

CROCKETT COMMUNITY SERVICES DISTRICT

Regular Business Meeting
AGENDA FOR WEDNESDAY, JULY 27, 2022

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

1. CALL TO ORDER – ROLL CALL
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:
(The Board is prohibited from discussing items not on this agenda. Matters brought up that are not on the agenda may be referred to staff for action or calendared on a future agenda.)
4. REPORTS FROM COMMISSIONERS:
(This item is typically for exchange of information only. No action will be taken at this time.)
5. PUBLIC HEARINGS:
 - a. Hearing on proposed increase of annual sewer use charges, within the area served by the Crockett Sanitary Department, to be collected on the tax roll; Waive reading of ordinance; Tabulate written responses from property owners; receive memo on Prop. 218 Notice to Crockett ratepayers and determine whether a majority protest exists; Consider adoption of Ordinance No. 22-2 determining charges; Consider adoption of Resolution No. 22/23-01 overruling objections to the method of collection, accepting the Department Manager's Report and levying charges on the tax roll.
 - b. Hearing on proposed increase of annual sewer use charges, within the area served by the Port Costa Sanitary Department, to be collected on the tax roll; Waive reading of ordinance; Tabulate written responses from property owners; receive memo on Prop. 218 Notice to Port Costa ratepayers and determine whether a majority protest exists; Consider adoption of Ordinance No. 22-3 determining charges; Consider adoption of Resolution No. 22/23-02 overruling objections to the method of collection, accepting the Department Manager's Report and levying charges on the tax roll.
 - c. Hearing on proposed budget for FY 2022/23, Consider Resolution No. 22/23-03 adopting budget for FY 2022/23.
 - d. Hearing to consider abatement costs and penalties totaling \$_____ for the property at 1214 Starr Street (APN 354-121-002). Consider adopting Resolution 22/23-04 ordering collection of specific charges for district costs for abatement of public nuisance regarding a specified property be collected on the tax roll.
 - e. Hearing on requested change in sewer use charge rate for 200 Meadow Lane.
 - f. Hearing on requested change in sewer use charge rate for 404 Edwards.

6. 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 or 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 payment of District bills.
 - b. Receive Minutes of Commissions and Committees.

7. ADMINISTRATIVE:
 - a. Consider consent Items removed from Consent Calendar.
 - b. Approve Audit Engagement Letter of David Farnsworth, CPA, to perform District audit services for the year ending June 30, 2022.
 - c. Adopt Resolution No. 22/23-05 Establishing November 8, 2022, as the date for a special election on a proposed ballot measure seeking voter approval of a proposed special tax on parcels in the area known as Crockett and requesting the County Registrar of Voters to conduct the election.

8. BUDGET AND FINANCE:
 - a. Consider monthly Summary Worksheets and Investment Reports and staff report on financial matters.
 - b. Consider Resolution No. 22/23-06 adopting revised appropriations limit for FY 2022
 - c. Consider Resolution No. 21/22-07 adopting an operating and capital improvements budget for the FY 2022/23.

9. MANAGERS' REPORTS: (These items are typically for exchange of information only.
 No action will be taken at this time.)
 - a. Recreation Department.
 - b. Maintenance Department.
 - c. Port Costa Sanitary Department.
 - d. Crockett Sanitary Department.
 - e. Governmental matters.
 - f. Announcements and discussion.

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

11. FUTURE AGENDA ITEMS:
 Adopt purchasing procedures and spending limits.
 Adopt ADA compliance plan.
 Annual long-term strategy workshop.
 Revise District code.

CROCKETT COMMUNITY SERVICES DISTRICT

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

TO: Board of Directors
Crockett Sanitary Commission

FROM: Administrative Services Manager

SUBJECT: Prop. 218 Notice to Crockett Ratepayers

DATE: July 21, 2022

The Notice of Public Hearing required under Prop. 218 in order to raise rates for sewer service in Crockett was mailed on or before June 18, 2022. This was more than 45 days before the hearing date of July 27, 2022 and therefore in compliance with Prop. 218. All notices were mailed first class.

Notices were mailed to the owners of record for all 1167 properties receiving sewer service in Crockett within the boundaries of the Crockett Community Services District. C&H is excluded from the proposed increase in sewer use charge and instead will be billed a flat rate per agreement between C&H Sugar Company and the District. Data from the most recent tax roll (July 2021/22) was used. The District showed due diligence in updating that information by seeking corrected data on properties for which a property sale or death of the owner had been reported.

The notices were sent to the owners of 1116 residential properties, 26 non-residential properties, 31 mixed-use properties, and 1 industrial property. Written protests received from the owners of 586 properties would constitute a majority protest.

5.a.

ORDINANCE NO. 22-2

AN ORDINANCE ESTABLISHING AND PROVIDING FOR
THE COLLECTION OF SEWER SERVICE CHARGES TO
BE BILLED BY THE CROCKETT COMMUNITY
SERVICES DISTRICT TO ALL SERVED PROPERTIES
IN CROCKETT FOR 2022-2023

WHEREAS, the Board of Directors of the Crockett Community Services District has analyzed the present sewer service charge rate schedule and has determined that the residential annual sewer service charge rates for the user classification Single Family Residence should increase by an amount of \$97 and the user classification Apartment should be increased by an amount of \$100 for fiscal year 2022-2023. Non-residential, industrial and mixed-use rates will vary with water consumption in proportion to the District standard for residential use. The District has also analyzed the rates and the water use standard and has determined both should be modified; and

WHEREAS, the sewer service charges was last increased in fiscal year 2020-2021; and

WHEREAS, in adopting this resolution, the Board relied on various studies and documents, which are available for inspection at the District offices; and

WHEREAS, the Board has determined that the sewer service charge rate increase is necessary to fund the current anticipated costs of the operations and maintenance functions and capital improvements of the District for the 2022/23 fiscal year (including new federal, state and regional water quality requirements) and to provide for the repayment of loans.

WHEREAS, in adopting this Ordinance, the Board of Directors finds that:

- a. Notice of Public Hearing containing information on the proposed fee increase was duly mailed by first class postage to every property owner receiving sewer service from the District at least 45 days prior to the public hearing on the proposed increase conducted on July 27 2022, at which time all who wished to comment on this matter were heard.
- b. All written protests presented by the affected property owners were considered and tallied at the public hearing on July 27 2022 and the District was not presented with protests by a majority of the owners of the identified parcels affected by this change.
- c. The amount of the charges imposed does not exceed the proportional cost of the service attributable to the properties receiving service, and revenues from the charges and fees are not being used for any other purpose than that for which they are imposed.
- d. The charge is imposed only on those properties actually receiving service or those for which service is immediately available.
- e. This action is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15273(a) {1), (2), (3), and (4) of the State CEQA Guidelines, in that the sewer service fee is being charged to meet operating expenses, purchase materials, meet financial reserve needs and provide for capital projects necessary to maintain service within the existing service area.

The Board of Directors of the Crockett Community Services District DOES HEREBY ORDAIN as follows:

Section 1. GENERAL PROVISIONS

1A. Purpose and Scope

The purpose of this Ordinance is to establish a set of equitable service charges for the use of the sanitary sewer collection system of the Crockett Community Services District, and to provide for the collection of such charges on the tax roll of Contra Costa County, pursuant to Government Code Section 61115. This Ordinance applies to all users of the District's system within and without the boundaries of the Crockett Sanitary Department of the Crockett Community Services District. This Ordinance does not apply within the boundaries of the Port Costa Sanitary Department.

1B. Authorization

The adoption of this Ordinance by the Board of Directors of the Crockett Community Services District is authorized by Government Code Section 61115.

1C. Title and Definition

This Ordinance shall be known as, and may be cited as, the Crockett Sanitary Department Sewer Service Charge Ordinance. As used in this Ordinance, the term "District" shall mean the Crockett Community Services District, and the Term "Owner" shall mean any person, firm, corporation, unincorporated association, trustee or other legal holder of title to real property.

Section 2. SEWER SERVICE CHARGE

2A. Rate and Charges

Every owner of real property that is connected to the District's sanitary sewer system or for which service is immediately available shall pay a charge for sewer service. The following service charges are in addition to, and do not affect ad valorem property taxes, capacity charges, annexation charges, and/or construction-related charges.

Water consumption data is requested from the municipal water supplier in January each year in order to be received in time to make necessary calculations of sewer usage in March. Consequently, the water data used to calculate use of the sewer system by individual properties or classes of properties shall be the latest fiscal year data available to the District in January and will not be for the current fiscal year.

Each metered (water) use of a property shall be charged independently as a residential account, non-residential account or mixed-use account. The property owner shall be charged the sum of the charges for all accounts on the property.

2A-1. Residential Accounts

2A-1a. Single Family Residence

The term "single family residence" shall herein refer to any detached structure designed, improved and/or used as one residential unit with no other separate use or additional residential units. The term shall include a single condominium residence unit. It shall not refer to a mobile home residence.

Each single family residence shall pay a flat charge per year in the amount set forth in Exhibit "A" for a single family residence.

2A-1b. Duplex

The term "duplex" shall herein refer to any structure containing two residential units and no other separate use or additional residential units. This shall include two flats, two apartments side-by-side, or a primary dwelling with an attached "second unit" known as a "granny flat" or "in-law unit" or "accessory dwelling unit" or "junior accessory dwelling unit".

Each duplex shall pay a flat charge per year in the amount set forth in Exhibit "A" for a duplex.

2A-1c. Multiple Unit Residential Building

Multiple unit residential buildings shall each pay an annual charge per apartment in the amount set forth in Exhibit "A" for a single apartment.

The term "apartment" shall herein refer to any residential unit (other than condominium) in a structure designed, improved and/or used for two or more families living independently in units which are structurally joined and have separate entrances. This shall include any residential unit (such as a flat) in a mixed-use structure, except when a commercial unit has been added to a single family home. For the purposes of this Ordinance, a mobile home residence shall be treated as a single apartment.

2A-1d. Accessory Dwelling Unit

The term "accessory dwelling unit" or ADU shall herein refer to any residential unit located on the same lot as an existing single family home, where the total floor area does not exceed 850 square feet, where the increased floor area does not exceed 50 percent of the living area of the single family home, and which includes all of the amenities found in a primary dwelling: a kitchen,

bathroom, sleeping area, and storage. It shall not refer to a "junior accessory dwelling unit" or JADU.

Each accessory dwelling unit shall pay a flat charge per year in the amount set forth in Exhibit "A" for a single accessory dwelling unit.

2A-2 Non-Residential Accounts

Each non-residential use (or combination thereof) that is separately metered for water shall be considered one non-residential account.

Each non-residential account, including but not limited to commercial, industrial and institutional users, shall pay an annual flat fee use charge in the amount set forth in Exhibit "A", plus the per unit amount set forth in Exhibit "A" for each 100 cubic feet of water consumption in excess of 5554 cubic feet per year.

