

CROCKETT COMMUNITY SERVICES DISTRICT

Regular Business Meeting
AGENDA FOR WEDNESDAY, MARCH 27, 2019

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

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:

Adoption of an updated Sewer System Management Plan (SSMP) by Resolution No. 18/19-09 as required by State Water Resources Control Board (SWRCB) Order No. 2006-0003-DWQ and 2013-0058-EXEC.
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 February 27, 2019.
 - b. Approve payment of District bills.
 - c. Receive Minutes of Commissions and Committees.
 - d. Receive Status Reports on outstanding items.
 - e. Receive letter to Union Pacific Railroad on protection of crossing.
9. ADMINISTRATIVE:
 - a. Consider consent Items removed from Consent Calendar.

- b. Consider Resolution No. 18/19-10 appointing Anne Scheer to serve as Commissioner on the Crockett Recreation Commission.
- c. Resolution No. 18/19-11 electing to become subject to alternative bidding and Uniform Public Construction Cost Accounting Procedures.
- d. Resolution No. 18/19-12 modifying Vacation Leave benefits for regular employees working a minimum of 20 hours per week.
- e. Employment Agreement Modification and Extension for Port Costa Sanitary Department Manager Barnhill.
- f. Amendment to Legal Services Engagement with Meyers Nave.
- g. Confirm support for Dog Park Committee grant application to the Crockett Community Foundation.

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

12. **FUTURE AGENDA ITEMS:**

- 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.
- Consider Ad Hoc Committee on long range planning.

13. **BOARD COMMENTS:**

14. **ADJOURNMENT** to April 24, 2019

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

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

RESOLUTION

NO. 18/19-09

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

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

WHEREAS, the Crockett Community Services District has adopted an updated Sewer System Management Plan (SSMP) on April 23, 2014 by Resolution No. 13/14-15; and

WHEREAS, the SSMP was updated August 2016, had its bi-annual audit completed April 23, 2018, and objective and elements of the SSMP remain generally unchanged; and

WHEREAS, the SSMP is a living document that must be adopted by the governing body every 5 years or less.

NOW, THEREFORE, BE IT RESOLVED that the District's Sewer System Management Plan, as updated August 2016, is hereby adopted.

BE IT FURTHER RESOLVED that staff shall coordinate the next SSMP bi-annual audit to be completed by May 1, 2020 with any required updates to be incorporated into the SSMP by August 31, 2020.

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held on March 27, 2019 by the following vote:

AYES:

NOES:

ABSENT:

Kent Peterson, President

ATTEST:

Dale McDonald
District Secretary

PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

TO: Port Costa Sanitary Commission / Board of Directors
FROM: Dept. Manager James Barnhill *JB*
SUBJECT: Port Costa Sanitary Department Managers Report for February 2019
DATE: March 6, 2019

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

Operation and Maintenance

- No Sanitary Sewer Overflows (SSO's) occurred in February.
- H&R Plumbing has been contracted to repair the manhole.

Administrative

- Wet Weather Preparedness checklist added to checklist for 2019.
- Completed 2018 Annual Pollution Prevention Plan
- Enforcement remains suspended except for critical issues while staff focuses on budget and Crockett Sanitary Department issues.

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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

website: www.town.crockett.ca.us

TO: Crockett Sanitary Commissioners / Board of Directors

FROM: General Manager 

SUBJECT: Crockett Sanitary Department Managers Report

DATE: March 13, 2019

The Crockett Sanitary Department Managers Report highlights items of interest that occurred between February 13 and March 13, 2019.

Operation and Maintenance

- There were no Sanitary Sewer Overflows (SSO) reported in February.
- Staff responded to seven incidents during this period. Multiple calls were on failed storm drains which are the responsibility of Contra Costa County. County Public Works informed by phone and email.
- Problem with Crockett Pump Station SCADA / PLC flow meter recording flow data was identified. The PLC controller was switched in the wrong position during routine pump station maintenance.

Capital Improvements / Projects

- Atherton and Cooke Project No. C-1003 plan documents complete. Front end bid documents being developed.
- Spot repair on Loring between Boy Scout Hall and Crockett Library scheduled for mid-April.

Administrative/Financial:

- Continue to monitor locks and gates to State Lands gravel lot near old Nantucket restaurant.
- Audit of EBMUD water use at JSHS and CMS indicated problem with spikes in water use during non-school periods. Both instances appear to have occurred on supply lines outside of the school buildings and it is doubtful water entered the sewer. JSUSD has been informed so that they can investigate and provide documentation to avoid overcharge of Sewer Use Charges in FY 19/20.
- General Manager McDonald spent approximately 41% of his time towards Crockett Sanitary Department operations and 2% on Capital Projects in February. The rest of his time was spent on District business 34%, Recreation and PLC 15%, Maintenance 2%, and Port Costa 6%. He worked a total of 180 hours in February, excluding holidays.
- Assistant Sanitary Department Manager Barnhill spent approximately 71% of his time on Crockett Sanitary Department operations and 3% of his time on Capital Projects. The rest of his time, 26%, was spent on Port Costa issues.

Monthly Maintenance Summary

Crockett Sanitary Department

Summary of Activity for February - 2019

	Feb 19	FY 2019
Daily Operations		
Working Days:	20	260
Hydro-Flushing Days of Operation:	7	30
Rodding Days of Operation:	1	17
Condition Assesment Days of Operation:	0	17
SSO Summary		
SSOs Sewer Mains:	0	0
SSOs Private Laterals:	0	0
SSO Reached Surface Waters:	0	0
Call Summary		
Incidents (calls and false alarms):	9	46
Incoming Calls:	9	46
Sewer Service Call Outs:	2	8
Cleaning Summary		
Length of Pipe Rodded:	632	13,122
Length of Hydro-Flush Cleaning:	7,744	31,180
Other Cleaning (Length):	0	0
Total Length of Cleaning:	8,376	44,302
CCTV Summary		
Condition Assesment Work Orders Completed:	0	69
Condition Assesment Footage Televised:	0	12,732
Repair Summary		
No Repairs Completed:	0	0

CROCKETT COMMUNITY SERVICES DISTRICT

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MINUTES OF REGULAR MEETING, FEBRUARY 27, 2019

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by President Peterson. Present were Board Members Barassi, Kirker, Mackenzie and Sutton, along with General Manager McDonald, Recreation Department Manager Wilson, Assistant Sanitary Dept. Manager Barnhill, and Assistant Secretary Witschi. Also present was Sanitary Commissioner Bartlebaugh.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. REPORTS FROM COMMISSIONERS: None
5. PUBLIC HEARING: None
6. REPORT OF DISTRICT COUNSEL: None
- 7.a. RECREATION DEPT. REPORT: The Board had received the Minutes of January 7. Mr. Wilson reported the pool was broken into a couple weeks ago. He said they took the credit card machine in the office, power tools out of the pump room, and broke the lock on the shed and took the starting system. We have him on video camera and we have turned it over to the Sheriff's Department. Director Kirker asked since they broke the lock on the door would you be able to replace the door on an insurance claim. Mr. Wilson said he doesn't think we meet the insurance deductible. Planchon Roofing was out to repair a leak in the kitchen. The Crockett Swim Team will begin using the pool on March 3. John Swett High School is having a job fair on March 19 and he will try and recruit swim instructors and lifeguards. Mr. Wilson reported he is continuing to work on the fire inspection deficiencies. He said Susan has contacted Public Works to have the curb painted red in front of the building. The Walk of Honor is on May 18. We are working on another flyer for the Walk of Honor to send out to every resident in Crockett.
- 7.b. MAINTENANCE DEPARTMENT: Director Peterson reported the street light has been replaced at Port Street and Pomona. The new one is so similar to the old you cannot tell the difference. Mowing at the bridgehead has begun and volunteers continue to pick up trash. He said Chris Goehle is one of the volunteers helping pick up garbage at the bridgehead. Director Peterson reported he received a written response from the geotechnical engineer on pressure grouting of soil for Memorial Hall. Mr. McDonald reached out to Caltrans to check on the status of the new lease and existing encroachment permit to confirm the dog park can move forward. He has not received reimbursement from the Dog Park Committee on staff time already spent working on dog park issues. Director Peterson asked if he has any news about the acquisition of the Bridgehead. Mr. McDonald said there has been no movement.
- 7.c. PORT COSTA SANITARY DEPT.: The Board had received the Minutes of January 9. Mr. Barnhill reported no Sanitary Sewer Overflows (SSO's) in January. He said the secondary containment pallet was delivered for the sodium hypochlorite tote in the septic tank yard.

Grundfos inspected and adjusted the PACO influent pumps at the Waste Water Treatment Plant (WWTP). Engineers toured the septic tank and the WWTP. Awaiting engineers estimate for structural inspection. L.R. Paulsell cleaned and CCTV inspected the interceptor sewer main between the septic tank and the manhole located across the railroad tracks from the WWTP. Manhole near WWTP is degrading and needs refurbishment or replacement. The final invoice from Larry Walker Associates for NPDES Discharge Permit renewal work was received.

7.d. CROCKETT SANITARY DEPT.: The Board had received the Minutes of January 16. Mr. McDonald reported C&H agreed to pay \$12,000 for emergency sewer spot repair damaged by C&H contractor. The annual Pollution Prevention Plan (PPP) has been completed. The Atherton/Cooke project has been completed. Director Kirker asked what is going on with Nantucket. Mr. McDonald said a quit claim was filed and they will be out of the building on February 28. Jackie Carver will need to clean out the grease trap, otherwise the responsibility falls to State Lands Commission (SLC). Mr. McDonald reported he spoke to Nick Lavoie from SLC and they will block off the whole lot on March 1, boarding up Nantucket and will secure the facility.

7.e. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. McDonald reported the legislature introduced cleanup Bill SB 778 to fix SB 1343 Harassment Training Requirements that all supervisory and nonsupervisory employees need to be trained or retrained again in 2019. He said staff will draft an ordinance establishing informal bidding procedures under the Uniform Public Construction Cost Accounting Act.

7.f. STAFF ANNOUNCEMENTS: Mr. McDonald reported researching using Regional Government Services (RGS) to provide benefits such as HR and administrative assistance for the District.

8. CONSENT CALENDAR: Director Peterson asked that item 8.c. be moved for further discussion. The consent items were approved unanimously (jm/mk):

- a. District Board Minutes of January 23, 2019;
- b. Approve payment of District bills (warrants Rec.7856-7906; PCSan, 1074-1084; CVSan 5793-5820; Maintenance 414-415).

9.a. CONSENT CALENDAR:

Item 8.c. Receive Minutes of Commissions and Committees. Director Peterson asked that the minutes be put in date order. He also asked if it is true minutes are approved before they come to the Board. Mr. McDonald said Commission and Police Liaison Committee minutes are approved by their respective commission or committee before being given to the Board. Board committee minutes are presented to the Board after drafting. A motion to approve Minutes of Commissions and Committees, as amended, carried unanimously (es/lb).

9.b. APPOINT COMMITTEE MEMBERS: Mr. McDonald presented a resolution to appoint two members to the Police Liaison Committee. Director Barassi asked for a brief background on these individuals. Mr. McDonald said Raina Currington is a small business owner in town and Greg Mauler has lived in Crockett for 35 years. A motion to approve Resolution No. 18/19-07 appointing Raina Currington to the Police Liaison Committee and Greg Mauler as an alternate carried unanimously (es/jm).

9.c. CREATING MEMORIAL HALL PARK: Mr. McDonald reported the grounds around the Veterans Memorial Hall are being used by the community as a neighborhood park. He said it is prudent to separate the costs of landscape maintenance from that of the Veterans Memorial Hall renovation project. The Recreation Commission supports moving the management and control of the grounds, including landscaping responsibilities, from under the Maintenance Department to the Recreation Department. Director Peterson said there are a couple of problems with the text that need to be corrected. A motion to approve Resolution No. 18/19-08 creating Memorial Hall Park, as amended, carried unanimously (mk/lb).

9.d. ACTION PLANS FOR 2019: Mr. McDonald reported each commission has reviewed their respective plans. Director Barassi said he is opposed to ordinance on capacity charges and Accessory Dwelling Units. He wondered if increasing capacity fees would be a barrier for development. He also said planning for climate change impact with public engagement is a waste of time and staff shouldn't spend time on it when there are more important items to address. A motion to adopt Action Plans for 2019 carried unanimously (mk/es).

9.e. EMPLOYMENT AGREEMENT: A motion to approve Employment Agreement Modification for Recreation Department Manager Wilson, increasing salary from \$2,701 to \$2,788 per month carried unanimously (mk/lb). Director Mackenzie thanked Ron for all the work he does for the Recreation Department.

