

CROCKETT COMMUNITY SERVICES DISTRICT

Regular Business Meeting AGENDA FOR WEDNESDAY, MAY 27, 2020

TIME: 7:00 PM

PLACE: ** TELECONFERENCE - SEE BELOW **

IMPORANT NOTICE REGARDING COVID -19 AND TELECONFERENCED MEETINGS:

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

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

HOW TO OBSERVE THE MEETING:

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

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

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

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

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

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1. CALL TO ORDER – ROLL CALL
 2. 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: (Public comments limited to two minutes for each person with full discussion limited to twenty minutes unless extended by Board President.)
 6. REPORT OF DISTRICT COUNSEL:

7. **MANAGERS' REPORTS:** *(These items are typically for exchange of information only. No action will be taken at this time.)*
- a. Recreation Department.
 - b. Maintenance Department.
 - c. Port Costa Sanitary Department.
 - d. Crockett Sanitary Department.
 - e. Governmental matters.
 - f. Announcements and discussion.
8. **CONSENT CALENDAR:** Consideration of a motion to approve the following items:
(Items are subject to removal from Consent Calendar by request of any Board Member on request for discussion by a member of the public. Items removed from the Consent Calendar will be considered with the Administrative Items.)
- a. Approve Minutes of April 22, 2020.
 - b. Approve payment of District bills.
 - c. Receive Minutes of Commissions and Committees.
 - d. Receive notices of Prop 218 Mailings for proposed Sewer Use Charge Increases.
9. **ADMINISTRATIVE:**
- a. Consider consent Items removed from Consent Calendar.
 - b. Consider Resolution No. 19/20-22 accepting the Atherton-Cooke Sewer Project No. C-1002 as complete.
 - c. Consider Resolution No. 19/20-23 accepting the Carquinez Middle School Sewer Replacement Project No. C-1015 as complete.
 - d. Receive report on Hosselkus Chapel property acquisition, Board to consider Resolution No. 19/20-24 authorizing staff to purchase Hosselkus Chapel property, to issue negative CEQA declaration, to direct staff to file CEQA Preliminary Exemption Assessment (Form "A") and Notice of Exemption (Form "B") with Contra Costa County, and to select and approve funding source for acquisition.
 - e. Receive report on pay schedule increase for General Manager, effective June 1, 2020, per contract agreement.
 - f. Consider Resolution No. 19/20-25 Ordering Even-Year Board of Directors Election; Consolidation of Elections; and Specifications of the Election Order.
10. **BUDGET AND FINANCE:**
- a. Consider monthly Summary Worksheets and Investment Reports and staff report on financial matters.
 - b. Receive preliminary budget for FY 2020/2021, form recommendations.
 - c. Consider Resolution No. 19/20-26 to levy \$110 annual Recreation Special Tax on residential parcels for FY 2020/21.
 - d. Select auditor to perform District's FY 19/20 audit, direct staff to execute agreement.

11. **REPORTS FROM BOARD MEMBERS:**
(These items are typically for exchange of information only. No action will be taken at this time.)
 - a. Personnel Committee – Members Barassi, Bartlebaugh, Cusack, Sutton, and Wilson
 - b. Budget & Finance Committee – Members Mackenzie and Peterson
 - c. Ad Hoc Committees: Strategic Planning, Property Acquisition, Staff Management
 - d. Inter-agency meetings:

12. **FUTURE AGENDA ITEMS:**
 - Public hearing on rates and method of collection (June).
 - Adopt budget for FY 2020/21 (June).
 - General Manager Performance Evaluation (June).
 - Discuss role of Police Liaison Committee and how it should best serve the public (Aug).
 - Review and adopt ADA compliance plan.
 - Adopt purchasing procedures and spending limits.
 - Adopt policy for use of private devices and e-accounts.
 - Develop policy on proposals for new programs without established funding.

13. **BOARD COMMENTS:**

14. **ADJOURNMENT** to June 24, 2020

HOW TO SUBMIT PUBLIC COMMENTS:

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

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

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

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

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

TO: Crockett Sanitary Commissioners / Board of Directors
FROM: General Manager *JM*
SUBJECT: Crockett Sanitary Department Managers Report
DATE: May 12, 2020

The Crockett Sanitary Department Managers Report highlights items of interest that occurred between April 8, 2020 and May 12, 2020. The District offices remains closed to the public due to Coronavirus (COVID-19) orders through at least May 31. Social distancing and other safe practices recommended by the CDC and County Health Officer are being followed.

Operation and Maintenance

- There was one Sanitary Sewer Overflows (SSOs) reported in April; it occurred at CMS construction site when by-pass pump hose crimped causing 180 gallons of sewage to spill onto ground and into adjacent storm drain.
- Staff responded to six incidents since last month's report; false grit system alarms were being triggered until by-pass alarm was disabled, JTP reported high-flow rate of 3.2 MGD which was determined to be issue with JTP meter and not Crockett Pump Station, yellow gate in the gravel waterfront lot was welded shut and has since been unwelded and secured with lock.
- West County Wastewater District (WCWD) was unable to access EQ tank due to lock issues and welded gate. They now have access with key for new lock stored at Crockett Pump Station.
- WCWD repaired flow meter at Crockett Pump Station, replacement circuit board installed.

Capital Improvements / Projects

- Carquinez Middle School Sewer Replacement Project C-1015 completed April 27.
- Winslow Sewer Project C-1016 replaced approximately 13' of 6" sewer at two locations on line segment N-00-40 to N-00-39 below 58 Pomona.
- Investigated slip-lining easement sewer N-16-10 to N-16-08 behind 530 Alhambra and 422 Jackson, awaiting contractor quote.

Administrative/Financial:

- C&H Sugar invoiced for 4th installment payment for SUC Fees for FY 19/20.
- Annual Joint Treatment Plant (JTP) flow reconciliation report for the period April 2019 to March 2020 received from C&H, staff reviewing. Anticipated credit due to the District.

- Provided data to EBMUD for their 2020 Urban Water Management Plan (UWMP).
- Contra Costa County Planning Department has gone to electronic plan review, District has developed eStamp for plan approval by sanitary departments.
- Preliminary budget for FY 2020/2021 revised as part of 10-month review.
- General Manager McDonald spent 30% of his time towards Crockett Sanitary Department operations and 4% on Capital Projects in March. The rest of his time was spent on District business 44%, Recreation 4%, Maintenance 1%, and Port Costa 17%. He worked a total of 191 hours in April, including 13 hours of overtime.
- Assistant Sanitary Department Manager Barnhill spent 67% of his time towards Crockett Sanitary Department operation and 9% on Capital Flow and Capital CCTV review in April. The rest of his time, 24%, was spent on Port Costa business. He worked a total of 182 hours in April, including 2 hours of overtime.

CROCKETT COMMUNITY SERVICES DISTRICT

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

MINUTES OF REGULAR MEETING, APRIL 22, 2020

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by President Kirker. Present were Board Members Barassi, Mackenzie, Peterson and Sutton, along with General Manager McDonald, District Counsel Rachel Hundley, Recreation Department Manager Wilson, Port Costa Sanitary Dept. Manager Barnhill, and Assistant Secretary Witschi.
2. CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL: Anticipated litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: one case. The Board went into closed session at 7:02 pm.
3. OPEN SESSION: Mr. McDonald reported no reportable actions in closed session. The open session resumed at 7:33 pm.
4. AGENDA ORDER: There were no requests to hear agenda items out of order.
5. PUBLIC COMMENTS: None
6. REPORTS FROM COMMISSIONERS: None
7. PUBLIC HEARING ON SSMP – RESOLUTION NO. 19/20-19: Mr. McDonald reported District Consultant Vivian Housen has reviewed the District's Sewer System Management Plan (SSMP) and determined that objectives and elements of the SSMP remain generally unchanged. The District's updates to the SSMP were completed in February 2020. A motion to adopt the updated Sewer System Management Plan by Resolution No. 19/20-19, as recommended by the Crockett and Port Costa Sanitary Commissions, carried unanimously (kp/es).
8. REPORT OF DISTRICT COUNSEL: None
- 9.a. RECREATION DEPT. REPORT: Mr. Wilson reported the Walk of Honor has been cancelled for this year with a loss of \$25K. He said projects at the Community Center are on hold until the self-quarantine order has been lifted. There is a lifeguard class on June 20 and 21 at the Crockett pool. Mr. Wilson said it is difficult to recruit pool staff, so he is using social media. Concerts are scheduled in the summer and Shakespeare in the Park on August 3 at Rithet Park, but not sure if they will happen. Director Peterson asked if Philips 66 would like to reschedule the Walk of Honor in the fall. Mr. Wilson said the Community Center is already booked up for the entire year.
- 9.b. MAINTENANCE DEPARTMENT: Mr. Wilson reported Linda Bell, who lives next to Memorial Hall, said mud has rolled into her shed and would like us to clean it up.
- 9.c. PORT COSTA SANITARY DEPT.: Mr. Barnhill reported no Sewer Sanitary Overflows (SSO's) in March. He received an odor complaint at the treatment plant. He met with an

operator onsite and spoke with the Chief Plant Operator from Valley Operators. Nick said he will instruct Rudy to increase the frequency of recirculation through the filter beds.

9.d. CROCKETT SANITARY DEPT.: Mr. McDonald presented the manager's report. He reported no Sewer Sanitary Overflows (SSO's) in March. He said the Atherton Cooke Project has been completed. Spot repair of 10 feet on Pomona sewer E-00-03 to E-00-02 has been completed. Replaced 192 feet of defective 6-inch public sewer behind 30 Emerson. Postponed manhole installation project on Marina line below Dowrelio. Spot repair behind the retaining wall on Pomona at 1st Avenue, below wooden steps, postponed as being non-essential.

9.e. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. McDonald reported office staff is following guidelines on protection of employees during the coronavirus pandemic, employees are required to wear face masks in common areas of the community center. He said the 9/80 schedule has resumed and both he and James have separate office space. FEMA postponed and extended without end date the grant eligibility for coronavirus pandemic and staff is working to complete application for potential reimbursement of Emergency Protective Measures (Cat B).

9.f. STAFF ANNOUNCEMENTS: Mr. McDonald reported that there has been inquiries made on the Hosselkus Chapel. He reported the old Nantucket building has been acquired and a group has lease with State Lands Commission to build restaurant on waterfront.

10. CONSENT CALENDAR: The consent items were approved unanimously (es/jm):

- a. Approve Minutes; Regular meeting of March 25, 2020, Special meeting of April 1, 2020, Closed Session Special Meeting of April 1, 2020 and Special meeting of April 10, 2020.
- b. Approve payment of District bills.
- c. Receive Minutes of Commissions and Committees.
- d. Adopt Resolution No. 19/20-20 Re-appointing Commissioners,
- e. Adopt Resolution No. 19/21-21 Confirming Publication of District Urgent Ordinance No. 20-1 Authorizing Additional Authority of the General Manager during Local Emergency Caused by the COVID-19 Pandemic and Waiving the Recording of Meetings.

11.a. CONSENT CALENDAR: None

11.b. DISTRICT NEWSLETTER: Mr. McDonald reported the President's message and article on aging sewers just finished and are not included in the agenda packet. Director Peterson would like to show some respect to David Botta for his extraordinary service to the Recreation Commission and Police Liaison Committee, staff will work with Ron Wilson and Director Kirker with specific wording. A motion to approve annual District newsletter for planned mailing with Prop. 218 Notices carried unanimously (kp/es).