Any property with multiple non-residential accounts shall be charged the sum of the charges for all accounts.

2A-3. Mixed-Use Accounts

Any combination of residential and non-residential uses together on one water meter shall be considered one mixed-use account.

Each mixed-use account shall pay an annual flat fee use charge in the amount set forth in Exhibit "A" plus the per unit amount set forth in Exhibit "A" for each 100 cubic feet of water consumption in excess of 5554 cubic feet per year. In no case shall the total annual charge for each account be less than the per-unit charge set forth in 2A-1c for apartments times the number of apartments served, plus the charge set forth for a single family residence times the number of single family residences served.

Any property with multiple accounts (of whatever kind) shall be charged the sum of the charges for all accounts.

28. Single Family Residential Water Use Standard

28-1. Basis of Charges

The District has developed a District-wide standard for typical use of the sewer system by a single family residence. The single family residential standard reflects a reasonable estimation of the average water consumption (for indoor use) of a single family residence within the District. That figure is 5554 cubic feet per year. The sewer use charge for single family residences is based on that estimated average use.

28-2. Volumetric Basis of Charges

Charges imposed on all residential users are established based on the relative

volumetric water use of that user or class of user. The charges set forth in this Ordinance are intended to reflect proportionately equal payment of charges for a similar burden imposed on the District's sewerage system based on the relative water use of various classes of users or separately metered users.

28-3. Industrial Properties

The District finds that for the industrial properties within the District, water consumption is not an accurate way to measure discharge to its system, because industrial processes use an enormous amount of water that is not in fact discharged to the District's system. For purposes of this Ordinance, industrial properties include properties engaged in food processing, electrical production, and hydroprocessing, but does not include the C&H sugar refinery plant properties.

Therefore, for industrial properties, not including the C&H sugar refinery plant properties, which is charged for and pays its sewer service charges under separate agreement with the District, there shall be a flat charge plus an additional per unit charge for each 100 cubic feet of water actually discharged to the District. The flat and per-unit charges shall be the same as for other non-residential properties served by the Crockett Sanitary Department. The volume of water discharged from such properties shall be measured by flow meters installed at District-approved locations in all pipelines discharging water to the District's system. The required pump or flow meters shall be approved by the District Board. The required flow meters shall operate on a 24-hour basis to measure and record in electronic format on one-minute intervals the volume of water passing through each metered location. All required flow meters shall be placed in a location accessible to the District for inspection, and all raw data collected shall be routinely transmitted electronically to the District on a regular monthly basis. For those time periods during which the required flow meters fail to collect reliable flow data for whatever reason, the District will substitute its own calculations of flow during those periods using its best efforts.

Section 3. BILLINGS AND COLLECTION

3A. Sewer Service Charges Collected on the Tax Roll

All charges established and assessed in section herein shall become due and payable on receipt of tax bill therefore. Such charges shall be paid to the Tax Collector as directed on the tax bill. All charges shall be rounded to the nearest whole dollar.

38. Directly Billed Sewer Service Charges

All sewer service charges that are not placed on the tax roll shall be billed directly to the Owner. Payments for such sewer service charges are due upon expiration of 15 days after the date of the billing. Sewer Service Charges that are directly billed shall become delinquent if any portion of the charge that is not in bona fide dispute remains unpaid after the expiration of the 30-day period.

3C. Imposition of a Lien

Pursuant to the terms of Government Code section 61115(c), the Board of Directors may recover any sewer service charges and penalties by recording with the County Recorder a certificate declaring the amount due, and the name and last known address of the person liable for those charges. From the time of recordation of the certificate, the amount of the charges and penalties shall constitute a lien against all real property of the delinquent property owner in the County.

3D. Penalties Interest and Remedies

A basic penalty of 10% shall be imposed for nonpayment of the sewer use charge, and an additional penalty of interest at a rate of 1% per month shall be imposed for nonpayment at such time as the payment becomes delinquent. (Gov't Code Section 61115(a)(3)(C).

In addition to other remedies provided by law including the discontinuance of sewer service, action may be brought in the name of the Crockett Community Services District in any court of competent jurisdiction for the collection of delinquent charges and to enforce the lien thereon. The remedies herein established shall be cumulative and in addition to any or all other remedies available for the collection of said charges.

Section 4. IMPLEMENTATION OF SERVICE CHARGE

4A. Effect of this Ordinance

Charges for users of the District's sewer system set out in this Ordinance will be initiated for the fiscal year beginning July 1, 2022, and shall continue thereafter in effect until further action of the Board of Directors. To the extent this Ordinance No. 22-2, or the sewer service charges adopted herein, is challenged and set aside for any reason, Ordinance No. 20-2 and the preexisting sewer service charges adopted therein shall be immediately restored and will be effective until further action of the Board of Directors.

48. Effective Date

This Ordinance shall become effective for the fiscal year beginning July 1, 2022 and shall continue in effect until further order of the Board of Directors.

Section 5. PUBLICATION

This Ordinance shall be published once in the West County Times and posted in three places within the District with the names of the members of the Board of Directors voting for and against same. This Ordinance shall then take effect after thirty days following the adoption by the Board of Directors.

I HEREBY CERTIFY that the foregoing Ordinance was duly and regularly adopted by the Board of Directors of the Crockett Community Services District, Contra Costa County, California, at a regular meeting thereof, held on the 27th day of July 2022 by the following vote, to wit:

AYES:

NOES:

ABSENT:

Luigi Barrassi, President
Crockett Community Services District
Contra Costa County, California

ATTEST:

Gaunt Murdock, General Manager
Crockett Community Services District
Contra Costa County, California

Approved as to Form:

Rachel Hundley,
District Counsel

EXHIBIT 'A'
 TO
 CROCKETT COMMUNITY SERVICES DISTRICT
 ORDINANCE NO. 22-2
 ESTABLISHING SEWER SERVICE CHARGES
 Rates Effective July 1, 2022

Single family residence (SFR)	\$916.00 per year
Duplex	\$1518.00 per year
Apartments (per unit) (APT)	\$759.00 per year
Accessory Dwelling Units (per unit) (ADU)	\$759.00 per year
Non-residential account -	
Flat fee	\$759.00 per year
Plus per-unit charge	\$13.71 per 100 cubic feet of water consumption in excess of 5554 cubic feet per year
Mixed-use account -	
Flat fee	\$759.00 per year
Plus per-unit charge	\$13.71 per 100 cubic feet of water consumption in excess of 5554 cubic feet per year
• Minimum charge	not less than \$759.00 per APT plus \$916.00 per SFR.
Industrial account -	
Flat fee	\$759.00 per year
Plus per-unit charge	\$13.71 per 100 cubic feet of water discharged in excess of 5554 cubic feet per year

RESOLUTION

NO. 22/23-01

**RESOLUTION OF THE BOARD OF DIRECTORS OF
THE CROCKETT COMMUNITY SERVICES DISTRICT
OVERRULING OBJECTIONS TO THE METHOD OF COLLECTION
OF SEWER SERVICE CHARGES FOR CROCKETT**

The District Board of the Crockett Community Services District, County of Contra Costa, State of California, resolves as follows:

1. Pursuant to Sections 5471 et seq. and 6520.5 of the Health and Safety Code of the State of California, this Board elected to have the sewer service charges for Fiscal Year 2022/23 and subsequent years collected on the tax roll of the District, and thereafter, pursuant to Government Code Section 61115, a Public Hearing on a proposed increase of annual sewer use charges and the method of collection of sewer service charges was regularly and duly held on the 27th day of July 2022 at 7:00 PM at the Crockett Community Center, 850 Pomona Street, Crockett, California.

2. That notice was regularly and duly given publication in the West County Times, a newspaper, once a week for two consecutive weeks.

3. That on July 27, 2022, objections were heard to the report dated _____, 2022 of the Department Manager, which contains a description of each parcel of real property in Crockett receiving sewer services and using facilities of the District and the recommended amount of service charge for each parcel computed in conformity with a proposed schedule for user service charges for the District.

4. That on July 27, 2022 this Board did by Ordinance No. 22-2 adopt a schedule of sewer service charges to be billed to all properties served by the Crockett Sanitary Department for FY 2022/2023 and subsequent years.

5. The Board having considered all comments and objections made to the method of collection, they are hereby overruled.

6. The District Board of the Crockett Community Services District hereby accepts said report of the Department Manager dated _____, 2022.

7. The General Manager is directed to deliver a copy of this Resolution, and a listing of properties with the sewer service charges to be collected, to the Auditor of Contra Costa County with the request that the sewer service charges described in said listing for the Fiscal Year 2022/23 be collected on the tax roll of the District in the same manner, by the same persons, and at the same time as together with and not separately from the District General Taxes.

8. For those properties within the boundaries of the Crockett Community Services District that receive sewer services from the Crockett Sanitary Department but do not appear on the tax roll of the District, the General Manager is directed to invoice the property owners in full on November 1, 2022 with a notice that the bill becomes delinquent after December 3, 2022 and that

interest at the rate of one percent (1%) per month shall accrue in the event of late payment in addition to a ten percent penalty for late payment, pursuant to Government Code Section 61115, District Code Section 1.08.080 and District Ordinance No. 22-2.

THE FOREGOING RESOLUTION was passed and adopted by the District Board of the Crockett Community Services District at a Regular Meeting held on July 27, 2022 by the following vote:

AYES:

NOES:

ABSENT:

Luigi Barassi, President

ATTEST:

Gaunt Murdock
General Manager

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: engineer@town.crockett.ca.us

website: www.town.crockett.ca.us

TO: Board of Directors
Port Costa Sanitary Commission

FROM: Sanitary Department Manager JB

SUBJECT: Prop. 218 Notices to Port Costa Ratepayers

DATE: July 13, 2022

The Notice of Public Hearing required under Prop. 218 in order to raise rates for sewer service in Port Costa, was mailed on or before June 10, 2022. This is more than 45 days before the hearing date of July 27, 2022 and therefore in compliance with Prop. 218. All notices were mailed first class.

Notices to the owners of record for all 86 properties receiving sewer service in the Port Costa area. Service is provided by the Crockett Community Services District through the Port Costa Sanitary Department. Data from the most recent tax roll (**July 2021**) was used. The District showed due diligence in updating that information by seeking corrected data on properties for which a property sale or death of the owner had been reported. Notice envelopes returned to the District where tax roll address information did not match P.O. Boxes for property owners were hand delivered.

The notices were sent to the owners of 79 residential properties, 3 non-residential properties and 4 mixed-use properties. Written protests received from the owners of 44 properties would constitute a majority protest.

5.b.