9.f. APPOINTMENT TO PERSONNEL COMMITTEE: Mr. McDonald reported the Commissioners from each Commission were asked if anyone was interested in serving on the Personnel Committee. Director Peterson appointed Tom Cusack to serve on the Personnel Committee.

9.g. CROCKETT ENGAGED NEWSLETTER: Director Peterson said unfortunately the newsletter is not ready. It was the consensus of the Board to distribute the newsletter, subject to General Manager's approval, when it is ready.

10.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Mr. McDonald reported reconciliations are attached. He said the Police Liaison summary worksheet has been revised and a new one was handed out. Director Mackenzie asked what the repairs were for at the park for \$5,700 paid to Community Playgrounds. Mr. Wilson said we had a safety inspection of all the play equipment in the park and it was for required repairs. He said there will be additional repairs next year as well.

10.b. 7-MONTH ACTUAL EXPENSE REPORT: Mr. McDonald presented the 7-month budget report for FY 18/19 and draft FY 19/20 budget. He said reports for each of the respective departments have been presented to the Commissions with the exception of the Maintenance Department which is to be reviewed by the Board. He said payroll cost recovery between the Crockett Sanitary Department and Recreation Department is now allocated when payroll checks are issued. Director Peterson asked if there are any park bonds that would be available for the recreation or maintenance departments. Mr. Wilson said not that he has found. Director Peterson asked for a breakdown of deficits for the Maintenance Department.

11.a. PERSONNEL COMMITTEE REPORT: The Board had received the Minutes of February 6 and February 19. Director Barassi said on February 19 the committee met and they

discussed performance evaluations in closed session. The next meeting is scheduled for March 12.

11.b. BUDGET & FINANCE COMMITTEE REPORT: Mr. McDonald said the committee did not meet.

11.c. AD HOC COMMITTEE REPORTS: The Strategic Planning Committee did not meet. Mr. McDonald will make sure an email on Port Costa major items of risk are sent to Director Peterson on Thursday.

11.d. INTER-AGENCY MEETINGS: Mr. Barnhill said he toured Central Contra Costa County Collection Facility in Walnut Creek after attending the Contra Costa County Special District Association meeting on January 28. Director Kirker asked if there is still time to register for the Special District Leadership Academy in Napa. Mr. McDonald said yes and will forward the information via email.

12. FUTURE AGENDA ITEMS:

- Memorial Hall Committee recommendation on soil stabilization (March).
- 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.
- Consider Ad Hoc Committee on long range planning.

13. BOARD COMMENTS: Director Barassi is very concerned about the situation at the old Nantucket site. He said he considers the area a Recreation facility and worries we will lose access to the waterfront. He said we should take a position that the railroad crossing is a public crossing and not private. Mr. Wilson said the State has grants available for marinas. Director Kirker said the District has an easement to the other side of the tracks farther to the west and the crossing near the Nantucket is needed to access our outfall and sewers north of the tracks. Director Peterson said that San Francisco Bay Conservation and Development Commission (BCDC) should be involved. The BCDC was involved in the Eckley Pier and will determine what's going to happen at the Crockett Marine location as well. He said Supervisor Federal Glover is a commissioner on BCDC.

14. ADJOURNMENT: The meeting was adjourned at 8:45 PM until March 27, 2019.

Respectfully submitted,

Susan Witschi

Susan Witschi
March 18, 2019

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 3/5/19 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
03/06/2019	DALE A. McDONALD	Payroll Feb 2019	3,777.44	5821
03/06/2019	JAMES G. BARNHILL	Payroll Feb 2019	3,908.57	5822
03/06/2019	UNITED STATES TRE...	Fed Payroll Tax Liability	1,228.50	5823
03/06/2019	EMPLOYMENT DEVE...	State Tax Liability	361.14	5824
03/06/2019	CalPERS Public Emplo...	CalPERS Liability	4,157.49	5825
03/06/2019	MEYERS NAVE	General legal advice invo...	359.85	5826
03/06/2019	AT&T (Phone)	Telephone District office	130.80	5827
03/06/2019	Eastech Flow Controls,...	iTracker flow monitoring ...	7,300.00	5828
03/06/2019	L.R. PAULSELL CONS...	High pressure cleaning - i...	9,200.00	5829
03/06/2019	PG&E	Electricity	3,247.33	5830
03/06/2019	JAMES G. BARNHILL	Mileage reimbursement	54.55	5831
Total FUND 3426 - CV SANITARY - O&M			33,725.67	
TOTAL			33,725.67	

Kent Peterson

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 3/5/19 Fund: 342500 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3425 - PC SANITARY - O&M				
03/06/2019	MEYERS NAVE	General legal advice invoice 20...	40.09	1085
03/06/2019	PG&E	Electricity WWTP	314.75	1086
03/06/2019	Sierra Chemical Company	Sodium hypochlorite invoice 12...	619.19	1087
Total FUND 3425 - PC SANITARY - O&M			<u>974.03</u>	
TOTAL			<u><u>974.03</u></u>	

Kent Peterson

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 3/5/19 Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
03/06/2019	RONALD D. WILSON	Payroll Feb 2019	2,332.51	7907
03/06/2019	DOLORES M. MORAL...	Payroll Feb 16-28	358.83	7908
03/06/2019	KATELYNN M. CLEM...	Payroll Feb 16-28	112.55	7909
03/06/2019	SUSAN G. WITSCHI	Payroll Feb 16-28	1,354.04	7910
03/06/2019	TREVOR B. DEES	Payroll Feb 16-28	85.88	7911
03/06/2019	HARLEY W. MANDICI...	Payroll Feb 16-28	74.43	7912
03/06/2019	UNITED STATES TRE...	Fed Payroll Tax Liability	955.36	7913
03/06/2019	EMPLOYMENT DEVE...	State Payroll Tax Liability	191.58	7914
03/06/2019	CalPERS Public Emplo...	CalPERS Liability	1,280.06	7915
03/06/2019	MEYERS NAVE	General legal advice invo...	209.36	7916
03/06/2019	AT&T (Phone)	Telephones pool and cen...	325.28	7917
03/06/2019	Delta One Security, Inc.	Security guards	388.80	7918
03/06/2019	PG&E	Gas and electricity	2,420.37	7919
03/06/2019	Planchon Roofing, Inc.	Emergency leak repair - ...	350.00	7920
03/06/2019	Leonel Marquez	Cleaning and damage de...	700.00	7921
03/06/2019	RONALD D. WILSON	Mileage reimbursement	101.50	7922
Total FUND 3241 - RECREATION			11,240.55	
TOTAL			11,240.55	

Kent Peterson

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 3/20/19 Fund: 324200 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3242 - MAINTENANCE				
03/21/2019	The PRA Group, Inc.	Review FSSI pressure gr...	<u>1,792.50</u>	416
Total FUND 3242 - MAINTENANCE			<u>1,792.50</u>	
TOTAL			<u><u>1,792.50</u></u>	

Kent Peterson

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

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
03/21/2019	Valley Operators, LLC	WWTP monthly service ...	4,000.00	1088
03/21/2019	U.S. BANK	Lab testing, phone alarm, shar...	847.06	1089
Total FUND 3425 - PC SANITARY - O&M			<u>4,847.06</u>	
TOTAL			<u><u>4,847.06</u></u>	

Kent Peterson

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

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
03/21/2019	DOLORES M. MORAL...	Payroll March 1-15	628.29	7923
03/21/2019	KATELYNN M. CLEM...	Payroll March 1-15	483.40	7924
03/21/2019	SUSAN G. WITSCHI	Payroll March 1-15	1,692.39	7925
03/21/2019	HARLEY W. MANDICI...	Payroll March 1-15	68.71	7926
03/21/2019	TREVOR B. DEES	Payroll March 1-15	48.67	7927
03/21/2019	STATE COMPENSATI...	Workers Comp	783.71	7928
03/21/2019	LINCOLN FINANCIAL ...	LTD premium April 2019	69.19	7929
03/21/2019	Alhambra & Sierra Spri...	Water	17.16	7930
03/21/2019	CP UNLIMITED	Fire suppression electric...	900.00	7931
03/21/2019	Quilters of Crockett	CCF passthru to Quilters	2,886.71	7932
03/21/2019	PACIFIC STONE	Repair broken stone at b...	820.00	7933
03/21/2019	PG&E	Gas & Electricity at the p...	3,154.74	7934
03/21/2019	TERRACARE ASSOCI...	Landscaping services	3,051.00	7935
03/21/2019	UNIVERSAL BUILDIN...	Janitorial services	1,271.00	7936
03/21/2019	EBMUD	Water	553.93	7937
03/21/2019	KATELYNN M. CLEM...	Mileage reimbursement ...	17.40	7938
03/21/2019	U.S. BANK	Various	1,992.74	7939
03/21/2019	Miguel Barajas	Cleaning and damage de...	485.00	7940
03/21/2019	Newin Orante	Cleaning and damage de...	700.00	7941
03/21/2019	Valerie Paschall	Cleaning and damage de...	700.00	7942
03/21/2019	LESLIE'S POOL SUPP...	Motor repair. chemicals	4,183.17	7943
Total FUND 3241 - RECREATION			24,507.21	
TOTAL			24,507.21	

Kent Peterson

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3426 - CV SANITARY - O&M				
03/21/2019	STATE COMPENSATI...	Workers Comp	415.79	5832
03/21/2019	LINCOLN FINANCIAL ...	LTD premium April 2019	120.12	5833
03/21/2019	Aqua Natural Solutions	Microbe Lift 5 gal x4 - inv...	756.67	5834
03/21/2019	ARMOR LOCKSMITH ...	Safe opening - invoice 53...	154.95	5835
03/21/2019	C&H SUGAR CO.	JTP Shared op costs Feb...	54,806.04	5836
03/21/2019	U.S. BANK	Various office, telephone,...	438.76	5837
Total FUND 3426 - CV SANITARY - O&M			<u>56,692.33</u>	
TOTAL			<u><u>56,692.33</u></u>	

Kent Peterson

CROCKETT RECREATION COMMISSION

of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525
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e-mail: recreation@town.crockett.ca.us
website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, FEBRUARY 4, 2019

1. CALL TO ORDER: The meeting was called to order at 6:00 PM by Chairperson Cusack. Present were Commissioners Airoidi, Botta, Choquette and Valentini, along with General Manager McDonald, Department Manager Wilson and Facilities Manager/Asst. Secretary Witschi. Also present was Sanitary Commissioner Bartlebaugh. Commissioner Eskildsen arrived later.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. CONSENT CALENDAR: The following consent item was approved unanimously (jv/db):
 - a. Approve Minutes of January 7, 2019.
- 5.a. ALEXANDER PARK SUMMER USE TRASH: Commissioner Eskildsen arrived at 6:05 pm. Commissioner Airoidi reported Commissioners Cusack, Valentini and himself, along with Mr. Wilson met to discuss summer use trash at Alexander Park. He said we are limited by space in garbage bins. Mr. Wilson may have a dedicated person to help him on Sunday's. It is out of control for the amount of people in the park. Mr. Wilson said he and Susan are working to get signage for the park to post rules.
- 5.b. LANDSCAPING RESPONSIBILITIES: Mr. Wilson said the Memorial Hall is currently under the Maintenance Department and, absent of any plans for restoration right now, only the grounds are available for public use. He said the District should let the neighborhood use it as a park formally. Mr. McDonald said the main focus of the Maintenance Department should be the restoration of the hall. Mr. Wilson said the Recreation Department is currently paying for landscaping with pass-through Return-to-Source money from the Cogeneration plant. Commissioner Airoidi asked is the basement leaking at Memorial Hall. Mr. Wilson said no. Commissioner Choquette asked if some agapanthus can be planted around the perimeter of the building. Mr. Wilson said staff is trying to keep costs to a minimum and work may be planned close to the building irrigation. A motion to support Memorial Hall grounds moving landscaping responsibilities at the Recreation Department carried unanimously (db/jv).
- 6.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. McDonald reported a fund balance of \$507K. He said the Local Agency Investment Fund interest rate has gone up from 2.1% to 2.4%. He said the largest expense on the reconciliation detail list is liability insurance for \$13K, up 6% since last year.
- 6.b. DRAFT BUDGET: Mr. McDonald presented the 7-month draft budget. He said next year staff plans to perform more capital projects. The LED lighting project in the auditorium is anticipated to be funded through a capital improvement grant of \$52K. The retaining wall along Pomona and replacement stairs at the corner of Rolph and Pomona will be treated as a capital improvement under the Parks cost center. A grant would be required to complete this

project. Mr. Wilson said he will also apply for a grant for resurfacing the tennis courts. A motion to recommend approval of 7-month draft budget carried by consensus.

7.a. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in January. He said the Board set up committees, re-appointed Commissioner Choquette for two years to the Recreation Commission, engaged new legal counsel Thomas Smith, and accepted the completed auditor's report.

