SANITARY COMMISSION

---

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525  
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## MINUTES OF REGULAR MEETING, APRIL 10, 2019

1. CALL TO ORDER: The meeting was called to order at 7:02 PM by Chairperson Surges. Present were Commissioners Beauchemin, Mann, and Cusack along with Dept. Manager Barnhill. Ms. Scheer was absent excused.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None.
4. PUBLIC HEARING: None.
- 5.a. DISTRICT BOARD ACTIONS: None.
- 5.b. SELF-MONITORING REPORT: The Commission received the cover letter for the February electronic Self-Monitoring Report (eSMR). Mr. Barnhill said report was certified and submitted by Mr. McDonald through the California Integrated Water Quality System (CIWQS). No violations occurred in February.
- 5.c. RECEIVE GENERAL LIABILITY INSURANCE REPORT: Mr. Barnhill said the Crockett Recreation Department wants to increase the Excess Liability coverage from \$5 million to \$10 million. The Recreation Department has concerns there may be a coverage shortfall if someone is injured severely enough to require lifelong care. Mr. Barnhill said the estimated increase to Port Costa is \$195 annually. There was a consensus of the Commission that the Port Costa Sanitary Department will contribute the estimated \$195 annual share of the premium increase.
- 6.a. FINANCIAL REPORT: The Commission received the monthly Summary Worksheet. Mr. Mann asked if Valley Operators contract has been renewed. Mr. Barnhill said Valley Operators are still working under the current contract. After discussion, staff was directed to submit the contract, unchanged, to Valley Operators along with a request for the contractor to review the O&M Manual and report concerns to District staff.
- 6.b. RECEIVE PRELIMINARY FY 2019/20 BUDGET REPORT: Mr. Mann reported that the Port Costa Budget & Finance Committee recommended no significant changes.
- 7.a. CONSIDER SUSPENDING SEWER USE CHARGE (SUC) STUDY: Mr. Mann reported that it was the decision of the Port Costa Budget & Finance Committee to recommend no Sewer Use Charge (SUC) increase be adopted for FY 2019/20. Mr. Barnhill said it is also the opinion of District staff that the SUC remains unchanged for FY 2019/20. A motion to recommend no SUC increase for FY 2019/20 was unanimous (jm/tc).

7.b. DISCUSS MANHOLE REPAIR AND CONDITION OF CONCRETE: Mr. Barnhill said the concrete removed from manhole (P-00-00A) near the wastewater treatment plant (WWTP) was crumbling and had the potential to collapse into the flow channel. He said the essential repair likely averted a collapse and blockage of wastewater flow to the WWTP. Mr. Barnhill expressed his concern for the unknown condition of other concrete structures within the entire treatment system, specifically concerning is the septic tank lid.

8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported that no Sanitary Sewer Overflows (SSO's) occurred in March. H&R Plumbing has repaired the manhole (P-00-00A) near the wastewater treatment plant (WWTP). He said chemical tanks and secondary containment was installed at the WWTP. The secondary containment for the tote at the septic tank and the tanks at the WWTP were reported via email to RWQCB.

8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. Barnhill said the tentative draft of the 2<sup>nd</sup> Nutrient Discharge Permit has been received. He said per Larry Walker Associate understanding Port Costa will not be affected by the permit too much. Publicly owned treatment works which are less than 10 million gallon per day (10mgd) are not required to conduct influent sampling. Nutrient targets in 2024 will affect dischargers greater than 1mgd. It will be required to sample effluent twice per year.

8.c. STAFF ANNOUNCEMENTS: None.

9.a. BUDGET & FINANCE COMMITTEE REPORT: Mr. Mann said the Budget & Finance Committee met on March 26 to discuss the preliminary Budget Report for FY 2019/20. There was a consensus of the Commission to accept the report without significant changes and to recommend that there should be no SUC increase.

9.b. INTER-AGENCY MEETINGS: None.

10. CONSENT CALENDAR: The consent item was approved unanimously (tc/rb):


- a. Approve Minutes of March 13, 2019.
- b. Receive Minutes of March 26, 2019 Budget & Finance Committee.
- c. Receive letter of support of HR 1764 extending NPDES Permit terms.
- d. Receive letter of opposition of SB 332 requiring reduction of wastewater discharge.

11. FUTURE AGENDA ITEMS:  
Engineering proposal to inspect and assess septic tank.

12. COMMISSIONER COMMENTS: Mr. Cusack asked that Mr. Barnhill discuss status on the generator inspection and remote shut-off switch that had been brought up in prior meetings. Mr. Barnhill said that he will report status once he hears from West County Wastewater District (WCWD). He said he had informed WCWD of the potential need for inspection and shut-off switch installation and is waiting for WCWD to research the need.

13. ADJOURNMENT: The meeting was adjourned at 7:50 PM until May 8, 2019.

Respectfully submitted,

  
James Barnhill  
April 17, 2019



# CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

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## MINUTES OF REGULAR MEETING, APRIL 17, 2019

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Wais. Present were Commissioners Adams, Bartlebaugh and Manzione, along with General Manager McDonald, Assistant Dept. Manager Barnhill and Asst. Secretary Witschi. Commissioner Wolthuis was absent.
2. AGENDA ORDER: There were no requests to change the agenda order.
3. PUBLIC COMMENTS: None
- 4.a. PUBLIC HEARING – 2 CROLONA HEIGHTS: Mr. McDonald reported the owner has not been in contact with staff. A motion to record the Notice of Violation with the County Recorder's Office and schedule a second hearing carried unanimously (mm/ha).
- 4.b. PUBLIC HEARING – 468 WINSLOW: Mr. McDonald reported the owner has contacted staff to let them know his address changed and did not received Notice of Violation notices of public hearing. A motion to continue for 30 days to allow owner time to provide video or schedule repair carried unanimously (sb/ha).
5. CONSENT CALENDAR: The consent items were approved unanimously (mm/ha):
  - a. Approve Minutes of March 20, 2019.
  - b. Receive Status Report on outstanding issues.
  - c. Receive letter of support of H.R. 1764 Extending NPDES Permit Terms.
  - d. Receive letter of opposition of SB 332 requiring reduction of wastewater discharge.
6. REPORT OF CONSULTING ENGINEER: No report
- 7.a. ENFORCEMENT ACTIONS: Mr. McDonald presented the report on recent enforcement actions. He said the owner of 468 Winslow contacted staff to let them know his address changed and did not received Notice of Violation notices of public hearing and staff held off recording the Notice of Violation.
- 7.b. CROCKETT MARINA PROPERTY: Mr. McDonald gave a verbal update on the Crockett Marina property. He said that he has been in touch with the County and they will be holding a hearing to consider supporting letter to State Lands Commission asking them to repair the building and to seek a new commercial tenant for 501 Port Street.
- 7.c. SELF-MONITORING REPORT AND PERMIT LIMIT EXCEEDANCE: Mr. McDonald said C&H reported in their February 2019 electronic Self-Monitoring Report (eSMR) for the Joint Treatment Plant (JTP) that there was a cyanide permit limit exceedance at location EFF-002, an effluent monitoring location, resulting in two violations for exceeding daily and monthly cyanide limits. C&H investigated where it might have occurred within the refinery and there was only one location, the carbon furnace, which would have only caused cyanide to occur if

was only one location, the carbon furnace, which would have only caused cyanide to occur if incomplete combustion occurred in the carbon furnace. C&H verified that the carbon furnace was out of service for more than a week prior to and during the sampling time period and therefore there was no combustion going on. The District reviewed our potential list of cyanide sources and none were identified. There are no businesses in town that would generate cyanide. Rainfall totals were reviewed between February 1 and February 6, the period prior to exceedance, and just under 1-1/4 inches of rainfall was recorded. Commissioner Bartlebaugh asked where EFF-002 is located. Mr. McDonald said it is located at the JTP after all treatment processes and just before the entrance to the outfall.

**7.d. MERCURY SAMPLING AND EFFLUENT LIMITATIONS:** Mr. McDonald reported that during the review of the C&H Sugar 2018 Annual electronic Self-Monitoring Report (eSMR) presented to the Crockett Sanitary Commission on February 20 a question was raised regarding the mercury limits in the permit. He said the San Francisco Regional Water Quality Control Board (RWQCB) issued San Francisco Bay Mercury and PCBs Watershed Permit Order No. R2-2017-0041 as a group permit that applies to both municipal and industrial dischargers. The maximum daily effluent limit is 0.12.

**7.e. ATHERTON-COOKE SEWER PROJECT:** Mr. McDonald reported postponing going out to bid until next month to allow documents to be changed from HDPE to PVC pipe in the open trench areas of the project to help lower project costs. He is working with our engineer V.W. Housen and Cunha Engineering to upgrade the drawings and front-end specifications. A motion to authorize the Sanitary Department to advertise Atherton-Cooke Sewer Project No. C-1002 for construction bids through the formal public bid process, with construction to begin after June 10, 2019, with updated specifications allowing PVC pipe material carried unanimously (mm/ha).