RESOLUTION

NO. 22/23-02

**RESOLUTION OF THE BOARD OF DIRECTORS OF
THE CROCKETT COMMUNITY SERVICES DISTRICT
OVERRULING OBJECTIONS TO THE METHOD OF COLLECTION
OF SEWER SERVICE CHARGES FOR PORT COSTA**

The District Board of the Crockett Community Services District, County of Contra Costa, State of California, resolves as follows:

1. Pursuant to Sections 5471 et seq. and 6520.5 of the Health and Safety Code of the State of California, this Board confirms that it elected to have the sewer service charges for Fiscal Year 2022/23 and subsequent years collected on the tax roll of the District as adopted on July 27, 2022 by Ordinance No. 22-3.

2. That on July 27, 2022 this Board did by Ordinance No. 22-3 adopt a schedule of sewer service charges to be billed to all properties served by the Port Costa Sanitary Department for FY 2022/2023 and subsequent years.

3. That pursuant to Government Code Section 6066 a Notice of Public Hearing was published in a newspaper of general circulation on July 6, 2022 and July 16, 2022 announcing that the District Board will consider continuing the schedule of sewer service charges adopted by Ordinance No. 22-3.

4. That pursuant to Government Code Section 61115, a Public Hearing on the report of annual sewer use charges and the method of collection of sewer service charges was duly held on the 8th day of June, 2022 at 7:00 PM at the Crockett Community Center, 850 Pomona Street, Crockett, California.

5. That on June 8, 2022, objections were heard to the report dated May 7, 2022 of the Department Manager, which contains a description of each parcel of real property in Port Costa receiving sewer services and using facilities of the District and the recommended amount of service charge for each parcel computed in conformity with a schedule for user service charges for the community of Port Costa.

6. The Board having considered all comments and objections made to the method of collection, they are hereby overruled.

7. The District Board of the Crockett Community Services District hereby accepts said report of the Department Manager dated May 7, 2022.

8. The General Manager is directed to deliver a copy of this Resolution, and a listing of properties with the sewer service charges to be collected, to the Auditor of Contra Costa County with the request that the sewer service charges described in said listing for the Fiscal Year 2022/23 be collected on the tax roll of the District in the same manner, by the same persons, and at the same time as together with and not separately from the District General Taxes.

9. For those properties within the boundaries of the Crockett Community Services District that receive sewer services from the Port Costa Sanitary Department but do not appear on the tax roll of the District, the General Manager is directed to invoice the property owners in full on November 1, 2022 with a notice that the bill becomes delinquent after December 2, 2022 and that interest at the rate of one percent (1%) per month shall accrue in the event of late payment in addition to a ten percent penalty for late payment, pursuant to Government Code Section 61115, District Code Section 1.08.080 and District Ordinance No. 22-3.

THE FOREGOING RESOLUTION was passed and adopted by the District Board of the Crockett Community Services District at a Regular Meeting held on July 27, 2022 by the following vote:

AYES:

NOES:

ABSENT:

Luigi Barassi, President

ATTEST:

Gaunt Murdock
General Manager

ORDINANCE NO. 22-3

AN ORDINANCE ESTABLISHING AND PROVIDING FOR
THE COLLECTION OF SEWER SERVICE CHARGES
TO BE BILLED BY THE CROCKETT COMMUNITY SERVICES DISTRICT
TO ALL SERVED PROPERTIES IN PORT COSTA FOR 2022-2023

WHEREAS, the Board of Directors of the Crockett Community Services District has analyzed the present sewer service charge rate schedule and has determined that the residential annual sewer service charge rates should be increased by an amount of \$100 for fiscal year 2022-2023. Non-residential and mixed-use rates will be increased proportionately. The District has also analyzed the rates and the water use standard and has determined both should be modified; and

WHEREAS, the sewer service charges was last increased in fiscal year 2020-2021; and

WHEREAS, in adopting Ordinance No. 22-3, the Board relied on various studies and documents, which are available for inspection at the District offices; and

WHEREAS, the Board has determined that the sewer service charge rate increase is necessary to fund the current anticipated costs of the operations and maintenance functions and capital improvements of the District for the 2022/23 fiscal year (including new federal, state and regional water quality requirements) and to provide for the repayment of loans.

WHEREAS, in adopting this Ordinance, the Board of Directors finds that:

- a. Notice of Public Hearing containing information on the proposed fee increase was duly mailed by first class postage to every property owner receiving sewer service from the District at least 45 days prior to the public hearing on the proposed increase conducted on July 27, 2022, at which time all who wished to comment on this matter were heard.
- b. All written protests presented by the affected property owners were considered and tallied at the public hearing on July 27, 2022, and the District was not presented with protests by a majority of the owners of the identified parcels affected by this change.
- c. The amount of the charges imposed does not exceed the proportional cost of the service attributable to the properties receiving service, and revenues from the charges and fees are not being used for any other purpose than that for which they are imposed.
- d. The charge is imposed only on those properties actually receiving service or those for which service is immediately available.
- e. This action is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15273(a) (1), (2), (3), and (4) of the State CEQA Guidelines, in that the sewer service fee is being charged to meet operating expenses, purchase materials, meet financial reserve needs and provide for capital projects necessary to maintain service within the existing service area.

The Board of Directors of the Crockett Community Services District DOES HEREBY ORDAIN as follows:

Section 1. GENERAL PROVISIONS

1A. Purpose and Scope

The purpose of this Ordinance is to establish a set of equitable service charges for the use of the sanitary sewer collection system of the Crockett Community Services District, and to provide for the collection of such charges on the tax roll of Contra Costa County, pursuant to Government Code Section 61115. This Ordinance applies to all users of the District's system within and without the boundaries of the Port Costa Sanitary Department of the Crockett Community Services District. This Ordinance does not apply within the boundaries of the Crockett Sanitary Department.

1B. Authorization

The adoption of this Ordinance by the Board of Directors of the Crockett Community Services District is authorized by Government Code Section 61115.

1C. Title and Definition

This Ordinance shall be known as, and may be cited as, the Port Costa Sanitary Department Sewer Service Charge Ordinance. As used in this Ordinance, the term "District" shall mean the Crockett Community Services District, and the Term "Owner" shall mean any person, firm, corporation, unincorporated association, trustee or other legal holder of title to real property.

Section 2. SEWER SERVICE CHARGE

2A. Rate and Charges

Every owner of real property that is connected to the District's sanitary sewer system or for which service is immediately available shall pay a charge for sewer service. The following service charges are in addition to, and do not affect ad valorem property taxes, capacity charges, annexation charges, and/or construction-related charges.

Water consumption data is requested from the municipal water supplier by January each year in order to be received in time to make necessary calculations of sewer usage in March. Consequently, the water data used to calculate use of the sewer system by individual properties or classes of properties shall be the latest fiscal year data available to the District in January and will not be for the current fiscal year.

Each metered (water) use of a property shall be charged independently as a residential account, non-residential account or mixed-use account. The property owner shall be charged the sum of the charges for all accounts on the property.

2A-1. Residential Accounts

2A-1a. Single Family Residence

The term "single family residence" shall herein refer to any detached structure designed, improved and/or used as one residential unit with no other separate use or additional residential units. The term shall include a single condominium residence unit. It shall not refer to a mobile home residence.

Each single family residence shall pay a flat charge per year in the amount set forth in Exhibit "A" for a single family residence.

2A-1b. Duplex

The term "duplex" shall herein refer to any structure containing two residential units and no other separate use or additional residential units. This shall include two flats, two apartments side-by-side, or a primary dwelling with an attached "second unit" known as a "granny flat" or "in-law unit" or "accessory dwelling unit" or "junior accessory dwelling unit".

Each duplex shall pay a flat charge per year in the amount set forth in Exhibit "A" for a duplex.

2A-1c. Multiple Unit Residential Building

Multiple unit residential buildings shall each pay an annual charge per apartment in the amount set forth in Exhibit "A" for a single apartment.

The term "apartment" shall herein refer to any residential unit (other than condominium) in a structure designed, improved and/or used for two or more families living independently in units which are structurally joined and have separate entrances. This shall include any residential unit (such as a flat) in a mixed-use structure, except when a commercial unit has been added to a single family home. For the purposes of this Ordinance, a mobile home residence shall be treated as a single apartment.

2A-1d. Accessory Dwelling Unit

The term "accessory dwelling unit" or ADU shall herein refer to any residential unit located on the same lot as an existing single family home, where the total floor area does not exceed 850 square feet, where the increased floor area does not exceed 50 percent of the living area of the single family home, and which includes all of the amenities found in a primary dwelling: a kitchen,

2A-2. Non-Residential Accounts

Each non-residential use (or combination thereof) that is separately metered for water shall be considered one non-residential account.

Each non-residential account, including but not limited to commercial, industrial and institutional users, shall pay an annual flat fee use charge in the amount set forth in Exhibit "A", plus the per unit amount set forth in Exhibit "A" for each 100 cubic feet of water consumption in excess of 4662 cubic feet per year. In no case shall the total annual charge for each such account be less than the per-unit charge for an apartment as set forth in 2A-1c above.

Any property with multiple non-residential accounts shall be charged the sum of the charges for all accounts.

2A-3. Mixed-Use Accounts

Any combination of residential and non-residential uses together on one water meter shall be considered one mixed-use account.

Each mixed-use account shall pay an annual flat fee use charge in the amount set forth in Exhibit "A" plus the per unit amount set forth in Exhibit "A" for each 100 cubic feet of water consumption in excess of 4662 cubic feet per year. In no case shall the total annual charge for each account be less than the per-unit charge set forth in 2A-1c for apartments times the number of apartments served.

Any property with multiple accounts (of whatever kind) shall be charged the sum of the charges for all accounts.

2B. Single Family Residential Water Use Standard

2B-1. Basis of Charges

The District has developed a Department-wide standard for typical use of the sewer system by a single family residence in Port Costa. The single family residential standard reflects a reasonable estimation of the average water consumption (for indoor use) of a single family residence, using 65 single family residences as the mean. That figure is 4662 cubic feet per year. The sewer use charge for single family residences is based on that estimated average use.

2B-2. Volumetric Basis of Charges

Charges imposed on all residential users are established based on the relative volumetric water use of that user or class of user. The charges set forth in this Ordinance are intended to reflect proportionately equal payment of charges for a similar burden imposed on the District's sewerage system based on the relative water use of various classes of users or separately metered users.

Section 3. BILLINGS AND COLLECTION

3A. Sewer Service Charges Collected on the Tax Roll

All charges established and assessed in section herein shall become due and payable on receipt of tax bill therefore. Such charges shall be paid to the Tax Collector as directed on the tax bill. All charges shall be rounded to the nearest whole dollar.

3B. Directly Billed Sewer Service Charges

All sewer service charges that are not placed on the tax roll shall be billed directly to the Owner. Payments for such sewer service charges are due upon expiration of 15 days after the date of the billing. Sewer Service Charges that are directly billed shall become delinquent if any portion of the charge that is not in bona fide dispute, remains unpaid after the expiration of the 30-day period.