7.b. PERSONNEL COMMITTEE: Mr. McDonald reported the Board asked staff to reach out to each commission and ask if someone would be interested serving on the Personnel Committee. The committee usually meets the second Tuesday at 4:00 pm. Mr. McDonald reported that Mr. Wilson sits on the committee representing the Recreation Department. He asked the commissioners to contact him if interested.

8. REPORT OF DEPT. MANAGER: Mr. Wilson reported A-One Tree Service came out and trimmed branches on some of the trees in the park and an elm and plum tree was removed. He had a meeting with the Fire Department regarding the inspection report we received. Some smaller issues have been taken care of but the fire suppression system alarm project is still required. He said the initial estimate was for \$6K and other vendors are being looked into. Mr. Wilson said someone broke into the pool area, broke multiple locks, stole items from the swim team shed and stole some personal tools from the pump room, and ransacked the pool office, but only stole the credit card machine. Ms. Choquette asked if insurance will cover the loss. Mr. Wilson said the deductible was not met.

9. COMMISSIONERS: None

10. FUTURE AGENDA ITEMS:

- Receive report on insurance appraisal (March).
- Consider Recreation Commission candidates (March).
- Consider termination of waterfront lease and impact on waterfront access and recreation, form recommendations.
- Consider Grant approval for tennis court.

11. COMMISSIONER COMMENTS: None

12. ADJOURNMENT: The meeting was adjourned at 6:41 PM until March 4, 2019.

Respectfully submitted,



Susan Witschi
February 5, 2019

CROCKETT POLICE LIAISON COMMITTEE

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, FEBRUARY 4, 2019

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Angell.

Present were Committee members Botta, Cardwell, Melero, Valentini and Wais. Also present were Joe Losado from Contra Costa County Code Enforcement and Dominic Aliano from Supervisor Glover's office.

2. AGENDA ORDER: No requests for items out of order.

3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: A complaint from a citizen regarding a pit bull attacking her lab through a locked fence. The attacking dog had to be fought off with a fireplace poker. The sheriff was called and Animal Control was contacted and didn't respond for 46 hours. She gave Lt. Bufford from Sheriff's Department the case number and he will follow up and reply. The Crockett Signal is out and ready for purchase. Questions were asked about cars with extremely dark tinted windows. Officer Wilkenfeld answered questions on the regulations of tinted windows.

4.a. REPORT FROM DEPUTY: Deputy Spangler reported that car break-ins were down at the Dead Fish, she felt due to cold weather and rain. An arrest was made for a stolen vehicle. She is still working on abandoned vehicles at the Nantucket. She was not aware of stolen license plates in Crockett but reminded all present to get locking screws to fasten their plates to their cars. Reminder was given to call in suspicious activity with as much information as possible. Discussion was held regarding the homeless in and around Crockett. The sheriff's department is working with different agencies to evict homeless downhill from the Dead Fish. The private property owner does not want to press charges. The sheriff's office has its hands tied. They cannot evict if the property owner will not cooperate and press charges. A citizen complained about the loud noise after 2:00 am on 2nd Avenue on the weekends. The sheriff will pass on this information to the weekend officers. A reminder if you see junk being dumped to call the sheriff's non emergency number at (925) 646-2441.

4.b. REPORT FROM CHP ON TRAFFIC ISSUES: Officer Wilkenfeld reported he wrote 25 parking tickets in Crockett in January. He said mainly for illegal parking in red zones and too close to fire hydrants. He had a couple of vehicles called for expired tags and also found a couple of stolen cars abandoned up on Cummings Skyway. He reminded attendees that abandoned property can make a difference in the community. Vacant buildings with broken windows have a theory that nobody cares about the property, making it an attraction for break-ins. Officer Wilkenfeld urged citizens to contact their legislators if they feel misdemeanor crimes, such as illegal sideshows, should be elevated to felonies.

4.c. NEIGHBORHOOD WATCH: No report.

5.a. RECOMMENDATION OF COMMITTEE MEMBER: We are happy to have two citizens interested in the open committee position. A motion to recommend appointment of Raina Currington and Greg Mauler as an alternate to the Crockett Police Liaison Committee carried unanimously (jm/sm).

5.b. ENFORCEMENT ACTIVITY: Mr. Losado from Code Enforcement gave his report. The building above Toot's was closed due to improper wiring. Our Fire Marshall is going at a fast pace to inspect businesses. Code Enforcement said that Nantucket is closing and he will make sure the power is cut. He said another group is interested in taking over the Nantucket facility to start their own restaurant business. Nothing has been determined yet. He is concerned if the building is abandoned then homeless will move in. He reminded the community that they can go online at www.cccounty.us/codecomplaint to register a complaint. Please include the address of concern rather than a general description of the property and include your contact information on the online form so the code enforcement officer can contact you with any follow-up questions.

5.c. AD-HOC COMMITTEE ON ILLEGAL SIDESHOWS: An ad-hoc committee has been formed to investigate sideshows. The committee members are Beth Souders, D'Arcy Trask, Greg Mauler, Jerri Ann Daniel, Lani Pallotta, Wendy Harris, and Vince and Jill Gorden. A motion to create Ad-Hoc Committee on Illegal Sideshows carried unanimously (mw/jv). This committee will meet and report their findings at future Police Liaison Committee meetings. Mr. McDonald to provide County contact information to committee.

5.d. REPORT ON ILLEGAL SIDESHOWS: Mr. McDonald reported that Monish Sen of Public Works had appointed Mark de la O to assist our Ad Hoc Committee. Mr. Angell reported that it is not strictly a law enforcement issue. There's a lot of red tape and bureaucracy to go through. Eliminating sideshows will not be an easy task. We cannot put anything down that will shred tires. The majority of the time the District Attorney does not have enough information to prosecute. The bad guy wins and it starts all over again.

6. REPORTS FROM COMMITTEE MEMBERS: None

7. CONSENT CALENDAR: The consent items were approved unanimously (me/db):

- a. Approve Minutes of January 7, 2019
- b. Approve Financial Report
- c. Receive 7-month actual expense report for FY 18/19 and draft FY 19/20 budget

8. FUTURE AGENDA ITEMS: There was discussion from the public on improvements that would make it safer to walk around town. Mr. McDonald suggested compiling the requests and inviting County Public Works to a future meeting. A few requests were given.

- Invite Animal Control speak on roaming dogs and enforcement (March).
- Invite County Public Works to speak about their responsibilities (April).
- Consider zoning issues.
- Consider survey to identify community priorities.

9. ADJOURNMENT: The meeting was adjourned at 6:45 PM until March 4, 2019.

Respectfully submitted,
Barbara Cardwell

PORT COSTA SANITARY COMMISSION

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MINUTES OF REGULAR MEETING, FEBRUARY 13, 2019

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Vice Chairperson Cusack. Present were Commissioners Scheer, Mann, Beauchemin, along with Dept. Manager Barnhill and General Manager McDonald. Chairperson Surges 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: Mr. Barnhill presented the cover letter for the December electronic Self-Monitoring Report (eSMR). The report was certified and submitted through the California Integrated Water Quality System (CIWQS). There were no exceedences in December.
- 5.c. SELF-MONITORING REPORT: Mr. Barnhill presented the cover letter for the 2018 Annual electronic Self-Monitoring Report (eSMR). The report was certified and submitted through the California Integrated Water Quality System (CIWQS) for the Regional Water Quality Control Board (RWQCB / Water Board). There were three permit violations in 2018 as described in the cover letter. Ms. Scheer asked if the District might be fined for the violations. Mr. Barnhill said the violations qualify for independent mandatory minimum penalty of \$3,000 per occurrence. He said it may be within the discretion of the Water Board to combine violations when they are directly related to each other. Enforcement will be imposed by the Water Board at their convenience.
- 5.d. NPDES RENEWAL COSTS: Mr. Barnhill gave a summary of NPDES renewal costs. He said \$4,650 was paid to Tidal Marine Construction Inc. to inspect the outfall to be in compliance for NPDES renewal process. \$25,000 had been budgeted as a placeholder to cover outfall work. Work was not required on the outfall at this time. \$39,570 was budgeted to cover professional services provided by Larry Walker Associates (LWA). Invoices paid to LWA for NPDES services have totaled to \$23,091. Mr. Barnhill said that Water Board modeled a dilution study using Cornix with data that he had provided to them. The Water Board allowed LWA to submit the dilution study model in the NPDES renewal process after he requested its use. LWA estimated the value of the dilution study to be \$20,000. Mr. Barnhill considers this to be a cost savings for Port Costa Sanitary Department since the dilution study was a requirement to obtain the Ammonia Dilution Credit. Staff time involved in the process was not specifically tracked for NPDES related work since it is not prudent for the District to do so. The specific time focused on NPDES reissuance would have to be tracked back for years. A majority of the time spent was sporadic with short phone conversations and a minute or two

retrieving data here and there. Other agencies have used 10% of the total cost for professional services to account for overhead administrative functions, the 10% calculated staff cost is \$2,309. Mr. Barnhill said the expense including outfall scuba dive inspection, LWA services, and estimated staff cost is \$30,050. The total savings including the under budget savings of \$16,479 for LWA and the estimated \$20,000 dilution study is \$36,479. This does not include the cost to repair the outfall since it will need to be addressed at a later date. Mr. Barnhill said that he did not include lab costs pertaining to the process and he plans to report those at a future meeting.

5.e. PERSONNEL COMMITTEE: Mr. McDonald said the District Board President has extended invitation to all District Commissions to have one member sit on the Personnel Committee. The District Board President will appoint interested committee members at the next Board meeting. Those interested were asked to contact Mr. McDonald.

5.f. SIGNIFICANT RISKS FOR THE PORT COSTA SANITARY DEPARTMENT: Mr. Barnhill invited the Commissioners to discuss the attached memo. Mr. Barnhill said the lack of a rail crossing poses an immediate danger to life or health, he said operators and staff must cross the tracks alone at times. Ms. Scheer said the item "Outfall position will need adjustment" should be clarified to read more clearly, she suggested "Outfall needs repair". Mr. Barnhill said he would clarify the item. Mr. Mann asked why the item "Outfall position will need adjustment" is included in the memo. Mr. Barnhill said the outfall was found to be in incorrect alignment to the slope of the river bed and the pipe is extending out into the water, unprotected, and without support structure. He said this was discovered during the dive inspection performed by Tidal Marine Construction. Mr. Mann said the outfall is not in the shipping channel and has low risk of being damaged or causing damage and he does not consider it high priority. Mr. Barnhill said that the outfall will one day need to be corrected. He said repair could be required under imposed enforcement from another government entity. He said it is included on the memo since the repair is inevitable whether we take the lead or not. Ms. Scheer suggested that "Staffing" should be added to the memo. She said it is a topic of discussion at the Strategic Planning Committee. Mr. McDonald said the topic has also been raised at the Board level. Mr. Mann asked if we have plans to address the items listed. Mr. Barnhill said we are in the initial stage, which is to gather data on the collection system and components of the WWTP. He said the initial step to address the issues, as a whole, is the first item listed under Septic Tank; "Septic Tank Structural Condition and strength". He said it is also listed on the Action Plan 2019 as "Conduct Engineering inspection of septic tank".

5.g. ACTION PLAN 2019: Mr. Barnhill invited the Commissioners to discuss the Action Plan for 2019. Mr. Barnhill said item 1 "Manhole repair" is considered an emergency and a proposal from a contractor is pending. Mr. Barnhill said he plans to call for a Special Meeting if the cost exceeds his or the General Managers emergency spending authority. Mr. Barnhill said item 2 "Response to NPDES Compliance Evaluation Report" has a deadline of March 31 to report to the Water Board on findings identified during their Compliance Evaluation Inspection. Mr. Barnhill said secondary containment for the Sodium Hypochlorite tote is already installed at the septic tank in order to meet compliance. He said other secondary containment for the WWTP chemical storage have been ordered and are pending delivery and installment. Mr. Barnhill said that replacement chemical tanks were also ordered for the WWTP per the request of Valley Operators since the condition of the existing tanks is unknown. The existing tanks will be kept for backup storage. Mr. Mann asked if the containment has already been purchased. Mr. Barnhill said it had. Mr. Mann asked why it wasn't brought before the

Commission. Mr. McDonald said that the items fell within our spending authority and were required to be installed. Mr. Barnhill said item 3 "Conduct Engineering inspection of septic tank" is pending proposal. He said the purpose of the structural inspection is to determine if and how the tank can be modified to improve its use. More access hatches to better allow access for cleaning and maintenance is the most basic improvement but engineering is still required before the tank should be cut. He said another purpose is to determine if the tank walls will remain stable if the lid is demolished. He said the capability of the tank walls to support the weight of support structure and a package plant is the long term purpose of the inspection. Mr. Barnhill said that item 4 to "Repair/program/install backup chemical pump" is being handled by the Valley Operators. Mr. Mann said that the current pumps were purchased only a few years ago. Ms. Scheer said that she has experience with the pumps and knows that they do not last very long when they work with the chemicals we use. Mr. McDonald said the acquisition of the backup pump was requested by Valley Operators because they know the current pumps will fail at some point. Mr. Barnhill said item 5 "Pump Septic Tank Sludge" is an ongoing item, he said item 3 on this list and Future Agenda Item "Engineering proposal to inspect septic tank" is directly related to the sludge removal. He said the current plan (pending engineering solutions) will be focused on pumping sludge from the outlet chamber #4 of the tank to reduce the chance of sludge being carried downstream to the WWTP. Mr. Mann asked if pumping will be scheduled. Mr. Barnhill said sludge pumping will be performed as needed per the advice or request of Valley Operators. Mr. Barnhill said item 6 "Paint Parts Exposed to Elements" is related to the PACO influent pumps and the plumbing in the WWTP which are showing rust accumulation. Mr. Barnhill said item 7 "Emergency Generator (Annual Service/Fuel Treatment)" is an ongoing but critical item which is why it is included. Mr. Barnhill said item 8 "CCTV collection system" is critical to the Department, he said condition of the system as a whole is unknown, which bears risk to the Port Costa and District. Mr. McDonald said the reason the inspection is planned for the winter months is to hopefully identify points of inflow and infiltration from ground water during wet weather.