**8. FINANCIAL REPORT:** The monthly statement of Department finances and report on investments were examined by the Commission. Mr. McDonald reported a cash conversion of \$121K from the CSD Fund 3240. The current Local Agency Investment Fund interest rate is 2.55% up from 2.40%.

**9.a. GENERAL LIABILITY INSURANCE REPORT:** Mr. McDonald reported the Crockett Community Services District (CSD) is insured through the California Sanitary Risk Management Authority (CSRMA) care of Alliant Insurance Services, Inc. The District has both property insurance and commercial package policies. The Recreation Budget & Finance Committee raised a few concerns including limits of excess liability. There was concern by REC that the total liability limit of \$5M would not be enough to cover someone who gets severely injured requiring life-long care. The carrier underwriter can increase the Excess Liability coverage to \$9 giving CSD a total of \$10M in liability coverage for an additional \$2,500 annually. The cost allocation rate that would be charged to the Crockett Sanitary Department is estimated to be \$1,598. Commissioner Wais said since this risk has nothing to do with sewers she asked if the Recreation Department should pay for the increase. She said she has always been concerned that the sanitary department is paying the most based on allocation splits. Commissioner Manzione said the increase does not equally benefit the Crockett sanitary community. Ms. Witschi left the meeting at 7:45 pm. Commissioner Manzione suggested the Board look at the allocation benefit and consider a different allocation of this added cost. They said they are not against raising the limit but that it is hard to justify based on the current allocation formula. Mr. McDonald will report to the District Board who will consider recommendations.

9.b. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in March. He said the Board supported adding the MSR review on next month's agenda to facilitate our own public discussion on the report. Board approved a resolution to elect the District's participation in informal biddings. A legal services agreement engagement letter with Meyers Nave accepting Associate Rachel Hundley to serve as District Counsel was executed. Mr. Barnhill's contract extension of three years was approved.

10.a. STAFF REPORT ON OPERATIONS: Mr. McDonald presented the Crockett Sanitary Department Managers report along with West County Wastewater District (WCWD) and ASR/C&H JTP reports for February and March. Mr. McDonald provided storm event data from February 2019, along with flow data that peaked above 5 MGD flow rate, the maximum reading possible at the JTP meters. He said the annual reconciliation with C&H Sugar has been completed and the department is awaiting an invoice for our increased share of the JTP costs. The departments flow contribution increased from 37.43% to 42.40%, COD contribution decreased from 16.93% to 15.58%, which resulted in our department's total operating share increasing from 28.20% to 33.33%. He said the emergency sewer repair project on Loring MH C-14-01 to C-00-14, near the library, will happen in the next two to three weeks.

10.b. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. McDonald reported AB 1672 is being considered by the State Assembly that, if passed, would prohibit a covered entity, as defined, from labeling a covered product as safe to flush, safe for sewer systems, or safe for septic systems, unless the product is a flushable wipe that meets certain performance standards. The bill would require nonflushable products to be labeled clearly and conspicuously to communicate that they should not be flushed.

10.c. STAFF ANNOUNCEMENTS: Mr. McDonald reported he attended the Bay Area Clean Water Agency (BACWA) hosted Manager's Roundtable meeting on April 5 in Oakland. He said iBank, an Infrastructure State Revolving Fund (SRF) Program provides financing to public agencies and could serve as a source of revenue as the Federal government shrinks funding to States for their own SRF programs.

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:

- Consider recommended enforcement actions.
- Lateral repair bids.
- Consider comprehensive rehabilitation program.
- Recommend award of contract(s)
- Recommend payment for sewer project(s).

13. COMMISSIONER COMMENTS: None

14. ADJOURNMENT: The meeting was adjourned at 8:23 PM until May 15, 2019.

Respectfully submitted,

Susan Witschi 

Susan Witschi/Dale McDonald  
May 17, 2019

# CSD STATUS REPORT

MAY

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
Ongoing		<b>Financial Accounting &amp; Budget</b>	Rev'd Prelim 19/20	Final FY 19/20 June 26
Ongoing		<b>Revise District Code</b> and Polices - make sure critical guiding documents remain current. Adopt by Ordinance, Resolution, and motion as appropriate, Update District Code Administration, Personnel, Permits and Licenses, and Sewers chapters.		Adopt Ordinances updating Titles 1,2 and 4. Seek legal advice as needed.
7/17	C-25	<b>Dog Park at Bridgehead</b> - Resolution No. 17/18-09 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 19/20	CPA to review
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	Discuss with new WCWD GM
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## 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.	Attended Heat Illness Prevention Training	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	Training thru RGS.	Scheduled for June 28
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.	MacDonald Acct & RGS Agreements executed	Review Comm Asst position in FY 19/20
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.	BACKLOGGED	To Personnel Committee
12/17	P-10	<b>Hiring Procedures</b> - consolidate and train staff	Summarize written procedures	To Personnel Committee for feedback
3/19	P-11	<b>Health Benefit Program</b> - select administrator and level of benefits	Researching cash-in-lieu with RGS	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.

# REC. DEPT. STATUS REPORT

## MAY

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
Ongoing		<b>Facility marketing</b> - print, web, and social media.	Ongoing	Increase social media engagement
Ongoing		<b>Facility maintenance</b> - Community Center, pool, and park.	on schedule	Finished replacing pathway lights with LED
Ongoing		<b>Financial accounting &amp; budget</b>		Adopt FY 19/20 Budget

### 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.	Research	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>	ON HOLD	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.	BACKLOGGED	
5/12	A-24	<b>Revise rules on Loitering Policy</b>	BACKLOGGED	
3/12	A-23	<b>Sign - no students during school hours</b>	draft policy	Submit to Commission
9/10	A-21	<b>Signs - no skateboards or bikes</b>	draft policy	Staff to develop policy
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

MAY

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	adopt FY 19/20 budget

## ENGINEERING MATTERS

1/13	E-3	Install high water alarm in sump	Valley to acquire/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
		Replace Septic pump	Installed	Monitor performance
1/17		Install backup Watson Marlo chem pump	Pending Valley	Pump to be diagnosed
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	

## MAINTENANCE MATTERS

8/17		Repair/replace #3 dosing siphon in dosing structure	Pending	
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# PC SAN. DEPT. STATUS REPORT

MAY

DATE REF. TASK STATUS NEXT STEP

## ADMINISTRATIVE MATTERS

DATE	REF.	TASK	STATUS	NEXT STEP
4/15	A-4	Sludge disposal procedure document	review with operators	
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Ongoing		Revise sewer system management plan		next audit June 2020
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Ongoing		Property database	Current thru 8/2017	Inventory District property
Ongoing		Financial accounting & budget	Monitoring expenses	adopt FY 19/20 budget

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## MAINTENANCE MATTERS

DATE	TASK	STATUS
8/17	Repair/replace #3 dosing siphon in dosing structure	Pending

# CV SAN. DEPT. STATUS REPORT

MAY

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
Ongoing		Flow data analysis	installed iTrack meters	gather data
Ongoing		Sewer database & repair records	current thru 6/13	Add to ICOM3 CMMS
Ongoing		Financial accounting & budget	Prelim FY 19/20	Final FY19/20 budget in June
Ongoing		JTP cost allocation adjustment	allocation complete	awaiting invoice
Ongoing		C&H diversion analysis	current thru 3/19	
Ongoing		Creek pollution monitoring	BACKLOGGED	
Ongoing		Manhole maintenance	brush & debris cleared	Review Summer 2019

## **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	XIO cloud SCADA with MCC	engineer investigating	develop project docs
12/12	E-26	Protect pump station from floods	POSTPONED	remove bricks by Oct 2019
5/12	E-25	6" sewer behind Third/Wanda	BACKLOGGED	install access point
10/10	E-24	Loring pump station alt. power backup	CD 2 Power	research solution
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 2019
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>
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**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	BACKLOGGED	draft 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

# CROCKETT COMMUNITY SERVICES DISTRICT

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

April 25, 2019

Chair Tom Butt and Members  
Contra Costa Local Agency Formation Commission  
651 Pine Street, 6<sup>th</sup> Floor  
Martinez, CA 94553-1229

RE: Comments on Chapter 21 - Crockett CSD MSR

Dear Chair Butt and Commission Members:

The Crockett Community Services District (CSD) held its own public hearing on the draft Local Agency Formation Commission (LAFCO) Municipal Service Review (MSR.). A few comments were made concerning Chapter 21 – Crockett Community Services District. The CSD is providing the following comments and information for your consideration as part of the draft Municipal Services Review's 30-day public comment period.

21.4.3 CSD Services MSR. Determinations - Current Shared Services – pg. 21-16: The CSD provides park and recreation services. It does not provide solid waste services. As mentioned in section 21.2.8 solid waste services are provided to the Crockett CSD via franchise agreement between the County and Richmond Sanitary Service, doing business as Crockett Garbage Company. For correction we recommend removing the reference to *solid waste services* from 21.4.3.