3C. Imposition of a Lien

Pursuant to the terms of Government Code section 61115(c), the Board of Directors may recover any sewer service charges and penalties by recording with the County Recorder a certificate declaring the amount due, and the name and last known address of the person liable for those charges. From the time of recordation of the certificate, the amount of the charges and penalties shall constitute a lien against all real property of the delinquent property owner in the County.

3D. Penalties Interest and Remedies

A basic penalty of 10% shall be imposed for nonpayment of the sewer use charge, and an additional penalty of interest at a rate of 1% per month shall be imposed for nonpayment at such time as the payment becomes delinquent. (Gov't Code Section 61115(a)(3)(C).

In addition to other remedies provided by law including the discontinuance of sewer service, action may be brought in the name of the Crockett Community Services District in any court of competent jurisdiction for the collection of delinquent charges and to enforce the lien thereon. The remedies herein established shall be cumulative and in addition to any or all other remedies available for the collection of said charges.

Section 4. IMPLEMENTATION OF SERVICE CHARGE

4A. Effect of this Ordinance

Charges for users of the District's sewer system set out in this Ordinance will be initiated for the fiscal year beginning July 1, 2022, and shall continue thereafter in effect until further action of the Board of Directors. To the extent this Ordinance No. 22-3, or the sewer service charges adopted herein, is challenged and set aside for any reason, Ordinance No. 20-3 and the pre-existing sewer service charges adopted therein shall

be immediately restored and will be effective until further action of the Board of Directors.

4B. Effective Date

This Ordinance shall become effective for the fiscal year beginning July 1, 2022 and shall continue in effect until further order of the Board of Directors.

Section 5. PUBLICATION

This Ordinance shall be published once in the West County Times and posted in three places within the District with the names of the members of the Board of Directors voting for and against same. This Ordinance shall then take effect after thirty days following the adoption by the Board of Directors.

I HEREBY CERTIFY that the foregoing Ordinance was duly and regularly adopted by the Board of Directors of the Crockett Community Services District, Contra Costa County, California, at a regular meeting thereof, held on the 27th day of July, 2022 by the following vote, to wit:

AYES:

NOES:

ABSENT:

Luigi Barassi, President
Crockett Community Services District
Contra Costa County, California

ATTEST:

Gaunt Murdock, General Manager
Crockett Community Services District
Contra Costa County, California

Approved as to Form:

Rachel Hundley
District Counsel

EXHIBIT "A"
 TO
 CROCKETT COMMUNITY SERVICES DISTRICT
 ORDINANCE NO. 22-3
 ESTABLISHING SEWER SERVICE CHARGES
 Rates Effective July 1, 2022

Single family residence (SFR)	\$2,345.00 per year
Duplex	\$4,690.00 per year
Apartments (per unit) (APT)	\$2,345.00 per year
Accessory Dwelling Units (per unit) (ADU)	\$2,345.00 per year
Non-residential account -	
• Flat fee	\$2,345.00 per year
• Plus per-unit charge	\$50.31 per 100 cubic feet of water consumption in excess of 4662 cubic feet per year
Mixed-use account -	
• Flat fee	\$2,345.00 per year
• Plus per-unit charge	\$50.31 per 100 cubic feet of water consumption in excess of 4662 cubic feet per year
• Minimum charge	not less than \$2,345.00 per APT

RESOLUTION

NO. 22/23-05

RESOLUTION ORDERING COLLECTION OF SPECIFIC CHARGES FOR DISTRICT COSTS FOR ABATEMENT OF PUBLIC NUISANCE REGARDING A SPECIFIED PROPERTY BE COLLECTED ON THE TAX ROLL

WHEREAS, pursuant to Standard Specifications Section 10-04.H, the District Board has sent the property owner a Notice of Violation for violations of the District Code and Standard Specifications regarding the following property:

1214 Starr street, Crockett APN 354-121-002

WHEREAS, District Code, section 9.10.010 prohibits failure to properly maintain a private sewer so as to allow sewage to spill upon the ground; and

WHEREAS, the above-referenced property did permit sewage to flow from their sewer and pollute their property and the neighboring property at 1218 Starr, creating a public health hazard and nuisance; and

WHEREAS, the property owner was notified by letter on June 1, 2022 that the property was in violation of Crockett Sanitary Code; and

WHEREAS, pursuant to Section 1.08.010 of the District Code, the District issued a Notice of Violation to the property owner on June 1, 2022 demanding immediate cessation of discharge and granting 14 days in which to initiate repairs and provide a video demonstrating the sewer to be capable of operating properly; and

WHEREAS, The owner has stated that her intention was to sell the house in short order and that she declined to make any repairs; and

WHEREAS, Because of the immediate hazard to health and the intentions of the owner, the Department exercised its right under Section 10.04C, and undertook and completed and paid a sum of \$6900 for the repairs to the sewer; and

WHEREAS, administration of repairs to the sewer at 1214 Starr cost the Department in paid staff time and consultation with attorney;

NOW, THEREFORE, BE IT RESOLVED that the General Manager is hereby instructed to recover abatement costs totaling **\$7929.47** for repairs and a fine of _____ associated with this violation from the owner of this property by assessing against this property (APN 354-121-002) as a surcharge on sewer service charges to be collected on the 2022/2023 tax roll.

5.d.

THE FOREGOING RESOLUTION was adopted at a public hearing held by the District Board of Crockett Community Services District on July 24, 2013 by the following vote:

AYES:

NOES:

ABSENT:

Luigi Barrassi, President Crockett Community
Services District

ATTEST:

Gaunt Murdock,
District Secretary

COST REPORT

CROCKETT COMMUNITY SERVICES DISTRICT

for repairs at the property of:

1214 Starr st. Crockett CA

APN: 354 121 002

Date	Action	Cost
6/22/22	site visit GM, JB	\$51.12
6/23/22	site walk w contractor ABS	\$40.31
6/28/22	site walk w contractor Bills	\$40.31
6/30/22	Oversee repair	\$71.65
7/1/22	Prepare Permit	\$6.00
7/1/22	prepare Cert of Compliance	\$8.96
7/12/22	Discussion w counsel	\$686.36
7/13/22	verify ownership	\$26.25
7/14/22	Prepare & Serve Notice of Hearing	\$26.87
7/22/22	calculate & report charges write resolution	\$71.65
	Contractor Payment Bills Underground	\$6,900.00
	TOTAL	\$7,929.47

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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

TO: CCSD BOARD
FROM: Gaunt Murdock,
SUBJECT: Consideration of ADU charge status of 200 Meadow Lane and 404 Edwards
DATE: 7/27/2022

The case of 200 Meadow Lane:

Present on the property at 200 Meadow Lane are 2 buildings, currently each is charged as an SFR. The owner has asked to not be charged for Sewer Use Charge on the second building. The SFR on this parcel was transferred there as a result of eminent domain of previous location when new bridge offramp was built.

Staff opinion on 200 Meadow Lane:

The building in question is a separate building, not contained within the structure of another SFR. Therefore it is not a JADU, hence not exempt from SUC charges. The structure fits the definition of an ADU found in Ord. 20-2, and therefore could be charged at the apartment rate as an ADU. The property does not lack plumbing fixtures, and is therefore by District Code not eligible for any vacancy refund.

The case of 404 Edwards:

404 Edwards is currently charged as a duplex. In addition to the main of the house there is an additional kitchen, bathroom, bedroom, and auxiliary room. It is not separated from the rest of the house by any door. Owner claims it is not a separate apartment, but part of the SFR. This has been accepted by the County Tax Assessors office.

Staff opinion on 404 Edwards:

This property is not a JADU, because it is over 500 sq ft. However, It is not a completely separated apartment or any other kind of individual domicile due to lack of separation from the remaining body of the house. It is currently used as an SFR. The property does not lack plumbing fixtures, and is therefore by District Code not eligible for any vacancy refund.

5.e. & 5.f.

Code Relevant to classification of 200 Meadow Lane and 404 Edwards

From District Ordinance 20-2:

2A-1. Residential Accounts

2A-1a. Single Family Residence

The term "single family residence" shall herein refer to any detached structure designed, improved and/or used as one residential unit with no other separate use or additional residential units. The term shall include a single condominium residence unit. It shall not refer to a mobile home residence.

2A-1d. Accessory Dwelling Unit

The term "accessory dwelling unit" or ADU shall herein refer to any residential unit located on the same lot as an existing single family home, where the total floor area does not exceed 1,200 square feet, where the increased floor area does not exceed 50 percent of the living area of the single family home, and which includes all of the amenities found in a primary dwelling: a kitchen, bathroom, sleeping area, and storage. It shall not refer to a "junior accessory dwelling unit" or JADU.

From CA Government Code

625852.2

"Accessory dwelling unit" means an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated.

*JADU is the **only** designation of ADU that is exempt from SUC. (advice from counsel)*

65852.22

"Junior accessory dwelling unit" means a unit that is no more than 500 square feet in size and contained entirely within a single-family residence. A junior accessory dwelling unit may include separate sanitation facilities, or may share sanitation facilities with the existing structure. *(From 65852.22, statute defining JADU)*

District Code Section 6.24.060 Vacancy.

No credit, adjustment or refund of any kind shall be made upon evidence that the premises or any part thereof are vacant unless found to be uninhabitable by reason of lack of plumbing fixtures for either a kitchen or a bathroom.

Section 6.24.080 Adjustments.

It is the intent of the provisions of this chapter, in establishing different sewer service charges for different categories of properties, to reflect the benefit from such service to each property. If, in respect to any customer, the Board should find that the charge is inequitable, or unfair because of unusual circumstances, it may establish a special service charge for such customer, differing from those otherwise established, that will bear a closer relationship to the benefit received from the District system. Such special charge may be revoked at any time by the Board whenever it finds that continuation thereof would be inequitable or unfair under the circumstances then prevailing.

The owner of any premises, who by reason of special circumstances finds that the applicable rates are unjust or inequitable as applied to his premises, may make written application to the Board, stating the circumstances and requesting a different basis of charges for such premises. If such application is approved, the Board may fix and establish fair and equitable rates for such premises to be effective as of the date of such application and continuing during the period of such special circumstances.

County Recognition of SFR Status:

I'm writing on behalf of Brian and Janet Montgomery regarding their property at 404 Edwards St. in Crockett. Per the Assessor's Office record, this property's Use Code was changed from 21-1 (duplex) to 11-1 (SFR) on 11/21/2006 and it is still on our record as an SFR. Please feel free to call me at the number listed below if you have any further questions.