11.c. PAY INCREASE FOR RECREATION DEPARTMENT MANAGER: A motion to approve pay increase for Recreation Department Manager Wilson, a single pay level step increase as published on the District's Pay Scale of Wages effective April 1, as recommended by the Personnel Committee, carried unanimously (kp/es).

11.d. CORONAVIRUS AD HOC COMMITTEE: A motion to create a Coronavirus response Ad Hoc Committee carried unanimously (lb/es). President Kirker appointed Director Barassi and himself to the committee.

12.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Mr. McDonald reported the negative amounts on the CSD worksheet are Advance-on-Tax corrections. The Local Agency Investment Fund (LAIF) interest rate is down to 2.03%, next month will show interest earned. He said for the Maintenance Department he moved \$30K from cash to investments for Walk of Honor funds raised the last few years. Fund transfers for capital project work completed at the Crockett Joint Treatment plant has been made.

12.b. INTER-DEPARTMENT LOAN AGREEMENT: Mr. McDonald reported Port Costa Commission met on Monday and has decided to borrow \$150K from Crockett Sanitary Department's rate stabilization fund. The loan will be for 10 years, plus an interest amount equivalent to 1.5% more than the interests the District receives on its LAIF accounts for the first three years. Director Sutton asked what the rationale was to only have interest accrued the first three years. Mr. McDonald said Port Costa currently has a second loan with Crockett Sanitary which they are planning to pay off by 2022; they will have more cash available after this loan is paid off to begin paying on this new loan. A motion to approve inter-department loan agreement between Crockett Sanitary Department and Port Costa Sanitary Department as approved by both respective Commissions carried unanimously (es/jm).

12.c. CLEAN HARBOR INVOICES: Two invoices representing the total cost for Clean Harbors septic tank cleanup work were presented to the commission. A motion to approve full payment of Clean Harbor invoices in the amount of \$209,323.12 related to Port Costa septic tank cleaning project, as considered by Port Costa Sanitary Commission, carried unanimously (kp/es).

12.d. SET DATE TO ADOPT BUDGET: A motion to set June 24 for public hearing to adopt proposed FY 2020/21 Budget and, if needed, to adopt revised FY 2019/20 Budget carried by consensus.

12.e. CROCKETT SEWER USE CHARGE: Mr. McDonald presented the Crockett Sanitary Sewer Use Charge (SUC) Study Report for FY 2020/21. He reported the Crockett Sanitary Commission has proposed an increase of \$30 for a Single-Family Residence (SFR) and an increase of \$35 for an apartment and mixed-use accounts. A motion to approve Sewer Use Charge increase Notice, as required by Prop. 218, and set date of June 24 for public hearing and method of collection carried with 4 Ayes and 1 Abstention (Peterson) (es/lb).

12.f. PORT COSTA SEWER USE CHARGE: Mr. McDonald presented the Port Costa Sanitary Sewer Use Charge (SUC) Study Report for FY 2020/21. Mr. McDonald reported \$272 annual increase has been proposed. He noted there was no SUC increase last year and prior years were small incremental increases. The commercial water use is way down and Single-Family Residence (SFR) water use is up. A motion to approve Sewer Use Charge increase Notice, as required by Prop. 218., and set date of June 24 for public hearing and method of collection carried unanimously (lb/jm).

13.a. PERSONNEL COMMITTEE REPORT: None

13.b. BUDGET & FINANCE COMMITTEE REPORT: None

13.c. AD HOC COMMITTEE REPORTS: Director Peterson said a memo from the Strategic Planning Committee on the greatest risks the District face was sent out today. He said he has listed seven items on the memo. He said this is just for the Board to review and can be discussed later.

13.d. INTER-AGENCY MEETINGS: None

14. FUTURE AGENDA ITEMS:

- Consider annual Recreation Special Tax for FY 2020/21 (May).
- Report on status of 2018 Parks & Water Bond Act (Prop. 68) (May).
- Public hearing on Hosselkus Chapel acquisition (June).
- Public hearing on rates and method of collection (June).
- Adopt budget for FY 2020/21 (June).
- Discuss role of Police Liaison Committee and how it should best serve the public (July).
- Review and adopt ADA compliance plan.
- Adopt purchasing procedures and spending limits.
- Adopt policy for use of private devices and e-accounts.
- Develop policy on proposals for new programs without established funding.

15. BOARD COMMENTS: None

16. ADJOURNMENT: The meeting was adjourned at 9:03 PM until May 27, 2020.

Respectfully submitted,



Susan Witschi
May 18, 2020

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 5/20/20 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
05/21/2020	U.S. BANK	Prop 218 mailing, car rental during COVID-19, supplies, ...	2,093.57	6141
05/21/2020	STATE COMPENSATI...	Workers Comp	416.00	6142
05/21/2020	MEYERS NAVE	Legal advise - Board meetings and COVID-19, April 2020	1,927.80	6143
05/21/2020	BAY AREA NEWS GR...	Publishing Ord 20-1 Summary Statement 1249966	273.77	6144
05/21/2020	C&H SUGAR CO.	JTP April 2020 shared costs and reconciliation credit	8,732.51	6145
05/21/2020	EBMUD	Water	428.30	6146
05/21/2020	DALE A. McDONALD	Reimbursement supplies and mileage Feb-May 2020	178.60	6147
Total FUND 3426 - CV SANITARY - O&M			<u>14,050.55</u>	
TOTAL			<u><u>14,050.55</u></u>	

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CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 5/20/20 Fund: 324100 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3241 - RECREATION				
05/21/2020	SUSAN G. WITSCHI	Payroll May 1-15	1,903.99	8681
05/21/2020	TREVOR B. DEES	Payroll May 1-15	37.96	8682
05/21/2020	U.S. BANK	Various Maint, Soft subscript, cap re...	1,798.59	8683
05/21/2020	STATE COMPENSATIO...	Workers Comp	946.08	8684
05/21/2020	MEYERS NAVE	General advice April 2020 - share C...	1,036.04	8685
05/21/2020	BAY AREA NEWS GRO...	Publishing Ord 20-1 Summary State...	154.52	8686
05/21/2020	EBMUD	Water	1,501.87	8687
05/21/2020	KEL-AIRE HEATING & ...	Filter grill replacement - recoverable ...	484.07	8688
05/21/2020	PG&E	Gas & Electricity at pool AC 250151...	1,278.39	8689
05/21/2020	Regional Government S...	FEMA COVID review April Invoice 1...	225.00	8690
05/21/2020	TERRACARE ASSOCIA...	Landscaping services	2,171.00	8691
05/21/2020	Cecelia Hill	Cancellation of event 9/6/20 COVID-...	200.00	8692
Total FUND 3241 - RECREATION			11,737.51	
TOTAL			11,737.51	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 5/20/20 Fund: 342500 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3425 - PC SANITARY - O&M				
05/21/2020	U.S. BANK	Lab tests, Prop218 Notices, alarm, supplies and software sub	996.65	1222
05/21/2020	MEYERS NAVE	Legal advice Clean Harbors, Board meetings, COVID-19	5,378.62	1223
05/21/2020	BAY AREA NEWS ...	Publishing Ord 20-1 Summary Statement 1249966	45.11	1224
05/21/2020	Valley Operators, LLC	WWTP ops fee & misc pitchfork invoice 1278	4,441.49	1225
Total FUND 3425 - PC SANITARY - O&M			<u>10,861.87</u>	
TOTAL			<u><u>10,861.87</u></u>	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 5/5/20 Fund: 324100 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3241 - RECREATION				
05/06/2020	RONALD D. WILSON	Payroll April 2020	2,569.83	8663
05/06/2020	SUSAN G. WITSCHI	Payroll April 16-20, 2020	1,906.58	8664
05/06/2020	TREVOR B. DEES	Payroll April 16-20, 2020	193.95	8665
05/06/2020	UNITED STATES TREASURY...	FedTax Liability	921.96	8666
05/06/2020	EMPLOYMENT DEVELOPME...	EDD State Tax Liability	115.04	8667
05/06/2020	CalPERS Public Employees R...	CalPERS Retir. and 457	914.49	8668
05/06/2020	LINCOLN FINANCIAL GROUP	LTD Insurance	69.19	8669
05/06/2020	PG&E	Gas & Electricity pool & center	1,900.05	8670
05/06/2020	SDRMA	Health Benefits Premiums	1,636.08	8671
05/06/2020	MEYERS NAVE	General attorney advice - majorit...	2,197.74	8672
05/06/2020	Alhambra & Sierra Springs	Water for employees	37.51	8673
05/06/2020	AT&T	Telephone center & pool AC 510...	364.28	8674
05/06/2020	ASCAP	Concert licensing 1/1/19-12/31/19	256.00	8675
05/06/2020	UNIVERSAL BUILDING SERV...	March Janitorial Services - Invoic...	782.16	8676
05/06/2020	LESLIE'S POOL SUPPLIES	Pool chemicals Invoice 137-01-0...	349.34	8677
05/06/2020	John Swett Unified School Dist...	Refund JSHS Swim Team for los...	3,600.00	8678
05/06/2020	RONALD D. WILSON	Mileage reimbursement April 2020	56.35	8679
05/06/2020	Antonio Cruz	Cancellation and refund of April 2...	2,980.00	8680
Total FUND 3241 - RECREATION			20,850.55	
TOTAL			20,850.55	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
 Auditor's Date: 5/5/20 Fund: 342500 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3425 - PC SANITARY - O&M				
05/06/2020	Clean Harbors Industrial Services...	Septic Tank Cleaning Invoice 1...	175,862.67	1216
05/06/2020	Clean Harbors Industrial Services...	Tank and vaccum box rentals I...	33,460.45	1217
05/06/2020	PG&E	Electricity	302.79	1218
05/06/2020	MEYERS NAVE	General legal advice	641.68	1219
05/06/2020	Eurofins Calscience LLC	WWTP lab testing	420.00	1220
05/06/2020	L.R. PAULSELL CONSULTING	CSO cleaning Invoice 20-4	235.00	1221
Total FUND 3425 - PC SANITARY - O&M			<u>210,922.59</u>	
TOTAL			<u><u>210,922.59</u></u>	



CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: 5/5/20 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				
05/06/2020	DALE A. McDONALD	Payroll April 2020	4,373.10	6127
05/06/2020	JAMES G. BARNHILL	Payroll April 2020	4,274.12	6128
05/06/2020	UNITED STATES TREASURY (...)	Fex Payroll Tax Liability	1,524.84	6129
05/06/2020	EMPLOYMENT DEVELOPMEN...	EDD State Tax Liability	440.53	6130
05/06/2020	CalPERS Public Employees Reti...	CalPERS Retirement and 457	4,156.65	6131
05/06/2020	LINCOLN FINANCIAL GROUP	LTD Insurance Premium	120.12	6132
05/06/2020	SDRMA	Health Benefits Premium	892.50	6133
05/06/2020	MEYERS NAVE	General legal advice	3,893.84	6134
05/06/2020	Regional Government Services	March services FEMA questions - Invo...	75.00	6135
05/06/2020	ECAST Engineering Inc.	Atherton Cooke Proj C-1002 Pay #4 R...	40,725.29	6136
05/06/2020	Carone & Company, Inc.	CMS Project C-1015 Invoice 20C33-01	78,480.00	6137
05/06/2020	L.R. PAULSELL CONSULTING	Cleaning, CMS & Atherton Consulting	9,637.50	6138
05/06/2020	AT&T	District and PS Alarm phones	192.64	6139
05/06/2020	PG&E	Electricity	2,164.04	6140
Total FUND 3426 - CV SANITARY - O&M			<u>150,950.17</u>	
TOTAL			<u><u>150,950.17</u></u>	