21.4.4 Financial Determinations – Operating General Fund and Reserve Trends – pg. 21-17: The second paragraph states that “The CSD’s reserve goal is unknown,”. To clarify it should state that “The CSD’s *Port Costa Department* reserve goal is unknown,” as the remaining departments of the CSD have established reserve funds. This section was specifically discussing Port Costa and it could be misleading if left unchanged.

21.5.2 Sphere of Influence Determination for the Crockett CSD – Present and Probable Need for Public Facilities and Services – pg. 21-20: Within the SOI there are approximately twelve properties at the far west of town off Vista Del Rio that are on septic tank. Currently there is no plan to expand public sewer service to this area but it may be probable if development were to occur on the west end of Vista Del Rio. It is suggested that the following be added to this section; “Public sewers may be extended to properties that are currently on septic tank if future development on Vista Del Rio occurs and it is required by the County.”

Thank you for the opportunity to provide comment and clarification.

Sincerely,



Dale McDonald  
General Manager

# CROCKETT COMMUNITY SERVICES DISTRICT

---

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850 Pomona Street  
Telephone (510) 787-2992  
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website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

May 2, 2019

California State Lands Commission  
100 Howe Avenue, Suite 100 South  
Sacramento, CA 95825

To Whom It May Concern:

Crockett Community Services District (CCSD) submits this letter in support of the Contra Costa Resource Conservation District's (CCRCD) and the Carquinez Recover the Waterfront (CRew) Committee's Integrated Community Waterfront Landscape Plan.

Crockett Community Services District has a long-standing permit from Caltrans for the ongoing maintenance of seven acres of state property in Crockett underneath and around the Carquinez Bridges. Our permit allows us to facilitate the maintenance and landscaping of trees and shrubs on this property, among other things.

CRew has requested our permission and support of a proposal to plant oak trees and other native species on a portion of this state property, in keeping with our permit from Caltrans. We are very pleased to provide such permission and support for the betterment of Crockett.

Crockett's portion of the Carquinez Strait waterfront corridor has long been neglected and has become a blight on this lovely shoreline. The recent clean-up of the site (a significant undertaking) has presented the community with a rare opportunity. CCSD fully supports the efforts to recover the waterfront in a manner that will promote community access and activities, native plantings, improved water quality, and greenhouse gas reduction. By restoring the natural beauty of this shoreline area, including new areas for recreation, we expect to transform an eyesore and attractive nuisance into a significant public asset. Improvements would serve to welcome the public to any commercial restaurant or business developed on the north side of the railroad tracks as well. CCSD is eager to partner with the other involved organizations to ensure the maintenance of this site following completion of this project.

In submitting this letter in support of the CCRCD's application to the California State Lands Commission, CCSD recognizes the applicant's long history of working in the Crockett area. When combined with the efforts of motivated volunteers in Crockett, a powerful force results to create a community resource consistent with local community input. Crockett Community Services District will be happy to work with the CCRCD to implement the ongoing maintenance of this new Crockett open space resource.

Please feel free to contact us with any questions that you may have.

Sincerely,



Dale McDonald

# CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

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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)

May 7, 2019

Transmittal via email: [Dominique.vogelpohl@dcd.cccounty.us](mailto:Dominique.vogelpohl@dcd.cccounty.us)

Dominique Vogelpohl, Project Planner  
Contra Costa County  
Department of Conservation and Development  
30 Muir Road  
Martinez, CA 94553-4601

RE: Agency Comment Request  
County File #LP19-2017  
APN 354-320-008 – 1909 Dowrelia Drive, Crockett, CA

Dear Ms. Vogelpohl:

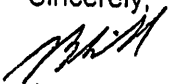
The Crockett Sanitary Department of the Crockett Community Services District recently received a request to comment on above proposal to approve land use permit to establish a public park in connection with the waterfront in Crockett.

The District owns a public sewer that exists in an East to West alignment along the north edge of the property parallel to the railroad tracks. A public sewer also exists in a North to South alignment crossing the Western end of the proposed project. The District has rights to a leased easement roadway for access that traverses the property in an approximate East to West alignment. The roadway allows access to critical emergency facilities and sewer structures along the railroad tracks further to the West of the proposed project site.

The owner, or their contractor, is required to have all plans approved. If needed, appropriate connection or capacity charge paid at the time of plan approval for any new construction or building change of use. Plans can be reviewed and stamped during regular business hours, Monday through Friday between 9 AM and 5 PM.

A Crockett Sanitary Department permit and payment of fees are required prior to work on sewer lines. Please call (510) 787-2992 to arrange for plan review or if you have further questions.

Sincerely,



James Barnhill  
Sanitary Dept. Manager

cc: Applicant – Contra Costa Resource Conservation District  
Owner – State Lands Commission

# The Board of Supervisors

County Administration Building  
651 Pine Street, Room 106  
Martinez, California 94553

John Gioia, 1<sup>st</sup> District  
Candace Andersen, 2<sup>nd</sup> District  
Diane Burgis, 3<sup>rd</sup> District  
Karen Mitchoff, 4<sup>th</sup> District  
Federal D. Glover, 5<sup>th</sup> District

# Contra Costa County



David Twa  
Clerk of the Board  
and  
County Administrator  
(925) 335-1900

May 7, 2019

State Lands Commissioners:

Lt. Gov. Ambassador Eleni Kounalakis  
Controller Betty Yee  
Director of Finance Keely Bosler  
via Executive Secretary Jennifer Lucchesi  
California State Lands Commission  
100 Howe Avenue, Suite 100-South  
Sacramento, CA 95825

**Subject: Request to Proceed to Seek a New Commercial Tenant for 501 Port Street, Crockett, California**

Dear Lt. Governor Kounalakis, Controller Yee, Ms. Bosler, and Ms. Lucchesi:

On behalf of the Board of Supervisors of Contra Costa County, I request that the State Lands Commission proceed to repair of the structures of 501 Port Street, Crockett, and seek appropriate commercial tenant(s) to operate businesses there for the benefit of the California public as well as the Crockett community, and not plan to demolish the buildings.

As your staff is aware, the main structure at this site has been in use as a restaurant, most recently called The Nantucket, for more than 80 years, offering generations of families the opportunity for affordable waterfront dining. It has served as a destination for day trippers by sea and land. With the recent cessation of business there, the restaurant is boarded up and a new source of blight. Its current status also eliminates safe, legal public access to the bay for miles in either direction.

Crockett is an unincorporated community for which Contra Costa County is the municipal authority. The Department of Conservation and Development is available to work with any prospective tenants to facilitate the permit process on our end. We need the state to complete the clean-up on the water side, provide ongoing maintenance on the land side, secure access via a master lease with the railroad (at a crossing which has been in effect for as long as the restaurant has been in operation), and proceed to select new tenant(s) for a restaurant, or other commercial use with regular hours open to the public, and water-oriented recreation use. This will provide meaningful public access to the bay in accordance with the State Lands Commission's mission and values.

The County's Economic Development Manager has been referring prospective tenants to the SLC staff to engage in the process for re-use of this site. Our County Code Enforcement officers and Sheriff's deputies continue to be involved in this area on a daily basis, doing our part to keep the state property held in trust for public benefit safe and secure. Meanwhile, park advocates in Crockett are developing plans for an expanded public garden and park near 501 Port Street. The community is doing its part, and we look to the State to partner by committing to re-tenant the buildings.

Please see attached newspaper article, one of many in recent months recapping the history of this site, as well as the loss in value to the public from the closure of the restaurant and the neglect that led to this point. To demolish the buildings on site, as SLC staff has mentioned as the path forward, would be to remove this public access forever, as in practice it would be cost-prohibitive to build new here, if even allowed under current regional regulations.

If you have any questions about the importance of repairing and reopening this site for public commercial uses, please contact Economic Development Manager Amalia Cunningham, AICP, at 925-674-7869 or [amalia.cunningham@dcd.cccounty.us](mailto:amalia.cunningham@dcd.cccounty.us).

Sincerely,



John Gioia  
Chair, Board of Supervisors of Contra Costa County  
Supervisor, District 1

cc: Supervisor Federal D. Glover, District 5  
John Kopchik, Director, Department of Conservation and Development  
Larry Goldzband, Executive Director, Bay Conservation and  
Development Commission  
Dale McDonald, General Manager, Crockett Community Services District


Encl.



# 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: Audit Services for FY 18/19 – Request for Proposal  
DATE: May 16, 2019

Crockett Community Services District has been using Dennis L. Lorette Accountancy as our District auditor since 1999. The District has been satisfied with the services of Dennis Lorette and believes the costs are well under industry average. AB 1345 amended Government Code Section 12410.6 requiring the same auditor not be used for six consecutive years, commencing with 2013-14 fiscal year. The statute specifically says "For purposes of calculating the six consecutive fiscal years, the local agency shall not take into account any time that a public accounting firm was employed by that local agency prior to the 2013-14 fiscal year." Dennis L. Lorette was employed by the District in 2013-14 fiscal year and therefore he cannot be employed in the upcoming 2019-20 fiscal year.

The District must identify another eligible public accounting firm to perform the audit for 2018-19 fiscal year. A Request for Proposal (RFP) seeking contractual services for financial audit for 2018-19 fiscal year has been developed and has been reviewed by our District Counsel.