6.a. FINANCIAL REPORT: The Commission received the monthly Summary Worksheet. Mr. Barnhill said the cleaning and CCTV interceptor invoice of \$4,370 includes \$690 for emergency hydrocleaning work to remove a blockage in the manhole at the septic tank.

6.b. WATER CONSUMPTION / COST FACTOR / SUC REVENUE DETAIL FY 19/20: The Budget & Finance Committee reviewed this item on Tuesday, February 12 and recommended no changes to the cost factor for the upcoming FY 19/20.

6.c. 7-MONTH BUDGET REPORT: The Budget & Finance Committee reviewed this item on Tuesday, February 12 and recommended no changes. A preliminary budget for FY 19/20 will be presented in April.

6.d. MANHOLE REPAIR: Mr. Barnhill reported that a contractor has offered a repair solution for manhole P-00-00A located across the railroad tracks from the wastewater treatment plant (WWTP). He said the manhole is high priority and must be repaired as soon as possible. It is listed as a future agenda item. A special meeting may be called to consider the proposal depending on cost estimate.

7. CCTV INSPECTION OF INTERCEPTOR SEWER P-00-01 – P-00-00A: Mr. Barnhill said the sewer line required heavy cleaning before the camera could pass through the line due to a 90% grease blockage. The contractor plugged the downstream sewer line to prevent debris from continuing across to the WWTP. The contractor recovered material by vacuum truck.

Mr. Barnhill said the sewer line looks to be in good condition with no roots or breaks. He said the timing of the cleaning and repair was perfect since the 90% blockage could have caused a backup during the current rain event.

8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported that no Sanitary Sewer Overflows (SSO's) occurred in January. He said Biochemical Oxygen Demand was high in the first week. Valley Operators notified the Water Board and began accelerated monitoring. He said it is unknown at this time if the results exceed the monthly average limit.

8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

8.c. STAFF ANNOUNCEMENTS: None

9.a. BUDGET & FINANCE COMMITTEE REPORT: Minutes of the February 12 meeting were included in the Agenda.

9.b. WASTEWATER COMMITTEE REPORT: None

9.c. INTER-AGENCY MEETINGS: Mr. McDonald reported that Mr. Barnhill attended the California Special Districts Association (CSDA) meeting at Central Sanitary Collection Facility in Walnut Creek. He said that a tour of the facility was offered following the meeting.

10. CONSENT CALENDAR: The consent items were approved unanimously (as/jm):
a. Approve Minutes of January 9, 2019.

11. FUTURE AGENDA ITEMS:
Engineering proposal to inspect and assess septic tank.
Manhole repair near WWTP

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 8:22 PM until March 13, 2019.

Respectfully submitted,



James Barnhill
February 25, 2019

CROCKETT SANITARY COMMISSION

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MINUTES OF REGULAR MEETING, FEBRUARY 20, 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 – 574 ALHAMBRA: Mr. McDonald reported the property is still in violation of Ordinance No 07-1. He said the owner has not been in contact with staff. He said the next step would be to hire a contractor to investigate his lateral sewer and recover all costs for abatement. A motion to impose an additional fine of \$500 and schedule a fifth public hearing carried unanimously (mm/ha).
- 4.b. PUBLIC HEARING – 1316 WANDA: Mr. McDonald reported a permit was pulled on February 14 and sewer repair inspected. Staff is waiting for the final video inspection to confirm HDPE pipe connection. No further action was needed or taken.
5. CONSENT CALENDAR: The consent items were approved unanimously (ha/mm):
 - a. Approve Minutes of January 16, 2019.
 - b. Receive Status Report on outstanding issues.
6. REPORT OF CONSULTING ENGINEER: None
- 7.a. ENFORCEMENT ACTIONS: Mr. McDonald presented the Status Report on recent enforcement actions through February 12. He said The Nantucket has closed their doors February 17. Mr. McDonald reported he reminded the owner of The Nantucket, Jackie Carver, and State Lands to empty the grease interceptor. Commissioner Manzione asked if the grease trap is not emptied is State Lands required to empty it. Mr. McDonald replied yes, State Lands would have to coordinate and the Sanitary Department can assist by providing a contractor who can clean out the grease interceptor.
- 7.b. ANNUAL eSMR REPORT AND NPDES: Mr. McDonald presented the 2018 Annual (eSMR) Report, C&H Sugar Company's NPDES monitoring and sampling activities. Commissioner Manzione asked what the permit limit is on mercury. Mr. McDonald said he will have to look up information and get back to the Commission.
- 8.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission, along with the reconciliation. Mr. McDonald reported interest received of \$12K from Local Agency Investment Fund. He said there is a \$2.7M balance in the operating fund. The West County Wastewater District invoice has been

much lower the last few months as less work has occurred at the pump station. Mr. McDonald reported a capital reserve transfer of \$32K occurred on February 6.

8.b. 7-MONTH BUDGET REPORT: Mr. McDonald presented the 7-month budget report. He said payroll cost recovery income and offsetting payroll recoverable expense accounts are no longer being used. The payroll liability between departments is now allocated when payroll checks are issued. The Motor Control Replacement Project has been postponed until the summer of 2020. The project will go out to bid this year and with the plan to have the parts ordered and hold in advance. Mr. McDonald reported he does not anticipate an increase in Sewer Use Charge (SUC). The actual SUC revenue will be better known once staff completes their water use study and commercial and mixed use property worksheets. Commissioner Manzione asked have we reached the goal for the rate stabilization in the timeframe that we were expecting. Mr. McDonald said the rate study from 2012 projected 10 years to build the reserve and it looks like we will reach it a few years early.

8.c. REHABILITATE LORING MANHOLE: Mr. McDonald reported there is a brick manhole on Loring that has potential to collapse. He said the estimate to refurbish is \$3,700. Commissioner Manzione asked if there are a couple of manholes that can be done together. Mr. McDonald said pending sewer repairs on other nearby manholes are scheduled in the upcoming years and therefore not prudent to rehab these manholes. Commissioner Wais asked is the \$3,700 just for Crockett Sanitary. Mr. McDonald said yes, Port Costa has its own manhole to refurbish and will authorize their work separately. Mobilization costs would be shared by both departments. A motion to approve entering into agreement with H&R Plumbing and Drain Cleaning, Inc. to rehabilitate Loring manhole N-00-16 carried unanimously (mm/sb).

9.a. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in January. He said the Board approved re-appointing Commissioners Adams and Manzione to the Crockett Sanitary Commission for two years.

9.b. ACTION PLAN: Mr. McDonald presented the Action Plan for 2019 and asked for feedback. He said the plan was developed by staff as a tool to guide staff on larger projects that should be addressed over the year. He said this will go before the Board for final approval. Commissioner Wais asked if the C&H Sewer Service Agreement would be negotiated through the Board or the Sanitary Department. Mr. McDonald said the Sanitary Department will be the primary negotiator but Board approval will be required. Commissioner Wais also asked how will we proceed for negotiations. Mr. McDonald said he will lead the development of the new agreement, along with help from the Consulting Engineer Vivian Housen and legal counsel. Commissioner Manzione asked for background on the C&H lawsuit. Mr. McDonald gave a brief history.

10.a. STAFF REPORT ON OPERATIONS: Mr. McDonald presented the Crockett Sanitary Department Managers report along with West County Wastewater District (WCWD) monthly report for January, and ASR – C&H Sugar Co. He said staff responded to five incidents, one was an emergency alarm at the pump station related to pump 5 run storm and process diversion event January 16. The remaining incidents were for report of water flowing below 545 Ceres, heavy root growth in the sewer noticed near 1122 Ceres, and engine running after power failure.

10.c. STAFF ANNOUNCEMENTS: None

11.a. WASTEWATER COMMITTEE REPORT: None

11.b. BUDGET & FINANCE COMMITTEE REPORT: None

12.c. AD HOC COMMITTEES REPORT: None

12.d. INTER-AGENCY MEETINGS: None

13. FUTURE AGENDA ITEMS:

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

14. COMMISSIONER COMMENTS: None

15. ADJOURNMENT: The meeting was adjourned at 7:49 PM until March 20, 2019.

Respectfully submitted,



Susan Witschi
February 21, 2019

CROCKETT COMMUNITY SERVICES DISTRICT

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MINUTES OF PERSONNEL COMMITTEE MEETING MARCH 12, 2019

CALL TO ORDER: The meeting was called to order at 4:00 PM by Chairperson Barassi. Also present were Commissioner Bartlebaugh, Commissioner Cusack, and Mr. Wilson. General Manager McDonald was also in attendance. Director Sutton and Mr. Burnett were absent.

PUBLIC COMMENTS: None

1. DISTRICT CODE TITLE 4 – PERSONNEL: Mr. McDonald reported that is he updating the District Code and is seeking input from the Personnel Committee on the section that deals with personnel. Mr. Barassi mentioned, and it was confirmed by others, that they only received the agenda via email link and not the supporting documents. Mr. McDonald said the full packet was available on the website under the meeting page. He will work to make sure future email notices provide a direct link to the full agenda packet and not just to the agenda meeting page. Mr. Wilson asked if Title 4 should address protection of our employees from aggressive or harassing members of the public. He provided an example that occurred at the pool to a lifeguard. Mr. McDonald said rules adopted by the Board and management would prohibit such action. Mr. Wilson also said that when the District Code was created it was based on code from a larger agency. He questioned whether some sections are needed for our small district such with so few employees, in particular Chapter 4.24 on Employer-Employee Relations which deals with the forming, joining and participating in employee organizations. He said there are only one or two people in the recreation department that can potentially be part of a union. Mr. McDonald will take these questions back to legal counsel and bring Title 4 Personnel back review to the committee for review at a future meeting.
2. POOL HIRING FOR SUMMER 2019: Mr. Wilson reported that two Assistant Aquatics Managers indicated they will not be returning this summer. He said he will be attending the John Swett High Job Fair on March 19 to recruit lifeguards and swim instructors. Historically the majority of summer employees are hired from the Crockett Swim Team and John Swett High but in recent years there has been less and less interested in working at the pool. Jobs nearby, such as In-and-Out, are paying \$15 per hour or more. Last year the Recreation Department (REC) began paying for lifeguard classes to remove the financial burden faced by prospective employees. A few students were unable to pass the class and REC footed the lifeguard class bill. To avoid this from happening again REC will give a pre-test to those interested in becoming lifeguards which consists of swimming 12 laps and bringing a 10 lb. brick up from the diving well in the pool. Those that pass the pre-test will be offered employment conditional upon passing the lifeguard class. Mr. Cusack asked if the person is a qualified lifeguard will they have to take the test again. Mr. Wilson said lifeguard certificates are good for 2 years and those returning in good standing will not have to retake the test. He said the pool needs 15 lifeguards to operate without reduced hours. Mr. McDonald expressed his concern on the impact to the Recreation Manager by not having three Assistant Aquatics Managers. He said these are key positions which are available to individuals 18 and over who have completed WSI training. WSI training is primarily offered in March and April so

identifying candidates for these positions must occur now. Mr. Barassi is open to raising the pay scale, even to \$17 per hour, if that what it takes to keep the pool open.