Best,

Francesca Enea

Certified Appraiser

Contra Costa County Assessor's Office

2530 Arnold Drive, Suite 400, Martinez, CA 94553-4395

Phone: (925) 313-7590 Fax: (925) 313-7660

E-mail: Francesca.Enea@assr.cccounty.us

www.cccounty.us/assessor

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: *6/20/22* Fund: 324200 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3242 - MAINTENANCE				
06/21/2022	JOEL A CADENA	Payroll - June 1-15 2022	1,553.70	501
06/21/2022	Fastrak Violation Processing ...	Inv# I712273699480. Bay Bridg...	7.00	502
06/21/2022	U.S. BANK	Various 4127134555573937	1,271.08	503
Total FUND 3242 - MAINTENANCE			<u>2,831.78</u>	
TOTAL			<u><u>2,831.78</u></u>	

[Handwritten Signature]

6.a.

CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: *6/21/22* Fund: 342600 Account : 0830

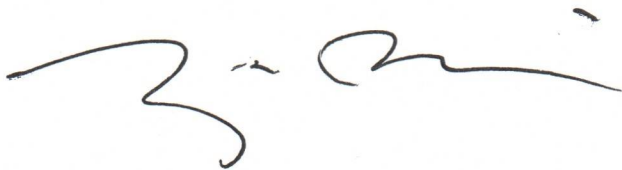
<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3426 - CV SANITARY - O&M				
06/21/2022	U.S. BANK	Various 4127134555573937	680.21	6725
06/21/2022	CALIFORNIA STATE LANDS C...	Inv# B5339 & B4746. Staff and Pr...	942.98	6726
Total FUND 3426 - CV SANITARY - O&M			1,623.19	
TOTAL			1,623.19	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 6/23/22 Fund: 342600 Account : 0830

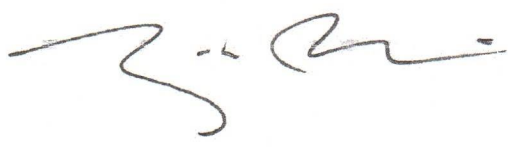
<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3426 - CV SANITARY - O&M				
06/24/2022	CalPERS Public Employees Re...	CalPERS Retirement & Penalties	10,004.51	6727
06/24/2022	AT&T (Phone)	Acct 51078712216369	698.62	6728
Total FUND 3426 - CV SANITARY - O&M			10,703.13	
TOTAL			10,703.13	



AUDITOR-CONTROLLER
 2022 JUN 23 P 12:49

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 6/24/22 Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
PC 06/21/2022	Valley Operators, LLC	Inv# 2029. Monthly Service Fee for M...	4,400.00	1520
REC 06/21/2022	USBank	Various - #4127134555573937	3,156.16	1543
PC 06/21/2022	U.S. BANK	Various 4127134555573937	639.00	1544
Total FUND 3425 - PC SANITARY - O&M			<u>8,195.16</u>	
TOTAL			<u><u>8,195.16</u></u>	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
 Auditor's Date: 7/12/22 Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
<i>Rec & PCSAW</i> 07/12/2022	STATE COMPENSATION INSU...	Workers Comp 219383	1,418.75	1619
<i>PCSAW</i> 07/12/2022	LINCOLN FINANCIAL GROUP	CCSVD-BL-1564438	138.38	1620
<i>PCSAW</i> 07/12/2022	SDRMA	Member #5505. Inv# 38731	1,868.42	1621
<i>PCSAW</i> 07/12/2022	L.R. PAULSELL CONSULTING	Inv# PCSD 22-6. High Pres cleaning o...	1,300.00	1622
Total FUND 3425 - PC SANITARY - O&M			4,725.55	
TOTAL			4,725.55	

SAB

AUDITOR-CONTROLLER
 2022 JUL 12 P 1:07

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 7/12/22 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
07/12/2022	STATE COMPENSATION INS...	Workers Comp 219383	2,109.51	6738
07/12/2022	LINCOLN FINANCIAL GROUP	CCSVD-BL-1564438	96.30	6739
07/12/2022	SDRMA	Member #5505. Inv# 38731	4,346.60	6740
07/12/2022	All Bay Sewer	InV# 245&251. CVSAN2204, 164L...	42,700.00	6741
07/12/2022	L.R. PAULSELL CONSULTING	Inv CVSD 22-9. High Pres cleanin...	7,735.00	6742
07/12/2022	PG&E	Acct 6193854060-8. Electric char...	3,446.20	6743
07/12/2022	Frisch Engineering, Inc.	MCC Engineering Design Services...	10,558.15	6744
07/12/2022	V.W. Housen & Associates	Inv#1386. Update Front end Spec...	548.00	6745
Total FUND 3426 - CV SANITARY - O&M			71,539.76	
TOTAL			71,539.76	

SAB

AUDITOR-CONTROLLER
 2022 JUL 12 P 1:07

CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: 7/14/22 Fund: 324100 Account : 0830

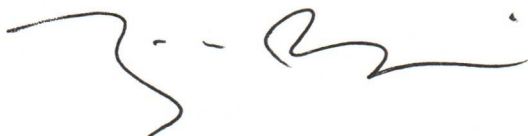
Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
07/20/2022	ALYSSIA R LUTZ	Payroll 7/1/2022 - 7/15/2022	566.87	9674
07/20/2022	AXEL G. FAUSTO	Payroll 7/1/2022 - 7/15/2022	133.80	9675
07/20/2022	DAMOND L. BAL	Payroll 7/1/2022 - 7/15/2022	374.27	9676
07/20/2022	DOLORES M. MORALES	Payroll 7/1/2022 - 7/15/2022	927.27	9677
07/20/2022	ELGENE SALVADOR	Payroll 7/1/2022 - 7/15/2022	353.73	9678
07/20/2022	ELIAS V. CASTELLON	Payroll 7/1/2022 - 7/15/2022	316.47	9679
07/20/2022	ERNESTO LOPEZ	Payroll 7/1/2022 - 7/15/2022	369.33	9680
07/20/2022	GABRIEL J. OSTI	Payroll 7/1/2022 - 7/15/2022	551.29	9681
07/20/2022	LINDSAY A. BARRELLA	Payroll 7/1/2022 - 7/15/2022	293.33	9682
07/20/2022	Delta One Security, Inc.	Security for June	1,098.50	9683
07/20/2022	DENALECT ALARM CO.	Annual Alarm Charge	504.00	9684
07/20/2022	LESLIE'S POOL SUPPLIES	Fresh N Clear, Perfect Weekly, ...	695.05	9685
07/20/2022	LINCOLN AQUATICS	Reel Cover, Epoxy Skimmer We...	637.41	9686
07/20/2022	Raphael Hardwood Flooring I...	Commercial Sanding & Refinish...	17,000.00	9687
07/20/2022	TERRACARE ASSOCIATES	Landscaping Services - July	2,305.00	9688
07/20/2022	UNIVERSAL BUILDING SER...	Monthly Janitorial Service - Jun...	1,296.00	9689
07/20/2022	Maria Quinos	Cleaning & Damage Refund	545.00	9690
07/20/2022	EBMUD	Water	1,328.18	9691
07/20/2022	Thryv	Advertising	61.35	9692
07/20/2022	PG&E	Gas & Electric for Pool and Co...	7,873.65	9693
07/20/2022	ZOE H. LABINSKI	Payroll 7/1/2022 - 7/15/2022	459.21	9694
07/20/2022	YOGESHUARAN SHRI-SHA...	Payroll 7/1/2022 - 7/15/2022	362.43	9695
07/20/2022	TAYLOR DAVIS	Payroll 7/1/2022 - 7/15/2022	344.17	9696
07/20/2022	SYDNEY L. GARCIA	Payroll 7/1/2022 - 7/15/2022	426.31	9697
07/20/2022	SUSAN G. WITSCHI	Payroll 7/1/2022 - 7/15/2022	2,487.13	9698
07/20/2022	STELLA T.E. MANNELL	Payroll 7/1/2022 - 7/15/2022	529.79	9699
07/20/2022	SIMON SOLLESTRE	Payroll 7/1/2022 - 7/15/2022	225.02	9700
07/20/2022	SELENE L. SCHLEPP	Payroll 7/1/2022 - 7/15/2022	369.80	9701
07/20/2022	SEAN P. CONAWAY	Payroll 7/1/2022 - 7/15/2022	510.77	9702
07/20/2022	RYAN P. YIN	Payroll 7/1/2022 - 7/15/2022	219.33	9703
07/20/2022	RUTH N. SANTOS	Payroll 7/1/2022 - 7/15/2022	339.17	9704
07/20/2022	ROBERT M. MAGNUSON	Payroll 7/1/2022 - 7/15/2022	691.72	9705
07/20/2022	MOUSSA SISSOKO	Payroll 7/1/2022 - 7/15/2022	194.17	9706
07/20/2022	MIREILLE SCHLEPP	Payroll 7/1/2022 - 7/15/2022	373.21	9707

Total FUND 3241 - RECREATION

44,762.73

TOTAL

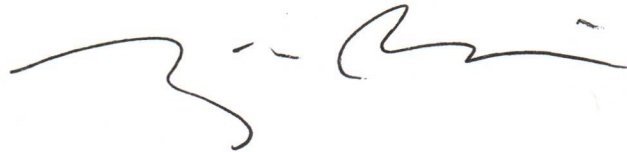
44,762.73



AUDITOR-CONTROLLER
 2022 JUL 20 A 10:29

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
 Auditor's Date: 7/19/22 Fund: 324200 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3242 - MAINTENANCE				
07/20/2022	Joel A. Cadena	Reimbursement for construction...	409.98	507
07/20/2022	EBMUD	Acct.1434790001. Water charg...	58.23	508
07/20/2022	JOEL A CADENA	Payroll - July 1-15 2022	1,420.28	509
Total FUND 3242 - MAINTENANCE			<u>1,888.49</u>	
TOTAL			<u><u>1,888.49</u></u>	

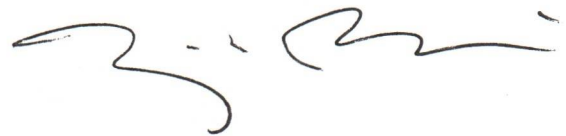


AUDITOR-CONTROLLER
 2022 JUL 20 A 10:29

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 7/19/22 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
07/20/2022	Frisch Engineering, Inc.	Invoice 10323-2204a. Design and...	1,660.00	6746
07/20/2022	First Foundation Bank	Loan Payment Acct: 60243700	26,457.35	6747
07/20/2022	EBMUD	Acct.5539730001. Pump Station ...	1,098.66	6748
07/20/2022	BILL'S UNDERGROUND	Inv 13766. Sewer Lateral Replace...	6,900.00	6749
Total FUND 3426 - CV SANITARY - O&M			36,116.01	
TOTAL			36,116.01	