## STAFF RECOMMENDATIONS:

Approve RFP as presented and direct the General Manager or his designee to circulate for competitive bidding through all means deemed necessary to receive adequate proposals. Proposal deadline is Tuesday July 16. The Board will consider selection of an auditor at their regular meeting of July 24.

# Crockett Community Services District

## Request for Proposal for Audit Services

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### **REQUEST FOR PROPOSAL**

Crockett Community Services District (hereinafter called "the District") is requesting audit service proposals from qualified certified public accounting firms to perform an annual audit and issue opinions on the District's financial statements for a one-year period ending June 30, 2019. The District may extend the contract an additional two years, at any time, upon agreeable terms with the successful bidder.

### **DESCRIPTION OF THE DISTRICT:**

The District came into existence in 2006 by combining what were formerly the Crockett-Valona Sanitary District, the Port Costa Sanitation District No. 5, and Crockett's P-1 advisory committee. The District provides wastewater collection to Crockett, wastewater treatment and collection to Port Costa, recreation, and maintenance services to approximately 3,284 community residents. The District's Board of Directors consists of five members elected by the public served by the District. The District's structure consists of a General Manager and a support staff of 3 full time employees, 4 part-time employees, and approximately 25 seasonal aquatics center employees.

In accordance with the Governmental Accounting Standards Board (GASB) No. 34, the District is a proprietary entity that adheres, to the best of its ability, to the accrual basis of accounting. Due to limited resources the district uses the cash method of accounting on a daily basis and adjusted annually to adhere to accrual basis requirements. Under this method, revenues are recognized when earned and expenses are recognized when the related liabilities are incurred. The District's books and records are established on a fund basis for each separate cost center. Under this method of accounting, results of operations are measured similar to firms in the private sector. District operations are accounted using a flow-of-economic-resources method.

The District uses QuickBooks in managing its payables, receivables, cash receipts, fixed assets, and payroll. Investments are held in California's Local Agency Investment Fund. Capital projects are paid from enterprise and governmental operating funds and reimbursed from capital reserve funds throughout the fiscal year. Other than the usual payments for sewer processing, recreation facility operation and maintenance, and debt service, few disbursements exceed the normal scope of review.

Information regarding the District and a copy of the District's most recent financial statement is located on the District's website, [www.town.crockett.ca.us](http://www.town.crockett.ca.us). The District does not put together a CAFR and there is no desire to do so in the near future. It is the proposing firm's responsibility to obtain an understanding of the District's accounting system, the scope of the audit, and the work to be performed in order to successfully complete the audit, prior to submitting their proposal and bid.

# Crockett Community Services District

## Request for Proposal for Audit Services

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### **SCOPE OF THE AUDIT:**

The auditors will evaluate the adequacy of the internal control system and, where weaknesses are noted, make appropriate recommendations for improvements. A management letter will be submitted by the auditing firm if material weaknesses are noted or if otherwise deemed appropriate.

The auditor will be required to make an immediate written report of all irregularities, fraud and illegal acts, of which they become aware, to the Board President and General Manager.

The audit will cover the general-purpose financial statements and supporting documentation and schedules. The auditor will assist the District in providing more meaningful and concise financial statements by seeking improved methods of reporting.

The audit will include financial reporting requirements based on Governmental Accounting Standards Board (GASB) Statement No. 68 that will recognize the District's net pension liability, deferred outflows of resources, deferred inflows of resources, and pension expense.

The auditing firm shall provide ten copies of the auditor's report, financial statements, supporting schedules, and management letters. The partner in charge of the audit shall be available, but may not be required, to attend at least two meetings at which the audit report will be discussed.

The auditing firm shall submit a draft of the financial statements no later than Tuesday, October 1, 2019, by 5:00 p.m. for the fiscal year 2018-19 audit. In this regard, the District shall provide a year-end trial balance with support schedules not later than August 1. Records for appropriate testing will be made available immediately upon executed contract.

The auditing firm shall work with the District to complete and submit to the State Controller's Office the District's Special District Financial Transaction Report no later than January 31, 2020.

The firm shall make available its working papers and respond to all reasonable inquiries of successor auditors and others to review working papers of the District, upon the District's written consent. The auditing firm will retain all working papers, at the firm's expense, for a minimum of five years.

# Crockett Community Services District

## Request for Proposal for Audit Services

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### **PROPOSAL REQUIREMENTS:**

Three (3) copies of a proposal must be received **not later than 4:00 p.m. Tuesday, July 16, 2019**. The following information is required by the deadline for the firm to be considered:

### **A COPY OF THE PROPOSAL TO INCLUDE:**

1. Transmittal letter.

A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the required time period, a statement of why the firm believes itself to be the best qualified to perform the engagement, and a statement that the proposal is a firm and irrevocable offer until August 31, 2019.

2. Detailed proposal.
3. Bidding proposal.

### **GENERAL REQUIREMENTS OF THE PROPOSAL:**

The purpose of the proposal is to demonstrate the qualifications, competence, and capacity of the firms seeking to undertake an independent audit of the District, in conformity with the requirements of this Request for Proposal. The proposal shall demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the Request for Proposal requirements.

### **INDEPENDENCE:**

The firm should provide an affirmation statement that it is independent of the District. The firm should also list and describe its professional relationships involving the District for the past five years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

### **LICENSE TO PRACTICE:**

An affirmation statement should be included indicating that the firm and all assigned key professional staff are properly licensed to practice in California. Affiliation with professional accounting organizations and/or professional certifications are desired.

# Crockett Community Services District

## Request for Proposal for Audit Services

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### FIRM QUALIFICATIONS AND EXPERIENCE:

The proposal should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed, and the number and nature of professional staff to be employed in this engagement.

The firm is also required to submit information on the report of its most recent peer review, with a statement of whether the peer review included a review of specific government engagements. In addition, the firm will submit a statement whether they have been the object of any disciplinary action in the past three years.

In order to be considered, firms must be within two hundred (200) miles of the Crockett Community Services District, 850 Pomona Street, Crockett, CA 94525.

### PARTNER/SUPERVISORY/STAFF QUALIFICATIONS AND EXPERIENCE:

The firm should identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists who would be assigned to the engagement, and indicate whether each person is licensed to practice as a Certified Public Accountant in California. The firm should also supply information on the government auditing experience of each person, including information on relevant continued education and professional organizations relevant to the performance of this audit.

### SIMILAR ENGAGEMENTS WITH OTHER GOVERNMENT ENTITIES:

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum of five) performed in the last five years that are similar to the engagement described in this Request for Proposal. Please indicate the following:

- The firm's scope of work, date, engagement partner(s), total hours, and name and telephone number of the principal client contact.

### SPECIFIC AUDIT APPROACH:

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, type and extent of statistical sampling, compliance tests, substantive tests, and analytical tests to be performed, as well as a schedule (by date and hours) of the work to be performed to meet the requirements of this Request for Proposal.

# Crockett Community Services District

## Request for Proposal for Audit Services

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### IDENTIFICATION OF ANTICIPATED POTENTIAL AUDIT PROBLEMS:

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems, and specific assistance that will be requested from the District.

### BIDDING PROPOSAL:

The bidding proposal should contain all pricing information relative to performing the audit engagement as described in this Request for Proposal. A schedule of rates for partners, specialists, supervisors, and staff, multiplied by the number of hours anticipated by each, should be included. The bidding proposal shall contain all direct and indirect costs including out-of-pocket expenses to arrive at an all-inclusive maximum price.

### DISTRICT OBLIGATION:

If it should become necessary for the District to request the auditor to render additional services to either supplement the services requested in this Request for Proposal or to perform additional work as a result of the specific recommendations included in any report issued with this engagement, such additional work shall be performed only if set forth in an addendum to the contract between the District and the firm. Any such additional work agreed to between the District and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the formal bidding proposal.

Progress payments will be made on the basis of hours of work performed during the course of the engagement in accordance with the firm's formal bidding proposal. Interim billings shall cover a period of not less than one calendar month. Payment will be made in net 30 terms; the firm will provide invoice after the service period.

Proposals submitted will be evaluated by the District General Manager.

The District reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

During the evaluation process, the Board of Directors may, at its discretion, request any one or all firms to make oral presentations and personal introduction of the proposed managing accountant and/or senior partner of the audit. Such presentations will provide firms with an opportunity to answer any questions the Board of Directors may have on a firm's proposal. Not all firms may be selected to make such oral presentations. Routine clarification may be obtained by telephone, fax, or e-mail.

# Crockett Community Services District

## Request for Proposal for Audit Services

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Final selection will be made by the Board of Directors based on the firm's qualifications, experience, audit approach, and bid. Proposing firms should note that the lowest bid will not be the sole deciding factor in the final selection.

It is anticipated that a firm will be selected by Thursday, July 25, 2019. Following notification of the firm selected, it is expected that a contract will be executed by Thursday, August 1, 2019.

Submission of a proposal constitutes acceptance by the firm of the conditions contained in this Request for Proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the firm selected.