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CROCKETT RECREATION COMMISSION

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

MINUTES OF REGULAR MEETING, MARCH 2, 2020

1. CALL TO ORDER: The meeting was called to order at 6:01 PM by Vice-Chairperson Airoidi. Present were Commissioners Choquette, Scheer and Valentini, along with Department Manager Wilson and Facilities Manager/Asst. Secretary Witschi. Commissioner Cusack was absent.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. CONSENT CALENDAR: The following consent items were approved unanimously (lc/as):
 - a. Approve Minutes of February 3, 2020.
 - b. Receive Report from Facilities Manager.
 - c. Receive Minutes from Budget & Finance Committee of February 25, 2020.
5. RECREATION: No report.
- 6.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. Wilson reported \$491K in investments.
- 6.b. DRAFT BUDGET FY 2020/2021: Mr. Wilson presented the 7-month draft budget report for FY 2019/20. He said a budget deficit for the District is not forecast and there is no need to adopt a revised District budget for FY 2019/20. Unused contingency fund and excess revenue will roll over to the following year to the respective Capital Fund and O&M General Fund.
7. DISTRICT BOARD ACTIONS: No report.
8. REPORT OF DEPT. MANAGER: Mr. Wilson reported the John Swett High School started using the pool last month. The Crockett Swim Team (CST) will begin using the pool tonight. A new shed for the Crockett Swim Team, purchased and installed by them, replaces their old shed so that they have more room for storage of swim team equipment. He said the February 15 Centennial Celebration at the Community Center was a nice event and thanked all the Commissioners for helping out that day. Mr. Wilson said he received an estimate for the bench for David Botta and the cost is \$2,139. He said the Crockett Community Foundation (CCF) will grant up to \$100 per person.
9. COMMISSIONERS: Commissioner Choquette thanked the Recreation Department for putting the 100th Centennial celebration together. She said it turned out really nice.
10. FUTURE AGENDA ITEMS:
11. COMMISSIONER COMMENTS: No reports.

12. ADJOURNMENT: The meeting was adjourned at 6:35 PM.

Respectfully submitted,

Susan Witschi

Susan Witschi
March 3, 2020

PORT COSTA SANITARY COMMISSION

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

MINUTES OF REGULAR MEETING, APRIL 8, 2020

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Surges. Present were Commissioners Cusack, List, Mann and Scheer, along with General Manager McDonald and Dept. Manager Barnhill. Director Barassi was also in attendance.

2. AGENDA ORDER: There were no requests to hear agenda items out of order.

3. PUBLIC COMMENTS:

4. PUBLIC HEARING: Mr. McDonald reported the State Water Resources Control Board requires a 5-year update and recertification of our Sanitary Sewer Management Plan (SSMP). He said District Consultant, Vivian Housen has reviewed the District's SSMP and determined that objectives and elements of the SSMP remain generally unchanged. Commissioner Scheer asked if the audit is covered through December 31, 2019. Mr. McDonald said yes, the covered period is from January 1, 2018 through December 31, 2019. The Commission received the bi-annual SSMP audit.

5.a. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in March. He said the purchase of the Hosselkus Chapel has been put on hold due to the Coronavirus limiting the ability to hold a public meeting on its acquisition.

5.b. SELF-MONITORING REPORT: The Commission received the Self-Monitoring Report for January 2020.

5.c. APPOINT CHAIR AND VICE-CHAIR: A motion to nominate Joe Surges for Chair and Tom Cusack for Vice-Chair carried unanimously (jm/as).

6.a. FINANCIAL REPORT: The monthly statement of Department finances was examined by the Commission. Mr. McDonald reported a fund balance of \$200K. He said \$40K was spent towards the septic tank baffle replacement.

6.b. 9-MONTH BUDGET REPORT: Mr. McDonald reported the Port Costa Sanitary Department will have a deficit by fiscal year end and will need to adopt a revised budget. He said septic tank cleaning is well above the budgeted amount. Clean Harbors invoice will be close to \$200K. The sewer use charge (SUC) income is the sole source of revenue planned for FY 20/21. The annual SUC per unit will need to increase at minimum \$272 or 13.8% to cover expenses through June 30, 2021. He would even consider a higher increase of up to 25%. Commissioner Scheer said we are seeing various agencies delaying paying property taxes. Mr. McDonald said Contra Costa County has not chosen to defer or delay property tax collections at this time.

6.c. INTER-DEPARTMENT LOAN: Mr. McDonald presented a Inter-Department Loan Agreement between Port Costa Sanitary Department and Crockett Sanitary Department,

along with an installment loan amortization schedule. The loan amount would be up to \$150K with a variable interest rate, estimated at 3.75% over 10 years. Mr. Barassi said he does not like taking on more debt to have interest only payments in the early years. He asked would it be possible to structure this debt. Mr. McDonald said we can structure this loan anyway we want since it is an inter-department loan. Staff would have enough time to lessen the SUC increase if we wait to see what is owed Clean Harbors. A motion to request an inter-department loan from Crockett Sanitary Commission up to \$150K on an adjustable loan over 10 years carried unanimously (as/jm). Mr. Barassi asked the Commission if they want to authorize it before they know what the loan amount is. Mr. McDonald said the loan amount should be large enough to pay the Clean Harbors invoice.

6.d. CLEAN HARBOR INVOICES: Mr. Barnhill summarized general items and corresponding charges submitted by Clean Harbors for the Septic Tank Maintenance Project. The estimate for the job was \$117,657.82 and the department was invoiced \$230,094.08, a difference of \$112,436.26. He said the cause of the overrun relates to the nature and volume of the sludge material. He said that it did not decant as anticipated, the material had to be held in the decanting tanks for a longer period of time. Commissioner Scheer asked if we have a contract with x amount of money? Mr. McDonald stepped in and said we do not have a contract just a proposal, he said the project was rushed to start and a formal contract was not executed. Ms. Scheer said if we had a contract we could review change orders to the contract. Mr. Barassi said, to be fair to the department, no one wanted to do this job and it took a long time to find contractors. Commissioner Scheer stated that she is happy that this was taken care of and that it needed to be done years ago. Mr. McDonald said the material was contaminated with copper and could not be accepted at EBMUD, he said there was only one disposal site that accepted the material. He said if Potrero Hills had not accepted the waste we might have had to ship the waste out of state as a hazardous material. Commissioner Mann said the contractors should have known what kind of material they were dealing with and their estimate was understated. Mr. Barnhill said the material had previously been partially pumped out by Ponder Environmental from the existing access points and was accepted for disposal at EBMUD. He said the majority of the septic tank is inaccessible for measurement or sampling, so the characteristics of the material beyond the existing access points was unknown. Mr. Barnhill said the tank should be cleaned out more often to help avoid this in the future. Mr. Barnhill said that Clean Harbors found that one baffle wall was broken and no longer attached to the tank, a second baffle wall was still intact and in its proper position, and a third baffle wall was not found. He said the tank was designed to have three baffles and expressed concern as to when the tank was last thoroughly cleaned or inspected, because the tank was not found to be constructed as designed. He asked the commission when the tank had last been cleaned or inspected. One of the commissioners said 25 years. Mr. Barnhill said a better way to appreciate the cost, is to divide the invoiced amount of \$230,000 by 20 years for an annual cost of \$11,500, he said that represents the cost of the maintenance at this moment. He said inspection of the broken baffle and the intact baffle found they were constructed with redwood and nails. Nailed lumber had separated which likely caused the total failure of the broken baffle. Due to the nature of the construction, the one remaining intact baffle wall could not be relied upon and it was decided to demolish it. Mr. McDonald said by the time the estimate was accepted by the Commission the timeframe was short and the department was rushed to start work due to impending wet weather. He said there was only an estimate done for the work and there was never a final contract before work began. Commissioner Surges said we don't want to pay for anything Clean Harbors may have caused. Commissioner Cusack asked if the Commission can review the invoice. Mr. McDonald said they can but the summary gives it more justice. Commissioner List asked if

the presence of metals is a fault of the collection system. Mr. McDonald said that we do not know and we do not have an assessment of the collection system. Commissioner Mann said regardless of where the sludge came from and what it was, Clean Harbors presented themselves as people who knew what they were doing, they knew what materials they were dealing with, they are the experts to do this as a proper job and they cannot put back on us that we that they misunderstood or misestimated what was actually in the tank. Mr. Barnhill reiterated that there is no way to access materials beyond reach of the existing access points, so the majority of the tank could not be sampled or measured. Commissioner Mann suggested that a reduced payment of \$50,000 be made. The commission discussed this and since the proposal was previously accepted for \$117,657.82 the proposed amount should be accepted and any charges over the amount be reviewed at a special meeting. A motion to pay Clean Harbors the initial estimate of \$117,657.82 and hold off paying \$112,436.26 until the Commission can review the invoice carried with 4 Ayes and 1 Nae (as/tc).

7. SEWER SERVICE CHARGE: This item was continued to the next Special Meeting.

8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported Sarah Humann has decided to resign from the Port Costa Sanitary Commission as the alternate Commissioner. He said he received an odor complaint at the treatment plant. He met with an operator onsite and spoke with the Chief Plant Operator from Valley Operators. Nick said he will instruct Rudy to increase the frequency of recirculation through the filter beds

8.b. GOVERNMENTAL MATTERS: None

8.c. ANNOUNCEMENTS AND DISCUSSION: None

9.b. BUDGET & FINANCE COMMITTEE REPORT: The Budget & Finance Committee needs to meet to discuss the budget for FY 20/21.

9.c. AD HOC COMMITTEES REPORT: None

9.d. INTER-AGENCY MEETINGS: None

10. CONSENT CALENDAR: The consent items were approved unanimously (jm/tc):

- a. Approve Minutes of January 13 and February 24, 2020.
- b. Receive Status Report on outstanding issues.

11. FUTURE AGENDA ITEMS:

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 8:46 PM until May 13, 2020.