AUDITOR--CONTROLLER
 2022 JUL 20 A 10:29

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, JUNE 6, 2022

1. CALL TO ORDER: The meeting was called to order at 6:00 PM by Chairperson Cusack. Present were Commissioners Choquette and Valentini, along with Department Manager Wilson and Facilities Manager/Asst. Secretary Witschi. Commissioner Airoidi was absent.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. CONSENT CALENDAR:
5. RAISING RENTAL RATES: Mr. Wilson presented a report to raise rental rates at the Community Center. He is suggesting a 15% increase in the total package. It was broken down to resident, non-resident, memorials, setups, takedowns, etc. It also included the rate increases for the multi-purpose room, outside barbecue area and gazebo areas. He also had comparison rental rates of communities in Contra Costa. A motion to raise rental rates 15% at the Community Center carried unanimously (jv/lc).
6. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. No further comments.
- 7.a. DISTRICT BOARD ACTIONS: Mr. Wilson reported on the actions taken by the District Board in May. He said
- 7.b. AUGUST MEETING: A motion to cancel the August meeting carried by consensus.
8. REPORT OF DEPT. MANAGER: Mr. Wilson reported he received a grant to replaster the pool at a cost of \$104K. He said volunteers to replace the green iron fence between the community center and the pool area. It's more a repair making it more solid due to the fence is on a slope and not on solid ground. The floors at the Community Center are going to be refinished on July 5 and it will take about two weeks to complete. It includes stripping, sanding and revarnish and sufficient time to dry.
9. COMMISSIONERS: None
10. FUTURE AGENDA ITEMS:
11. COMMISSIONER COMMENTS: None
12. ADJOURNMENT: The meeting was adjourned at 6:45 PM until July 11, 2022.

Respectfully submitted,

John Valentini

6.b.

CROCKETT POLICE LIAISON COMMITTEE

of the Crockett Community Services District

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

MINUTES OF REGULAR MEETING, JUNE 6, 2022

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Angell. Present were Committee members Currington, Melero, Valentini and Wais. Committee member Cardwell was absent.
2. AGENDA ORDER: No requests for items out of order.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:
- 4.a. REPORT FROM DEPUTY: The deputy stated a stolen vehicle was recovered on Crockett Boulevard in May. A big problem is a homeless encampment in the area between the Dead Fish and Vista Point. PG&E has placed signs on property they own. The area has more than one agency making it difficult to solve this problem. Property crimes are still a major issue in the Bay area; catalytic convertors being stolen from vehicles. Crockett will have its own Deputy, Keith Sheppard, and he will start on July 5. The Bay Station serving our area will have four more deputies and a detective.
- 4.b. REPORT FROM CHP ON TRAFFIC ISSUES: Not in attendance.
- 5.a. DO'S AND DON'T LIST FROM CCC SHERIFF: Not in attendance.
- 5.b. LICENSE READER SURVEY: Mr. Angell reported that the City of Benicia now has license readers. He gave a summary of how effective it is in reducing crime in that city. Mr. Angell, Margaret and Cynthia have volunteered to work on the survey. It was also suggested that the Police Liaison Committee may be able to obtain a grant from the Crockett Community Foundation.
- 5.c. SCHOOL ZONE WARNING LIGHTS: No report.
6. REPORTS FROM COMMITTEE MEMBERS: Mr. Angell reported that graduation for the grammar school is on June 8 and John Swett High School graduation is on June 9.
7. CONSENT CALENDAR: The consent item was approved unanimously (sm/mw):
 - a. Approve Minutes of May 2, 2022
8. FUTURE AGENDA ITEMS:
9. ADJOURNMENT: The meeting was adjourned at 8:42 PM until July 11, 2022.

Respectfully submitted,
John Valentini

PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

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

MINUTES OF REGULAR MEETING, APRIL 13, 2022

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Surges. Present were Commissioners Klaiber and List, along with Dept. Manager Barnhill, General Manager Murdock and Administrative Services Manager Gunkelman. Commissioners Cusack and Scheer 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. DISTRICT BOARD ACTIONS: None
- 5.b. SELF-MONITORING REPORT: Mr. Barnhill said there were no exceedances or spills in February.
- 6.a. FINANCIAL REPORT: The monthly statement of Department finances was examined by the Commission. Mr. Gunkelman reported the Recreation Department ran out of checks, so they are using Port Costa checks until their new checks come in. He will reimburse Port Costa Sanitary Department the exact amount the same day or the day after.
- 6.b. SEWER USE CHARGE: No report
- 6.c. MID-YEAR BUDGET REPORT: Mr. Gunkelman reported \$50K will be going into the savings for permits and emergency preparedness and cleanings of the septic system.
7. WASTEWATER: None
- 8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported the Automatic Transfer Switch continues to act up, so the technicians are going to replace it.
- 8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None
- 8.c. STAFF ANNOUNCEMENTS: None
9. REPORTS FROM COMMISSIONERS: None
10. CONSENT CALENDAR: The consent item was approved unanimously (tl/kk):
 - a. Approve Minutes of March 9, 2022.
11. FUTURE AGENDA ITEM:
Bull Valley Agricultural Center & Port Costa School – scope and costs.

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 7:17 PM until May 11, 2022.

Respectfully submitted,

Susan Witschi

Susan Witschi
April 28, 2022



Audit Engagement Letter—Yellow Book

June 14, 2022

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, 2022. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, 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, 2022. 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) Statement of Revenues, Expenditures, and Changes in Fund Balances – Budget and Actual
- 3) Schedule of Proportionate Share of the Net Pension Liability
- 4) Schedule of Employer Contributions

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.

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 or 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. We will also assist in converting cash basis of accounting to full-accrual basis of accounting. 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 or for any additional period requested by the a government agency.

We expect to begin our audit on approximately September 2022 and to issue our reports no later than January 31, 2023. 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 \$13,950. 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.

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: _____

DRAFT RESOLUTION

NO. 22/23-06

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CROCKETT COMMUNITY SERVICES DISTRICT ESTABLISHING NOVEMBER 8, 2022 AS THE DATE FOR A SPECIAL ELECTION ON A PROPOSED BALLOT MEASURE SEEKING VOTER APPROVAL OF A PROPOSED SPECIAL TAX ON PARCELS IN THE AREA KNOWN AS CROCKETT AND REQUESTING THE COUNTY REGISTRAR OF VOTERS TO CONDUCT THE ELECTION

WHEREAS, The Crockett Community Services District (the District) was formed under LAFCO in 2006, to provide sewer services, parks and recreation facilities, and maintenance and capital improvements for District owned properties for the residents of Crockett and Port Costa; and

WHEREAS, a proposed initiative ordinance (Exhibit "A") authorizing a special tax to be imposed on effected parcels within the District was drafted, published, and circulated by The Crockett Improvement Association ("CIA") pursuant to Election Code Sections 102, 9302, 9304, 9305, 9306, 9307, and 9607, between April and June of 2022; and

WHEREAS, pursuant to Election Code Sections 9308 & 9309, on June 8, 2022 the CIA filed the petition with the District; and

WHEREAS, The CCSD Election officials found the petitions had approximately 124% of the requisite number of valid signatures from registered voters within the District; and

WHEREAS, the Board of Directors cannot impose the proposed special tax in either the Crockett or Port Costa areas of the District without voter approval; and

WHEREAS, if approved by the voters by a majority vote, the special tax would be effective July 1, 2023; and

WHEREAS, Elections Code Section 9162 sets forth the procedures for arguments in favor of or in opposition of any district measure; and

WHEREAS, Elections Code Section 9167 sets forth the procedures for rebuttal arguments;

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

1. **Call for Election.** Pursuant to Election Code Section 1001, 1002, 9118 the Board hereby calls a special election be conducted and included with the general election ballot to be held on November 8, 2022, at which the qualified voters of Crockett as described in Exhibit A attached hereto, shall decide whether or not to approve a proposed ordinance authorizing a special tax. This measure shall be designated by letter by the County of Contra Costa Registrar of Voters.

2. **Proposed Ordinance.** The ordinance to be approved by the voters pursuant to Section 3 as set forth in Exhibit A hereto.

3. **Submission of Ballot Arguments and Impartial Analysis.**
 - (a) The last day for submission of direct arguments for or against the measure shall be by 5:00 p.m. on ____ 2022.

 - (b) The last day for submission of rebuttal arguments for or against the measure shall be by 5:00 p.m. on _____, 2022.

 - (c) Direct arguments shall not exceed three hundred words and shall be signed by not more than five persons.

 - (d) Rebuttal arguments shall not exceed two hundred fifty words and shall be signed by not more than five persons; those persons may be different persons than the persons who signed the direct arguments.

 - (e) The County Counsel shall prepare by _____, 2022, an impartial analysis of the measure showing the effect of the measure.

 - (f) The Board of Directors authorizes Scott Bartlebaugh and Kent Peterson to prepare a written argument in favor of the ballot measure not to exceed 300 words. The written argument will be signed by the Board President Barassi on behalf of the "The Board of Directors of the Crockett Community Services District." President Barassi is also authorized to select up to four "bona fide associations of citizens" and/or individual voters to sign the ballot argument in favor of the measure.

4. **Request to Order Election and to Consolidate Election.** The Board hereby requests the Contra Costa County Board of Supervisors to order this election to be conducted by the County Registrar of Voters and to conduct all necessary services related to said election and to bill the District for the costs of conducting the election. The full text of this resolution, together with the full text of Exhibit A shall be published on the ballot or in the voter information portion of the sample ballot.

The Board further requests the Board of Supervisors to make its order to consolidate this election with any other election being held on November 8, 2022.

Notice of the time and place of holding the election shall be given at the time and in the form and manner as provided by law.

The District shall reimburse the County for services performed within 30 days of the County Election Official's presentation of a bill to the District.

Effective Date. This resolution shall become effective immediately upon its enactment. The General Manager is directed to send a copy of this resolution to the Contra Costa County Board of Supervisors, the County Clerk and the County Elections Department officials.

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held on July 27, 2022 by the following vote and shall be effective immediately:

AYES:

NOES:

ABSENT:

ABSTAIN:

Luigi Barassi, President

ATTEST:

Gaunt Murdock
General Manager

[PROPOSED] INITIATIVE ORDINANCE

ENACTING A SPECIAL TAX ON PROPERTIES LOCATED IN THE CROCKETT ZONE OF THE CROCKETT COMMUNITY SERVICES DISTRICT TO FUND MAINTENANCE OF PUBLIC OUTDOOR SPACES AND AMENITIES

The People of the Crockett Community Services District do ordain as follows:

Section 1. FINDINGS AND DECLARATIONS

A. Crockett and Port Costa residents highly value the preservation and maintenance of publicly-owned community spaces and amenities that contribute to community connection, character, and quality of life.