The District reserves the right to reject any and all proposals. The District may extend the contract an additional two years, at any time, upon agreeable terms with the successful bidder. The District also reserves the right to cancel the contract, due to unsatisfactory performance of audit services, between audit years with a 30-day written notice.

For additional information and inquiries, contact:

Dale McDonald, General Manager  
Crockett Community Services District  
P.O. Box 578, 850 Pomona Street  
Crockett, California 94525  
(510) 787-2992

The proposing firm warrants the following:

1. The firm is willing and able to obtain an Errors and Omissions Insurance Policy providing a prudent amount of coverage for the willful or negligent acts or omissions of any officers, employees, or agents thereof.
2. The firm will not delegate or subcontract its responsibilities under an agreement without the express prior written permission of the Crockett Community Services District.
3. All information provided by the firm in connection with this proposal is true and correct.
4. The firm will acknowledge and agree with all terms and conditions stated in this Request for Proposal.

On Behalf of Firm:

---

Authorized Representative

Date

**RESOLUTION**

**NO. 18/19-18**

**A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO RENEW  
GROUP SHORT AND LONG-TERM DISABILITY INSURANCE WITH  
THE LINCOLN NATIONAL LIFE INSURANCE COMPANY**

**WHEREAS**, the Crockett Community Services District provides full-time employees short and long-term life insurance coverage as adopted by Resolution No. 15/16-23 through Alliant Employee Benefits; and

**WHEREAS**, a Group Renewal Election Form, for Lincoln Financial LTD and STD Group Plans with renewal date effective July 1, 2019, needs to be executed to continue coverage; and

**WHEREAS**, a rate pass for this renewal was submitted by The Lincoln National Life Insurance Company resulting in a zero (0.00%) rate increase.

**NOW, THEREFORE, BE IT RESOLVED** that the General Manager is authorized to renew short and long-term disability insurance coverage with The Lincoln National Life Insurance Company.

**BE IT FURTHER RESOLVED** that the General Manager is authorized submit future annual group renewal election forms if, in the General Manager's judgment, the rate increase is fair and does adversely burden the District.

**THE FOREGOING RESOLUTION** was adopted at the District's Regular Meeting held on May 22, 2019 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

---

Kent Peterson, President

**ATTEST:**

---

Susan Witschi  
Assistant District Secretary



# Group Renewal Election Form



To:	Dale of Crockett Community Services
Regarding:	Lincoln Financial LTD & STD Group Plans


Please fax this form to the attention of: Judy Magsambol  
 at 760-304-7363  
 Or email to: judy.magsambol@alliant.com

Renewal Effective Date:	July 1, 2019
<p>For the sole records of Alliant Insurance Services, please state by initials below that you:</p> <p>(1) Accept the renewal plan(s) with your current carrier                  (2) Will make changes to your current plan, with your current carrier or, would like to discuss alternate options.</p> <p>This is strictly for our records, and will not be forwarded to any carrier as acceptance, or declination of coverage.</p>	

Initial in applicable box

Our group accepts the renewal based on the total increase of: 0.00%

Our group would like to make changes to our current plan, discuss alternate quotes, and possibly replace our current carrier (please call our office to discuss available options).

SIGN HERE to authorize renewal action		Date (MM/DD/YYYY)	
			
Print Name:		Title:	
Email:			

Check here, if you would like to receive all future correspondence via email.

**RESOLUTION**

**NO. 18/19-19**

**A RESOLUTION OF THE CROCKETT COMMUNITY SERVICES DISTRICT  
LEVYING AN ANNUAL RECREATION SPECIAL TAX  
FOR FISCAL YEAR 2019-20**

**WHEREAS**, the Crockett Community Services District, ("District") is authorized by District Resolution No. 11/12-11, which incorporates Contra Costa County Ordinance No. 86-24 and District Resolution No. 06/07-18, to annually adopt a resolution levying a recreation special tax for the fiscal year within all areas of the District; and

**WHEREAS**, the tax per year on each residential parcel shall not exceed \$110; and

**WHEREAS**, the Recreation Commission determined the recreation special tax is still needed to improve, maintain and operated the park and recreation facilities and services within the area served by the District; and

**WHEREAS**, the Recreation Commission, after careful consideration of the needs of the public and value the recreation special tax brings to the residents of the District, recommended keeping the Recreation Special Tax at \$110; and

**NOW, THEREFORE, BE IT RESOLVED** that pursuant to Resolution No. 11/12-11, which establishes a recreational special tax, the Board of Directors of the District hereby levies the recreational special tax on all residential parcels within the District in the amount of \$110.00 for fiscal year 2019-20 and authorizes and directs its General Manager to take all steps required to place said tax levy on the tax rolls for the 2019-20 fiscal year.

**THE FOREGOING RESOLUTION** was adopted at the District's Regular Meeting held on May 22, 2019 by the following vote and shall be effective immediately:

**AYES:**

**NOES:**

**ABSENT:**

---

Kent Peterson, President

**ATTEST:**

---

Susan Witschi  
Assistant District Secretary

**RESOLUTION**

**NO. 18/19-20**

**RESOLUTION CONFIRMING THAT PUBLICATION OF  
DISTRICT ORDINANCE NO. 19-1 ESTABLISHING  
INFORMAL BIDDING PROCEDURES UNDER THE UNIFORM PUBLIC  
CONSTRUCTION COST ACCOUNTING ACT HAS BEEN MADE**

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

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

**THAT** District Ordinance No. 19-1 adopted on April 24, 2019, which created Chapter 2.34 Informal Bidding Policy under Title 2 of the District Code pursuant to the Uniform Public Construction Cost Accounting Act, has been properly published on May 16, 2019 in a newspaper of general circulation within Crockett and is to be effective as of June 15, 2019.

**THE FOREGOING RESOLUTION** was adopted at the District's Regular Meeting held on May 22, 2019 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

---

Kent Peterson, President

**ATTEST:**

---

Susan Witschi  
Assistant District Secretary

**AN AGREEMENT BETWEEN STRUCTURAL ENGINEER OF RECORD AND  
CLIENT FOR PROFESSIONAL SERVICES**

May 10, 2019

Mr. Dale McDonald  
Crockett Community Services District  
P.O. Box 578  
Crockett, CA 94525

**RE: 16265.10 - Crockett Memorial Hall, Phase 1 Seismic Retrofit  
Crockett, CA**  
ADDITIONAL SERVICES REQUEST (ASR) #2

**Dear Dale,**

This letter is a request for additional services in accordance with our base contract dated February 9, 2017. We have prepared the following scope of additional services at your request.

**DOCUMENTS REVIEWED**

In preparation of this ASR we have reviewed the following documentation:

- None at this time

**SCOPE OF ADDITIONAL SERVICES**

The Structural Engineering Services to be provided are described below and in the Terms and Conditions (Exhibit B).

*We will provide structural engineering design services for the following specific scope items:*

1. *Deep foundation system utilizing drilled, cast-in-place concrete piers.*

*Our deliverables for this phase include:*

- 90% complete CD package including structural drawings, calculations, and specifications sufficient for Bidding

The following items are not included in our scope of services:

- Geotechnical investigation and report.
- Design of temporary shoring, formwork and underpinning.
- Material testing and destructive investigation.
- Special inspections during construction.
- Obtaining or producing existing As-Built structural drawings.
- Demolition documentation.

#### PROFESSIONAL FEES

We propose to provide our professional services on a Time and Materials as follows:

##### Design Phases

Phase	Fee
Construction Documents	<u>\$4,000.</u>
Total Design	\$4,000. – T&M Est.

Our current standard hourly rate schedule is:

Principal	\$235.-\$260.	Structural Designer	\$125.
Associate Principal	\$200.-\$225.	Senior Revit Specialist	\$145.
Senior Engineer	\$165.-\$185.	Revit Specialist	\$125.-\$135.
Project Engineer	\$135.-\$155.	Administration	\$80.

Hourly rates are subject to revision on the First Day of February and the First Day of August each year. The unearned portion of the fixed fee is also subject to revision based upon revised salary scales every six months from the date of Contract Execution.

#### ADDITIONAL PROVISIONS

This Letter Agreement with our base contract dated 02/09/2017, constitute the entire Agreement between the parties. Please examine these documents and, if acceptable, sign and return an original to us. Retain a copy for your records. We are authorized to provide services upon receipt of a signed contract.

We look forward to working with you on this project.