3. VACATION LEAVE BENEFIT CHANGES: Mr. McDonald provided the Vacation Leave benefits policy to the committee. He said that two employees of the Recreation Department (REC) that have been employed by the District in excess of 10 years currently accrue only two weeks of vacation per year. To recognize these employees's service to the District, management is recommending changing the Vacation Leave benefit to provide three weeks of vacation accrual starting on the anniversary of the tenth year of service. The policy change will have minimal financial impact to the REC budget. A motion to recommend three weeks of vacation leave accrual for non-exempt employees beginning on the anniversary of the tenth year of employment to be effective retroactively as of January 1, 2019 carried unanimously (rw/sb). Mr. McDonald will draft resolution and submit to the District Board.

4. HEALTH BENEFIT PROGRAM: Mr. McDonald reported back on questions raised at the last meeting regarding health coverage for part-time employees. He said CalPERS Health determines eligibility based on the District's definition of full-time, currently 34 hours. In the case for CalPERS Health that would mean regular year round employees working 17 hours or more must be offered health benefits. During research on these questions a second program offered by Special District Management Authority (SDRMA) was identified. Details along with pros and cons were presented to the committee. Mr. McDonald said the question on funding a Health Benefit program remains open. He provided the estimated cost of covering eligible employees and a summary of the proposal looking into funding from the annual property tax allocation and Crockett Co-gen Return-to-Source (RTS) funds. These items will be discussed by the District's Budget & Finance Committee. The Personnel Committee supports continued research into offering a Health Benefit Program. Mr. McDonald will speak with employees individually to see if what is being researched would be a benefit to them, to determine the contribution level required so as not to cause financial harm, and whether they would take advantage of the health program if offered. He will bring the results back to the Personnel Committee after meeting with the Budget & Finance Committee.

5. ANCILLARY COVERAGES: Mr. McDonald presented a list of ancillary coverages offered by SDRMA which included dental, vision, and an Employee Assistance Program (EAP) and asked the committee if there is any interest in adding these coverages as a Health Benefit program is developed. Mr. Cusack said that when he employed 50 people he provided fully paid health benefits including for dependents but did not offer dental or vision. Mr. McDonald said in various surveys health benefits were provided by almost all agencies but dental and vision were not always offered. He received leads on EAP programs offered by Managed Health Network (MHN), Claremont EAP, and Evolve. The cost of SDRMA's MHN EAP program is low at \$2.82 per employee as it is part of a group plan. Staff was directed to look into whether SDRMA's EAP program can be contracted on its own, without Health benefits, or whether the District will need to look into the private market directly. The committee only supports providing EAP as an ancillary benefit.

6. ON-CALL STANDBY FOR SANITARY DEPARTMENT MANAGERS: Mr. McDonald shared information on on-call standby with the committee. Currently the General Manager/Crockett Sanitary Department Manager and Port Costa Sanitary Department Manager provide on-call standby coverage as part of their employment contract. The District does not have an on-call standby policy and instead relies on guidance from employment contracts, the Personnel Policy & Procedures Manual prohibiting outside employment, and the District's Sewer System Management Plan (SSMP) overflow emergency response plan requirements. Included in the

report was information on standby pay offered by other sanitary districts. The Personnel Committee received the report. No action was taken.

7. ALTERNATIVE WORK POLICY AND ALTERNATIVE 9/80 SCHEDULE: The Personnel Committee requested information at its last meeting on the Alternative 9/80 schedule being followed by the sanitary department managers. Mr. McDonald presented the current policy and Alternative 9/80 Schedule adopted November 16, 2016. He explained the to the committee that depending on workload or responsibilities for coverage, such as construction projects or meeting with contractors early or late, the actual start and end time for sanitary department employees may flex but that the working schedule of 9 hour days Monday through Thursday and 8 hours on alternating Fridays is adhered to. The General Manager is responsible for making sure staff is available at the District office during regular business hours with the exception of when work in the field is required. The Personnel Committee received the report. No action was taken.

CLOSED SESSION:

8. CONFERENCE WITH LABOR NEGOTIATOR: The Committee went into closed session at 5:05 PM to discuss contract extension with respect to current employee Port Costa Sanitary Department Manager Barnhill, Pursuant to Government Code Section 54957.6. A short break was taken between 5:39 PM and 6:02 PM. Mr. Wilson had to leave.

REGULAR SESSION:

9. ANNOUNCEMENT OF CLOSED SESSION ACTIONS: The meeting resumed in open session at 6:15 PM. Mr. McDonald announced that an agreement has been reached extending the management agreement with Port Costa Sanitary Department Manager Barnhill for 3-years through March 31, 2022, setting the salary at Level II Step D \$5,504, allowing option by employee to call for renegotiation of contract in writing on or before January 31, 2020 and/or January 31, 2021 good for 60 days from request, and allowing submittal of 30 day notice of resignation during renegotiation period(s) with payment in full for benefits accrued.

10. GENERAL DISCUSSION OF EMPLOYMENT ISSUES: Mr. Barassi asked what ideas the General Manager had regarding possible reorganization of the sanitary departments. Mr. McDonald briefly stated he began considering contingency plans just in case the Port Costa Manager's contract was not extended. One of the ideas considered would have been to make the Port Costa Department Manager position a part-time position with the hope someone from Port Costa would be interested in serving, maybe a retiree, and create a new full-time hourly Sanitary Operations Manager position that would be responsible for the day-to-day operations of both the Crockett and Port Costa Sanitary Department with both positions reporting to the General Manager. If this were to be pursued an on-call standby pay policy would have to be developed.

ADJOURNMENT: The meeting was adjourned at 6:23 PM.

Respectfully submitted,



Dale McDonald
March 15, 2019

CROCKETT COMMUNITY SERVICES DISTRICT

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MINUTES OF BUDGET & FINANCE COMMITTEE MEETING MARCH 21, 2019

CALL TO ORDER: The meeting was called to order at 4:00 PM by Director Peterson. Also present were Director Mackenzie, General Manager McDonald, and Recreation Dept. Manager Wilson. Port Costa Sanitary Department Manager Barnhill was absent excused.

PUBLIC COMMENTS: None

1. PROPERTY TAX REAPPORTIONMENT: By CCSD Resolution No. 07/08-09, the Crockett Sanitary Department (CVSAN) and Recreation Department (REC) have been allocated the ad valorem property taxes received from the county by the same formulas historically used by the State and County. The allocation policy remains in force but includes language that it may be amended, superseded or repealed. Mr. McDonald asked that the Budget & Finance (B&F) Committee consider amending the allocation policy to affix the amount allocated to CVSAN and REC based on the amount they received in 2007 and to allow the unallocated property taxes above \$281,211 to remain in CSD Fund #3240. These funds would be available for the District Board to allocate as they see fit as part of the annual budget process. Our attorney confirmed that the District can use the property tax money received from the county for any authorized District purpose and that there are no restrictions in the law, such as Prop 13, Prop 218 or Prop 26, that would limit what the sanitary department and the recreation department receive. Mr. McDonald briefed the Crockett Sanitary Commission on the proposal last night during a discussion on the sanitary department budget and there was no objection stated at that time. Mr. Peterson has seen this type of reapportionment done by the State when redevelopment agencies were abolished so any change our District imposes would not be setting precedent. He supports the idea as a way to keep our commitment to the voters to protect property taxes in place prior to the formation of our District and still give the Board some flexibility to adjust to changes it may face in the future. He said staff should keep in mind the shift in declining Return-to-Source funding from the Crockett Co-gen plant. He said the Board can consider using some of the unallocated property tax to backfill the departments impacted. It was the consensus of the commission to support modification of the property tax reapportionment policy. Mr. McDonald will draft a new policy and have the Crockett Sanitary Commission and Recreation Commission provide feedback before drafting a resolution. He anticipates bringing the draft resolution and policy back to the B&F Committee in May with resolution submitted to the Board no later than June 26.
2. COST ALLOCATION RATES: Mr. McDonald explained that many of the District's costs are not specific to one department and therefore are considered "indirect costs". These indirect costs are shared by various departments using allocation formulas on the Cost Allocation Rate. The B&F Committee reviewed the allocation worksheet. It was suggested that using prior year Operation & Maintenance (O&M) expenditures as part of the allocation formulas for the unallocated time of the General Manager, District Secretary, and Legal Advice may be fairer to the Recreation Department. Mr. McDonald will update the Cost Allocation Rates and bring it back to the committee for review before presenting it to the Board in June.

3. PRELIMINARY BUDGET UPDATE FOR FY 19/20: The preliminary FY 19/20 budget was presented to the Committee which included the 9-month budget reports for each of the respective departments. The Recreation and Port Costa B&F Committees are meeting next week to comment on the preliminary budgets as well. Various questions were raised by committee members and answered by Mr. McDonald and Mr. Wilson. The Maintenance Department budget was reviewed in detail. The report layout was not as clear due in part to the splitting of cost centers (Memorial Hall, Bridgehead, and Plaza) and separation of operating and no-operating income and expense on separate pages. Mr. McDonald will keep this under consideration as he updates the Maintenance Department budget and will look for ways to make it easier to understand. Mr. Peterson said he had serious concerns with the budget shortfall this year and next. He said it cannot continue at this rate without changes and suggested partnering with a non-profit, relying on Memorandums-Of-Understandings (MOUs) like what is in place at the plaza, to control costs. Mr. McDonald said that question can be submitted to the Board but he is aware of at least one Board member who is concerned with giving up too much management control to volunteer organizations. He said the primary role of most district boards and committees are to develop policy, control the purse strings, and authorize the funding while letting management implement the policies and handle the operations. The use of non-profits and volunteers adds a level of complexity to the management of the District. Mr. McDonald said, with the exception of professional engineering costs related to the Memorial Hall Project, total expense for the Maintenance Department is minimal, budgeted closer to \$6K. He suggested the Board consider using a share of the property tax funds to fully cover the needs of the Maintenance department. Mr. Peterson said staff should look into paying prior year amounts owed to the Recreation Department, items like \$8K owed for the acquisition of Memorial Hall property, and backfill amounts used from the Walk of Honor funds to make both whole. Mr. Wilson was open to managing other Maintenance cost centers if it would help the District. Mr. McDonald will develop options for discussion and bring back to the committee.

4. OTHER ISSUES OF CONCERN: A question was raised on prevailing wages and how it would be applied to volunteers offering services. Mr. Wilson mentioned there may be a risk to non-profits losing their property tax exemption if they were to lease District facilities as part of any agreement to perform volunteer work for the District. He said it should be investigated before developing any MOUs. Mr. McDonald will reach out to our District Counsel to answer questions if needed.

ADJOURNMENT: The meeting was adjourned at 6:13 PM.

Respectfully submitted,



Dale McDonald
March 22, 2019

CSD STATUS REPORT

MARCH

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
Ongoing		Financial Accounting & Budget	Rev'd Draft 19/20	Prelim FY 19/20
Ongoing		Revise District Code 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	Dog Park at Bridgehead - 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	Personal Accounts and Devices - 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	Social Media - 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	Emergency Operations Center (EOC) - 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.
8/14	C-22	Purchasing and Materials Policy - become subject to the California Uniform Public Construction Accounting Act (CUPCAA), develop Bidding and Procurement Procedures, update Chapter 2.36 of District Code.	CUPCAA Resolution being drafted	Adopt resolution then, adopt Ordinance.
3/14	C-20	Safety & Wellness Program - 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	Revise internal chart of accounts - recommended by auditor. Move to class based accounting and simplification of chart of accounts recommended.	BACKLOGGED	Staff to migrate QuickBooks accounts once impact to reporting can be confirmed

1/11	C-17	Sewer map - update printed map of sewers and adopt resolution to define our responsibility.	iCOMM to draft.	Create new PDF map.
8/06	C-1.5	WCWD Service Agreement - current agreement is from 1990, new agreement would better define the scope of services and needs of our District.	BACKLOGGED	Meet with new GM at WCWD

PERSONNEL STATUS REPORT

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
4/14	P-1	Review Job Descriptions - update as needed, compare to WC Comp Codes.	With Personnel Committee	Board adopt any proposed changes
11/16	P-2	Injury & Illness Prevention Plan - review, update, and develop additional training material as needed.	BACKLOGGED	To Personnel then Board for approval by Resolution
11/16	P-3	Floater Holidays - written definition and guideline on use of floating holidays.	BACKLOGGED	Provide to Personnel Committee
06/17	P-5	Harassment Training - class for all employees, directors, and commissioners. AB 1661 / SB 1343	Training thru RGS.	Scheduled for April and May 2019
06/17	P-6	Non-Employee Conduct - 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	Outsource Administrative Tasks - gather costs of outsourcing certain tasks.	Communication Assistant position drafted.	Identify funding then to Board for approval
11/17	P-8	Merit Policy - 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	No Tip Policy - research and develop.	BACKLOGGED	To Personnel Committee
12/17	P-10	Hiring Procedures - consolidate and train staff	Summarize written procedures	To Personnel Committee for feedback