B. The Crockett Improvement Association (“CIA”) was incorporated in 1971 as a public charity and has participated vigorously thereafter in the physical improvement and beautification of Crockett, including construction of the downtown plaza, the planting of street trees, and the installation of downtown decorative street lighting.

C. The Crockett Community Services District (“CCSD”) was formed in 2006 to provide and manage community-led public recreation facilities, street lighting, landscape maintenance, and graffiti abatement, in addition to continuing to provide reliable, locally-controlled sewer services.

D. Members of the Crockett community, including members of the CIA, have recognized the need for public financing for the maintenance and repair of publicly-owned community spaces and amenities, and the CIA has now stepped forward to sponsor this measure to enact a special tax on properties in Crockett for public maintenance in Crockett.

E. In acknowledgement of the distinctive priorities and needs of the respective communities of Port Costa and Crockett, this measure would impose a parcel tax in the Crockett Zone for purposes unique to Crockett and would not impose a tax on properties in the Port Costa Zone. If desired by the residents of Port Costa, a funding mechanism for the Port Costa Zone could be enacted by a separate action of the CCSD Board of Directors or by initiative that is tailored to support the priorities and needs of the Port Costa community, as this measure is tailored for special needs within Crockett.

F. For more than 60 years, committed teams of volunteers have worked to maintain many of the public spaces and assets in Crockett, including the downtown plaza and street lights owned by the CCSD, and landscaping and fencing on a variety of public properties, including the state-owned Carquinez bridgehead area.

G. The CCSD continues to stretch its available revenue to construct, maintain, and operate the Crockett and Port Costa sewer systems, recreation facilities and programs, and other public assets, such as the historic Crockett Community Center, the swimming pool and tennis courts at Alexander Park, and the World War I Memorial Hall.

H. This measure will ensure facilities and assets historically maintained by volunteers and with grant funding will continue to be maintained at a higher standard by the CCSD for the enjoyment of present and future generations of Crockett and Port Costa residents, businesses, and visitors. This measure enacts a \$50 special tax on properties in Crockett, with some exemptions and excluding properties in Port Costa for collection and use by the CCSD, and requires the CCSD to develop and manage a public maintenance program in Crockett and to report the collection and use of the special tax on an annual basis pursuant to Section 50075.3 of the Government Code.

I. Use of these funds by the CCSD is limited to the purposes described in this measure, including litter and debris removal from public rights-of-way; maintenance, repair and replacement of streetlights owned by the CCSD; maintenance of Crockett's downtown plaza owned by the CCSD; maintenance of landscaping on public property in Crockett, including the state-owned Carquinez bridgehead area; maintenance and repair of fencing on or around public property in Crockett; maintenance and repair of future public amenities in Crockett; maintenance and repair of existing amenities in Crockett if they come into public ownership at a future date; and community outreach and education related to community beautification and care of public spaces.

J. The special tax authorized by this Ordinance is authorized by Sections 50075 through 50077 and 61121 of the California Government Code and will be approved if a majority of voters voting on the measure vote in favor of it.

Section 2. AUTHORITY

The People of the Crockett Community Services District enact this Ordinance in accordance with the authority granted to community services districts pursuant to Sections 50075 through 50077 and 61121 of the California Government Code.

Section 3. DEFINITIONS

For the purposes of this Ordinance, the following terms shall have the meanings provided below:

A. "Administrator" means an official of the District, or designee thereof, responsible for carrying out the provisions of this Ordinance.

B. "Assessor's Parcel Number" means the Parcel and Parcel Number as assigned by the Contra Costa County Assessor on the equalized tax roll.

C. "Board" means the Board of Directors of the District.

D. "County" means the County of Contra Costa.

E. "County Assessor" or "Assessor" means the County Assessor of the County of Contra Costa.

F. "County Assessor's parcel" means a lot or Parcel with an assigned Assessor's Parcel Number used by the County Assessor in preparing the tax roll.

G. "Crockett Zone" means the Crockett Zone established by Resolution 04-22 of the Local Area Formation Commission of the County of Contra Costa, as may be amended from time to time by the Board pursuant to Government Code Section 61142 and other applicable law.

H. "District" means the Crockett Community Services District.

I. "Fiscal Year" means the period starting July 1 and ending the following June 30.

J. "Landscaping" means the soil and rocks, grasses, plants, shrubs and trees in a space along with such related amenities as the irrigation and drainage systems, lighting, fencing, fountains and pumps, walls and retaining walls, paths, sidewalks, stairways, pavement and other such constructs and installations.

K. "Maintenance" means any servicing, repairing, cleaning, removing litter and debris, painting, protecting, watering, fertilizing, pruning, electrifying, illuminating or replacing of public lighting or landscaping, including related amenities in public spaces, as necessary to remain in safe, reliable and attractive condition. For the purposes of this Special Tax, Maintenance does not include work directly related to CCSD buildings, sewer facilities, or facilities managed by the Crockett Recreation Department.

L. "Parcel" means any County Assessor's parcel in the District based on the equalized tax roll of the County as of July 1 of each Fiscal Year with the exclusion of any County Assessor's parcel located within the census-designated place of Port Costa.

M. "Special Tax" means the special parcel tax authorized and imposed by this Ordinance.

N. "Taxable Parcel" means any Parcel that is not a Tax-Exempt Parcel.

O. "Tax-Exempt Parcel" means any Parcel that is exempt from (1) the Special Tax, as provided for in this Ordinance; or (2) the levy of general ad valorem property taxes under California law, including but not limited to public streets; schools; parks; and public drainage ways, landscaping, wetlands, greenbelts, and open space.

Section 4. TAX IMPOSED

A. An annual Special Tax is hereby imposed on July 1 of each Fiscal Year in the amount of fifty dollars and no cents (\$50.00) on every Taxable Parcel for the purposes described in Section 7 herein.

B. The Special Tax shall take effect on July 1, 2023 for Fiscal Year 2023-2024.

C. Commencing with Fiscal Year 2024-2025 and annually thereafter, by resolution, the District Board of Directors may, but is not required to, adjust the Special Tax rate in an amount not to exceed the lesser of the most recent twelve-month percent change for San Francisco-Oakland-Hayward, California, Urban Consumer Price Index (CPI-U), as reported by the U.S. Department of Labor Bureau of Labor Statistics, or seven percent (7%).

D. The Special Tax constitutes a debt owed by the owner of each Parcel to the District.

E. The Special Tax shall be levied and collected on each Taxable Parcel within the District for which the owner receives a separate ad valorem property tax bill.

F. Commencing with Fiscal year 2023-2024, by resolution, the District Board of Directors may reduce the rate of the Special Tax as applied to all Taxable Parcels or as applied to certain classifications of Taxable Parcels designated by ordinance by the District Board of Directors.

Section 5. EXEMPTIONS

A. The following Parcels shall be exempt from the Special Tax:

- i. Any Parcel exempt from the levy of general ad valorem property taxes under California law, including but not limited to public streets; schools; parks; and public drainage ways, landscaping, wetlands, greenbelts, and open space; and
- ii. Any Parcel designated as Assessor's Use Code 10 (Vacant and unbuildable); and
- iii. For purposes of clarity, any Parcel located in the census-designated area of Port Costa, which are located in the Port Costa Zone and not the Crockett Zone.

B. By ordinance, the District Board of Directors may designate classifications of Parcels to be exempted from the Special Tax.

Section 6. COLLECTION OF TAX

Pursuant to Government Code Section 61144 and other applicable law, collection and expenditure of the Special Tax shall be contingent on the Board taking such actions necessary to determine the CCSD will provide the services, level of services, and/or facilities provided within the Crockett Zone described herein. The Special Tax may be collected in the same manner as ordinary ad valorem taxes are collected and, if collected in that manner, shall have the same lien priority and be subject to the same penalties and the same procedure and sale in cases of delinquency as provided for ad valorem taxes collected by the County of Contra Costa. The District Board of Directors may provide for other alternative methods of collection of the Special Tax by resolution.

Section 7. COLLECTION OF UNPAID TAX

The amount of the Special Tax, any penalty, and any interest imposed under the provisions of this Ordinance shall be deemed a debt owed to the District. Any person owing money to the District under the provisions of this Ordinance shall be personally liable to an action brought in the name of the District, at its option, for the recovery for such amount.

Section 8. USE OF TAX REVENUE

A. Revenue from the Special Tax, including penalties and interest thereon, shall be used only for:

- i. Litter and debris removal from public roads and rights-of-way in Crockett;
- ii. Maintenance, repair, and replacement of streetlights in Crockett;
- iii. Maintenance of the public downtown plaza in Crockett;
- iv. Maintenance and replacement of landscaping on public property in Crockett, including the state-owned Carquinez bridgehead area and trees within the public right-of-way;
- v. Maintenance and repair of fencing on or around public property in Crockett;
- vi. Provision of utilities, such as water and electricity, to properties and amenities maintained pursuant to this Ordinance; and
- vii. Community outreach and education related to community beautification and care of public spaces.

B. Permitted uses described in subdivision (A), above, include uses incidental to such permitted uses, such as rental, purchase, maintenance, and repair of equipment, vehicles, and supplies.

C. Maintenance of properties, facilities, or amenities described in subdivision (A) of this Section 8, that are owned by a public entity other than the District, such as the California Department of Transportation (Caltrans) or in the County right-of-way, shall be within the discretion of the District Board of Directors and contingent on permission or approval by the public entity owning or controlling such property or facilities. Nothing in this Ordinance shall require the District to act in conflict with the Constitution and laws of the State of California.

D. At the District Board of Directors' discretion, revenue from the Special Tax, including penalties and interest thereon, may also be used to pay for the costs of holding future elections to seek voter approval for the modification or repeal of this Ordinance or its successors; for the costs of administering the Special Tax, including fees and taxes, rents and lease fees, auditing, insurance, public noticing and public safety measures, such as bollards and

barriers; and for the costs of defending the Special Tax and this Ordinance, including attorneys' fees and related costs.

Section 9. ACCOUNTABILITY

In accordance with the requirements of California Government Code Sections 50075.1 and 50075.3, the following accountability measures, among others, shall apply to the Special Tax:

- A. A separate, special account, referred to as the Lighting and Landscape Maintenance Fund, shall be created, into which the proceeds of the Special Tax, including penalties and interest earned on such proceeds, must be deposited.
- B. On an annual basis, the District Board of Directors shall adopt a maintenance program and budget for use of the proceeds of the Special Tax.
- C. The specific purposes of the Special Tax set forth in Section 8 herein. The proceeds of the Special Tax shall be applied only to those specific purposes as set forth in the maintenance program and budget described in subdivision (B) of this Section 9.
- D. The Administrator shall annually prepare and submit to the District Board of Directors a report regarding the Special Tax funds collected and expended and the status of the maintenance program described in subdivision (B) of this Section 9, as well as any other information required by Government Code sections 50075.1 and 50075.3.