Respectfully submitted,

Susan Witschi
April 13, 2020

PORT COSTA SANITARY COMMISSION

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

MINUTES OF SPECIAL MEETING, APRIL 20, 2020

1. CALL TO ORDER: The meeting was called to order at 3:00 PM by Chairperson Surges. Present were Commissioners Cusack, List and Scheer, along with General Manager McDonald, District Counsel Hundley, Dept. Manager Barnhill and Assistant District Secretary Witschi. Also present were Directors Barassi and Kirker. Commissioner Mann was absent.
2. CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION:
3. OPEN SESSION: Mr. McDonald said there were no reportable actions in the closed session. The open session resumed at 3:20 pm.
4. AGENDA ORDER: There were no requests to hear agenda items out of order.
5. PUBLIC COMMENTS: None
- 6.a. FINANCIAL REPORT: Mr. McDonald reported the general fund balance for Port Costa is \$191K. He made an Advance-on-Taxes transfer of \$93K to cash sub-account. Mr. McDonald reported the current Sewer Use Charge (SUC) is \$1,973 and an increase will be needed. The department will not generate a lot of money unless a sizeable increase is implemented. The cost associated with the consideration of a SUC ranges from \$2,000 to \$3,000. This cost includes required public hearing mailings, publication of ordinance, and staff time to complete report. A minimal increase alone would only cover administrative costs to implement the SUC. The department needs to work to build up its reserves. Mr. McDonald said he reran the budget numbers found an error in loan interest on the most recent report in favor of Port Costa. It is recommended to leave the contingency reserve at 10%. Revenue from last year was \$272,578. The preliminary budget proposed for FY 20/21 is dependent upon receiving an inter-department loan of at least \$125K from the Crockett Sanitary Department. The preliminary budget presented includes anticipated charges and obtaining the loan this current fiscal year. No action or recommendations were given. A final proposed budget will be presented in June.
- 6.b. CLEAN HARBOR INVOICES: Mr. Barnhill summarized the Clean Harbors invoices. He said the invoices tallied to \$209,323.12. He said the current primary invoice from Clean Harbors of \$175,820 represents more than \$40k reduction in charges from previous invoices. The \$33,460 invoice was for storage vacuum box rentals and setup, billed separately. Mr. Barassi asked if any of those costs would have been necessary if our septic tank would have been bypassed and our secondary treatment plant was operational. He said he watched them to make sure the tank that was holding the water to Crockett didn't get overfilled. If the secondary treatment plant was operational then it would have just flowed to the treatment plant and there would have been no need for anyone to be there. Mr. Barnhill said that operators would still have been needed to monitor and control the decant operations. Clean Harbors was onsite to intervene in case anything happened. Mr. Barassi said he wasn't sure if the night shift was legitimate. Mr. Barnhill said the operation was not automated and required

oversight. He said Clean Harbors continued to use the septic tank as a holding tank. Mr. McDonald said the final decision on paying the invoices will rest with the Board as the total amount was over the authorized and budgeted amount. Mr. Kirker said he thinks it puts the Board at a disadvantage to not be included in discussion with Port Costa Commissioners and he believes a joint closed session should have been scheduled. Commissioner Surges said the Port Costa Sanitary Commission will recommend to the Board what they believe is the best decision. District Counsel Hundley wanted to clarify that the two Board members in attendance are only in attendance as the public and not as a member of the Board. Mr. Barassi asked a question about Task 2. He said from January 20 there are 3-4 people on overtime, and it was a considerable amount of overtime and asked if it was necessary? Mr. Barnhill said those days correspond to waste transfer disposal days. Commissioner Scheer asked about unbilled services on the memo. Mr. Barnhill said those were internal costs to Clean Harbors that will not be billed to Port Costa. Commissioner Scheer asked why the water was decanted to Crockett if the flow was restored to the tank. Mr. Barnhill said Clean Harbors offered to take it to Crockett and not bill Port Costa. He said he did not want to risk sending the clarified water to the Port Costa wastewater treatment plant due to the potential for additional problems. A motion to authorize payment in full of Clean Harbor invoices related to Port Costa septic tank cleaning project carried unanimously (as/tc).

6.c. INTER-DEPARTMENT LOAN: Mr. McDonald reported that the Crockett Sanitary Commission considered the request from Port Costa of a loan amount up to \$150K, for 10 years and 1.5% over the LAIF interest rate and made a motion in support for the loan agreement. The current LAIF interest rate is 2.03% which would bring interest charges to 3.53%. There is no pre-pay penalty in the loan agreement, interest only over the first three years. Three new payments schedule have been created; one each for loan amounts of \$100K, \$125K, and \$150K. The one major driving factor that drove the need for a Sewer Use Charge (SUC) increase was the decreased water use by commercial property owners. The Warehouse Café has cut their water use significantly. It is important to remember that with no businesses operating, using less water due to Coronavirus, that there is an anticipated reduction in revenue next year. If the SUC's for businesses are cut by one-third the department will face a reduction in SUC revenue \$15-\$20K. Also, with everyone home washing their hands 10 times a day it is anticipated the Water Factor will be higher for residential use, further lowering mixed use and commercial property revenue for next year. Commissioner Cusack said he supports the \$150K loan. A motion to execute the inter-department loan from Crockett Sanitary Department in the amount of \$150K carried unanimously (tc/as).

6.d. SEWER USE CHARGE STUDY: Mr. McDonald presented the Sewer Use Charge (SUC) Study report for 2020/21. He said from the revenue collected, Port Costa Sanitary Department must pay for operating and maintenance expenses and capital replacements, plus capital improvements and long-term debt service. Commissioner Cusack asked when the new amount would take effect. Mr. McDonald said November 2020. He said due to the Coronavirus less people may be able to pay their property taxes. Mr. McDonald said we do not get the cash until property owners pay their taxes but that the County has paid warrants issued by the department out of the Advance-on-Taxes sub-account based on the anticipated SUC being collected by the County. The Port Costa Sanitary Sewer Use Charge and Report for FY 2020/21 was received. A motion to recommend the proposed rate increase in Sewer Use Charge of \$272 for SFR and Apartments, proportionally increase for commercial and mixed use properties based on water usage, and to accept wording of Prop. 218 notice carried unanimously (tc/tl).

7. FUTURE AGENDA ITEMS: None.

8. COMMISSIONER COMMENTS: Commissioner Scheer asked about 80 Canyon Lake Drive and where the main sewer line, she wanted to know if it is underneath the pool and new owners have been filling it. Mr. Barnhill said he was not sure and would look into it.

9. ADJOURNMENT: The meeting was adjourned at 4:37 PM until May 13, 2020.

Respectfully submitted,

Susan Witschi

Susan Witschi
May 6, 2020

CROCKETT SANITARY COMMISSION

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

MINUTES OF REGULAR MEETING, APRIL 15, 2020

1. CALL TO ORDER: The meeting was called to order at 7:04 PM by Chairperson Bartlebaugh. Present were Commissioners Adams, Wais and Wolthuis, along with General Manager McDonald and Asst. Secretary Witschi. Also present were Directors Barassi and Mackenzie. Commissioner Manzione was absent.
2. AGENDA ORDER: There were no requests to change the agenda order.
3. PUBLIC COMMENTS: None
- 4.a. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in March and April. He said the Board approved an Urgency Ordinance on COVID-19. The Board approved the use of the Community Center as an "Alternate Care Site." The Board adopted a policy to provide employees with paid sick leave for specified reasons related to COVID-19. A Telecommute policy for employees was adopted. The Board approved entering into contract with Regional Governmental Services (RGS) to assist with FEMA COVID-19 Disaster Recovery including documenting losses and expenses incurred to manage District's COVID-19 incident FEMA OES recovery for Recreation Department losses.
- 4.b. UPDATE ON HOSSELKUS CHAPEL: Mr. McDonald reported the purchase of the Hosselkus Chapel is currently on hold due to the Coronavirus. He received a quote from West Coast Builders for a new roof and to repair water damage inside. The quote came in at \$48K, which does not include painting.
- 4.c. PROPOSED INCREASE IN SEWER USE CHARGE: Mr. McDonald reported the Budget & Finance Committee met in March and discussed a Sewer Use Charge rate increase of \$30 for a Single Family Residence (SFR) and \$35 for an apartment. The Crockett Sanitary Sewer Use Charge and Report for FY 2020/21 was received. A motion to recommend proposed rate increase in Sewer Use Charge of \$30 for SFR and \$35 for apartments and Prop. 218 notice carried unanimously (jw/ha).
5. REPORT OF CONSULTING ENGINEER: None
6. SEWER SYSTEM MANAGEMENT PLAN (SSMP) BI-ANNUAL AUDIT: Mr. McDonald reported District Consultant Vivian Housen has reviewed the District's SSMP and determined that objectives and elements of the SSMP remain generally unchanged. The District's updates to the SSMP were completed in February 2020. A motion to receive SSMP bi-annual audit and to recommend adoption of Sewer System Management Plan, as required by State Water Resources Control Board (SWRCB) Order No. 2006-0003-DWQ and 2013-0058-EXEC to the District Board carried unanimously (jw/mw).

7.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. McDonald reported the current Local Agency Investment Fund interest rate has gone down from 2.29% to 2.03%.

7.b. INTER-DEPARTMENT LOAN: Mr. McDonald presented a draft inter-department agreement between Port Costa Sanitary Department and Crockett Sanitary Department. He said Port Costa has not finalized how much they will need to borrow. A Special meeting is scheduled for Monday, April 20 at 3:00 pm. Mr. McDonald said there is no other way to raise money and the only alternative is to raise their Sewer Use Charge (SUC) to cover their shortfall. Commissioner Wolthuis asked what effect the Hosselkus Chapel will have on Crockett Sanitary Department's reserve money. Mr. McDonald said it would not affect reserves. Commissioner Wolthuis asked what recourse we have if Port Costa defaults on the loan. Mr. McDonald said staff can put a clause in the loan agreement to force increase in SUC to Port Costa the following year. A motion to authorize an inter-department loan, not to exceed \$150K, with the final amount of loan to be decided later this month by the Port Costa Commission, with a 10-year term at 1.5% over LAIF interest rate, and authorize staff to finalize loan agreement for Board consideration carried unanimously (jw/mw).

8.a. STAFF REPORT ON OPERATIONS: Mr. McDonald reported West County Wastewater District (WCWD) has suspended all non-emergency collection system cleaning; WCWD pump station crews are performing minimum required service. Robin Paulsell is able to pickup rodding workload for non-critical cleaning. Mr. McDonald reported he has been working from home, but began working in the office on April 13 with Mr. Barnhill working in the multi-purpose room to adhere to social distancing requirements of County order.

8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

8.c. STAFF ANNOUNCEMENTS: None

9.a. WASTEWATER COMMITTEE REPORT: None

9.b. BUDGET & FINANCE COMMITTEE REPORT: None

9.c. INTER-AGENCY MEETINGS: None

10. FUTURE AGENDA ITEMS:

11. COMMISSIONER COMMENTS: Mr. Adams complimented Mr. McDonald for all his hard work during this unusual time.

12. ADJOURNMENT: The meeting was adjourned at 7:43 PM until May 20, 2020.

Respectfully submitted,


Susan Witschi

Susan Witschi
April 16, 2020

CROCKETT COMMUNITY SERVICES DISTRICT

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

TO: Board of Directors
Crockett Sanitary Commission

FROM: Department Manager 

SUBJECT: Prop. 218 Notice to Crockett Ratepayers

DATE: May 7, 2020

The Notice of Public Hearing required under Prop. 218 in order to raise rates for sewer service in Crockett was mailed on or before May 6, 2020. This was more than 45 days before the hearing date of June 24, 2020 and therefore in compliance with Prop. 218. All notices were mailed first class.

Notices were mailed to the owners of record for all 1176 properties receiving sewer service in Crockett within the boundaries of the Crockett Community Services District. Notices were sent to C&H Sugar Company (C&H). C&H is excluded from the proposed increase in sewer use charge and instead will be billed a flat rate per agreement between C&H Sugar Company and the District. Data from the most recent tax roll (July 2018/2019) was used. The District showed due diligence in updating that information by seeking corrected data on properties for which a property sale or death of the owner had been reported.

The notices were sent to the owners of 1112 residential properties, 28 non-residential properties, 34 mixed-use properties, and 2 industrial properties. Written protests received from the owners of 589 properties would constitute a majority protest.

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

TO: Board of Directors
Port Costa Sanitary Commission

FROM: General Manager *hm*

SUBJECT: Prop. 218 Notices to Port Costa Ratepayers

DATE: May 7, 2020

The Notice of Public Hearing required under Prop. 218 in order to raise rates for sewer service in Port Costa, was mailed on or before May 11, 2020. This was more than 45 days before the hearing date of June 24, 2020 and therefore in compliance with Prop. 218. All notices were mailed first class.

Notices were mailed to the owners of record for all 86 properties receiving sewer service in the Port Costa area. Service is provided by the Crockett Community Services District through the Port Costa Sanitary Department. Data from the most recent tax roll (July 2019) was used. The District showed due diligence in updating that information by seeking corrected data on properties for which a property sale or death of the owner had been reported. Notice envelopes returned to the District where tax roll address information did not match P.O. Boxes for property owners were hand delivered.