Sincerely,

HOLMES STRUCTURES,  
a California registered partnership



Ben Au, S.E.  
PRINCIPAL  
LICENSE #S4938

ACCEPTANCE:

CROCKETT COMMUNITY SERVICES DISTRICT

Dale McDonald  
GENERAL MANAGER

Date: \_\_\_\_\_, 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)

## MONTHLY SUMMARY WORKSHEET

PREPARED FOR BD. MTG:      5-22-19 <hr style="border-top: 1px dashed black;"/> CCSD FUND 3240 <hr style="border-top: 1px dashed black;"/> CASH CARRIED FORWARD: <u>REC DEPT:</u> \$12,776.15 ACTIVITY:  SEC Prop Tax Trns      \$20,681.66 UN/ROW/Rail Convrns      \$679.69 PY HO Prop Appn      \$0.00 PY UNS SPT Adj      (\$1.26) Trns to 3241      (\$23,000.00)	LATEST FUND REPORT:      5-13-19 <hr style="border-top: 1px dashed black;"/> CCSD FUND 3240 <hr style="border-top: 1px dashed black;"/> CASH CARRIED FORWARD: <u>CVSAN DEPT:</u> \$41,205.15 ACTIVITY:  SEC Prop Tax Trns      \$121,470.58 UN/ROW/Rail Convrns      \$3,992.06 PY HO Prop Appn      \$0.01 PY UNS SPT Adj      (\$7.41) Trns to 3426      (\$132,000.00)
<hr style="border-top: 1px dashed black;"/> CASH BALANCE (Rec):      \$11,136.24 <hr style="border-top: 1px dashed black;"/> ADV ON TAXES (Rec):      \$1,581.95  060 Adv beginning bal      \$22,803.19 SEC Prop Tax Trns      (\$20,681.66) UN/ROW/Rail Convrns      (\$679.69) Correction      \$23.21  Ending Balance      \$1,465.05  160 Supplmt begin bal      \$116.90 No activity      \$0.00  Ending Balance      \$116.90	<hr style="border-top: 1px dashed black;"/> CASH BALANCE (CVSan):      \$34,660.39 <hr style="border-top: 1px dashed black;"/> ADV ON TAXES (CVSan):      \$8,925.03  060 Adv beginning bal      \$133,568.52 SEC Prop Tax Trns      (\$121,470.58) UN/ROW/Rail Convrns      (\$3,992.06) Correction      \$136.34  Ending Balance      \$8,242.22  160 Supplmt begin bal      \$682.81 No activity      \$0.00  Ending Balance      \$682.81
<hr style="border-top: 1px dashed black;"/> FUND BALANCE (Rec):      \$12,718.19	<hr style="border-top: 1px dashed black;"/> FUND BALANCE (CVSan):      \$43,585.42 TOTAL BALANCE:      \$56,303.61

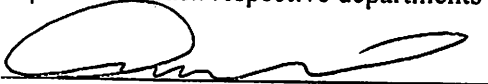
CROCKETT COMMUNITY SERVICES DISTRICT

INVESTMENT REPORT

AS OF APRIL 30, 2019

<u>Beginning invested balance:</u>	<u>4/1/2019</u>	<u>\$ 4,406,636.83</u>
<u>RECREATION DEPT. OPERATING FUND 3241</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.55% as of 3/31/2019		\$ 393,622.13
Activity: LAIF Interest		\$ 2,473.64
Deposit from cash (4/17)		\$ 70,000.00
Ending balance:		\$ 466,095.77
<u>MAINTENANCE DEPT. OPERATING FUND 3242</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.55% as of 3/31/2019		\$ 143,298.50
Activity: LAIF Interest		\$ 711.04
Ending balance:		\$ 144,009.54
<u>PORT COSTA SANITARY DEPT. OPERATING FUND 3425</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.55% as of 3/31/2019		\$ 30,630.15
Activity: LAIF Interest		\$ 309.16
Transfer to cash (4/17)		\$ 90,000.00
Ending balance:		\$ 120,939.31
<u>CROCKETT SANITARY DEPT. OPERATING FUND 3426</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.55% as of 3/31/2019		\$ 2,593,165.01
Activity: LAIF Interest		\$ 17,031.03
Transfer to cash (4/17)		\$ 450,000.00
Ending balance:		\$ 3,060,196.04
<u>CROCKETT SANITARY DEPT. CONSTRUCTION FUND 3427</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.55% as of 3/31/2019		\$ 868,287.91
Activity: LAIF Interest		\$ 5,446.62
Ending balance:		\$ 873,734.53
<u>CROCKETT SANITARY DEPT. CAPITAL RESERVE FUND 3429</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.55% as of 3/31/2019		\$ 68,746.43
Activity: LAIF Interest		\$ 431.23
Ending balance:		\$ 69,177.66
<u>Closing invested balance:</u>	<u>4/30/2019</u>	<u>\$ 4,734,152.85</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: 5/14/19



# 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 5-22-19

LATEST FUND REPORT: 5-13-19

### OPERATING FUND 3241

CASH CARRIED FORWARD: \$39,146.14

INVESTED BALANCE: \$393,622.13

#### ACTIVITY:

LAIF Interest \$2,473.64

Trns from cash \$70,000.00

NET INVESTED: \$466,095.77

#### CHECKS AND PAYMENTS

Warrants (7968-8005) (\$33,884.02)

\$52,687.82 c/d deposits

Wells Fargo CC Fees (\$139.05)

\$413,407.95 avail. funds

Payroll recovery (\$993.47)

Trns to Investments (\$70,000.00)

Investment srvc (\$29.00)

FUND BALANCE: \$517,874.12

#### DEPOSITS AND CREDITS

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

Comm Center Rentals \$22,593.00

C/D BEGINNING BALANCE: \$43,297.82

Senior nutrition \$400.00

c/d deposit receipts \$7,290.00

Outside class \$270.00

c/d deposit refunds \$2,100.00

Cleaning/Damage Depos \$7,290.00

Trnsfr recovery \$0.00

Security Services \$1,708.00

NET C/D ENDING BALANCE: \$52,687.82

Cleaning Services \$984.00

Tennis Restroom Keys \$15.00

CAP / RESTRICTED BAL: \$3,064.87

Aquatics rents \$2,970.00

Revenue (Donations) \$ 104.04

Parking fines \$159.67

Cap Expenses \$ -

Donations United Way \$104.04

NET CAPITAL REPL. BAL: \$3,168.91

Payroll recovery \$556.28

POLICE LIAISON BALANCE: \$7,901.54

Quilters Donation \$250.00

Fines & Fees \$159.67

Cost recovery mileage \$12.76

Payroll and other (\$64.23)

REC Tax frm AdvonTax \$51,645.00

NET PLC ENDING BALANCE: \$7,996.98

Prop Tax frm CSD3240 \$23,000.00

XMAS LIGHT BALANCE: \$1,043.11

#### CROCKETT CERT ACTIVITY:

CERT Beginning Bal: \$0.00

No activity \$0.00

CERT Ending Balance: \$0.00

CASH BALANCE: \$46,058.35

PETTY CASH BALANCE: \$60.00

ADV ON TAXES : \$57,365.00

TAXES held in 3240: \$ 12,718.19

REC Tax Trn to cash (\$51,645.00)

CO.charges in 3240: \$ -

NET ADV ON TAXES: \$5,720.00

ACCRUED CREDIT: \$ 8,000.00

PY due from MAINT Dept.

\\rcs\budg\fin\wrksht.xls

Commissioners: Jeff Airoldi, David Botta, Louise Choquette, Tom Cusack, Vanessa Eskildsen, Anne Scheer, John Valentini

9:52 AM

05/14/19

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Reconciliation Detail**  
**FUND 3241 - RECREATION, Period Ending 05/13/2019**