Section 10. ANNUAL AUDITS

- A. Annually, the District retains an independent auditor to conduct an audit of and provide audited financial statements for all of the District's financial activities. The auditor shall include an accounting of the revenue received from the Special Tax and expenditures thereof in the audited financial statements. The auditor's report shall be presented to the Board and made available to the public.
- B. The District Board of Directors may, but is not required to, establish a committee of members of the public to review and report on the revenue and expenditure of funds from the Special Tax adopted by this Ordinance and to advise on the maintenance program and budget described in Section 9, subdivision (B).

Section 11. INTERPRETATION, APPLICATION, AND APPEAL OF SPECIAL TAX FORMULA AND PROCEDURES

- A. Any taxpayer who feels the amount of the Special Tax assigned to a Parcel is in error may file a notice with the Administrator appealing the levy of the Special Tax. The Administrator then will promptly review the appeal and, if necessary, meet with the applicant. If the Administrator verifies that the Special Tax levied on the applicant's Parcel should be modified or changed, the Special Tax levy will be corrected and, if applicable in any case, a credit or refund will be granted. The appeal must be filed not later than one year after having paid the Special Tax that is disputed.

B. Interpretations may be made by the District, by Resolution or Ordinance of the Board, for purposes of clarifying any vagueness or ambiguity as it relates to the Special Tax rate, the classification of properties, or any definition applicable to the Special Tax.

C. Without Board approval, the Administrator may make minor, non-substantive administrative and technical interpretations of the provisions of this Ordinance for purposes of administrative efficiency or convenience or to comply with new applicable federal, state, or local law, so long as any interpretation does not materially affect the rate and manner of collection of the Special Tax.

Section 12. AMENDMENTS

This Ordinance may only be amended by a vote of the people if the amendment would result in the Special Tax being imposed, extended, or increased in a manner not authorized by this Ordinance as originally approved by the voters, or if the amendment would substantially alter the purpose of the Special Tax. The District Board of Directors may enact other amendments, including but not limited to amendments necessary to implement or administer the Special Tax.

Section 13. EXPIRATION OF TAX

The authority to levy the Special Tax shall remain in effect unless a later ordinance is adopted and approved by the voters that either repeals the Special Tax or establishes a date that the authority to levy the Special Tax shall terminate.

Section 14. ADJUSTMENT OF APPROPRIATIONS LIMIT

Pursuant to California Constitution Article XIII B and applicable laws, the appropriation limit for the Crockett Community Services District is hereby increased by the aggregate sum authorized to be levied by this Special Tax for Fiscal Year 2023-2024 and each year thereafter.

Section 15. SEVERABILITY

If any provision of this Ordinance is held by any court or by any Federal or State agency of competent jurisdiction, to be invalid as conflicting with any Federal or State law, rule or regulation now or hereafter in effect, or is held by such court or agency to be modified in any way in order to conform to the requirements of any such law, rule or regulation, such provision shall be considered a separate, distinct, and independent part of this ordinance, and such holding shall not affect the validity and enforceability of all other provisions hereof. In the event that such law, rule or regulation is subsequently repealed, rescinded, amended or otherwise changed, so that the provision thereof which had previously been held invalid or modified is no longer in conflict with such law, rule or regulation, said provision shall thereupon return to full force and effect and shall thereafter be binding. If any section, subsection, phrase, clause, sentence, or word in this Ordinance shall for any reason be held invalid or unconstitutional by a court of competent jurisdiction, it shall not nullify the remainder of this Ordinance but shall be confined to the article, section, subsection, subdivision, clause, sentence or word so held invalid or unconstitutional.

Section 16. SAVINGS CLAUSE

No section, clause, part, or provision of this Ordinance shall be construed as requiring the payment of any tax that would be in violation of the Constitution or laws of the United States or of the Constitution or laws of the State of California.

Section 17. DATE OF ADOPTION AND EFFECTIVE DATE

This Ordinance will be approved if a majority of voters voting on the measure vote in favor of it. The date of adoption shall be the date of the declaration of the vote, and this Ordinance shall become effective ten (10) days after the date of the declaration of the vote.

[END]

CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525

850 Pomona Street

Telephone (510) 787-2992

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

website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BD. MTG: 7-27-22

LATEST FUND REPORT: 8-13-22

CCSD FUND 3240		CCSD FUND 3240	
CASH CARRIED FORWARD:		CASH CARRIED FORWARD:	
REC DEPT:	\$9,489.74	CVSAN DEPT:	\$218,742.81
ACTIVITY:		ACTIVITY:	
PY&CY PropTax Sec&Uns	\$239.63	PY&CY PropTax Sec&Uns	\$1,223.19
PY&CY Uns. Supp. Tax	\$27.43	PY&CY Uns. Supp. Tax	\$140.03
HO Prop tax Relief	\$178.96	HO Prop tax Relief	\$913.51
CASH BALANCE (Rec):		CASH BALANCE (CVSan):	
	\$9,935.76		\$221,019.54
ADV ON TAXES (Rec):		ADV ON TAXES (CVSan):	
	\$3,667.66		\$18,667.98
060 Adv beginning bal	\$1,641.56	060 Adv beginning bal	\$8,325.63
No Activity		No Activity	
Ending Balance	\$1,641.56	Ending Balance	\$8,325.63
160 Supplmt begin bal	\$325.78	160 Supplmt begin bal	\$1,663.00
PY Uns. Prop Tax	\$1.37	PY Uns. Prop Tax	\$6.97
PY Sec. Prop Tax	\$1,698.95	PY Sec. Prop Tax	\$8,672.38
Ending Balance	\$2,026.10	Ending Balance	\$10,342.35
FUND BALANCE (Rec):		FUND BALANCE (CVSan):	
	\$13,603.42		\$239,687.52
		MAINT DEPT PROPERTY TAXES ALLOC:	
		Cash Carried Forward:	(\$13,764.56)
		PY&CY PropTax Sec&Uns	\$28.33
		PY&CY Uns. Supp. Tax	\$3.24
		HO Prop tax Relief	\$21.18
		Cash Balance (Maint):	(\$13,711.81)
		060 Adv Beginning Bal:	\$202.92
		No Activity	
		Ending Balance:	\$202.92
		160 Supplmt begin bal:	\$38.51
		PY Uns. Prop Tax	\$0.16
		PY Sec. Prop Tax	\$200.87
		Ending Balance	\$239.54
		FUND BALANCE (Maint):	(\$13,269.35)
		TOTAL CSD 3240 BALANCE:	\$240,021.59

16

\\administrative\bud&fin\wrkshCSD.xls

8.a.

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: 7-27-22 LATEST FUND REPORT: 6-13-22

 OPERATING FUND 3241

CASH CARRIED FORWARD: \$ 322,948.17

ACTIVITY:

CHECKS AND PAYMENTS

Wells Fargo Fees (\$105.49)

DEPOSITS AND CREDITS

Comm Center Bookings, Security & C/D \$33,244.65

Pool Deposits \$8,225.97
 Bathroom keys \$20.00
 Tennis Court keys \$10.00

VB

 CASH BALANCE: \$ 364,343.30

ADV ON TAXES : \$5,720.00
 No Activity

NET ADV ON TAXES: \$5,720.00

INVESTED BALANCE: \$178,865.66

No Activity

NET INVESTED: \$178,865.66

\$50,222.82 c/d deposits

\$128,642.84 avail. funds

 FUND BALANCE: \$ 548,928.96

*** Below held in cash account ***

C/D BEGINNING BALANCE: \$50,222.82

c/d deposit receipts \$0.00

c/d deposit refunds \$0.00

Transfr 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: \$8,171.84

Parking revenue \$0.00

Payroll/Expenses \$0.00

NET PLC ENDING BALANCE: \$8,171.84

 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: \$15,733.63

CO.charges in 3240: \$ -

M:\L Drive Backup 3 24 2021\Recreation_Dept\Budget & Finance\Wrksht_REC_.xlsx

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: 7-27-22 LATEST FUND REPORT 6-13-22

OPERATING FUND 3242		BALANCES BY CLASS	
CASH CARRIED FORWARD:	\$31,627.57	MEMORIAL HALL	
ACTIVITY:		Walk Honor & P66	\$276,750.00
CHECKS and PAYMENTS		Arch. Phasel	(\$15,427.99)
Warrant (492-500)	(\$4,401.86)	Engnr. Phasel	(\$33,934.00)
		Other CapX	(\$4,605.65)
DEPOSITS:		WofH P66 Balance	\$222,782.36
		Other MH O&M Bal	\$740.50
		BRIDGEHEAD	\$1,174.34
		PLAZA/FENCES/LIGHT:	(\$876.68)
		DOGPARK COST CENTE	\$2,351.14
CASH BALANCE:	\$27,225.71	ACCRUED DEBT:	
INVESTED BEG. BAL:	\$223,430.58	PCADVISORY due MH	\$1,170.20
INVESTED END. BAL:	\$223,430.58		
FUND BALANCE:	\$250,656.29	TAXES held in 3240	(\$13,269.35)

✓6

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

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

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG: 7-27-22 LATEST FUND REPORT: 6-13-22

OPERATING FUND 3426		CONSTRUCTION FUND 3427	
CASH CARRIED FORWARD:	\$975,346.41	CASH CARRIED FORWARD:	\$62,435.28
ACTIVITY:		No Activity	
Warrants (6706-6724)	\$ (74,547.11)		
Prmts 22-21	\$ 60.00	CASH BALANCE:	\$62,435.28
		INVESTED BEGIN BAL.:	\$904,388.43
		No Activity	
CASH BALANCE:	\$900,859.30	INVESTED BALANCE:	\$904,388.43
ADV ON TAXES:	\$ 66,100.39	FUND 3427 BALANCE:	\$966,823.71
060 Prop tax Beginning	\$ 61,982.50		
No Activity			
Ending Balance	\$ 61,982.50	CAPITAL RESERVE FUND 3429	
160 Adv Supp Prop tax	\$4,117.89	CASH CARRIED FORWARD:	\$256.00
Ending Balance	\$4,117.89	No Activity	
INVESTED BEG. BALANCE:	\$2,786,349.18	CASH BALANCE:	\$256.00
No Activity		INVESTED BEGIN BAL.:	\$71,604.68
Ending Balance:	\$2,786,349.18	No Activity	
FUND 3426 BALANCE:	\$3,753,308.87	INVESTED BALANCE:	\$71,604.68
TAXES held in 3240:	\$239,687.52	FUND 3429 BALANCE:	\$71,860.68
CO.charges in 3240:	\$0.00		
ACCRUED DEBT OWED TO CVSAN:		CONTRACTOR BONDS ON FILE:	
PCSAN DEPT.	\$339,659.68	38 contractors	\$39,500.00

VL