The notices were sent to the owners of 80 residential properties, 3 non-residential properties and 3 mixed-use properties. Written protests received from the owners of 44 properties would constitute a majority protest.

RESOLUTION

NO. 19/20-22

**RESOLUTION ACCEPTING ATHERTON-COOKE
SEWER PROJECT NO. C-1002 AS COMPLETE**

WHEREAS, the Crockett Community Services District awarded a construction contract to ECAST Engineering. for the purpose of replacing numerous vitrified clay pipe (VCP) sewers with new Poly vinyl chloride (PVC) SDR 26 sewers on Atherton, Cooke, and Pomona Avenues; and

WHEREAS, new sewers and manholes were installed along Atherton, Cooke, and Pomona according to Project C-1002 plans and public bid documents dated September 10, 2019; and

WHEREAS, construction began on December 3, 2019 and was completed on April 17, 2020 with inspections completed by Crockett Sanitary Department staff and District authorized Construction Manager; and

WHEREAS, the Crockett Sanitary Commission accepted the work as complete and authorized final payment.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Crockett Community Services District hereby accepts this sewer main replacement project as complete.

BE IT FURTHER RESOLVED that the General Manager shall file with the Contra Costa County Recorder's Office a Notice of Completion for the Atherton-Cooke Sewer Project.

BE IT FURTHER RESOLVED that the Board authorizes the General Manager to release all retention monies 60 days after filing a Notice of Completion provided a warrantee bond of faithful performance is on file with the District.

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held on May 27, 2020 by the following vote:

AYES:

NOES:

ABSENT:

Michael Kirker, President
Crockett Community Services District

ATTEST:

Dale McDonald
District Secretary

RECORDING REQUESTED BY
CROCKETT COMMUNITY SERVICES DISTRICT
AFTER RECORDING RETURN TO:
CROCKETT SANITARY DEPARTMENT
P.O. Box 578
CROCKETT, CALIFORNIA 94525

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN that the Crockett Community Services District, P.O. Box 578, Crockett, California did on the 21st day of October, 2019 enter into a contract with ECAST Engineering, Inc., 9651 C Street, Oakland, California, 94603 to construct:

ATHERTON-COOKE SEWER PROJECT
PROJECT NO. C-1002
(Atherton, Cooke, and Pomona Streets, Crockett, CA)

NOTICE IS FURTHER GIVEN that the said contract of work along with additional improvements was actually completed by ECAST Engineering on the 17th day of April, 2020 and the Crockett Sanitary Commission of the Crockett Community Services District did accept the contract as complete and ordered the filing of the Notice of Completion.

DALE MCDONALD
GENERAL MANAGER
Crockett Community Services District
Contra Costa County, California

The undersigned declares under penalty of perjury that he has read all of the above and knows all the facts to be true. Executed at Crockett, California.

Secretary of the Board

RESOLUTION

NO. 19/20-23

**RESOLUTION ACCEPTING CARQUINEZ MIDDLE SCHOOL
SEWER REPLACEMENT PROJECT NO. C-1015 AS COMPLETE**

WHEREAS, the Crockett Sanitary Department and John Swett Unified School District (JSUSD) desired to share in the cost to replace the public sewer running through the JSUSD Carquinez Middle School Replacement Project site while construction was being undertaken; and

WHEREAS, the Crockett Community Services District entered into a construction contract with Carone & Company, Inc. for the purpose of upsizing and replacing approximately 322' of public sewer with new Poly vinyl chloride (PVC) SDR 26 sewer, including abandoning and installation of a new manhole; and

WHEREAS, construction began on April 8, 2020 and was completed on April 17, 2020, according to the engineered drawing by BKF Engineers dated March 31, 2020 and following the District's Standard Specifications, with inspections completed by Crockett Sanitary Department staff and District authorized Construction Manager; and

WHEREAS, the Crockett Sanitary Commission accepted the work as complete and authorized final payment.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Crockett Community Services District hereby accepts this sewer main replacement project as complete.

BE IT FURTHER RESOLVED that the General Manager shall file with the Contra Costa County Recorder's Office a Notice of Completion for the Carquinez Middle School Sewer Replacement Project.

BE IT FURTHER RESOLVED that the Board authorizes the General Manager to release all retention monies 30 days after filing a Notice of Completion.

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held on May 27, 2020 by the following vote:

AYES:

NOES:

ABSENT:

Michael Kirker, President
Crockett Community Services District

ATTEST:

Dale McDonald, District Secretary

RECORDING REQUESTED BY
CROCKETT COMMUNITY SERVICES DISTRICT
AFTER RECORDING RETURN TO:
CROCKETT SANITARY DEPARTMENT
P.O. Box 578
CROCKETT, CALIFORNIA 94525

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN that the Crockett Community Services District, P.O. Box 578, Crockett, California did on the 8th day of April, 2020 enter into a contract with Carone & Company, Inc., 5009 Forni Drive, Suite A, Concord, California, 94520 to construct:

CARQUINEZ MIDDLE SCHOOL SEWER REPLACEMENT PROJECT
PROJECT NO. C-1015
(1099 Pomona Street, Crockett)

NOTICE IS FURTHER GIVEN that the said contract or work of improvement was actually materially completed by Carone & Company on the 27th day of April, 2020 and the Crockett Sanitary Commission of the Crockett Community Services District did accept the contract as complete and ordered the filing of the Notice of Completion.

DALE MCDONALD
GENERAL MANAGER
Crockett Community Services District
Contra Costa County, California

The undersigned declares under penalty of perjury that he has read all of the above and knows all the facts to be true. Executed at Crockett, California.

Secretary of the Board

RESOLUTION

NO. 19/20-24

**A RESOLUTION OF THE CROCKETT COMMUNITY SERVICES DISTRICT
AUTHORIZING PURCHASE OF REAL PROPERTY FROM CARRIAGE SERVICES, INC.
AND DECLARATION THAT THE ACQUISITION PROJECT IS EXEMPT FROM THE
CALIFORNIA ENVIRONMENTAL QUALITY ACT**

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

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

WHEREAS, acquisition of property within the boundaries of the District would further the District's mission to address the evolving needs of its communities including its use for public purposes, such as District and sanitary department offices, space for recreation services offered to the public, as well as holding community events; and

WHEREAS, Assessor's Parcel Number 354-203-002, real property located at 1 Rolph Park Drive, as described in Exhibit A hereto and incorporated herein by reference, is located within District's boundaries; and

WHEREAS, on September 16, 2019, the District and Carriage Services, Inc. entered into an Exclusive Negotiation Agreement for the purpose of the parties discussing the potential sale of the above-described real property at 1 Rolph Park Drive in Crockett ("Hosselkus Chapel") to the District, subject to District's due diligence review and the parties coming to a mutually acceptable purchase agreement; and

WHEREAS, a Letter of Interest from the District was sent to Carriage Services offering to purchase the Hosselkus Chapel property for \$725,000, subject to certain terms and conditions and that on January 6, 2020 Carriage Services accepted the offer of \$725,000 and stated they are prepared to begin final negotiations of all the terms and conditions to complete the purchase transaction; and

WHEREAS, the General Manager of the District performed a California Environmental Quality Act (CEQA) *Preliminary Exemption Assessment* on the above-mentioned property and found that the proposed activity of acquiring the Hosselkus Chapel is exempt from CEQA; and

WHEREAS, a public hearing has been held on February 26, 2020 to allow the public to comment on the proposed acquisition; and

WHEREAS, environmental assessment reports to mitigate asbestos and termite damage has been received by the District.

NOW, THEREFORE, BE IT RESOLVED in regular session of the Board of the Crockett Community Services District that the District declares its intent to purchase the real property Hosselkus Chapel, 1 Rolph Park Drive APN 354-203-002-2 as described in Exhibit A.

BE IT FURTHER RESOLVED, the Board hereby authorizes the General Manager to develop the *Purchase and Sale Agreement*, with final price dependent upon corrections identified by environmental assessment reports and bring back final *Purchase and Sales Agreement* to the Board for approval.

BE IT FURTHER RESOLVED, the Board declares the purchase of the property is an exempt project under CEQA and directs staff to file *CEQA Notice of Exemption Form B* along with the *Preliminary Exemption Assessment Form A*, which serves as the *Certificate of Determination* when attached to *Notice of Exemption*, with the County Clerk of Contra Costa County within 5 days.

BE IT FURTHER RESOLVED, the Board supports financing the project and directs the General Manager to facilitate obtaining final loan documents for the Board to consider before final execution of *Purchase and Sale Agreement*.

THE FOREGOING RESOLUTION passed by the Crockett Community Services District this 27th day of May 2020 by the following vote:

AYES:

NOES:

ABSENT:

Michael Kirker, President

ATTEST:

Dale McDonald
District Secretary

EXHIBIT A

The Land referred to in Crockett Community Services District Resolution No. 19/20-24 is situated in the unincorporated area of the County of Contra Costa, State of California, and is described as follows:

Portion of the Rancho Canada Del Sambre, Northern Part, described as follows:

Commencing on the South line of the County Road known as Pomona Street, distant thereon South 88° 40' 46" East (the bearing of said line being taken as South 88° 40' 46" East for the purpose of this description), 383.04 feet from a concrete monument on the West line of the 40 feet in width strip of land described in the deed from California and Hawaiian Sugar Refining Corporation, Limited to Contra Costa County, dated February 2, 1937, and recorded February 18, 1937, in Volume 435 of Official Records, at Page 212; thence from said point of commencement along said South line South 88° 40' 46" East, 56.39 feet, North 1° 13' 14" East, 10 feet and Easterly along the arc of a curve to the left with a radius of 1530 feet, the center of which bears North 1° 19' 14" East, an arc distance of 49.98 feet to a point from which the center of said curve bears North 0° 33' 04" West and the actual point of beginning of the herein described parcel of land, said point of beginning being at the Northerly terminus of the East line of Rolph Park Drive, as designated on the map of Tract No. 2388, which map was filed in the Office of the Recorder of the County of Contra Costa, State of California, on March 14, 1956, in Volume 63 of Maps, at Page 3; thence from said point of beginning along the South line of Pomona Street, continuing along the arc of said curve to the left with a radius of 1530 feet, an arc distance of 218.27 feet to a point from which the center of said curve bears North 8° 43' 29" West; thence South 20° 29' 09" West, 151.85 feet; thence North 86° 40' 46" West to a point on the East line of Rolph Park Drive, as designated on said map of Tract No. 2388; thence along said East line as follows; Northwesterly along the arc of a curve to the left with a radius of 105 feet to a point from which the center of said curve bears South 25° 26' 06" West; Northwesterly along the arc of a reverse curve to the right with a radius of 45 feet, the center of which bears North 25° 26' 06" East, an arc distance of 12.43 feet to a point from which the center of the last curve bears North 41° 15' 41" East; Northwesterly, Northerly and Northeasterly along the arc of a compound curve to the right with a radius of 20-feet, the center of which bears North 41° 15' 41" East, an arc distance of 48.24 feet to a point from which the center of the last curve bears South 0° 33' 04" East; thence North 0° 33' 04" West, 10 feet to the point of beginning.

APN: 354-203-002-2

CROCKETT COMMUNITY SERVICES DISTRICT

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

TO: Board of Directors
 FROM: General Manager *M*
 SUBJECT: Pay Schedule of Wages for General Manager
 DATE: May 18, 2020

The General Manager has served the Crockett Community Services District (District) under contract since January 1, 2010. The most recent General Manager Employment Agreement Extension and Modification adopted March 7, 2018 requires a salary increase of 5% annually, beginning June 1, 2018, for the term of the agreement to be listed on the Pay Scale of Wages as required by District Code and CalPERS.

