

CROCKETT COMMUNITY SERVICES DISTRICT

Regular Business Meeting
AGENDA FOR WEDNESDAY, JUNE 23, 2021

TIME: 7:00 PM

PLACE: ** TELECONFERENCE - SEE BELOW **

IMPORTANT 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# 844 6176 5566 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/84461765566> 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# 844 6176 5566.

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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. PUBLIC HEARING: (Public comments limited to two minutes for each person with full discussion limited to twenty minutes unless extended by Board President.)
 5. UPDATE BY DIRECTORS:

Update District Board on actions taken by Director Barassi and Director Peterson.
 6. MANAGERS' REPORTS/REPORTS FROM COMMISSIONERS: (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.

7. **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 May 26, 2021.
 - b. Approve payment of District bills.
 - c. Receive Minutes of Commissions and Committees.

8. **ADMINISTRATIVE:**
- a. Consider consent Items removed from Consent Calendar.
 - b. Consider Resolution No. 20/21-17 reappointing Tom Cusack to the Recreation Commission for two years.
 - c. Accept resignation of Jon Wolthuis from the Crockett Sanitary Commission.
 - d. Consider Resolution No. 20/21-18 appointing Greg Mauler to the Crockett Sanitary Commission.
 - e. Approve contracting with David Farnsworth, CPA to perform the annual FY 2020/21 audit and tax services in the amount of \$13,631.

9. **BUDGET AND FINANCE:**
- a. Consider monthly Summary Worksheets and Investment Reports and staff report on financial matters.
 - b. Consider Resolution No. 20/21-19 adopting revised Appropriations Limit for FY 2021/22 and certifying that FY 2021/22 appropriations subject to limitation do not exceed the appropriations limit.
 - c. Discuss proposed budget for FY 2021/22.

10. **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 and Wilson
 - b. Budget & Finance Committee – Members Mackenzie and Peterson
 - c. Inter-agency meetings:

11. **CLOSED SESSION:**
- a. **CONFERENCE WITH LABOR NEGOTIATOR(S):** Agency Designated Representative(s) to confer with Crockett Community Services District Board regarding Acting General Manager, Administrative Services Manager, District Engineer and District Secretary positions, Pursuant to Government Code Section 54957.6.

OPEN SESSION:

12. ANNOUNCEMENT OF ACTIONS TAKEN DURING CLOSED SESSION:

13. FUTURE AGENDA ITEMS:

- Discuss policy on delegation of authority to Commissions.
- Adopt capital asset depreciation schedule.
- Adopt capacity charge ordinance on Accessory Dwelling Units.
- Review and adopt ADA compliance plan.
- Adopt policy for use of private devices and e-accounts.
- Develop policy on proposals for new programs without established funding.

14. BOARD COMMENTS:

15. ADJOURNMENT to July 28, 2021

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.

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item, and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection. The Board has designated the District's website located at <https://www.town.crockett.ca.us/meetings> as the place for making those public records available for inspection. The documents may also be obtained by calling the District Manager. at the Crockett Community Services District Office in Crockett. If, however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda. The office address is 850 Pomona Street, Crockett, California 94525.

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, MAY 26, 2021

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by President Barassi. Present were Board Members Bartlebaugh, Kirker, Mackenzie and Peterson, along with Recreation Department Manager Wilson, Assistant Sanitary Dept. Manager Barnhill, District Engineer Murdock and Administrative Services Manager Gunkelman. Also present were Sanitary Commissioners Manzione and Wais. Assistant District Secretary was absent but excused.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
5. UPDATE BY DIRECTORS: Director Barassi said he continues to have weekly staff meetings that have become quite productive. Director Peterson said he has done a number of things at the new office building, aside from responding to the burglary. He is still waiting for prices on the garage door.
- 6.a. RECREATION DEPT. REPORT: The Board had received the Minutes of March 1. Mr. Wilson reported there were a couple of lifeguard training classes in May. He said all the summer staff for the pool has been hired. The pool will open on May 29 and will be open starting daily on June 12. Director Mackenzie said there have been some questions about whether the park, tennis courts and the park bathrooms are open or not. Mr. Wilson said the park bathrooms will be open starting this weekend.
- 6.b. MAINTENANCE DEPARTMENT: No report.
- 6.c. PORT COSTA SANITARY DEPT.: The Board had received the Minutes of April 20. Mr. Barnhill reported no exceedances or sewer spills in Port Costa. He said there was a request from the Water Board enforcement to apply Discharge Monitoring Report (DMR) reports to a February electronic submittal, and that was taken care of.
- 6.d. CROCKETT SANITARY DEPT.: The Board had received the Minutes of April 21. Mr. Murdock reported no Sanitary Sewer Overflows (SSO's). He said the status at the main pump station has not changed in the last week on the pump. The number four pump does operate and it could operate in an emergency but it is vibrating too much. He is going to start looking into the cost of replacing the pump. The Variable Frequency Drive (VFD) has been replaced and installed. The project at Third and Pomona has been completed and PG&E accepted the claim and staff received a check for \$30,890. He said 84 feet of sewer was replaced with HDPE by pipe burst at 94 Bishop and 69 feet was replaced with HDPE at 167 Bishop.

Commissioner Wais said she would like to express concern of what the District's threat of exposure to ransom ware is and what is being done to protect us. She also asked when a General Manager is going to be hired. Director Barassi said there is a rebuilding period that has to happen and repairs are under way. He said his objective is to get the staff working as a team and focusing on the core needs, which are the sanitary infrastructure and the budget. New staff has been there for six months and at the point of being offered permanent employment and to expand on some of the job duties. He said the Board is working on hiring a General Manager and perhaps promote within. Commissioner Manzione said the Commission received a detailed draft budget from Mr. Gunkelman and there are several items that need to be addressed. He asked who is justifying participation for the new office building by providing office and maintenance and storage space for operation. He said he has a strong obligation take some responsibility and clarify what the role is of the Sanitary Commission. The District is spending more on staff salaries and he recognizes there are some uncertainties there due to changes to job duties. He would like to know how it fits in the Crockett Sanitary budget. He said the highest priority is keep the sewers in functioning condition and the Sanitary Commission would like to get a refreshed response from the District Board about their role. He said the Crockett Sanitary Commission will soon be down to three commissioners and we have been seeking to recruit but failing to find anybody. He said if anyone has any neighbors or friends interested in joining the Sanitary Commission, please let him know. Director Peterson said he would like to propose a joint meeting with the District Board and the Sanitary Commission and accomplish better communication with respect to the new office building.

6.e. GOVERNMENTAL MATTERS: Mr. Gunkelman said at last month's meeting, the allotment for recording to the cloud on Zoom was used up, so most of the meeting did not get recorded. Since then, staff has increased memory storage to prevent that from happening again.

6.f. STAFF ANNOUNCEMENTS: None

7. CONSENT CALENDAR: Director Peterson asked that Item 7.c. be removed for further discussion. The following consent items were approved unanimously (kp/sb):

- a. Approve Minutes of April 28, 2021.
- b. Approve payment of District bills (warrants Rec. 9126-9162; PCSan, 1321-1327; CVSan 6412-6435).
- d. Receive Status Reports on outstanding issues.

8.a. CONSENT ITEMS REMOVED:

7.c. Minutes of Commissions and Committees - Director Peterson asked about the Recreation Commission Minutes of March 1 and the nature of the arborist report for the Retaining Wall and Stairs Project. Mr. Wilson said the County required an arborist report for the protection of the trees and that will be incorporated into the requirements for the permit. He said there has to be an arborist onsite during the entire project or at least the construction phase and the trees will have to be fenced off. A motion to approve Item 7.c. was approved unanimously (kp/sb).

8.b. LETTER OF RESIGNATION: Director Barassi said he would like to thank Jon Wolthuis for his service on the Crockett Sanitary Commission and perhaps he will rejoin at a future date. Director Kirker said we should not accept his resignation until next month when we have more clarity. A motion to accept the letter of resignation of Jon Wolthuis from the Crockett Sanitary Commission, with regrets, effective June 30 carried unanimously (kp/mk).

The Board was concerned if they approved Jon Wolthuis' resignation then Commissioners Manzione and Wais at the meeting tonight would constitute a quorum. Director Peterson said the Board could decide to take no action on the letter of resignation at this time, but to establish that a quorum for any District Commission shall not be less than three people. Director Bartlebaugh offered to resign from the Board and rejoin the Sanitary Commission. Director Barassi said this matter should be addressed in a special meeting or the next District Board meeting in June. Director Kirker withdrew the second motion on the letter of resignation, motion failed. Staff will send out a special meeting agenda to discuss this issue. Mr. Wilson said it is customary that the District acknowledges a long standing Commissioner of 45 years. He would like to get Mr. Wolthuis a clock acknowledging 45 years of service from the Crockett Community Services District.

8.c. UPGRADE SECURITY: Director Peterson reported a third break in at the new office building on May 19. He said this was the third alarm in five weeks and the second time that Sheriff's deputies responded. One garage door was destroyed, the apartment door was kicked in, and a weed-eater was stolen. Director Barassi said at this point we are going to put it in the hands of staff to do the basic needs to secure the building and to make it occupiable. To move forward on getting the doors replaced, get the place painted, and get moved into a part of the building that is not going to be where our main ongoing construction is. Director Kirker said there needs there needs to be a conversation on this to move forward. Director Barassi said we have an asset that we are paying for but not using. He said there are two issues here, does the District sell the building or repair it and move in. He said at a future meeting he will establish a standing committee that can address planning issues. He would like the Board members to do a proposal resolution to establish a committee or a working group to address the bigger issues. He said each Director can put their individual visions down on paper in the form of a resolution.

8.d. WASTEWATER OUTFALL CONDITION: Director Peterson reported he receives calls every few weeks by the State Lands Commission (SLC) because we have not given them the information they have requested by letter in January of last year. He said Mr. McDonald did not address the letter and the letter concerns the fact that we applied for a renewal of our lease. Before the outfall Director Peterson wrote the application around 10 years ago and then he retired and nothing happened. He said there has been a turnover of personnel at the SLC and a turnover at this District. When Mr. McDonald resigned, Director Peterson took that assignment on, went through all the documents in the file and contacted SLC. He spoke to Tanya Akkerman at C&H and she hired a dive company to do the inspection of the outfall, and it was finally done at the end of February. Director Peterson said SLC continues to call him and no progress has been made and no response from C&H. Director Peterson said he will sit down with Mr. Murdock and explain the documents in hand.

9.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Mr. Gunkelman reported property tax transfers made from Fund 3240 into Recreation and Maintenance.

9.b. PRELIMINARY BUDGET: Director Kirker asked about the maintenance line item for collection system with Paulsell and West County. He said in 2020 the budget was \$85K and now it has doubled. He asked have their rates increased or are we maintaining twice as many sewers. Mr. Gunkelman said prices have increased, as well as labor, parts and gas.

9.c. ANNUAL RECREATION SPECIAL TAX: A motion to approve Resolution No. 20/21-16 to levy \$110 annual Recreation Special Tax on residential parcels for FY 2021/22 carried unanimously (kp/sb).

10.a. PERSONNEL COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. PRESIDENT'S ADVISORY COMMITTEE: Director Barassi reported he is dissolving the President's Advisory Committee.

10.d. INTER-AGENCY MEETINGS: None

11. CLOSED SESSION: The Board went into closed session at 9:48 pm.

- a. CONFERENCE WITH LABOR NEGOTIATOR(S): Agency Designated Representative(s) to confer with Crockett Community Services District Board regarding Acting General Manager, Administrative Services Manager, District Engineer and District Secretary positions, Pursuant to Government Code Section 54957.6.

OPEN SESSION: The Board resumed in open session at 10:47 pm.

12. ANNOUNCEMENT OF ACTIONS TAKEN DURING CLOSED SESSION: Director Barrassi said there was no reportable actions taken while in closed session.

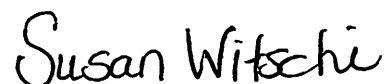
13. FUTURE AGENDA ITEMS:

- Hearing on proposed budget for FY 2021/22.
- Adopt revised Appropriations Limit for FY 2021/22.
- Discuss policy on delegation of authority to Commissions.
- Adopt capital asset depreciation schedule.
- Adopt capacity charge ordinance on Accessory Dwelling Units.
- Review and adopt ADA compliance plan.
- Adopt policy for use of private devices and e-accounts.
- Develop policy on proposals for new programs without established funding.