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

REC. DEPT. STATUS REPORT

MARCH

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
Ongoing		Facility marketing - print, web, and social media.	Ongoing	Increase social media engagement
Ongoing		Facility maintenance - Community Center, pool, and park.	on schedule	Finished replacing pathway lights with LED
Ongoing		Financial accounting & budget	FY19/20 reviewed	19/20 Prelim Budget (April)

FINANCIAL MATTERS

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

4/13	M-8	Hillside Maintenance - long-term hillside cleaning plan needs to be developed.	Research underway	Identify funding. Cal FIRE did not return calls
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CAPITAL IMPROVEMENTS

3/14	C-1	West side covered deck Project	ON HOLD	Identify funding. Downsize project or do in phases.
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ADMINISTRATIVE MATTERS

10/17	A-30	Add More Classes and Activities - at the Community Center	future item to Commission	Ad Hoc to identify costs and resources to implement.
6/16	A-29	Review Policy and Rules on Banners - for banners on fence at Rolph and Pomona.	BACKLOGGED	
5/12	A-24	Revise rules on Loitering Policy	BACKLOGGED	
3/12	A-23	Sign - no students during school hours	draft policy	Submit to Commission
9/10	A-21	Signs - no skateboards or bikes	draft policy	Staff to develop policy
11/08	A-20	Rec Policies & Procedures Manual - 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

MARCH

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

4/15	A-4	Sludge disposal procedure document	review with operators	
7/18	A-3	ICOM/CMMS	In use	
Ongoing		Review/revise O&M manual	Reviewed	
Ongoing		Revise sewer system management plan		next audit June 2020
Ongoing		System rehabilitation program	update 5-year plan	Continue video inspection
Ongoing		Property database	Current thru 8/2017	Inventory District property
Ongoing		Financial accounting & budget	Monitoring expenses	

ENGINEERING MATTERS

12/12		Repair/replace MH -P-00-00		
1/13	E-3	Install high water alarm in sump	Valley to aquire/install float switch	Telstar to tie into PLC
6/08	E-7	#4 filter condition	On hold	Excavate content of filler bed #4
3/16		Railroad crossing	On hold	will approach this if equipment access to WWTP is needed for emergency or maintenance
7/16	E-8	NPDES Reissuance - Discharge study	study performed/submitted by RWQCB. By PCSD request	
		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		Locate and document P-03-09 + P-03-05	located, documented	sent letters to properties

DATE REF. TASK STATUS NEXT STEP

MAINTENANCE MATTERS

8/17		Repair/replace #3 dosing siphon in dosing structure	Pending	
8/17		Remove sludge from septic tank chamber #4	Awaiting engineering assessment	pump Chamber #4 as needed
		Install signage at WWTP	Commission volunteered	Pending
		Condition of plumbing at plant	pending assessment by Valley Operators/paint	
2/17		Replace P-00-01 MH cover	Commission volunteered	construct new lid
2/17		Remove shrubbery	Commission volunteered	Pending
		Transplant sand into filter bed #3	suspended	
7/16		Remove sludge - WWTP Basin/wetwell	3" single diaphragm pump + dewatering bag	schedule work
3/16		Remove all sludge - septic tank	pending assessment	contract with engineer
10/16		Annual load bank/fluid svc on genset	Pending	EST Fall 2019
1/13	M-1	Raise manhole elevations	Received quotes (on hold)	Raise manholes (on hold)
7/12	M-3	Clean/paint plumbing	Identify need	Budget work
7/12	M-4	Repair eroded wet well stopper valve	Define scope of work	Receive add'l quotes for work
7/12	M-5	Reset siphon valve #3	Drain north side/buy parts/ gate valve open	Drain/close valve/ reset valve height
5/16		properly cover sodium hypochlorite tote	Obtain uv cover / tarp	
9/18		Add secondary containment for chemicals at WWTP		

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

CV SAN. DEPT. STATUS REPORT

MARCH

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
Ongoing		Flow data analysis	downloading data	Install Micro Flow monitors
Ongoing		Sewer database & repair records	current thru 6/13	Add to ICOM CMMS
Ongoing		Financial accounting & budget	Prelim FY 19/20	Final FY19/20 budget in June
Ongoing		JTP cost allocation adjustment	allocation complete	review 4/19
Ongoing		C&H diversion analysis	current thru 6/18	
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	MCC plans to XiO
12/12	E-26	Protect pump station from floods	POSTPONED	remove bricks by April 2019
5/12	E-25	6" sewer behind Third/Wanda	BACKLOGGED	install access point
10/10	E-24	Loring pump station alt. power backup	on hold	identify pad location
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	meet with new WCWD GM
5/98	A-4	Emergency binder	revision underway	complete revision

CROCKETT COMMUNITY SERVICES DISTRICT

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March 21, 2019

Peter T. Kenney
Real Estate Division
Union Pacific Railroad Company
1400 Douglas Street
Omaham, NE 68179

RE: Private UPRR Crossing 751707C in Crockett, CA

Dear Mr. Kenney,

The private railroad crossing which served The Nantucket restaurant and Crockett Marine Services (CMS), identified as 751707C, is also used to access sewer assets of the Crockett Community Services District ("District"). District contractors use this crossing to bring their trucks and equipment to the north side of the railroad tracks to perform routine sewer maintenance. The crossing is also used by the public to reach the Crockett Bass Club and Carquinez Strait shoreline for recreational activities including fishing.

As UPRR works with California State Lands Commission (SLC) on the termination of CMS leases and site cleanup the District asks that the private railroad crossing is preserved and protected. The District has found reference to the private roadway crossing, possible lease E.S. 2840, on Southern Pacific Transportation Company drawing C-1671 dated October 10, 1977. The District is willing to work with UPRR, SLC, and others to protect access to our facilities and support land use along the shoreline that is in the best interest of the public.

Residents of Crockett are hopeful that a beneficial use of the waterfront property can be identified and developed including potential restoration of the restaurant and/or pier which has served the community in some fashion at this location since 1930.

Sincerely,



Dale McDonald
General Manager

email cc: Francisco J. Castillo, Jr., Sr. Director, Public Affairs, Union Pacific Railroad
Nicholas Lavoie, Public Land Manager, California State Lands Commission
Supervisor Federal D. Glover, Supervisor for Contra Costa County, District 5
Brad McCrea, Regulatory Director, SF Bay Conservation & Development Commission
California State Assemblymember Timothy S. Grayson, District 14
U.S. Congressman Mike Thompson, California's 5th District

RESOLUTION

NO. 18/19-10

A RESOLUTION APPOINTING COMMISSIONER

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

WHEREAS, a vacancy exists on the Recreation Commission, an announcement of vacancy was posted, and Anne Scheer expressed interest in filling the vacancy; and

WHEREAS, the Recreation Commission considered the qualifications of Anne Scheer and recommends appointment; and

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

NOW, THEREFORE, BE IT RESOLVED that Anne Scheer is hereby appointed to the Crockett Recreation Commission as Commissioner.

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held in Crockett on March 27, 2019 by the following vote:

AYES:

NOES:

ABSENT:

Kent Peterson, President

ATTEST:

Dale McDonald
District Secretary

February 22, 2019

Crockett Community Services District

To Whom it may Concern,

My name is Anne Scheer and I am a resident and home owner in Port Costa, California. I am a registered voter in Contra Costa County. I understand there is a vacancy on the Crockett Recreation Commission; this letter is to inform you that I am interested in filling that vacancy.

I believe I have experience that would prove helpful to the Commission and the citizens of Port Costa and Crockett. I retired in 2014 from the East Bay Regional Park District in Oakland, Ca, where I worked for 40 years, the majority of those spent at mid and upper-management levels of the organization. The District is comprised of more than 120,000 acres of parks and open spaces in Alameda and Contra Costa Counties, governed by an elected Board of Directors. In its 68 parks, there are swim and picnic areas, visitor and educational centers, hiking and biking trails, fishing piers, campgrounds and numerous other public amenities including golf courses and wedding/banquet facilities.

The majority of my time at the District was spent in the Maintenance Department where I started as an Administrative Analyst contracting out work on the aforementioned facilities that could not be completed by staff. I rose through the ranks to become the Chief of Maintenance, where I was in the position to plan and direct many of the projects associated with such a large collection of buildings and infrastructure. I retired as Chief of Parks, overseeing a Division of the District that employed over 400 employees, both seasonal and permanent.

While employed with the District, I was responsible for an annual budget of over \$16 million - I made it a priority for me and my staff to keep in mind we were always using taxpayer dollars for our work. It is of utmost importance to me to make sure that those dollars are spent wisely, balancing constituents wants with budgetary realities.

I am also currently a member of the Port Costa Sanitary Commission.

If you have any questions, please feel free to contact me by phone or e-mail.

Regards,

Anne Scheer

83 Canyon Lake Drive
PO Box 18
Port Costa, CA 94569
510-812-8137
portcostascheer@gmail.com

RESOLUTION NO. 18/19-11

**A RESOLUTION OF THE
CROCKETT COMMUNITY SERVICES DISTRICT
ELECTING TO BECOME SUBJECT TO ALTERNATIVE BIDDING AND
UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING PROCEDURES**

WHEREAS, prior to the passage of Assembly Bill No. 1666, Chapter 1054, Statutes of 1983, which added Chapter 2, commencing with Section 22000, to Part 3 of Division 2 of the Public Contract Code, existing law did not provide a uniform cost accounting standard for construction work performed or contracted by local public agencies;

WHEREAS, Public Contract Code Section 22000 et seq., the Uniform Public Construction Cost Accounting Act (the "Act"), establishes such a uniform cost accounting standard;

WHEREAS, the Commission established under the Act has developed uniform public construction cost accounting procedures for implementation by local public agencies in the performance of or in the contracting for construction of public projects; and

WHEREAS, the Act provides for alternative bidding procedures for construction projects that have the potential to significantly reduce the administrative costs of bidding and allow for faster project completion, while still retaining a competitive process and containing project costs.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Crockett Community Services District that it hereby elects, under Public Contract Code Section 22030, to become subject to the Uniform Public Construction Cost Accounting Act and to the California Uniform Construction Cost Accounting Commission's policies and procedures manual, as they may each be amended from time to time; and

BE IT FURTHER RESOLVED that the effective date the District will implement the accounting and bidding procedures of the Act is March 28, 2019; and

BE IT FURTHER RESOLVED that the Board directs the General Manager notify the State Controller's Office forthwith of this election; and

BE IT FURTHER RESOLVED that the Board directs the General Manager or designee of the District to schedule a public hearing to consider adopting an ordinance to establish informal bidding procedures under the Act.

I CERTIFY that at a regular meeting on this 27th of March, 2019 this resolution was passed and adopted by the Board of Directors of Crockett Community Services District by the following vote:

AYES: Members:
NOES: Members:
ABSENT: Members:

Kent Peterson
President of the Board of Directors
Crockett Community Services District
Crockett, California

COUNTERSIGNED:

Dale McDonald
Secretary of the District
Crockett Community Services District
Crockett, California

Approved as to form:

John D. Bakker
Counsel for the Crockett Community Services District

3076249.3

RESOLUTION

NO. 18/19-12

**RESOLUTION MODIFYING VACATION LEAVE BENEFITS
FOR EMPLOYEES WORKING A MINIMUM OF 20 HOURS PER WEEK**

WHEREAS, the Board supports employees and believes that their professional growth, motivation, and loyalty promotes a consistently higher level of service to the public; and

WHEREAS, the District is fortunate to have employees who have served the public on behalf of the District for many years; and

WHEREAS, the Board adopted a Personnel Policy & Procedures Manual which defines vacation leave for employees working a minimum of twenty (20) hours per week; and

WHEREAS, the Personnel Committee of the District expresses their appreciation of non-exempt employees who have served the District in excess of 10 years; and

WHEREAS, the Board of Directors wishes to recognize regular employees who have been employed by the District in excess of 10 years.

NOW, THEREFORE, BE IT RESOLVED that the Vacation Leave policy is hereby modified to accrue three weeks (15 days) of paid vacation leave annually starting on the anniversary of the tenth (10) year of service to the District, equal to the base hours of the employee's weekly schedule.

BE IT FURTHER RESOLVED that the General Manager shall incorporate the modified Vacation Leave into the District's Personnel Policy & Procedures Manual.

BE IT FURTHER RESOLVED that vacation accrual for regular employees who have already surpassed 10 years of service will begin retroactively as of January 1, 2019.

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held on March 27, 2019 by the following vote:

AYES:

NOES:

ABSENT:

Kent Peterson, President

ATTEST:

Dale McDonald
District Secretary

EMPLOYMENT AGREEMENT MODIFICATION

The Management Employment Agreement (the "Agreement") entered into by and between Crockett Community Services District ("District") and James Barnhill ("Employee") on December 9, 2015, is hereby modified as follows. The Agreement modification is contingent upon approval by the District's Board of Directors.