On May 23, 2018 the Board developed the Pay Scale of Wages for the General Manager to match the actual approved contract and designed the five levels to match the 5% per year increases in the manager's contract. Step increases between each level were developed to allow periodic consideration for performance-based adjustments. Performance-based adjustments therefore reset annually on June 1 when contracted salary increase takes effect.

The General Manager is currently paid at Level II, Step C at \$7,961 per month. On June 1, 2020 the monthly salary will increase to Level III, Step A at \$8,089. The increase amounts to 1.6%. Below is the current scale:

General Manager / Secretary of the District ⁽¹⁾ - Exempt Position

Level I			Level II			Level III			Level IV			Level V		
Step a	Step b	Step c	Step a	Step b	Step c	Step a	Step b	Step c	Step a	Step b	Step c	Step a	Step b	Step c
\$7,337	\$7,460	\$7,582	\$7,704	\$7,833	\$7,961	\$8,089	\$8,224	\$8,354	\$8,493	\$8,636	\$8,777	\$8,917	\$9,067	\$9,216
* Monthly salary			Monthly Income=			\$7,337 min.			\$9,216 max.					
Annual Base Full Time Equivalent=						\$88,042 minimum			\$110,589 maximum					

ACTION:

Information is being provided to the Board. No action is required.

BEFORE THE BOARD OF DIRECTORS OF THE
CROCKETT COMMUNITY SERVICES DISTRICT
CONTRA COSTA COUNTY, STATE OF CALIFORNIA

Resolution Ordering Even – Year Board of Directors)
Election; Consolidation of Elections; and)
Specifications of the Election Order)

RESOLUTION NO. 19/20-25

WHEREAS, California Elections Code requires a general district election be held in each district to choose a successor for each elective officer whose term will expire on the first Friday in December following the election to be held on the first Tuesday after the first Monday in November in each even-numbered year; and

WHEREAS, other elections may be held in whole or in part of the territory of the district and it is to the advantage of the district to consolidate pursuant to Elections Code Section 10400; and

WHEREAS, Elections Code Section 10520 requires each district involved in a general election to reimburse the county for the actual costs incurred by the county elections official in conducting the election for that district; and

WHEREAS, Elections Code Section 13307 requires that before the nominating period opens the district board must determine whether a charge shall be levied against each candidate submitting a candidate's statement to be sent to the voters; may estimate the cost; and determine whether the estimate must be paid in advance; and

WHEREAS, Elections Code Section 12112 requires the election official of the principal county to publish a notice of the election once in a newspaper of general circulation in the District;

NOW, THEREFORE, IT IS ORDERED that an election be held within the territory included in this district on the 3rd day of November, 2020, for the purpose of electing members to the board of directors of said district in accordance with the following specifications:

SPECIFICATIONS OF THE ELECTION ORDER

1. The Election shall be held on Tuesday, the 3d day of November, 2020. The purpose of the election is to choose members of the board of directors or council members for the following seats: (List offices and terms)

Director - Full Term	
Director - Full Term	
Director - Full Term	

2. The District has determined that the _____ candidate _____ will pay for the Candidate's (District or Candidate)

Statement. As a condition of having the Candidate's Statement published, the candidate shall/may pay the estimate cost at the time of filing. The District hereby establishes the estimated cost for a candidate statement, based on a word limit of 250, as the following: \$200.00

- 3. The District directs that the County Registrar of Voters of the principal county publish the Notice of Election in a newspaper of general circulation that is regularly circulated in the territory.
- 4. This Board hereby requests and consents to the consolidation of this election with other elections which may be held in whole or in part of the territory of the district, pursuant to Elections Code 10400.
- 5. The district will reimburse the county for the actual cost incurred by the county elections official in conducting the general district election upon receipt of a bill stating the amount due as determined by the elections official.
- 6. The Clerk of this Board is ordered to deliver copies of this Resolution, to the Registrar of Voters, and if applicable, to the Registrar of Voters of any other county in which the election is to be held, and to the Board of Supervisors.
- 7. THE FOREGOING RESOLUTION WAS ADOPTED upon motion of Director _____

Seconded by Director _____, at a regular meeting on this day of _____, 2020, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

DATED: _____

DISTRICT SECRETARY, DALE MCDONALD
Crockett Community Services District

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:	5-27-20	LATEST FUND REPORT:	5-12-20
-----		-----	
CCSD FUND 3240		CCSD FUND 3240	
-----		-----	
CASH CARRIED FORWARD:		CASH CARRIED FORWARD:	
<u>REC DEPT:</u>	\$7,574.54	<u>CVSAN DEPT:</u>	\$40,104.95
ACTIVITY:		ACTIVITY:	
Prop Tax Collections	\$23,354.08	Prop Tax Collections	\$135,679.46
UNITARY, ROW, RAIL 1%	\$660.34	UNITARY, ROW, RAIL 1%	\$3,836.33
Trns to REC	(\$20,000.00)	Trns to CVSAN	(\$140,000.00)
Prop Tax Adj per CSD	\$4,399.69	Prop Tax Adj per CSD	(\$11,599.57)
-----		-----	
CASH BALANCE (Rec):	\$15,988.65	CASH BALANCE (CVSan):	\$28,021.18
-----		-----	
ADV ON TAXES (Rec):	\$654.05	ADV ON TAXES (CVSan):	\$10,858.77
060 Adv beginning bal	\$24,545.24	060 Adv beginning bal	\$142,599.72
Corr JV332304	(\$0.19)	Corr JV332304	(\$1.07)
Prop Tax Trns	(\$23,354.08)	Prop Tax Trns	(\$128,620.46)
Unitary, ROW, RAIL 1%	(\$660.34)	Unitary, ROW, RAIL 1%	(\$3,836.33)
Ending Balance	\$530.64	Ending Balance	\$10,141.85
160 Supplmt begin bal	\$123.41	160 Supplmt begin bal	\$716.92
No activity	\$0.00	No activity	\$0.00
Ending Balance	\$123.41	Ending Balance	\$716.92
-----		-----	
FUND BALANCE (Rec):	\$16,642.70	FUND BALANCE (CVSan):	\$38,879.95
-----		-----	
		MAINT DEPT PROPERTY TAXES ALLOC:	
		Cash Carried Forward	(\$3,500.00)
		Prop Tax Share	\$7,059.00
		Trs to Maint 3241	(\$3,559.00)
		Prop Tax Adj per CSI	\$140.87
		Cash Balance (Maint)	\$140.87
		060 Adv Beginning Bal	\$7,059.00
		Prop Tax Trns	(\$7,059.00)
		Ending Balance	\$0.00

		FUND BALANCE (Maint):	\$140.87

		TOTAL CSD 3240 BALANCE:	\$55,663.52

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

CROCKETT COMMUNITY SERVICES DISTRICT

INVESTMENT REPORT

AS OF APRIL 30, 2020

<u>Beginning invested balance:</u>	<u>4/1/2020</u>	<u>\$ 4,634,554.27</u>
 <u>RECREATION DEPT. OPERATING FUND 3241</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.03% as of 4/15/2020		\$ 343,422.98
Activity: Transfer from cash		\$ 80,000.00
Interest LAIF 3rd Qtr		\$ 1,756.05
Ending balance:		\$ 425,179.03
 <u>MAINTENANCE DEPT. MEMORIAL HALL FUND 3242</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.03% as of 4/15/2020		\$ 146,683.29 *
Activity: Transfer from cash		\$ 40,000.00
Interest LAIF 3rd Qtr		\$ 738.23
Ending balance:		\$ 187,421.52
 <u>PORT COSTA SANITARY DEPT. OPERATING FUND 3425</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.03% as of 4/15/2020		\$ -
Activity: Interest LAIF 3rd Qtr		\$ 222.54
Ending balance:		\$ 222.54
 <u>CROCKETT SANITARY DEPT. OPERATING FUND 3426</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.03% as of 4/15/2020		\$ 2,541,180.40
Activity: Transfer from cash		\$ 400,000.00
Interest LAIF 3rd Qtr		\$ 14,957.90
Ending balance:		\$ 2,956,138.30
 <u>CROCKETT SANITARY DEPT. CONSTRUCTION FUND 3427</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.03% as of 4/15/2020		\$ 889,816.65
Activity: Interest LAIF 3rd Qtr		\$ 4,478.31
Ending balance:		\$ 894,294.96
 <u>CROCKETT SANITARY DEPT. CAPITAL RESERVE FUND 3429</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.03% as of 4/15/2020		\$ 70,450.95
Activity: Interest LAIF 3rd Qtr		\$ 354.57
Ending balance:		\$ 70,805.52
<u>Closing invested balance:</u>	<u>4/30/2020</u>	<u>\$ 4,534,061.87</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.



Date: 5/14/2020

CROCKETT RECREATION DEPARTMENT

of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525

Telephone (510) 787-2414

Fax (510) 787-3049

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

website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD. MTK 5-27-20

LATEST FUND REPORT: 5-12-20

OPERATING FUND 3241

CASH CARRIED FORWARD: \$103,449.49

ACTIVITY:

CHECKS AND PAYMENTS

Warrants 8652-8680 * (\$30,465.48)
 Wells Fargo CC Fees (\$116.45)
 Trns to Investments (\$80,000.00)
 Investment Srv Fee (\$46.00)

* Includes \$2,280 in COVID19 refunds

DEPOSITS AND CREDITS

Comm Center Rentals \$4,160.00
 Nutrition / Classes \$0.00
 Cleaning/Damage Depos \$1,200.00
 Security Services \$1,372.00
 Cleaning Services \$480.00
 State Fund Prem Refur \$152.18
 Leslise's Overpayment \$202.76
 Payroll recovery CVP \$4,079.72
 PropTax frm CSD 3240 \$20,000.00
 REC Tax frm AdvTaxes \$53,460.00
 Cxl check #8646 \$3,852.00
 FTB Reimbur JV347300 \$0.03
 Mileage recov CV PC \$21.59

CASH BALANCE: \$81,801.84

ADV ON TAXES : \$59,070.00
 REC Tax Trs to Cash (\$53,460.00)

NET ADV ON TAXES: \$5,610.00

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INVESTED BALANCE: \$343,422.98
 Trns from cash \$80,000.00
 Interest LAIF \$1,756.05
 NET INVESTED: \$425,179.03

\$47,122.82 c/d deposits
 \$378,056.21 avail. funds

FUND BALANCE: \$512,590.87

*** Below held in cash account ***

C/D BEGINNING BALANCE: \$48,022.82
 c/d deposit receipts \$1,200.00
 c/d deposit refunds (\$2,100.00)
 Trnsfr recovery \$0.00
 NET C/D ENDING BALANCE: \$47,122.82

CAP / RESTRICTED BAL: \$4,773.43
 Donations \$ -
 No expenses \$ -
 NET CAPITAL REPL. BAL: \$4,773.43

POLICE LIAISON BALANCE: \$7,860.75
 Parking revenue \$0.00
 Payroll/Expenses \$0.00
 NET PLC ENDING BALANCE: \$7,860.75

XMAS LIGHT BEG BALANCE: \$496.57
 No activity \$0.00
 XMAS LIGHT END BALANCE: \$496.57
 CERT ACTIVITY: None \$0.00
 CERT Ending Balance: \$0.00

PETTY CASH BALANCE: \$60.00
 TAXES held in 3240: \$ 16,642.70
 CO.charges in 3240: \$ -

ACCRUED CREDIT: \$ 8,000.00
 PY due from MAINT Dept.