14. BOARD COMMENTS: None

15. ADJOURNMENT: The meeting was adjourned at 10:50 PM until June 23, 2021.

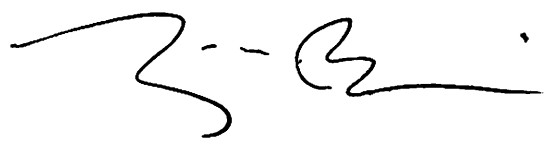
Respectfully submitted,



Susan Witschi
June 21, 2021

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
 Auditor's Date: 6/3/21 Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
06/04/2021	Eurofins Calscience LLC	Lab Testing	960.00	1328
06/04/2021	PG&E	Electric - #2704121327-6	327.49	1329
Total FUND 3425 - PC SANITARY - O&M			<u>1,287.49</u>	
TOTAL			<u>1,287.49</u>	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 6/3/21 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
06/04/2021	JAMES G. BARNHILL	Payroll 5/1/21 - 5/31/21	4,386.40	6436
06/04/2021	GAUNT A. MURDOCK	Payroll 5/16/21 - 5/31/21	2,024.53	6437
06/04/2021	VAUGHN P. GUNKELMAN	Payroll 5/16/21 - 5/31/21	1,548.15	6438
06/04/2021	CCSDA	Membership 2021-2022	100.00	6439
06/04/2021	AT&T	A/N 510-787-1221	62.40	6440
06/04/2021	C&H SUGAR CO.	WWTP Shared Operating Costs - April 2021	25,917.59	6441
06/04/2021	DENALECT ALARM CO.	Invoice 110820	150.00	6442
06/04/2021	EBMUD	Water - #55397300001	96.16	6443
06/04/2021	PG&E	Gas & Electric - #6193854060-8	2,830.53	6444
06/04/2021	TELSTAR INSTRUMENTS, INC.	Telstar Job 10-38230	2,325.00	6445
06/04/2021	WEST COUNTY WASTEWAT...	March & April Contract Billing	9,792.46	6446
06/04/2021	UNITED STATES TREASURY ...	68-0114159	2,932.16	6447
06/04/2021	EMPLOYMENT DEVELOPMEN...	698-1442-4	637.10	6448
06/04/2021	CalPERS Public Employees Re...	Retire. 1946207465, Retir. 1946207465	854.70	6449
06/04/2021	SDRMA	Mem. #5505	986.74	6450
Total FUND 3426 - CV SANITARY - O&M			54,643.92	
TOTAL			54,643.92	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 6/3/21 Fund: 324100 Account: 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
06/04/2021	RONALD D. WILSON	Payroll 5/1/21 - 5/31/21	2,572.36	9163
06/04/2021	ALYSSIA R LUTZ	Payroll 5/16/21 - 5/31/21	245.65	9164
06/04/2021	ARIEL I. FISCHER	Payroll 5/16/21 - 5/31/21	99.73	9165
06/04/2021	ASHER H. LABINSKI	Payroll 5/16/21 - 5/31/21	129.63	9166
06/04/2021	BRENNAN S. GREGER	Payroll 5/16/21 - 5/31/21	16.45	9167
06/04/2021	DAMIAN A. FISCHER	Payroll 5/16/21 - 5/31/21	66.50	9168
06/04/2021	DAMOND L. BAL	Payroll 5/16/21 - 5/31/21	38.79	9169
06/04/2021	GABRIEL J. OSTI	Payroll 5/16/21 - 5/31/21	130.72	9170
06/04/2021	HARIKESH SHRI-SHASHITHA...	Payroll 5/16/21 - 5/31/21	37.40	9171
06/04/2021	LINDSAY A. BARRELLA	Payroll 5/16/21 - 5/31/21	26.59	9172
06/04/2021	MIREILLE SCHLEPP	Payroll 5/16/21 - 5/31/21	52.64	9173
06/04/2021	PAIGE E. PAULSELL	Payroll 5/16/21 - 5/31/21	280.24	9174
06/04/2021	ROBERT M. MAGNUSON	Payroll 5/16/21 - 5/31/21	203.99	9175
06/04/2021	SKYLER X. PASCHALL	Payroll 5/16/21 - 5/31/21	76.47	9176
06/04/2021	STELLA T.E. MANNELL	Payroll 5/16/21 - 5/31/21	202.46	9177
06/04/2021	STEVEN A. GRAY	Payroll 5/16/21 - 5/31/21	88.84	9178
06/04/2021	SUSAN G. WITSCHI	Payroll 5/16/21 - 5/31/21	2,289.71	9179
06/04/2021	SYDNEY L. GARCIA	Payroll 5/16/21 - 5/31/21	92.12	9180
06/04/2021	TREVOR B. DEES	Payroll 5/16/21 - 5/31/21	291.65	9181
06/04/2021	YOGESHUARAN SHRI-SHASH...	Payroll 5/16/21 - 5/31/21	121.73	9182
06/04/2021	ZOE H. LABINSKI	Payroll 5/16/21 - 5/31/21	164.50	9183
06/04/2021	AT&T	Phone - 510-787-2414	401.32	9184
06/04/2021	Knorr Systems, Inc.	pH and ORP Sensor Cable	1,187.89	9185
06/04/2021	LINCOLN AQUATICS	Visors & Warning Sign	274.43	9186
06/04/2021	PG&E	Gas & Electric - #8212111930-7, #675...	2,068.67	9187
06/04/2021	Ron Wilson	Mileage Reimbursement & Ketchup	144.78	9188
06/04/2021	Melysa Garcia	Refund for Event	1,000.00	9189
06/04/2021	Zobeyda Moreno	Cancelled Event Due to COVID	500.00	9190
06/04/2021	EBMUD	Water	1,508.76	9191
06/04/2021	UNITED STATES TREASURY (...)	68-0114159	851.44	9192
06/04/2021	EMPLOYMENT DEVELOPMEN...	698-1442-4	98.28	9193
06/04/2021	CalPERS Public Employees Ret...	CalPERS#1977684412, Retir. 194620...	1,016.33	9194
06/04/2021	SDRMA	Mem. #5505	904.34	9195
Total FUND 3241 - RECREATION			<u>17,184.41</u>	
TOTAL			<u>17,184.41</u>	

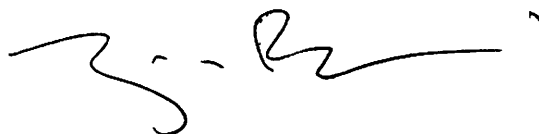


CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: 6/18/21 Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
06/18/2021	CONTRA COSTA HEALTH SE...	HAZMAT A/N AR0036493; CUPA ...	1,040.00	9196
06/18/2021	DexYP	Advertising	61.35	9197
06/18/2021	LESLIE'S POOL SUPPLIES	Chemicals	794.73	9198
06/18/2021	Tami Moore	Lifeguard Training - New Certificati...	1,625.00	9199
06/18/2021	PG&E	Gas & Electric - #2501517473-0	730.74	9200
06/18/2021	Robert R. Salcido	Replaced Bad Contactor for Fire S...	737.50	9201
06/18/2021	Sierra Chemical Company	Multichlor, Sodium Hypochlorite	1,212.94	9202
06/18/2021	MIREILLE SCHLEPP	Reimbursement for Lifeguard Train...	160.00	9203
06/18/2021	Susan Witschi	Mileage Reimbursement	9.20	9204
06/18/2021	LINCOLN FINANCIAL GROUP	CCSVD-BL-1564438	69.19	9205
06/18/2021	STATE COMPENSATION INSU...	Workers Comp 219383	62.25	9206
06/18/2021	ALYSSIA R LUTZ	Payroll 6/1/21 - 6/15/21	381.40	9207
06/18/2021	ARIEL I. FISCHER	Payroll 6/1/21 - 6/15/21	126.34	9208
06/18/2021	ASHER H. LABINSKI	Payroll 6/1/21 - 6/15/21	245.23	9209
06/18/2021	DAMOND L. BAL	Payroll 6/1/21 - 6/15/21	242.41	9210
06/18/2021	DOLORES M. MORALES	Payroll 6/1/21 - 6/15/21	84.62	9211
06/18/2021	GABRIEL J. OSTI	Payroll 6/1/21 - 6/15/21	192.64	9212
06/18/2021	HARIKESH SHRI-SHASHITHA...	Payroll 6/1/21 - 6/15/21	289.87	9213
06/18/2021	LINDSAY A. BARRELLA	Payroll 6/1/21 - 6/15/21	166.23	9214
06/18/2021	MIREILLE SCHLEPP	Payroll 6/1/21 - 6/15/21	233.46	9215
06/18/2021	PAIGE E. PAULSELL	Payroll 6/1/21 - 6/15/21	233.53	9216
06/18/2021	ROBERT M. MAGNUSON	Payroll 6/1/21 - 6/15/21	180.95	9217
06/18/2021	SKYLER X. PASCHALL	Payroll 6/1/21 - 6/15/21	53.19	9218
06/18/2021	STELLA T.E. MANNELL	Payroll 6/1/21 - 6/15/21	137.32	9219
06/18/2021	STEVEN A. GRAY	Payroll 6/1/21 - 6/15/21	200.67	9220
06/18/2021	SUSAN G. WITSCHI	Payroll 6/1/21 - 6/15/21	2,368.72	9221
06/18/2021	SYDNEY L. GARCIA	Payroll 6/1/21 - 6/15/21	115.15	9222
06/18/2021	TREVOR B. DEES	Payroll 6/1/21 - 6/15/21	359.98	9223
06/18/2021	YOGESHUARAN SHRI-SHASH...	Payroll 6/1/21 - 6/15/21	266.51	9224
06/18/2021	ZOE H. LABINSKI	Payroll 6/1/21 - 6/15/21	193.94	9225
06/18/2021	Kyle Caprista	Concert in the Park - August 1	2,500.00	9226
06/18/2021	U.S. BANK	Various 4127134555573937	3,135.60	9227
Total FUND 3241 - RECREATION			18,210.66	
TOTAL			18,210.66	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 6/18/21 Fund: 342500 Account: 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
06/18/2021	CD & Power	Emergency Diagnostic - No Power to Plan...	566.08	1330
06/18/2021	CONTRA COSTA HEALTH SERVI...	HAZMAT CUPA Fac ID: FA0030595 Acco...	402.00	1331
06/18/2021	Valley Operators, LLC	May Monthly Service	4,400.00	1332
06/18/2021	Sierra Chemical Company	Multichlor, Sodium Hypochlorite	1,165.04	1333
06/18/2021	U.S. BANK	Various 4127134555573937	78.24	1334
Total FUND 3425 - PC SANITARY - O&M			6,611.36	
TOTAL			6,611.36	



CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: 6/18/21 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
06/18/2021	CONTRA COSTA COUNTY T...	Supplemental Property Tax 2020-...	42.42	6451
06/18/2021	H&R Plumbing and Drain Clea...	Spot Repair Marina Easement	4,800.00	6452
06/18/2021	RedZone Robotics, Inc.	Single Year Level 1 Maintenance ...	12,000.00	6453
06/18/2021	El Sobrante Sewer	Invoices #28 & #29,	13,000.00	6454
06/18/2021	Laura Townsend	SUC Refund for Overpayment	3,971.00	6455
06/18/2021	United States Treasury	Employer ID 68-0114159, tax peri...	260.40	6456
06/18/2021	LINCOLN FINANCIAL GROUP	CCSVD-BL-1564438	48.15	6457
06/18/2021	STATE COMPENSATION INS...	Workers Comp 219383	62.25	6458
06/18/2021	GAUNT A. MURDOCK	Payroll 6/1/21 - 6/15/21	2,936.87	6459
06/18/2021	VAUGHN P. GUNKELMAN	Payroll 6/1/21 - 6/15/21	2,186.46	6460
06/18/2021	USBANK	VOID	39.06	6461
06/18/2021	U.S. BANK	Various 4127134555573937	937.06	6462
06/18/2021	melvin Orrego	Paint and texture at New office - i...	2,910.25	6463
Total FUND 3426 - CV SANITARY - O&M			43,193.92	
TOTAL			43,193.92	

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, MAY 3, 2021

1. CALL TO ORDER: The meeting was called to order at 6:00 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: Louise Choquette said she wanted to say thank you to everybody for their support and for being so kind and thoughtful.
4. CONSENT CALENDAR: The following consent item was approved unanimously (as/jv):
 - a. Approve Minutes of March 1, 2021.
- 5.a. RECREATION SPECIAL TAX: A motion to recommend continuation of recreation special tax in the amount of \$110 per residential parcel carried unanimously (ja/jv).
- 5.b. POOL RATES: Mr. Wilson reported he tried to do a rate comparison between Pinole, Hercules, Martinez, El Cerrito and Albany but he couldn't find much information on rates. He said last year we were allowed to have 46 guests at the pool and this year we are allowed to have 96. Mr. Wilson said he is suggesting raising rates \$1 at the pool for resident and non-residents. Commissioner Airoidi said Mr. Wilson does a good job running the Crockett Pool and since COVID last year the pool lost money being open and he believes rates should be raised. A motion to raise rates \$1 at the Crockett pool for resident and non-residents carried unanimously (jjv/as).
- 6.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. Wilson reported a fund balance of \$396K and a cash balance of \$75K.
- 6.b. 9-MONTH BUDGET REPORT: The Commission reviewed the 9-month budget report. No further questions.
7. DISTRICT BOARD ACTIONS: Mr. Wilson reported on the actions taken by the District Board in March. He said the Board approved the deed restrictions to receive the grant under the State's Prop 68.
8. REPORT OF DEPT. MANAGER: Mr. Wilson reported John Swett High School and Crockett Swim Team both started using the pool on April 12. He said six lifeguards are being recertified and will be returning to the pool and we have five new lifeguards that will be working for us this summer. He said C&H donated \$2,800 to help us pay for new lounge chairs at the pool. Mr. Wilson reported receiving more than \$11K in donations this year.
9. COMMISSIONERS: None