SECTION II (a), the term of the agreement is extended thirty-six (36) months ending on March 31, 2022.

SECTION III, the following is added to Section III – Termination and Severance Pay:

- (d) *Employee may call for a renegotiation of this Agreement annually, submitted in writing no later than January 31 of each year. The negotiation period will be from January 31 to March 31. In the event Employee voluntarily resigns his position with the District during the negotiating period, then the Employee shall give no less than thirty (30) days written notice, unless parties otherwise agree in writing. Failure of Employee to give the required written notice during the negotiation period will result in a pro-rata reduction in benefits normally payable to resigning District's employees, such as, but not limited to, accrued sick leave payment.*

SECTION IV (a), salary modified to pay a monthly salary according to the Pay Scale of Wages for the Port Costa Sanitary Department Manager, Level II Step D, currently equal to \$5,504, for which salary shall be deemed effective April 1, 2019.

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

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

Employee
Dated: _____

District
Dated: _____

CROCKETT COMMUNITY SERVICES DISTRICT

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

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

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BD. MTG: 3-27-19

LATEST FUND REPORT: 3-12-19

 CCSD FUND 3240

 CCSD FUND 3240

CASH CARRIED FORWARD:
REC DEPT: \$13,221.50

CASH CARRIED FORWARD:
CVSAN DEPT: \$43,820.83

ACTIVITY:

ACTIVITY:

Prop Tax Admin Cost (\$427.16)
 Trns Adv Supp Tax \$54.10

Prop Tax Admin Cost (\$2,508.84)
 Trns Adv Supp Tax \$317.73

 CASH BALANCE (Rec): \$12,848.44

 CASH BALANCE (CVSan): \$41,629.72

ADV ON TAXES (Rec): \$22,920.09

ADV ON TAXES (CVSan): \$134,251.33

060 Adv beginning bal \$22,798.41
 Corr Appor 1/19 \$4.78

060 Adv beginning bal \$133,540.43
 Corr Appor 1/19 \$28.09

Ending Balance \$22,803.19

Ending Balance \$133,568.52

160 Supplmt begin bal \$171.00
 PYS EOY SPT SAM (\$54.10)

160 Supplmt begin bal \$1,000.54
 PYS EOY SPT SAM (\$317.73)

Ending Balance \$116.90

Ending Balance \$682.81

 FUND BALANCE (Rec): \$35,768.54

 FUND BALANCE (CVSan): \$175,881.05
 TOTAL BALANCE: \$211,649.58

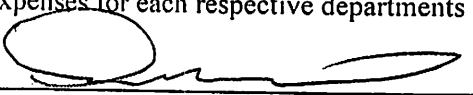
CROCKETT COMMUNITY SERVICES DISTRICT

INVESTMENT REPORT

AS OF FEBRUARY 28, 2019

<u>Beginning invested balance:</u>	<u>2/1/2019</u>	<u>\$ 4,406,636.83</u>
<u>RECREATION DEPT. OPERATING FUND 3241</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.40% as of 12/31/2018		\$ 393,622.13
Activity: No activity		
Ending balance:		\$ 393,622.13
<u>MAINTENANCE DEPT. OPERATING FUND 3242</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.40% as of 12/31/2018		\$ 108,298.50
Activity: No activity		
Ending balance:		\$ 108,298.50
<u>PORT COSTA SANITARY DEPT. OPERATING FUND 3425</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.40% as of 12/31/2018		\$ 60,630.15
Activity: Transfer to cash (2/4)		\$ (15,000.00)
Ending balance:		\$ 45,630.15
<u>CROCKETT SANITARY DEPT. OPERATING FUND 3426</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.40% as of 12/31/2018		\$ 2,778,165.01
Activity: Transfer to cash (2/4)		\$ (85,000.00)
Ending balance:		\$ 2,693,165.01
<u>CROCKETT SANITARY DEPT. CONSTRUCTION FUND 3427</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.40% as of 12/31/2018		\$ 868,287.91
Activity: No activity		
Ending balance:		\$ 868,287.91
<u>CROCKETT SANITARY DEPT. CAPITAL RESERVE FUND 3429</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.40% as of 12/31/2018		\$ 68,746.43
Activity: Interest		
Ending balance:		\$ 68,746.43
<u>Closing invested balance:</u>	<u>2/28/2019</u>	<u>\$ 4,177,750.13</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: 3/14/19

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 3-27-19

LATEST FUND REPORT: 3-12-19

OPERATING FUND 3241

CASH CARRIED FORWARD: \$82,061.54

INVESTED BALANCE: \$393,622.13

No activity \$0.00

ACTIVITY:

NET INVESTED: \$393,622.13

CHECKS AND PAYMENTS

Warrants (7883-7922) (\$39,355.01)

\$38,462.82 c/d deposits

Wells Fargo CC Fees (\$149.36)

\$355,159.31 avail. funds

Payroll recovery (\$1,773.00)

 FUND BALANCE: \$509,323.55

DEPOSITS AND CREDITS

Comm Center Rentals \$11,741.00

*** Below held in cash account ***

Outside classes \$240.00

C/D BEGINNING BALANCE: \$36,052.82

Cleaning/Damage Depos \$4,210.00

c/d deposit receipts \$4,210.00

Security Services \$224.00

c/d deposit refunds (\$1,800.00)

Cleaning Services \$240.00

Trnsfr recovery \$0.00

Tennis Restroom Keys \$45.00

NET C/D ENDING BALANCE: \$38,462.82

Parking fines \$383.13

CAP / RESTRICTED BAL: \$3,453.41

Donations United Way \$105.03

Revenue (Donations) \$ 105.03

Payroll recovery \$357.64

Cap Expenses \$ (493.57)

Fines and Fees \$6.45

NET CAPITAL REPL. BAL: \$3,064.87

POLICE LIAISON BALANCE: \$7,816.23

Fines & Fees \$389.58

Payroll and other (\$369.45)

NET PLC ENDING BALANCE: \$7,836.36

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: \$58,336.42

PETTY CASH BALANCE: \$60.00

ADV ON TAXES : \$57,365.00

TAXES held in 3240: \$ 35,768.54

No activity \$0.00

CO.charges in 3240: \$ -

NET ADV ON TAXES: \$57,365.00

ACCRUED CREDIT: \$ 8,000.00

\\rec\budgfin\wrksht.xls

PY due from MAINT Dept.

Commissioners: Jeff Airoidi, David Botta, Louise Choquette, Tom Cusack, Vanessa Eskildsen, John Valentini

8:10 AM

03/14/19

CROCKETT COMMUNITY SERVICES DISTRICT
Reconciliation Detail
FUND 3241 - RECREATION, Period Ending 03/12/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							533,048.67
Cleared Transactions							
Checks and Payments - 42 items							
Check	02/14/2019		Wells Fargo Mercha...	Wells Fargo CC Fees	X	-149.36	-149.36
Check	02/22/2019	7890	A Plus Tree Service	Pruning and tree removal ser...	X	-7,115.00	-7,264.36
Check	02/22/2019	7906	U.S. BANK	Various	X	-5,087.93	-12,352.29
Check	02/22/2019	7897	Johnson Controls S...	Annual CCTV monitoring serv...	X	-4,536.10	-16,888.39
Check	02/22/2019	7902	TERRACARE ASS...	Landscaping services	X	-1,871.00	-18,759.39
Paycheck	02/22/2019	7885	SUSAN G. WITSCHI	Payroll Feb 1-15, 2019	X	-1,618.76	-20,378.15
Check	02/22/2019	7903	UNIVERSAL BUILDI...	Janitorial services	X	-1,457.80	-21,835.95
Check	02/22/2019	7894	Crockett and Port C...	CAER grant award passthru	X	-1,000.00	-22,835.95
Check	02/22/2019	7901	Silverman & Light, I...	Prof. Services LED light proje...	X	-855.20	-23,691.15
Liability Ch...	02/22/2019	7888	STATE COMPENS...	Workers Comp	X	-783.71	-24,474.86
Check	02/22/2019	7904	Rosario Medina	Cleaning and damage deposit...	X	-700.00	-25,174.86
Check	02/22/2019	7896	ECOLAB	Kitchen sanitizer	X	-508.05	-25,682.91
Paycheck	02/22/2019	7883	DOLORES M. MOR...	Payroll Feb 1-15, 2019	X	-433.59	-26,116.50
Check	02/22/2019	7905	Colleen Duran	Cleaning and damage deposit...	X	-400.00	-26,516.50
Check	02/22/2019	7900	No More Dirt, Inc.	Kitchen cleaning - Invoice 66...	X	-352.00	-26,868.50
Paycheck	02/22/2019	7884	KATELYNN M. CLE...	Payroll Feb 1-15, 2019	X	-320.35	-27,188.85
Check	02/22/2019	7893	Construct Your Image	Uniform sweatshirts Comm C...	X	-291.92	-27,480.77
Check	02/22/2019	7895	Don Barton	Urinal and toilet work - pool m...	X	-165.00	-27,645.77
Check	02/22/2019	7892	ARMOR LOCKSMIT...	Deadbolt install invoice 52824	X	-150.00	-27,795.77
Check	02/22/2019	7899	LINCOLN AQUATICS	Pool cover straps	X	-144.97	-27,940.74
Paycheck	02/22/2019	7886	HARLEY W. MANDI...	Payroll Feb 1-15, 2019	X	-103.07	-28,043.81
Paycheck	02/22/2019	7887	TREVOR B. DEES	Payroll Feb 1-15, 2019	X	-71.58	-28,115.39
Check	02/22/2019	7889	LINCOLN FINANCI...	LTD insurance premium 1564...	X	-69.19	-28,184.58
Check	02/22/2019	7898	LESLIE'S POOL SU...	Ultra fine filter bags	X	-61.98	-28,246.56
Check	02/22/2019	7891	Alhambra & Sierra S...	Water for office	X	-17.26	-28,263.82
Check	03/06/2019	7919	PG&E	Gas and electricity	X	-2,420.37	-30,684.19
Paycheck	03/06/2019	7907	RONALD D. WILSON	Payroll Feb 2019	X	-2,332.51	-33,016.70
Paycheck	03/06/2019	7910	SUSAN G. WITSCHI	Payroll Feb 16-28	X	-1,354.04	-34,370.74
Liability Ch...	03/06/2019	7915	CalPERS Public Em...	CalPERS Liability	X	-1,280.06	-35,650.80
Liability Ch...	03/06/2019	7913	UNITED STATES T...	Fed Payroll Tax Liability	X	-955.36	-36,606.16
Check	03/06/2019	7921	Leonel Marquez	Cleaning and damage deposit...	X	-700.00	-37,306.16
Check	03/06/2019	7918	Delta One Security, ...	Security guards	X	-388.80	-37,694.96
Paycheck	03/06/2019	7908	DOLORES M. MOR...	Payroll Feb 16-28	X	-358.83	-38,053.79
Check	03/06/2019	7920	Planchon Roofing, I...	Emergency leak repair - chim...	X	-350.00	-38,403.79
Check	03/06/2019	7917	AT&T (Phone)	Telephones pool and center	X	-325.28	-38,729.07
Check	03/06/2019	7916	MEYERS NAVE	General legal advice invoice 2...	X	-209.36	-38,938.43
Liability Ch...	03/06/2019	7914	EMPLOYMENT DE...	State Payroll Tax Liability	X	-191.58	-39,130.01
Paycheck	03/06/2019	7909	KATELYNN M. CLE...	Payroll Feb 16-28	X	-112.55	-39,242.56
Check	03/06/2019	7922	RONALD D. WILSON	Mileage reimbursement	X	-101.50	-39,344.06
Paycheck	03/06/2019	7911	TREVOR B. DEES	Payroll Feb 16-28	X	-85.88	-39,429.94
Paycheck	03/06/2019	7912	HARLEY W. MANDI...	Payroll Feb 16-28	X	-74.43	-39,504.37
Transfer	03/11/2019			Payroll recovery REC to CVSan	X	-2,074.29	-41,578.66
Total Checks and Payments						-41,578.66	-41,578.66
Deposits and Credits - 13 items							
Deposit	02/15/2019			Comm Ctr Deposit #976	X	880.00	880.00
Deposit	02/22/2019			Park Restroom Key - cc	X	15.00	895.00
Transfer	02/22/2019			Payroll recovery PCSAN to R...	X	22.69	917.69
Transfer	02/22/2019			Payroll recovery REC to CVS...	X	316.49	1,234.18
Deposit	02/22/2019			Comm Ctr Deposit #977	X	2,630.00	3,864.18
Deposit	02/26/2019			Rent & CD - cc	X	2,200.00	6,064.18
Deposit	02/28/2019			Rent - cc	X	500.00	6,564.18
Deposit	03/04/2019			Rent - cc	X	610.00	7,174.18
Deposit	03/05/2019			Rent & CD - cc	X	3,970.00	11,144.18
Deposit	03/08/2019			Comm Ctr Deposit #978	X	6,383.16	17,527.34
Deposit	03/11/2019		CONTRA COSTA C...	Fines & Fees JV273800	X	6.45	17,533.79
Transfer	03/11/2019			Payroll recovery PCSan to REC	X	18.46	17,552.25
Transfer	03/11/2019			Payroll recovery CVSan to REC	X	301.29	17,853.54
Total Deposits and Credits						17,853.54	17,853.54
Total Cleared Transactions						-23,725.12	-23,725.12
Cleared Balance						-23,725.12	509,323.55