12:56 PM

05/14/20

CROCKETT COMMUNITY SERVICES DISTRICT
Reconciliation Detail
FUND 3241 - RECREATION, Period Ending 05/12/2020

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							505,942.47
Cleared Transactions							
Checks and Payments - 32 Items							
Transfer	04/15/2020			Payroll recovery March REC to CVSan	X	-1,953.98	-1,953.98
Check	04/22/2020	8659	TERRACARE ASS...	Landscaping services	X	-2,171.00	-4,124.98
Payche...	04/22/2020	8653	SUSAN G. WITSCHI	Payroll April 1-15	X	-2,019.44	-6,144.42
Check	04/22/2020	8657	PG&E	Electricity and gas for pool	X	-1,858.73	-8,003.15
Check	04/22/2020	8661	U.S. BANK	Various	X	-1,073.75	-9,076.90
Liability...	04/22/2020	8655	STATE COMPENS...	Workers Comp	X	-932.82	-10,009.72
Check	04/22/2020	8656	LESLIE'S POOL SU...	Maint supplies and service	X	-698.01	-10,707.73
Check	04/22/2020	8658	Sierra Chemical Co...	Hypochlorite Invoice 129573	X	-354.28	-11,062.01
Check	04/22/2020	8660	UNIVERSAL BUILDI...	Landscaping	X	-287.80	-11,349.81
Check	04/22/2020	8662	TERMINIX	Pest control Invoice 3948846...	X	-131.00	-11,480.81
Payche...	04/22/2020	8652	MADISON A. KOZIER	Payroll April 1-15	X	-47.42	-11,528.23
Payche...	04/22/2020	8654	TREVOR B. DEES	Payroll April 1-15	X	-40.68	-11,568.91
Check	04/24/2020			Service Charge	X	-46.00	-11,614.91
Check	05/06/2020	8678	John Swett Unified ...	Refund JSHS Swim Team for loss of pool ...	X	-3,600.00	-15,214.91
Check	05/06/2020	8680	Antonio Cruz	Cancellation and refund of April 25 event - ...	X	-2,980.00	-18,194.91
Payche...	05/06/2020	8663	RONALD D. WILSON	Payroll April 2020	X	-2,569.83	-20,764.74
Check	05/06/2020	8672	MEYERS NAVE	General attorney advice - majority COVID-...	X	-2,197.74	-22,962.48
Payche...	05/06/2020	8664	SUSAN G. WITSCHI	Payroll April 16-20, 2020	X	-1,906.58	-24,869.06
Check	05/06/2020	8670	PG&E	Gas & Electricity pool & center	X	-1,900.05	-26,769.11
Transfer	05/06/2020			Payroll recovery REC to CVSAN April 2019	X	-1,716.41	-28,485.52
Liability...	05/06/2020	8671	SDRMA	Health Benefits Premiums	X	-1,636.08	-30,121.60
Liability...	05/06/2020	8666	UNITED STATES T...	FedTax Liability	X	-921.96	-31,043.56
Liability...	05/06/2020	8668	CalPERS Public Em...	CalPERS Retir. and 457	X	-914.49	-31,958.05
Check	05/06/2020	8676	UNIVERSAL BUILDI...	March Janitorial Services - Invoice 475020	X	-782.16	-32,740.21
Check	05/06/2020	8674	AT&T	Telephone center & pool	X	-364.28	-33,104.49
Check	05/06/2020	8677	LESLIE'S POOL SU...	Pool chemicals Invoice 137-01-035991	X	-349.34	-33,453.83
Check	05/06/2020	8675	ASCAP	Concert licensing 1/1/19-12/31/19	X	-256.00	-33,709.83
Payche...	05/06/2020	8665	TREVOR B. DEES	Payroll April 16-20, 2020	X	-193.95	-33,903.78
Liability...	05/06/2020	8667	EMPLOYMENT DE...	EDD State Tax Liability	X	-115.04	-34,018.82
Liability...	05/06/2020	8669	LINCOLN FINANCI...	LTD Insurance	X	-69.19	-34,088.01
Check	05/06/2020	8679	RONALD D. WILSON	Mileage reimbursement April 2020	X	-56.35	-34,144.36
Check	05/06/2020	8673	Alhambra & Sierra S...	Water for employees	X	-37.51	-34,181.87
Total Checks and Payments						-34,181.87	-34,181.87
Deposits and Credits - 15 Items							
Deposit	04/14/2020		CONTRA COSTA C...	Cxl ck 8646 - Hernandez Covid-19 rebooki...	X	3,852.00	3,852.00
Transfer	04/15/2020			Payroll recovery March 1-15 PCSAN to REC	X	25.74	3,877.74
Transfer	04/15/2020			Payroll recovery March 1-15 PCSAN to REC	X	88.25	3,965.99
Transfer	04/15/2020			Payroll recovery March 1-15 CVSAN to REC	X	925.69	4,891.68
Transfer	04/15/2020			Payroll recovery March 16-31 CVSAN to R...	X	2,250.36	7,142.04
Deposit	04/15/2020			Rental & Wells Fees DP806929	X	4,377.55	11,519.59
Deposit	04/17/2020			Rentals and refunds CC#1022	X	3,072.94	14,592.53
Transfer	04/20/2020			Prop Tax Transfer	X	20,000.00	34,592.53
Transfer	04/22/2020			Payroll recovery PCSAN to REC April 1-15	X	218.61	34,811.14
Transfer	04/22/2020			Payroll recovery CVSAN to REC April 1-15	X	1,859.07	36,670.21
Deposit	04/24/2020			Interest	X	1,756.05	38,426.26
Transfer	05/06/2020			Payroll recovery MAINT to CVSAN April 2...	X	11.84	38,438.10
Transfer	05/06/2020			Payroll recovery CVSAN to REC April 16-3...	X	163.42	38,601.52
Transfer	05/06/2020			Payroll recovery CVSAN to REC April 16-3...	X	2,228.72	40,830.24
Deposit	05/08/2020		CONTRA COSTA C...	FTB Reimbursement JV347300	X	0.03	40,830.27
Total Deposits and Credits						40,830.27	40,830.27
Total Cleared Transactions						6,648.40	6,648.40
Cleared Balance						6,648.40	512,590.87
Register Balance as of 05/12/2020						6,648.40	512,590.87
Ending Balance						6,648.40	512,590.87

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:	5/27/20	LATEST FUND REPORT:	5/12/20
OPERATING FUND 3242		BALANCES BY CLASS	
CASH CARRIED FORWARD:	\$48,900.05	MEMORIAL HALL	
ACTIVITY:		Walk Honor & P66	\$243,500.00
CHECKS and PAYMENTS		Archt. Phase1	(\$15,427.99)
Warrants (none)	\$0.00	Engnr. Phase1	(\$33,934.00)
Trnsfr to Investment	(40,000.00)	Other CapX	(\$4,605.65)
Investment Svc Fee	(\$3.00)	WofH P66 Balance	\$189,532.36
DEPOSITS		Other MH O&M Bal.	\$8,299.39
Proptax Trn frm 3240	\$3,559.00	BRIDGEHEAD	\$1,362.53
		PLAZA/FENCES/LIGHTS	(\$164.36)
		DOGPAK COST CENTER	\$847.65
CASH BALANCE:	\$12,456.05	ACCRUED DEBT:	
INVESTED (MH) BEG. BAL:	\$146,683.29	PY due REC Dept.	\$8,000.00
Trs to Mem Hall WOH	\$40,000.00	PCADVISORY due MH	\$1,170.20
Interest LAIF	\$738.23		
INVESTED (MH) END. BAL:	\$187,421.52		
FUND BALANCE:	\$199,877.57	TAXES held in 3240	\$140.87

05/14/20

Reconciliation Detail

FUND 3242 - MAINTENANCE, Period Ending 05/12/2020

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							195,583.34
Cleared Transactions							
Checks and Payments - 3 Items							
Transfer	04/15/2020			Payroll recovery March MAI...	X	-138.58	-138.58
Check	04/24/2020			Service Charge	X	-3.00	-141.58
Transfer	05/06/2020			Payroll recovery MAINT to ...	X	-11.84	-153.42
Total Checks and Payments						-153.42	-153.42
Deposits and Credits - 2 Items							
Transfer	04/20/2020			Prop Tax Transfer	X	3,559.00	3,559.00
Deposit	04/24/2020			Interest	X	738.23	4,297.23
Total Deposits and Credits						4,297.23	4,297.23
Total Cleared Transactions						4,143.81	4,143.81
Cleared Balance						4,143.81	199,727.15
Register Balance as of 05/12/2020						4,143.81	199,727.15
Ending Balance						4,143.81	199,727.15

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.:	5/27/20	LATEST FUND REPORT:	5/12/20

OPERATING FUND 3425		-----	
CASH CARRIED FORWARD:	\$59,663.41	ACCRUED DEBT:	
ACTIVITY:			
CHECKS (1212-1221)	(\$217,392.86)	PYs due CVSan Dept.	\$24,233.49
Payroll recovery	(\$6,630.14)	Loan#2 due CVSan	\$277,963.36
Investment Svcs	(\$61.00)	Loan#3 due CVSan	\$150,000.00
Loan Deposit	\$150,000.00		
Trs SUC from AdvTaxes	93,274.40		
Permit #20-12 Fee	60.00		

CASH BALANCE:	\$78,913.81	ACCRUED DEBT:	\$452,196.85
ADV ON SUC BEG. BALANCE:	\$132,226.40		
Trs SUC to cash	(\$93,274.40)		
Ending Balance	\$38,952.00		
INVESTED BEGIN. BALANCE:	\$0.00		
Interest 3rd qtr	\$222.54		
Ending Balance	\$222.54		

FUND BALANCE:	\$118,088.35	\\san\pc\bud&fin\wrksht	

3:12 PM

05/13/20

CROCKETT COMMUNITY SERVICES DISTRICT
Reconciliation Detail
FUND 3425 - PC SANITARY - O&M, Period Ending 05/12/2020

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							191,889.81
Cleared Transactions							
Checks and Payments - 17 items							
Transfer	04/15/2020			Payroll recovery March PCSAN ...	X	-2,447.09	-2,447.09
Transfer	04/15/2020			Payroll recovery March 16-31 P...	X	-88.25	-2,535.34
Transfer	04/15/2020			Payroll recovery March 1-15 PC...	X	-25.74	-2,561.08
Check	04/22/2020	1212	Valley Operator...	Monthly service and pump repla...	X	-5,649.73	-8,210.81
Check	04/22/2020	1213	PG&E	Electricity	X	-306.19	-8,517.00
Check	04/22/2020	1214	Specialized Ele...	Alarm monitoring Jan-Mar Invoi...	X	-285.00	-8,802.00
Check	04/22/2020	1215	USBank	Water meter, QB 2020 & soft su...	X	-229.35	-9,031.35
Transfer	04/22/2020			Payroll recovery PCSAN to REC...	X	-218.61	-9,249.96
Check	04/28/2020			Service Charge	X	-61.00	-9,310.96
Check	05/06/2020	1216	Clean Harbors I...	Septic Tank Cleaning Invoice 10...	X	-175,862.67	-185,173.63
Check	05/06/2020	1217	Clean Harbors I...	Tank and vaccum box rentals In...	X	-33,460.45	-218,634.08
Transfer	05/06/2020			Payroll recovery PCSan to CVS...	X	-3,687.03	-222,321.11
Check	05/06/2020	1219	MEYERS NAVE	General legal advice	X	-641.68	-222,962.79
Check	05/06/2020	1220	Eurofins Calscie...	WWTP lab testing	X	-420.00	-223,382.79
Check	05/06/2020	1218	PG&E	Electricity	X	-302.79	-223,685.58
Check	05/06/2020	1221	L.R. PAULSELL...	CSO cleaning Invoice 20-4	X	-235.00	-223,920.58
Transfer	05/06/2020			Payroll recovery CVSAN to REC...	X	-163.42	-224,084.00
Total Checks and Payments						-224,084.00	-224,084.00
Deposits and Credits - 3 items							
Deposit	04/28/2020			Interest	X	222.54	222.54
Transfer	04/30/2020			Interdepartment Loan#3 approv...	X	150,000.00	150,222.54
Deposit	05/05/2020			DP807762	X	60.00	150,282.54
Total Deposits and Credits						150,282.54	150,282.54
Total Cleared Transactions						-73,801.46	-73,801.46
Cleared Balance						-73,801.46	118,088.35
Register Balance as of 05/12/2020						-73,801.46	118,088.35
Ending Balance						-73,801.46	118,088.35