10. FUTURE AGENDA ITEMS:

11. COMMISSIONER COMMENTS: None

12. ADJOURNMENT: The meeting was adjourned at 6:37 PM until June 7, 2021.

Respectfully submitted,

Susan Witschi

Susan Witschi
May 4, 2021

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, MAY 12, 2021

1. CALL TO ORDER: The meeting was called to order at 7:02 PM by Vice-Chairperson Cusack. Present were Commissioners List and Scheer, along with Dept. Manager Barnhill, District Engineer Murdock, Administrative Services Manager Gunkelman and Assistant District Secretary Witschi. Commissioners Klaiber and Surges were absent.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
- 5.a. SELF-MONITORING REPORT: Mr. Barnhill reported there are four copper samples collected throughout the year and Valley Operators missed the copper sample in the first quarter, so they pulled an extra sample, but that is considered a violation of the permit. He doesn't know if they will subject us to a minimum penalty for that since they have collected an additional copper sample.
- 5.b. DISTRICT BOARD ACTIONS: Mr. Gunkelman reported on the actions taken by the District Board in April. He said the Board tentatively approved the Sewer Use Study for Port Costa and Crockett.
- 6.a. FINANCIAL REPORT: The monthly statement of Department finances was examined by the Commission. No further comments or questions.
- 6.b. 10-MONTH AND PROPOSED BUDGET: Mr. Gunkelman presented the proposed budget. Commissioner Scheer said professional services are a lot higher than previous years. Mr. Gunkelman said that is at the treatment plant just for the technicians going down there. He said he doesn't know why they were budgeted so low last year, or if that money was allocated somewhere else. Commissioner Scheer asked staff if they are having the operators do more than we normally ask them to do. Mr. Barnhill said earlier this year Telstar was out doing more technical services and that is probably why it is higher.
- 7.a. GREASE TRAPS: Mr. Barnhill reported the District Code requirement for restaurants by discretion of the general manager is to install grease or oil on sand interceptors, but for restaurants would be a grease interceptors, and the capacity is a minimum of 450 gallons that have to be installed, of course underground and flow accessible by trucks for pumping so that they can be regularly maintained. He said the next step is to call the manager at the restaurant, speak with them, and then send out a follow up letter with the requirements on code. Commissioner List said a lot of the flushable wipes never decay and they get sucked out of the tank by a truck and his concern is can the restaurants comply with a little grease containment, and customers comply with not putting flushable wipes down the toilets. Mr. Barnhill said there is an annual newsletter staff sends out every year and flushable wipes is

one of the major components. Commissioner Scheer said there are not many people that live in town and she doesn't think it would be hard to educate people, especially new people that came in town who may not realize where their sewage goes, and what they are supposed to put down the drain. Commissioner Scheer said she would be happy to volunteer to work on some sort of a newsletter to give the residents.

7.b. FUTURE PROJECTS: Mr. Barnhill reported there are line projects that need to be looked at including relocating the line along the creek from the school or the line goes into the backyards of the houses all the way down to the Bull Valley restaurant, which is approximately 1500 feet should be ideal. He received a call from Senator Dodd's office notifying staff that they had grant funding for wastewater and water projects, which were shovel ready.

8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported that have been some backups in the line to the septic tank. West County Wastewater District cleared them out. A passive bypass should be installed at ground level from the manhole to the septic tank hatch to prevent sanitary sewer overflow's. The bypass pipe will be the same diameter or larger as the collection system. Mr. Barnhill said he is communicating with the operators about the weeds and is considering hiring a third party to do the weeding.

8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

8.c. STAFF ANNOUNCEMENTS: None

9. REPORTS FROM COMMISSIONERS: None

10. CONSENT CALENDAR: The consent items were approved unanimously (as/tl):

- a. Approve Minutes of April 20, 2021.
- b. Receive Status Report on outstanding issues.

11. FUTURE AGENDA ITEM:

Discuss Port Costa School sewer system (July).

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 8:27 PM until June 9, 2021.

Respectfully submitted,



Susan Witschi
May 13, 2021

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, MAY 19, 2021

1. CALL TO ORDER: The meeting was called to order at 7:01 PM by Chairperson Manzione. Present were Commissioners Adams, Wais and Wolthuis, along with District Engineer Murdock, Administrative Services Manager Gunkelman, Assistant Dept. Manager Barnhill and Asst. Secretary Witschi.
2. AGENDA ORDER: There were no requests to change the agenda order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
5. CONSENT CALENDAR: The consent items were approved unanimously (mw/ha):
 - a. Approve Minutes of April 21, 2021.
 - b. Receive Status Report on outstanding items.
- 6.a. DISTRICT BOARD ACTIONS: No report.
- 6.b. PROGRESS REPORT ON DISTRICT OFFICES: Mr. Murdock reported a break in at the new District office. He said they kicked the garage doors in and got away with a weed whacker. Commissioner Wolthuis said a couple bids came in from Director Mackenzie. One was for the painting and one was modified for taking care of the roof, deck and the dry rot. One was in excess of \$70K and the painting was around \$8,500. Commissioner Manzione asked if the Sanitary Department staff are the primary tenants in the new office building that is under the control and responsibility of the District Board. Commissioner Wolthuis said the Sanitary Department does not have any real official involvement as a commission. Commissioner Wolthuis said he doesn't care how big a bargain the new building cost, it is just going to cost a lot of money to renovate and he cannot justify the money being spent. Commissioner Manzione asked at some point would it be appropriate for the Sanitary Department to make a written request to the District Board as to what is going on. Commissioner Wolthuis said he has just completed 45 years of service on the Sanitary Commission and having looked at the budget this year, the staffing levels, and the transfer of \$450,000 into the budget; he can no longer justify the money being spent or even the staffing levels. He said they may be appropriate, but he has no knowledge of how they were determined. The District is providing a service to the community as a whole, but at this point he cannot continue on the Sanitary Commission and this will be his last meeting. He said he cannot understand who is allocating the money, so he will step back and let the Crockett Community Services District (CCSD) determine what is going forward. He feels a strong responsibility to the citizens and he does not feel comfortable. Commissioner Manzione said it is time to put the District Board on the spot with this. The Sanitary Commission is responsible for the sewer system, the revenues and the spending. He said it is time to say to the District Board what the Sanitary Department's position is and what they are willing to spend for rent on the new office. Commissioner Wolthuis said he

office. Commissioner Wolthuis said he was against purchasing the building from the beginning. He said if you look at the budget, the salaries and overhead are increasing at a rate he cannot justify. Commissioner Adams said he will hate to lose Commissioner Wolthuis' expertise and knowledge and he raises issues that are both valid and troubling.

6.c. GUIDELINES FOR REOPENING: No report.

6.d. VACANCY ON COMMISSION: The Announcement of Vacancy will be reposted for 30 days.

7.a. ENFORCEMENT ACTIONS: Mr. Murdock reported two properties received a Certificate of Compliance and are no longer in violation.

7.b. REMOVAL OF BRICKS: Mr. Murdock reported the bricks are the same as they were last time we met. He said two pallets have been moved to CREEC and they have agreed to take them all.

8.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. Gunkelman reported a fund balance of \$961K.

8.b. PG&E BILL: Mr. Murdock reported he was asked to determine the portion of the PG&E bill that needed to be paid by the Sanitary Department. He calculated the costs based on taking out the outdoor lights and commercial refrigerators. Based on his assessment he recommends paying the Recreation Department \$7,739. A motion to recommend paying the Recreation Department \$7,739 for their portion of the PG&E bill carried unanimously (jw/mw).

8.c. PRELIMINARY BUDGET REPORT: Mr. Gunkelman presented the preliminary budget. Commissioner Wolthuis said he looked at the salary and benefits for the General Manager. He said this year it was budgeted at \$69K and next year it was budgeted at \$120K. The Assistant Department Manager is currently at \$56K and next year at \$70K. He said there was no input into this and does not think anybody on the Sanitary Commission did either. He said this must be the District Board putting their foot into what is supposedly the Sanitary Department's budget and they are acting as if this is their money. Commissioner Manzione asked who generated this document and did input come from the District Board. Mr. Gunkelman said the District Board has not yet seen this, apart from the Budget & Finance Committee. He said this is a preliminary budget and is up for discussion. Commissioner Manzione said this is a budget to be developed by the Sanitary Commission and we still have authority delegated to us to handle the finances of this. Commissioner Wolthuis asked about the new office building repairs in the budget. Mr. Gunkelman said the bills have been pretty minimal for the most part. Commissioner Manzione said we need to find a solution to the problem that the District Board owns the building and took on the responsibilities and is making decisions on what to spend on it. He said what if the Sanitary Department structures the building as a primary tenant and we offer prepaid rent to the District and make it clear the Sanitary Department does not own the building. Commissioner Wolthuis said so the Sanitary Department is paying for that building and the net effect is we are a tenant renting a building we basically are buying for the District and have no say in it. He said it is nice to say you are going to rent the apartment and reimburse us but it is questionable where we are going with this. Commissioner Manzione said he would like to ask the District Board what their concept is and if they really expect the Sanitary Department to take on all the responsibilities. It would be really necessary for us to

represent the ratepayer's interests to put it in writing and give us the authority and we may have been forced into buying a building that really was not our decision. Mr. Gunkelman said the District Board will adopt the budget on June 23. He said that he can set aside as much time to meet with whoever wants to discuss it. Commissioner Manzione said the consensus of the commission is to have a joint meeting with the CCSD Budget & Finance Committee to go over the draft budget on Wednesday, June 2.

9.a. STAFF REPORT ON OPERATIONS: Mr. Murdock reported no Sanitary Sewer Overflows (SSO's) in May. He said Pump 4 at the Pump Station was damaged when something was inducted into the impeller. He said staff is working with West County Wastewater District on this issue. The Variable Frequency Drive (VFD) was replaced at the Pump Station. The project at Third and Pomona has been completed and PG&E accepted the claim and a check has been received for \$30,890. He said 84 feet of sewer was replaced with HDPE by pipe burst at 94 Bishop and 69 feet was replaced with HDPE at 167 Bishop.

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

9.c. STAFF ANNOUNCEMENTS: None

10.a. WASTEWATER COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. AD HOC COMMITTEES REPORT: None

10.d. INTER-AGENCY MEETINGS: None

11. FUTURE AGENDA ITEMS:

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

12. COMMISSIONER COMMENTS: Commissioner Wais

13. ADJOURNMENT: The meeting was adjourned at 9:09 PM until June 16, 2021.

Respectfully submitted,

Susan Witschi

Susan Witschi
June 2, 2021

RESOLUTION

NO. 20/21-17

A RESOLUTION RE-APPOINTING COMMISSIONER

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

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

NOW, THEREFORE, BE IT RESOLVED that Tom Cusack is hereby re-appointed to the Crockett Recreation Commission as Commissioner.

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held in Crockett on June 23, 2021 by the following vote:

AYES:

NOES:

ABSENT:

Luigi Barassi, President

ATTEST:

Kent Peterson
Board Secretary

RESOLUTION

NO. 20/21-18

A RESOLUTION APPOINTING COMMISSIONER

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

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

NOW, THEREFORE, BE IT RESOLVED that Greg Mauler is hereby appointed to the Crockett Sanitary Commission as Commissioner.

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held in Crockett on June 23, 2021 by the following vote:

AYES:

NOES:

ABSENT:

Luigi Barassi, President

ATTEST:

Kent Peterson
Board Secretary

S.d.

Greg A. Mauler

94525

P.O. Box 112 Crockett, CA

(510)812-1406 GMaul61@Comcast.net

June 23, 2021

Crockett Sanitary Commission
P.O. Box 578
Crockett, CA 94525

Dear Crockett Sanitary Commission:

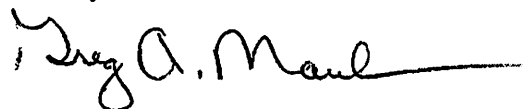
Thank you for the opportunity to apply for the vacant Sanitary Commission seat. As a member of the Crockett community for nearly 40 years in varying capacities, I have enjoyed our small-town atmosphere and participated in many community activities and events with my wife, Bobbi, a third generation Crockett native.

My background includes several years with an industrial services company, specializing in sanitary and storm sewer cleaning and video surveying in application as well as supervisory position. I also have retail hardware experience and many years of rental property maintenance and management.

I served as assistant Scout Master for the Crockett Boy Scouts for several years, Stroke and Turn official for Crockett Swim Team and many other activities around town.

I believe that I would an asset and valued member of the commission and look forward to serving.

Sincerely,

A handwritten signature in black ink that reads "Greg A. Mauler". The signature is written in a cursive style with a long horizontal line extending to the right.