Type	Date	Num	Name	Memo	Clr	Amount	Balance
<b>Beginning Balance</b>							490,133.27
<b>Cleared Transactions</b>							
<b>Checks and Payments - 40 Items</b>							
Check	04/18/2019			Service Charge	X	-29.00	-29.00
Check	04/19/2019	7978	PG&E	Gas and electricity at pool	X	-1,859.32	-1,888.32
Paycheck	04/19/2019	7970	SUSAN G. WITSCHI	Payroll April 1-15	X	-1,630.53	-3,518.85
Check	04/19/2019	7982	U.S. BANK	Various	X	-1,519.37	-5,038.22
Check	04/19/2019	7979	UNIVERSAL BUILDIN...	Janitorial services invoice 460919	X	-1,271.00	-6,309.22
Liability Ch...	04/19/2019	7974	STATE COMPENSA...	Workers Comp	X	-783.71	-7,092.93
Check	04/19/2019	7981	John Swett Athletic B...	Cleaning and damage deposit refund	X	-700.00	-7,792.93
Check	04/19/2019	7975	MEYERS NAVE	Attorney costs Feb and March	X	-656.41	-8,449.34
Check	04/19/2019	7977	KEL-AIRE HEATING ...	Service HVAC systems invoice 74668	X	-568.22	-9,017.56
Paycheck	04/19/2019	7968	DOLORES M. MORA...	Payroll April 1-15	X	-560.64	-9,578.20
Check	04/19/2019	7980	Henrietta Farias	Cleaning and damage deposit refund	X	-430.00	-10,008.20
Paycheck	04/19/2019	7971	HARLEY W. MANDIC...	Payroll April 1-15	X	-269.11	-10,277.31
Paycheck	04/19/2019	7969	KATELYNN M. CLEM...	Payroll April 1-15	X	-242.41	-10,519.72
Paycheck	04/19/2019	7972	TREVOR B. DEES	Payroll April 1-15	X	-234.75	-10,754.47
Check	04/19/2019	7976	Delta One Security, Inc.	Security guards	X	-234.00	-10,988.47
Paycheck	04/19/2019	7973	KARA D. BROWN	Payroll April 1-15	X	-106.67	-11,095.14
Check	05/06/2019	8000	LINCOLN AQUATICS	Diving board - invoice D8634959	X	-4,573.81	-15,668.95
Check	05/06/2019	7997	JetMulch	Playground wood fiber installed - invoice ...	X	-4,124.59	-19,793.54
Paycheck	05/06/2019	7983	RONALD D. WILSON	Payroll April 2019	X	-2,402.93	-22,196.47
Check	05/06/2019	8001	PG&E	Gas & electricity center and pool	X	-2,200.97	-24,397.44
Paycheck	05/06/2019	7985	SUSAN G. WITSCHI	Payroll April 16-30	X	-1,694.86	-26,092.30
Liability Ch...	05/06/2019	7991	CalPERS Public Empl...	CalPERS Retirement, 457, unfunded lia...	X	-1,544.57	-27,636.87
Transfer	05/06/2019			Payroll recovery April REC to CVSan	X	-1,503.00	-29,139.87
Check	05/06/2019	7996	Construct Your Image	Uniforms - invoice 1442	X	-1,109.56	-30,249.43
Liability Ch...	05/06/2019	7989	UNITED STATES TR...	Fed Payroll Tax Liability	X	-1,081.98	-31,331.41
Check	05/06/2019	7998	Sierra Chemical Com...	Pool chemicals	X	-908.73	-32,240.14
Check	05/06/2019	8005	Melanie Davila	Cleaning and damage deposit refund	X	-700.00	-32,940.14
Paycheck	05/06/2019	7986	DOLORES M. MORA...	Payroll April 16-30	X	-600.69	-33,540.83
Check	05/06/2019	7995	AT&T (Phone)	Telephone for center and pool	X	-324.23	-33,865.06
Paycheck	05/06/2019	7984	KATELYNN M. CLEM...	Payroll April 16-30	X	-311.69	-34,176.75
Check	05/06/2019	8004	Henrietta Farias	Refund of cleaning damage deposit bala...	X	-270.00	-34,446.75
Check	05/06/2019	7994	ARMOR LOCKSMITH...	Repair trilogy locks - invoice 53132	X	-240.00	-34,686.75
Check	05/06/2019	8002	RONALD D. WILSON	Reimbursement mileage and stolen drill	X	-239.40	-34,926.15
Liability Ch...	05/06/2019	7990	EMPLOYMENT DEV...	State Payroll Tax Liability	X	-108.52	-35,034.67
Paycheck	05/06/2019	7988	TREVOR B. DEES	Payroll April 16-30	X	-105.93	-35,140.60
Check	05/06/2019	7999	LESLIE'S POOL SUP...	Pool chemicals invoice 137-01-018989	X	-105.87	-35,246.47
Check	05/06/2019	7992	LINCOLN FINANCIAL...	LTD Insurance 5/1 to 5/31	X	-69.29	-35,315.76
Check	05/06/2019	8003	DOLORES M. MORA...	Reimbursement for mileage April 2019	X	-47.56	-35,363.32
Paycheck	05/06/2019	7987	HARLEY W. MANDIC...	Payroll April 16-30	X	-42.94	-35,406.26
Check	05/06/2019	7993	Alhambra & Sierra Sp...	Water for office	X	-9.76	-35,416.02
<b>Total Checks and Payments</b>						<b>-35,416.02</b>	<b>-35,416.02</b>
<b>Deposits and Credits - 21 Items</b>							
Deposit	04/12/2019			Comm Ctr Deposit	X	10,250.00	10,250.00
Deposit	04/15/2019			Rent & Wells Fargo Fees - cc	X	40.95	10,290.95
Deposit	04/16/2019			Rent - cc	X	200.00	10,490.95
Transfer	04/17/2019			CSD cash conversion transfer to REC	X	23,000.00	33,490.95
Deposit	04/18/2019			Interest	X	2,473.64	35,964.59
Transfer	04/19/2019			Payroll recovery MAINT to REC April 1-15	X	6.07	35,970.66
Transfer	04/19/2019			Payroll recovery PCSan to REC April 1-15	X	28.98	35,999.64
Transfer	04/19/2019			Payroll recovery CVSan to REC April 1-15	X	503.19	36,500.83
Deposit	04/19/2019			Comm Ctr Deposit	X	560.00	37,060.83
Deposit	04/19/2019			Rent/CD/Clean - cc	X	1,900.00	38,960.83
Deposit	04/19/2019			Rent/CD/Clean - cc	X	2,880.00	41,840.83
Deposit	04/23/2019			Rent/CD/Park Key - cc	X	2,583.00	44,423.83
Deposit	04/25/2019			Rent & Security - cc	X	2,618.00	47,041.83
Deposit	04/26/2019			Comm Ctr Deposit	X	2,351.67	49,393.50
Deposit	04/30/2019			Security/CD/Rent - cc	X	2,588.00	51,981.50
Deposit	05/02/2019			C/D - cc	X	360.00	52,361.50
Deposit	05/03/2019			Booking - cc	X	200.00	52,561.50
Transfer	05/06/2019			Payroll recovery April 16-30	X	32.80	52,594.30
Transfer	05/06/2019			Payroll recovery April 16-30 CVSan to R...	X	509.53	53,103.83
Deposit	05/07/2019			Rent/CD/Cleaning/Security - cc	X	4,662.00	57,765.83
Deposit	05/13/2019			Comm Ctr Deposit	X	5,391.04	63,156.87
<b>Total Deposits and Credits</b>						<b>63,156.87</b>	<b>63,156.87</b>
<b>Total Cleared Transactions</b>						<b>27,740.85</b>	<b>27,740.85</b>
<b>Cleared Balance</b>						<b>27,740.85</b>	<b>517,874.12</b>
<b>Register Balance as of 05/13/2019</b>						<b>27,740.85</b>	<b>517,874.12</b>
<b>Ending Balance</b>						<b>27,740.85</b>	<b>517,874.12</b>

# 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: 5/22/19	LATEST FUND REPORT: 5/13/19
-----	-----
OPERATING FUND 3242	BALANCES BY CLASS
-----	-----
CASH CARRIED FORWARD: \$26,336.93	MEMORIAL HALL
ACTIVITY:	Walk Honor & P66 \$221,500.00
CHECKS and PAYMENTS	Archt. Phase1 (\$15,427.99)
Warrants (none) \$0.00	Engnr. Phase1 (\$31,229.00)
Payroll recovery (172.02)	Other CapX (\$4,605.65)
Investment Services (\$23.00)	WofH P66 Balance \$170,237.36
DEPOSITS	Other MH O&M Bal. \$634.38
None \$0.00	BRIDGEHEAD (\$247.37)
-----	PLAZA/FENCES/LIGHTS (\$472.92)
CASH BALANCE: \$26,141.91	-----
-----	ACCRUED DEBT:
INVESTED BEG. BALANCE: \$143,298.50	PY due REC Dept. \$8,000.00
LAIF interest \$711.04	DOGPARK due BRGHD \$1,032.02
-----	PCADVISORY due MH \$1,170.20
INVESTED END. BALANCE:* \$144,009.54	-----
FUND BALANCE: \$170,151.45	c:\mydocs\maint\bud&fin\wrksht

05/14/19

## Reconciliation Detail FUND 3242 - MAINTENANCE, Period Ending 05/13/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							169,635.43
Cleared Transactions							
Checks and Payments - 3 Items							
Check	04/18/2019			Service Charge	X	-23.00	-23.00
Transfer	04/19/2019			Payroll recovery MAINT to REC April 1-15	X	-6.07	-29.07
Transfer	05/06/2019			Payroll recovery April MAINT to CVSan	X	-165.95	-195.02
Total Checks and Payments						-195.02	-195.02
Deposits and Credits - 1 Item							
Deposit	04/18/2019			Interest	X	711.04	711.04
Total Deposits and Credits						711.04	711.04
Total Cleared Transactions						516.02	516.02
Cleared Balance						516.02	170,151.45
Register Balance as of 05/13/2019						516.02	170,151.45
Ending Balance						516.02	170,151.45

# CROCKETT POLICE LIAISON COMMITTEE

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of the Crockett Community Services District


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

## FINANCIAL REPORT

AS OF APRIL 30, 2019

Opening balance: 4/1/2019	\$7,765.71
Activity:	
<u>Revenue</u>	
Clancy March (4/22)	\$159.69
<u>Expenditures</u>	
Payroll recovery	(\$98.93)
 Current balance as of 4/30/19	 \$7,826.47

Staff spent approximately 1.0 hours on PLC issues in April.