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG: 5-27-20

LATEST FUND REPORT: 5-12-20

OPERATING FUND 3426

CONSTRUCTION FUND 3427

CASH CARRIED FORWARD: \$240,192.84

CASH CARRIED FORWARD \$76,925.31

ACTIVITY:

ACTIVITY:

Warrants (6122-6140) (\$214,260.65)
Investment Fee (\$110.00)
Loan #3 to PCSan (\$150,000.00)
Trs to investments (\$400,000.00)
Payroll recov to REC (\$3,593.45)
SUC trn frm Adv-on-Tax \$477,920.65
JTP Cap trs from 3426 \$16,862.03
Trs from CSD 3240 \$140,000.00
SUC, permit fee, recove \$2,127.76
Payroll recov PCSan REC \$6,272.70

JTP Cap to 3426 (\$16,862.03)
Investment Fee (\$15.00)

CASH BALANCE: \$115,411.88

CASH BALANCE: \$60,048.28

INVESTED BEGIN BAL.: \$889,816.65

Interest LAIF \$4,478.31

INVESTED BALANCE: \$894,294.96

FUND 3427 BALANCE: \$954,343.24

ADV ON TAXES:

060 Prop tax Beginning \$535,225.65
SUC Trns to cash (\$477,920.65)

Ending Balance \$57,305.00
160 Adv Supp Prop tax \$4,117.89
No activity \$0.00
Ending Balance \$4,117.89

CAPITAL RESERVE FUND 3429

CASH CARRIED FORWARD \$267.00

ACTIVITY:

Investment Fee (\$2.00)

INVESTED BEG. BALANCE: \$2,541,180.40

Transfer from cash \$400,000.00

Interest LAIF \$14,957.90

Ending Balance: \$2,956,138.30

CASH BALANCE: \$265.00

INVESTED BEGIN BAL.: \$70,450.95

Interest LAIF \$354.57

INVESTED BALANCE: \$70,805.52

FUND 3426 BALANCE: \$3,132,973.07

FUND 3429 BALANCE: \$71,070.52

TAXES held in 3240: \$38,879.95

CO.charges in 3240: \$0.00

ACCURED DEBT OWED TO CVAN:

CONTRACTOR BONDS ON FILE:

PCSAN DEPT. \$452,196.85

27 contractors \$27,500.00

8:19 AM

CROCKETT COMMUNITY SERVICES DISTRICT

Reconciliation Detail

FUND 3426 - CV SANITARY - O&M, Period Ending 05/12/2020

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							3,320,716.78
Cleared Transactions							
Checks and Payments - 25 items							
Transfer	04/15/2020			Payroll recovery March 16-3...	X	-2,250.36	-2,250.36
Transfer	04/15/2020			Payroll recovery March 1-15...	X	-925.69	-3,176.05
Check	04/22/2020	6123	C&H SUGAR CO.	JTP shared OP costs March...	X	-51,829.80	-55,005.85
Check	04/22/2020	6124	L.R. PAULSELL CO...	Construction Managment	X	-7,880.00	-62,885.85
Check	04/22/2020	6126	USBank	Various	X	-2,886.42	-65,772.27
Transfer	04/22/2020			Payroll recovery CVSAN to ...	X	-1,859.07	-67,631.34
Liability ...	04/22/2020	6122	STATE COMPENS...	Workers Comp	X	-429.26	-68,060.60
Check	04/22/2020	6125	Specialized Electric...	Alarm CCTV monitoring EQ ...	X	-285.00	-68,345.60
Check	04/24/2020			Service Charge	X	-110.00	-68,455.60
Transfer	04/30/2020			Interdepartment Loan#3 app...	X	-150,000.00	-218,455.60
Check	05/06/2020	6137	Carone & Company,...	CMS Project C-1015 Invoice...	X	-78,480.00	-296,935.60
Check	05/06/2020	6136	ECAST Engineering...	Atherton Cooke Proj C-1002...	X	-40,725.29	-337,660.89
Check	05/06/2020	6138	L.R. PAULSELL CO...	Cleaning, CMS & Atherton C...	X	-9,637.50	-347,298.39
Paycheck	05/06/2020	6127	DALE A. McDONALD	Payroll April 2020	X	-4,373.10	-351,671.49
Paycheck	05/06/2020	6128	JAMES G. BARNHILL	Payroll April 2020	X	-4,274.12	-355,945.61
Liability ...	05/06/2020	6131	CalPERS Public Em...	CalPERS Retirement and 457	X	-4,156.65	-360,102.26
Check	05/06/2020	6134	MEYERS NAVE	General legal advice	X	-3,893.84	-363,996.10
Transfer	05/06/2020			Payroll recovery CVSAN to ...	X	-2,228.72	-366,224.82
Check	05/06/2020	6140	PG&E	Electricity	X	-2,164.04	-368,388.86
Liability ...	05/06/2020	6129	UNITED STATES T...	Fex Payroll Tax Liability	X	-1,524.84	-369,913.70
Liability ...	05/06/2020	6133	SDRMA	Health Benefits Premium	X	-892.50	-370,806.20
Liability ...	05/06/2020	6130	EMPLOYMENT DE...	EDD State Tax Liability	X	-440.53	-371,246.73
Check	05/06/2020	6139	AT&T	District and PS Alarm phones	X	-192.64	-371,439.37
Liability ...	05/06/2020	6132	LINCOLN FINANCI...	LTD Insurance Premium	X	-120.12	-371,559.49
Check	05/06/2020	6135	Regional Governme...	March services FEMA quest...	X	-75.00	-371,634.49
Total Checks and Payments						-371,634.49	-371,634.49
Deposits and Credits - 10 items							
Transfer	04/15/2020			Payroll recovery March MAI...	X	138.58	138.58
Transfer	04/15/2020			Payroll recovery March RE...	X	1,953.98	2,092.56
Transfer	04/15/2020			Payroll recovery March 1-15...	X	2,447.09	4,539.65
Deposit	04/17/2020			AT&T SUC and Cost Recov...	X	2,067.76	6,607.41
Transfer	04/20/2020			Cap Treatment Plant Project...	X	16,862.03	23,469.44
Transfer	04/20/2020			Prop Tax Transfer	X	140,000.00	163,469.44
Deposit	04/21/2020			Permit DP807150	X	60.00	163,529.44
Deposit	04/24/2020			Interest	X	14,957.90	178,487.34
Transfer	05/06/2020			Payroll recovery REC to CV...	X	1,716.41	180,203.75
Transfer	05/06/2020			Payroll recovery PCSan to C...	X	3,687.03	183,890.78
Total Deposits and Credits						183,890.78	183,890.78
Total Cleared Transactions						-187,743.71	-187,743.71
Cleared Balance						-187,743.71	3,132,973.07
Register Balance as of 05/12/2020						-187,743.71	3,132,973.07
Ending Balance						-187,743.71	3,132,973.07

RESOLUTION

NO. 19/20-26

**A RESOLUTION OF THE CROCKETT COMMUNITY SERVICES DISTRICT
LEVYING AN ANNUAL RECREATION SPECIAL TAX
FOR FISCAL YEAR 2020-21**

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that pursuant to Resolution No. 11/12-11, which establishes a recreational special tax, the Board of Directors of the District hereby levies the recreational special tax on all residential parcels within the District in the amount of \$110.00 for fiscal year 2020-21 and authorizes and directs its General Manager to take all steps required to place said tax levy on the tax rolls for the 2020-21 fiscal year.

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held on May 27, 2020 by the following vote and shall be effective immediately:

AYES:

NOES:

ABSENT:


Michael Kirker, President

ATTEST:

Dale McDonald
District Secretary

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

TO: Budget & Finance Committee / Board of Directors
FROM: Dale McDonald 
SUBJECT: Consider auditor to perform FY 19/20 Audit
DATE: May 21, 2020

Crockett Community Services District needs to select a qualified certified public accounting firms to perform an annual audit and issue opinions on the District's financial statements for a one-year period ending June 30, 2020. Last year David Farnsworth, CPA perform the audit for the District, satisfactorily completing it on time and on budget. Prior years Dennis L. Lorette Accountancy Corp has performed the District's audit.

The Scope of the Audit for FY 19/20 is the same as in Request For Proposal (RFP) issued last year. There is no need to go out with a formal RFP this year. The Scope of Work has been provided to both David Farnsworth and Dennis L. Lorette. The District invited Dennis Lorette to provide a proposal to perform the financial audit for the year ending June 30, 2020, we are awaiting a reply at the drafting of this memo. David Farnsworth provided a cost proposal when he submitted audit proposal (see attached).

SCOPE OF THE AUDIT:

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

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

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

The audit will include financial reporting requirements based on Governmental

Accounting Standards Board (GASB) Statement No. 68 that will recognize the District's net pension liability, deferred outflows of resources, deferred inflows of resources, and pension expense.

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

The auditing firm shall submit a draft of the financial statements no later than Tuesday, October 1, 2020, by 5:00 p.m. for the fiscal year 2019-20 audit. In this regard, the District shall provide a year-end trial balance with support schedules not later than August 1. Records for appropriate testing will be made available immediately upon executed contract.

The auditing firm shall work with the District to complete and submit to the State Controller's Office the District's Special District Financial Transaction Report no later than January 31, 2021.

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

ACTION REQUESTED:

The Budget & Finance Committee should form recommendation on auditor to select and give direction to staff.

The District Board should select an auditor and direct staff to execute engagement letter and set planned start date.

COST PROPOSAL

In accordance with the request for proposal for audit services issued by Crockett Community Services District. We hereby submit the following cost proposals:

Service	June 30, 2019	June 30, 2020	June 30, 2021
Financial Audit	\$9,050	\$9,322	\$9,601
Travel, Admin, and Software Cost	\$679	\$699	\$720
Special District financial Transaction Report	\$395	\$407	\$419
Total for Fiscal Year (not-to-exceed)	\$10,124	\$10,428	\$10,741

Phase of Audit	Estimated Hours	Hourly Rate	Total cost not to exceed
Planning	10	\$150	\$1,500
Field-work	32	\$175	\$5,600
Review	8	\$150	\$1,200
Financial Statement Preparation and Presentation	6	\$125	\$750
Total not to exceed for financial audit fee*			\$9,050

*Each subsequent year, an increase of approximately 3% will be added as an additional charge. There is a 7.5% charge to cover travel, admin, and software cost. The two personnel will charge \$125/hr - \$175/hr depending on the phase of the financial audit.