Greg Mauler



Audit Engagement Letter—Yellow Book

June 11, 2021

To Board of Directors and Management
Crockett Community Services District
Crockett, California

We are pleased to confirm our understanding of the services we are to provide Crockett Community Services District for the year ended June 30, 2021. We will audit the financial statements of the governmental activities, the business-type activities, and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of Crockett Community Services District as of and for the year ended June 30, 2021. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Crockett Community Services District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Crockett Community Services District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budget to Actual Comparison Schedule
- 3) Pension related RSI

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of Crockett Community Services District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Crockett Community Services District's financial statements. Our report will be addressed to governing board of Crockett Community Services District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

B.E.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Crockett Community Services District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste and abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed,

will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Crockett Community Services District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of Crockett Community Services District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking

timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of David Farnsworth, CPA and constitutes confidential information.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date.

We expect to begin our audit on approximately August 30, 2021 and to issue our reports no later than December 31, 2021. David Farnsworth, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed **\$13,631**. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit.

We appreciate the opportunity to be of service to Crockett Community Services District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

David Farnsworth, CPA

David Farnsworth, CPA

RESPONSE:

This letter correctly sets forth the understanding of Crockett Community Services District.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

CROCKETT COMMUNITY SERVICES DISTRICT

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

MONTHLY SUMMARY WORKSHEET

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

PREPARED FOR BD. MTG: 6-23-21 LATEST FUND REPORT: 6-11-21

CCSD FUND 3240		CCSD FUND 3240	
CASH CARRIED FORWARD:		CASH CARRIED FORWARD:	
<u>REC DEPT</u> :	\$43,079.99	<u>CVSAN DEPT</u> :	\$201,985.36
ACTIVITY:		ACTIVITY:	
Cash Conversion		Prop tax trnsfr	\$ (150,000.00)
Prop Tax Transfer	(\$30,000.00)	Prop Tax Relief	
Prop Tax	\$ 346.34	Prop Tax	\$ 1,767.89
CASH BALANCE (Rec):		CASH BALANCE (CVSan):	
	\$13,426.33		\$53,753.25
ADV ON TAXES (Rec):		ADV ON TAXES (CVSan):	
	\$ 2,583.64		\$13,207.70
060 Adv beginning bal		060 Adv beginning bal:	
Cash Conversion	\$1,607.16	Cash Conversion	\$8,149.98
			\$0.00
Ending Balance	\$ 1,607.16	Ending Balance	\$8,149.98
160 Supplmt begin bal		160 Supplmt begin bal:	
SEC SPT Advance	\$45.14	SEC SPT Advance	\$303.67
	\$ 931.34		\$ 4,754.05
Ending Balance	\$976.48	Ending Balance	\$5,057.72
FUND BALANCE (Rec):		FUND BALANCE (CVSan):	
	\$16,009.97		\$66,960.95
		MAINT DEPT PROPERTY TAXES ALLOC:	
		Cash Carried Forward:	
		Prop Tax	
		Prop Tax Trnsfr	
		Cash Balance (Maint)	
		060 Adv Beginning Bal	
		Cash Conversion	
		Ending Balance	
		160 Supplmt begin bal:	
		SEC SPT Advance	
		Ending Balance	
		FUND BALANCE (Maint):	
		TOTAL CSD 3240 BALANCE:	
			\$85,773.76

\\administrative\bud&fin\wrkshtCSD.xls

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by 0.01

Members of the Board: Luigi Barassi, Scott Bartlebaugh, Michael Kirker, John MacKenzie, Kent Peterson

9.a.

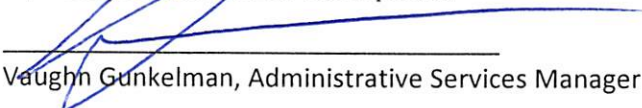
CROCKETT COMMUNITY SERVICES DISTRICT

INVESTMENT REPORT

AS OF April 1, 2021

<u>Beginning invested balance:</u>	<u>5/1/2021</u>	<u>\$ 4,083,505.17</u>
<u>RECREATION DEPT. OPERATING FUND 3241</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.63% on 1/15/21		\$ 258,147.58
Activity: Deposit		\$ 100,000.00
Ending balance:		\$ 358,147.58
<u>MAINTENANCE DEPT. MEMORIAL HALL FUND 3242</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.63% on 1/15/21		\$ 173,964.08
Activity: Deposit		\$ 12,000.00
Ending balance:		\$ 185,964.08
<u>PORT COSTA SANITARY DEPT. OPERATING FUND 3425</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.63% on 1/15/21		\$ 224.30
Activity: Deposit		\$ 125,000.00
Ending balance:		\$ 125,224.30
<u>CROCKETT SANITARY DEPT. OPERATING FUND 3426</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.63% on 1/15/21		\$ 2,677,893.50
Activity: Deposit		\$ 700,000.00
Ending balance:		\$ 3,377,893.50
<u>CROCKETT SANITARY DEPT. CONSTRUCTION FUND 3427</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.63% on 1/15/21		\$ 901,870.40
Activity: none		
Ending balance:		\$ 901,870.40
<u>CROCKETT SANITARY DEPT. CAPITAL RESERVE FUND 3429</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.63% on 1/15/21		\$ 71,405.31
Activity: none		
Ending balance:		\$ 71,405.31
<u>Closing invested balance:</u>	<u>6/1/2021</u>	<u>\$5,020,505.17</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.


 Vaughn Gunkelman, Administrative Services Manager

Date: 6/17/21

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 MTG: 6-23-21

LATEST FUND REPORT: 6-11-21

OPERATING FUND 3241

CASH CARRIED FORWARD: \$ 129,478.51

ACTIVITY:

CHECKS AND PAYMENTS

Warrants (9145-9195) (\$32,440.46)
 Transfer to Invest \$ (100,000.00)
 Wells Fargo CC Fees
 Payroll recovery \$0.00
 Invest Fees

DEPOSITS AND CREDITS

Comm Center Booking \$1,882.00
 Pool Deposit \$6,372.64
 Cost Recovery Bocce -
 Donations&Pool Rental \$3,730.00
 Tennis keys \$5.00
 Transfer from Invest -
 Cash Conversion -
 United Way Pass-thru -
 JSHS rent/CCF Grant
 Return-to-source
 Transfer from 3240 \$30,000.00
 Parking fines -
 Payroll recov CV&PC -

CASH BALANCE: \$39,027.69

ADV ON TAXES : \$4,840.00
 Cash Conversion

NET ADV ON TAXES: \$4,840.00

INVESTED BALANCE: \$258,147.58
 Invest Interest \$0.00
 Transfer to Invest \$100,000.00
 NET INVESTED: \$358,147.58

\$50,222.82 c/d deposits
 \$307,924.76 avail. funds

FUND BALANCE: \$402,015.27

*** Below held in cash account ***

C/D BEGINNING BALANCE: \$50,222.82
 c/d deposit receipts \$0.00
 c/d deposit refunds \$0.00
 Trnsfr recovery \$0.00
 NET C/D ENDING BALANCE \$50,222.82

CAP / RESTRICTED BAL: \$4,639.60
 Donations \$0.00
 \$0.00

NET CAPITAL REPL. BAL: \$4,639.60

POLICE LIAISON BALANCE \$8,253.92
 Parking revenue \$0.00
 Payroll/Expenses \$0.00
 NET PLC ENDING BALANCE \$8,253.92

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: \$ 16,009.97
 CO.charges in 3240: \$ -

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:	6-14-21	LATEST FUND REPORT	6-11-21
OPERATING FUND 3242		BALANCES BY CLASS	
CASH CARRIED FORWARD:	\$22,638.24	MEMORIAL HALL	
ACTIVITY:		Walk Honor & P66	\$258,500.00
CHECKS and PAYMENTS		Archt. Phase1	(\$15,427.99)
Warrant (432)	(\$465.46)	Engnr. Phase1	(\$33,934.00)
Transfer to Investmn	(\$12,000.00)	Other CapX	(\$4,605.65)
DEPOSITS		WofH P66 Balance	\$204,532.36
Walk of Honor DP	\$0.00	Other MH O&M Bal	\$8,609.44
Transfer from 3240	\$5,000.00	BRIDGEHEAD	\$1,174.34
Trnsr fr 1/20/21	\$15,000.00	PLAZA/FENCES/LIGHT:	(\$876.68)
		DOG PARK COST CENTE	\$844.14
CASH BALANCE:	\$30,172.78	ACCRUED DEBT:	
INVESTED (MH) BEG. BAL	\$188,964.08	PCADVISORY due MH	\$1,170.20
Trnsf from 1/20/2	(\$15,000.00)		
Transfer to inves	\$12,000.00		
INVESTED (MH) END. BAL	\$185,964.08		
FUND BALANCE:	\$216,136.86	TAXES held in 3240	\$2,802.84

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.:	6/23/21	LATEST FUND REPORT	6/11/21
OPERATING FUND 3425			
CASH CARRIED FORWARD:	\$162,804.71	ACCRUED DEBT:	
ACTIVITY:			
Warrants (1326-1329)	(\$6,322.04)	PYs due CVSan Dep	\$24,233.49
Permit 21-7	\$30.00	Loan#2 due CVSan	\$203,986.49
Investment Services	\$0.00	Loan#3 due CVSan	\$150,000.00
Transfer to Investment	(125,000.00)		
CASH BALANCE:	\$31,512.67	ACCRUED DEBT:	\$378,219.98
ADV ON SUC BEG. BALANCE	\$12,347.50		
Cash Conversion	\$0.00		
Ending Balance	\$12,347.50		
INVESTED BEGIN. BALANCE	\$224.30		
Interest	\$0.00		
Transfer to Invest	\$125,000.00		
Ending Balance	\$125,224.30		
FUND BALANCE:	\$169,084.47	\\san\pc\bud&fin\wrksht	

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTC	6/23/21	LATEST FUND REPORT:	6-11-21
OPERATING FUND 3426		CONSTRUCTION FUND 3427	
CASH CARRIED FORWARD:	\$813,996.04	CASH CARRIED FORWARD:	\$60,020.28
ACTIVITY:		ACTIVITY:	
Warrants (6426-6450)	\$ (133,886.12)	No activity	
Payroll recov PC&Maint			
Cash Conversion			
Permit 21-4 to 21-8	\$150.00	CASH BALANCE:	\$60,020.28
Transfer to investmer	\$ (700,000.00)	INVESTED BEGIN BAL.:	\$901,870.40
Transfer from 3240	\$ 150,000.00	No activity	
Wells Fargo Fees	(\$5.57)		
Cost Recov. PG&E	\$30,890.00		
Contractor Bonds	\$ 1,000.00		
		INVESTED BALANCE:	\$901,870.40
CASH BALANCE:	\$162,144.35	FUND 3427 BALANCE:	\$961,890.68
ADV ON TAXES:	\$ 54,379.89		
060 Prop tax Beginnir	\$ 50,262.00		
Cash Conversion			
Ending Balance	\$ 50,262.00	CAPITAL RESERVE FUND 3429	
160 Adv Supp Prop ta	\$4,117.89	CASH CARRIED FORWARD:	\$260.00
No activity	\$0.00	ACTIVITY:	
Ending Balance	\$4,117.89	Invest Services	\$0.00
INVESTED BEG. BALANCE:	\$2,677,893.50	CASH BALANCE:	\$260.00
Invest Interest	\$0.00	INVESTED BEGIN BAL.:	\$71,405.31
Transfer to investmer	\$700,000.00	Invest Interest	\$0.00
Ending Balance:	\$3,377,893.50	INVESTED BALANCE:	\$71,405.31
FUND 3426 BALANCE:	\$3,594,417.74	FUND 3429 BALANCE:	\$71,665.31
TAXES held in 3240:	\$66,960.95		
CO.charges in 3240:	\$0.00		
ACCRUED DEBT OWED TO CVSAN:		CONTRACTOR BONDS ON FILE:	
PCSAN DEPT.	\$378,219.98	35 contractors	\$35,500.00

RESOLUTION

CROCKETT COMMUNITY SERVICES DISTRICT

NO. 20/21-19

**A RESOLUTION OF THE CROCKETT COMMUNITY SERVICES DISTRICT
ESTABLISHING THE DISTRICT'S APPROPRIATIONS LIMIT FOR THE
2021-22 FISCAL YEAR, AND CERTIFYING THAT FISCAL YEAR 2021-22
APPROPRIATIONS SUBJECT TO LIMITATION DO NOT EXCEED THE
APPROPRIATIONS LIMIT**

RECITALS

WHEREAS, the Crockett Community Services District was formed on July 11, 2006; and

WHEREAS, Article XIII B of the California State Constitution, adopted as Proposition 4 (the "Gann Initiative") by the voters of California on November 6, 1979, as expanded by Proposition 111, prohibits, with certain exceptions, an agency's annual Appropriations Subject to Limitation from exceeding a base year Appropriations Limit, except by a formula which adjusts the Appropriations Limit by changes in population and changes in cost-of-living; and

WHEREAS, pursuant to Government Code Section 56811, at the first district election that was held following the first full fiscal year of operation, District voters approved a fiscal year 2008-2009 Appropriations Limit of \$2,851,048; and

WHEREAS, the Appropriations Limit for fiscal year 2021-22 is calculated to be \$5,030,639, as determined by applying a percentage increase of 6.07% to the fiscal year 2020-22 Appropriations Limit of \$4,742,398; with such percentage increase being comprised of the 2021 change in the California per capita personal income of a 5.73% increase, as determined by the California Department of Finance and the annual change in the Contra Costa County countywide population as of January 1, 2021 showing an increase of 0.35%, as determined by the California Department of Finance; and

WHEREAS, the 2021-2022 Appropriations Subject to Limitation have been determined to be \$573,402; and

WHEREAS, the documentation for the fiscal year 2021-2022 Appropriations Limit and Appropriations Subject to Limitation have been made available to the public at least fifteen days prior to the Board of Director's consideration of this resolution;

NOW, THEREFORE BE IT RESOLVED by the Crockett Community Services District, as follows:

1. The Board of Directors selects the Dept. of Finance State of California changes in cost-of-living and Contra Costa County countywide population as the factor to be used in determining the fiscal year 2021-2022 Appropriations Limit.
2. The Board of Directors hereby adopts an Appropriations Limit of \$5,030,639 for fiscal year 2021-2022.
3. The Board of Directors hereby certifies that the Appropriations Subject to Limitation for fiscal year 2021-22 do not exceed the fiscal year 2021-2022 Appropriations Limit.