District Finance Officer

//admin/districtsecretary/plc/financialreport

# PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

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## MONTHLY SUMMARY WORKSHEET

PREPARED FOR MTG.: 5/22/19 LATEST FUND REPORT: 5/13/19

OPERATING FUND 3425			
CASH CARRIED FORWARD:	\$5,025.28	ACCRUED DEBT:	
ACTIVITY:			
CHECKS (1095-1100)	(\$12,330.49)	PYs due CVSan Dept.	\$24,233.49
Payroll recovery	(\$1,722.00)	Loan#2 due CVSan	\$277,963.36
Investment svc chg	(42.00)		
Trns to Investments	(90,000.00)		
Trns frm Adv on SUC	106,588.00		
CASH BALANCE:	\$7,518.79	ACCRUED DEBT:	\$302,196.85
ADV ON SUC BEG. BALANCE:	\$112,507.00		
Tsfr to cash	(\$106,588.00)		
Ending Balance	\$5,919.00		
INVESTED BEGIN. BALANCE:	\$30,630.15		
Trns frm cash	\$90,000.00		
Interest LAIF	\$309.16		
Ending Balance	\$120,939.31		
FUND BALANCE:	\$134,377.10	\\san\pc\bud&fin\wrksht	

05/14/19

### Reconciliation Detail

FUND 3425 - PC SANITARY - O&M, Period Ending 05/13/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							148,162.43
Cleared Transactions							
Checks and Payments - 10 Items							
Check	04/18/2019			Service Charge	X	-42.00	-42.00
Check	04/19/2019	1095	Valley Operator...	Monthly treatment plant fee invoic...	X	-4,000.00	-4,042.00
Check	04/19/2019	1098	U.S. BANK	Lab, alarm, district lunch, sign, offi...	X	-989.69	-5,031.69
Check	04/19/2019	1096	L.R. PAULSELL...	High pressure pipeline cleaning	X	-460.00	-5,491.69
Check	04/19/2019	1097	MEYERS NAVE	Attorney costs Feb and March	X	-179.83	-5,671.52
Transfer	04/19/2019			Payroll recovery PCSan to REC A...	X	-26.98	-5,698.50
Check	05/06/2019	1099	Sewer Works	Recoverable for 42 Canyon Lake ...	X	-6,400.00	-12,098.50
Transfer	05/06/2019			Payroll recovery April PCSan to C...	X	-1,662.22	-13,760.72
Check	05/06/2019	1100	PG&E	Electricity WWTP	X	-300.97	-14,061.69
Transfer	05/06/2019			Payroll recovery April 16-30	X	-32.80	-14,094.49
Total Checks and Payments						-14,094.49	-14,094.49
Deposits and Credits - 1 item							
Deposit	04/18/2019			Interest	X	309.16	309.16
Total Deposits and Credits						309.16	309.16
Total Cleared Transactions						-13,785.33	-13,785.33
Cleared Balance						-13,785.33	134,377.10
Register Balance as of 05/13/2019						-13,785.33	134,377.10
Ending Balance						-13,785.33	134,377.10

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

# 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)

## MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG: 5-22-19

LATEST FUND REPORT: 5-13-19

### OPERATING FUND 3426

### CONSTRUCTION FUND 3427

CASH CARRIED FORWARD: \$162,112.11

CASH CARRIED FORWARD \$49,323.62

#### ACTIVITY:

#### ACTIVITY:

Warrants (5851-5865) (\$80,636.49)  
 Payroll REC recovery (\$503.19)  
 Trns to Investments (\$450,000.00)  
 Investment srvs (\$117.00)  
 Conn Fee Trns to 3427 (\$2,425.00)  
 SEC SUC from Adv on Tax \$472,004.69  
 Prop Tax from CSD 3240 \$132,000.00  
 Permits \$180.00  
 Payroll recovery \$2,821.64

Investment Svcs (\$19.00)  
 Connect Fee Trns \$2,425.00

CASH BALANCE: \$235,436.76

CASH BALANCE: \$51,729.62

INVESTED BEGIN BAL.: \$868,287.91

LAIF Interest \$5,446.62

INVESTED BALANCE: \$873,734.53

FUND 3427 BALANCE: \$925,464.15

#### ADV ON TAXES:

060 Prop tax Beginning \$520,908.69  
 SEC SUC transfer (\$472,004.69)  
 Ending Balance \$48,904.00

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

### CAPITAL RESERVE FUND 3429

CASH CARRIED FORWARD \$275.00

#### ACTIVITY:

Investment Svcs (\$2.00)

INVESTED BEG. BALANCE: \$2,593,165.01

LAIF Interest \$17,031.03

Trns from cash \$450,000.00

Ending Balance: \$3,060,196.04

CASH BALANCE: \$273.00

INVESTED BEGIN BAL.: \$68,746.43

LAIF Interest \$431.23

INVESTED BALANCE: \$69,177.66

FUND 3426 BALANCE: \$3,348,654.69

FUND 3429 BALANCE: \$69,450.66

TAXES held in 3240: \$43,585.42

CO.charges in 3240: \$0.00

#### ACCURED DEBT OWED TO CVAN:

#### CONTRACTOR BONDS ON FILE:

PCSAN DEPT. \$302,196.85

MAINT DEPT. \$0.00

28 contractors \$27,500.00

9:21 AM

05/14/19

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Reconciliation Detail**  
**FUND 3426 - CV SANITARY - O&M, Period Ending 05/13/2019**

Type	Date	Num	Name	Memo	Clr	Amount	Balance
<b>Beginning Balance</b>							3,280,303.70
<b>Cleared Transactions</b>							
<b>Checks and Payments - 19 Items</b>							
Transfer	04/17/2019			Connection Cap Fee 452 Kendall Ave tr...	X	-2,425.00	-2,425.00
Check	04/18/2019			Service Charge	X	-117.00	-2,542.00
Check	04/19/2019	5853	C&H SUGAR CO.	Shared op costs March 2019	X	-53,368.73	-55,910.73
Check	04/19/2019	5854	L.R. PAULSELL CONSU...	Sewer high pressure cleaning invoice 19...	X	-3,450.00	-59,360.73
Check	04/19/2019	5852	MEYERS NAVE	Attorney costs Feb and March	X	-2,006.32	-61,367.05
Check	04/19/2019	5855	U.S. BANK	Various	X	-638.82	-62,005.87
Transfer	04/19/2019			Payroll recovery CVSan to REC April 1-15	X	-503.19	-62,509.06
Liability Check	04/19/2019	5851	STATE COMPENSATIO...	Workers Comp	X	-415.79	-62,924.85
Paycheck	05/06/2019	5857	JAMES G. BARNHILL	Payroll April 2019	X	-4,295.24	-67,220.09
Liability Check	05/06/2019	5860	CalPERS Public Employe...	CalPERS Retir., 457, unfunded liability	X	-4,237.61	-71,457.70
Check	05/06/2019	5865	WEST COUNTY WASTE...	Contract services March	X	-3,892.89	-75,350.59
Paycheck	05/06/2019	5856	DALE A. McDONALD	Payroll April 2019	X	-3,777.45	-79,128.04
Check	05/06/2019	5864	PG&E	Electricity	X	-2,524.52	-81,652.56
Liability Check	05/06/2019	5858	UNITED STATES TREA...	Fed Payroll Tax Liability	X	-1,228.48	-82,881.04
Transfer	05/06/2019			Payroll recovery April 16-30 CVSan to R...	X	-509.53	-83,390.57
Liability Check	05/06/2019	5859	EMPLOYMENT DEVELO...	State Tax Liability	X	-320.07	-83,710.64
Check	05/06/2019	5863	L.R. PAULSELL CONSU...	Emergency hydro SSO #19-2	X	-230.00	-83,940.64
Check	05/06/2019	5862	AT&T (Phone)	Office phone and fax	X	-130.45	-84,071.09
Check	05/06/2019	5861	LINCOLN FINANCIAL G...	LTD Insurance 5/1 to 5/31 coverage	X	-120.12	-84,191.21
<b>Total Checks and Payments</b>						<b>-84,191.21</b>	<b>-84,191.21</b>
<b>Deposits and Credits - 8 Items</b>							
Transfer	04/17/2019			CSD cash conversion transfer to CVSan	X	132,000.00	132,000.00
Deposit	04/18/2019			Interest	X	17,031.03	149,031.03
Deposit	04/19/2019			Permit 19-9	X	60.00	149,091.03
Deposit	05/06/2019			Permit 19-10 - cc	X	60.00	149,151.03
Deposit	05/06/2019			Permit 19-11 - cc	X	60.00	149,211.03
Transfer	05/06/2019			Payroll recovery April MAINT to CVSan	X	165.95	149,376.98
Transfer	05/06/2019			Payroll recovery April REC to CVSan	X	1,503.00	150,879.98
Transfer	05/06/2019			Payroll recovery April PCSan to CVSan	X	1,662.22	152,542.20
<b>Total Deposits and Credits</b>						<b>152,542.20</b>	<b>152,542.20</b>
<b>Total Cleared Transactions</b>						<b>68,350.99</b>	<b>68,350.99</b>
<b>Cleared Balance</b>						<b>68,350.99</b>	<b>3,348,654.69</b>
<b>Register Balance as of 05/13/2019</b>						<b>68,350.99</b>	<b>3,348,654.69</b>
<b>Ending Balance</b>						<b>68,350.99</b>	<b>3,348,654.69</b>