CROCKETT MAINTENANCE DEPARTMENT

of the Crockett Community Services District

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

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BD. MTG: 3/27/19 <hr style="border-top: 1px dashed black;"/> OPERATING FUND 3242 <hr style="border-top: 1px dashed black;"/> CASH CARRIED FORWARD: \$58,482.86 ACTIVITY: CHECKS and PAYMENTS Warrants (414-415) (\$7,308.96) Payroll recovery (190.11) DEPOSITS None \$0.00 <hr style="border-top: 1px dashed black;"/> CASH BALANCE: \$50,983.79 <hr style="border-top: 1px dashed black;"/> INVESTED BEG. BALANCE: \$108,298.50 Interest \$0.00 INVESTED END. BALANCE: * \$108,298.50 <hr style="border-top: 1px dashed black;"/> FUND BALANCE: \$159,282.29	LATEST FUND REPORT: 3/12/19 <hr style="border-top: 1px dashed black;"/> BALANCES BY CLASS <hr style="border-top: 1px dashed black;"/> MEMORIAL HALL Walk Honor & P66 \$221,500.00 Archt. Phasel (\$15,427.99) Engnr. Phasel (\$29,436.50) Other CapX (\$4,605.65) WofH P66 Balance \$172,029.86 Other MH O&M Bal. (\$3,959.93) BRIDGEHEAD (\$674.95) PLAZA/FENCES/LIGHTS (\$8,112.69) <hr style="border-top: 1px dashed black;"/> ACCRUED DEBT: <hr style="border-top: 1px dashed black;"/> PY due REC Dept. \$8,000.00 DOGPARK due BRGHD \$959.98 PCADVISORY due MH \$1,170.20 <hr style="border-top: 1px dashed black;"/> c:\mydocs\maint\bud&fin\wrksht
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03/13/19

Reconciliation Detail FUND 3242 - MAINTENANCE, Period Ending 03/12/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							166,781.36
Cleared Transactions							
Checks and Payments - 3 items							
Check	02/22/2019	414	Crockett Public Ser...	Decorative street light replacement ...	X	-7,008.96	-7,008.96
Check	02/22/2019	415	TERRACARE ASS...	Landscaping services Invoice 40623	X	-300.00	-7,308.96
Transfer	03/11/2019			Payroll recovery MAINT to CVSAN	X	-190.11	-7,499.07
Total Checks and Payments						-7,499.07	-7,499.07
Total Cleared Transactions						-7,499.07	-7,499.07
Cleared Balance						-7,499.07	159,282.29
Register Balance as of 03/12/2019						-7,499.07	159,282.29
Ending Balance						-7,499.07	159,282.29

CROCKETT POLICE LIAISON COMMITTEE

of the Crockett Community Services District

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

FINANCIAL REPORT

AS OF FEBRUARY 28, 2019

Opening balance: 2/1/2019 \$8,169.88

Activity:

Revenue

Parking fines – December \$64.41

Parking fines – January \$383.13

Expenditures

Payroll recovery (\$498.64)

Survey Monkey Fee (\$37.00)

Postage (\$0.60)

Current balance as of 2/28/19 \$8,081.18

Staff spent approximately 6.88 hours on PLC issues in February. Clancy report for January is pending.



District Finance Officer

//admin/districtsecretary/plc/financialreport ** Revised (2/27/19)

PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR MTG. : 3/27/19 LATEST FUND REPORT: 3/12/19

OPERATING FUND 3425			
CASH CARRIED FORWARD:	\$16,293.48	ACCRUED DEBT:	
ACTIVITY:			
CHECKS (1071-1079 1080-1087)	(\$11,514.42)	PYs due CVSan Dept.	\$24,233.49
Payroll recovery	(\$2,168.29)	Loan#2 due CVSan	\$277,963.36
DEPOSIT	\$0.00		
None	-		
CASH BALANCE:	\$2,610.77	ACCRUED DEBT:	\$302,196.85
ADV ON SUC BEG. BALANCE:	\$112,507.00		
No activity	\$0.00		
Ending Balance	\$112,507.00		
INVESTED BEGIN. BALANCE:	\$45,630.15		
Trns to cash	\$0.00		
Interest LAIF	\$0.00		
Ending Balance	\$45,630.15		
FUND BALANCE:	\$160,747.92	\\san\pc\bud&fin\wrksht	

03/13/19

Reconciliation Detail

FUND 3425 - PC SANITARY - O&M, Period Ending 03/12/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							174,430.63
Cleared Transactions							
Checks and Payments - 11 items							
Check	02/22/2019	1084	U.S. BANK	Containment, lab, hydrant deposit...	X	-4,281.64	-4,281.64
Check	02/22/2019	1082	Valley Operators, LLC	WWTP operations monthly servic...	X	-4,000.00	-8,281.64
Check	02/22/2019	1083	Larry Walker Associ...	Prof Services for NPDES permit r...	X	-1,053.75	-9,335.39
Check	02/22/2019	1080	L.R. PAULSELL CO...	Highpressure cleaning Feb 2019 l...	X	-920.00	-10,255.39
Check	02/22/2019	1081	Specialized Electric...	Video Alarm Quarterly Monitoring...	X	-285.00	-10,540.39
Transfer	02/22/2019			Payroll recovery PCSAN to REC	X	-22.69	-10,563.08
Check	03/06/2019	1087	Sierra Chemical Co...	Sodium hypochlorite invoice 1223...	X	-619.19	-11,182.27
Check	03/06/2019	1086	PG&E	Electricity WWTP	X	-314.75	-11,497.02
Check	03/06/2019	1085	MEYERS NAVE	General legal advice	X	-40.09	-11,537.11
Transfer	03/11/2019			Payroll recovery PCSan to CVSan	X	-2,127.14	-13,664.25
Transfer	03/11/2019			Payroll recovery PCSan to REC	X	-18.46	-13,682.71
Total Checks and Payments						-13,682.71	-13,682.71
Total Cleared Transactions						-13,682.71	-13,682.71
Cleared Balance						-13,682.71	160,747.92
Register Balance as of 03/12/2019						-13,682.71	160,747.92
Ending Balance						-13,682.71	160,747.92

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG: 3-27-19

LATEST FUND REPORT: 3-12-19

OPERATING FUND 3426

CONSTRUCTION FUND 3427

CASH CARRIED FORWARD: \$198,174.51

CASH CARRIED FORWARD \$49,323.62

ACTIVITY:

ACTIVITY:

Warrants (5810-5831) (\$105,026.25)
Payroll REC recovery (\$617.78)

No activity \$0.00

Capacity Charge \$2,425.00
Permits \$90.00
Payroll recovery \$4,391.54

CASH BALANCE: \$49,323.62

CASH BALANCE: \$99,437.02

INVESTED BEGIN BAL.: \$868,287.91

No activity \$0.00

ADV ON TAXES:

060 Prop tax Beginning \$520,908.69
No activity \$0.00

INVESTED BALANCE: \$868,287.91

FUND 3427 BALANCE: \$917,611.53

Ending Balance \$520,908.69

CAPITAL RESERVE FUND 3429

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

CASH CARRIED FORWARD \$275.00

Ending Balance \$4,117.89

ACTIVITY:

No activity \$0.00

INVESTED BEG. BALANCE: \$2,693,165.01
Interest LAIF \$0.00
Trns to cash \$0.00

CASH BALANCE: \$275.00

INVESTED BEGIN BAL.: \$68,746.43

No activity \$0.00

Ending Balance: \$2,693,165.01

INVESTED BALANCE: \$68,746.43

FUND 3426 BALANCE: \$3,317,628.61

FUND 3429 BALANCE: \$69,021.43

TAXES held in 3240: \$175,881.05
CO.charges in 3240: \$0.00

ACCURED DEBT OWED TO CVAN:

CONTRACTOR BONDS ON FILE:

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

25 contractors \$25,500.00

11:47 AM

03/13/19

CROCKETT COMMUNITY SERVICES DISTRICT
Reconciliation Detail
FUND 3426 - CV SANITARY - O&M, Period Ending 03/12/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							3,416,366.10
Cleared Transactions							
Checks and Payments - 24 Items							
Check	02/22/2019	5812	C&H SUGAR CO.	JTP shared op costs and share o...	X	-49,999.47	-49,999.47
Check	02/22/2019	5815	J. Flores Construction...	Repair of sewer - 2019 0107 FW...	X	-10,870.54	-60,870.01
Check	02/22/2019	5818	WEST COUNTY WA...	Contract Services January	X	-5,515.12	-66,385.13
Check	02/22/2019	5814	Grundfos CBS Inc.	Backup pump - Loring Pump Stat...	X	-2,106.85	-68,491.98
Check	02/22/2019	5820	U.S. BANK	Various	X	-1,629.57	-70,121.55
Liability ...	02/22/2019	5810	STATE COMPENSAT...	Workers Comp	X	-415.79	-70,537.34
Transfer	02/22/2019			Payroll recovery REC to CVSAN	X	-316.49	-70,853.83
Check	02/22/2019	5816	Specialized Electrical ...	Alarm quarterly monitoring Crock...	X	-285.00	-71,138.83
Check	02/22/2019	5817	USA North	State Fees for USA tickets - Invoi...	X	-141.92	-71,280.75
Check	02/22/2019	5813	East Bay Municipal Ut...	Water consumption data report l...	X	-126.00	-71,406.75
Check	02/22/2019	5811	LINCOLN FINANCIAL...	LTD insurance premium	X	-120.12	-71,526.87
Check	02/22/2019	5819	Construct Your Image	Uniform sweatshirts Invoice 1006	X	-90.20	-71,617.07
Check	03/06/2019	5829	L.R. PAULSELL CON...	High pressure cleaning - invoice ...	X	-9,200.00	-80,817.07
Check	03/06/2019	5828	Eastech Flow Control...	iTracker flow monitoring systems...	X	-7,300.00	-88,117.07
Liability ...	03/06/2019	5825	CalPERS Public Empl...	CalPERS Liability	X	-4,157.49	-92,274.56
Paycheck	03/06/2019	5822	JAMES G. BARNHILL	Payroll Feb 2019	X	-3,908.57	-96,183.13
Paycheck	03/06/2019	5821	DALE A. McDONALD	Payroll Feb 2019	X	-3,777.44	-99,960.57
Check	03/06/2019	5830	PG&E	Electricity	X	-3,247.33	-103,207.90
Liability ...	03/06/2019	5823	UNITED STATES TR...	Fed Payroll Tax Liability	X	-1,228.50	-104,436.40
Liability ...	03/06/2019	5824	EMPLOYMENT DEV...	State Tax Liability	X	-361.14	-104,797.54
Check	03/06/2019	5826	MEYERS NAVE	General legal advice invoice 201...	X	-359.85	-105,157.39
Check	03/06/2019	5827	AT&T (Phone)	Telephone District office	X	-130.80	-105,288.19
Check	03/06/2019	5831	JAMES G. BARNHILL	Mileage reimbursement	X	-54.55	-105,342.74
Transfer	03/11/2019			Payroll recovery CVSan to REC	X	-301.29	-105,644.03
Total Checks and Payments						-105,644.03	-105,644.03
Deposits and Credits - 6 Items							
Deposit	02/15/2019			Permit	X	60.00	60.00
Deposit	02/25/2019			Capacity Charge 452 Kendall	X	2,425.00	2,485.00
Deposit	03/08/2019			Permit 19-5	X	30.00	2,515.00
Transfer	03/11/2019			Payroll recovery MAINT to CVSAN	X	190.11	2,705.11
Transfer	03/11/2019			Payroll recovery REC to CVSan	X	2,074.29	4,779.40
Transfer	03/11/2019			Payroll recovery PCSan to CVSan	X	2,127.14	6,906.54
Total Deposits and Credits						6,906.54	6,906.54
Total Cleared Transactions						-98,737.49	-98,737.49
Cleared Balance						-98,737.49	3,317,628.61
Register Balance as of 03/12/2019						-98,737.49	3,317,628.61
Ending Balance						-98,737.49	3,317,628.61