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held on June 23rd, 2021 by the following vote:

AYES:

NOES:

ABSENT:

Luigi Barassi, President

ATTEST:

Kent Peterson,
Board Secretary

Calculation of the Fiscal Year 2021-22 Appropriations Limit:

A.	Fiscal Year 2020-21 Appropriations Limit		\$4,742,398
B.	2020 California per capita personal income change over prior year	5.73%	
C.	January 2020 Contra Costa County population change over prior year	0.35%	
		<u>6.0780%</u>	
D.	Appropriations Limit change factor from 2020-21 to 2021-22(B+C+1)		1.060780
E.	Appropriations Limit for Fiscal Year 2021-22 (AxD)		\$5,030,639
	Fiscal Year 2021-22 Appropriations Subject to Limitation (from Proceeds of Taxes)		\$573,402

Attachment B

**Crockett Community Services District
Calculation of Appropriations Subject to Limitation
Fiscal Year 2021-22**

Fiscal Year 2021-22	Crockett Recreation/Maint			Crockett/Port Costa Sanitary			Crockett CSD Total		
	Proceeds of Taxes	Non-Proceeds of Taxes	Total 2021-22	Proceeds of Taxes	Non-Proceeds of Taxes	Total 2021-22	Proceeds of Taxes	Non-Proceeds of Taxes	Total 2021-22
Property taxes	\$79,275		\$79,275	\$310,985		\$310,985	\$390,260	\$0	\$390,260
Recreation tax	\$136,358		\$136,358			\$0	\$136,358	\$0	\$136,358
User fees in excess of costs			\$0			\$0	\$0	\$0	\$0
Sales		\$200	\$200			\$0	\$0	\$200	\$200
Grants and loans (inc. Maint.)		\$289,380	\$289,380		\$25,977	\$25,977	\$0	\$315,357	\$315,357
Sub Total	\$215,633	\$289,580	\$505,213	\$310,985	\$25,977	\$336,962	\$526,618	\$315,557	\$842,175
Allocation of Interest	\$3,136	\$4,211	\$7,347	\$43,649	\$3,646	\$47,295	\$46,785	\$7,857	\$54,642
Total	\$218,769	\$293,791	\$512,560	\$354,634	\$29,623	\$384,257	\$573,402	\$323,414	\$896,817



May 2021

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code section 2227 requires the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2021, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2021-22. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2021-22 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2021.**

Please Note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data. Given the stay-at-home orders due to COVID-19, growth in the coming years may be substantially lower than recent trends.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

KEELY MARTIN BOSLER
Director
By:

/s/ Erika Li

Erika Li
Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2021-22 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2021-22	5.73

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2021-22 appropriation limit.

2021-22:

Per Capita Cost of Living Change = 5.73 percent
 Population Change = -0.46 percent

Per Capita Cost of Living converted to a ratio: $\frac{5.73 + 100}{100} = 1.0573$

Population converted to a ratio: $\frac{-0.46 + 100}{100} = 0.9954$

Calculation of factor for FY 2021-22: $1.0573 \times 0.9954 = 1.0524$

PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

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

TO: Port Costa Sanitary Commissioners
FROM: Administrative Services Manager
SUBJECT: 11-month Budget Report and Preliminary FY 2021/22 Budget
DATE: June 4, 2021

The 11-month Port Costa Sanitation Department Budget Report details are incorporated within the attached draft Fiscal Year 2020/21 budget.

HIGHLIGHTS

- The Port Costa Sanitary Department will close out the year with enough carry-over cash to begin to build back up rate stabilization/operating reserves and to fund allocated projects as needed.
- Sewer Use Charge (SUC) income (#301.0) will likely be the sole source of revenue planned for in FY 21/22. Continued cautious spending is recommended

SUMMARY

The attached budget report shows the Port Costa Sanitary Department is effectively managing its discretionary expenses. Rising maintenance and preventive costs should be taken into account, along with necessary replacements.

STAFF RECOMMENDATION:

Staff recommends the Port Costa Sanitary Commission receive the 11-month budget report.

Increased operations and maintenance expenses in the coming years should be planned for. Capital Projects list should be reviewed and updated.

Due to the extremely low interest rates of our investment fund, the Port Costa Sanitary Commission should consider requesting an accelerated loan repayment schedule / refinancing agreement with Crockett Sanitary Department.

The final budget to be presented in June is not anticipated to be materially different than this preliminary budget being presented. It is being presented for review and comment to staff, no action is required by the Commission.

FY 2021-2022 PORT COSTA SANITARY DEPARTMENT BUDGET - FUND 3425 PROPOSED ##

	<u>PY 2019-20</u>	<u>FY 2020-21</u>	<u>FY 2020-21</u>	<u>Proposed</u>
	<u>Actual</u>	<u>Approved Budget</u>	<u>Actual Year End</u>	<u>Budget</u>
Collection System				
Liability Insurance	\$ 4,282	\$ 4,453	\$ 4,514	\$ 7,223
Profess. Services.	\$ 0	\$ 1,000	\$ 4,500	\$ 5,000
Sewers Maint.	\$ 7,710	\$ 10,000	\$ 11,542	\$ 12,696
Other Operating	\$ 157	\$ 1,000	\$ 100	\$ 461
Permits & Fees	\$ 2,625	\$ 2,678	\$ 3,048	\$ 3,353
Total Collection System	\$ 14,774	\$ 19,131	\$ 23,704	\$ 28,732
Treatment Plant				
Generator fuel / oil	\$ 266	\$ 300	\$ 250	\$ 288
Property Insurance	\$ 1,207	\$ 1,267	\$ 1,574	\$ 2,518
Contract Operator	\$ 51,480	\$ 55,200	\$ 53,230	\$ 58,553
Chemicals	\$ 3,252	\$ 3,937	\$ 4,136	\$ 4,549
Hardware/Supplies & Misc.	\$ 979	\$ 1,000	\$ 490	\$ 736
Profess. Svcs. (Engineer, Lab, Technici	\$ 12,027	\$ 15,803	\$ 25,566	\$ 29,123
Electricity	\$ 3,595	\$ 3,560	\$ 4,432	\$ 5,097
Alarm system phone	\$ 1,306	\$ 1,580	\$ 423	\$ 486
Cap. Replacement	\$ 45,649	\$ 3,000	\$ 1,950	\$ 5,145
Operating fees/permits	\$ 6,377	\$ 6,918	\$ 7,250	\$ 7,975
Other Operating - septic cleaning	\$ 226,250	\$ 12,000	\$ 0	\$ 3,500
Total Treatment Plant	\$ 352,387	\$ 104,565	\$ 99,302	\$ 117,970
Adminstrative				
Elections	\$ 0	\$ 80	\$ 0	\$ 0
Crime Insurance	\$ 36	\$ 25	\$ 30	\$ 48
Memberships	\$ 1,680	\$ 1,709	\$ 1,709	\$ 1,965
Office / Postal	\$ 146	\$ 250	\$ 193	\$ 212
Profess. Svcs.(admin)	\$ 10,107	\$ 6,955	\$ 3,500	\$ 4,025
Printing/Publishing	\$ 245	\$ 273	\$ 1,373	\$ 1,578
Software Subscription	\$ 1,966	\$ 1,346	\$ 1,433	\$ 1,576
Vehicle/Travel/Meetings	\$ 205	\$ 150	\$ 50	\$ 131
Other	\$ 310	\$ 1,000	\$ 704	\$ 810
County Charges	\$ 1,033	\$ 1,075	\$ 946	\$ 1,088
Sub-Total Administrative	\$ 15,729	\$ 12,863	\$ 9,938	\$ 11,435
Salaries and Benefits (O&M)	\$ 36,609	\$ 37,411	\$ 38,713	\$ 45,038
Other Payroll Exp. (WC premiums etc.)	\$ 0	\$ 0	\$ 0	\$ 0
Total Administrative	\$ 52,338	\$ 50,274	\$ 48,651	\$ 56,472
Total O&M Expenses	\$ 419,499	\$ 173,670	\$ 171,657	\$ 203,175
Non-Operational Expenses				
Loan Principle	\$ 0	\$ 76,063	\$ 73,977	\$ 38,560
Loan Interest on PY Cap Projects	\$ 0	\$ 15,107	\$ 19,586	\$ 15,145
Non-Op Other	\$ 0	\$ 0	\$ 0	\$ 0
Fixed Assets and Other				
Capital Projects Allocation	\$ 28,561	\$ 28,000	\$ 0	\$ 26,000
Allocation to operating reserves	\$ 0	\$ 29,000	\$ 29,000	\$ 29,000
Contingency Reserve	\$ 0	\$ 17,397	\$ 0	\$ 20,317
Interfund G/L non-op adjustment	\$ 28	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 448,087	\$ 322,140	\$ 294,220	\$ 311,880
TOTAL APPROPRIATIONS	\$	\$ 322,140	\$	\$ 311,880
TOTAL REVENUES				
Sewer use charge	\$ 272,528	\$ 300,488	\$ 300,164	\$ 292,305
Capacity charge	\$ 0	\$ 0	\$ 0	\$ 0
Permit fees	\$ 120	\$ 180	\$ 60	\$ 180
Interest (non-op)	\$ 1,797	\$ 360	\$ 2	\$ 100
Misc fees / cost recovery (ops)	\$ 3,512	\$ 2,783	\$ 2,783	\$ 2,850
Grants / Interdept Loan (no-op)	\$ 150,000	\$ 0	\$ 0	\$ 0

**PORT COSTA SANITARY DEPARTMENT
PROPOSED BUDGET FY 2021/2022 (#)**

GENERAL FUND 3425: EXPENDITURE DETAIL

	PY Actuals	Current Budget	11 Month Actuals	Year End	Proposed Budget
	FY 19/20	FY 20/21	FY 20/21	FY 20/21	FY 21/22
415 · SEWAGE COLLECTION *****					
415.30 · INSURANCE - Liability	4,282.36	4,453.00	4,514.19	4,514.19	7,222.70
415.55 · PROF. SVCS. (Coll.)	0.00	1,000.00	3,960.00	\$ 4,500.00	5,000.00
415.70 · MAINTENANCE	7,710.00	10,000.00	10,541.86	\$ 11,541.86	12,696.05
415.96 · OTHER OPERATING (Coll.)	156.72	1,000.00	0.00	\$ 100.00	460.80
415.96.2c · Permits & Fees (Coll.)	2,625.00	2,678.00	2,848.00	\$ 3,048.00	3,352.80
Total 415 · SEWAGE COLLECTION *****	14,774.08	19,131.00	21,864.05	23,704.05	28,732.35
416.25 · GASOLINE, OIL, FUEL	\$265.85	\$300.00	\$66.90	\$ 250.00	\$287.50
416.31 · INSURANCE - Property	\$1,207.09	\$1,267.00	\$1,573.88	\$ 1,573.88	\$2,518.21
416.51.1pc · Treatment Plant Operators	\$51,480.00	\$55,200.00	\$48,794.55	\$ 53,230.42	\$58,553.46
416.51.2pc · Chemicals	\$3,251.66	\$3,937.00	\$3,791.16	\$4,135.81	\$4,549.39
416.51.3pc · Hardware, Supplies, & Misc	\$978.63	\$1,000.00	\$420.23	\$490.37	\$735.56
416.56.2pc .3pc · Prof. Svcs. - Engineer	\$62.50	\$2,000.00	\$0.00	\$ -	\$1,000.00
416.56.3pc · Prof. Svcs. -Technician	\$2,000.00	\$3,500.00	\$14,286.20	\$16,672.00	\$18,339.20
416.56.7pc · Prof. Svcs. - Lab Testing	\$9,964.00	\$10,103.00	\$8,094.00	\$8,694.00	\$9,563.40
416.56.x · Prof. Svcs. - Attorney / Other	\$0.00	\$200.00	\$198.97	\$ 200.00	\$220.00
416.91.1pc · Electricity	\$3,594.57	\$3,560.00	\$4,082.43	\$4,432.43	\$5,097.29
416.91.6pc and 416.96.3 · Plant Alarm System	\$1,306.36	\$1,580.00	\$382.67	\$422.67	\$486.07
416.96.1 · Capital Replacements (Treat.)	\$45,649.19	\$3,000.00	\$1,350.00	\$1,950.00	\$5,145.00
416.96.2 · Permits & Fees (Treat.)	\$6,377.00	\$6,918.00	\$7,142.00	\$ 7,250.00	\$7,975.00
416.96 · OTHER OP (Treat) - Septic Cleaning	\$211,250.39	\$12,000.00	\$0.00	\$ -	\$3,500.00
416.99 · ENFORCEMENT PENALTIES	\$15,000.00	\$0.00	\$0.00	\$ -	\$0.00
Total 416 · SEWAGE TREATMENT *****	352,387.24	104,565.00	90,182.99	99,301.58	117,970.08
417. ADMIN/GENERAL					
417.21 · ELECTIONS	0.00	80.00	0.00	\$ -	0.00
417.31 · INSURANCE -Crime(employee bond)	36.33	25.00	0.00	\$ 30.00	48.00
417.36 · MEMBERSHIPS - BACWA & CASA	1,679.54	1,709.00	1,708.50	\$ 1,709.00	1,965.35
417.41 · OFFICE POSTAL / SUPPLIES	146.32	250.00	176.59	\$ 192.64	211.91
417.56 · PROF SVCS (Admin) Attorney/Auditor	10,107.43	6,955.00	3,013.67	\$ 3,500.00	4,025.00
417.61 · PRINTING/ PUBLISHING	244.74	273.00	1,372.50	\$ 1,372.50	1,578.38
417.70 · SOFTWARE SUBSCRIPTION	1,966.03	1,346.00	633.15	\$ 1,433.15	1,576.47
417.80 · VEHICLE / TRAVEL REIMBURSEMEN	204.92	150.00	2.55	\$ 50.00	131.07
417.96 · OTHER ADMIN. / RECOVERY	310.39	1,000.00	604.39	\$ 704.39	810.05
417.96.3pc · County Charges	1,033.17	1,075.00	811.01	\$ 946.41	1,088.37
Total 417 · ADMIN / GENERAL *****	15,728.87	12,863.00	8,322.36	9,938.09	11,434.59
6560 · PAYROLL EXPENSES *****					
6560.x · Salary & Benefits	35,983.25	36,761.00	32,234.75	\$ 37,234.75	42,819.96
6560.2 · CalPERS Unfunded Liability	625.58	650.00	678.46	\$ 1,478.46	2,217.69
Total 6560 · PAYROLL EXPENSES *****	36,608.83	37,411.00	32,913.21	38,713.21	45,037.65
Total O&M Expense	419,499.02	173,970.00	153,282.61	171,656.93	203,174.67
Non-Op and Capitol Expenses					
416.212 · LOAN PRINCIPAL (non-op)		76,063.00	73,976.87	73,976.87	38,560.30
419.1 · Loan Interest - Non-Op Expense		15,107.00	19,586.42	19,586.42	15,144.91
111.x · Capitol Sewer Projects and CCTV	28,560.75	28,000.00		0.00	26,000.00
419 · Non-Op Expense - Other	0.00	0.00		0.00	
Interfund G/L non-op adjustment	27.53	0.00		0.00	
Operating Reserves - Budget Allocation					
Septic Tank Heavy Cleaning (\$50k over 5yrs - 2025)		10,000.00	10,000.00	10,000.00	10,000.00
NPDES Permit Reserve (\$40k over 5yrs - 2024)		10,000.00	10,000.00	10,000.00	10,000.00
WWTP Cap Repl. Reserve (\$20K over 5yrs - 2025)		4,000.00	4,000.00	4,000.00	4,000.00
RWQCB Operations Reserve (\$15K over 3yrs - 2023)		5,000.00	5,000.00	5,000.00	5,000.00
Contingency 10%		17,397.00	17,397.00	17,397.00	20,317.47
TOTAL EXPENSES	\$448,087.30	\$339,537.00	\$293,242.90	\$311,617.22	\$332,197.35
Net Ordinary O&M Income	8,458.60	129,518.00	149,197.90	131,351.22	92,260.26
Net Include. Contingency, Capital, & Reserves	(\$20,129.68)	\$ (36,049.00)	9,237.61	(\$8,609.07)	(\$36,762.42)

**PORT COSTA SANITARY DEPARTMENT
PROPOSED BUDGET FY 2020/2021 (##)**

GENERAL FUND 3425: REVENUE DETAIL	Sewer Use Charge				\$2,245
	PY Actual	Adopted	11 Month	Year End	Proposed
	FY 19/20	FY 20/21	Actuals	FY 20/21	Budget
					FY 21/22
301.0 Sewer use charge	\$272,528.00	\$300,165.00	\$300,163.64	\$300,163.64	\$292,304.70
303.0 Capacity charge	\$0.00	\$0.00			
302.0 Permit fees	\$120.00	\$180.00	\$60.00	\$60.00	\$180.00
306.0 Misc fees	\$0.00	\$0.00			
SUB-TOTALS O&M	\$272,648.00	\$300,345.00	\$300,223.64	\$300,223.64	\$292,484.70
311.0 Interest	\$1,797.31	\$360.00	\$1.51	\$1.51	\$100.00
318.0 Cost recovery (Non-op)	\$3,512.31	\$2,783.00	\$2,255.36	\$2,783.00	\$2,850.22
317.0 Inter-department Loan	\$150,000.00	\$0.00	\$0.00	\$0.00	
319.0 Grants	\$0.00	\$0.00	\$0.00	\$0.00	
TOTAL REVENUE	\$427,957.62	\$303,488.00	\$302,480.51	\$303,008.15	\$295,434.93

FUND 3425 - BALANCE OVERVIEW

	PY ACTUAL	ADOPTED	12 Month	YEAR END	Proposed
	FY 19/20	FY 20/21	Actuals FY	FY 20/21	BUDGET
			20/21		FY 21/22
Opening Cash Balance					
Septic Tank Replacement Reserve	\$ 28,820.15	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Discharge Permit Reserve	\$ 32,908.75	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Plumbing Pipe Refurb. Reserve	\$ 12,000.00	\$ -	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
RWQCB Violation Fines Reserve	\$ 8,000.00	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Contingency Reserve ***	\$ -	\$ -	\$ 17,397.00	\$ 17,397.00	
Carry Over (unallocated)	\$ 34,491.62	\$ 96,090.84	\$ 96,090.84	\$ 96,090.84	\$ 133,878.77
TOTAL OPENING CASH BALANCE	\$ 116,220.52	\$ 96,090.84	\$ 142,487.84	\$ 142,487.84	\$ 180,275.77
ESTIMATED REVENUE	\$427,957.62	\$303,488.00	\$302,480.51	\$303,008.15	\$295,434.93
ESTIMATED O&M EXPENSES	\$ (419,499.02)	\$ (173,970.00)	\$ (153,282.61)	\$ (171,656.93)	\$ (203,174.67)
ESTIMATED CAP. PROJ. EXPENSES	\$ (28,560.75)	\$ (28,000.00)	\$ -	\$ -	\$ (26,000.00)
ESTIMATED LOAN PRINCIPAL	\$ -	\$ (76,063.00)	\$ (73,976.87)	\$ (73,976.87)	\$ (38,560.30)
ESTIMATED LOAN INTEREST	\$ -	\$ (15,107.00)	\$ (19,586.42)	\$ (19,586.42)	\$ (15,144.91)
NON-OPERATING EXPENSE - OTHER	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Fund Balance					
Operating Reserves Included in Balance					
Septic Tank Rehab/Replace Reserve		\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Discharge Permit Reserve		\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Plumbing Pipe Refurb. Reserve		\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 5,000.00
RWQCB Violation Fines Reserve		\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Contingency ***		\$ 17,397.00	\$ 17,397.00	\$ 17,397.00	\$ 19,352.00
Interfund G/L non-op adjustment	\$ (27.53)				\$ -
Carry Over(unallocated)	\$ 96,090.84	\$ 60,041.84	\$ 151,725.45	\$ 133,878.77	\$ 143,478.81
TOTAL CLOSING FUND BALANCE	\$ 96,090.84	\$ 106,438.84	\$ 198,122.45	\$ 180,275.77	\$ 192,830.81

*** Unused contingency reserve moves to unallocated general funds at the end of the fiscal year.

Outstanding Debt	Beginning	Ending	Principle Pay	Est. Ending
	FY 20/21	FY 20/21	FY 21/22	FY 21/22
Crockett Sanitary (WestA Refi)	\$277,963.36	\$203,986.49	\$38,560.30	\$165,426.19
Crockett Sanitary (Pre-2013 transfer)	\$24,233.49	\$24,233.49	\$0.00	\$24,233.49
Crockett Sanitary (3rd Loan)	\$150,000.00	\$150,000.00	\$0.00	\$150,000.00
Total Debt	\$452,196.85	\$378,219.98	\$38,560.30	\$339,659.68

Capital Projects for FY 2021/22

PORT COSTA SANITARY DEPARTMENT

SEWER COLLECTION SYSTEM PROJECTS	CAPITAL IMPROVEMENTS FIXED ASSET	GRANT FUNDED	PCSAN FUNDED
Emergency project(s)	\$5,000.00		\$5,000.00
CCTV Inspection	\$10,000.00		\$10,000.00
TOTAL	\$15,000.00		
TREATMENT PLANT	CAPITAL REPLACEMENTS O&M	CAPITAL IMPROVEMENTS FIXED ASSET	
Septic Tank Hatches		\$0.00	\$0.00
Sump high alarm		\$1,500.00	\$1,500.00
Backup chemical pump		\$1,500.00	\$1,500.00
Various emergency WWTP	\$3,000.00	\$5,000.00	\$8,000.00
TOTAL	\$3,000.00	\$8,000.00	
EQUIPMENT		CAPITAL IMPROVEMENTS	
No tools or equipment planned		\$0.00	
TOTAL		\$0.00	
			\$26,000.00

Future Capital Reserve for large projects

Sand Replacement Reserve	TBD
Sand bed engineering study	TBD
RR Crossing	TBD
Influent metering MH and flume	TBD
Survey & Main replacement on Canyon Lake	TBD

FY 2021-22 CROCKETT SANITARY DEPARTMENT BUDGET - FUND 3426 PROPOSED

	PY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22
	Actual	Approved	Year End	Proposed
Collection System				
Loan Principal	\$ 78,545	\$ 81,525	\$ 82,425	\$ 62,000
Gas, Fuel, Vehicle (District owned)	\$ 786	\$ 1,376	\$ 734	\$ 836
Insurance	\$ 34,900	\$ 37,611	\$ 38,130	\$ 61,331
West County O&M Pump Station	\$ 39,541	\$ 41,519	\$ 47,078	\$ 51,786
Prof. Services (Collection Sys) Non WCWD	\$ 3,897	\$ 6,000	\$ 20,614	\$ 23,706
Rent/Lease Easements	\$ 2,485	\$ 2,500	\$ 2,522	\$ 2,502
Maintenance (CSO) Paulsell & WCWD	\$ 85,420	\$ 102,841	\$ 125,044	\$ 143,800
Utilities	\$ 33,456	\$ 33,602	\$ 38,253	\$ 44,316
Cap. Replacement (O&M) Pump Station	\$ 0	\$ 28,000	\$ 68,160	\$ 30,800
Other	\$ 9,570	\$ 3,140	\$ 3,879	\$ 5,530
Total Collection System	\$ 288,600	\$ 338,114	\$ 426,838	\$ 426,607
Treatment Plant				
JTP Operations & Maint - C&H	\$ 610,504	\$ 710,754	\$ 618,915	\$ 681,026
Capital Replacement (O&M) JTP	\$ 6,285	\$ 11,893	\$ 200	\$ 11,893
Total Treatment Plant	\$ 616,789	\$ 722,647	\$ 619,115	\$ 692,919
Administrative				
Elections	\$ 0	\$ 1,060	\$ 300	\$ 0
Membership	\$ 4,726	\$ 4,800	\$ 2,920	\$ 4,800
Office - Supplies/Postal/Misc.	\$ 4,156	\$ 5,466	\$ 6,207	\$ 6,226
Professional Services (Admin)	\$ 37,189	\$ 45,374	\$ 24,208	\$ 34,294
Printing / Publishing	\$ 2,345	\$ 1,800	\$ 1,685	\$ 1,800
Rents/Leases - Office Space	\$ 3,000	\$ 30,000	\$ 7,200	\$ 7,739
Capital Replacement (Admin Bldg.)	\$ 0	\$ 46,000	\$ 27,083	\$ 36,000
Admin Bldg Office Operating	\$ 0	\$ 13,236	\$ 16,369	\$ 18,825
Travel/Meetings/Vehicle	\$ 620	\$ 800	\$ 225	\$ 603
Telephone and Internet	\$ 3,658	\$ 3,600	\$ 4,003	\$ 4,403
Software subscriptions	\$ 26,323	\$ 14,056	\$ 16,350	\$ 18,909
County & State Charges	\$ 6,917	\$ 7,400	\$ 20,850	\$ 8,309
Recoverable Expenses / Other Misc.	\$ 16,435	\$ 9,000	\$ 4,196	\$ 9,244
Training and Conferences	\$ 1,416	\$ 1,500	\$ 0	\$ 1,500
Sub-Total Administrative	\$ 106,786	\$ 184,092	\$ 131,595	\$ 152,651
Salaries and Benefits (O&M)	\$ 141,120	\$ 180,309	\$ <u>231,953</u>	\$ 247,852
Other Payroll Exp. (WC liab, LTD, etc.)	\$ 7,798	\$ 8,408	\$ 6,080	\$ 8,408
Total Administrative	\$ 255,703	\$ 372,809	\$ 369,628	\$ 408,911
Fixed Assets				
Capital Projects Allocation	\$ 811,953	\$ 700,974	\$ <u>128,376</u>	\$ <u>208,462</u>
423 Other Non-Op Interfund trsfr to 3427	\$ 4,850	\$ 7,275	\$ 7,275	\$ 7,275
Total Fixed Assets	\$ 816,803	\$ 708,249	135,651	215,737
Interfund loan to Port Costa	\$ 150,000	\$ 0	\$ 0	\$ 0
Non-operation expenses	\$ 61,770	\$ 20,563	\$ 25,911	\$ 18,470
Contingency Expense 10%	\$ 0	\$ 143,357	\$ 0	\$ 152,843
Payroll Liability G/L Adjustment	\$ 684	\$ 0	\$ 684	\$ 0
Total Expenditures	\$ 2,190,349	\$ 2,305,739	\$ 1,577,827	\$ 1,915,489
TOTAL APPROPRIATIONS	\$	\$ 2,305,739	\$	\$ 1,915,489
TOTAL REVENUES	\$ 2,006,753	\$ 2,204,604	\$ 2,072,974	\$ 2,715,186
Property Tax	\$ 333,813	\$ 310,887	\$ <u>295,882</u>	\$ 310,985
Sewer Use Charges	\$ 1,332,213	\$ 1,423,521	\$ 1,489,345	\$ 1,489,345
Sewer Use Charges - C&H	\$ 143,225	\$ 196,696	\$ 96,916	\$ 196,696
Permit fees	\$ 1,692	\$ 3,000	\$ 1,290	\$ 3,000
Capacity charges	\$ 4,850	\$ 7,275	\$ 0	\$ 9,700
Building Rental Revenue	\$ 0	\$ 8,000	\$ 0	\$ 0
Interest (non-op)	\$ 66,428	\$ 28,414	\$ 46,742	\$ 47,195
Cost Recovery including payroll	\$ 13,827	\$ 2,000	\$ 30,000	\$ 17,000
Grants - RTS (non-op) and others	\$ 42,968	\$ 32,226	\$ 31,818	\$ 25,977
Interfund transfer 3427	\$ 16,862	\$ 106,387	\$ 0	\$ 556,387
Loan repayment from Port Costa	\$ 0	\$ 73,977	\$ 73,977	\$ 42,681
Other - Penalties, pass thru, bonds, etc.	\$ 50,874	\$ 12,221	\$ 7,004	\$ <u>16,221</u>
Allocation from Rate Stabilization Reserve	\$ 0	\$ 0	\$ 0	\$ 0

**CROCKETT SANITARY DEPARTMENT
PROPOSED BUDGET FY 2021/22**

	<u>PY Actual</u> <u>FY 19/20</u>	<u>Estimated</u> <u>FY 20/21</u>	<u>Draft Budget</u> <u>FY 21/22</u>
GENERAL FUND 3426: CASH BUDGET DETAIL *****			
Opening Cash Balance			
Contingency Fund roll-over *	-	-	-
Capital Account Balance Carryover	1,171,649.18	936,029.63	1,433,627.82
Rate Stabilization Reserve	2,023,036.24	2,058,197.90	2,055,746.14
TOTAL OPENING CASH BALANCE	3,194,685.42	2,994,227.53	3,489,373.96
ESTIMATED REVENUES (excl. PCSan Repay & 3427 Trns)	1,989,891.17	1,998,996.70	2,116,118.15
Interdepartment receivable Port Costa Loans	0.00	73,976.87	42,681.00
Const. Fund 3427 Transfer for projects	16,862.03	0.00	556,387.00
ESTIMATED O&M OUTLAY EXPENSE	-1,161,091.91	-1,415,581.50	-1,528,437.91
Interdepartment loan to Port Costa (#3)	-150,000.00	0.00	0.00
ESTIMATED CAPITAL OUTLAY EXPENSE	-779,952.85	<u>-96,375.81</u>	-1,597,858.00
Contingency Expense 10% *	0.00	0.00	-152,843.49
Non-Op Expense / Cash Bond Refunds	-61,770.44	-25,910.97	-18,470.34
Transfer to Capital Construction Fund # 3427 **	-36,850.00	-39,275.00	-39,275.00
Transfer from Capital Reserve Fund # 3429	0.00	0.00	0.00
Payroll Liability G/L Adjustment	-683.86	-683.86	0.00
TOTAL PROJECTED CLOSING YEAR-END CASH BALANCE			
Capital Account Balance in Fund #3426	936,029.63	<u>1,433,627.82</u>	<u>-267,396.11</u>
Rate Stabilization Reserve	2,058,197.90	<u>2,055,746.14</u>	<u>3,135,071.48</u>
TOTAL PROJECTED CLOSING YEAR-END CASH BALANCE ***	3,011,089.56	3,489,373.96	2,867,675.37

Any unused contingency at year-end allocated to Rate Stabilization Reserve

** Includes Clarifier Reserve and Capacity Charges collected

*** Total excluding taxes held in 3240

INVESTMENT ASSETS OUTSIDE FUND 3426 *****			
Accrued Debt PCSan Beginning Balance	392,128.36	302,196.85	378,219.98
Interdepartment Loan #3 from CVSAN	0.00	150,000.00	0.00
Loan Prinipal Payments	-89,931.51	-73,976.87	-42,681.00
Accrued Debt PCSan Ending Balance	302,196.85	378,219.98	335,538.98

CSD GENERAL FUND 3240: CASH BUDGET DETAIL *****			
Property Taxes Held in 3240 Beginning Balance	39,996.19	30,084.10	60,439.01
Property Taxes Held in 3240 Ending Balance	30,084.10	60,439.01	40,000.00
Difference (increase / decrease)	-9,912.09	30,354.91	-20,439.01

**CROCKETT SANITARY DEPARTMENT
ADOPTED BUDGET FY 2020/21 (6/24/2020)**

	<u>PY Actual</u>	<u>Budgeted</u>	<u>11-month</u> <u>Actuals</u>	<u>Est. Year End</u>	<u>Proposed</u> <u>Budget</u>
	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 20/21</u>	<u>FY 20/21</u>	<u>FY 21/22</u>
GENERAL FUND 3426 - Revenue					
3426i · FUND 3426 CVSAN. Revenue*****					
300 · OPERATING REVENUE					
301.1 · SEWER USE CHARGES - CY **	1,332,213.27	1,423,521.00	1,376,362.91	1,440,170.67	1,440,170.67
301.2 · SEWER USE CHARGES - PY	0.00	0.00	0.00	49,174.00	49,174.00
301.3 · SEWER USE CHARGES - C&H **	143,225.20	196,696.00	96,915.74	96,915.74	196,696.00
302 & 306 · PERMIT FEES & MISC. SERVICE F	1,692.20	3,000.00	1,050.00	1,290.00	3,000.00
303 · CONNECTION / CAPACITY CHARGES	4,850.00	7,275.00	0.00	0.00	9,700.00
304 · BUILDING RENTAL REVENUE	0.00	8,000.00	0.00	0.00	0.00
307 · PENALTIES AND FINES COLLECTED	74.88	1,000.00	0.00	0.00	1,000.00
318 · COST RECOVERY					
318.2 · Abatement Costs	0.00	1,000.00	0.00	0.00	1,000.00
318.1 .3 .6 · C&H reimburse and Other	13,827.22	1,000.00	30,000.00	30,000.00	16,000.00
Total 318 · COST RECOVERY	13,827.22	2,000.00	30,000.00	30,000.00	17,000.00
Total 300 · OPERATING REVENUE	1,495,882.77	1,641,492.00	1,504,328.65	1,617,550.41	1,716,740.67
325 · NON-OPERATING REVENUE					
311 · INTEREST	66,428.18	28,414.00	19,202.69	46,741.69	47,194.62
314 · PROPERTY TAX-transfer from 3240	333,812.98	310,887.00	145,882.11	<u>295,882.11</u>	<u>310,984.85</u>
316 · PAYMENTS PRIVATE SEWER AGRMT	7,662.84	6,221.00	0.00	0.00	7,221.00
319 · GRANTS / RTS	42,968.00	32,226.00	<u>31,818.00</u>	<u>31,818.00</u>	25,977.00
320 · OTHER NON-OP INCOME / PASSTHRU	41,136.40	2,000.00	<u>1,004.49</u>	<u>1,004.49</u>	<u>2,000.00</u>
322 · INTERFUND TRANSFER FROM 3427	16,862.03	106,387.00	0.00	0.00	556,387.00
325.8 · CONTRACTOR BONDS	2,000.00	3,000.00	5,000.00	6,000.00	6,000.00
325.9 · INTERFUND LOAN PRINCIPAL PCSAN	0.00	73,977.00	0.00	73,976.87	42,681.00
Total 325 · NON-OPERATING REVENUE	510,870.43	563,112.00	202,907.29	455,423.16	998,445.48
Allocation from Rate Stabilization Reserve	0.00	0.00	0.00	0.00	0.00
Interfund G/L non-operating income adj.	0.00	0.00	0.00	0.00	0.00
Total 3426i · FUND 3426 CVSAN. Revenue *****	2,006,753.20	2,204,604.00	1,707,235.94	2,072,973.57	2,715,186.15

**CROCKETT SANITARY DEPARTMENT
ADOPTED BUDGET FY 2020/21 (6/24/2020)**

	PY Actual	Budgeted	11-month Actuals	Est. Year End	Proposed Budget
	FY 19/20	FY 20/21	FY 20/21	FY 20/21	FY 21/22
GENERAL FUND 3426 - Expense					
3426e · FUND 3426 CVSAN. Expense*****					
410 · COLLECTION SYSTEM *****			***** COLLECTION SYSTEM *****		
410.211 · LOAN PRINCIPAL	78,545.40	81,525.00	82,425.38	82,425.38	62,000.00
410.25 · GAS, FUEL, OIL, MAINT (DIST. VEHIC	786.46	1,376.00	533.71	733.71	836.03
410.30 · INSURANCE	34,899.80	37,611.00	38,129.72	38,129.72	61,331.44
410.50 · WEST COUNTY O&M (PS)	39,541.02	41,519.00	43,154.60	47,077.60	51,785.83
410.55 · PROF. SVCS. (Coll.)	3,896.50	6,000.00	18,613.87	20,613.87	23,705.95
410.65 · RENT/LEASE EASEMENTS	2,484.70	2,500.00	2,521.96	2,521.96	2,502.22
410.70 · MAINTENANCE			0.00		
70.1 · Sewers - preventive maint.	84,927.62	98,341.00	116,305.80	121,305.80	139,501.67
70.2 70.3 70.4 · Weeds, Hardware, & Repairs	492.02	4,500.00	3,738.00	3,738.00	4,298.70
Total 410.70 · MAINTENANCE	85,419.64	102,841.00	120,043.80	125,043.80	143,800.37
410.90 · UTILITIES					
90.6 · Autodialer Alarm	1,978.22	717.00	489.35	529.35	1,074.86
90.1 · Electricity	29,487.80	30,962.00	32,313.20	34,897.87	40,132.55
90.2 · Water	1,990.36	1,923.00	2,636.88	2,825.88	3,108.47
Total 410.90 · UTILITIES	33,456.38	33,602.00	35,439.43	38,253.10	44,315.88
410.95 · OTHER OPERATING (Coll.)					
95.1 · Capital Repl. - Pump Station	0.00	28,000.00	8,535.46	68,160.46	30,800.00
95.2 · Other Operating Costs + HHW	9,570.00	3,140.00	3,233.72	3,878.72	5,529.57
Total 410.95 · OTHER OPERATING (Coll.)	9,570.00	31,140.00	11,769.18	72,039.18	36,329.57
Total 410 · COLLECTION SYSTEM *****	288,599.90	338,114.00	352,631.65	426,838.32	426,607.29
411 · TREATMENT PLANT *****			***** TREATMENT PLANT *****		
411.50 · C&H - JTP O&M	610,504.02	710,754.00	553,914.73	618,914.73	681,026.20
411.95 · CAPITAL REPLACEMENT (Treat)	6,285.37	11,893.00	0.00	200.00	11,893.00
Total 411 · TREATMENT PLANT *****	616,789.39	722,647.00	553,914.73	619,114.73	692,919.20
414 · ADMINISTRATIVE *****			***** ADMINSTRATIVE *****		
414.20 · ELECTIONS	0.00	1,060.00	300.00	300.00	0.00
414.35 · MEMBERSHIPS	4,725.89	4,800.00	2,819.56	2,919.56	4,800.00
414.40 · OFFICE					
40.1 · Postal	915.55	1,400.00	210.30	243.63	1,400.00
40.2 · Supplies	2,375.88	2,266.00	3,234.42	3,402.50	3,083.68
40.3 · Miscellany	864.95	1,800.00	2,410.92	2,560.92	1,741.96
Total 414.40 · OFFICE	4,156.38	5,466.00	5,855.64	6,207.05	6,225.64
414.55 · PROF. SVCS. (Admin.)					
55.7 · Consultants (Appraisal / Financial / RG	7,557.73	3,008.00	4,185.31	4,185.31	5,408.71
55.4 · Attorney	16,373.35	13,515.00	9,973.13	10,473.13	11,333.00
55.5 · Auditor	6,524.92	6,851.00	6,585.29	6,585.29	6,986.42
55.6 · Engineer / Consultants (non-Capl)	6,732.75	22,000.00	2,964.00	2,964.00	10,565.58
Total 414.55 · PROF. SVCS. (Admin.)	37,188.75	45,374.00	23,707.73	24,207.73	34,293.72

CROCKETT SANITARY DEPARTMENT
ADOPTED BUDGET FY 2020/21 (6/24/2020)

	PY Actual	Budgeted	11-month Actuals	Est. Year End	Proposed Budget
	FY 19/20	FY 20/21	FY 20/21	FY 20/21	FY 21/22
414.60 · PRINTING/PUBLISHING	2,344.56	1,800.00	1,485.00	1,685.00	1,800.00
414.65 · RENTS & LEASES	3,000.00	30,000.00	7,200.00	7,200.00	7,739.00
414.70 · CAPITAL REPL. (Admin Bld.)	0.00	46,000.00	21,083.15	27,083.15	36,000.00
414.75 · ADMIN BLDG OFFICE OPERATING	0.00	13,236.00	16,044.19	16,369.19	18,824.57
414.80 · VEHICLE / TRAVEL REIMBURSE	620.07	800.00	74.92	224.92	603.16
414.90 · TELEPHONE / INTERNET / CELL	3,658.25	3,600.00	3,711.14	4,002.81	4,403.09
414.94 · SOFTWARE SUBSCRIPTIONS	26,322.51	14,056.00	3,869.60	16,349.60	18,909.37
414.95 · OTHER ADMIN			610.00		
95.3 · County & State Charges	6,917.22	7,400.00	20,349.73	20,849.73	8,308.58
95.x · Recoverable exp. (excl. Payroll)	14,322.83	8,000.00	111.30	161.30	8,244.18
95.9 · Training and Conferences	1,416.48	1,500.00	0.00	0.00	1,500.00
95 · SUC Refund, COVID-19, and Other Misc	2,112.63	1,000.00	4,034.76	4,034.76	1,000.00
Total 414.95 · OTHER ADMIN	24,769.16	17,900.00	25,105.79	25,045.79	19,052.76
Total 414 · ADMINISTRATIVE *****	106,785.57	184,092.00	111,256.72	131,594.80	152,651.31
Total 3426e · SUB-TOTAL O&M Expense*****	1,012,174.86	1,244,853.00	1,017,803.10	1,177,547.85	1,272,177.81
6560 · PAYROLL EXPENSES *****					
CVSan - O&M SALARY/BENEFITS					
General Manager / Dept. Manager (DM)	64,298.50	69,442.00	59,337.21	59,337.21	0.00
Asst. Department Manager (JB)	54,982.42	56,632.00	72,499.28	76,620.88	78,919.52
Assistant District Secretary (SW)	15,438.73	16,675.00	32,157.59	32,657.59	35,923.65
Other hrly employees (GM, VG, other)	6,399.87	37,560.00	56,555.89	63,337.59	133,008.94
Total CVSan O&M SALARY/BENEFITS	141,119.52	180,309.00	220,549.97	231,953.27	247,852.10
Other Payroll (CalPER Unfnd/LTD/WC prem)	7,797.53	8,408.00	5,680.38	6,080.38	8,408.00
Total 6560 · PAYROLL O&M EXPENSES *****	148,917.05	188,717.00	226,230.35 #	238,033.65	256,260.10
Total O&M Expense	1,161,091.91	1,433,570.00	1,244,033.45	1,415,581.50	1,528,437.91
Net Ordinary O&M Revenue	334,790.86	207,922.00	260,295.20	201,968.91	188,302.76
411.99 Other Non-Op Interfund trsfr to 3427	4,850.00	7,275.00	0.00	7,275.00	7,275.00
423.1 Loan Interest Non-Op Expense	20,544.04	17,563.00	25,910.97	25,910.97	15,470.34
423 Non-Op Expense Other / Cash Bond Refund	41,226.40	3,000.00	0.00	0.00	3,000.00
Contingency Expense 10%		143,357.00			152,843.49
111 Capital Project Funding Additional Allocation		700,974.00			208,462.11
Actual spent on Capital Projects	779,952.85	0.00	72,625.00	96,375.81	
411.98 Trnsfr to 3427 for 3rd clarifier capx reser	32,000.00	0.00	0.00	32,000.00	
Interdepartment loan to Port Costa (#3)	150,000.00	0.00	0.00	0.00	
Payroll Liability G/L Adjustment	683.86	0.00	683.86	683.86	0.00
TOTAL EXPENSE (w/ Capital Alloc. & Contingency)	2,190,349.06	2,305,739.00	1,343,253.28	1,577,827.14	1,915,488.85

**CROCKETT SANITARY DEPARTMENT
OPERATING BUDGET FY 2020/21 ADOPTED (6/24/2020)**

	<u>PY Actual</u>	<u>Budgeted</u>	<u>Forecasted Yearly Totals</u>	<u>Proposed Budget</u>
	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 20/21</u>	<u>FY 21/22</u>
CONSTRUCTION FUND 3427: BUDGET DETAIL *****				
Opening Cash Balance	913,864.84	954,343.24	954,343.24	1,001,169.68
Interest (non-operating)	20,560.43	10,280.00	7,575.44	3,787.50
Connection Fees / Capacity Charges *	4,850.00	7,275.00	7,275.00	7,275.00
Misc. Fees	0.00	0.00	0.00	0.00
Annexation Fees	0.00	0.00	0.00	0.00
Investment Fees	-70.00	-80.00	-24.00	-80.00
Transfer for JTP Plant Cap Impr.	-16,862.03	-106,387.00	0.00	-106,387.00
Transfer for PS & collec sewer Cap Impr.	0.00	0.00	0.00	-450,000.00
Interfund Transfers - to JTP CapX Reserves *	32,000.00	32,000.00	32,000.00	32,000.00
YEAR-END BALANCE	954,343.24	897,431.24	1,001,169.68	487,765.18

CAPITAL RESERVE FUND 3429: BUDGET DETAIL *****

Opening Cash Balance	69,450.66	71,070.52	71,070.52	71,662.31
Loans	0.00	0.00	0.00	0.00
Interfund Transfers	0.00	0.00	0.00	0.00
Interest (non-operating)	1,627.86	1,465.00	599.79	539.74
Cost Recovery	0.00	0.00	0.00	0.00
Investment Fees	-8.00	-8.00	-8.00	-8.00
Interfund Transfers	0.00	0.00	0.00	0.00
YEAR-END BALANCE	71,070.52	72,527.52	71,662.31	72,194.05

*** JTP Capital Improvement Reserve Breakdown**

	<u>Balance Carried Forward</u>	<u>Allocated in FY 21/22</u>	<u>Ending Reserve Balance June 30, 2022</u>	<u>Est. District Share of Project Costs</u>
Third Clarifier (Polishing) Reserve	288,000.00	0.00	288,000.00	324,363.00
Diffuser Membranes #1, #2, #3	128,000.00	32,000.00	160,000.00	141,596.00
TOTAL	416,000.00		448,000.00	465,959.00

**CROCKETT SANITARY DEPARTMENT
OPERATING BUDGET FY 2020/21 ADOPTED (6/24/2020)**



	<u>Funding Carryover</u>	<u>Funded</u>	<u>Actual Spending</u>	<u>Actual Balance</u>
	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 20/21</u>	<u>June 30, 2021</u>
CAPITAL BUDGET DETAIL *****				
Capital Project Cost Centers	+	+	-	=
Sewers (collection system)	256,024.43	575,969.00	96,375.81	735,617.62
Pump Station	586,615.10	0.00	0.00	586,615.10
Treatment Plant	90,018.44	18,005.00	0.00	108,023.44
JTP Cap Reserve to Fund 3427	0.00	32,000.00	32,000.00	0.00
Equipment	3,371.66	0.00	0.00	3,371.66
Other	0.00	0.00	0.00	0.00
TOTAL	<u>936,029.63</u>	<u>625,974.00</u>	<u>128,375.81</u>	<u>1,433,627.82</u>

* Interest on long-term project loans must be counted as No-Operating Expense per SCO.

	<u>Funding Carryover</u>	<u>Capital Improvements Identified</u>		<u>Proposed Budget Allocation</u>
	<u>FY 21/22</u>	<u>FY 21/22</u>		<u>FY 21/22</u>
Capital Projects Cost Centers	-	+	<i>Contingency **</i>	=
Sewer Projects	735,617.62	826,671.00	10%	100,158.72
Pump Station	586,615.10	587,800.00	10%	1,303.39
Treatment Plant	108,023.44	106,387.00	10%	0.00
JTP Cap Reserve *	0.00	32,000.00		32,000.00
Equipment	3,371.66	2,000.00		0.00
Admin Bldg.	0.00	75,000.00		75,000.00
TOTAL	<u>1,433,627.82</u>	<u>1,629,858.00</u>		<u>208,462.11</u>

* \$32K allocation to JTP large cap reserve for projects such as CapX Clarifier, Polishing Clarifier, Diffuser Membranes

** Capital Replacements are included in O&M Budget and not Capital Budget, 10% contingency on allocation

*** State Revolving Fund (SFR) Loan identified as funding source for collection system projects

****Actual spending in FY20/21 incomplete

Capital Projects for FY 2021/22 Proposed (###)

CROCKETT SANITARY DEPARTMENT

SEWER PROJECTS	CAPITAL IMPROVEMENTS FIXED ASSET	CAP. IMP. FUNDING SOURCE
Planned projects funding	\$499,246.00	#3426
Prior uncompleted projects	\$131,500.00	Reserves
Emergency projects / unidentified	\$104,500.00	Reserves
TV inspection program	\$23,000.00	#3426
Flow metering	\$1,500.00	#3426
Staff salary& benefits	\$12,939.00	#3426
Capital project District Engineer oversight	\$53,986.00	#3426
TOTAL	\$826,671.00	

EQUIPMENT	CAPITAL IMPROVEMENTS	CAP. IMP. FUNDING SOURCE
Safety equipment and tools	\$1,000.00	#3426
Office equipment	\$1,000.00	#3426
TOTAL	\$2,000.00	

ADMINISTRATION BUILDING	CAPITAL REPLACEMENTS O&M	CAPITAL IMPROVEMENTS	CAP. IMP. FUNDING SOURCE
Flat roof and gutter repair	\$21,000.00		#3426
Moisture damage mitigation and drainage imp		\$45,000.00	#3426
Apartment cosmetic - flooring, paint, misc.	\$0.00		#3426
Garage Roof Replacement and rails	\$10,000.00	\$30,000.00	#3426
Admin office prep	\$5,000.00		#3426
TOTAL	\$36,000.00	\$75,000.00	

Capital Projects for FY 2021/22 Proposed (date)

CROCKETT SANITARY DEPARTMENT

PUMP STATION	CAPITAL REPLACEMENTS O&M	CAPITAL IMPROVEMENTS FIXED ASSET	CAP. IMP. FUNDING SOURCE
MCC Phase 1 - Parts, Phase 2 install in FY 2021/22		\$575,000.00	#3426/Reserve
Improve ventilation of wet well (additional. vent fans)		\$3,300.00	Reserve
Loring Power Generator Package		\$9,500.00	Reserve
Rebuild Air Compressor and motor 1 & 2	\$12,000.00		
Rebuild of Grit Pump No. 1	\$13,000.00		
Rebuild/replace/modify Pump No. 5 air vent system	\$3,000.00		
TOTAL	\$28,000.00	\$587,800.00	

TREATMENT PLANT

	CAPITAL REPLACEMENTS	CAPITAL IMPROVEMENTS	CAP. IMP. FUNDING
Replace DAF air compressor	\$3,370.00		
Install french drain south of reactors	\$5,055.00		
New wires from control room to reactor pump	\$940.00		
Miscellaneous projects - cap replacement	\$2,528.00		
Replace influent pumps, impellers, etc.		\$8,425.00	Fund 3427 *
Replace sewer liner		\$13,712.00	Fund 3427
Overhaul DAF #1		\$84,250.00	Fund 3427
Trns to JTP Cap. Reserve - diffusers/3rd clarifier		\$32,000.00	#3426
TOTAL	\$11,893	\$138,387.00	